

**Richland County  
Public Safety Standing Committee**

Date Posted: October 30, 2024

**NOTICE OF MEETING**

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, November 1, 2024 at 8:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/public-safety-committee/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or [barbara.scott@co.richland.wi.us](mailto:barbara.scott@co.richland.wi.us) (email).

**AMENDED AGENDA**

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From October 4, 2024 Meeting
6. Public Comment
7. Reports
  - A. Sheriff – Departmental Activities
  - B. Coroner – Departmental Activities
  - C. Circuit Court Judge – Departmental Activities
  - D. Clerk Of Court – Departmental Activities
  - E. Register In Probate – Departmental Activities
  - F. District Attorney – Departmental Activities
  - G. Emergency Management – Departmental Activities
  - H. PSAP & GIS Grants
  - I. Radio Tower Project
  - J. Mapping, Radio Systems, And Squad Updates
  - K. Courthouse Security Report
8. Approval Of Monthly Invoices
9. Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Office Ordinance No. 89-7 Relating To Department Staffing & Hiring Practices
10. Discussion & Possible Action: Approval To Solicit Bids For 2025 Squad Cars
11. Discussion & Possible Action: Approval To Enter Into Contract With Flock Safety For LPR Cameras
12. Discussion & Possible Action: Approval To Start A Hiring Process For A Road Patrol Deputy
13. Correspondence
14. Future Agenda Items
15. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Safety Standing Committee.

Derek S. Kalish  
County Clerk

# Richland County Public Safety Standing Committee

October 4, 2024

The Richland County Public Safety Standing Committee convened on Friday, October 4, 2024 in person and virtually at 8:30 AM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Frank called the meeting to order at 8:31 AM.

**Roll Call:** Deputy Clerk Hege conducted roll call. Committee member(s) present: Gary Manning, Chad Cosgrove, Bob Frank, and Julie Fleming. Committee member(s) absent: Craig Woodhouse, David Turk, Kerry Severson. Kerry Severson joined the meeting via WebEx at 9:06 AM.

**Verification of Open Meetings Law Compliance:** Deputy Clerk Hege confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by Manning, second by Fleming to approve agenda. Motion carried and agenda declared approved.

**Approval Of Minutes From September 6, 2024 Meeting:** Motion by Fleming, second by Cosgrove to approve the September 6, 2024 minutes. Motion carried and minutes declared approved.

**Public Comment:** Mike Jessen reminded the committee of the upcoming EMS fund raiser event happening on October 5, 2024.

## Reports:

- A. Sheriff – Departmental Activities:** Sheriff Porter presented the Sheriff’s Monthly Report for September 2024. Brief discussion ensued.
- B. Coroner - Departmental Activities:** Michael Jessen, Emergency Management Director, gave report on behalf of Mr. Rossing for September 2024. Mr. Rossing’s report consisted of a monthly total of 9 calls. Director Jessen highlighted the year-to-date total of calls was up to 92 and shared Mr. Rossing’s plea for assistance in the Coroner’s Office. Discussion ensued.
- C. Circuit Court Judge - Departmental Activities:** Register in Probate, Ms. Jenifer Laue, briefly reported, on behalf of Judge McDougal, that she continues to have a very busy calendar. Brief discussion.
- D. Clerk Of Court - Departmental Activities:** Clerk of Court, Stacy Kleist was not in attendance to present the Clerk of Court monthly report to the committee. Chair Frank shared a few comments from an email received from the Clerk of Court.
- E. Register In Probate - Departmental Activities:** Register in Probate, Ms. Jenifer Laue, reported that her office has been very busy over the last month due to illness and one staff member being off work on medical leave. Brief discussion ensued.
- F. District Attorney - Departmental Activities:** District Attorney, Ms. Jennifer Harper, gave an overview of a kiosk system that could be used for pretrial monitoring. Extensive discussion ensued.

## Richland County Public Safety Standing Committee

Chair Frank moved agenda item 9. Discussion & Possible Action: Disorderly Conduct With A Motor Vehicle Ordinance and agenda item 10. Discussion & Possible Action: Contempt Of Court Ordinance to follow agenda item 7-F so that DA Harper could return to court once she was finished presenting the two ordinances.

**Discussion & Possible Action: Disorderly Conduct With A Motor Vehicle Ordinance/ Discussion & Possible Action: Contempt Of Court Ordinance:** District Attorney Harper presented both ordinances to the committee. Brief discussion ensued. Motion Manning, second by Fleming to approve both the Disorderly Conduct With A Motor Vehicle Ordinance and the Contempt of Court Ordinance and to move them both on to County Board for final approval. Motion carried and both the Disorderly Conduct With A Motor Vehicle Ordinance and the Contempt of Court Ordinance were approved and forwarded on to County Board for final approval.

Supervisor Severson joined the meeting via WebEx at 9:06 AM.

- G. Emergency Management - Departmental Activities & Wisconsin Emergency Management Grant Funding Update:** Emergency Services Director, Michael Jessen gave a brief report on the Emergency Management Department's budget, proposed changes to the Community Emergency Coordinator position, upcoming training days, and reported that the Emergency Management Response vehicle replacement process was stalled indefinitely. Extensive discussion ensued.
- H. PSAP & GIS Grants:** MIS Director, Ms. Barbara Scott gave a brief update on the PSAP & GIS grant status. Brief discussion ensued.
- I. Radio Tower Project:** MIS Director, Ms. Barbara Scott reported that major progress has been made on the Tower Project as a whole. Extensive discussion ensued.
- J. Mapping, Radio Systems, And Squad Updates:** Sheriff Porter presented the Squad Mileage Report to the Committee and reported that one new squad is currently being assembled.. Brief discussion ensued.
- K. Courthouse Security Report:** There was consensus from the committee to table this item till the November 2024 meeting.

**Approval of Monthly Invoices:** Sheriff Porter gave a brief explanation of the monthly invoices. Brief discussion ensued. Motion by Cosgrove, second by Manning to approve the Sheriff's Department monthly invoices. Motion carried and the monthly invoices were approved.

**Discussion & Possible Action: Sale Of Sheriff's Office Surplus Firearms:** Sheriff Porter presented a resolution approving the Sheriff's Office to sell surplus firearms to current certified law enforcement staff of the office. Brief discussion ensued. Motion by Severson, second by Manning to approved the resolution approving the Sheriff's Office to sell surplus firearms to current certified law enforcement staff of the office and to forward the resolution on to County Board for final approval. Motion carried and the resolution approving the Sheriff's Office to sell surplus firearms to current certified law enforcement staff of the office was approved and was forwarded on to County Board for final approval.

Richland County  
Public Safety Standing Committee

**Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Department Ordinance No. 89-7 Relating To Department Staffing & Hiring Practices:** Brief discussion ensued. There was consensus from the committee to table this item until the November Public Safety Standing Committee meeting.

**Discussion & Possible Action: Resolution Approving The Payment For A New K-9 And Required Training From Donated Funds:** Sheriff Porter gave a brief explanation of the resolution. Brief discussion ensued. Motion by Cosgrove, second by Manning to approve the resolution approving the payment for a new K-9 and required training from donated funds and to forward the resolution on to County Board for final approval. Motion carried and the resolution approving the payment for a new K-9 and required training from donated funds was approved and forwarded onto County Board for final approval.

**Correspondence:** None

Sheriff Porter briefly mentioned to the committee that the webpage for the Richland County Sheriff's Department would have staff photos uploaded within the near future. Brief discussion ensued.

**Future Agenda Items:**

Courthouse Security Report – Circuit Court Judge/Register in Probate

Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Department Ordinance No. 89-7 Relating To Department Staffing & Hiring Practices

**Adjourn:** Committee Chair Frank entertained a motion to adjourn. Motion by Manning, second by Fleming to adjourn. Motion carried and meeting adjourned at 9:43 AM.



Myranda H. Hege  
Deputy County Clerk

**SHERIFF'S MONTHLY REPORT  
 RICHLAND COUNTY  
 MONTH OF OCTOBER 2024**

(PRESENTED AT THE NOV 1ST, 2024 PUBLIC SAFETY MEETING)



	2024		
	AUG	SEPT	OCT
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$41,517.24	\$79,398.56	\$43,973.25
NUMBER OF JAIL BOOKINGS	65	48	45
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	33.47	30.15	33.04
TOTAL NUMBER OF INMATES HOUSED OUT OF COUNTY	0	0	0
MONTHLY COST OF HOUSING INMATES OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MEDICAL COST OF INMATES HOUSED OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MONTHLY COMPLAINTS	409	415	368
TRAFFIC CITATIONS ISSUED	85	35	13
TRAFFIC WARNINGS ISSUED	10	1	0
CIVIL PROCESS PAPERS SERVED	21	23	12
TRANSPORTS FOR THE MONTH	13	13	12
AVERAGE NUMBER ON ELECTRONIC MONITORING	6.00	8.00	12.00

**Monthly Activity**

**Jail Activity:**

630 calls for service  
 86 calls for EMS  
 122 calls for RCPD

Sq year	Plate	Vin#	January	February	March	April	May	June	July
2018	ADY7972	JGB69005	56,723	58,439	59,310	60,140	60,513	61,316	61,960
2018	AED1287	JGB69004	64,194	67,030	68,745	70,648	72,012	73,979	75,564
2018	7755	JGB93287	56,940	57,748	58,347	58,736	59,119	60,072	60,100
2018	AST2493	JGA84720	77,796	78,531	79,377	80,526	81,635	83,210	84,037
2018	5871	JGC17213	151,223	151,514	151,550	151,550	151,602	152,007	152,630
2018	7754	JGC17212	172,731	172,731	172,740	172,780	172,875	172,925	173,102
2019	5874	KH600559	111,939	113,964	114,220	114,250	115,393	115,895	117,383
2019	AJM5933	KR808426	44,123	45,910	47,890	48,999	49,772	50,773	52,136
2019	6898	KKC42277	73,645	76,851	78,761	80,941	82,574	84,968	85,761
2019	6958	KKC42276	68,310	69,446	71,294	73,004	74,468	76,107	77,240
2020	5872	LC369759	38,070	39,330	40,118	40,764	41,999	43,515	45,723
2020	8980	LC369757	70,285	75,079	77,393	80,747	82,737	85,793	86,186
2020	9047	LC369758	71,186	74,346	76,233	78,226	79,486	82,322	83,564
2020	F2574	LC369760	83,379	89,931	92,504	95,368	97,309	100,873	101,917
2021	TM8804	MN708092	25,055	26,654	27,628	29,412	30,736	31,469	32,615
2021	5873	MGB61433	39,628	43,230	44,585	46,760	48,285	50,773	52,324
2021	9794	MGB61434	42,130	44,652	46,877	48,917	50,334	52,484	54,325
2022	E5876	NGB48221	26,675	30,787	32,643	34,169	35,895	37,617	39,548
2022	E5619	1FM5K8A	27,369	27,400	31,542	34,377	36,892	38,997	40,816
2023	E5875	1C4RDJFG8PC591449		4,169	6479	9,081	10,748	13,752	14,485
2023	E7754	1C4RDJFG9PC591539		3,746	5461	7,539	9,236	10,835	12,513
2024	AXF7591	1C4RDJFG1RC139717				880	1,569	2,000	2,332
2024	F2890	1C4RDJFGXRC139716							

August	September	October	November
63,012	63,993	65,212	66,204
77,334	79,155	79,243	80,359
60,239	60,922	62,444	63,707
84,836	86,440	87,635	89,040
153,188	153,970	154,483	154,495
173,274	173,294	173,310	176,455
119,053	119,761	119,840	120,076
52,536	53,317	55,178	56,608
87,330	88,726	90,559	92,183
78,740	80,371	81,065	82,438
47,072	48,761	50,388	51,671
89,454	91,640	93,798	95,582
85,722	87,540	87,575	89,033
103,112	106,632	108,133	109,369
34,666	35,889	36,654	37,885
54,422	56,814	58,441	59,511
55,171	57,254	58,899	60,503
41,728	44,562	46,459	48,120
43,881	47,058	49,672	51,746
17,097	19,626	20,538	22,176
13,836	16,056	18,070	19,809
2,902	3,460	4,264	4,737

**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name: Coroners Report**

<b>Department</b>	Coroner	<b>Presented By:</b>	M. Jessen
<b>Date of Meeting:</b>	11/01/2024	<b>Action Needed:</b>	N/A
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	10/29/2024	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>	N/A	<b>Resolution</b>	

**Recommendation and/or action language:**

**Background: Monthly Coroners Report**

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**Attachments and References:**

**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

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Department Head

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Administrator, Candace Pesch

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# October 2024 Coroner's Report

Public Safety Committee 11/01/2024

7 cases in October, as of the 29th

The ages of decedents ranged from 20-91

Cause of death included:

(3) heart-related

(2) accidental deaths

(1) dementia

(1) autoimmune disease

Two of the cases involved individuals receiving hospice care

One of the accidental deaths was due to injuries sustained while cutting trees, the other was the result of a motor vehicle accident

All of the cases this month were cremations

We are at 100 cases for the year.

Last year at this time, we were at 116 cases

Ten years ago, our office was at 74 cases

We had three death certificates that were pending manner and cause of death, but after receiving autopsy and toxicology reports this week, all have been completed and we have nothing pending at this time.

I am very thankful for the continued support, and relief, provided to our office by Mike Jessen. As always, please reach out if you have any questions or concerns.

Regards,

Jim

**RICHLAND COUNTY SHERIFF'S DEPARTMENT  
MONTHLY BILLS SUBMITTED FOR APPROVAL  
OCTOBER 2024 BILLS**

(PRESENTED AT THE NOV 1ST, 2024 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	AUTOZONE	2	SQUAD MAINTENANCE	79628, 75408	55.90	10.5211.0000.5352	
2	BARR, TYLER	1	EVIDENCE	N/A	16.49	10.5211.0000.5818	
3	CHARM TEX	1	JAIL SUPPLIES	380069	53.70	10.5251.0000.5352	
4	CORNERSTONE SERVICE	1	SQUAD MAINTENANCE	18889	72.35	10.5211.0000.5352	
5	CONTRACTORS LIMITED	1	CAPITOL IMPROVEMENTS, JAIL ASSMNT	32639	17,215.00	15.5145.0000.5356	
6	ELIOR - SUMMIT FOODS	4	MEALS FOR PRISONERS	221964, 222536, 223269, 223851	13,342.47	10.5251.0000.5294	
7	FERRELLGAS	1	RADIO PARTS & REPAIR	10563663	150.00	10.5217.0000.5352	
8	FILLBACK FORD	3	SQUAD MAINTENANCE	312365, 312596, 312651, 312150, 312271, 312337	1,664.11	10.5211.0000.5352	
9	GALLS	1	UNIFORM ALLOWANCE/MARSHALL	29261563	73.19	19.5213.0000.5346	
10	GFC	3	COPY LEASE	14878777, 147878778, 100963113	292.32	10.5211.0000.5315	10.5251.0000.5315
11	IOWA CNTY EMERGENCY MGMT	1	OFFICER SUPPLIES	20241010-41	132.55	10.5211.0000.5319	
12	MOTOROLA SOLUTIONS	1	SQUAD MAINTENANCE	8330287885	1,500.00	10.5211.0000.5352	
13	NAPA AUTO PARTS	2	RADIO PARTS & REPAIR	619245, 618777	189.99	10.5217.0000.5352	
14	NORTHEAST WI TECHNICAL COLLEGE	1	TRAINING	2063	99.00	10.5211.0000.5157	
15	OPTIONS LAB INC	1	JAIL SUPPLIES	5049682	485.00	10.5251.0000.5352	
16	PIONEER PRINT CO LLC	1	UNIFORM ALLOWANCE	5694	760.19	19.5213.0000.5346	
17	POMPS TIRE SERVICE	1	SQUAD MAINTENANCE	1520066160	1,171.00	10.5211.0000.5352	
18	RHYME	1	JAIL OFFICE SUPPLIES	774313	115.53	10.5251.0000.5319	
19	RICHLAND COUNTY AMBULANCE	2	CARE OF PRISONERS	N/A	138.00	10.5251.0000.5296	
20	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2024-7	237.50	10.5251.0000.5299	
21	RICHLAND HOSPITAL	1	MEDICAL EXAMS/CARE OF PRISONERS	44	448.00	10.5211.0000.5346	10.5251.0000.5296
22	SUMMIT FIRE PROTECTION	1	NEW EQUIPMENT	2756289	263.40	10.5211.0000.5819	
23	SYSTEMS TECHNOLOGIES	1	JAIL REPAIR	99014764	201.25	10.5251.0000.5356	
24	TC AUTOWORKS	3	SQUAD MAINTENANCE	13604, 13679, 13693	1,434.97	10.5211.0000.5352	
25	WEGNER AUTO	1	TOWING	7020	250.00	10.5211.0000.5295	
26	WI DEPT OF JUSTICE	1	TRAINING	76	150.00	10.5211.0000.5157	
27	WI DEPT OF JUSTICE - TIME	1	TIME	17091	2,448.00	10.5251.0000.5292	
28	WYOMING SADDLE COMPANY	1	UNIFORM ALLOWANCE	N/A	1,013.34	19.5213.0000.5346	

OCTOBER 2024 BILLS		43,973.25
<b>SHERIFFS DEPARTMENT</b>		<b>7,030.02</b>
<b>POLICE RADIO</b>		<b>339.99</b>
<b>COUNTY JAIL</b>		<b>17,541.52</b>
<b>JAIL ASSESSMENT</b>		<b>2,215.00</b>
<b>DEPARTMENT-UNIFORM ALLOWANCE</b>		<b>1,846.72</b>
<b>CAPITOL IMPROVEMENTS</b>		<b>15,000.00</b>
<b>DOG CONTRACT-MONTHLY PAYMENT</b>		<b>1,500.00</b>
<b>CURRENT MONTH'S JAIL ASSESSMENT</b>		

## **RICHLAND COUNTY SHERIFF'S OFFICE ORDINANCE NO. XXX**

The County Board of Supervisors of Richland County, Wisconsin, do ordain as follows:

### **(1) CREATION AND DUTIES OF THE PUBLIC SAFETY COMMITTEE: DUTIES OF SHERIFF POSITIONS IN THE OFFICE.**

(a) There is created a Public Safety Committee to consist of seven members of the Richland County Board appointed to this Committee in the manner of appointment of Supervisors to committees which is set forth in Richland County Board's RULES OF THE BOARD. Vacancies on the Public Safety Committee shall be filled in the same manner as any other vacancy on a standing committee of the Richland County Board.

#### **(b) DUTIES OF THE PUBLIC SAFETY COMMITTEE.**

The duties of the Public Safety Committee shall be:

1. To prepare or approve and publish rules and regulations relating to the Richland County Sheriff's Office, hereinafter referred to as the RCSO, in the manner set forth in this Ordinance;
2. To observe the Public Safety Program of the Richland County Board, and to make recommendations to the Sheriff and to the Richland County Board for its implementation and improvement;
3. To hold monthly meetings to conduct the business of the Sheriff's Office, and to review bills of the RCSO;
4. To review the budget of the RCSO;
5. To refer, from time to time as deemed necessary by the Public Safety Committee, or as otherwise required by law, matters pertaining to the RCSO to the County Board;
6. To perform such other acts as are specifically allocated to the Public Safety Committee elsewhere in the Ordinance.

(c) **DUTIES OF THE SHERIFF.** The duties of the Richland County Sheriff shall be set forth in Wisconsin Statutes. In addition to the statutory duties, the Sheriff's duties shall include the general management of the RCSO and the maintenance of law enforcement services to the citizens of Richland County, as well as any other duty assigned elsewhere in this Ordinance.

(d) **TYPES OF POSITIONS IN THE RICHLAND COUNTY SHERIFF'S OFFICE.** The positions in the RCSO, excluding the Sheriff shall be as follows:

1. Chief Deputy Sheriff, a management position, the holder of this position must be deputized by the Sheriff.
2. Road Patrol Lieutenant, a management position; the holder of this position must be deputized by the Sheriff.
3. Jail/Dispatch Administrator, a management position; the holder of this position must be deputized by the Sheriff.
4. Investigator, the holder of this position must be deputized by the sheriff.

5. Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.
6. Dispatcher-Jailer; the holder of this position may be deputized by the Sheriff.
7. RCSO Office Manager/Confidential Administrative Assistant; the holder of this position must be deputized by the Sheriff.
8. RCSO Clerk/Typist; the holder of this position may be deputized by the Sheriff.
9. The above positions are classified as follows:
  - a. Full-time.
  - b. Part-time, being those part-time employees who work a regular part-time basis.
  - c. Casual and temporary, being those persons who are called in to work in the Department on an irregular and unscheduled basis, as the Department's needs demand.

(e) **NUMBERS OF POSITIONS.** The numbers of each of the foregoing positions in the Richland County Sheriff's Office are as follows:

Commented [MW1]: See comment below.

1. Full-time Chief Deputy	1
2. Full-time Road Patrol Lieutenant	1
3. Full-time Jail/Dispatch Lieutenant (Administrator)	1
4. Full-time Road Patrol Deputy Sheriff	14
5. Full-time Investigator	1
6. Full-time Dispatcher-Male Section Jailer	6
7. Full-time Dispatcher-Female Section Jailer	6
8. Full-time Dispatcher-Either Male or Female Jailer	2
9. Full-time Office Manager/Confidential Administrative Assistant	1
10. Full-time Administrative Assistant	1
11. Casual and temporary employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the RCSO's needs demand and in accordance with the appropriate collective bargaining agreement. Clerical and administrative office staff may be called in for casual or "call in status".	

TOTAL NUMBER OF FULL-TIME POSITIONS      34  
 TOTAL NUMBER OF PART-TIME POSITIONS      0

(f) **SALARIES.** The Richland County Board of Supervisors shall fix the salaries to be paid to the Sheriff and to the holders of all of the above positions by Resolution as needed from time to time.

Commented [MW2]: Should the preceding section simply mirror this language? "Pursuant to Wis. Stat. sec. 59.26(8)(a), the BOS shall fix the number of positions by ordinance as needed from time to time."

***(2) PROCEDURES AND STANDARDS FOR HIRING NEW PERSONNEL.***

Commented [MW3]: Highlighting as intended for removal to another document.

*(a) This section shall govern the filling of all full-time and part-time non-management vacancies in the RCSO which cannot be filled by job posting within the department. These hiring standards will also apply to all casual and temporary employees.*

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*(b) The Public Safety Committee shall cause to be publicized the creation of an eligibility list to fill any vacancy.*

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*(c) Minimum qualifications for all Non-Management positions in the Richland County*

Sheriff's Office are:

1. The applicant must be a high school graduate or equivalent.
2. The applicant must be not less than 18 years of age.
3. Applicants with a pending criminal charge or a criminal record, as those terms are defined by Wisconsin Statute, will be considered for employment on a case-by-case basis; persons convicted of a felony are ineligible, by virtue of a Wisconsin Statute, to apply for all positions within RCSO.

Except as provided in section (i) herein, all applicants who apply for the eligibility list to fill a vacancy for the position of Road Patrol Deputy Sheriff, Investigator or Dispatcher-Jailer who have met the requirements of paragraph (c), as appropriate, shall take a competitive examination at County expense.

- Step 1. Complete a standardized application form provided by the Training and Standards Board of the State of Wisconsin.
- Step 2. The application shall be reviewed to make sure applicants meet qualifications:
  - a. criminal record check pursuant to c-3 above.
  - b. traffic record check (if applicant will be required to drive as part of his/her duties).
- Step 3. A competitive examination will be administered.
- Step 4. Road Patrol Deputies will complete a Physical Agility Test administered by the RCSO or designee.
- Step 5. First oral interview panel will consist of the Sheriff or designee and 3-6 other people appointed by the Sheriff.
- Step 6. The five highest ranking applicants who are eligible to fill the following categories (Male Section Jailer/Dispatcher; Female Section Jailer/Dispatcher; Part-Time Male or Female Section Jailer/Dispatcher; Road Patrol Deputy; Part-Time Road Patrol Deputy; Investigator;) shall undergo background checks, reference checks, neighborhood inquiries, prior employment checks, character references and other checks.
- Step 7. No person shall be certified as one of the five highest ranking applicants who has not taken the examination within twelve (12) months of the date of certification, unless the Public Safety Committee shall have extended the time interval between the taking of the examination and the date of certification, which extension said Committee is herewith empowered to grant up to an aggregate period of twelve (12) months after the date of examination, except that any such extension must be granted to all persons who took said examination at the same time.
- Step 8. When a vacancy occurs, and the Public Safety Committee determines that a vacancy shall be filled from Step Six (6) the five applicants will be interviewed by a panel that consists of the Sheriff or designee, the Chair of Public Safety Committee or designee, County Administrator or designee and ~~1-3-6~~ other people designated by the Sheriff. All information from Steps 1 through 6 will be available for review at this interview. Applicants will then be ranked 1 through 5 for the position which is vacant.
- Step 9. Vacancies will be filled by appointment by the Sheriff from the names provided by Step 8.
- Step 10. Appointment to a position is contingent upon successful completion of:
  - a. a psychological examination.
  - b. a psychologist's recommendation.
  - c. -background check.

c. a physical examination.

d. successful completion of employee's probationary period. A probationary employee may be dismissed at any time without cause.

(d) All persons who apply for or attain the position of full-time Road Patrol Deputy Sheriff or Investigator shall be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85 of Wisconsin Statutes or be eligible for Wisconsin Law Enforcement Standards Board certification. RCSO may, upon approval of the Sheriff and the Public Safety Committee, give any current employee who is not so certified or certifiable at the time of his or her employment, an opportunity to attend the Academy, where successful completion leads to that person being accepted and approved as a law enforcement officer by the State of Wisconsin Law Enforcement Board of Standards. RCSO will give the opportunity to any such person to attend such a course only once. Failure to satisfactorily complete the course shall constitute grounds for discharge. Persons who become full-time Road Patrol Deputy Sheriffs or Investigators by attending the Academy after application for employment and who do not remain employed by the RCSO for 3 consecutive years must promptly reimburse the County for all expenses which were paid or reimbursed by the County relative to the person's attendance at the Academy, except salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

(e) Part-time/casual Road Patrol Deputy. All persons who apply for or attain the position of part-time or casual Road Patrol Deputy Sheriff shall be certified by the State of Wisconsin as a Law Enforcement Officer in accordance with that portion of the Wisconsin Statutes which pertains to part-time law enforcement officers sec. 165.85, or have completed the law enforcement recruit academy to become eligible for certification prior to the start of their employment.

(f) Full or part-time Jailer/Dispatcher. All persons who attain the position of Part-Time or Full-Time Jailer/Dispatcher shall be certified by the State of Wisconsin Statutes 165.85 which pertains to part-time or full-time jail officers. RCSO shall give any Part-Time or Full-Time Jailer/Dispatcher who is not so certified at the time of his or her appointment to the position, an opportunity to attend one full or part-time, State of Wisconsin Certified Jailer School where completion leads to being accepted and approved as a State of Wisconsin certified jailer by the State of Wisconsin Law Enforcement Board as outlined in Wisconsin Statutes 165.85. Failure to satisfactorily complete the course shall constitute grounds and cause for discharge except that the Public Safety Committee may, in its sole discretion, allow a person who has failed to satisfactorily complete such course, time and opportunity to retake all or a portion of the course on such terms as the Committee deems appropriate.

### **~~(3) CONDUCT OF DEPARTMENT EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.~~**

(a) No employee of RCSO shall engage in any form of political activity calculated to favor or improve the chances of any political party or of any person seeking or attempting to seek political office, while on duty.

(b) Any employee of ~~the Office~~ RCSO may seek any partisan or non-partisan office which he or she is

legally able to hold without being required to take a leave of absence from the RCSO.

**(4) PROVISION FOR CHIEF DEPUTY AND POWERS AND DUTIES OF CHIEF DEPUTY.**

(a) There is continued the position of Chief Deputy Sheriff within the Richland County Sheriff's Office. The Chief Deputy Sheriff, hereinafter, referred to as Chief Deputy, shall be selected and appointed in the manner set out hereinafter.

(b) SELECTION OF CHIEF DEPUTY. The Sheriff of Richland County shall, within thirty (30) days after taking office as Sheriff, select a person to be Chief Deputy Sheriff, who shall serve in that position at the pleasure of the Sheriff.

(c) QUALIFICATIONS FOR THE OFFICE OF CHIEF DEPUTY. Any person who is a Patrol Deputy Sheriff, Investigator, Road Patrol Lieutenant, Dispatcher-Jailer or ~~Jail Administrator~~ Jail Administrator Lieutenant in the RCSO at the time of his or her appointment as Chief Deputy may be selected as Chief Deputy, provided that such person shall at the time of his or her appointment as Chief Deputy be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, and is on active duty with the RCSO at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the RCSO at the time of his or her appointment, provided that such person shall be at the time of his or her appointment certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, or such person possessed such training and experience as a law enforcement officer that he or she can become so certified forthwith, without the necessity of completing a training course leading to such certification, and shall forthwith upon appointment become a resident of Richland County.

1. Upon the appointment of an employee on active duty with the RCSO as Chief Deputy, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the office of the Chief Deputy or as otherwise directed by the Sheriff.
2. Upon the appointment of a new Chief Deputy, the incumbent Chief Deputy shall be returned to his or her former position with the RCSO, if such person was an employee of the RCSO at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
3. Restoration to the former position within the RCSO of a Chief Deputy who was a former employee of the RCSO shall be with tenure time for the time spent in the position as Chief Deputy.
4. Nothing contained herein shall limit the right of a former Chief Deputy who was an employee of the RCSO on active duty with the RCSO at the time of his or her appointment as Chief Deputy, to advancements in rank upon his or her return to his or her former position with the RCSO.

(d) DUTIES OF CHIEF DEPUTY. The Chief Deputy shall be the highest ranking officer of the RCSO under the Sheriff, and shall be the head administrative officer of the RCSO under the Sheriff. Chief Deputy is a management position, and it shall be the duty of the Chief Deputy to provide such

management services in the RCSO as are expected of the head administrative officer, subject only to the limitations placed upon a Chief Deputy by the Sheriff under whom he or she serves. The Chief Deputy shall assume any duties related to the management and day to day operations of the RCSO specified by the Sheriff, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff. Chief Deputy shall delegate responsibility to other employees of the RCSO, as warranted by the nature of the responsibilities and tasks so delegated and the ability of the employee to carry out said tasks. The Chief Deputy shall assume the management of the RCSO during periods of time when the Sheriff is outside the boundaries of Richland County or is on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but that the Chief Deputy, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administration skills so as to free the Sheriff and to assist the Sheriff in providing efficient operation of the RCSO and delivery of law enforcement services to the citizens of Richland County.

(e) Because of the nature of the Chief Deputy's position and duties in implementing the directions and philosophies of the Sheriff, the Sheriff may at any time, without demonstrating cause, remove a Chief Deputy from that office. In the event that there is a removal of a Chief Deputy from office, and said Chief Deputy was an employee on active duty with the RCSO at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the RCSO as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the RCSO on active duty at the time of his or her appointment, service as Chief Deputy shall not in any way be construed to grant such person any rights to continued employment with the RCSO, unless such person shall be thereafter hired pursuant to the provisions of paragraph (2) of this Ordinance.

#### **(5) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF ROAD PATROL LIEUTENANT.**

(a) There is created the position of Deputy Sheriff Road Patrol Lieutenant within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Road Patrol Lieutenant, herein after referred to as Road Patrol Lieutenant, shall be a "Third in Command" management position in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

#### **(b) SELECTION OF ROAD PATROL LIEUTENANT**

When a vacancy occurs in the position of Road Patrol Lieutenant and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Road Patrol Lieutenant vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Road patrol Lieutenant shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (5)(c), as appropriate, shall sign the job posting vacancy and submit a ~~resume~~ resume to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written ~~resume~~ resume or experience does not meet minimum qualifications in paragraph (5)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the



requirements detailed in paragraph (5)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (5)(b)(3) and (4).

3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written ~~resume~~ resume and experience meets the minimum qualifications in paragraph (5)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (5)(b).
4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's ~~resume~~ resume and examination scores and interview no more than the top five (5) candidates from (5)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) QUALIFICATIONS FOR THE POSITION OF ROAD PATROL LIEUTENANT. Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, ~~Jail Administrator~~ Jail Administrator Lieutenant, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for Road Patrol Lieutenant provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the department, per paragraph (5)(b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes. Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Road Patrol Lieutenant, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Road Patrol Lieutenant or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of, or the elimination of the Road Patrol Lieutenant position,

by the Richland County Board of Supervisors, the incumbent Road Patrol Lieutenant shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Road Patrol Lieutenant, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.

2. Restoration to the former position within the RCSO of a Road Patrol Lieutenant shall be with tenure time for the time spent in the position as Road Patrol Lieutenant.
3. Nothing contained herein shall limit the right of a former Road Patrol Lieutenant who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) DUTIES OF ROAD PATROL LIEUTENANT. The Road Patrol Lieutenant shall be the highest-ranking officer of the RCSO under the Sheriff and Chief Deputy. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in managing the road patrol and investigative activities of the RCSO. The Road Patrol Lieutenant position is a combined Management and Deputy Sheriff position. It shall be the duty of the Road Patrol Lieutenant to provide such management and deputy sheriff services in the RCSO as are expected, subject only to the limitations placed upon the Road Patrol Lieutenant by the Sheriff, Chief Deputy or Public Safety Committee. The Road Patrol Lieutenant shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations of the RCSO specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff or Chief Deputy. The Road Patrol Lieutenant shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Road Patrol Lieutenant shall assume management of the Road Patrol responsibilities during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the Road Patrol Lieutenant, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administrating the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the Road Patrol Lieutenant's job description. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A ROAD PATROL LIEUTENANT may only be demoted or removed from the department for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies and as outlined in statute. In the event of a resignation or demotion of a Road Patrol Lieutenant or the elimination of said position and said Road Patrol Lieutenant was an employee on active duty with the RCSO at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Road Patrol Lieutenant was not an employee of the Department on active duty at the time of his or her hiring, the Road Patrol Lieutenant shall not in any way be construed to grant such

person any rights to continued employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

**(6) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF ~~JAIL ADMINISTRATOR~~JAIL ADMINISTRATOR LIEUTENANT LIEUTENANT.**

(a) There is created the position of Deputy Sheriff ~~Jail Administrator~~Jail Administrator Lieutenant within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff ~~Jail Administrator~~Jail Administrator Lieutenant, herein after referred to as ~~Jail Administrator~~Jail Administrator Lieutenant, shall be a "Fourth in Command" management position with direct oversight of jail/dispatch operations in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

**(b) SELECTION OF ~~JAIL ADMINISTRATOR~~JAIL ADMINISTRATOR LIEUTENANT**

When a vacancy occurs in the position of ~~Jail Administrator~~Jail Administrator Lieutenant and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the ~~Jail Administrator~~Jail Administrator Lieutenant vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of ~~Jail Administrator~~Jail Administrator Lieutenant shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (6)(c), as appropriate, shall sign the job posting vacancy and submit a resume<sup>1</sup> to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written resume<sup>1</sup> or experience does not meet minimum qualifications in paragraph (6)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the requirements detailed in paragraph (6)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (6)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (6)(b)(3) and (4).
3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written ~~resume~~resume and experience meets the minimum qualifications in paragraph (6)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be

then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (6)(b).

4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's ~~resume~~ resume and examination scores and interview no more than the top five (5) candidates from (6)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) QUALIFICATIONS FOR THE POSITION OF ~~JAIL ADMINISTRATOR~~ JAIL ADMINISTRATOR LIEUTENANT. Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, a Road Patrol Lieutenant, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for ~~Jail Administrator~~ Jail Administrator Lieutenant provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the RCSO, per paragraph (6) (b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes.

Upon promotion of an employee on active duty with the Richland County Sheriff's Office as ~~Jail Administrator~~ Jail Administrator Lieutenant, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of ~~Jail Administrator~~ Jail Administrator Lieutenant or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of or the elimination of the ~~Jail Administrator~~ Jail Administrator Lieutenant position, by the Richland County Board of Supervisors, the incumbent ~~Jail Administrator~~ Jail Administrator Lieutenant shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to ~~Jail Administrator~~ Jail Administrator Lieutenant, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
2. Restoration to the former position within the RCSO of a ~~Jail Administrator~~ Jail Administrator Lieutenant shall be with tenure time for the time spent in the position as ~~Jail Administrator~~ Jail Administrator Lieutenant.
3. Nothing contained herein shall limit the right of a former ~~Jail Administrator~~ Jail Administrator Lieutenant who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) DUTIES OF ~~JAIL ADMINISTRATOR~~ JAIL ADMINISTRATOR LIEUTENANT. The ~~Jail Administrator~~ Jail Administrator Lieutenant shall be the highest-ranking officer of the RCSO in the Jail/Dispatch Division but under the Sheriff, Chief Deputy and Road Patrol Lieutenant. The ~~Jail Administrator~~ Jail Administrator Lieutenant shall assist the Sheriff and the Chief Deputy in managing the

jail and dispatch operations. The ~~Jail Administrator~~Jail Administrator Lieutenant position is a combined Management and Deputy Sheriff position. It shall be the duty of the ~~Jail Administrator~~Jail Administrator Lieutenant to provide such management and deputy sheriff services in the Office as are expected, subject only to the limitations placed upon the ~~Jail Administrator~~Jail Administrator Lieutenant by the Sheriff, Chief Deputy or Public Safety Committee. The ~~Jail Administrator~~Jail Administrator Lieutenant shall also assume any duties related to being a deputy Sheriff and a manager of the ~~day-to-day~~day-to-day operations specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff or Chief Deputy. The ~~Jail Administrator~~Jail Administrator Lieutenant shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The ~~Jail Administrator~~Jail Administrator Lieutenant shall assume management of the operations during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the ~~Jail Administrator~~Jail Administrator Lieutenant, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administrating the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the ~~Jail Administrator~~Jail Administrator Lieutenant's job description. The ~~Jail Administrator~~Jail Administrator Lieutenant shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A ~~JAIL ADMINISTRATOR~~JAIL ADMINISTRATOR LIEUTENANT may only be demoted or removed from the RCSO for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies and as outlined in statute. In the event of a resignation or demotion of a ~~Jail Administrator~~Jail Administrator Lieutenant or the elimination of said position and said ~~Jail Administrator~~Jail Administrator Lieutenant was an employee on active duty with the RCSO at the time of his or her promotion as ~~Jail Administrator~~Jail Administrator Lieutenant, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the ~~Jail Administrator~~Jail Administrator Lieutenant was not an employee of the RCSO on active duty at the time of his or her hiring, the ~~Jail Administrator~~Jail Administrator Lieutenant shall not in any way be construed to grant such person any rights to continued employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

#### **(7) POWERS OF THE SHERIFF TO MAKE WORK RULES.**

(a) There is hereby delegated to the Sheriff of Richland County the power to make work rules and to establish departmental policies and procedures to any or all the positions within the RCSO. Work Rules may be established in accordance with the procedure hereinafter set forth and subject to the approval of the Public Safety Committee as hereinafter set forth:

1. The Sheriff may prepare Work Rules which the Sheriff believes necessary and advisable for the efficient operation of the RCSO and provision of law enforcement services to Richland County.
2. The work rule proposed by the Sheriff shall be posted on a bulletin board within the office of the RCSO in such a location as to be readily observed by the employees. In addition, a copy of such proposed work rules shall be circulated to every employee of the RCSO and the Public Safety Committee Chair.
3. The Public Safety Committee shall have 45 days in which to disapprove, in whole or in part, any proposed work rule. The Committee may, in its sole discretion, conduct a formal or informal hearing or hearings upon said proposed work rule, or any portion thereof, but the Committee need not give notice of said hearings except as required by the "Wisconsin Open Meeting Law."
4. If the proposed work rule is not disapproved by the Public Safety Committee within 45 days after the posting, circulation and submission to the members of the Public Safety Committee of the proposed work rules, said work rule shall be deemed to be in full force and effect retroactive to the date of said circulation, posting and submission to the Public Safety Committee,
5. All work rules in effect at the time a Sheriff assumes office shall remain in full force and effect until and unless the said Sheriff shall modify or repeal the existing rule or rules, in whole or in part. Modification or repeal of any work rule, or part thereof, shall be accomplished by means of the identical procedure hereinabove set forth for the creation of new work rules.
6. Upon the effective date of any work rule, all employees of the RCSO shall conduct themselves in accordance with such rules and regulations.

**(7) LEAVE OF ABSENCE FOR MILITARY SERVICE.** All employees of the RCSO who enter the armed forces of the United States shall be considered on leave of absence for the period during which said employee is on active duty with said armed forces, and such employees shall retain all seniority rights and rank accumulated at the time of his or her induction into the armed forces, provided said employee receives an Honorable Discharge upon completion of military service and is physically and mentally capable of performing the duties of his or her employment upon discharge and returns to work within 60 days of the date of discharge.

**(8) CARRYOVER OF ACCUMULATED SICK LEAVE UPON BECOMING SHERIFF.** In the event that any employee of the RCSO shall take office as Sheriff, whether by election or by appointment, such employee shall retain all sick leave which he or she had accumulated as of the date of taking office as Sheriff provided such employee shall leave the office of Sheriff and return to his or her full-time employment within twenty-five (25) months of the date of originally taking office as Sheriff. In the event that such employee does not so leave the office of Sheriff and return to full-time employment within such twenty-five (25) months, then all such accumulated sick leave shall be lost and forfeited permanently by such employee, without compensation therefor.

**(9) EFFECT OF LABOR CONTRACT.** In the event that the Richland County Board shall, during the period of time that this Ordinance is in effect, enter into a labor contract with a recognized union representing the employees of the RCSO, then the provisions of such contract wherein conflict with the provisions of this Ordinance, shall supersede this Ordinance and such provisions of this Ordinance so superseded shall be of no force and effect during the continuance of such contract, or renewals or

extensions thereof.

**(10) SEVERABILITY.** The provisions of this Ordinance are hereby declared severable. All provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared void, and the remaining portions of this Ordinance not so declared to be illegal or unconstitutional shall be and remain in full force and effect.

**(11) WORDS AND PHRASES.** In this Ordinance, "RCSO" and the words "Sheriff's Office" shall mean the Richland County Sheriff's Office. In this Ordinance the word "Committee" and the words "Public Safety Committee" shall mean the Public Safety Committee of the Richland County Board of Supervisors.

**(12) REPEAL OF PREVIOUS ORDINANCES.** All previous Richland County Sheriff's Office ordinances that are contrary to this ordinance are hereby repealed.

**(13) HUBER CHARGES FOR BOARD AND ROOM WHILE AN INMATE OF THE RICHLAND COUNTY JAIL.** Every prisoner who is granted Huber privileges and who is gainfully employed or who receives unemployment compensation or employment training benefits shall, in accordance with section 56.08(4), Wisconsin Statutes, as amended, be charged for his or her maintenance and board while in the jail in accordance with Richland County Fee Schedule Policy. All charges shall be payable in a lump-sum payment for each week and such payment shall be made in advance by the prisoner; any refund due for unused days shall be refunded to the prisoner;

**(14) CHARGE FOR HOUSING OF PRISONERS IN THE RICHLAND COUNTY JAIL.** When either the Federal Government, State Government or other counties have excess prisoners whom they desire the Richland County Jail to house on their behalf, a daily fee per day shall be charged for the care and maintenance of one prisoner, in addition to any costs incurred by the Richland County Jail for medical treatment, hospitalization, or medication required on behalf of said prisoner, while said prisoner is being housed by Richland County. See Richland County Fee Schedule Policy for rates.

**(16) EFFECTIVE DATE.** This ordinance shall be in full force and effect upon its passage and publication.

Dated:

**ORDINANCE OFFERED BY THE PUBLIC SAFETY COMMITTEE**

## **RICHLAND COUNTY SHERIFF'S OFFICE ORDINANCE NO. 89-7**

The County Board of Supervisors of Richland County, Wisconsin, do ordain as follows:

### **(1) CREATION AND DUTIES OF THE PUBLIC SAFETY COMMITTEE: DUTIES OF SHERIFF POSITIONS IN THE OFFICE.**

(a) There is created a Public Safety Committee to consist of seven members of the Richland County Board appointed to this Committee in the manner of appointment of Supervisors to committees which is set forth in Richland County Board's RULES OF THE BOARD. Vacancies on the Public Safety Committee shall be filled in the same manner as any other vacancy on a standing committee of the Richland County Board.

#### **(b) DUTIES OF THE PUBLIC SAFETY COMMITTEE.**

The duties of the Public Safety Committee shall be:

1. To prepare or approve and publish rules and regulations relating to the Richland County Sheriff's Office, hereinafter referred to as the RCSO, in the manner set forth in this Ordinance;
2. To observe the Public Safety Program of the Richland County Board, and to make recommendations to the Sheriff and to the Richland County Board for its implementation and improvement;
3. To hold monthly meetings to conduct the business of the Sheriff's Office, and to review bills of the RCSO;
4. To review the budget of the RCSO;
5. To act as Grievance Committee in the case of any grievance by an employee of the RCSO arising out of employment by the RCSO;
6. To refer, from time to time as deemed necessary by the Public Safety Committee, or as otherwise required by law, matters pertaining to the RCSO to the County Board;
7. To perform such other acts as are specifically allocated to the Public Safety Committee elsewhere in the Ordinance.

(c) **DUTIES OF THE SHERIFF.** The duties of the Richland County Sheriff shall be set forth in Wisconsin Statutes. In addition to the statutory duties, the Sheriff's duties shall include the general management of the RCSO and the maintenance of law enforcement services to the citizens of Richland County, as well as any other duty assigned elsewhere in this Ordinance.

(d) **TYPES OF POSITIONS IN THE RICHLAND COUNTY SHERIFF'S OFFICE.** The positions in the RCSO, excluding the Sheriff shall be as follows:

1. Chief Deputy Sheriff, a management position, the holder of this position must be deputized by the Sheriff.
2. Road Patrol Lieutenant, a management position; the holder of this position must be deputized by the Sheriff.
3. Jail/Dispatch Administrator, a management position; the holder of this position



must be deputized by the Sheriff.

4. Investigator, the holder of this position must be deputized by the sheriff.
5. Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.
6. Dispatcher-Jailer; the holder of this position may be deputized by the Sheriff.
7. RCSO Office Manager/Confidential Administrative Assistant; the holder of this position must be deputized by the Sheriff.
8. RCSO Clerk/Typist; the holder of this position may be deputized by the Sheriff.
9. The above positions are classified as follows:
  - a. Full-time.
  - b. Part-time, being those part-time employees who work a regular part-time basis.
  - c. Casual and temporary, being those persons who are called in to work in the Department on an irregular and unscheduled basis, as the Department's needs demand.

(e) NUMBERS OF POSITIONS. The numbers of each of the foregoing positions in the Richland County Sheriff's Office are as follows:

- |  |    |
|--|----|
| 1. Full-time Chief Deputy  | 1  |
| 2. Full-time Road Patrol Lieutenant  | 1  |
| 3. Full-time Jail/Dispatch Lieutenant (Administrator)  | 1  |
| 4. Full-time Road Patrol Deputy Sheriff  | 14 |
| 5. Full-time Investigator  | 1  |
| 6. Full-time Dispatcher-Male Section Jailer  | 6  |
| 7. Full-time Dispatcher-Female Section Jailer  | 6  |
| 8. Full-time Dispatcher-Either Male or Female Jailer   | 2  |
| 9. Full-time Office Manager/Confidential Administrative Assistant  | 1  |
| 10. Full-time Clerk/Typist   | 1  |
| 11. Casual and temporary employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the RCSO's needs demand and in accordance with the appropriate collective bargaining agreement. Clerical and administrative office staff may be called in for casual or "call in status". |    |

TOTAL NUMBER OF FULL-TIME POSITIONS 34

TOTAL NUMBER OF PART-TIME POSITIONS 0

(f) SALARIES. The Richland County Board of Supervisors shall fix the salaries to be paid to the Sheriff and to the holders of all of the above positions by Resolution as needed from time to time.

## (2) PROCEDURES AND STANDARDS FOR HIRING NEW PERSONNEL.

(a) This section shall govern the filling of all full-time and part-time non-management vacancies in the RCSO which cannot be filled by job posting within the department. These hiring standards will also apply to all casual and temporary employees.

(b) The Public Safety Committee shall cause to be publicized the creation of an eligibility list to fill any vacancy.

(c) Minimum qualifications for all Non-Management positions in the Richland County Sheriff's Office are:

1. The applicant must be a high school graduate or equivalent.
2. The applicant must be not less than 18 years of age.
3. Applicants with a pending criminal charge or a criminal record, as those terms are defined by Wisconsin Statute, will be considered for employment on a case-by-case basis; persons convicted of a felony are ineligible, by virtue of a Wisconsin Statute, to apply for all positions within RCSO.

Except as provided in section (i) herein, all applicants who apply for the eligibility list to fill a vacancy for the position of Road Patrol Deputy Sheriff, Investigator or Dispatcher-Jailer who have met the requirements of paragraph (c), as appropriate, shall take a competitive examination at County expense.

- Step 1. Complete a standardized application form provided by the Training and Standards Board of the State of Wisconsin.
- Step 2. The application shall be reviewed to make sure applicants meet qualifications:
  - a. criminal record check pursuant to c-3 above.
  - b. traffic record check (if applicant will be required to drive as part of his/her duties).
- Step 3. A competitive examination will be administered.
- Step 4. Road Patrol Deputies will complete a Physical Agility Test administered by the RCSO or designee.
- Step 5. First oral interview panel will consist of the Sheriff or designee and 3-6 other people appointed by the Sheriff.
- Step 6. The five highest ranking applicants who are eligible to fill the following categories (Male Section Jailer/Dispatcher; Female Section Jailer/Dispatcher; Part-Time Male or Female Section Jailer/Dispatcher; Road Patrol Deputy; Part-Time Road Patrol Deputy; Investigator;) shall undergo background checks, reference checks, neighborhood inquiries, prior employment checks, character references and other checks.
- Step 7. No person shall be certified as one of the five highest ranking applicants who has not taken the examination within twelve (12) months of the date of certification, unless the Public Safety Committee shall have extended the time interval between the taking of the examination and the date of certification, which extension said Committee is herewith empowered to grant up to an aggregate period of twelve (12) months after the date of examination, except that any such extension must be granted to all persons who took said examination at the same time.
- Step 8. When a vacancy occurs, and the Public Safety Committee determines that a vacancy shall be filled from Step Six (6) the five applicants will be interviewed by a panel that consists of the Sheriff or designee, the Chair of Public Safety Committee or designee, County Administrator or designee and 3-6 other people designated by the Sheriff. All information from Steps 1 through 6 will be available for review at this interview. Applicants will then be ranked 1 through 5 for the position which is vacant.
- Step 9. Vacancies will be filled by appointment by the Sheriff from the names provided by Step 8.
- Step 10. Appointment to a position is contingent upon successful completion of:
  - a. a psychological examination.
  - b. a psychologist's recommendation.
  - c. background check.

c. a physical examination.

d. successful completion of employee's probationary period. A probationary employee may be dismissed at any time without cause.

(d) All persons who apply for or attain the position of full-time Road Patrol Deputy Sheriff or Investigator shall be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85 of Wisconsin Statutes or be eligible for Wisconsin Law Enforcement Standards Board certification. RCSO may, upon approval of the Sheriff and the Public Safety Committee, give any current employee who is not so certified or certifiable at the time of his or her employment, an opportunity to attend the Academy, where successful completion leads to that person being accepted and approved as a law enforcement officer by the State of Wisconsin Law Enforcement Board of Standards. RCSO will give the opportunity to any such person to attend such a course only once. Failure to satisfactorily complete the course shall constitute grounds for discharge. Persons who become full-time Road Patrol Deputy Sheriffs or Investigators by attending the Academy after application for employment and who do not remain employed by the RCSO for 3 consecutive years must promptly reimburse the County for all expenses which were paid or reimbursed by the County relative to the person's attendance at the Academy, except salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

(e) Part-time/casual Road Patrol Deputy. All persons who apply for or attain the position of part-time or casual Road Patrol Deputy Sheriff shall be certified by the State of Wisconsin as a Law Enforcement Officer in accordance with that portion of the Wisconsin Statutes which pertains to part-time law enforcement officers sec. 165.85, or have completed the law enforcement recruit academy to become eligible for certification prior to the start of their employment.

(f) Full or part-time Jailer/Dispatcher. All persons who attain the position of Part-Time or Full-Time Jailer/Dispatcher shall be certified by the State of Wisconsin Statutes 165.85 which pertains to part-time or full-time jail officers. RCSO shall give any Part-Time or Full-Time Jailer/Dispatcher who is not so certified at the time of his or her appointment to the position, an opportunity to attend one full or part-time, State of Wisconsin Certified Jailer School where completion leads to being accepted and approved as a State of Wisconsin certified jailer by the State of Wisconsin Law Enforcement Board as outlined in Wisconsin Statutes 165.85. Failure to satisfactorily complete the course shall constitute grounds and cause for discharge except that the Public Safety Committee may, in its sole discretion, allow a person who has failed to satisfactorily complete such course, time and opportunity to retake all or a portion of the course on such terms as the Committee deems appropriate.

### **(3) CONDUCT OF DEPARTMENT EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.**

(a) No employee of RCSO shall engage in any form of political activity calculated to favor or improve the chances of any political party or of any person seeking or attempting to seek political office, while on duty.

(b) Any employee of the Office may seek any partisan or non-partisan office which he or she is legally

able to hold without being required to take a leave of absence from the RCSO.

**(4) PROVISION FOR CHIEF DEPUTY AND POWERS AND DUTIES OF CHIEF DEPUTY.**

(a) There is continued the position of Chief Deputy Sheriff within the Richland County Sheriff's Office. The Chief Deputy Sheriff, hereinafter, referred to as Chief Deputy, shall be selected and appointed in the manner set out hereinafter.

(b) SELECTION OF CHIEF DEPUTY. The Sheriff of Richland County shall, within thirty (30) days after taking office as Sheriff, select a person to be Chief Deputy Sheriff, who shall serve in that position at the pleasure of the Sheriff.

(c) QUALIFICATIONS FOR THE OFFICE OF CHIEF DEPUTY. Any person who is a Patrol Deputy Sheriff, Investigator, Road Patrol Lieutenant, Dispatcher-Jailer or Jail Administrator in the RCSO at the time of his or her appointment as Chief Deputy may be selected as Chief Deputy, provided that such person shall at the time of his or her appointment as Chief Deputy be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, and is on active duty with the RCSO at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the RCSO at the time of his or her appointment, provided that such person shall be at the time of his or her appointment certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, or such person possessed such training and experience as a law enforcement officer that he or she can become so certified forthwith, without the necessity of completing a training course leading to such certification, and shall forthwith upon appointment become a resident of Richland County.

1. Upon the appointment of an employee on active duty with the RCSO as Chief Deputy, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the office of the Chief Deputy or as otherwise directed by the Sheriff.
2. Upon the appointment of a new Chief Deputy, the incumbent Chief Deputy shall be returned to his or her former position with the RCSO, if such person was an employee of the RCSO at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
3. Restoration to the former position within the RCSO of a Chief Deputy who was a former employee of the RCSO shall be with tenure time for the time spent in the position as Chief Deputy.
4. Nothing contained herein shall limit the right of a former Chief Deputy who was an employee of the RCSO on active duty with the RCSO at the time of his or her appointment as Chief Deputy, to advancements in rank upon his or her return to his or her former position with the RCSO.

(d) DUTIES OF CHIEF DEPUTY. The Chief Deputy shall be the highest ranking officer of the RCSO under the Sheriff, and shall be the head administrative officer of the RCSO under the Sheriff. Chief Deputy is a management position, and it shall be the duty of the Chief Deputy to provide such

management services in the RCSO as are expected of the head administrative officer, subject only to the limitations placed upon a Chief Deputy by the Sheriff under whom he or she serves. The Chief Deputy shall assume any duties related to the management and day to day operations of the RCSO specified by the Sheriff, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff. Chief Deputy shall delegate responsibility to other employees of the RCSO, as warranted by the nature of the responsibilities and tasks so delegated and the ability of the employee to carry out said tasks. The Chief Deputy shall assume the management of the RCSO during periods of time when the Sheriff is outside the boundaries of Richland County or is on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but that the Chief Deputy, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administration skills so as to free the Sheriff and to assist the Sheriff in providing efficient operation of the RCSO and delivery of law enforcement services to the citizens of Richland County.

(e) Because of the nature of the Chief Deputy's position and duties in implementing the directions and philosophies of the Sheriff, the Sheriff may at any time, without demonstrating cause, remove a Chief Deputy from that office. In the event that there is a removal of a Chief Deputy from office, and said Chief Deputy was an employee on active duty with the RCSO at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the RCSO as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the RCSO on active duty at the time of his or her appointment, service as Chief Deputy shall not in any way be construed to grant such person any rights to continued employment with the RCSO, unless such person shall be thereafter hired pursuant to the provisions of paragraph (2) of this Ordinance.

#### **(5) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF ROAD PATROL LIEUTENANT.**

(a) There is created the position of Deputy Sheriff Road Patrol Lieutenant within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Road Patrol Lieutenant, herein after referred to as Road Patrol Lieutenant, shall be a "Third in Command" management position in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

#### **(b) SELECTION OF ROAD PATROL LIEUTENANT**

When a vacancy occurs in the position of Road Patrol Lieutenant and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Road Patrol Lieutenant vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Road patrol Lieutenant shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (5)(c), as appropriate, shall sign the job posting vacancy and submit a resume' to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written resume' or experience does not meet minimum qualifications in paragraph (5)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the

requirements detailed in paragraph (5)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (5)(b)(3) and (4).

3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written resume' and experience meets the minimum qualifications in paragraph (5)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (5)(b).
4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's resume' and examination scores and interview no more than the top five (5) candidates from (5)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) QUALIFICATIONS FOR THE POSITION OF ROAD PATROL LIEUTENANT. Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, Jail Administrator, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for Road Patrol Lieutenant provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the department, per paragraph (5)(b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes. Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Road Patrol Lieutenant, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Road Patrol Lieutenant or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of, or the elimination of the Road Patrol Lieutenant position,

by the Richland County Board of Supervisors, the incumbent Road Patrol Lieutenant shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Road Patrol Lieutenant, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.

2. Restoration to the former position within the RCSO of a Road Patrol Lieutenant shall be with tenure time for the time spent in the position as Road Patrol Lieutenant.
3. Nothing contained herein shall limit the right of a former Road Patrol Lieutenant who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) DUTIES OF ROAD PATROL LIEUTENANT. The Road Patrol Lieutenant shall be the highest-ranking officer of the RCSO under the Sheriff and Chief Deputy. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in managing the road patrol and investigative activities of the RCSO. The Road Patrol Lieutenant position is a combined Management and Deputy Sheriff position. It shall be the duty of the Road Patrol Lieutenant to provide such management and deputy sheriff services in the RCSO as are expected, subject only to the limitations placed upon the Road Patrol Lieutenant by the Sheriff, Chief Deputy or Public Safety Committee. The Road Patrol Lieutenant shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations of the RCSO specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff or Chief Deputy. The Road Patrol Lieutenant shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Road Patrol Lieutenant shall assume management of the Road Patrol responsibilities during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the Road Patrol Lieutenant, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administrating the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the Road Patrol Lieutenant's job description. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A ROAD PATROL LIEUTENANT may only be demoted or removed from the department for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies and as outlined in statute. In the event of a resignation or demotion of a Road Patrol Lieutenant or the elimination of said position and said Road Patrol Lieutenant was an employee on active duty with the RCSO at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Road Patrol Lieutenant was not an employee of the Department on active duty at the time of his or her hiring, the Road Patrol Lieutenant shall not in any way be construed to grant such

person any rights to continued employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

**(6) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF JAIL ADMINISTRATOR LIEUTENANT.**

(a) There is created the position of Deputy Sheriff Jail Administrator within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Jail Administrator, herein after referred to as Jail Administrator, shall be a "Fourth in Command" management position with direct oversight of jail/dispatch operations in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

**(b) SELECTION OF JAIL ADMINISTRATOR**

When a vacancy occurs in the position of Jail Administrator and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Jail Administrator vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Jail Administrator shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (6)(c), as appropriate, shall sign the job posting vacancy and submit a resume' to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written resume' or experience does not meet minimum qualifications in paragraph (6)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the requirements detailed in paragraph (6)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (6)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (6)(b)(3) and (4).
3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written resume' and experience meets the minimum qualifications in paragraph (6)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (6)(b).



4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's resume' and examination scores and interview no more than the top five (5) candidates from (6)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) **QUALIFICATIONS FOR THE POSITION OF JAIL ADMINISTRATOR.** Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, a Road Patrol Lieutenant, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for Jail Administrator provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the RCSO, per paragraph (6) (b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes.

Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Jail Administrator, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Jail Administrator or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of or the elimination of the Jail Administrator position, by the Richland County Board of Supervisors, the incumbent Jail Administrator shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Jail Administrator, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
2. Restoration to the former position within the RCSO of a Jail Administrator shall be with tenure time for the time spent in the position as Jail Administrator.
3. Nothing contained herein shall limit the right of a former Jail Administrator who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) **DUTIES OF JAIL ADMINISTRATOR.** The Jail Administrator shall be the highest-ranking officer of the RCSO in the Jail/Dispatch Division but under the Sheriff, Chief Deputy and Road Patrol Lieutenant. The Jail Administrator shall assist the Sheriff and the Chief Deputy in managing the jail and dispatch operations. The Jail Administrator position is a combined Management and Deputy Sheriff position. It shall be the duty of the Jail Administrator to provide such management and deputy sheriff services in the Office as are expected, subject only to the limitations placed upon the Jail Administrator by the Sheriff, Chief Deputy or Public Safety Committee. The Jail Administrator shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the

Sheriff or Chief Deputy. The Jail Administrator shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Jail Administrator shall assume management of the operations during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the Jail Administrator, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administrating the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the Jail Administrator's job description. The Jail Administrator shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A JAIL ADMINISTRATOR may only be demoted or removed from the RCSO for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies and as outlined in statute. In the event of a resignation or demotion of a Jail Administrator or the elimination of said position and said Jail Administrator was an employee on active duty with the RCSO at the time of his or her promotion as Jail Administrator, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Jail Administrator was not an employee of the RCSO on active duty at the time of his or her hiring, the Jail Administrator shall not in any way be construed to grant such person any rights to continued employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

#### **(7) POWERS OF THE SHERIFF TO MAKE WORK RULES.**

(a) There is hereby delegated to the Sheriff of Richland County the power to make work rules and to establish departmental policies and procedures to any or all the positions within the RCSO. Work Rules may be established in accordance with the procedure hereinafter set forth and subject to the approval of the Public Safety Committee as hereinafter set forth:

1. The Sheriff may prepare Work Rules which the Sheriff believes necessary and advisable for the efficient operation of the RCSO and provision of law enforcement services to Richland County.
2. The work rule proposed by the Sheriff shall be posted on a bulletin board within the office of the RCSO in such a location as to be readily observed by the employees. In addition, a copy of such proposed work rules shall be circulated to every employee of the RCSO and the Public Safety Committee Chair.
3. The Public Safety Committee shall have 45 days in which to disapprove, in whole or in part, any proposed work rule. The Committee may, in its sole discretion, conduct a formal or informal hearing or hearings upon said proposed work rule, or any portion thereof, but the Committee need not give notice of said hearings except as required by the "Wisconsin Open Meeting Law."

4. If the proposed work rule is not disapproved by the Public Safety Committee within 45 days after the posting, circulation and submission to the members of the Public Safety Committee of the proposed work rules, said work rule shall be deemed to be in full force and effect retroactive to the date of said circulation, posting and submission to the Public Safety Committee,
5. All work rules in effect at the time a Sheriff assumes office shall remain in full force and effect until and unless the said Sheriff shall modify or repeal the existing rule or rules, in whole or in part. Modification or repeal of any work rule, or part thereof, shall be accomplished by means of the identical procedure hereinabove set forth for the creation of new work rules.
6. Upon the effective date of any work rule, all employees of the RCSO shall conduct themselves in accordance with such rules and regulations.

**(7) LEAVE OF ABSENCE FOR MILITARY SERVICE.** All employees of the RCSO who enter the armed forces of the United States shall be considered on leave of absence for the period during which said employee is on active duty with said armed forces, and such employees shall retain all seniority rights and rank accumulated at the time of his or her induction into the armed forces, provided said employee receives an Honorable Discharge upon completion of military service and is physically and mentally capable of performing the duties of his or her employment upon discharge and returns to work within 60 days of the date of discharge.

**(8) CARRYOVER OF ACCUMULATED SICK LEAVE UPON BECOMING SHERIFF.** In the event that any employee of the RCSO shall take office as Sheriff, whether by election or by appointment, such employee shall retain all sick leave which he or she had accumulated as of the date of taking office as Sheriff provided such employee shall leave the office of Sheriff and return to his or her full-time employment within twenty-five (25) months of the date of originally taking office as Sheriff. In the event that such employee does not so leave the office of Sheriff and return to full-time employment within such twenty-five (25) months, then all such accumulated sick leave shall be lost and forfeited permanently by such employee, without compensation therefor.

**(9) EFFECT OF LABOR CONTRACT.** In the event that the Richland County Board shall, during the period of time that this Ordinance is in effect, enter into a labor contract with a recognized union representing the employees of the RCSO, then the provisions of such contract wherein conflict with the provisions of this Ordinance, shall supersede this Ordinance and such provisions of this Ordinance so superseded shall be of no force and effect during the continuance of such contract, or renewals or extensions thereof.

**(10) SEVERABILITY.** The provisions of this Ordinance are hereby declared severable. All provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared void, and the remaining portions of this Ordinance not so declared to be illegal or unconstitutional shall be and remain in full force and effect.

**(11) WORDS AND PHRASES.** In this Ordinance, "RCSO" and the words "Sheriff's Office" shall mean the Richland County Sheriff's Office. In this Ordinance the word "Committee" and the words "Public Safety Committee" shall mean the Public Safety Committee of the Richland County Board of

Supervisors.

**(12) REPEAL OF PREVIOUS ORDINANCES.** All previous Richland County Sheriff's Office ordinances that are contrary to this ordinance are hereby repealed.

**(13) HUBER CHARGES FOR BOARD AND ROOM WHILE AN INMATE OF THE RICHLAND COUNTY JAIL.** Every prisoner who is granted Huber privileges and who is gainfully employed or who receives unemployment compensation or employment training benefits shall, in accordance with section 56.08(4), Wisconsin Statutes, as amended, be charged for his or her maintenance and board while in the jail in accordance with Richland County Fee Schedule Policy. All charges shall be payable in a lump-sum payment for each week and such payment shall be made in advance by the prisoner; any refund due for unused days shall be refunded to the prisoner;

**(14) CHARGE FOR HOUSING OF PRISONERS IN THE RICHLAND COUNTY JAIL.** When either the Federal Government, State Government or other counties have excess prisoners whom they desire the Richland County Jail to house on their behalf, a daily fee per day shall be charged for the care and maintenance of one prisoner, in addition to any costs incurred by the Richland County Jail for medical treatment, hospitalization, or medication required on behalf of said prisoner, while said prisoner is being housed by Richland County. See Richland County Fee Schedule Policy for rates.

**(16) EFFECTIVE DATE.** This ordinance shall be in full force and effect upon its passage and publication.

Dated:

**ORDINANCE OFFERED BY THE PUBLIC SAFETY COMMITTEE**

**Flock Safety + WI - Richland County  
SO**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Nathan Ross  
nathan.ross@flocksafety.com  
+13105084842

Created Date: 09/04/2024  
Expiration Date: 10/04/2024  
Quote Number: Q-99013  
PO Number:



### Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 181 W Seminary St Richland Center, Wisconsin 53581

Ship To: 181 W Seminary St Richland Center, Wisconsin 53581

Billing Company Name: WI - Richland County SO  
Billing Contact Name:  
Billing Email Address:  
Billing Phone:

Subscription Term: 24 Months  
Payment Terms: Net 30  
Retention Period: 30 Days  
Billing Frequency: Annual Plan - First Year Invoiced at Signing.

#### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$9,500.00</b>
<b>Flock Safety LPR Products</b>			
Flock Safety Falcon @	Included	2	Included
Flock Safety Falcon @ Flex	Included	1	Included

#### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - MASH Tested Pole Implementation Fee - Non-Coastal Region	\$1,250.00	2	\$2,500.00

<b>Subtotal Year 1:</b>	\$12,000.00
<b>Annual Recurring Subtotal:</b>	\$9,500.00
<b>Estimated Tax:</b>	\$0.00
<b>Contract Total:</b>	\$21,500.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$12,000.00
<b>Annual Recurring after Year 1</b>	\$9,500.00
<b>Contract Total</b>	\$21,500.00

\*Tax not included

**Product and Services Description**

Flock Safety Platform Items	Product Description
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.
Flock Safety Falcon® Flex	An infrastructure-free, location-flexible license plate reader camera that enables the Customer to self-install.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.



**Richland County Committee**

**Agenda Item Cover**

**Agenda Item Name:** Approval to start hiring process for a new road patrol deputy.

<b>Department</b>	Sheriff's Office	<b>Presented By:</b>	Clay Porter
<b>Date of Meeting:</b>	11/01/2024	<b>Action Needed:</b>	Committee Approval
<b>Disclosure:</b>		<b>Authority:</b>	
<b>Date submitted:</b>	10/30/2024	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

**Background:**

With the approval of the 2025 budget we are looking to start advertising to hire the new road patrol deputy position. Starting the process now should give us the ability to start the person and start field training early 2025.

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**Attachments and References:**

**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

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*Clay J. Porter* \_\_\_\_\_

Department Head

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Administrator, Candace Pesch

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