

**Richland County  
Public Safety Standing Committee**

Date Posted: April 29, 2025

**NOTICE OF MEETING**

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, May 2, 2025 at 8:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

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

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

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone)  
or [mis@co.richland.wi.us](mailto:mis@co.richland.wi.us) (email)

**AMENDED AGENDA**

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From April 4, 2025 Meeting
6. Public Comment
7. Reports
  - A. Sheriff – Departmental Activities
  - B. Coroner – Departmental Activities & Presentation
  - C. Circuit Court Judge – Departmental Activities
  - D. Clerk Of Court – Departmental Activities
  - E. Register In Probate – Departmental Activities
  - F. District Attorney – Departmental Activities
  - G. Emergency Management – Departmental Activities
  - H. PSAP & NG-911 Grants
  - I. Radio Tower Project
  - J. Courthouse Security Report
8. Approval Of Monthly Invoices
9. Discussion: Radio Tower Project Subscriber Equipment Funding Purchase
10. Discussion & Possible Action: Radio Tower Project Ongoing Maintenance Funding
11. Discussion & Possible Action: Approval Of Updates Made To The Sheriff's Addendums
12. Correspondence
13. Future Agenda Items
14. Adjourn

Derek S. Kalish  
County Clerk

# Richland County Public Safety Standing Committee

April 4, 2025

The Richland County Public Safety Standing Committee convened on Friday, April 4, 2025 in person and virtually at 8:30 AM in the County Boardroom of the Richland County Courthouse.

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

**Roll Call:** Deputy Clerk Hege conducted roll call. Committee member(s) present: Craig Woodhouse, Chad Cosgrove, and Melvin “Bob” Frank, and Kerry Severson. Committee member(s) absent: Gary Manning, David Turk, and Julie Fleming. Supervisor Turk joined the meeting at 08:39 AM via WebEx.

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

**Approval Of Agenda:** Motion by Woodhouse, second by Cosgrove to approve agenda. Emergency Management Director, Michael Jessen requested that item 9: Discussion & Possible Action: Emergency Management Response Vehicle Acquisition be stricken from the agenda. Motion carried and agenda declared approved.

**Approval Of Minutes From March 7, 2025 Meeting:** Motion by Cosgrove, second by Woodhouse to approve the March 7, 2025 minutes. Motion carried and the March 7, 2025 minutes declared approved.

## **Public Comment:**

Cricket Lochner of Bloom Township presented the committee with a guide to the 2025 Driftless Music Gardens season and briefly reviewed the safety plan in place for the festival season. Brief discussion ensued.

## **Reports:**

- A. Sheriff – Departmental Activities:** Sheriff Porter briefly presented the Sheriff’s Monthly Report for March 2025, a staffing memo from Chief Deputy Wallace, and the squad mileage report. Sheriff Porter reported briefly on various staff members who resigned and noted that there was only one current opening. Brief discussion ensued.
- B. Coroner - Departmental Activities:** Richland County Emergency Management Director, Michael Jessen presented the February and March 2025 Coroner’s Report to the committee. Director Jessen briefly reported that Jim Rossing, Richland County Coroner, is still looking for deputy coroners. Brief discussion ensued.
- C. Circuit Court Judge - Departmental Activities:** Register in Probate, Jenifer Laue reported on behalf of Judge McDougal who was out of the office for the day. Ms. Laue reported that the judge has been taking continuing education classes in regards to the treatment court program, Judge McDougal is looking forward to working with the new County Administrator and court security is still her top priority. Ms. Laue reported that the recently added security measures have been working well. Brief discussion ensued.
- D. Clerk Of Court - Departmental Activities:** Clerk of Court, Stacy Kleist presented her financial reports to the committee and highlighted that sensitive data that had inadvertently been included

# Richland County Public Safety Standing Committee

had been redacted. Ms. Kleist reported on the continued work being done on the Wisconsin Counties Association court funding initiative, her recent visit with Senator Sarah Keyeski, student Government Day was set for April 9, 2025, and that 25 new chairs for the court room had arrived and were being assembled. Brief discussion ensued.

- E. Register In Probate - Departmental Activities:** Register in Probate, Ms. Jenifer Laue reported that Judge McDougal is getting an increase in new cases from Juneau County. Ms. Laue questioned MIS Director, Jason Marshall on the status of the Zoom capabilities in the small court room and the cameras in the hallways. Director Marshall gave a brief update on the audio-visual projects in the courthouse. Discussion ensued. Ms. Laue requested that Director Marshall keep the judge and herself up-to-date on the progress. Ms. Laue presented the Register in Probate financial reports to the committee. Extensive discussion on the recent fire alarm test ensued. Ms. Laue requested that the Courthouse Security Report be tabled to the May meeting as there was currently nothing to report.
- F. District Attorney - Departmental Activities:** No one present.
- G. Emergency Management - Departmental Activities:** Richland County Emergency Management Director, Michael Jessen reported that in 2025 his department is working on community outreach and one of the initiatives was having the Emergency Services station designated as an excess medication drop off point. John Heinen, Emergency Management Coordinator, briefly reported on the work being done on the IPP and the courthouse security Plan and reported that some grant dollars applied for had been received. Brief discussion ensued.
- H. PSAP & NG-911 Grants:** Sheriff Porter reported that the 2025 round 2 grant application had been submitted. Discussion ensued.
- I. Radio Tower Project:** Mike Day from True North Consulting Group joined via WebEx and gave a detailed update on the radio tower project and that the budget remains on track. Extensive discussion ensued.

**Approval of Monthly Invoices:** Sheriff Porter presented the March 2025 bills. Motion by Cosgrove, second by Woodhouse to approve the monthly invoices as presented. Motion carried and the monthly invoices were approved as presented.

**Correspondence:** None.

### **Future Agenda Items:**

Discussion & Possible Action: Radio Tower Project Subscriber Equipment Funding Purchase – Bob Frank  
Discussion & Possible Action: Radio Tower Project Ongoing Maintenance Funding – Jason Marshall

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

Respectfully submitted by,

Richland County  
Public Safety Standing Committee



Myranda H. Hege  
Deputy County Clerk

DRAFT

**SHERIFF'S MONTHLY REPORT  
RICHLAND COUNTY  
MONTH OF APRIL 2025**

(PRESENTED AT THE MAY 2, 2025 PUBLIC SAFETY MEETING)



	2025		
	FEB	MAR	APRIL
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$71,603.82	\$73,889.04	\$56,259.49
NUMBER OF JAIL BOOKINGS	44	61	60
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	24.37	25.85	33.72
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	307	377	374
TRAFFIC CITATIONS ISSUED	13	45	33
TRAFFIC WARNINGS ISSUED	0	0	1
CIVIL PROCESS PAPERS SERVED	19	18	39
TRANSPORTS FOR THE MONTH	7	14	18
AVERAGE NUMBER ON ELECTRONIC MONITORING	4.00	8.00	8.00

**Monthly Activity**

**Jail Activity:**

653 calls for service  
108 calls for EMS  
126 calls for RCPD  
23 calls for RCFD

Sq year	Plate	Vin#	January	February	March	April	May
2018	ADY7972	3JGB69005	67,400	68,015	69,025	69,980	70,312
2018	AED1287	5JGB69004	82,050	82,730	83,322	84,398	84,892
2018	7755	KJGB93287	66,469	68,071	68,882	70,071	71,066
2018	AST2493	LJGA84720	92,215	93,752	95,224	96,658	98,110
2018	5871	HJGC17213	156,424	156,424	156,500	156,500	156,500
2018	7754	2JGC17212	176,684	176,695	176,700	176,700	176,700
2019	5874	KH600559	121,787	121,805	122,353	122,553	123,672
2019	AJM5933	3KR808426	58,144	58,970	59,986	60,505	61,768
2019	6898	9KKC42277	95,183	97,144	98,596	100,466	101,558
2019	6958	7KKC42276	85,576	86,855	88,165	88,225	89,405
2020	5872	5LC369759	52,989	54,816	56,773	57,913	59,035
2020	8980	2LC369757	97,957	100,523	101,896	103,767	105,909
2020	9047	4LC369758	91,740	93,872	95,264	97,062	98,268
2020	F2574	2LC369760	110,604	110,604	111,224	114,000	115,509
2021	TM8804	MN708092	40,205	41,218	42,255	42,849	43,906
2021	5873	MGB61433	63,441	66,429	68,217	70,191	71,110
2021	9794	MGB61434	62,705	64,210	64,905	66,201	67,461
2022	E5876	NGB48221	50,534	51,377	53,020	54,239	55,428
2022	E5619	1FM5K8A B2NGB50 491	58,075	60,740	63,166	65,238	67,451
2023	E5875	3PC591449	25,886	28,499	30,559	32,596	34,470
2023	E7754	9PC591539	22,601	23,553	24,495	25,607	27,620
2024	AXF7591	RC139717	5,784	5,890	6,758	7,465	7,986
2024	F2890	RC139716	4,810	6,828	8,954	10,851	12,189
2025	F4081	3SC521737					
2025	F4072	1SC521736					

**RICHLAND COUNTY SHERIFF'S DEPARTMENT  
MONTHLY BILLS SUBMITTED FOR APPROVAL  
APRIL 2025 BILLS**

(PRESENTED AT THE MAY 2nd, 2025 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL HEALTH	2	CARE OF PRISONERS	5329, 5256	7,376.73	100.5251.0000.52096	
2	BARNES, SUSAN	1	UNIFORM ALLOWANCE	N/A	189.90	190.5213.0000.53046	
3	BROCKUS, ABILAINE	1	UNIFORM ALLOWANCE	N/A	84.39	190.5213.0000.53046	
4	CANINE SEARCH SOLUTIONS	1	K-9 SUPPLIES	N/A	500.00	350.5255.0000.53019	
5	CDW GOVERNMENT	5	NEW SQUAD EQUIP & COMPUTER	AD3BV2X, AD2379YM AD7ZH7W, AD6US1E, AD81E6H	522.07	100.5211.0000.58013	FUND 92
6	COMMUNITY SERVICE ASSOC	1	MEDICAL EXAMS	2147486317	450.00	100.5211.0000.53046	
7	CORNERSTONE SERVICE	1	SQUAD MAINTENANCE	21042	73.08	100.5211.0000.53052	
8	CZYS, MIKE	1	UNIFORM ALLOWANCE	N/A	94.95	190.5213.0000.53046	
9	ELIOR/SUMMIT FOODS	5	MEALS FOR PRISONERS	238720, 239293, 239991, 240571, 236915	17,145.48	100.5251.0000.52094	
10	EQUATURE	1	2025 PSAP GRANT - TRAINING	30043	198.00	100.5117.0000.59099	
11	FILLBACK FORD	2	SQUAD MAINTENANCE	316122, 316269	4,062.72	100.5211.0000.53052	
12	GALLS	2	UNIFORM ALLOWANCE/ORELLANA, J RUPNOW	30717227, 30900875	419.62	190.5213.0000.53046	
13	GREELEY SIGNS	1	K-9 SUPPLIES	1230	84.40	350.5255.0000.53019	
14	GRIMM, SHAWN	1	SQUAD MAINTENANCE	37846	686.61	100.5211.0000.53052	
15	GORDON FLESCH	3	COPY LEASE & MAINT	15117871, 15117870, 1013498	298.14	100.5251.0000.53015	100.5211.0000.53015
16	HAKES WELLNESS SOLUTIONS	1	MEDICAL EXAMS	3569	120.00	100.5211.0000.53046	
17	KANABLE, DANE	1	MEALS FOR PRISONERS	N/A	2.84	100.5251.0000.52094	
18	MCKESSON MEDICAL	2	JAIL SUPPLIES	23620576, 23674683	240.60	100.5251.0000.53052	
19	MOTOROLA SOLUTIONS	1	NEW SQUAD EQUIP	8282101067	15,116.40	FUND 92	
20	OPTIONS LAB	1	CARE OF PRISONERS	5050608	35.00	100.5251.0000.52096	
21	PIONEER PRINT CO	1	UNIFORM ALLOWANCE/ORELLANA	6091	75.00	190.5213.0000.53046	
22	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2025-4	262.50	100.5251.0000.52099	
23	RICHLAND FAMILY PRESCRIPTION	1	CARE OF PRISONERS	N/A	12.48	100.5251.0000.52096	
24	RICHLAND HOSPITAL	1	CARE OF PRISONERS/MEDICAL EXAMS	49	486.00	100.5251.0000.52096	100.5211.0000.53046
25	RICHLAND MOBIL MART	1	SQUAD MAINTENANCE	36269	350.00	100.5211.0000.53052	
26	SYSTEMS TECHNOLOGY	1	JAIL LOCKS MAINT CONTRACT	PJ99031643	3,319.00	100.5251.0000.53057	
27	TC AUTOWORKS	2	SQUAD MAINTENANCE	14420, 14470	887.44	100.5211.0000.53052	
28	THE SHOE BOX	1	UNIFORM ALLOWANCE/STINSON	89480	75.60	190.5213.0000.53046	
29	TOP PACK DEFENSE	2	UNIFORM ALLOWANCE/RING, GRAHAM	15771, 15793	384.27	190.5213.0000.53046	
30	ULINE	1	JAIL OFFICE SUPPLIES	191306098	232.76	100.5251.0000.53019	
31	WI DEPT OF JUSTICE - TIME	1	TIME	18129	2,473.50	100.5251.0000.52092	

<b>APRIL 2025 BILLS</b>		<b>56,259.49</b>
<b>SHERIFFS DEPARTMENT</b>		<b>7,299.87</b>
<b>2025 PSAP GRANT</b>		<b>198.00</b>
<b>COUNTY JAIL</b>		<b>31,457.57</b>
<b>FUND 92 - NEW CARS</b>		<b>15,395.92</b>
<b>DEPARTMENT-UNIFORM ALLOWANCE</b>		<b>1,323.73</b>
<b>K-9</b>		<b>584.40</b>
<b>DOG CONTRACT-MONTHLY PAYMENT</b>		<b>1,500.00</b>
<b>CURRENT MONTH'S JAIL ASSESSMENT</b>		<b>N/A</b>

**Public Safety Standing Committee**

**Agenda Item Cover**

**Agenda Item Name:** Discussion & Possible Action-Radio Tower Project Ongoing Maintenance Funding

<b>Department</b>	MIS	<b>Presented By:</b>	Jason Marshall
<b>Date of Meeting:</b>	2025/05/02	<b>Action Needed:</b>	
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	2025/04/25	<b>Referred by:</b>	
<b>Action needed by no later than (date)</b>		<b>Resolution</b>	

**Recommendation and/or action language:**

**Background:** Richland County is working to complete the Radio Project which includes 9 tower sites. Planning for ongoing maintenance is key to keeping the system reliable and sustainable.

**Attachments and References:**


**Financial Review:**

(please check one)

<input type="checkbox"/>	In adopted budget (2025)	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input checked="" type="checkbox"/>	Other funding Source	Consideration of funding with remaining borrowed money.	
<input type="checkbox"/>	No financial impact		

Department Head

Jason Marshall

  
 Administrator, Tricia Clements



**Agenda Item Cover**

**Agenda Item Name:** Discussion and Approval of update to the Sheriff’s Addendum to the Richland County Employee Handbook.

<b>Department</b>	Sheriff	<b>Presented By:</b>	Clay Porter
<b>Date of Meeting:</b>	2 May 2025	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure (D)
<b>Date submitted:</b>	25 April 2025	<b>Referred by:</b>	LEJC

**Recommendation and/or action language:**

With the recent ratification of a new collective bargaining agreement and several changes made to benefit time accruals the Sheriff’s Office was due to update our addendum to the employee handbook. We would like the public safety committee to review this and forward on to the Executive and Finance Committee.

**Background:** *(preferred one page or less with focus on options and decision points)*

The Sheriff’s Addendum to the employee handbook is several years old now. With all the updates to benefit time accruals and with the ratification of the new collective bargaining agreement it was decided that it was a good time to update the document. The changes that were made were to bring it up to current procedures regarding the new collective bargaining agreements and new county practices for benefit accrual.

**Attachments and References:**

Updated Addendum	

**Financial Review:**

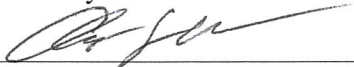
*(please check one)*

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

*(summary of current and future impacts)*

**Approval:**

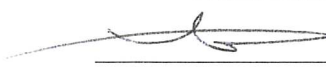
Clay Porter



Department Head

**Review:**

Tricia Clements



Administrator, or Elected Office (if applicable)

# Richland County Sheriff's Office

## Addendum to the Richland County Employee Handbook of Personnel Policies and Work Rules

The Policies contained herein may be amended, changed, deleted, withdrawn  
or suspended at any time in the County's discretion.

Effective: January 2012  
Amended: April 2025

This addendum has been prepared as a supplement to the Richland County Handbook of Personnel Policies as it relates to unrepresented employees of the Richland County Sheriff's Office. In the case of a direct conflict between the Handbook and this addendum, this addendum shall control.

**Introduction** - Refer to Handbook of Personnel Policies

**Extent of Handbook**

1. The Finance and Personnel Committee shall have jurisdiction over all personnel matters relating to unrepresented County employees of the Richland County Sheriff's Office except those which are delegated to the Public Safety Committee of the County Board, County Ordinance or listed in this Addendum.

**Management Rights** – refer to Handbook of Personnel Policies.

**Equal Opportunity Policy** – refer to Handbook of Personnel Policies

**Terms and Condition of Employment**

1. Office Hours – refer to Handbook of Personnel Policies for normal sheriff's office administration office hours. In addition, sheriff's patrol and jail/dispatch is a 24/7 operation.
2. Outside Employment – refer to Handbook of Personnel Policies. In addition, Outside employment of sheriff's office personnel shall be with the approval of the Sheriff and existing sheriff's office work rules and policies and procedures.
3. Pay Period – refer to Handbook of Personnel Policies.
4. Time Paid – refer to Handbook of Personnel Policies.
5. Accidents and Injuries – refer to Handbook of Personnel Policies.
6. Health Examinations – refer to Handbook of Personnel Policies.
7. Breaks – The language in the Handbook of Personnel Policies does not apply to sheriff's office personnel.
8. Leave of Absence – refer to Handbook of Personnel Policies, in addition Upon written application, an employee may be granted a personal leave without pay for up to thirty (30) days at the Sheriff's discretion based on the nature of the request. Extensions may be granted at the option of the County Administrator following the Handbook of Personnel Policies.
9. Flexible Work Schedule – refer to Handbook of Personnel Policies.
10. Length of Hire – refer to Handbook of Personnel Policies.
11. Performance Evaluations
  - a. Annual performance appraisals are completed on each employee. The Sheriff shall supervise and approve all appraisals. Each supervisor is responsible for conducting evaluations of his or her immediate staff. The performance appraisal is a tool to clarify work standards, review level of performance, evaluate job knowledge, attendance, punctuality, quality, quantity, adaptability, judgment and interpersonal relationships. The purpose is to acknowledge strengths and detect weaknesses to improve upon or correct. The goal is enhancing and improving the employee's overall performance as a result of the annual review.
12. Personnel File – refer to Handbook of Personnel Policies.
13. Time Cards (Timekeeping) – refer to Handbook of Personnel Policies for timekeeping concepts. The sheriff's office does not use time cards.

### Compensation and Fringe Benefits

1. Health Insurance – refer to Handbook of Personnel Policies
2. Dental Insurance – refer to Handbook of Personnel Policies
3. Retirement Plan – refer to Handbook of Personnel Policies
4. Life Insurance – refer to Handbook of Personnel Policies
5. Section 125 Flex – refer to Handbook of Personnel Policies
6. Holidays – refer to Handbook of Personnel Policies for listing of sheriff's office holidays and the union contract. In addition,

a. Each regular full-time employee shall be granted the following holidays with pay: Martin Luther King, Jr. Day, Memorial Day, July 4th, Labor Day, Veterans' Day, Thanksgiving Day, the day before Christmas, Christmas Day, New Year's Eve Day (December 31st), and the employee's birthday. Holidays for employees who are not working shall be at straight time. The computation of the hourly rate of pay for holiday pay shall be as provided in the Memorandum of Understanding attached to this Agreement.

b. Any employee required to work on a holiday, the employee will be paid two and one-half times for the hours worked. Anyone working outside their regular/normal hours on a holiday (called in early, extend beyond their shift or work extra time - whether ordered or voluntary) will be paid on the same basis as the regular holiday pay (two and one-half times) for these extra hours. If a holiday falls on an employee's scheduled day off, the employee will receive straight time pay for their normal workday for the holiday. To receive holiday pay, the employee must work the hours scheduled for the week during which the holiday falls, unless on paid sick leave or other leave with pay or excused for proper reasons beyond the employee's control. Holidays will be observed on the actual day of the holiday, except that those employees regularly scheduled to work Monday through Friday shall observe holidays pursuant to state policy.

7. Bereavement Leave – refer to Handbook of Personnel Policies
8. Compensatory Time – refer to Handbook of Personnel Policies, In addition

Employees working a 12-hour shift shall have the option to receive his/her overtime in the form of pay at time and one-half or compensatory time off at time and one-half. The employee may accumulate a maximum of sixty (60) hours compensatory time off. Employees working 8-hour shifts may accumulate a maximum of forty (40) hours of compensatory time.

Overtime beyond the accumulated compensatory time off shall automatically be paid in cash. An employee must give at least two weeks' notice to the Employer when the employee wishes to schedule his/her compensatory time off. Requests will be addressed within eighteen (18) days by the Sheriff or his/her designee. If the employee wishes to schedule his/her compensatory time with less than two weeks' notice, it must be by mutual agreement between the employee and the Employer. Compensatory time off must be taken in a block of at least one (1) hour. Compensatory time must be taken by the last pay period of the calendar year in which it was generated, or it will be paid out in the last pay period of the year.

9. Overtime – refer to Handbook of Personnel Policies. In addition,

a. **Jailer/Dispatchers:** Overtime may be assigned to employees who are on the current or the following shift. Overtime shall be split between the employee on the current shift and the following shift unless the overtime is an extension of the shift due to workload. If employees are unable to work overtime it will be offered to other employees according to length of service, with employees having the longest length of service being offered first.

b. Overtime is any hours beyond the regular 2-on/2-off, 3-on/2-off, 2-on/3-off with an alternate 3-day weekend off, 12-hour schedule. Overtime is paid at the rate of one and one half the employee's straight time hour rate. The sheriff must authorize all overtime, except in his/her absence, overtime may be authorized by a command staff supervisor.

Commented [CP1]: Reflect 5 days accrual like the union contract?

c. Order Ins: When staffing levels for the patrol and security division are below the number deemed necessary for any reason, including but not limited to: staffing shortages, immediate emergency shortages, special events, etc. and the needs are not met voluntarily, the division call in list will be utilized for order-in. Employees will be provided access to view the updated order-in list and dispatch will assist in making calls for overtime/order-in, any modifications to the lists will be made by supervisors. All employees are responsible for notifying their supervisor about credit for overtime worked.

d. Jail/Dispatch - Order-in procedures will follow as:

- a. Each rotation will be an exclusive order-in list, (rotation A and rotation B) Male and females will be separated in their designated rotation.
- b. Order-ins for jailer/dispatchers will be rotating based on reverse seniority in their designation rotations.
- c. Jailer/Dispatchers are subject to order-ins on their regular days off.
- d. Jailer/Dispatchers can fulfill their "turn" in the order-in rotation by volunteering or being ordered to work a minimum of 2 hours in work function. This does not include volunteering for special details.
- e. Credit for volunteering does not accumulate and only serves to move the employee to the bottom of the ordering rotation.
- f. Jailer/Dispatchers will get two "Passes" per calendar year.
- g. Phone calls will be made to each phone listed under employee's information and if no answer a message will be left.
- h. If the Sheriff's Office doesn't hear back within 30 minutes of original call, your pass will be utilized if you still have one available.
- i. If employees are unable to fulfill their required over time shift, they may be subject to disciplinary action.

e. **Office Manager and Clerk/Typist:** Overtime starts after 40 hours of work

10. Sick Leave – refer to Handbook of Personnel Policies. In addition,

- a. In order for an employee to be eligible for sick leave, the employee shall report his/her Sick leave prior to the start of his/her shift, unless circumstances prevent him/her from doing so.
- b. When an employee is scheduled to work on a holiday and the employee is absent due to illness under this article, the employee shall be paid only for the holiday at straight time.
- c. The Chief Deputy, Road Patrol Lieutenant, and Jail/Dispatch Lieutenant of the Richland County Sheriff's Office shall accrue sick leave at a rate of 8.5 hours per month, with a maximum accumulation limit of 1,071 hours.
- d. Each regular full-time employee on an 8-hour schedule shall earn sick leave at a rate of 8 hours per month with a max sick leave accumulation of 1,008 hrs.
- e. Each regular full-time employee on a 12-hour schedule shall earn sick leave at a rate of 12 hours per month with a max sick leave accumulation of 1,071 hrs.

12. Vacation – refer to Handbook of Personnel Policies. In addition,

a. Each regular full-time employee on a 12 hour schedule shall earn vacation on the following schedule: (1) week or (60) hours of vacation with pay at date of hire; (1) week or (60) hours of vacation with pay after (6) months of employment; (2) weeks or (120) hours of vacation with pay for employees employed for (1-4) years; (3) weeks or (180) hours of vacation with pay for employees employed for (5-9) years; (4) weeks or (240) hours of vacation with pay for employees employed for (10-14) years; (5) weeks or (300) hours of vacation with pay for employees employed for (15 +) years.

b. Each regular full-time employee on a 8 hour schedule working a 5-on/2-off shall earn vacation on the following schedule: (1) week or (51) hours of vacation with pay at date of hire; (1) week or (51) hours of vacation with pay after (6) months of employment; (2) weeks or (102) hours of vacation with pay for employees employed for (1-4) years; (3) weeks or (153) hours of vacation with pay for employees employed for (5-9) years; (4) weeks or (204) hours of vacation with pay for employees employed for (10-14) years; (5) weeks or (255) hours of vacation with pay for employees employed for (15 +) years.

c. An employee's vacation eligibility shall be based on the employee's anniversary date of employment. The number of employees on vacation within a given classification at any given period shall be determined by the sheriff. On November 1 of each calendar year there shall be posted a vacation schedule for the following calendar year. All employees shall sign the posting by November 30, selecting their vacation on the basis of those who

November 30 of any year, remaining vacations shall be scheduled on a first come, first serve basis. Changes in the vacation schedule may be made with fourteen (14) calendar days advance notice to the sheriff and with mutual agreement of the sheriff, provided no other employee's vacation schedule is affected. Vacation must be used within 18 months following the employee's anniversary date. Vacation time not taken in accordance with this paragraph is forfeited. It is understood that a week's vacation shall be five (5) work days pay for each week of vacation.

d. Employees who terminate their employment or who are laid off due to lack of work will be paid for vacation previously earned and not received for the current year up to and including the date of termination on a prorated basis. Employees who have not passed probation, will not receive a payout of vacation.

13. Family and Medical Leave – refer to Handbook of Personnel Policies
14. Symons Complex Employee Privileges – refer to Handbook of Personnel Policies
15. Military Leave – refer to Handbook of Personnel Policies

#### **Rules of Conduct**

1. Department Heads' Responsibility – refer to Handbook of Personnel Policies
2. Grounds for Termination or Suspension – refer to Handbook of Personnel Policies
3. Sexual Harassment Policy – refer to Handbook of Personnel Policies
4. Violence in the Workplace – refer to Handbook of Personnel Policies

\*In addition, sheriff's office employees need to refer to Richland County Sheriff's Office Work Rules and policies and procedures regarding Sexual Harassment and Racial Profiling.

#### **Hiring and Employment Considerations**

1. Hiring:

- The Richland County Sheriff's Office will notify both the Richland County Human Resources Generalist and the County Administrator of any open positions for which they are accepting applications.
- All open positions will be publicly posted on the following platforms:

Wilenet ([wilenet.widoj.gov](http://wilenet.widoj.gov))

The Richland County official website

The Richland County Sheriff's Office Facebook page

- All job applications must be submitted directly to the Richland County Sheriff's Office Manager.

**This document outlines the procedures and standards for hiring new non-management personnel within the Richland County Sheriff's Office (RCSO) in Wisconsin. Here's a clear and structured summary of the process:**

---

#### **General Scope**

- Applies to full-time, part-time, casual, and temporary non-management RCSO positions.
- Used when positions cannot be filled internally.
- Overseen by the Public Safety Committee.

---

#### **Minimum Qualifications**

1. High school diploma or equivalent.
  2. At least 18 years old.
  3. Clean or case-reviewed criminal record (felons ineligible per Wisconsin Statutes).
-

## **Hiring Process Steps**

### **1. Application Submission**

- Use the standardized form from the Wisconsin Training and Standards Board.

### **2. Application Review**

- Includes criminal and traffic checks (if driving is a duty).

### **3. Competitive Examination**

- Mandatory for qualified applicants at the County's expense.

### **4. Physical Agility Test or Scenario Based Test**

- Required for Road Patrol Deputy candidates.

### **5. Initial Interview**

- Conducted by the Sheriff/designee and 3–6 appointed panel members.

### **6. Eligibility Period**

- Exam results valid for *12 months*, extendable to *24 months* by committee decision for all test-takers.

### **7. Final Interview Panel**

- Includes the Sheriff, Public Safety Committee Chair or designee, County Administrator or designee, and others recommended by Sheriff.
- Recommendation by final interview panel.

### **8. Final Appointment**

- Sheriff appoints from recommended candidates.

### **9. Conditional Employment Requirements**

- Must pass:
    - Psychological exam & recommendation.
    - Physical exam.
    - Background check.
    - Probationary period (termination possible without cause).
-



## Certification Requirements

- **Road Patrol Deputy/Investigator:**
  - Must be certified or certifiable by Wisconsin Law Enforcement Board.
  - If uncertified, RCSO may sponsor academy attendance once.
  - Must remain employed 3 years, or reimburse training costs (excluding salary).
  
- **Part-Time/Casual Road Patrol Deputies:**
  - Must be certified or academy-complete before employment.
  
- **Full/Part-Time Jailer/Dispatcher:**
  - Must be certified, or RCSO may sponsor one-time jailer school.
  - Failure to complete is cause for discharge unless an exception is granted by the Public Safety Committee.

2. Temporary Vacancies- refer to Handbook of Personnel Policies

3. Probation Period:

a. All newly hired employees shall serve a twelve (12) month probationary period. During said probationary period employees shall be subject to dismissal without cause or prior notice or recourse to the county's complaint procedures.

Employees who are promoted within their classification must also be required to serve a three (3) month probationary period in the position to which they are promoted. If the employee does not complete the probationary period satisfactorily, he/she shall return to his/her former position with all rights unimpaired. However, they shall not be subject to discharge without the right of the county's complaint process.

- b. refer to Handbook of Personnel Policies.
- c. refer to Handbook of Personnel Policies.
- d. refer to Handbook of Personnel Policies.

4. Reclassification – refer to Handbook of Personnel Policies.

5. Dismissal or Suspension- refer to Handbook of Personnel Policies.

6. Non-Disciplinary Termination/Layoff – refer to Handbook of Personnel Policies.

7. Concern Procedures – refer to Handbook of Personnel Policies.

## Reimbursements

1. Lodging – refer to Handbook of Personnel Policies.
2. Meals – refer to Handbook of Personnel Policies.
3. Mileage – refer to Handbook of Personnel Policies.
4. Other Expenses – refer to Handbook of Personnel Policies.
5. Registration Fees – refer to Handbook of Personnel Policies.
6. Expense Vouchers – refer to Handbook of Personnel Policies.

## Miscellaneous Personnel Provisions

1. Change of Address or Status
  - a. It is the responsibility of the employee to inform the sheriff's office manager of any change of address, marital status, number of dependents, telephone number, etc. The office manager will report any changes to the County Administrator per Handbook of Personnel Policies.
2. Official County Bulletin Board – refer to Handbook of Personnel Policies
3. Employee Bulletin Board
  - a. Sheriff's Office employees shall be allowed an employee's bulletin board in the jail/dispatch area to post non-political information of importance to employees that conforms to sheriff's office policies and procedures.
4. Equipment – refer to Handbook of Personnel Policies. In addition, refer to sheriff's office policies and procedures regarding equipment.
5. Telephone Policies – refer to sheriff's office policies and procedures regarding telephone, cell phone and fax communication protocol.
6. Notification of Absence
  - a. Sheriff Office employees shall call the dispatch center, the sheriff or a command staff supervisor to advise when they intend to be absent on sick leave. Command Staff supervisors shall notify the Sheriff when they are on sick leave. All other absences shall be reported to the Sheriff or command staff supervisor.
7. Weather Conditions – refer to Handbook of Personnel Policies
  - a. The Richland County Jail/Dispatch Center is never "closed." Contact the Sheriff or command staff supervisor for weather condition emergencies. The sheriff's office administrative office shall follow the language in the Handbook of Personnel Policies regarding "Weather Conditions."
8. Jury Duty – refer to Handbook of Personnel Policies
9. Ambulance or Fire Department Volunteers.

a. "On duty" sheriff's office employees shall not be dismissed from duty to serve on any ambulance or fire duty call.

10. Break Room

a. Sheriff Office employees exempt from this provision.

11. Credit Union/Deferred Compensation – refer to Handbook of Personnel Policies

12. Use of Computers, Software & Internet – refer to Handbook of Personnel Policies and sheriff's office policies and procedures.

13. Picture Identification Badge

a. Sheriff's office employees exempt. Sheriff's Office employees shall follow department policies and procedures regarding, ID's, badges and the wearing of uniforms.

14. Training Opportunities – refer to Handbook of Personnel Policies

15. Gifts or Gratuities – refer to Handbook of Personnel Policies and sheriff's office policies and procedures.

16. County Workspaces and Personal Property – refer to Handbook of Personnel Policies and Sheriff's Office policies and procedures.

17. Ammunition:

a. The Sheriff, Chief Deputy and Lieutenants are required to meet state certification and shall receive one hundred (100) rounds of practice ammunition each month. One box (50 rounds) of service ammunition shall be given to each deputy on January 1 of each year. The replaced service ammunition shall be used to provide for one (1) month's allocation of practice ammunition.

18. Regular/Normal Schedules:

a. Dispatcher/Jailers:

Day Shift: Start between 4:00 A.M. and 8:00 A.M.

Night Shift: Start between 2:00 P.M. and 6:00 P.M.

Swing persons: Work the shift of the person off. Minimum of 8 hours between shifts for swing persons.

Administrative Office Staff- Start between 7a-9a and end between 3p-5pm.

Chief Deputy/Lieutenants: As determined by the Sheriff.

b. Shift assignment shall be subject to change upon one (1) weeks' notice, except in the case of an emergency. Shift assignments may be changed on less than one (1) weeks' notice if mutually agreed to by the sheriff and affected employees.

19. Notice of Discipline:

a. Notice of all discipline shall be in writing and a copy shall be provided the employee at the time the action is taken. Written notice of oral discipline shall be given to the employee as soon as possible after the action is taken.

20. Promotion Procedure:

a. The Sheriff will post the promotional vacancy for 10 days with minimum qualifications listed on the promotion posting. All candidates who sign the posting who meet the minimum qualifications will be given a written exam. This written exam will be scored on a 0-40-point scale. Applicants will then be given an oral interview by an interview panel consisting of command staff supervisors and line staff supervisors within the classification. This oral interview will be scored on a 0-40-point scale. The Sheriff will then assign 0-20 points to each candidate based on the Sheriff's perception of the candidates past work record. The candidate scoring the most points will then be awarded the promotion position.

21. Computation of Hourly Rates of Pay

a. Hourly rates shall be calculated as follows:

1. For employees working a 5-2 schedule (8-hour day):

Annual rate ÷ 2080 = Hourly rate

2. For employees working a (12-hour schedule):

Annual rate ÷ 2184 = Hourly rate

3. The annual rate shall be the monthly rate times twelve.

22. Shift Differentials:

a. Employees working the night shift and swing shift shall receive \$60.00 per month added to their base pay.

23. Call-In Pay:

a. Any full-time employee called in to work at a time other than his/her regular schedule of hours, except where such hours are consecutively prior to or subsequent to the employee's regular schedule of hours, shall receive a minimum of two (2) hours pay at time and one-half of his regular rate of pay. Scheduled court appearances, unless canceled at least six

(6) hours before the scheduled time, shall be paid for at a minimum of two (2) hours at time and one-half.

24. Longevity Pay:

- a. Upon completion of three (3) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred dollars (\$400.00);
- b. Upon completion of five (5) years of service with the Employer, the employee shall be granted a longevity bonus of four hundred fifty dollars (\$450.00);
- c. Upon completion of seven (7) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred dollars (\$500.00);
- d. Upon completion of ten (10) years of service with the Employer, the employee shall be granted a longevity bonus of five hundred fifty dollars (\$550.00);
- e. Upon completion of fifteen (15) years of service with the Employer, the employee shall be granted a longevity bonus of six hundred dollars (\$600.00).
- f. Longevity bonuses shall be annual and will be paid in the first payroll period of December of each year. Eligibility for the longevity bonus shall be based on the employee's anniversary date of hire. If an employee is terminated during the year and would be eligible for a bonus, the employee will receive a prorated eligibility bonus upon termination.

25. Uniform Allowance:

- a. The Sheriff shall maintain a voucher system for the purpose of uniform and equipment purchase and maintenance for each member of the department. The County shall allocate \$500 per employee per year (\$700 for Sheriff, Chief Deputy, Lieutenants) Funds in the account can only be used for the purchase of approved items. Funds not used in one calendar year may be carried forward into the next calendar year, but the amount in any employee's account may not exceed \$1,500 per employee (\$1,800 for Sheriff, Chief Deputy and Lieutenant) this system shall be a reimbursement system except in cases where the Employer has established an account with a supplier.

26. Effective Date of Wage Rate Changes:

- a. When an employee's rate of pay is changed and such a change falls in the first half of the pay period, the employee's new rate will commence the start of the pay period; if the rate change falls in the second half of the pay period, the employee's new rate will commence the start of the following pay period.

27. Step Increases:

- a. When an employee is promoted to a position in a higher classification, his/her pay shall be increased to the minimum rate for the higher class. If his/her present rate is equal to or exceeds this minimum, his/her pay shall be increased to the next higher step in the new class regardless of the time since the last increase. Any change in a position classification must be approved by the Employer.

*Refer to the Richland County Handbook of Personnel Policies for all items not specifically addressed in this addendum. Health and Human Services employees shall refer to internal All Agency policies and procedures related to the above items when applicable. These policies do not supersede or replace the policies in the Richland County Handbook of Personnel Policies.*

