



# ***GREEN LAKE COUNTY***

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 01/07/16**

**Amended\* Post Date:**

**The following documents are included in the packet for the  
Judicial/Law Enforcement and Emergency Management  
Committee on January 13, 2016:**

- 1) Agenda
- 2) Draft minutes from the 12/09/2015 meeting
- 3) Correspondence
- 4) Old and New Job Descriptions of Paralegal/Office Manager
- 5) Training Request Sheriff
- 6) Training Request Clerk of Courts
- 7) Budget Adjustments Sheriff



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

## Judicial/Law Enforcement and Emergency Management Committee Meeting Notice

**Date: January 13, 2016 Time: 4:30 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### Amended\* AGENDA

#### **Committee Members**

*Gene Thom,*  
*Chairman*  
*Sue Wendt, Vice-  
Chair*  
*Debra Schubert*  
*Michael Starshak*

*Lori Evans,*  
*Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 12/09/15
6. Public Comments 3 Min Limit
7. Correspondence
8. Creation/Deletion of Positions
  - Register in Probate, Judicial Assistant/Deputy Register in Probate
9. Review Job Description/Fill Vacant Positions
  - Paralegal/Office Manager
10. Purchase Requests
11. Resolutions/Ordinances
12. Voluntary Unpaid Leave Request
13. Training Request
14. Department Related Comments
  - Child Support
  - Clerk of Courts
  - Circuit Court/Register in Probate
  - District Attorney
  - Coroner
  - Emergency Management
  - Sheriff's Office
15. Budget Adjustments
16. Monthly Sheriff Reports
17. Expense & Revenue Monthly Reports
18. Monthly Vouchers
19. Committee Discussion
  - Future Meeting. Dates: Regular Meeting February 10, 2016 at 4:30 pm
  - Future Agenda items for action & discussion: 2015 Annual Reports
20. Adjourn

Kindly arrange to be present, if unable to do so or if there are any changes, please notify Sara at 4005.

**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.**



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**December 9, 2015**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on December 9, 2015 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom – Chair  
Sue Wendt – Vice Chair  
Debra Schubert  
Michael Starshak

Others Present:

Dawn Klockow, Corp. Counsel  
Lori Evans, Admin. Ass't to Sheriff  
Lynn Ryan, RR Coordinator  
Judge Slate  
Andrew Christenson, DA  
Scott Weir, Maintenance

Mark Putzke, Chief Deputy  
Tony Daley, Berlin Journal  
Amy Thoma, Clerk of Circuit Court  
Joy Waterbury, Board Supervisor  
Gary Podoll, EMD  
Terri Stellmacher, CSA

## AGENDA

*Motion/Second (Schubert/Wendt)* to approve the amended agenda. All Ayes.  
Motion carried.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

## **MINUTES**

*Motion/Second (Starshak/Schubert)* to approve the minutes of the November 11, 2015 meeting as amended, with the addition of the sentence that “ The Committee felt that they had the right to discuss those types of things” at the end of the paragraph under Discussion of Supervisor Slate’s comments made at the September 9<sup>th</sup> Jud/Law meeting. All Ayes. Motion carried.

## **PUBLIC COMMENTS**

None

## **APPEARANCES INCLUDING PUBLIC COLLECTIONS**

None

## **CORRESPONDENCE**

Letter from the State of WI, DOC advising us that we received \$73,364.48 for probation holds for the fiscal year ending June 30, 2015. It was supposed to be paid at the rate of \$40.00 per day per person, however there were not enough funds appropriated on the state level so we got \$35.84 per day per person.

## **CREATION OF POSITIONS**

No discussion. This should be placed on the January 2016 agenda. Chairman Thom asked that the title of this item be changed to Creation/Deletion of Positions.

## **JOB DESCRIPTIONS**

None except the one listed below.

## **REVIEW OF JOB DESCRIPTION/FILL VACANT POSITION – PARALEGAL/OFFICE MANAGER – DA’S OFFICE**

Corporation Counsel Klockow reported that Linda Jesko, Paralegal/Office Manager for the DA’s Office was retiring in February, 2016. The job description that they have is outdated and a new one was being drafted. DA Christensen stated that he had a copy of the updated job description and distributed it to the Committee. Chairman Thom asked that a job duty for that position be added – to keep job descriptions updated. The DA stated the need for this position in coordinating cases by support staff, budgeting, training, and orientation of new employees. He stated that he has a

heavy case load and does not have time to take on the additional duties of the Office Manager.

The Committee requested that Corp. Counsel ask Marge if this position requires Schenk's review. This matter should be placed on next month's agenda. Copies of the old job description should also be made for the Committee.

## **RESOLUTIONS/ORDINANCES**

None

## **COURTROOM UPGRADES**

Judge Slate was at another meeting; however he included 4 quotes in the packet for repairing the Courtroom audio issue. His recommendation is to go with CEC for \$9,000.

Scott Weir appeared to discuss the issue. He recommended that the audio issues be resolved first and then quotes be obtained to convert the video portion from analog to digital. He also recommended going with CEC.

According to Judge Slate's memo, there is money in the Courtroom upgrade account that can pay for some of the cost. The revenue for this year is above what was estimated by about \$12,000. The Committee stated that funds cannot be paid out of revenues. The overage will have to come out of the Judge's capital equipment account even if that account goes in the red for the year.

*Motion/Second (Wendt/Starshak)* to recommend to P&I that the Courtroom audio issues be repaired by CEC for \$9,000. All Ayes. Motion carried.

## **PURCHASE REQUESTS**

None

## **VOLUNTARY UNPAID LEAVE REQUESTS**

None

## **TRAINING**

None

## **RECOMMENDATION FOR EMERGENCY MANAGEMENT DIRECTOR AND VSO**

Corp. Counsel advised that VSO should not have been listed on the Jud/Law Agenda that is a DHHS matter.

The Emergency Management Director position is a five year position as established by County Ordinance. *Motion/Second (Schubert/Wendt)* to appoint Gary Podoll for another term as the County Emergency Management Director. All Ayes. Motion carried. It was determined since this position is required by State Statute that this position did not need to go through the Schenk review.

## DEPARTMENT RELATED COMMENTS

Child Support: CSA Terri Stellmacher gave the board an update as to what has happened regarding the filling of her position since the last Jud/Law meeting. She stated that Personnel has moved to have the position reviewed. She also stated that she took offense to a comment made by Chairman Gonyo at the Personnel meeting that it wouldn't matter to her what happens as she will be gone after December. She stated that she has worked in that office for over 32 years to build it to the great office that it is now and it does matter to her what happens.

Supervisor Wendt, as representative of Jud/Law on Personnel stated that she did agree with the Personnel Committee that looking at the structuring for that position was appropriate. Not saying that it should change, but that it should be reviewed. The Committee asked Corp. Counsel who had the final decision on matters such as this. She stated that if a change was going to be made it would have to be done by County Board. *Motion/Second (Schubert/Starshak)* to request that the following be added to the December County Board agenda "Discuss filling of Child Support Administrator Position". All Ayes. Motion carried.

Clerk of Courts: No appearance

Circuit Court/Register in Probate: No Appearance

District Attorney: DA Christensen explained the job duties of his staff and stated that if the Paralegal/Office Manager position remained vacant after February 5, 2016, it would be a great hardship for his office.

Coroner's Office – Coroner Thoma called Lori and asked her to relate that she had no business and would not be appearing at the meeting.

Emergency Management: Gary Podoll reported that the Emergency Operations plan had been completed and will be going to Committee and then on to County Board in the future. The Railroad plan is going well. He is working with the Amish on it. The Railroad is very interested in the logistics of the plan involving the Amish population. The plan may serve as a prototype for other Railroad plans. The Amish are very thankful that we are including them in the plan. The Committee thanked Gary for all of his hard work.

Sheriff's Office: Sheriff Podoll was at Badger State Sheriff's training and was unable to appear.

Chief Deputy Putzke reported that we have taken delivery of our two dogs. They are getting acclimated and are in training with their new handlers. There has been very positive interaction with the new canines. There was Active Shooter and Officer Involved Shooting Training at Berlin High School last night. The training went very well. There was also a meeting last night regarding fuel purchases. It was very informative. He stated that he is organizing training for CPR, AED, BBP, and OSHA for the Department for January and February.

Lynn Ryan, Recidivism Reduction Coordinator distributed a copy of the DOC Becky Young Community Corrections Recidivism Reduction Fiscal Year 2015 Report and explained the highlights regarding the Green Lake County project.

## **BUDGET ADJUSTMENTS**

None

## **MONTHLY SHERIFF REPORTS**

*Motion/Second (Schubert/Wendt)* to approve the December Monthly Sheriff's Reports. All Ayes. Motion carried.

## **EXPENSE AND REVENUE MONTHLY REPORTS**

*Motion/Second (Wendt/Starshak)* to approve the December Monthly Expense and Revenue Reports. All Ayes. Motion carried.

## **MONTHLY VOUCHERS**

The committee reviewed and signed the monthly claims for payment dated December 9, 2015 for the following offices in the following amounts:

Child Support:	\$	912.85
Clerk of Circuit Court:	\$	7,530.85
Coroner:	\$	225.00
District Attorney:	\$	167.20
Emergency Management	\$	7,382.56
Judge-Circuit Court:	\$	5,298.06
Sheriff's Office:	\$	32,704.30

*Motion/Second (Schubert/Starshak)* to approve all of the above claims. All Ayes, Motion carried.

*Motion/Second (Starshak/Schubert)* to approve the claim dated December 9, 2015 for Sue Wendt. Three Ayes, Wendt-Abstained. Motion carried

## **COMMITTEE DISCUSSION**

Supervisor Starshak questioned that with the price per gallon of gas going down in 2016 was the Sheriff's Office going to be asking for a carry-over of the non-spent fuel funds. Chief Deputy Putzke advised him that they would be.

Chief Deputy Putzke asked how the committee would like sensitive Lexipol policies delivered in the future. A lengthy discussion ensued about electronic communications. It was decided that for now those policies would be distributed in paper format at one meeting and discussed at the next meeting.

## **FUTURE MEETING DATE AND AGENDA ITEMS**

The next meeting is set for January 13, 2016 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

## **ADJOURN**

*Motion/Second (Schubert/Starshak)* to adjourn. All Ayes. Motion carried.  
Meeting adjourned at 5:37 p.m.  
Respectfully submitted,  
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff



Also a very Merry Christmas to  
all of you -

Bons jour

12.90.15

Dear Sheriff Mark Paddel,

Yesterday I discovered a lg racoon  
curled up next to my air conditioner.  
Was it dead or alive? (my guess would  
be dead) what to do? so I called the  
sheriff - you were put so Mark

Patskey explained my options to me.  
He was kind & helpful. It ended up  
that a deputy came to my home &  
removed the racoon. Please convey  
my many thanks to these men.

Sheriff

5711 Country Rd. A

Queen Rte, W.V.

54941



To whom it may concern,

On Sunday (Dec. 27th) I found myself locked out of my house. Deputy D wain Thompson came to my aid. He not only got me into my house, he also made sure I was safe and had extra keys. I'm happy and proud that Ken & Ke have such good abilities. I would give them an A+

Gratefully

Hiring Duke

Case #153593

Your kindness is special-  
and so are you!

Thanks





Bonnie Baerwald, MPA, CPA, President

December 17, 2015

To: Sgt. Jeff Keiner  
571 County Rd. A  
P.O. Box 586  
Green Lake, WI 54941-0586

From: Jeff Gruss  
235 N. National Ave.  
Fond du Lac, WI 54935

Sgt. Keiner,

I would like to take time to thank you and your agency for providing an internship experience to our students over the past year. With everyone being busy and doing more with less, it is greatly appreciated that you and your staff are able to offer our students an invaluable experience in the field. The students perceive the internship as the most valuable aspect of their education. Without your help and willingness to work with our students, we would not be able to provide the quality education we do in our program.

The comments from our students who have interned at the Green Lake County Sheriff's Office are testament to the professionalism of your officers and agency. The students have enjoyed the experience and the variety you are able to offer them at the Sheriff's Office.

Best wishes for a Happy and Safe Holiday Season.

I look forward to working with you again and hope you will be open to accepting more interns in the future.

Thank you!

Sincerely,

Jeff Gruss

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235 North National Avenue • PO Box 1940 • Fond du Lac, WI 54936-1940 • Phone 920-922-8611  
700 Gould Street • Beaver Dam, WI 53916-1994 • Phone 920-887-1101  
2151 North Main Street • West Bend, WI 53090-1598 • Phone 262-334-3413

[morainepark.edu](http://morainepark.edu)

State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
2984 Shawano Avenue  
Green Bay WI 54313-6727

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



December 14, 2015

Green Lake County Sheriff's Office  
Sheriff Mark Podoll  
571 County Road A  
PO Box 586  
Green Lake, WI 54941

Subject: LETTER OF APPRECIATION

Dear Sheriff Podoll:


On behalf of the Wisconsin Department of Natural Resources Bureau of Law Enforcement, I would like to take this opportunity to pass on this letter of appreciation in recognition of some outstanding work and collaboration with your department, specifically regarding two of your deputies.

In November 2014 during the nine day gun deer season our agency began investigating a complaint of several recently observed deer carcasses located in fields northwest of Green Lake. At the early stages of the investigation Warden Nate Ackerman was offered assistance by Deputy Josh Ward. Deputy Ward's skills as a law enforcement officer and investigator proved extremely valuable during the initial search of multiple scenes and subsequent identification and collection of key evidence. The investigation at that point found at least seven whitetail deer had been shot and killed sometime during hours of darkness and completely left to waste.

The following evening, deputies from your office who were aware of the case focused their patrol efforts in the general vicinity of where the violations had occurred. Shortly after midnight on November 30, 2014, Deputy Mike Prachel noticed a vehicle operating suspiciously. Deputy Prachel observed the vehicle pull into a farm field and extinguish its lights. Deputy Prachel later attempted to stop the vehicle and a short pursuit ensued. At the conclusion of the pursuit, Deputy Prachel was able to successfully take the adult male driver into custody. Deputy Prachel located additional evidence in the vehicle and was able to gain information on two additional suspects associated with the case.

The actions and cooperative efforts of these two deputies were instrumental in developing leads and ultimately solving this high profile case. It was eventually determined the three suspects were responsible for illegally killing no fewer than fifteen whitetail deer in the Green Lake and Marquette County areas over the course of approximately one week. The case was found to be of a thrill killing nature and included shooting the deer from vehicles at night and leaving most of them to waste. The case generated significant local interest and was covered across the State of Wisconsin and in at least one national outdoor publication. Throughout the entire investigation, wardens from DNR and deputies from your agency cooperated on sharing information and ultimately put together a case that resulted in the conviction of all three men involved with the numerous fish and game violations. It is truly the skills, professionalism and cooperation of the deputies named above that made this possible.

Sincerely,

  
Andy Lündin  
Lieutenant – Conservation Warden Supervisor

**GREEN LAKE COUNTY  
DISTRICT ATTORNEY'S OFFICE  
PARALEGAL\OFFICE MANAGER**

**JOB SUMMARY:**

This is a para-professional position in the Legal Classification. Under the general supervision of the District Attorney, the Paralegal\Office Manager has responsibility for management of support staff and the Victim\Witness Coordinator in the District Attorney's Office, coordination of office clerical tasks and performs para-legal tasks.

**ESSENTIAL DUTIES:**

Screens department clerical applications, participate in prospective clerical employee and Victim\Witness Coordinator interviews and recommends hires. Orients and trains new employees.

Advise the public on the scope of jurisdiction of the District Attorney's Office and suggests alternatives or resources available to resolve problems.

Open, read and route all incoming correspondence, pleadings, documentary evidence, and prepare replies for signature.

In the District Attorney's absence makes decisions on matters arising, i.e. persons in jail, special prosecutors, needed search warrants, complaint and arrest warrants for the Judge's approval, procedural issues, etc.

Schedules Office meetings as needed.

Assures the entrance of information from police reports into the computer database. Review reports and contact reporting officers for further information as necessary. Types criminal complaints from reports and investigation information as authorized.

Tracks case progress and dispositions.

Plea bargains misdemeanor, juvenile and extraditions cases as authorized by the District Attorney as necessary. Drafts and prepares a variety of documents including routine correspondence, subpoenas, warrants, criminal complaints, stipulations, briefs, orders and extraditions. Reviews documents of support staff as necessary.

Performs para-legal statutory research tasks.

Schedules juvenile hearings within the statutory time limits notifies parties and counsel of hearings and deals directly with representative of Human Services.

Prepares search warrants and affidavits as authorized by the District Attorney.



Maintains knowledge of current criminal court procedures and forms. Participates in ongoing professional development and training.

Prepares, recommends and monitors office operating budget. Submits supply and equipment purchase requests. Maintains office fiscal records and tracks office financial activity.

Answer, screen and refer incoming phone calls to the proper person or office.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General Office Equipment  
Personal computer  
Motorized vehicle  
Dictaphone Equipment

LICENSES AND CERTIFICATIONS:

Valid Wisconsin Driver's License  
Expected to maintain automobile liability insurance

KNOWLEDGE SKILLS AND ABILITIES:

Ability to maintain confidentiality and integrity

Ability to provide first line supervision, to train others, to advise, interpret and utilize policies, procedures and standards in specific situations.

Knowledge of prosecutorial law office terminology and procedures, equipment, Wisconsin Statutes, Administrative Code and County Ordinances as they apply to the jurisdiction of the District Attorney's Office.

Ability to use data and information such as law books, police reports, computer software, operating manuals, court documents, court calendars, time sheets, purchase orders, criminal complaints, job applications, budgets and educational curricula

Ability to understand and carry out complex oral and written instructions with minimum supervision, to review and prepare reports and legal documents from information provided to dictate or prepare legal documents.

Ability to classify, compute and tabulate data.

Ability to communicate verbally and in writing and skillful in dealing with the public, victims, witnesses, law enforcement personnel, court staff and law office staff in a pleasant businesslike and efficient manner, using good judgment and common sense, courtesy, accuracy and tact, often in high stress situations.

Ability to initiate procedures and coordinate present operations while planning for the future

Knowledge of word processing and computer technology

Knowledge of computation, composition, grammar and spelling.

Ability to use dictaphone

Ability to accurately type 55 wpm

**EDUCATION AND EXPERIENCE:**

High School Diploma is required; and a higher degree or certification is preferred.

Five years experience in a prosecutor's office, or any combination of education and experience that provides equivalent knowledge, skills and abilities

Prior office management experience is preferred, and law office management is most preferred.

Minimum of 300 hours of specialized training in the areas of search and seizure, traffic and impaired driving, juvenile law, criminal law update, drug investigation and prosecution, domestic violence, extraditions, asset forfeiture, criminal court procedures, and other prosecution related issues.

**PHYSICAL REQUIREMENTS:**

Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking

Visual acuity

Able to hear normal conversations and communicate in clear manner

Good manual dexterity of hands and fingers

Able to lift\carry\push\pull at least 50 pounds

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.



GREEN LAKE COUNTY  
POSITION DESCRIPTION

TITLE: Paralegal/Office Manager

DEPARTMENT: District Attorney's Office

LOCATION: This is a full time (40hrs/week) position

REPORTS TO: District Attorney

POSITION PURPOSE: Under the direction of the District Attorney, the Paralegal/Office Manager has responsibility for the management of workflow within the District Attorney's Office, including coordination of office clerical tasks and performing paralegal tasks. The Paralegal/Office Manager fulfills legal and administrative functions relevant to the processing and prosecution of felony offenses, misdemeanor offenses, criminal traffic offenses, and civil traffic and civil forfeiture offenses.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Compiles and remits monthly, quarterly and year end reviews of discovery billings and payments
- Maintains confidential documents, including child victims and victims of sexual assault and domestic violence. Redacts when necessitated.
- Accepts and reviews Issuance of Worthless Check referrals. Drafts criminal complaints accordingly or returns to complainant for additional documentation.
- Maintains Notary Public Certification for administering the swearing of Affidavits, Probable Cause Statements, Appointment of Special Prosecution Forms and Oath of Office Forms.
- Disseminates discovery as mandated by Wisconsin State Statutes.
- Contacts defense attorneys and judges' offices under the direction of the District Attorney regarding scheduled court hearings.
- Oversees the Plea Diversion Agreements, including verifying community service hours, counseling requirements, restitution payments, employment or school attendance requirements and any other provisions that were ordered by the court. Prepares appropriate Motions for filing with the Court.
- Reviews criminal referrals, as assigned, from law enforcement agencies regarding misdemeanor and felony offenses. Calculates habitual criminality status, domestic violence provisions, bail jumping status, and drug offenses occurring within a certain proximity of specified places per Wisconsin State Statutes and other modifiers or enhancers that may be applicable.

- Confirms with the Green Lake County Jail as to any persons arrested the previous night and currently in custody.
- Independently monitors Jury Trial deadlines and drafts necessary Subpoenas, Verdict Forms, Witness Lists and Motion In Limine documents.
- Verifies necessary evidence for trial is prepared: certified driving records, blood testing from the State Hygiene Lab including contacting the assigned analyst for his/her appearance in court, drug and other scientific testing from the Wisconsin State Crime Lab including contacting the assigned analyst for his/her appearance in court
- Maintains Administration clearance in the Protect database system.
- Prepares Affidavits, Subpoenas, Arrest Warrants and Search Warrants under the direction of the District Attorney
- Performs legal research as requested by the District Attorney
- Assists the department in all office procedures including preparing the files for court, answering questions from the public, processing mail, data entry, maintaining court/DA calendar, ordering office equipment/supplies
- Ensures accurate reporting to NCIC of jail arrest dispositions
- Prepares, recommends, and monitors office operating budget. Submits supply and equipment purchase requests.
- Maintains knowledge of current criminal court procedures and forms. Participates in ongoing professional development and training.
- Orients and trains new employees.
- Performs other duties as may be required by the attorney staff.

#### KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the Wisconsin Criminal Traffic Code and the Wisconsin Criminal Statutes
- Knowledge and ability to interpret the criminal history reports on offenders from CIB/NCIC (Crime Information Bureau and the National Crime Information Center)
- Psychological ability to work on files with exposure to child victim cases, sexual assault crimes, homicides, fatal car crashes, suicides and other traumatic events including viewing scene and autopsy photographs demanding a high level of confidentiality.
- Knowledge and ability to interpret the Wisconsin Department of Motor Vehicles Driver's Licensing Records, including operator revocations, suspensions, operating while intoxicated convictions, ignition interlock requirements, occupational restrictions and vehicle suspensions.
- Ability to independently locate in Wisconsin State Statutes applicable required time restrictions and filing requirements
- Knowledge of and ability to interpret applicable County Ordinance violations

- Ability to use Creator Business Software or other program facilitating the burning of CD's from PDF files
- Ability to use ScanSnap Program or similar program for purposes of providing Discovery or agency assist requests, also familiarity with the Bates Numbering System
- Administrative knowledge of or ability to learn the statewide Protect (Prosecutor Technology for Case Tracking) system
- Knowledge or ability to learn the electronic referral systems Spillman and TRACS
- Ability to show initiative and be able to work with little or no direct supervision
- Ability to use correct legal citation, form, spelling, and grammar

#### EDUCATION AND EXPERIENCE

- Paralegal Certification or Associate's Degree in related field, together with a minimum of 5 years' experience in a prosecutor's office or any combination of education and experience that provides the necessary knowledge, skills and abilities
- Minimum of 300 hours of specialized training in the area of criminal court procedures, search and seizure, traffic and impaired driving, criminal law update, domestic violence, drug investigation and prosecution and other criminal prosecution related areas.
- Must be able to obtain Notary Public Certification
- Must possess and maintain a valid Wisconsin Driver's License
- Must be able to obtain TIME certification

#### PHYSICAL REQUIREMENTS

Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking; visual acuity; ability to hear normal conversations and communicate in a clear manner; good manual dexterity of hands and fingers; ability to lift, carry, push or pull up to 25 pounds.



571 County Road A • PO Box 586 • Green Lake, WI 54941-0586  
Ph. 920-294-4000 • Fax. 920-294-3850

January 13, 2015

Re: Annual Training

Dear Judicial and Law Enforcement Committee Members,

Last year certainly sped by quickly. The time has already come to send you best wishes for the New Year and ask for your permission to send myself and various other Sheriff's Office employees to attend training throughout the year.

Following is a comprehensive list of several of the trainings that we are requesting to go to. Dates and locations for many of them have not yet been set. Much of this training is invaluable, in keeping us informed of changes in law, changes in protocol, case study, enhancements in different areas, keep our skills honed in and discussing issues that have arisen and resolves that were taken to name just a few. We are requesting permission to attend the following as they occur.

Badger State Sheriff's meetings – Sheriff Podoll  
National Sheriff's Association Annual Meeting – Sheriff Podoll  
Wisconsin Sheriff's and Deputy Sheriff's - Sheriff Podoll  
WEM Governor's Conference – Sheriff Podoll  
Number 2's group – Chief Deputy Putzke  
Wisconsin County Meetings – Sheriff, Chief Deputy, Administrative Assistant  
Wisconsin Spillman User Group, Communications and Corrections Administrators, Sgt. of Patrol and/or Administrative Assistant  
Civil Process – Clerk Matron and/or Administrative Assistant  
NENA – Communications Administrator  
Jail Administrators Meetings – Corrections Administrator  
Law Enforcement Administrative Professionals and/or Wisconsin Sheriff's Administrative Professionals – Administrative Assistant  
Defense and Arrest Tactics – Patrol, Detective and Corrections Divisions, often held in house  
Range Training – Patrol and Detectives, usually held at the Berlin Conservation Club  
Vehicle Contacts – In house  
SWAT – varies – in house and Fort McCoy  
Detective Division updates including Criminal apprehension and the collection, processing, and retention of evidence  
District Attorney Symposium – Heidel House  
Annual Humane Officer Training – Humane Offices  
Annual K-9 Training – K-9 Officer

With this letter I would like to request your permission to allow our Departmental personnel to attend this valuable training as it occurs throughout the year.

Sincerely,

Sheriff Mark A. Podoll

**Sheriff Mark A. Podoll**



# *Green Lake County Clerk of Circuit Court*

P.O. Box 3188, 571 County Road A, Green Lake, WI 54941-3188 (920)294-4142

January 6, 2016

**AMY S. THOMA**  
*Clerk of Circuit Court*

Judicial Law Enforcement & Emergency Mgt. Committee  
Green Lake County  
Green Lake, WI 54941

RE: Conference Attendance Requests

Dear Chairman Thom:

I respectfully request permission to attend the following conferences in 2016:

Clerk of Court Institute  
February 18-19  
Wisconsin Dells

Clerk of Court Summer Conference  
June 8-10  
Sheboygan

Clerk of Court Fall Conference  
October 12-14  
Eau Claire

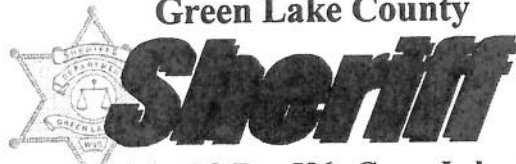
There are four 6<sup>th</sup> District Meetings held per year as well. Those dates have yet to be determined. The only expense would be for mileage.

There is no registration fee for the Clerk of Court Institute. The expense would be for lodging, at the state rate of \$82/night, and mileage. The expense for the two conferences would be registration (generally \$85), lodging and mileage. I will not be requesting reimbursement for meal expenses.

Thank you for your consideration.

Respectfully,

Amy S. Thoma  
Clerk of Circuit Court



571 County Road A · PO Box 586 · Green Lake, WI 54941-0586  
Ph. 920-294-4000 · Fax. 920-294-3850

January 13, 2016

Judicial and Law Enforcement Committee  
And Finance Committee  
571 County Road A  
Green Lake, WI 54941

Re: Establishment of Accounts-Drug Grant

Dear Committee Members,

The State of Wisconsin has just established a new grant with additional funds available to the Central Wisconsin Drug Task Force for fighting illegal drug use. Since Green Lake County is the current financial administrator for the CWDTF, we have been asked to oversee the funding for this new grant.

In order to do that we will need to have two additional accounts established, one for revenue and one for expenses. The accounts will have to be completely separate from the current CWDTF grant.

Therefore we would ask that you allow us to create the following accounts:

CWDTF-Opioids Expense	16-100-09-52128-209-000
CWDTF-Opioids Revenue	16-100-09-48326-000-002

If you have any questions or concerns please let me know. Thank you for your assistance in this matter.

Sincerely,

Mark A. Podoll  
Sheriff

**Sheriff Mark A. Podoll**



571 County Road A · PO Box 586 · Green Lake, WI 54941-0586  
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January 13, 2016

Judicial and Law Enforcement Committee  
And Finance Committee  
571 County Road A  
Green Lake, WI 54941

Re: Establishment of Account

Dear Committee Members,

The Sheriff's Office in conjunction with the local Police Departments has found that it is more economically feasible to purchase firearms related equipment such as ammunition in bulk to get a far better purchase price. In doing so the Sheriff's Office would purchase the products and the Police Departments would contribute to the Green Lake County firearms fund.

As you know we can no longer deposit funds into an expense account even if it is for reimbursement. Therefore we would ask that you allow us to create a firearms (range) revenue account.

We would recommend that account number to be 16-100-09-46238-000-000.

If you have any questions or concerns please let me know. Thank you for your assistance in this matter.

Sincerely,

Mark A. Podoll  
Sheriff

**Sheriff Mark A. Podoll**