



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 01/15/2018

Amended* Post Date:

The following documents are included in the packet for the Personnel Committee on January 18, 2018:

- 1) Amended Agenda
- 2) Draft minutes from 11/16/17
- 3) Resolution to Create One Full-Time Deputy Patrol Position



GREEN LAKE COUNTY OFFICE OF THE COUNTY CLERK

Elizabeth Otto
County Clerk

Office: 920-294-4005
FAX: 920-294-4009

Personnel Committee Meeting Notice

***Date: January 18, 2018 Time: 6:00 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI***

Amended AGENDA*

Committee Members

*Joe Gonyo,
Chairman
Paul Schwandt, Vice-
Chair
Robert Lyon
Robert Schweder
Sue Wendt*

*Elizabeth Otto,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 11/16/17
6. Correspondence
7. Resolutions/Ordinances
 - ~~Coroner Salary 2019-2022*~~
 - ~~Sheriff Salary 2019-2022*~~
 - ~~Clerk of Courts Salary 2019-2022*~~
 - Create One Full-time Deputy Patrol Position
8. Committee Discussion
 - Future Meeting Dates: Meeting February 22, 2018 at 6:00 pm
 - Future Agenda items for action & discussion
9. Adjourn

*Removed from the agenda

Kindly arrange to be present, if unable to do so, please notify our office. Sincerely, Elizabeth Otto

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or Audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.

PERSONNEL COMMITTEE MEETING
November 16, 2017

The meeting of the Personnel Committee was called to order by Vice Chair Paul Schwandt at 6:00 PM on Thursday, November 16, 2017 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Robert Schweder
Robert Lyon
Paul Schwandt
Joe Gonyo (6:04 PM)

Absent: Sue Wendt

Also Present: Liz Otto, County Clerk
Cathy Schmit, County Administrator

Amy Thoma, Clerk of Court

AGENDA

Motion/second (Schweder/Lyon) to approve the amended agenda. All ayes. Motion carried.

Joe Gonyo joined the meeting at 6:04 PM.

MINUTES

Motion/second (Lyon/Gonyo) to approve the minutes of the October 19, 2017 meeting. All ayes. Motion carried.

CORRESPONDENCE - none

RESOLUTIONS/ORDINANCES

- **Creating One Chief Deputy Position and Eliminating One Court Records Clerk Position in the Clerk of Circuit Court Office**

Clerk of Court Amy Thoma explained the need for this position to allow a person in her office to perform her duties if she is unavailable. There are other added responsibilities as well. Out of the 34 responses Thoma received from 72 counties polled, 31 of them have a Chief Deputy. She stated that her increased revenues through debt collections will help to pay for the increase in wages. Discussion held.

Motion/second (Gonyo/Schweder) to approve the resolution and forward to the Finance Committee to approve the fiscal note. All ayes. Motion carried.

COMMITTEE DISCUSSION

Future meeting date: Regular meeting – December 21, 2017 at 6:00 PM

Future agenda items:

ADJOURNMENT

Vice Chair adjourned the meeting at 6:16 PM.

Submitted by,

Liz Otto
County Clerk

RESOLUTION NUMBER -2018

Resolution to Create One Full-Time Patrol Deputy Position

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 20th day of February 2018, does resolve as follows:

- 1 **Whereas**, changes in society over the past few years are quite evident, bringing an
2 increase in the severity of crime and an escalation of drug related crime, and
3 **Whereas**, the Sheriff's Office has found it increasingly difficult to maintain the services it
4 provides to the residents and visitors of Green Lake County, and

Fiscal note is attached. ☐ Approved by Finance ☐ Disapproved by Finance

☐ Approved by Personnel ☐ Disapproved by Personnel

Majority vote is needed to pass.

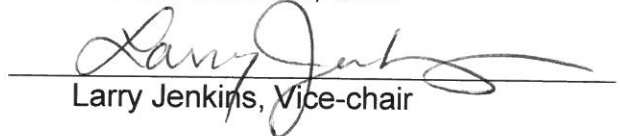
Roll Call on Resolution No. -2018

Submitted by Judicial/Law
Enforcement & Emergency
Management Committee:

Ayes , Nays , Absent , Abstain

Passed and Adopted/Rejected this 20th
day of February, 2018.


Michael Starshak, Chair


Larry Jenkins, Vice-chair

Harley Reabe, County Board Chairman

Sue Wendt

ATTEST: Elizabeth A. Otto, County Clerk


Peter Wallace

Approve as to Form:
Corporation Counsel

Dawn N. Klockow

5 **Whereas**, the Sheriff's Office has found it difficult to recruit and retain part-time Water
6 Safety Patrol Officers, for example, in 2016, the Sheriff's Office recruited 9 part-time
7 Water Safety Patrol Officers in March and by July 4, 2016, each Water Safety Patrol
8 Officer was hired by another Department and could no longer work for the Boat Patrol,
9 and

10 **Whereas**, in 2017, the Sheriff's Office had difficulty recruiting part-time Water Safety
11 Patrol Officers and was unable to maintain sufficient staffing to adequately patrol any of
12 the waters of Big Green Lake for the season, and

13 **Whereas**, due to lack of staffing, little or no Snowmobile/ATV Patrol has been
14 conducted in the County over the last few years, and

15 **Whereas**, the DNR funds up to 75% of the Water, Snowmobile and ATV Safety Patrol
16 staff, and

17 **Whereas**, the new generation of millennial employees strives for balance of family and
18 work in their lives and does not desire to work the hours of overtime that retiring senior
19 Patrol Officers took, and

20 **Whereas**, two senior patrol officers have retired within the last year, and

21 **Whereas**, the overtime budget in the Patrol Division was over \$217,000 in 2017, and

22 **Whereas**, it would be more cost effective and DNR Safety Patrol hours could be more
23 adequately covered, if a full-time Patrol Officer position would be created and,

24 **WHEREAS**, funding for this position would come from the Sheriff's Office budget by
25 reallocating funds, as noted on the attached fiscal impact.

26 **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of
27 Supervisors creates one new Patrol Deputy Position beginning with the 2018 fiscal year.
28 The position shall be filled no earlier than April 3, 2018.

New Patrol Deputy 2018-Annual Budget listed below.
This position won't start until April 3, 2018, thus saving \$24,254.41 in 2017

POSITION TITLE		RATE	HOURS	WAGES	FICA	R-employee	Duty Dis Ret	!-employer	H-INS	LTD-INS	L-INS	TOTAL
Deputy Sheriff	Hire Full Time	25.19	1950	49,120.50	3,757.72	1,080.65	112.98	5,255.89	22,484.00	160.20	48.72	82,020.66
Boat	Use 275 hours leave 225	18	275	4950	378.675							5,328.68
PT Dispatch Hrs	Reduced to 12 hrs. wk	22.52	516	11620.32	888.9545	778.5614						13,287.84
Patrol OT		43.41	1166	50616.06	3872.129	3391.276	116.42	5,415.92				63,411.80
												82,028.31

Equipment	All equipment except the following will be utilized from our current inventory				
Uniforms		1500			
Taser w/Accessories		1406			
Portable Radio		1800			
Cell Phone & Plan		544			
Ballistic Vest		1000			
Total		6250			

NEW POSITION ANALYSIS

☒ New position
☐ Increased part-time
☐ Additional existing position (attach job description, do not need to complete sections C, D, E, and G & H)

A. Department: Sheriff's Office - Patrol Date: December 28, 2017

Department Head: Mark A. Podoll, Sheriff

B. Explain the necessity of the position (be specific as to reasons why this position is needed, include reasons why present staff cannot accomplish tasks):

As part of our Vision Statement, we are here to prevent crime, enforce laws, and resolve conflicts, thereby improving the quality of life for all of our citizens. I would like to take this opportunity to bring to your attention a need in the County to increase our presence in order to maintain those services.

Changes in society that are being seen worldwide are beginning to have their affect known locally. We are seeing a definite increase in the use of illicit drugs. It got to the point in 2017 that we felt it necessary to equip our squads with Narcan for the safety of our officers and the public. Being a patrol officer no longer garners the respect it had in the past and thus fewer and fewer people are going into public safety jobs. To entice people to come into the field, better benefit packages are being offered, which includes more time off. This entails increasing overtime to cover open shifts. Shortages in qualified applicants has been very evident in the past two years when we have tried aggressively, yet unsuccessfully to fill part-time Deputy Sheriff positions assigned to the Boat Patrol. We have heard multiple complaints from residents on Big Green Lake about the lack of Patrol and the smaller lakes and rivers have not seen a patrol boat in 2 years.

I feel that the time has come to hire another full-time Deputy Sheriff assigned to Patrol. The patrol schedule can be rearranged to schedule an increase in boat patrol presence for which partial reimbursement can be acquired from the State DNR. This will also give us one additional staff member working at regular wage to cover shifts that were formerly covered at overtime. The Deputy Sheriff overtime budget exceeded \$215,000 in 2017. With the increased dangers we are seeing in the field, this will, on occasion, allow us to have three officers out on the road to back-up one another and protect our citizens. I welcome you to ride along anytime and experience for yourself the dangers that they face in this new society.

I feel that we can reallocate already budgeted funds to accomplish the goal of funding the position, with the largest modification being a decrease in overtime. A detailed fiscal impact is attached. Most ancillary costs have been accounted for through the retaining of major pieces of equipment that would have formerly been traded in for cents on the dollar. A few specific items will

need to be purchased such as uniforms, a ballistic vest, Taser and a portable radio, for which Squad and Squad Equipment Committed Funds could be used.

The need is great, the anticipated expenses are relatively minor. I believe this would be a very cost effect solution to returning to the level of services our residents and visitors expect and additionally providing increased safety to the public as well as staff. I ask for your sincere consideration and support of this proposal.

Suggested Title: Deputy Sheriff - Full Time x Part Time /hrs

HR Coordinator's Recommended Classification: Grade

Projected Start Date: April 3, 2018

B. General Description of the Position: Under the general supervision of the Sheriff, serves and protects the citizenry by maintaining law and order, preventing crime, preserving the peace, and controlling traffic, and by making arrests, both on land and on water, working a schedule in accordance with the needs of the Sheriff' Office.

C. Typical Examples of Work to be Performed (in detail):

1. Responds and conducts initial felony, misdemeanor, forfeiture, ordinance and accident investigations.
2. Interrogates individuals
3. Issues warnings and citations
4. Conducts arrest when appropriate
5. Dictates and/or prepares detailed reports of arrests and investigations
6. Collects and preserves evidence
7. Appears as witness in Court
8. Delivers and services Warrants
9. Transports individuals to jail
10. Provides search and rescue operations
11. Responds to emergency situations and major disasters
12. Serves civil process
13. Provides safety escorts on public roadways
14. Assists stranded boaters
15. Enforces state laws and local ordinances on land and water

E. Minimum Qualifications of a Candidate:

Education: High School graduate or equivalent with 60 post- high school credits required. At the time of hire, requirements include Wisconsin Law Enforcement Standards Board Basic Police Certification wit Arrest powers. Must qualify annually or as required by LESB Unified Tactical Concepts. Must possess and maintain a valid Wisconsin Driver's License with visual acuity correctable to 20/20. Must obtain CPR/AED and TIME certifications

within the probationary period and retain those certifications for the term of employment in that position.

Experience: Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities.

F: Funding:

Annual costs (with full family insurance coverage):

Hourly	Annually	Retirement Employee	Retirement Employer	Social Security	Health Insurance	Life Insurance	Duty Disability	LTD Insurance
\$25.19	49,120.50	\$1,080.65	\$5,255.89	\$3,757.72	\$22,484.00	\$48.72	\$112.98	\$160.20

1. Where will the funds for this position come from? Boat Patrol, Reduction of Part-time Communications Officer hours, Patrol Overtime

2. What equipment will need to be purchased (desk, etc.)? Uniforms, Taser, Portable Radio, Ballistic Vest

Is office space presently available? Yes Where? Patrol Office

Estimated equipment cost: \$6,250

Is this cost in the department budget? Yes-Squad/Squad Equipment Committed Funds

3. Grand total cost, all items, this fiscal year: \$64,023.90

4. Thereafter, annual cost of salary and fringes: \$82,020.66

G. Supervisory responsibility (if applicable):

1. In brief detail, explain the supervisory authority this position Will have: None

Employees directly supervised: 0 Indirectly: 0

List title of employees reporting to this position:

H. Who will this person be responsible to? Sgt. Of Patrol

COUNTY ADMINISTRATOR Action:

Position Approved: (Y) N

Date: 12-29-17

Comments: _____

COMMITTEE OF JURISDICTION Action:Position Approved: (Y) / N Date: 1/10/18By a vote of 3 aye, _____ nay, 1 absent/abstention

PERSONNEL COMMITTEE Action:

Support New Position as Proposed: Y / N Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

FINANCE COMMITTEE Action:

Fiscal Note Approved: Y / N Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

COUNTY BOARD Action:

Approved: Y / N Date: _____

By a vote of _____ aye, _____ nay, _____ absent/abstention

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DEPUTY SHERIFF

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF

SUMMARY:

Under the general supervision of the Sheriff, serves and protects the citizenry by maintaining law and order, preventing crime, preserving the peace, controlling traffic, and by making arrests, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)

- Responds to and conducts initial felony, misdemeanor, forfeiture, ordinance and accident investigations, interrogates individuals, issues warnings and citations, and conducts arrests when appropriate.
- Dictates and/or prepares detailed reports of arrests and investigations according to department policy.
- Responds to incidents and complaints from citizens, acting as First Responder when necessary.
- Collects and preserves evidence in accordance with appropriate procedures; appears as witness in court, providing clear and accurate testimony.
- Delivers and serves warrants on individuals, transporting individuals to jail as directed by the warrant.
- Provides search and rescue operations, as needed; responds to emergency situations and major disasters.
- Transports prisoners, serves civil process and provides safety escorts on public roadways.
- Performs other related duties, as assigned.

SKILLS AND ABILITIES:

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 90% of the time is spent walking, standing, sitting, talking, hearing, using near and far vision and low to medium fingering for typing. Kneeling, stooping, crouching, grappling, crawling, running, climbing, balancing, bending, jumping, reaching and feeling are performed about 10% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

ENVIRONMENTAL DEMANDS: Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% may be spent outside in possibly adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 2018