

**RICHLAND COUNTY PUBLIC SAFETY AND JUDICIARY
STANDING COMMITTEE MEETING**

DATE: FRIDAY, FEBRUARY 2, 2024

TIME: 8:30 A.M.

**LOCATION: COUNTY BOARD ROOM OF THE RICHLAND
COUNTY COURTHOUSE 181 W SEMINARY ST, RICHLAND
CENTER, WI 53581**

Via webex with information available at
<https://administrator.co.richland.wi.us/minutes/public-safety/>

1. Call to Order.
2. Read and approve Notice of Posting for February 2, 2024 Public Safety meeting.
3. Read and approve agenda for February 2, 2024 Public Safety meeting.
4. Read and approve minutes of the January 5, 2024 Public Safety Meeting.
5. Coroner updates.
6. Circuit Court Judge updates/comments
 - a. Report from the Criminal Justice Coordinating Council Meeting.
7. Clerk of Court Updates.
 - a. Monthly updates/reports
8. Probate Department
 - a. Monthly updates/reports
9. District Attorney Update.
 - a. Monthly updates/reports
10. Emergency Management
 - a. A resolution for Bernie Couey's 100th birthday.
 - b. The sale of the former Director's squad car.
 - c. Consideration for a new Director squad car should one become available from the SO.
11. PSAP & GIS grants monthly update.

12. Approve monthly invoices and other Sheriff's Department reports.
13. Approve a resolution commemorating the service of Toby Johnson
14. Discussion & possible approval of short term borrowing spending for squad/equipment purchases.
15. Review and possible action on Ordinance 89-7 amendments.
16. Review and discussion on RCSO demographics
17. Radio Tower Project updates
18. Mapping, Radio System & Squad Updates
19. Future agenda items
20. Adjourn.

RICHLAND COUNTY PUBLIC SAFETY COMMITTEE MEETING
Friday, January 5, 2024

The Richland County Board of Supervisors Public Safety Committee met on Friday, January 5, 2024 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee Chair Melissa Luck and Committee members David Turk, Kerry Severson, Bob Frank, Richard McKee, Ken Rynes and Barbara Voyce. Present from the Richland County Sheriff's Department were Sheriff Clay Porter, Chief Deputy Aaron Wallace, Devon Rupnow and Amber Muckler. Also present for the meeting or a portion of the meeting was Jenifer Laue, DA Jennifer Harper, Candace Pesch and John Heinen.

Agenda Item #1: Call to Order: Committee Chair Luck called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for January 5, 2024 Public Safety Committee Meeting: Committee Chair Luck confirmed that the meeting was properly posted. Upon receiving confirmation Luck declared meeting properly posted.

Agenda Item #3: Read and Approve the Agenda for January 5, 2024 Meeting: Motioned by Bob Frank to approve the agenda. 2nd to this motion by Richard McKee. Motion passed.

Agenda Item #4: Read and Approve Minutes of the December 1, 2023 LEJC Meeting: Motion by Melissa Luck to approve the minutes with an amendment to the Clerk of Court asking for different wording regarding departments/offices were asked not to give an update for the December meeting to allow time for the closed session agenda item. 2nd to this motion by Richard McKee. Motion passed, minutes accepted.

Agenda Item #5: Coroner Updates: Sheriff Porter gave an update for the Coroner's office.

Agenda Item #6: Circuit Court Judge updates/comments: Update of the Security meeting given in place of this agenda item as Judge McDougal was not present for today's meeting.

Agenda Item #7: Report from the Courthouse Security and Facility Meeting: Jen Laue briefly talked about the meeting that took place in December for security needs of the courtroom system and the priorities that were accessed during that meeting. John Heinen talked about getting training started for the needs of the courthouse staff. DA Harper talked about an incident that took place by the jury room in a very small area where shoving took place and courtroom security had to go outside the courtroom to break up the situation. DA Harper would also like to see that the courtroom doors be shut in between hearings during the day.

Agenda Item #8: Clerk of Court Update: Kleist shared her reports with the committee members prior to this meeting but was unable to attend this meeting. Luck summarized her report information to the rest of the committee.

Agenda Item #9: Probate Updates: Jen Laue talked about her budget for 2023 but it will not be finalized until March 2024.

Agenda Item #10: District Attorney Updates: DA Harper shared her 2023 budget with the committee members and how her budget is currently at 82% and her department is fully staffed. There has been issues with getting digital media to her office from the Sheriff's Department.

Agenda Item #11: Emergency Management: Per Chairperson Luck this department has a current Director vacancy so today they are discussing that position. EM is asking for the position to be filled and the recommendation being made is to advertise the position as soon as everything is approved by the joint ambulance committee and advertise for a month, and if nothing has been received after a month then the committee will need to discuss how to move forward if there is no interest in the position. There was discussion on any other concerns. Motion to move forward with the current job description and advertising for a month to see if there is interest made by Richard McKee, 2nd by Bob Frank. Motion approved.

- a) **ES Director position:** Motion to move forward with the current job description and advertising for a month to see if there is interest made by Richard McKee, 2nd by Bob Frank. Motion approved.
- b) **ES Director job description:** The job description has been reviewed and is accurate by the previous director. Motion to approve the job description made by Richard McKee, 2nd by Bob Frank. Motion approved.
- c) **Hiring committee composition:** Recommendation that there would be someone from the Public Safety Committee and also the previous Director and County Administrator and also Chairperson Severson be part of the hiring process for the position. Motion to approve these people be available for this process made by Bob Frank, 2nd to the motion by Richard McKee. Motion approved.
- d) **ES Director salary range:** Luck stated she would like the input from County Administrator Pesch but would also like this position advertised at a Grade K and Luck feels it should be put towards the highest pay value of the current wage schedule of Grade K. Motion to this made by Richard McKee and 2nd to this motion by Ken Rynes. Motion approved. There was more discussion on this after Pesch arrived at the meeting.

Agenda Item #12: PSAP & GIS grant monthly updates: There was no updates for this item. There was some billing that was received per Barb Scott and work is being done with Gen Comm regarding the NG911 piece of the grant. The 18 month deadline will be up in June 2024. Bob Frank said there will be another round of grants available coming up.

Agenda Item #13: Approve monthly invoices and other Sheriff's Department reports: The committee members went over the invoices for the month

and discussed some specific invoices. There was discussion on the radio maintenance contract and how that come in over what was budgeted, but the overall radio budget should still be ok. Motion to approve paying the invoices for the month made by Richard McKee, second to this motion by Ken Rynes. Motion approved. Sheriff Porter went over the monthly jail statistic report. Currently the department is down 2 casual positions and has started training a new casual jail employee and will possibly have another casual person. There are currently 2 open female positions in the jail and an open Investigator position as of January 1st.

Agenda Item #14: Discussion – Demographics of the Sheriff's Dept:

Chairperson Luck is going to postpone this until next month when more statistics are available from the Sheriff's Department.

Agenda Item #15: Continued discussion and possible changes on Ordinance 89-7: Luck wants to have an additional meeting to be able to tackle this item alone, the committee set a meeting date of January 17th at 1pm for this item.

Agenda Item #16: Radio Tower project updates: Sheriff Porter believes that all the sites are narrowed down and letters of intent are complete and alternate sites are figured out as well. The DDR is signed and everything is moving forward now.

Agenda Item #17: Mapping, Radio System & Squad Updates: Chief Deputy gave some information regarding squads.

Agenda Item #18: Future agenda items: Demographics of the Sheriff's Department.

Motion to move into closed session David Turk, 2nd to motion by Ken Rynes. Motion approved.

Agenda Item #19: Jail Inspection & Evaluation of Jail Staff (Closed Session) **Agenda Item #20: Interview of the Jail Administrator (Closed Session)**

Motion to move back into open session made by Bob Frank, 2nd by Ken Rynes. Motion approved.

Motion to approve act on closed session items, completing the interview of the Jail Administrator and approved the hire made by Bob Frank, 2nd by Barb Voyce. Motion approved.

Motion to approve the Jail Inspection Report and forward to be filed in the Sheriff's Department made by Bob Frank, 2nd to this motion by Ken Rynes. Motion approved.

Agenda Item #18: Adjourn; Motion by Richard McKee to adjourn until the regular Public Safety Committee meeting on Friday, February 2, 2024 at 8:30am. Second to this motion by Bob Frank. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

Clerk of Circuit Court's Report to Public Safety and Judiciary**for Month Ended January 31, 2024****Status of 2023 Budget:**

Most, but not all, of the 2023 expenses have been posted to our accounts. Between now and when the fiscal office closes its 2023 books, there will be some changes that affect the bottom line. In a nutshell, here is where our department's budget stands as of THIS MOMENT:

Budgeted expense for 2023: \$349,491.36

Actual expenses 2023: \$393,908.48

Budget overage: \$ 44,417.12

Projected revenue for 2023: \$249,154.00

Actual revenue for 2023: \$338,051.00

Revenue overage: \$ 88,897.26

	Excess revenue		\$88,897.26
	Excess expense	-	\$44,417.12
			<hr/>
=	Net GAIN to the County		\$44,480.14

ACS FINANCIAL SYSTEM

1/26/2024 8:38:39

LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY

GL520R-V08.19 PAGE 1

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10 GENERAL FUND							
5121 CIRCUIT COURT							
0000 PROJECT							
5111 SALARIES - REGULAR	159,083.00	0.00	19,177.71	164,308.82	5,225.82-	103	-----
5112 SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0	
5113 SALARIES - OVERTIME	0.00	0.00	0.00	0.00	0.00	0	
5115 TEMPORARY - CASUAL	0.00	0.00	0.00	0.00	0.00	0	
5144 WITNESS FEES	200.00	0.00	0.00	103.00	97.00	51	-----
5145 PER DIEM COURT REPORTER	300.00	0.00	0.00	0.00	300.00	0	
5150 SECTION 125 PLAN-CO SHARE	180.00	0.00	18.40	229.26	49.26-	127	-----!!
5151 FICA - COUNTY SHARE	12,398.18	0.00	1,414.11	11,792.81	605.37	95	-----
5152 RETIREMENT - COUNTY SHARE	11,020.60	0.00	1,304.10	11,173.14	152.54-	101	-----
5153 DENTAL INSURANCE-CO SHARE	2,514.48	0.00	209.55	2,514.60	0.12-	100	-----
5154 HEALTH INSURANCE - COUNTY SH	43,474.08	0.00	3,918.96	44,872.40	1,398.32-	103	-----
5155 LIFE INSURANCE - COUNTY SHAR	32.02	0.00	4.12	42.34	10.32-	132	-----!!!
5161 HEALTH INS REIMBURSEMENT DED	2,000.00	0.00	0.00	985.94	1,014.06	49	-----
5167 DEFERRED COMP	0.00	0.00	0.00	0.00	0.00	0	
5214 SOFTWARE SUPPORT	724.00	0.00	0.00	0.00	724.00	0	
5215 PSYCHOLOGICAL EVALUATION	8,000.00	0.00	0.00	7,727.50	272.50	96	-----
5216 INTERPRETER FEES	2,500.00	0.00	615.00	7,420.02	4,920.02-	296	-----!!!!
5225 TELEPHONE	600.00	0.00	36.13	433.96	166.04	72	-----
5248 SERVICES ON MACHINES	500.00	0.00	0.00	0.00	500.00	0	
5251 TRANSCRIPTS	1,200.00	0.00	73.00	307.00	893.00	25	--
5256 JURY TRIAL EXPENSE	10,000.00	0.00	2,130.85	5,611.73	4,388.27	56	-----
5259 SMALL CLAIMS MEDIATION	1,500.00	0.00	350.00	735.00	765.00	49	-----
5311 POSTAGE AND ENVELOPES	5,000.00	0.00	223.74	4,387.01	612.99	87	-----
5315 COPY PAPER AND EXPENSE	1,900.00	0.00	88.10	1,427.64	472.36	75	-----
5319 OFFICE SUPPLIES & COMPUTER S	2,500.00	0.00	106.83	654.66	1,845.34	26	--
5321 LAW LIBRARY	1,000.00	0.00	0.00	83.90	916.10	8	
5323 CLEAR (ON-LINE DATA SEARCH)	1,400.00	0.00	123.00	1,475.90	75.90-	105	-----
5324 DUES	125.00	0.00	0.00	125.00	0.00	100	-----
5326 ADVERTISING	200.00	0.00	0.00	0.00	200.00	0	
5334 REGISTRATION	200.00	0.00	0.00	270.00	70.00-	135	-----!!!!
5335 MEALS	100.00	0.00	0.00	231.46	131.46-	231	-----!!!!
5336 LODGING	640.00	0.00	0.00	735.00	95.00-	114	-----!
5339 MILEAGE	700.00	0.00	0.00	397.80	302.20	56	-----
5819 NEW EQUIPMENT	2,000.00	0.00	0.00	1,099.97	900.03	54	-----
5906 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00	0	
5970 CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0	
5999 BILLS-NO-LINE DETAIL	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: PROJECT	271,991.36	0.00	29,793.60	269,145.86	2,845.50	98	-----
0103 GAL FEES CHAPTER 48 & 938							
5212 ATTORNEY-GAL FEES	0.00	0.00	0.00	0.00	0.00	0	
TOTAL: GAL FEES CHAPTER 48 & 938	0.00	0.00	0.00	0.00	0.00	0	
0106 GAL FEES CHAPTER 767							

ACS FINANCIAL SYSTEM
1/26/2024 8:38:39
LEVEL OF DETAIL 1.0 THRU 4.0

Expenditure Guideline
FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY
GL520R-V08.19 PAGE 2

	ANNUAL REVISED BUDGET	ENCUMBERED	ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10 GENERAL FUND							
5121 CIRCUIT COURT							
0106 GAL FEES CHAPTER 767							
5212 ATTORNEY-GAL FEES	30,000.00	0.00	11,925.47	48,446.65	18,446.65-	161	-----!!!!
TOTAL: GAL FEES CHAPTER 767	30,000.00	0.00	11,925.47	48,446.65	18,446.65-	161	-----!!!!
0112 N/F COURT COMMISSIONER							
5212 ATTORNEY-N/F COURT COMMISSNR	2,500.00	0.00	210.00	1,321.50	1,178.50	52	-----
TOTAL: N/F COURT COMMISSIONER	2,500.00	0.00	210.00	1,321.50	1,178.50	52	-----
0114 GAL FEES							
5212 ATTORNEY-GAL FEES	2,000.00	0.00	0.00	903.60	1,096.40	45	-----
TOTAL: GAL FEES	2,000.00	0.00	0.00	903.60	1,096.40	45	-----
0116 DEAN FEES							
5212 ATTORNEY-DEAN FEES	43,000.00	0.00	7,828.84	74,090.87	31,090.87-	172	-----!!!!
TOTAL: DEAN FEES	43,000.00	0.00	7,828.84	74,090.87	31,090.87-	172	-----!!!!
TOTAL: CIRCUIT COURT	349,491.36	0.00	49,757.91	393,908.48	44,417.12-	112	-----!
TOTAL: GENERAL FUND	349,491.36	0.00	49,757.91	393,908.48	44,417.12-	112	-----!

Over on expenditure

* This is offset by
excess revenue for
a net gain to the County.

2023 Revenue excess the projection : \$88,897.26

- 44,417.12 expense
overage

Net gain \$44,480.14

ACS FINANCIAL SYSTEM
1/09/2024 16:47:04
LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY
61520R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED BUDGET AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
31 MEDIATION SERVICE FUND					
4100 TAXES					
0000 PROJECT					
4111 GENERAL PROPERTY TAXES	400.00	400.00	0.00	400.00	0.00 100 -----
TOTAL: PROJECT	400.00	400.00	0.00	400.00	0.00 100 -----
TOTAL: TAXES	400.00	400.00	0.00	400.00	0.00 100 -----
4400 FINES, FORFEITURES AND PENAL					
0000 PROJECT					
4428 CIRCUIT COURT-MEDIATION FEE	3,000.00	3,000.00	715.00	5,761.87	2,761.87- 192 -----!!!!
TOTAL: PROJECT	3,000.00	3,000.00	715.00	5,761.87	2,761.87- 192 -----!!!!
TOTAL: FINES, FORFEITURES AND PENAL	3,000.00	3,000.00	715.00	5,761.87	2,761.87- 192 -----!!!!
4500 PUBLIC CHARGES FOR SERVICES					
0000 PROJECT					
4536 MARRIAGE LICENSE FEES	1,600.00	1,600.00	120.00	1,780.00	180.00- 111 -----!
TOTAL: PROJECT	1,600.00	1,600.00	120.00	1,780.00	180.00- 111 -----!
TOTAL: PUBLIC CHARGES FOR SERVICES	1,600.00	1,600.00	120.00	1,780.00	180.00- 111 -----!
4900 OTHER FINANCIAL SOURCES					
0000 PROJECT					
4920 TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00 0
4922 TRANSFER FROM CONTINGENCY FU	0.00	0.00	0.00	0.00	0.00 0
TOTAL: PROJECT	0.00	0.00	0.00	0.00	0.00 0
TOTAL: OTHER FINANCIAL SOURCES	0.00	0.00	0.00	0.00	0.00 0
TOTAL: MEDIATION SERVICE FUND	5,000.00	5,000.00	835.00	7,941.87	2,941.87- 158 -----!!!!

Revenue Projection 2023: \$249,154

Actual Revenue 2023: \$338,051

*SO, we collected \$ 88,897.26
more
than projected

ACS FINANCIAL SYSTEM
1/09/2024 16:47:15
LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY
GL520R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
4200 INTERGOVERNMENTAL GRANTS AND 0000 PROJECT						
4223 ST AID-CIR CT COST APPROP	52,275.00	52,275.00	0.00	81,118.00	28,843.00-	155 -----!!!!
TOTAL: PROJECT	52,275.00	52,275.00	0.00	81,118.00	28,843.00-	155 -----!!!!
TOTAL: INTERGOVERNMENTAL GRANTS AND	52,275.00	52,275.00	0.00	81,118.00	28,843.00-	155 -----!!!!
TOTAL: GENERAL FUND	52,275.00	52,275.00	0.00	81,118.00	28,843.00-	155 -----!!!!

*This includes the G&AL \$
from the State*

ACS FINANCIAL SYSTEM

1/09/2024 16:47:10

Revenue Guideline

RICHLAND COUNTY

GLS CR-V08.19 PAGE 1

LEVEL OF DETAIL 1.0 THRU 1.0

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCI
10 GENERAL FUND					
4200 INTERGOVERNMENTAL GRANTS AND 0000 PROJECT					
4203 ST AID-GAL FEES/CLERK COURT	26,279.00	26,279.00	0.00	0.00	26,279.00 0
TOTAL: PROJECT	26,279.00	26,279.00	0.00	0.00	26,279.00 0
TOTAL: INTERGOVERNMENTAL GRANTS AND	26,279.00	26,279.00	0.00	0.00	26,279.00 0
TOTAL: GENERAL FUND	26,279.00	26,279.00	0.00	0.00	26,279.00 0

This is being recorded
in a different area
(see 4200/4223)

ACS FINANCIAL SYSTEM
1/09/2024 16:47:00
LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY
GL520R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
4200 INTERGOVERNMENTAL GRANTS AND 0000 PROJECT						
4329 ST AID - INTERPRETER REIMB	5,020.00	5,020.00	0.00	0.00	5,020.00	0
TOTAL: PROJECT	5,020.00	5,020.00	0.00	0.00	5,020.00	0
TOTAL: INTERGOVERNMENTAL GRANTS AND	5,020.00	5,020.00	0.00	0.00	5,020.00	0
TOTAL: GENERAL FUND	5,020.00	5,020.00	0.00	0.00	5,020.00	0

We will receive funds
in 2024.

ACS FINANCIAL SYSTEM

1/09/2024 16:48:09

LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY

GL520R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10							
GENERAL FUND							
4200 INTERGOVERNMENTAL GRANTS AND							
0000 PROJECT							
4362 CLK OF CRT COOP AGR REIM	400.00	400.00	0.00	1,403.72	1,003.72-	350	-----!!!!
TOTAL: PROJECT	400.00	400.00	0.00	1,403.72	1,003.72-	350	-----!!!!
TOTAL: INTERGOVERNMENTAL GRANTS AND	400.00	400.00	0.00	1,403.72	1,003.72-	350	-----!!!!
TOTAL: GENERAL FUND	400.00	400.00	0.00	1,403.72	1,003.72-	350	-----!!!!

ACS FINANCIAL SYSTEM

1/19/2024 16:47:37

LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHTER COUNTY

GL520R-V08.1 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSTED	REMAINING BALANCE	PCT
10 GENERAL FUND					
4400 FINES, FORFEITURES AND PENAL					
0000 PROJECT					
4427 IGNITION INTERLOCK DEVICE	1,100.00	1,100.00	197.47	1,670.61	570.61- 151 -----!!!!
4429 BOND FORFEITURES	1,000.00	1,000.00	842.00	23,392.00	22,392.00- 2339 -----!!!!
4433 ADVERSARY COUNSEL REIMB	25,500.00	25,500.00	9,906.14	50,522.29	25,022.29- 198 -----!!!!
4434 JURY FEES REIMBURSEMENT	700.00	700.00	468.00	1,584.00	884.00- 226 -----!!!!
4435 JUVENILE LEGAL FEES REIMB	300.00	300.00	0.00	10.70	289.30 3 -----!!!!
TOTAL: PROJECT	28,600.00	28,600.00	11,413.61	77,179.60	48,579.60- 269 -----!!!!
TOTAL: FINES, FORFEITURES AND PENAL	28,600.00	28,600.00	11,413.61	77,179.60	48,579.60- 269 -----!!!!
TOTAL: GENERAL FUND	28,600.00	28,600.00	11,413.61	77,179.60	48,579.60- 269 -----!!!!

ACS - JUDICIAL SYSTEM

1/29/24 16:47:28

LEVEL: DETAIL 1.0 THRU 4.0

Revenue Guideline

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY

GL520R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MID POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND						
4400 FINES, FORFEITURES AND PENAL						
0000 PROJECT						
4411 COUNTY ORDINANCE FORFEITURES	36,000.00	36,000.00	7,444.88	46,364.31	10,364.31-	128 -----!!
4412 COUNTY SHARE-STATE FINES & F	14,000.00	14,000.00	2,471.52	14,619.41	619.41-	104 -----
4413 GAL-CLERK OF COURT	0.00	0.00	9,863.21	32,598.61	32,598.61-	9999 -----!!!!
4414 GAL-REGISTER IN PROBATE	0.00	0.00	1,669.59	16,220.80	16,220.80-	9999 -----!!!!
TOTAL: PROJECT	50,000.00	50,000.00	21,449.20	109,803.13	59,803.13-	219 -----!!!!
TOTAL: FINES, FORFEITURES AND PENAL	50,000.00	50,000.00	21,449.20	109,803.13	59,803.13-	219 -----!!!!
TOTAL: GENERAL FUND	50,000.00	50,000.00	21,449.20	109,803.13	59,803.13-	219 -----!!!!

ACS FINANCIAL SYSTEM

1/09/2024 16:47:42

LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY

GL520R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED ACT YTD POSITIVE AND IN PROCESS AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND					
4500 PUBLIC CHARGES FOR SERVICES					
0000 PROJECT					
4514 COURT FEES AND COSTS	75,000.00	75,000.00	4,716.27	42,688.16	32,311.84 56 -----
TOTAL: PROJECT	75,000.00	75,000.00	4,716.27	42,688.16	32,311.84 56 -----
TOTAL: PUBLIC CHARGES FOR SERVICES	75,000.00	75,000.00	4,716.27	42,688.16	32,311.84 56 -----
TOTAL: GENERAL FUND	75,000.00	75,000.00	4,716.27	42,688.16	32,311.84 56 -----

ACS FINANCIAL SYSTEM

1/09/2024 16:47:48

LEVEL OF DETAIL: 1.0 THRU 4.0

Revenue Guideline

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY

GL520R-V08.19 PAGE 11

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT BUDGET AND IN PROCESS	MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND							
4500 PUBLIC CHARGES FOR SERVICES							
0000 PROJECT							
4575 COURT RESTITUTION SURCHARGE	200.00	200.00	0.00	0.00	200.00	0	
TOTAL: PROJECT	200.00	200.00	0.00	0.00	200.00	0	
TOTAL: PUBLIC CHARGES FOR SERVICES	200.00	200.00	0.00	0.00	200.00	0	
TOTAL: GENERAL FUND	200.00	200.00	0.00	0.00	200.00	0	

ACS FINANCIAL SYSTEM

1/09/2024 16:48:05

Revenue Guideline

RICHLAND COUNTY

GIS20R-V08.19 PAGE 1

LEVEL OF DETAIL 1.0 THRU 4.0

FISCAL PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

	ANNUAL BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED	ACT YTD POSTED	REMAINING BALANCE	PCT
			BUDGET AND IN PROCESS	AND IN PROCESS		
10 GENERAL FUND						
4800 MISCELLANEOUS REVENUES						
0000 PROJECT						
4812 INTEREST ON CIRCUIT COURT IN	80.00	80.00	253.14	1,121.54	1,041.54-	1401 -----!!!!
TOTAL: PROJECT	80.00	80.00	253.14	1,121.54	1,041.54-	1401 -----!!!!
TOTAL: MISCELLANEOUS REVENUES	80.00	80.00	253.14	1,121.54	1,041.54-	1401 -----!!!!
TOTAL: GENERAL FUND	80.00	80.00	253.14	1,121.54	1,041.54-	1401 -----!!!!

ACS FINANCIAL SYSTEM
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LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline
FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY
GL520R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT AND IN PROCESS	MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT
10 GENERAL FUND							
4800 MISCELLANEOUS REVENUES							
0000 PROJECT							
4801 INTEREST ON JUDGMENTS	0.00	0.00	1,469.58	8,118.66	8,118.66-	9999	-----!!!!
TOTAL: PROJECT	0.00	0.00	1,469.58	8,118.66	8,118.66-	9999	-----!!!!
TOTAL: MISCELLANEOUS REVENUES	0.00	0.00	1,469.58	8,118.66	8,118.66-	9999	-----!!!!
TOTAL: GENERAL FUND	0.00	0.00	1,469.58	8,118.66	8,118.66-	9999	-----!!!!

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1/09/2024 16:47:55

LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline

FOR THE PERIOD JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY

GLB20R-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PO1
10 GENERAL FUND						
4500 PUBLIC CHARGES FOR SERVICES						
0206 PROBATE FEES						
4515 REGISTER IN PROBATE - PROBAT	6,000.00	6,000.00	1,411.48	8,100.66	2,100.66-	135 -----!!!
TOTAL: PROBATE FEES	6,000.00	6,000.00	1,411.48	8,100.66	2,100.66-	135 -----!!!
TOTAL: PUBLIC CHARGES FOR SERVICES	6,000.00	6,000.00	1,411.48	8,100.66	2,100.66-	135 -----!!!
TOTAL: GENERAL FUND	6,000.00	6,000.00	1,411.48	8,100.66	2,100.66-	135 -----!!!

ACS FINANCIAL SYSTEM

1/09/2024 16:48:00

LEVEL OF DETAIL 1.0 THRU 4.0

Revenue Guideline

FOR THE PERIOD(S) JAN 01, 2023 THROUGH DEC 31, 2023

RICHLAND COUNTY

COR-V08.19 PAGE 1

	ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
10							GENERAL FUND
4500							PUBLIC CHARGES FOR SERVICES
0207							CERTIFICATIONS
4515							REGISTER IN PROBATE - CERTIF
	300.00	300.00	51.00	575.92	275.92-	191	-----!!!!
TOTAL: CERTIFICATIONS	300.00	300.00	51.00	575.92	275.92-	191	-----!!!!
TOTAL: PUBLIC CHARGES FOR SERVICES	300.00	300.00	51.00	575.92	275.92-	191	-----!!!!
TOTAL: GENERAL FUND	300.00	300.00	51.00	575.92	275.92-	191	-----!!!!

		ADOPTED BUDGET	REVISED BUDGET	ANNUAL ACT MTD POSTED AND IN PROCESS	ACT YTD POSTED AND IN PROCESS	REMAINING BALANCE	PCT	
-----		-----	-----	-----	-----	-----	---	
10	GENERAL FUND							
4500	PUBLIC CHARGES FOR SERVICES							
0206	PROBATE FEES							
4515	REGISTER IN PROBATE - PROBAT	6,000.00	6,000.00	1,411.48	8,100.66	2,100.66-	135	-----!!!
TOTAL:	PROBATE FEES	6,000.00	6,000.00	1,411.48	8,100.66	2,100.66-	135	-----!!!
0207	CERTIFICATIONS							
4515	REGISTER IN PROBATE - CERTIF	300.00	300.00	51.00	575.92	275.92-	191	-----!!!!
TOTAL:	CERTIFICATIONS	300.00	300.00	51.00	575.92	275.92-	191	-----!!!!
TOTAL:	PUBLIC CHARGES FOR SERVICES	6,300.00	6,300.00	1,462.48	8,676.58	2,376.58-	137	-----!!!
TOTAL:	GENERAL FUND	6,300.00	6,300.00	1,462.48	8,676.58	2,376.58-	137	-----!!!

		ANNUAL		ACT MTD POSTED	ACT YTD POSTED	REMAINING	
		REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	BALANCE	PCT
10	GENERAL FUND						
5120	REGISTER IN PROBATE						
0000	PROJECT						
5111	SALARIES - REGULAR	85,956.50	0.00	10,103.10	78,875.44	7,081.06	91 -----
5112	SALARIES - PART-TIME	0.00	0.00	0.00	0.00	0.00	0
5144	WITNESS FEES	150.00	0.00	0.00	108.00	42.00	72 -----
5150	SECTION 125 PLAN-CO SHARE	225.00	0.00	13.40	128.64	96.36	57 -----
5151	FICA - COUNTY SHARE	6,698.35	0.00	748.94	5,601.09	1,097.26	83 -----
5152	RETIREMENT - COUNTY SHARE	5,954.09	0.00	687.00	5,363.50	590.59	90 -----
5153	DENTAL INSURANCE-CO SHARE	1,257.24	0.00	70.70	811.78	445.46	64 -----
5154	HEALTH INSURANCE - COUNTY SH	21,737.04	0.00	2,756.39	30,038.91	8,301.87-	138 -----!!!!
5155	LIFE INSURANCE - COUNTY SHAR	32.54	0.00	6.55	62.10	29.56-	190 -----!!!!
5161	HEALTH INS REIMBURSEMENT DED	1,000.00	0.00	0.00	1,000.00	0.00	100 -----
5215	PSYCHOLOGICAL EVALUATION	6,000.00	0.00	641.25	1,641.25	4,358.75	27 --
5216	INTERPRETER FEES	500.00	0.00	157.50	787.50	287.50-	157 -----!!!!
5225	TELEPHONE	1,500.00	0.00	36.13	434.16	1,065.84	28 --
5251	TRANSCRIPTS	150.00	0.00	0.00	0.00	150.00	0
5311	POSTAGE AND ENVELOPES	1,000.00	0.00	252.54	797.91	202.09	79 -----
5315	COPY PAPER AND EXPENSE	400.00	0.00	0.00	48.00	352.00	12 -
5319	OFFICE SUPPLIES & COMPUTER S	1,100.00	0.00	171.69	847.83	252.17	77 -----
5324	DUES & SUBSCRIPTIONS	214.00	0.00	0.00	40.00	174.00	18 -
5326	ADVERTISING	200.00	0.00	0.00	283.80	83.80-	141 -----!!!!
5334	REGISTRATION	100.00	0.00	0.00	0.00	100.00	0
5335	MEALS	200.00	0.00	0.00	71.23	128.77	35 ---
5336	LODGING	450.00	0.00	0.00	0.00	450.00	0
5339	MILEAGE	500.00	0.00	0.00	32.80	467.20	6
5819	NEW EQUIPMENT	1,200.00	0.00	0.00	0.00	1,200.00	0
TOTAL:	PROJECT	136,524.76	0.00	15,645.19	126,973.94	9,550.82	93 -----
0103	GAL FEES CHAPTER 48 & 938						
5212	ATTORNEY-GAL FEES	16,150.00	0.00	10,002.55	27,969.78	11,819.78-	173 -----!!!!
TOTAL:	GAL FEES CHAPTER 48 & 938	16,150.00	0.00	10,002.55	27,969.78	11,819.78-	173 -----!!!!
0104	GAL FEES CH 51, 54, & 55						
5212	ATTORNEY-GAL FEES	15,500.00	0.00	2,007.52	23,376.75	7,876.75-	150 -----!!!!
TOTAL:	GAL FEES CH 51, 54, & 55	15,500.00	0.00	2,007.52	23,376.75	7,876.75-	150 -----!!!!
0109	ADVERSARY-REG IN PROBATE						
5212	ADVERSARY ATT-REG IN PROBATE	25,000.00	0.00	0.00	9,254.72	15,745.28	37 ---
TOTAL:	ADVERSARY-REG IN PROBATE	25,000.00	0.00	0.00	9,254.72	15,745.28	37 ---
0112	N/F COURT COMMISSIONER						
5212	ATTORNEY-N/F COURT COMMISSNR	500.00	0.00	42.00	42.00	458.00	8
TOTAL:	N/F COURT COMMISSIONER	500.00	0.00	42.00	42.00	458.00	8
TOTAL:	REGISTER IN PROBATE	193,674.76	0.00	27,697.26	187,617.19	6,057.57	96 -----
TOTAL:	GENERAL FUND	193,674.76	0.00	27,697.26	187,617.19	6,057.57	96 -----

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

(PRESENTED AT THE FEB 2nd, 2024 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	AUTOZONE	2	SQUAD MAINTENANCE	1990884456, 19908877428	52.42	10.5211.0000.5352	
2	BADGER STATE SHERIFF'S ASSOC	1	DUES & CONFERENCE FEES	2599	800.00	10.5211.0000.5324	10.5211.0000.5325
3	CDW GOVERNMENT	3	COMPUTER MAINTENANCE	59581, 60334, 66426	194.03	10.5211.0000.5813	
4	CHARM-TEX	1	JAIL SUPPLIES	350947	247.60	10.5251.0000.5352	
5	CZYS, MIKE	1	UNIFORM ALLOWANCE	N/A	126.99	19.5213.0000.5346	
6	ELIOR/SUMMIT FOODS	4	MEALS FOR PRISONERS	195195, 195884, 196582, 197413	13,287.08	10.5251.0000.5294	
7	GALLS	5	UNIFORM ALLOWANCE/BIEGE, SANDERS, WALLACE, MARSHALL, MELBY	26600083, 26588766, 26587308, 26269622, 26236215	588.69	19.5213.0000.5346	
8	GFC LEASING	3	COPY LEASE/JAIL & GENERAL	14516895, 14516896, 100888044	263.68	10.5211.0000.5315	10.5251.0000.5315
9	JCOMP TECHNOLOGIES	1	COMPUTER MAINTENANCE	71580	2,607.99	10.5211.0000.5813	
10	KANABLE, DANE	2	MEALS FOR PRISONERS	N/A	38.51	10.5251.0000.5294	
11	MCKESSON MEDICAL	2	JAIL SUPPLIES	21593427, 21609397	237.21	10.5251.0000.5352	
12	MOTOROLA SOLUTIONS	1	COMPUTER MAINTENANCE/EVIDENCE LIBRARY	1411059655	487.50	10.5211.0000.5813	
13	OPTIONS LAB INC	1	JAIL SUPPLIES	504984	150.00	10.5251.0000.5352	
14	PERSONNEL EVALUATION INC	1	MEDICAL EXAM	50105	25.00	10.5211.0000.5346	
15	PINE RIVER VET CLINIC	1	K-9	10309	190.30	35.5255.0000.5999	
16	POMPS TIRE SERVICE	3	SQUAD MAINTENANCE	56061, 55983, 55984	1,518.96	10.5211.0000.5352	
17	RHYME	1	OFFICE SUPPLIES	701579	41.64	10.5211.0000.5319	
18	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2024-1	375.00	10.5251.0000.5299	
19	RUPNOW, JACOB	1	UNIFORM ALLOWANCE	N/A	356.27	19.5213.0000.5346	
20	SHIELDSPIKE LLC	1	SRT SUPPLIES	739	440.00	10.5211.0000.5959	
21	SOUTHWEST WI TECH COLLEGE	1	TRAINING	1007075	660.00	10.5211.0000.5157	
22	SUNSET LAW ENFORCEMENT	1	AMMO SUPPLIES	9529	2,867.60	10.5211.0000.5361	
23	TOP PACK DEFENSE	6	UNIFORM ALLOWANCE	12408, 12412, 12411, 12410, 12409, 12255	1,244.21	19.5213.0000.5346	
24	WALSH'S ACE	1	NEW EQUIPMENT	N/A	139.49	10.5211.0000.5819	
25	WEGNER AUTO	2	TOWING	6713, 6738	350.00	10.5211.0000.5295	
26	WI DEPT OF JUSTICE - TIME	1	TIME	15649	2,448.00	10.5251.0000.5292	
27	WIEDENFELD, AUBREY	1	UNIFORM GENERAL	N/A	218.35	10.5211.0000.5346	

JANUARY 2024 BILLS			29,956.52
SHERIFFS DEPARTMENT			10,528.21
POLICE RADIO			
COUNTY JAIL			16,921.85
K-9			190.30
DEPARTMENT-UNIFORM ALLOWANCE			2,316.16
SPECIAL INVESTIGATIONS			
DOG CONTRACT-MONTHLY PAYMENT			1,500.00
CURRENT MONTH'S JAIL ASSESSMENT			

SHERIFF'S MONTHLY REPORT

RICHLAND COUNTY

MONTH OF JANUARY 2024

(PRESENTED AT THE FEB 2, 2024 PUBLIC SAFETY MEETING)



	2023		2024
	NOV	DEC	JAN
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$65,357.30	\$60,656.78	\$29,956.52
NUMBER OF JAIL BOOKINGS	40	52	44
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	28.81	30.49	37.23
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	470	369	422
TRAFFIC CITATIONS ISSUED	40	38	39
TRAFFIC WARNINGS ISSUED	0	7	1
CIVIL PROCESS PAPERS SERVED	13	11	34
TRANSPORTS FOR THE MONTH	8	7	10
AVERAGE NUMBER ON ELECTRONIC MONITORING	4.00	3.00	8.00

Monthly Activity

Jail Activity:

667 calls for service
 85 calls for EMS
 130 calls for RCPD

A Resolution Commemorating the Retirement of Toby Johnson from The Sheriff's Office.

WHEREAS the County wants to commemorate the service of Toby Johnson who was hired on June 22, 2007 and served the last 7.5 years as Investigator before retiring on December 31st, 2023, after over 16 years of dedicated service to Richland County.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the County Board hereby expresses its sincere appreciation for the over 16 years of dedicated service of Toby Johnson and the Board wishes him a long and happy retirement, and

BE IT FURTHER RESOLVED that the County Clerk shall send a copy of this Resolution to Mr. Johnson at his home address, which the County Clerk has on file, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE PUBLIC SAFETY STANDING COMMITTEE

RESOLUTION NO. 24-XX A Resolution Approving the Sheriff's Office's Purchase of Two New Vehicles and The Purchase and Installation of Appropriate Equipment for those Vehicles.

WHEREAS Sheriff Clay Porter has recommended to the Finance and Personnel Committee that the Sheriff's Office be authorized to spend no more than \$160,000 to purchase 2 new squad vehicles and to purchase and install appropriate equipment for these vehicles, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that nearly all purchases in excess of \$10,000 must be approved by the County Board, and WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Office to spend no more than \$160,000 for the purchase of 2 new squad vehicles and appropriate equipment and installation for those vehicles.

BE IT FURTHER RESOLVED that, the Sheriff is authorized to spend no more than \$160,000 to make these purchases, and

BE IT FURTHER RESOLVED that authority is hereby granted for the Public Safety Standing Committee and the Sheriff to sell two squad cars in a manner deemed appropriate by the Committee and for the net sale proceeds to be deposited in the General Fund in the County budget, and

BE IT FURTHER RESOLVED these purchases shall be paid from the 2024 Short Term Borrowing Fund (Fund # 92), and BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RICHLAND COUNTY SHERIFF'S DEPARTMENT 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 DEPARTMENT.

(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 Department;
4. To review the budget of the Sheriff's Office;
5. To act as Grievance Committee in the case of any grievance by an employee of the Department arising out of employment by the Department;
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 Sheriff's Office 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 Richland County Sheriff's Department 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 DEPARTMENT.** The positions in the Richland County Sheriff's Department, 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. Sheriff's Department Office Manager/Confidential Administrative Assistant; the holder of this position must be deputized by the Sheriff.
8. Sheriff's Department 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 Department are as follows:

- | | |
|--|----|
| 1. Full-time Chief Deputy | 1 |
| 2. Full-time Road Patrol Lieutenant | 1 |
| 3. Full-time Jail 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 Department 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 publicize 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 Sheriff's Office.

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 Sheriff's Office 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 6. 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 7. 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 8. Vacancies will be filled by appointment by the Sheriff from the names provided by Step 7.
- Step 9. 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 Jail Administrator, 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, Wisconsin Statutes or shall have completed the State of Wisconsin Police Recruit to become eligible for 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 Jail Administrator, 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. The Department 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 the Department 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 Department 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 Department.

(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 Department. 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 Richland County Sheriff's Department 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 Department at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the Department 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 Department 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 Department, if such person was an employee of the Department at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Department Ordinance.
3. Restoration to the former position within the Department of a Chief Deputy who was a former employee of the Department 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 Department on active duty with the Department 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 Department.

(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 Department 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 Department 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 department 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 Richland County Sheriff's Office provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the Richland County Sheriff's Department, those applicants shall be screened in a similar manner as other new employees to the department 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)(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 Richland County Sheriff's Department. 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 Department 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 Department 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 Department 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 off duty or outside the boundaries of Richland County, are on leave of absence or are incapacitated so they are unable to discharge their duties as Sheriff or Chief Deputy. It is intended that all general policies of the Department 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 administering 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. 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 operation 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 office 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 Richland County Sheriff's Office provided they meet the qualifications detailed in paragraph (6)(c). If this position is to be filled by qualified applicants outside the Richland County Sheriff's Office, those applicants shall be screened in a similar manner as other new employees to the office 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)(4).
3. The Sheriff 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).
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 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 jail/dispatch responsibilities during periods of time when the Sheriff and Chief Deputy are off duty or outside the boundaries of Richland County, are on leave of absence or are incapacitated so they are unable to discharge their duties as Sheriff or Chief Deputy. It is intended that all general policies of the Office 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 administering 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. 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 Department. 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 Department 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 Sheriff's Department 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 Department 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 Department 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 Department, 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 of 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 DEPARTMENT ORDINANCE NO. 89-7

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

(1) CREATION AND DUTIES OF THE LAW ENFORCEMENT PUBLIC SAFETY COMMITTEE: DUTIES OF SHERIFF POSITIONS IN THE DEPARTMENT.

(a) There is created a Law Enforcement Public Safety Committee to consist of five-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 Law Enforcement Public Safety Committee shall be filled in the same manner as any other vacancy on a standing committee of the Richland County Board. ~~is filled.~~

(b) DUTIES OF THE LAW ENFORCEMENT COMMITTEE. ~~Committee shall be:~~

The duties of the Law Enforcement Public Safety shall be:

1. To prepare or approve and publish rules and regulations relating to the Richland County Sheriff's Department Office, hereinafter referred to as the Department RCSO(?), in the manner set forth in this Ordinance;
2. To observe the Law Enforcement 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 Department Sheriff's Office, and to review audit bills of the Department;
- ~~4. To receive applications for vacancies and to conduct or arrange to conduct examinations of potential candidates for the non-elective positions within the Department, subject to the more specific provisions contained in this Ordinance;~~
- ~~5.4.~~ To review the budget of the Sheriff's Office Department;
- ~~6.5.~~ To act as Grievance Committee in the case of any grievance by an employee of the Department arising out of employment by the Department; keep here
- ~~7.6.~~ To refer, from time to time as deemed necessary by the Law Enforcement Public Safety Committee, or as otherwise required by law, matters pertaining to the Sheriff's Department Office to the County Board;
- ~~8.7.~~ To perform such other acts as are specifically allocated to the Law Enforcement Public Safety Committee elsewhere in the Ordinance.

(c) DUTIES OF THE SHERIFF. The duties of the Richland County Sheriff shall be set forth in the Wisconsin Statutes. In addition to the statutory duties, the Sheriff's duties shall include the general management of the Richland County Sheriff's Department 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 DEPARTMENT. The positions

in the Richland County Sheriff's Department, 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.
- ~~3.4.~~ Investigator, the holder of this position must be deputized by the sheriff.
- ~~4.5.~~ Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.
- ~~5.6.~~ Dispatcher-Jailer; the holder of this position ~~must~~ may be deputized by the Sheriff.
- ~~6. Task Force Deputy; the holder of this position must be deputized by the Sheriff.~~
7. Sheriff's Department Secretary Office Manager/Confidential Administrative Assistant; the holder of this position must be deputized by the Sheriff.
8. Sheriff's Department 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 Department are as follows:

- | | |
|--|-----------------------|
| 1. Full-time Chief Deputy | 1 |
| <u>2.</u> Full-time Road Patrol Lieutenant | 1 |
| 2.3. <u>Full-time Jail Administrator</u> | <u>1</u> |
| 3.4. Full-time Road Patrol Deputy Sheriff | 1 <u>4</u> |
| 4.5. Full-time Investigator | 1 |
| 5.6. Full-time Dispatcher-Male Section Jailer | 6 |
| 6.7. Full-time Dispatcher-Female Section Jailer | 6 |
| 7.8. Full-time Dispatcher-Either Male or Female Jailer | 1 <u>2</u> |
| 8. Full-time Task Force Deputy Sheriff | 3 |
| 9. Full-time Office Manager/Confidential Administrative Assistant | 1 |
| 10. Full Part-time Clerk/Typist | 1 |
| 11. Casual and temporary employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the <u>Department's Office's</u> 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 31 34

~~TOTAL NUMBER OF PART-TIME POSITIONS~~ ~~1~~ 0 MLL1

~~\$25,000.00 is hereby appropriated from the Contingency Fund to the County Jail Account in the 2014 County budget to fund this position which shall start on June 1, 2014.~~

(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 Department which cannot be filled by job posting within the department. These hiring ~~procedures~~ and standards will also apply to all casual and temporary employees. ~~except for those casual and temporary employees hired per Ordinance 89-7 or hired as follows:~~

~~Law enforcement officers who reside in Richland County and who are certified law enforcement officers by the State of Wisconsin under Wisconsin Statutes section 165.85 may be hired by the Sheriff as a casual employee to do prisoner transports, courtroom duties, emergency duties or other casual employee duties, as determined by the Sheriff. Hiring will only be allowed after an interview with the Law Enforcement Committee and after the approval of the hire by the Committee. Casual employees hired under this subsection are exempt from the written examination, physical agility and interviewing process detailed in 2-(d) and (e) of Ordinance 89-7. THIS PARAGRAPH IS REFERRING TO CASUAL AND TEMPORARY HIRING. DOES COMMITTEE WANT TO BE INVOLVED IN THIS?~~

(b) The ~~Law Enforcement~~Public Safety Committee shall ~~cause to be~~ publicize the creation of an eligibility list to fill any vacancy ~~in accordance with Richland County's Affirmative Action Resolution (Resolution No. 76-58, passed in October 20, 1976).~~

~~(c) The Law Enforcement Committee shall screen all applicants for the secretary position to ensure that they have the minimum qualification necessary to satisfy the job description for the position. Already say in first paragraph that this section applies to all full and part-time positions.~~

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

- ~~1. The applicant shall become a resident of Richland County within 30 days of the date of employment.~~
2. The applicant must be a high school graduate or equivalent.
3. The applicant must be not less than 18 years of age.
4. 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 the positions within Sheriff's Office. of Road Patrol Deputy Sheriff or Investigator.
- ~~5.~~ 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 (~~d~~c), as appropriate, shall take a competitive examination, ~~which shall be administered by the Wisconsin Department of Administration, at County expense.~~

in accordance with sec. 59.21 (8)(a), Wisconsin Statutes, except that nothing in this paragraph shall prevent the Sheriff or the Law Enforcement Committee from screening out all applicants whose written applications reveal that they are either ineligible for or incapable of performing the position to which they have applied.

~~—(e) Except as provided in section (i) herein, all applicants for the position of patrol Deputy Sheriff, Investigator or Dispatcher Jailer, and all applicants who wish to be placed on an eligibility list for vacancies in those positions, when and if such a vacancy occurs, and who have met the requirements of paragraph (d), shall complete the following steps. In order for applicants to be successful, applicants must achieve a score of 70 percent or better in Steps 3, 4, 5, and 7, before proceeding to the next higher numbered step. (Example: a score of 70 percent or better must be achieved in Step 3 before advancing to Step 4, etc.) Steps one (1) thru four (4) shall establish the eligibility list. Steps five (5) thru ten (10) shall be executed when a vacancy occurs and the County's Law Enforcement Committee determines the vacancy shall be filled.~~

- 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 ~~dc~~-4 above.
 - b. traffic record check (if applicant will be required to drive as part of his/her duties).
- Step 3. State of Wisconsin A competitive examination ~~which~~ will be administered ~~in accordance with sec. 59.21(8)(a), Wisconsin Statutes.~~
- Step 4. Road Patrol Deputies will complete a Physical Agility Test administered by ~~local physical education, health or other appropriate personnel~~ the Sheriff's Office or designee.
- Step 5. First oral interview ~~by the following Law Enforcement Personnel: panel will consist of the Sheriff or designee and 3-6 other people appointed by the Sheriff.~~
 - ~~a. Chief Deputy or designee.~~
 - ~~b. Road Patrol Lieutenant or designee.~~
 - ~~c. Dispatcher/Jailer Sgt. or designee.~~
 - ~~d. Patrol Sgt. or designee.~~
 - ~~e. Investigator or designee.~~
 - ~~f. Another Department member or designee at the request of the Sheriff.~~
 - ~~g. Supervisory personnel from another law enforcement agency.~~
 - ~~h. Sheriff will approve any designee named.~~
 - ~~i. Maximum interviewers shall be six, one member from each of the categories above.~~
 - ~~j. Minimum interviewers shall be three, chosen from categories a-g.~~
- Step 6. The five-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 Law Enforcement

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 ~~Law Enforcement~~ determines that a vacancy shall be filled from Step Six (6) occurs, and the Law Enforcement Committee determines the vacancy shall be filled, the five applicants will be interviewed by A PANEL THAT CONSISTS OF THE SHERIFF, THE CHAIR OF PUBLIC SAFETY OR DESIGNEE, COUNTY ADMINISTRATOR OR DESIGNEE AND 3-6 OTHER PEOPLE DESIGNATED ~~the Law Enforcement Committee and the Sheriff or his designee~~. 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 68.

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.)

(f) All persons who apply for or attain the position of full-time Road Patrol Deputy Sheriff or, Investigator ~~or Task Force Deputy~~ shall be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes or shall have completed the State of Wisconsin Police Recruit to become eligible for certification. The Department may, upon approval of the Sheriff and the ~~Law Enforcement and Judiciary~~ 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. The Department ~~will~~ ILL 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 Sheriff's Department 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.

(g) 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.

(h) 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. The Department 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 ~~Law Enforcement~~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.

~~(i) Persons who have been full-time employees of the Sheriff's Department for 20 years or more and who retire from such employment; may be rehired as casual and/or temporary employees by the Sheriff upon approval by the Law Enforcement Committee. Sections (2) (d) 5 and (2) (e) shall not apply to such persons, provided that the person has been retired from the Sheriff's Department for more than 35 days but less than 180 days. For purposes of this section, "retire" and "retired" have the same meaning as is applicable to the Wisconsin Retirement System.~~

(3) ~~LEAVES OF ABSENCE FOR CANDIDATES FOR POLITICAL OFFICE AND~~ CONDUCT OF DEPARTMENT EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.

(a) No employee of the Department 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. ~~except as provided in this subsection.~~

(b) Any employee of the Department 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 Department.

~~(c) Any employee of the Department may display political signs, sign nomination papers and otherwise participate in passive political actions so long as such actions do not interfere with the normal operations of the Department or interfere with the discharge of the duties of the employee. The Law Enforcement Committee may by rule or regulation determine the scope of this provision of this Ordinance by determining what actions constitute "passive political actions."~~

(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 Department. 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 or Dispatcher-Jailer, Jail Administrator in the Richland County Sheriff's Department 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 Department at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the Department 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 Department 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 Department, if such person was an employee of the Department at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Department Ordinance.
3. Restoration to the former position within the Department of a Chief Deputy who was a former employee of the Department 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 Department on active duty with the Department 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 Department.

(d) **DUTIES OF CHIEF DEPUTY.** The Chief Deputy shall be the highest ranking officer of the Department under the Sheriff, and shall be the head administrative officer of the Department 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 Department 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 Department 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 Department, 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 Department during periods of time when the Sheriff is outside the boundaries of Richland County, is on leave of

absence, ~~or is incapacitated so as to be unable to discharge his duties as Sheriff~~. It is intended that all general policies of the Department 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 Department 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 Department at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the Department as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the Department 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 Department, 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 Department. 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 Department 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 Law Enforcement~~ 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 Department for ten (10) working days. Officers within the department 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 ~~Law Enforcement~~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 Department 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 Richland County Sheriff's Department provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the Richland County Sheriff's Department, those applicants shall be screened in a similar manner as other new employees to the department detailed in Section (2)(d)(1-4) 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)(4).

3. The ~~Law Enforcement~~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 ~~Law Enforcement~~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 ~~Law Enforcement~~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 Law Enforcement Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Law Enforcement 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 Department, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Department with at least five (5) years experience in the Department, 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 Department at the time of his or her signing the job posting. Candidates from outside the department, 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. ~~The Road patrol Lieutenant upon appointment in this case shall become a resident of Richland County.~~

~~1.~~ Upon promotion of an employee on active duty with the Richland County Sheriff's Department 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 as six (36) months probationary period.

~~2.1~~ Upon the resignation of, ~~or~~ 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 Department, if such person was an employee of the Department at the time of his or her promotion to Road Patrol Lieutenant,

whether under this Ordinance or any former Richland County Sheriff's Department Ordinance.

~~3.2.~~ Restoration to the former position within the Department of a Road Patrol Lieutenant shall be with tenure time for the time spent in the position as Road Patrol Lieutenant.

~~4.3.~~ 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 Department.

~~5. Any person who vacates the position of Road Patrol Lieutenant in 1996 to become Sheriff of Richland County shall be deemed to be on unpaid leave of absence from the Road Patrol Lieutenant position. This leave of absence shall be for a period not to exceed 3 years from the date on which the person becomes Sheriff. A person returning to the position of Road Patrol Lieutenant under this section shall displace any person who then holds that position.~~

(d) DUTIES OF ROAD PATROL LIEUTENANT. The Road Patrol Lieutenant shall be the highest ranking officer of the Department 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 Richland County Sheriff's Department. 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 Department as are expected, subject only to the limitations placed upon the Road patrol Lieutenant by the Sheriff, Chief Deputy or Law Enforcement 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 Department 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 Department 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 off duty or outside the boundaries of Richland County, are on leave of absence or are incapacitated so they are unable to discharge their duties as Sheriff or Chief Deputy. It is intended that all general policies of the Department and its operation shall come from the Sheriff, but the Road Patrol Lieutenant, with the authority herein dele-gated 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 Department'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 Department, 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. 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 Department at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the Department 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 Department 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 operation 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 Law Enforcement 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:

5. 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 office 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 Law Enforcement Committee shall screen out applicants whose written resume' or experience does not meet minimum qualifications in paragraph (6) (c).
6. 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 Richland County Sheriff's Office provided they meet the qualifications detailed in paragraph (6) (c). If this position is to be filled by qualified applicants outside the Richland County Sheriff's Office, those applicants shall be screened in a similar manner as other new employees to the office detailed in Section (2)(d) (1-4) 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)(4).
7. The Sheriff 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).

(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 Office, 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 Office, 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 Office at the time of his or her signing the job posting. Candidates from outside the office, should the need arise to fill the position from outside the office, 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 as six (3) month probationary period.

4. Upon the resignation of or the vacancy of 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 Office, if such person was an employee of the Office at the time of his or her promotion to Jail Administrator, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
5. Restoration to the former position within the Office of a Jail Administrator shall be with tenure time for the time spent in the position as Jail Administrator.
6. 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 Office.

(d) DUTIES OF JAIL ADMINISTRATOR. The Jail Administrator shall be the highest-ranking officer of the Office under the Sheriff and Chief Deputy in the Jail/Dispatch Division. 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 Law Enforcement 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 Office 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 jail/dispatch responsibilities during periods of time when the Sheriff and Chief Deputy are off duty or outside the

boundaries of Richland County, are on leave of absence or are incapacitated so they are unable to discharge their duties as Sheriff or Chief Deputy. It is intended that all general policies of the Office 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 administering 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 Office, 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 office for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies. 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 Office at the time of his or her promotion as Jail Administrator, said person shall resume his or her former position within the Office as herein set forth in this ordinance. In the event that the Jail Administrator was not an employee of the Office 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 Office unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

(76) 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 ~~pertaining~~ and to establish departmental policies and procedures to any or all the positions within the Department. Work Rules may be established in accordance with the procedure hereinafter set forth and subject to the ~~dis~~ approval of the ~~Law Enforcement~~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 Department 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 Sheriff's Department 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 Department AND ~~PUBUIC SAFETY COMMITTEE COMMITTEE, CHAIR~~ ~~either by personal delivery to such employee or by placing a copy in the employee's personal document box or bin.~~ ~~In the event that an employee is on leave of absence, or is on vacation or sick leave and is not expected to return to work within 10 days of the posting of a proposed work rule, a copy of said work rule shall be mailed to the home address of said employee. Immediately upon posting and circulating a proposed work rule, the Sheriff shall also submit by mail or by personal delivery a copy of the~~

~~proposed work rule to each incumbent member of the Law Enforcement Committee.~~

3. The ~~Law Enforcement~~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 Law Enforcement Committee within 45 days after the posting, circulation and submission to the members of the Law Enforcement 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 Law Enforcement 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 Department shall conduct themselves in accordance with such rules and regulations.

(7) LEAVE OF ABSENCE FOR MILITARY SERVICE. All employees of the Department who enter the armed forces of the United States shall be considered on leave of absence ~~during 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 Department 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 Department, 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 of 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, the word "Department" and the words "Sheriff's Department" shall mean the Richland County Sheriff's Department. In this Ordinance the word "Committee" and the words "Law Enforcement Committee" shall mean the Law Enforcement Committee of the Richland County Board of Supervisors.

(12) REPEAL OF PREVIOUS ORDINANCES. Richland County Sheriff's Department Ordinance Number 82-4 and 83-2 and Amendment Number 1 to Sheriff's Department Ordinance Number 83-2 are hereby repealed. ALL ORDINANCES THAT ARE

(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, as follows: see fee schedule ordinance

(a) At the rate of \$20 per day or \$140.00 per week, itemized as follows:

- i. For room at \$2.20 per day.
- ii. For meals at the same rate that Richland county pays for the catering of jail meals, plus sales tax.
- iii. For laundry services, at \$0.36 per day;

(b). 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 see fee schedule ordinance of \$50.00 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.

~~**(15) DISPOSAL OF LOST, ABANDONED OR SEIZED PROPERTY.**~~

~~(a) This paragraph covers the following lost, abandoned or seized property coming into the custody of the Sheriff, in accordance with section 66.28 (1), Wisconsin Statutes:~~

- ~~i. Court evidence or matters seized in criminal investigations, after all Court proceedings have been finally concluded and the rightful owner of the property, after diligent search, either cannot be determined or cannot be located;~~
- ~~ii. Property lost or abandoned in Richland County where the rightful owner of the property, after a diligent search, either cannot be determined or cannot be located;~~
- ~~iii. Property in the custody of the Sheriff of which the rightful owner refuses to take possession of the property;~~

- ~~iv. Property seized and forfeited as having been used in an illegal drug transaction, consistent with the provisions of sections 161.55 and 161.555, Wisconsin Statutes;~~
- ~~(b) Except for paragraph (c) herein, all such property shall be sold by the Sheriff at public auction. The frequency of such auctions and the time, date and place of such auction shall be determined by the Sheriff. The auctions shall be advertised for at least 2 weeks in the Richland Observer and the Proceeds of the sale shall be deposited in the County Treasury unless other disposition is required by Wisconsin Statutes;~~
- ~~(c) Any such property which cannot be sold at a reasonable price, as determined by the Sheriff, or which is deemed by the Sheriff to be useful in the performance of the Sheriff's official duties, may be retained and used by the Sheriff's Department, subject to approval of the Law Enforcement Committee.~~

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

Dated: June 21, 1989 Passed: June 21, 1989 Published: July 13, 1989

ORDINANCE OFFERED BY THE LAW ENFORCEMENT COMMITTEE

Demographic Analysis of Persons Cited

Total Persons Cited: 1160

Female 362
Male 784
14

Demographic Factor:	Male	Fem.	Unk.
-----	----	----	----

Race:

<No Entry>	38	6	14
Asian	7	3	
Black, Non-Hisp	26	7	
Indian/Alaska Native, Non-HI	3	1	
Black, Hispanic	8		
White/Latin, Hispanic	55	6	
Indian/Alask_Nativ, Hispanic	2		
Unknown	9		
White, Non-Hisp	636	339	

Marital Status:

<No Entry>	570	275	14
Divorced	21	16	
Married	37	14	
Not Married	125	51	
Separated	28	4	
Widowed	3	2	

Age:

13		1	
14	1		
15	3	1	
16	9	7	
17	32	11	
18	48	4	
19	21	12	
20	35	22	1
21	32	11	
22	19	12	
23	14	6	
24	19	11	
25	33	12	
26	23	7	
27	24	12	
28	14	11	
29	23	6	
30	11	7	
31	10	15	
32	16	11	
33	22	2	
34	22	6	1
35	12	11	3
36	12	11	
37	16	6	

Demographic Analysis of Persons Cited

38	15	8	1
39	20	7	
40	14	14	1
41	18	4	
42	10	6	
43	16	9	
44	10	5	
45	9	8	5
46	12	3	
47	10	1	
48	12	3	
49	7	3	
50	9	4	
51	8	10	
52	13	5	
53	12	3	
54	6	5	
55	7	3	
56	3	2	
57	10	3	
58	18	6	
59	12	4	
60	1	3	
61	7	3	
62	5	5	
63	7	3	
64	8	2	
65	5		
66	5		
67	5	8	
68	2	1	
69	1		
70	1		
71	3	2	
72	1	1	
73	2	2	
74	1		
75	4		
76	1		
77	2		
78	1		
79		1	
<no DOB>			2
Citizenship:			
	584	303	14
	12		
	188	59	
Religion:			
<No Entry>	651	314	14
Atheist	3	2	
Baptist		1	
Catholic	15	2	

Demographic Analysis of Persons Cited

Christian	21	8
Lutheran	4	3
No Professed Religion	86	24
Other	4	8

Report Includes:

All Citation Dates between `00:00:01 01/01/23` and `11:59:59 12/31/23`

All Citation types

All Arresting Officers

All Arresting Agencies

*** End of Report \SpillmanServer\app\tmp\reportTmp_porterc\rp

JANUARY 2024

	A	B	C	D	E	F	G	H	J	K	Not Classified
1											
2											
3											
4											
5											
6											
7											
8											
9	4(3),5(1)	4(3)	4(2),5(1)	X(1),6(1)	3(1),6(2),	X(1),9(1), 8(2),4(2)	X(1),3(2), 4(1)	X	-	X	Hericks Turner Robbins
10	4(3),5(1)	4(3)	4(2),5(1)	X(1),6(1)	3(1),6(2),	X(1),9(1), 8(2),4(2)	X(1),3(2), 4(1)	-	-	-	Hericks Turner Robbins
11	4(2),5(1)	4(3)	4(2),5(1)	6(2)	3(1),6(2)	X(1),9(1), 8(2),4(2)	X(1),3(1), 4(1)	-	X	3	Turner Robbins
12	4(2),5(1)	4(3)	4(3),5(1)	6(1),3(1)	3(1),6(2)	7(1),9(1), 8(2),4(2)	3(1),4(2)	-	-	2	
13											
14	4(2),5(1)	4(3)	4(3),5(1)	6(1),3(1)	6(1),3(1)	7(1),9(1), 8(2),4(2)	3(1),4(2)	-	-	2	
15	X(1),4(1), 5(1)	4(4)	X(1),4(3),5(1))	X(1),6(1), 3(1)	X(1),6(2), 3(1)	7(1),9(1), 8(2),4(2)	X(1),3(2), 4(2)	-	-	-	Sander Meudt Flitz Danz Thornton
16	4(2),5(1)	4(4)	4(4),5(1)	6(1),4(1), 3(1)	4(1),6(2), 3(1)	7(1),9(1), 8(2),4(2)	3(2),4(3)	-	-	-	
17	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	X(1),6(2), 3(1)	7(1),9(1), 8(2),4(1)	3(2),4(3)	-	-	-	Cook
18	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(2), 3(1)	7(1),9(1), 8(2),4(1)	3(2),4(2)	-	-	-	
19	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 3(1)	7(1),9(1), 8(2),4(1)	3(2),4(2)	-	-	-	
20	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 3(1)	7(1),9(1), 8(2),4(1)	3(2),4(2)	-	-	-	
21	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 3(1)	7(1),9(1), 8(1),6(1), 4(1)	3(2),4(2)	-	-	-	
22	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1)	7(1),9(2), 8(1), 4(1)	3(2),4(2)	-	-	-	
23	4(2),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 4(1)	7(1),9(2), 8(1), 4(1)	3(2),4(2)	-	-	-	
24	4(2),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 4(1)	7(1),9(2), 8(1), 4(1)	3(2),4(2)	-	-	-	
25	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 4(1)	7(1),9(2), 8(1)	3(2),4(3)	-	-	-	
26	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 4(1)	7(1),9(2), 8(1)	3(2),4(3)	-	-	-	
27	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 4(1)	7(1),9(2), 8(1)	3(2),4(3)	-	-	-	
28	4(1),5(1)	4(4)	4(2),5(1)	4(1),3(1)	9(1),6(1), 4(1)	7(1),9(2), 8(1)	3(2),4(3)	-	-	-	
29	4(1),5(1)	4(4)	4(1),5(1),9(1)) (fem)	4(1),3(1)	9(1),6(1), 4(1)	7(1),9(2), 8(1)	3(2),4(3)	-	-	-	
30	4(2),5(1)	4(4)	4(1),5(1),9(1)) (fem)	4(2),3(1)	3(2),4(4)	7(1),9(3), 8(1),6(1)	-	4	-	-	
31	4(1),5(1)	4(4)	4(1),5(1),6(1) ,9(1) (fem)	4(1),3(2)	3(2),4(4)	7(1),9(3), 8(1),6(1)	-	-	-	-	

Squad	Assigned	Deputy	Sq	year	Plate	Vin#	January	February
Squad 21	Training	Training vehicle	2016	896	ZBT	6G3NS5R21GL224245	159,845	160,000
Squad 2	Admin	Chief Dep Wallace	2018	ADY	7972	1FM5K8AR8JGB69005	56,723	58,439
Squad 3	Patrol	Deputy Herbers	2018	AED	1287	1FM5K8AR6JGB69004	64,194	67,030
Squad 4	K-9/Patrol	Lt. Czys & Rambo	2018	7755		1FM5K8ARXJGB93287	56,940	57,748
Squad 6	Investigator	Inv. Johnson	2018	934	DBL	1FM5K8AR1JGA84720	77,796	78,531
Squad 7	Admin	Lt. D. Rupnow	2018	5871		1FM5K8AR4JGC17213	151,223	151,514
Squad 8	Patrol	Back up	2018	7754		1FM5K8AR2JGC17212	172,731	172,731
Squad 12	Patrol	Back up	2019	5874		2C3CDXKTXKH600559	111,939	113,964
Van (13)	Transports	Jail	2019			2C4RDGBG8KR808426	44,123	45,910
Squad 16	Sgt/Patrol	Sgt. Gerber	2019	6898		1FTEW1P49KKC42277	73,645	76,851
Squad 17	Sgt/Patrol	Sgt. Melby	2019	6958		1FTEW1P47KKC42276	68,310	69,446
Squad 14	Patrol	Deputy Graham	2020	5872		1C4RDJFG6LC369759	38,070	39,330
Squad 18	Patrol	Deputy Tucker	2020	8980		1C4RDJFG2LC369757	70,285	75,079
Squad 19	Patrol	Deputy Rupnow	2020	9047		1C4RDJFG4LC369758	71,186	74,346
Squad 20	Patrol	Deputy Biege	2020	8989		1C4RDJFG2LC369760	83,379	89,931
Squad 1	Admin	Sheriff Porter	2021	TM8804		1C6SRFGT6MN708092	25,055	26,654
Squad 9	Patrol	Deputy Sutton	2021	5873		1FM5K8AB1MGB61433	39,628	43,230
Squad 15	Patrol	Deputy Isaacson	2021	9794		1FM5K8AB3MGB61434	42,130	44,652
squad 05	K-9/Patrol	Sgt. Schildgen	2022			1FM5K8AB7NGB48221	26,675	30,787
Squad 11	Patrol	Deputy Ring	2022	E5619		1FM5K8AB2NGB50491	27,369	27,400
Squad 8	Patrol	Deputy Crotsenberg	2023	E5875		1C4RDJFG8PC591449		4,169
Squad 10	Patrol	Deputy Ewers	2023	E7754		1C4RDJFG9PC591539		3,746
Old 5	K-9 Backup	removed from service	2016			1FM5K8AR2GGA77719		
Old 11	Patrol	removed from service	2017			1FM5K8AR2HGA70982		
Squad 10	Patrol	Back up	2017	5875		1FM5K8AR0HGC90332	151,459	151,459

March April May June July August September October November December