



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 10/07/2016

Amended* Post Date:

**The following documents are included in the packet for the
Judicial Law Enforcement and Emergency Management
Committee on October 12, 2016:**

- 1) Agenda
- 2) Minutes from 09/14/16
- 3) Job Descriptions for Chief Deputy, Detective, Deputy Sheriff, and Communications Sergeants
- 4) Resolution Relating to Eliminating a Communications Officer Position and Eliminating the Communications Administrator Position and Creating two Sergeants of Communications Positions in the Sheriff's Office
- 5) Resolution Relating to Designating of October 23-29, 2016 as Medicolegal Death Investigators Week in Green Lake County
- 6) Training Request
- 7) Monthly Sheriff Reports



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: October 12, 2016 Time: 4:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended* AGENDA

Committee Members

Michael Starshak,
Chairman
Larry Jenkins, Vice-
Chair
Sue Wendt
*Peter Wallace**

Lori Evans, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 09/14/2016
6. Public Comments 3 Min Limit
7. Correspondence
8. Purchase Requests
9. Drug Grant
 - Personnel
 - Revenue and Expense Account Numbers
10. Restructuring of Communications Division Staff in Sheriff's Office
11. *Review Job Description
 - *Chief Deputy
12. Review Job Description/Fill Vacant Positions
 - *Detective
 - *Deputy Sheriff
 - Communications Sergeant
13. Resolutions/Ordinances
 - ~~Resolution Related to Restructure of Personnel in Communications Division~~ *Resolution Related to Eliminating a Communications Officer Position, and Eliminating the Communications Administrator Position and Creating Two Sergeant of Communications Positions in the Sheriff's Office
 - * Relating to Designating of October 23-29, 2016 as Medicolegal Death Investigators Week in Green Lake County
14. Voluntary Unpaid Leave Request
15. Department Related Reports
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
16. Budget Adjustments/ New Accounts
17. 2017 Budget

Kindly arrange to be present, if unable to do so or if there are any changes, please notify Samantha 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

18. Trainings
19. Monthly Sheriff Reports
20. Expense & Revenue Monthly Reports
21. Monthly Vouchers
22. *Consider motion to convene into closed session pursuant to:
 - Wis. Stat. § 19.85 (1) (f) considering financial, medical, social or personal histories or disciplinary date of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific person except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. This closed session relates to employee medical leave.
 - * Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session is compensation for Chief Deputy position.
23. *Reconvene to open session to take action, if appropriate, on matters discussed in closed session.
24. Lexipol
25. Committee Discussion
26. Future Meeting. Dates: Regular Meeting November 9, at 4:30 pm
 - Future Agenda items for action & discussion: Adjourn

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

September 14, 2016

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Michael Starshak at 4:30 PM on September 14, 2016 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: Michael Starshak – Chair
Larry Jenkins – Vice Chair

Absent: Sue Wendt

Others Present:

Mark Putzke, Chief Deputy
Mark Podoll, Sheriff
Lori Evans, Admin. Ass't to Sheriff
Amanda Thoma, Coroner
Dawn Klockow, Corp. Counsel

Rhonda Prill, Communications Officer
Judge Slate
Tony Daley, Berlin Journal
Gary Podoll, EM Director

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

AGENDA

Motion/Second (Jenkins/Starshak) to approve the amended agenda. All Ayes. Motion carried.

MINUTES

Motion/Second (Jenkins/Starshak) to approve the minutes of the August 10, 2016 Judicial/Law Enforcement meeting with two changes. Dawn Klockow was not present

and on the middle of page 4 in the paragraph regarding the Recidivism Reduction Program, add that Lynn Ryan get together with Tony at the Berlin Journal Newspapers to write up an article promoting the Recidivism Reduction Program. All Ayes. Motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

Thank you to Sgt. Kiener from Michael Johnson for his assistance in an incident involving the breakdown of Johnson's camper at Sunset Park. He stated that Sgt. Kiener was very understanding and a pleasure to work with. He and his wife really appreciated everything Sgt. Kiener did for them, especially allowing them to leave the camper in the lot overnight until repairs could be done.

Thank you from the Summer Reading and Library Team to Deputy Preuss and K9 Tess for attending their final summer reading event and helping to keep the students reading skills sharp.

Print out from Governor's Conference on Highway Safety noting our very own Deputy Matt Vande Kolk as a presenter for the segment on Traffic Safety in the Plain Communities. It was an honor for Deputy Vande Kolk and our Department to be chosen to speak at the Governor's Conference. There was also a thank you from David Spakowicz, TIME Program Manager thanking the Department for permitting Matt to speak and thanking Deputy Vande Kolk for his outstanding presentation. He stated that anyone attending could identify Matt's knowledge, passion and dedication to the subject matter. David asked that Matt be allowed to speak on the topic again at next year's conference.

REVIEW JOB DESCRIPTIONS/FILL VACANT POSITIONS

None

PURCHASE REQUESTS

None

RESOLUTIONS/ORDINANCES

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

DEPARTMENT RELATED COMMENTS

Clerk of Courts: No Appearance

Circuit Court/Register in Probate: Judge Slate apologized for being late; he was in Court in Marquette County. The Judge reported that he had received a Drug Court Grant for over \$100,000 that was written by Nicole Rather. He will need to hire some part-time personnel and need to set up some accounts. He will bring this back to next month's meeting.

District Attorney: No Appearance. Mr. Starshak asked that when Department Heads can't attend a meeting that they notify the committee of that and indicate as to why they could not be in attendance.

Coroner's Office: Nothing new to report.

Emergency Management: Gary reported that he has been very busy. The Green Lake County Rail Road Emergency Preparedness Plan was completed on August 10 and distributed at a meeting at the town hall in Dalton. There were over 50 people in attendance. They went through the plan and scenarios if something would happen on the railway. There will be a full-scale incident drill next year. He is also working on getting a CodeRed notification set up for people in the area. Supervisor Jenkins complimented Gary and all those involved on all of their hard work. They did an excellent job. The Mitigation Grant paper work has been sent to the State, who approved it. They forwarded it on to the Feds who will put us on a list to be able to redo the plan. We need to have this in order to be considered for emergency funding in the event of a disaster. Gary reported that there is a statewide urban search and rescue team training at the Green Lake Conference Center this week. It is the first time the training has been done in an actual County setting. There was some great filming done and good photos taken. A presentation will be developed and shared with the County Board, possibly at the November meeting.

Sheriff's Office: The Sheriff reported that Lynn Ryan and CA Joel Gerth would be unable to attend tonight's meeting, but they intend to be here at the October meeting. Chief Deputy Putzke reported that things have been very busy at the Sheriff's Office. A theft ring that was operating in the southern end of the County and in Ripon was busted. Tools and guns were being taken and sold and heroin was bought. There was also a

Burglary at Jasters Ag Supply in Kingston; images of the perpetrator have been publicized. There was a theft of a vehicle in the Town of Seneca where individuals entered a garage and took a truck that was used to tow another vehicle out of the ditch. The truck was left, but a firearm that was in the truck was stolen. We also assisted Markesan Police Department with a stabbing incident recently. Sheriff Podoll reported that at the next meeting he will be presenting a resolution regarding restructuring of the Communications Division. Communications Administrator Laura Polcyn retired and rather than hire a replacement for that position he is proposing to convert one Communications Officer Position to a Sergeant of Communications position and replace the Communications Administrator position with another Sergeant of Communications position. Both of the Sergeants would be working Sergeants and both would take on additional administrative responsibilities for which they would be cross-trained. This plan will increase efficiency and should decrease overtime. He also reported that he has redone the Communications schedule to make it more efficient. We are in the midst of training a lot of people. One other Communications Officer resigned last month and another has stated that she will be retiring in December. We are trying to make changes that are better for both the County and the employees.

BUDGET ADJUSTMENTS/NEW ACCOUNTS

None

2017 BUDGET

Nothing

TRAINING

Coroner Thoma asked the Committee for approval to attend the WCMEA Conference in Neenah with lodging included as she is coordinating the meeting. *Motion/Second (Jenkins/Starshak)* to approve the request. All Ayes. Motion carried.

MONTHLY SHERIFF REPORTS

The monthly Sheriff's reports were approved as presented.

EXPENSE AND REVENUE MONTHLY REPORTS

The monthly Sheriff' expense and revenue reports were approved as presented.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated September 14, 2016 for the following offices in the following amounts:

Clerk of Circuit Court:	\$	6,230.84
Clerk of Circuit Court:	\$	45.00
For Sue Wendt		
District Attorney:	\$	118.15
Coroner:	\$	173.17
Emergency Management	\$	326.19
Judge-Circuit Court:	\$	6,292.62
Sheriff's Office:	\$	97,245.12

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

CLOSED SESSION

Motion/second (Jenkins/Starshak) to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session is regarding interviews for part-time Master Control Aide and full-time Communications Officer. Roll call vote: Jenkins – Aye, Starshak-Aye. Two Ayes. No Nays. Motion carried. Moved into closed session at 5:05 p.m.

RECONVENE TO OPEN SESSION

Motion/second (Jenkins/Starshak) to move into open session Roll call vote: Jenkins-Aye Starshak-Aye. Two Ayes. No Nays. Motion carried. Move into open session at 5:20 p.m.

It was announced that the committee interviewed candidates for Master Control Aide and full-time Communications Officer and told the Sheriff to follow through with the recommendations.

LEXIPOL

Chief Deputy Putzke e-mailed Lexipol policy number 609, Asset Forfeiture. *Motion/second (Jenkins/Starshak)* to approve the policy. All Ayes. Motion carried.

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for October 12, 2016 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. Agenda items to include - Drug Court Grant – hiring a part-time person and establishing accounts.

ADJOURN

Motion/Second (Jenkins/Starshak) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:31 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff



P.O. Box 352 • 150 S. Bridge St. • Markesan, WI 53946 • P: (920) 398-2121 • F: (920) 398-8127

Markesan Police Department
William A. Pflum, Chief of Police

September 13, 2016

Dear Sheriff,

On behalf of the Markesan Police Department and the Citizens of Markesan, I want to give Deputy Vandekolk, Deputy Thompson and Detective Ward my heartfelt thanks for their assistance on Tuesday, September 6, 2016. As you are aware, a subject was severely stabbed numerous times in the City of Markesan that morning and I was left with a victim in serious condition and a suspect at large.

I can't put into words how helpful the assistance at the scene was of Deputy Vandekolk and Deputy Thompson. They were on scene just minutes of the call coming in and provided insight, ideas and overall knowledge to the entire incident. It is because of their assistance, that I was able to safely and without incident take the suspect into custody within minutes of getting the victim loaded into the ambulance.

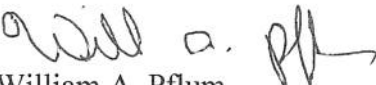
Once the suspect and witness were taken into custody, they assisted in transporting, securing the scene and standing by with the suspect while his medical needs were tended to at the hospital.

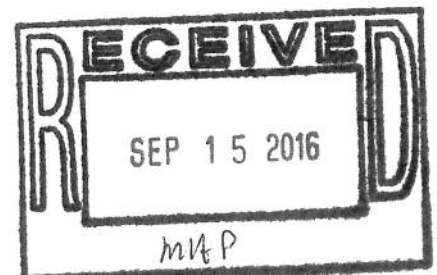
Deputy Vandekolk and Detective Ward took a huge burden off my rather large plate of things to do by offering to conduct the interview of the witness and suspect. The interviews were done professionally, properly and aided in obtaining much needed information relevant to the case.

When serious incidents occur, it can quickly tax the few resources small police departments have to the maximum level. However, with the quick and helpful assistance of your department, the incident was handled properly and in a timely manner.

Please inform these deputies just how much their assistance meant to me during this incident. I will not forget the assistance that was rendered and will gladly pay back that assistance should our department ever be needed to assist your department.

With heartfelt gratitude,


William A. Pflum
Chief of Police
Markesan Police Department



Evans, Lori

From: wisap@yahoogroups.com on behalf of Vickie Thoe vickie.thoe@co.waupaca.wi.us [wisap]
<wisap@yahoogroups.com>
Sent: Friday, September 16, 2016 11:01 AM
To: 'wisap@yahoogroups.com'
Subject: [wisap] Thank You and Dress Code Policy

First of all, a big thanks to Waushara County for hosting yesterday's WISAP fall conference and also to Lori Evans for all her hard work and time. As usual, it was good sharing with other agencies.

Do any of you have a Dress Code Policy for Dispatch and/or Records that you would be willing to share? We're looking at making some changes in ours, which hasn't been done for a long time.

Thanks much,

Vickie

Vickie Thoe

Lead Records Specialist

Waupaca County Sheriff's Office

1402 E. Royalton St.

Waupaca, WI 54981

715-256-4540

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Posted by: Vickie Thoe <Vickie.Thoe@co.waupaca.wi.us>

Evans, Lori

From: Green Lake County Jail <greenlake@aviands.com>
Sent: Tuesday, September 27, 2016 2:53 PM
To: Evans, Lori
Subject: Garden Thnak You

Aviands Food Service in the Jail would like to Thank Todd Morris, Green Lake County Land Conservation Department for being the garden keeper for the kitchen this summer. With Todd's hard work the jail kitchen was able to serve fresh vegetables to the inmates at meals when we had the fresh available. Here is the list of what vegetables we had this year and how we utilized them. Cucumbers were used in pasta salads and cucumbers and cream, Radishes were used in pasta salads, Carrots went into casseroles and pasta salads, Zucchini was used as a hot vegetable when we served spaghetti and we made chocolate zucchini cake with it (we even have some in the freezer for this winter), Red Potatoes were a hit when we had boiled potatoes and ham one meal.

Thanks again

Cheryl, Jean and Tara

Thanks!

Cheryl Weinberger

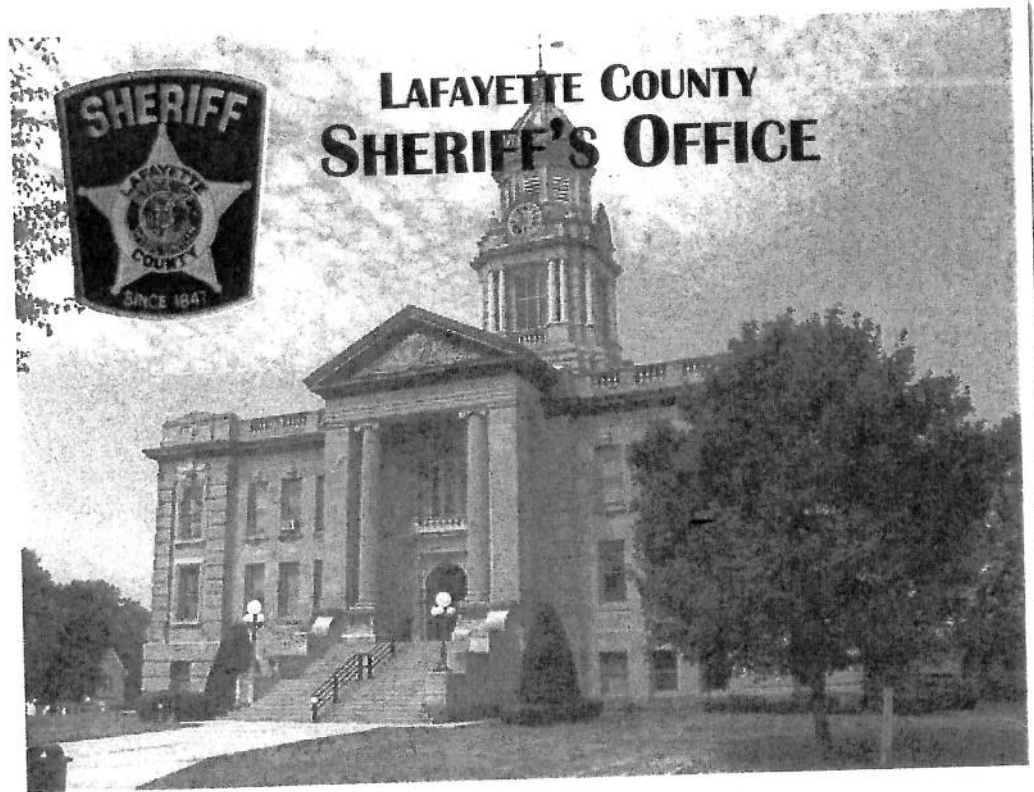
Cheryl Weinberger | FOOD SERVICE DIRECTOR

A'viands

Land: 920.294.4193

Cell: 920.960.4643

greenlake@aviands.com



Lori-

Just a little token of our
gratitude for the photos
and counseling on the dispatch
setup. Spillman training begins
in two weeks and we are much
better prepared thanks to you!

We are in your debt,

Steph
Hanewall

Sterill Pezyle

Just a note to tell you
and your officers/staff
Thank you for the job you did
handling the circumstances of
the underage drinking party
at my home that took place
on Aug 19, without my
knowledge or consent.

I felt your officers were
professional & appropriate.

I also appreciated the follow up
efforts you are making with
crime stoppers to try to find the
stolen items.

Sincerely
Marie Osogone

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: CHIEF DEPUTY

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF

SUMMARY:

Under the supervision of the Sheriff, serves as the Chief Administrative Officer of the Sheriff's Office in policy and personnel matters, working a schedule in accordance with the needs of the Sheriff's Office. Acts as the Sheriff in his/her absence. Works a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)

- Supervises and assists in the planning and direction of all office activities, evaluates operations, recommends and implements improvements.
- As required, serves on various Committees and Boards such as County and State Traffic Highway Safety Committees, County Loss Control Committee, Crime-Stoppers, acts as Infectious Control officer for the Sheriff's Office.
- Assists in the development of the Sheriff's Office budget, monitors expenditures and revenues and initiates budget transfers as needed; prepares applications for grants.
- Serves as the Sheriff's Office Public Information Officer.
- Oversees the administration of employee discipline; investigates and provides responses to employee grievances and complaints.
- Coordinates safety and law-enforcement efforts with other agencies both locally and regionally.
- Assists in all internal personnel matters ranging from interviewing to termination.
- Conducts performance evaluations of all direct subordinates in the **detective, patrol, communications divisions and supervisory staff positions** and reviews performance evaluations of all supervisory staff.
- Prepares and, in the absence of the Sheriff, presents reports about the Sheriff's Office to the County Board, the Committee of Jurisdiction and the public.
- Oversees office purchasing and contracting activities involving capital outlays and professional services, responsible for equipment and assets of the Sheriff's Office.
- Addresses all Departmental citizen complaints and internal affairs cases.
- Serves as the immediate supervisor of the Detective Division.
- **Supervises the Sergeants of the Patrol and Communications Division.**
- Creates and maintains Office Policy and Procedures.

- Creates and maintains Communications Division Policy and Procedures.
- Participates in the recruitment, hiring and termination process for all divisions in the department.
- Oversees short and long range planning for the Communications Center
- Administers employee discipline and investigates and provides responses to staff related complaints in all divisions.
- Oversees all Office certified instructors.
- In the absence of the Sheriff, serves as the Critical Incident Commander at emergency events.
- 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.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Skill to ensure that subordinate personnel are effectively motivated, supervised, counseled and managed, that effective and consistent discipline is administered, that management rights are preserved, and that effective intradepartmental communication is maintained.
- Ability to apply effective problem-solving techniques such as conflict resolution.
- Skill to ensure that long range plans for the Sheriff's Office kept current and that these plans are implemented, as scheduled.
- Knowledge of budget preparation, administration, purchasing and contracting practices.
- Knowledge to ensure the department's pursuit of effective budgetary revenue enhancements, as well as ability to ensure the anticipation of problems regarding budgets and resource allocation and, when not anticipated, handle and resolve issues in a timely manner.
- Broad knowledge of civil and criminal law, effective law enforcement practices, citizen rights and community relations and skill in their application.
- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution.
- Ability to ensure harmonious employee relations are maintained between management and bargaining-unit and non-bargaining unit employees,

- Knowledge to ensure that emergency planning is coordinated with appropriate agencies.
- Knowledge to make recommendations and takes active part in contract negotiations with departmental bargaining units.
- Ability to meet Sheriff's Office standards of physical condition.
- Skill in the use of Police vehicles, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flashlight, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. Required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent. Bachelor's degree in criminal justice, criminal justice administration, public administration, business administration or a related field; Wisconsin Law Enforcement Board certification

EXPERIENCE / JOB KNOWLEDGE: seven or more years full time experience as a sworn Law Enforcement Officer, including supervisory experience OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must obtain CPR, AED, TIME System certifications retain said certifications for term in position; must qualify annually in DAAT with Sheriff's Office issued weapons. Visual acuity must be correctable to 20/20. Must possess and maintain a valid Wisconsin driver's License.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 95% or more of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping, and crouching are done about 5% of the time Other actions may be required in unusual or non-regular situations. Ability to perform most work from a sedentary position. Ability to function primarily in situations encountered in a normal office setting. However, may occasionally perform usual law-enforcement fieldwork under variable climatic conditions and may engage in citizen contact situations requiring physical strength, agility, and endurance. The Sheriff's Office 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: Frequently works under distractions and time pressure. Occasionally works in adverse interpersonal situations. Sometimes works in temperature variations, odors, toxic agents, violence, noise, disease, and/or dust and under unsafe and uncomfortable positions. 90% of the time will be inside a climate

controlled building or vehicle. 10% of the time could be spent outside of the building while conducting transports or field work.

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.

June 2015

Process for Filling Vacancies:

Position: Detective

Department: Sheriff's Office

- **Each position description must be reviewed at the time of the vacancy.** This should include a review of the job duties and responsibilities; a review of the educational requirements and/or experience required in order to accomplish the tasks; and a review of the number of hours necessary to complete the tasks. When the review is completed, the position description should be revised, if appropriate, to reflect any newly designated change.

The Job Description was reviewed, no revisions were needed.

- **The designated classification of the position must be reviewed.** If changes made to the position description reflect the need for less education and/or experience, or decreased responsibilities, the possibility exists that the position may be more appropriately paid at a lower level, resulting in a lower pay scale.

Job duties were not changed, pay grade remains the same.

- **The program or service provided by the position must be reviewed for continued need of that program or service.** Usually, as time goes on, the need for the program or service provided by the position increases. However, occasionally, the demand for the service or program decreases or the service is provided through another source. It is imperative that the vacant position be justified in its continuance in terms of need, demand and the county's ability to continue to provide the service.

Part of our Mission at the Sheriff's Office is to prevent crime, enforce laws and resolve conflicts. With society views the way they are and with the large increase in crimes, especially those associated with drugs, severity of offenses, and requests for law enforcement services in our County, for the safety of the staff, residents, and visitors to our County it is essential that this position be refilled.

- **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** In larger staffed departments, it may be possible the job duties could be distributed throughout the department, thus eliminating the need to re-fill the vacancy at a full-time level, but rather at a part-time level or not at all. In smaller staffed departments, the job duties might be able to be combined into another department with similar responsibilities, and required knowledge.

This position is a clearly defined law enforcement position with significant and distinct responsibilities that cannot be redistributed.

Approved by the Administrative Coordinator

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: DETECTIVE

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: CHIEF DEPUTY

SUMMARY:

Under the general supervision of the Chief Deputy, serves and protects the citizenry, maintains law and order, investigates and solves crimes, working a schedule in accordance with the needs of the Sheriff's Office.

DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)

- Investigates crimes against property and people.
- Collects and preserves evidence in accordance with appropriate procedures; appears as witness in court, provides clear and accurate testimony.
- Conducts interviews.
- Dictates and/or prepares detailed reports of arrests and investigations according to Department policy.
- As directed by the Sheriff or Chief Deputy, communicates with the news media.
- Coordinates safety and law-enforcement efforts with other agencies.
- Makes arrests, referrals and transports inmates.
- 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.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations.

- Knowledge to ensure the efficient and effective operation of the Detective Division at all times.
- Skill to ensure that effective rapport is maintained between the Sheriff's Office City, County, State, and other agencies.
- Knowledgeable in the methods and practices employed in the detection and apprehension of criminals.
- Knowledge of state, felony, misdemeanor, forfeiture, ordinance and other laws and regulations.
- Skill in the use of firearms and defense and arrest tactics.
- Ability to be well organized.
- Broad knowledge of civil and criminal law, effective law-enforcement practices, powers of the Office of Sheriff, citizen rights and community relations.
- Skill in typing and the use of computers and appropriate computer software is essential.
- Ability to meet department standards of physical condition.
- Skill in the use of a Police vehicle, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flash light, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, Defibrillator and CPR mask. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High school graduate or equivalent with 60 post-high school credits or an Associate's Degree is required. Wisconsin Law Enforcement Standards Board (LESB) certification.

EXPERIENCE / JOB KNOWLEDGE: Two or more year's equivalent full time experience as a sworn law enforcement officer is required. Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities. Must obtain CPR/AED and "TIME" certifications within the probationary period and retain said certifications for term of employment in position; must qualify annually or as required by LESB Unified Tactical Concepts. Must possess and retain a valid Wisconsin Driver's License with visual acuity correctable to 20/20.

WORKING CONDITIONS:

PHYSICAL DEMANDS: About 80% or more of the time is spent sitting, walking, standing, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Kneeling, stooping, crouching, grappling, crawling, running, climbing, balancing, bending, jumping, reaching and feeling are performed about 20% of

the time. Other actions may be required in unusual or non-regular situations. Ability to perform most work from a sedentary position. Ability to function primarily in situations encountered in a normal office setting. However, may occasionally perform usual law-enforcement fieldwork under variable climatic conditions and may engage in citizen contact situations requiring physical strength, agility, and endurance. 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: 75% of the time is spent inside or in a climate controlled vehicle and will involve contact with other workers, the general public and inmates. 25% of the time could be spent outside in possibly adverse weather conditions while traveling or in the field. It may be necessary to traverse uneven and 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.

February 2013

August 2014 delete add June 2015

Process for Filling Vacancies:

Position: Deputy Sheriff

Department: Sheriff's Office

- **Each position description must be reviewed at the time of the vacancy.** This should include a review of the job duties and responsibilities; a review of the educational requirements and/or experience required in order to accomplish the tasks; and a review of the number of hours necessary to complete the tasks. When the review is completed, the position description should be revised, if appropriate, to reflect any newly designated change.

The Job Description was reviewed, no revisions were needed.

- **The designated classification of the position must be reviewed.** If changes made to the position description reflect the need for less education and/or experience, or decreased responsibilities, the possibility exists that the position may be more appropriately paid at a lower level, resulting in a lower pay scale.

Job duties were not changed, pay grade remains the same.

- **The program or service provided by the position must be reviewed for continued need of that program or service.** Usually, as time goes on, the need for the program or service provided by the position increases. However, occasionally, the demand for the service or program decreases or the service is provided through another source. It is imperative that the vacant position be justified in its' continuance in terms of need, demand and the county's ability to continue to provide the service.

Part of our Mission at the Sheriff's Office is to prevent crime, enforce laws and resolve conflicts. With society views the way they are and with the large increase in crimes, especially those associated with drugs, severity of offenses, and requests for law enforcement services in our County, for the safety of the staff, residents, and visitors to our County it is essential that this position be refilled.

- **A review of existing staff and personnel must occur to determine the feasibility of whether the position tasks can be accomplished through other means.** In larger staffed departments, it may be possible the job duties could be distributed throughout the department, thus eliminating the need to re-fill the vacancy at a full-time level, but rather at a part-time level or not at all. In smaller staffed departments, the job duties might be able to be combined into another department with similar responsibilities, and required knowledge.

This position is a clearly defined law enforcement position with significant and distinct responsibilities that cannot be redistributed.

Approved by the Administrative Coordinator

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.

- Ability to apply effective problem-solving techniques such as conflict resolution.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations.
- Considerable knowledge of and ability to explain and enforce federal, state and county laws, ordinances and regulations; knowledge of civil and criminal law.
- Knowledge, skill and ability to appropriately engage the methods and practices employed in the detection and apprehension of criminals.
- Ability to maintain composure and exercise sound judgment, especially in emergency situations.
- Ability and skill in the use of firearms and defense and arrest tactics; demonstrated ability to comply with defined safety regulations.
- Ability to add, subtract, multiply, divide and complete simple mathematical calculations.
- Ability to budget time and schedule work to efficiently complete assigned tasks.
- Ability to meet department standards of physical condition.
- Skill in the use of a Police vehicle, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flash light, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, Defibrillator and CPR mask. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High school graduate or equivalent with 60 post-high school credits required.

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

At the time of hire, requirements include Wisconsin Law Enforcement Standards Board (LESB) Basic Police Certification with 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 term of employment in the position.

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.

June 2015

GREEN LAKE COUNTY JOB DESCRIPTION

TITLE: SERGEANT OF COMMUNICATIONS

DEPARTMENT: GREEN LAKE COUNTY SHERIFF'S OFFICE

LOCATION: GOVERNMENT CENTER

SUPERVISOR: SHERIFF AND/OR CHIEF DEPUTY

SUMMARY:

Under the general supervision of the Sheriff and/or Chief Deputy, assists in supervising and directing the activities of the Communications Division, provides shift supervision, develops and implements policies and procedures, and responds to incidents and emergencies working a schedule in accordance with the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Supervises assigned staff; oversees shift operations.
- Assists in preparing and updating division policy and procedures for review.
- Assists in preparing and administering the division budget, ensuring adherence to its guidelines, makes recommendations as appropriate.
- Oversees the operation of the Communications Field Training Program.
- Assists in coordinating Communications programs including education and certification and attending staff meetings.
- Assists in coordinating department activities and services with other divisions, and other agencies; makes presentations and reports to various community businesses, educational, governmental and civic groups; implements career shadow and intern programs.
- Manages the routine and emergency operations of the Communications Division.
- Maintains a high level of confidentiality in all aspects of job functions.
- Counsels and coaches employees and refers employees for disciplinary action.
- Supervises and assists in the planning and direction of all Communications Division activities, insures the maintenance and accuracy of Communications records, evaluates operations, recommends and implements improvements.
- Assists in short and long range planning for the Communications Center.
- Oversees the training of new Communications Officers, including developing, implementing and utilizing training practices and procedures.
- Assists in performing all tasks pertaining to the scheduling of Communications Officers, which encompasses developing, posting, and adjusting the monthly work schedule, adjusting staffing levels, granting or denying leave of any type, posting and assigning shifts, including overtime; monitors attendance and divisional training.
- Participates in the recruitment and hiring process
- Oversees fire and panic alarms; and maintains TIME system.

- Supervises and monitors TIME entries; oversees monthly TIME validations.
- Responsible for accuracy and completeness of in-house warrant and restraining order files.
- Responds appropriately to citizen concerns.
- Develops a close working relationship with all police, fire, emergency management, and EMS agencies to insure needs are met and concerns are addressed.
- Attends the majority of the Fire Department joint meetings, attends a minimum of one EMS and Emergency Management meeting per Department on a quarterly basis.
- Responsible for the maintenance of E911 Communications and phone equipment, fire and duress alarms.
- Performs any others duties as may be assigned.

SKILLS AND ABILITIES:

- Ability to comprehend and interpret a variety of documents including court judgments, incident and other reports, legal documents, State statutes and various policy manuals.
- Ability to prepare a variety of documents including training, incident reports, schedules, and attendance records.
- Ability to establish and maintain effective working relationships with various officials, agencies, inmates and co-workers; ability to communicate effectively orally and in writing in English.
- Ability to assign, supervise and review the work of others; ability and skill to make recommendations regarding the selection, discipline and discharge of employees.
- Ability to react quickly efficiently and calmly in an emergency situation and adopt an effective course of action.
- Broad knowledge of civil and criminal law, effective law enforcement practices, citizen rights and community relations and skill in their application
- Knowledge of and skill to operate equipment used to perform essential functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Ability to apply effective problem-solving techniques such as conflict resolution
- Skill to ensure that long range plans for the Communications Center are kept current and that these plans are implemented, as scheduled
- Knowledge to ensure the department's pursuit of effective budgetary revenue enhancements, as well as ability to ensure the anticipation of problems regarding budgets and resource allocation and, when not anticipated, handle and resolve issues in a timely manner.
- Ability to operate a computer and other office equipment proficiently with ability to type at least 40 wpm.
- Ability to work Communications shifts, as necessary answering 911 emergency calls, dispatching appropriate police, fire, medical or other emergency units; answers non-emergency calls, providing information to caller.

- Skill in the use of general office equipment including but not limited to: copy machine, computer terminal, internet, TIME terminal, and all other software programs used by the Sheriff's Office, audio and video recording systems, fax machine, automobile, telephone, radio, paging, and alarm systems and any other technical equipment or software as may be necessary and may assist with other communications. May be required to carry and answer an assigned cell phone and be subject to call-out.

QUALIFICATIONS:

EDUCATION: High School diploma or equivalent. 60 college credits, Criminal Justice degree preferred, or law enforcement work or any equivalent combination of education or experience that provides the necessary knowledge, skills and abilities.

EXPERIENCE / JOB KNOWLEDGE: Public Safety Telecommunicator Certification and four years of Communications Officer experience required. Supervisory experience is preferred. Or any equivalent combination of education and experience that provides equivalent knowledge, skills and abilities. Must obtain CPR, AED and TIME System certification within one year and retain said certifications for term in position; must possess and maintain a valid Wisconsin driver's license.

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 95% of the time is spent either inside a climate controlled building or vehicle. Approximately 5% of the time may be spent outside in possible adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise.

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.

October 2016

Resolution Number

Relating to Eliminating a Communications Officer Position, Eliminating a Communications Administrator Position and Creating two Sergeant of Communications Positions in the Sheriff's Office

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 15th day of November 2016 does resolve as follows:

WHEREAS, there are vacancies in the Communications Division of the Sheriff's Office, including the recent retirement of the Communications Administrator, and

WHEREAS, due to the administrative workload, the Communications Administrator did not work as a scheduled Communications Officer, and

WHEREAS, a review of the Communications Staffing structure was performed, and

WHEREAS, there is no supervisor on duty at night in that Division, and

WHEREAS, it was determined that there should be increased supervisory coverage in the Communications Center, and

WHEREAS, the administrative duties of the Communications Administrative position would be divided between two scheduled working Sergeants who would be available to work varying shifts on days, nights and week-ends.

NOW THEREFORE BE IT RESOLVED that the position of one full-time Communications Officer and one full-time Communications Administrator be eliminated and

BE IT FURTHER RESOLVED that two full-time Communications Sergeants positions of 2080 hours per year each be created, as of the passage of this resolution and

BE IT FURTHER RESOLVED that both of the Sergeants will perform Communications Officer duties on a regular basis and

BE IT FURTHER RESOLVED that the Administrative duties of the former Communications Administrator position be divided between the two Sergeants.

Fiscal Impact: Showing an annual decrease in Communications Staffing costs of \$11,968.40

Approved/Disapproved by Personnel.

Roll Call on Resolution No. Submitted by Judicial and Law Enforcement Committee

Aye __, Nay __, Absent __, Abstain __

Passed and Adopted/Rejected
This 15th day of November, 2016

Michael Starshak, Chairman

County Board Chairman

Larry Jenkins

Attest: County Clerk

Sue Wendt

Approved as to form:

Peter Wallace

Corporation Counsel

2017 Fiscal Impact Restructuring of Communications Center Employees in the Sheriff's Office

POSITION TITLE	RATE	HOURS	WAGES	FICA	R-employer	H-INS	L-INS	TOTAL
Communications Administrator	(\$31.89)	2080	(\$66,331.20)	(\$5,074.34)	(\$4,377.86)	(\$20,846.50)	(\$171.60)	(\$96,801.50)
Sergeant	\$26.24	2080	\$54,579.20	\$4,175.31	\$3,602.23	\$20,846.50	\$61.44	\$83,264.68
Sergeant	\$26.24	2080	\$54,579.20	\$4,175.31	\$3,602.23	\$20,846.50	\$61.44	\$83,264.68
Communications Officer	(\$25.58)	2080	(\$53,206.40)	(\$4,070.29)	(\$3,511.62)	(\$20,846.50)	(\$61.44)	(\$81,696.25)
Total Savings								\$11,968.40

The savings is to be reallocated to the 911 Project, as it is unknown as to whether grant monies will be awarded for this mandatory update and to increase the Chief Deputy wage due to additional responsibilities including adding all Communications Division personnel issues to his duties.

RESOLUTION NO. __-2016

Relating to Designating of October 23-29, 2016 as Medicolegal Death Investigators Week in Green Lake County

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 18th day of October, 2016, does resolve as follows:

WHEREAS, Wisconsin’s coroner’s and medical examiners provide medicolegal death investigations in each of our 72 counties; and,

WHEREAS, approximately 375 professionals currently serve our citizens as coroners, medical examiners, deputies, and death investigators; and,

WHEREAS, these dedicated public servants perform their duties for all citizens and guests of our state, day and night, 365 days per year; and,

WHEREAS, they work closely with the justice system and public health and safety agencies using the tools of forensic science and medicine; and,

WHEREAS, they work closely with families and friends of those who have died, offering compassion and understanding during a time of grief and loss; and

WHEREAS, they work to understand and explain the cause and circumstances of unexpected, unusual, and suspicious deaths for the benefit of our communities; and

WHEREAS, they are dedicated professionals performing a duty and service worthy of respect and recognition.

Roll Call on Resolution No. __-2016

Submitted by the Judicial Law
Enforcement and Emergency Management
Committee

Aye __, Nay __, Absent __, Abstain __

Passed & Adopted/Rejected this 18
Day of October , 2016

Michael Starshak, Chairman

Larry Jenkins

County Board Chairman

Sue Wendt

Attest: County Clerk

Peter Wallace

Approved as to Form:

Corporation Counsel



*GREEN LAKE COUNTY
OFFICE OF THE CORONER*

Amanda Thoma, Coroner

Office: 920-294-4040 ext. 1229

October 3, 2016

Judicial/Law Enforcement Committee
571 County Road A
Green Lake, WI 54941

RE: Upcoming Training

Dear Judicial/Law Enforcement Committee Members:

I am writing in regards to the above referenced matter. Deputy Coroner Rachel Merrick and Deputy Coroner Amanda Stibb would like to attend upcoming training, Wisconsin Coroners & Medical Examiners Association Annual Fall Conference that is taking place on October 24-26, 2016 at the Best Western Premier Bridgewood Resort and Hotel in Neenah. The cost of the conference is \$250.00. Ms. Merrick would like to request approval for Monday's attendance and Ms. Stibb would like to request approval for the entire conference. I have attached the conference brochure for your reference.

Thank you very much for your time and consideration in this matter.

Sincerely,

Amanda Thoma
Coroner

Event Schedule

Monday, October 24

- 0700-0800 Registration/Hot Breakfast
Sponsored by
- 0800-0815 Jennifer Schroeter
WCMEA President
Welcome & President Message
- 815-930 Dr. Brian Peterson
Milwaukee County ME's Office
Water Recovery of Human Remains
- 915-1015 Dr. Judy Melinek
Program Awareness
- 1015-1030 Break
Sponsored by
- 1030-1200 Dr. Judy Melinek
Program Awareness
- 1200-1300 Lunch
Sponsored by ATSF
- 1300-1400 Kyle Mayo, Prosecutor
Marathon County DA's Office
Overdose Death Cases
- 1400-1530 Curtis Green
Manitowoc Cty Coroner's Office
Urine & Saliva Field Testing
- 1530-1545 Break
Sponsor RTI Donor Services
- 1545-1645 Dana Stueber, SANE Clinical
Coordinator; St. Vincent Hospital
SANE Exams on Deceased

Thank you to Our Sponsors

*RTI Sponsored Evening
Social Event
1630-1800*

Tuesday, October 25

- 0700-0800 Registration/Hot Breakfast
Sponsored by
- 0800-0900 Debbra Cobb
Journey on Janna Personal Story
- 0900-1000 Shawn Karsten
Transformed by Tragedy-Speaking to Survive
- 1000-1015 Break
Sponsored by ATSF
- 1015-1130 Patty Schachtner, CME
St. Croix County ME's Office
Effective Community Collaboration
- 1130-1215 Rebecca Adams, Program
Manager BLS Occupational Safety
US Dept. of Labor
Brittany Grogan, WI Violent
Death Reporting System Coord.
Work-Related Fatalities
- 1215-1315 Lunch
Sponsored by
- 1315-1515 Dr. Jeffrey Jentzen, Prof. of
Pathology, University of Michigan
Jeffrey Dahmer/Drew Peterson Cases
- 1515-1530 Break
Sponsored by
- 1515-1615 ADA Andrea Raymond,
Dane Cty DA's Office
Det.
Fitchburg Police Dept.
Ashlee Steele/Kacee Tollefsbol
Homicides
Dr. Agnieszka Rogalska, MD

Wednesday, October 26

- 0700-0800 Registration/Hot Breakfast
Sponsored by
- 0800-900 Kayla Neuman
WI State Lab of Hygiene
Drug Information
- 900-1000 Andrea Magermans/Chad
Zadrazil, Prescription Drug
Monitoring Program Analyst
WI PDMP
- 1000-1015 Break
Sponsored by
- 1015-1115 Dr. Kristinza Giese
Fond du Lac Cty ME's Office
Scenes & Documentation
- 1115-1215 Chris Lenzendorf
Winters & Associates
Legal Update
- 1215-1230 Closing Remarks & Evaluations

Thank you to Our Sponsor

Save the Date

Spring WCMEA Conference & Annual Meeting

Objective

To provide training and continuing education in medicolegal death investigation for medical examiners, coroners, law enforcement personnel, district attorneys, funeral directors, physicians, and other with a professional interest in forensic science.

WCMEA

GREEN LAKE COUNTY SHERIFF'S OFFICE SQUAD CAR MILEAGE 2016

Officer	Badge No.	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Putzke	40	32,687	33,343	34,544	34,925	36,057	36,696	37,339	38,461	39,062			
Hoerig	41	111,075	112,187	112,215	114,660	117,750	120,468	123,290	126,681	128,311			
Kuklinski	43	20,340	23,200	25,160	27,840	30,505	34,280	36,440	39,250	43,230			
Colhouer	45	102,600	104,999	108,450	111,505	114,509	116,000	118,145	121,555	124,444			
Ward	47	111,392	112,282	114,679	116,341	118,649	119,622	121,822	122,370	123,041			
Guenther	49	101,847	103,982	105,388	107,155	109,597	111,497	112,620	113,825	115,810			
Cody	51	47,187	50,718	54,377	55,939	59,177	62,748	65,639	67,300	69,174			
Holdorf	52	64,952	65,480	66,064	67,150	67,779	68,438	68,920	69,730	70,248			
Kiener	53	138,828	1,382	2,479	3,965	5,545	7,100	8,371	9,750	11,657			
Manning	54	129,155	130,375	132,000	133,550	135,550	137,000	138,888	140,001	140,240			
Thompson	55	47,876	51,584	54,600	57,310	60,972	63,463	66,217	69,274	72,250			
Schroeder	56	83,750	86,521	88,483	91,237	93,669	96,921	97,741	99,250	101,580			
Crump	57	40,656	41,376	41,390	41,521	42,722	43,935	43,763	44,821	45,487			
Podoll	60	117,843	119,189	120,364	122,872	124,432	126,428	127,531	129,305	131,873			
Preuss	61	113,342	116,128	120,845	124,302	127,210	129,243	132,481	135,955	138,873			
Vande Kolk	62	98,157	101,070	103,190	105,867	108,662	111,762	114,761	116,060	118,699			
Prachel	64	83,718	86,442	89,155	91,643	94,643	97,157	100,378	103,305	105,807			
Dodge Ram		93,653	93,653	93,821	93,960	94,010	94,256	94,606	95,031	95,592			
Transport Van		193,630	194,721	197,271	199,054	200,088	201,421	202,487	203,784	204,615			

Accidents and Complaints for Patrol

2016	Thompson	Kiener	Preuss	Guenther	Manning	Prachel	Hoerig	Vande Koik	Colhouer	Cody	Kuklinski	Schroeder	Total	Avg/Officer
Jan	19	22	26	20	3	36	0	25	22	22	26	27	248	23
Feb	27	16	20	14	9	29	0	34	20	19	22	29	239	22
March	18	11	25	13	20	21	12	15	23	8	20	10	196	16
April	22	18	33	15	25	25	23	24	30	4	23	31	273	23
May	34	27	25	21	24	39	31	25	25	25	20	34	330	28
June	14	21	19	4	34	35	43	24	25	28	23	21	291	24
July	27	18	41	15	39	61	40	24	31	19	12	26	353	29
Aug	23	14	42	29	12	43	38	26	26	11	31	10	305	25
Sept	22	28	23	24	0	30	30	21	34	18	40	31	301	25
Oct													0	0
Nov													0	0
Dec													0	0
Total	206	175	254	155	166	319	217	218	236	154	217	219	2536	215
Avg/Month	23	19	28	17	18	35	24	24	26	17	24	24	282	24

Paper Service for Patrol

2016	Thompson	Kiener	Preuss	Guenther	Manning	Prachel	Hoerig	Vande Koik	Colhouer	Cody	Kuklinski	Schroeder	Total	Avg/Officer
Jan	10	3	3	8	0	2	0	3	0	0	7	2	38	3
Feb	13	2	4	0	2	1	0	5	2	0	9	0	38	38
March	3	1	0	7	3	6	1	4	1	2	5	0	33	3
April	6	0	3	4	3	0	3	9	3	0	4	6	41	3
May	7	0	4	5	0	3	3	2	1	3	4	2	34	3
June	2	3	4	2	4	3	6	2	1	4	5	1	37	3
July	8	1	2	4	0	0	2	4	3	2	0	3	29	2
Aug	2	1	5	4	1	4	8	3	1	3	5	0	37	3
Sept	3	6	1	6	1	3	1	2	3	3	3	0	32	3
Oct													0	0
Nov													0	0
Dec													0	0
Total	54	17	26	40	14	22	24	34	15	17	42	14	319	62
Avg/Month	6	2	3	4	2	2	3	4	2	2	5	2	35	7

Citations for Patrol

2016	Thompson	Kiener	Preuss	Guenther	Manning	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total	Avg/Officer
Jan	9	2	4	7	11	27	0	4	6	8	4	9	91	8
Feb	13	0	6	6	8	15	0	10	19	5	7	13	102	9
March	28	2	11	1	10	14	8	11	12	12	9	3	121	10
April	15	2	9	2	14	15	11	18	12	3	11	19	131	11
May	37	1	9	9	22	23	24	22	15	21	16	6	205	17
June	21	1	17	11	25	25	9	10	10	15	4	12	160	13
July	35	5	13	2	39	24	19	23	1	16	12	8	197	16
Aug	41	1	27	5	23	16	14	7	17	10	17	15	193	16
Sept	50	2	13	4	1	18	21	23	20	6	13	9	180	15
Oct													0	0
Nov													0	0
Dec													0	0
Total	249	16	109	47	153	177	106	128	112	96	93	94	1380	116
Avg/Month	28	2	12	5	17	20	12	14	12	11	10	10	153	13

Warnings for Patrol

2016	Thompson	Kiener	Preuss	Guenther	Manning	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total	Avg/Officer
Jan	18	0	2	4	7	50	0	13	2	17	15	22	150	14
Feb	59	2	7	10	10	24	0	10	18	18	16	17	191	17
March	44	3	11	4	16	23	25	11	25	26	7	15	210	18
April	39	2	7	5	27	31	22	19	34	9	15	34	244	20
May	56	1	20	16	16	29	73	27	23	44	20	16	341	28
June	36	12	16	10	16	65	52	10	15	28	5	15	280	23
July	48	7	26	6	26	49	40	24	9	35	12	16	298	25
Aug	47	0	50	10	11	27	37	9	38	13	17	13	272	23
Sept	44	3	20	12	0	34	39	35	45	10	17	5	264	22
Oct													0	0
Nov													0	0
Dec													0	0
Total	391	30	159	77	129	332	288	158	209	200	124	153	2250	190
Avg/Month	43	3	18	9	14	37	32	18	23	22	14	17	250	21

Year to Date Totals - Accidents, Complaints, Paper Service, Citations and Warnings for Patrol

2016	Thompson	Kiener	Preuss	Guenther	Manning	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total	Avg/Officer
Total Annual Contacts	900	238	548	319	462	850	635	538	572	467	476	480	6485	590
Avg. per Month	100	26	61	35	51	94	71	60	64	52	53	53	721	66

BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS

2016	Thompson	Kiener	Preuss	Guenther	Manning	Prachel	Hoerig	Vande Kolk	Collhouer	Cody	Kuklinski	Schroeder	Total	Avg/Officer
Jan								2					2	0
Feb									1				0	0
March											1		1	0
April				1				3					5	0
May	1			2	7			7	4		4		35	3
June	2	3	6					8			1		21	2
July	12										5		8	1
Aug	2			1				3			2		9	1
Sept	3			1									0	0
Oct													0	0
Nov													0	0
Dec													0	0
Total	20	3	6	5	7	0	0	23	5	0	13	0	82	7
Avg/Month	5	1	2	1	2	0	0	6	1	0	3	0	21	2

Arrests for Detectives

2016	Holdorf	Crump	Ward	Roky	Tess
Jan	1	0	1	1	0
Feb	1	0	3	2	0
March	0	0	1	3	1
April	0	0	3	3	2
May	0	0	1	4	1
June	1	3	5	0	1
July	2	0	0	1	2
Aug	0	0	0	3	3
Sept	4	0	0	3	0
Oct					
Nov					
Dec					
Total	9	3	14	20	10
Average	1	0	2	2	1

Accidents and Complaints for Detectives

2016	Holdorf	Crump	Ward	Roky	Tess
Jan	3	3	3	9	4
Feb	0	3	3	9	3
March	2	0	3	5	3
April	3	0	1	8	7
May	3	5	3	12	8
June	4	3	2	4	3
July	4	1	2	9	8
Aug	1	1	3	11	10
Sept	1	1		10	4
Oct					
Nov					
Dec					
Total	21	17	20	77	50
Average	2	2	2	9	6



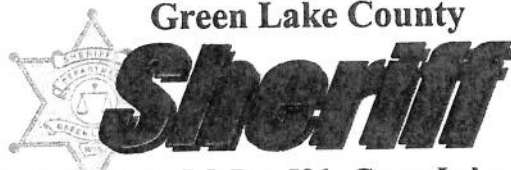
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**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of September 2016**

Deputy contacts for this month	786
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Types of Contacts this month	Number of Contacts
Adult Transport	35
Agency Assist, Mutual Aid	35
Medical Emergency	32
Car/Deer Accident	26
911 Follow up	23
Citizen Assist	16
Suspicious Person/Circumstance	14
Records Check	12
Animal Problem	11
Lockout	11
Alarm	10
K-9 Assist	9
Traffic Violation	9
Burglary	6
PI - Traffic Accident, w/Injuries	6
Traffic Patrol Requested	6
Vandalism	6
Controlled Substance Problem	5
Fire	5
OWI Alcohol/Drugs	5
PI - Traffic Accidents Damage	5
Theft	5
Wanted Person	5
Fraud	4
Traffic Hazard	4
Traffic Misc.	4
Welfare Check	4
Custodial Interference	3
K9 Person Charged	3
Noise Complaint	3

Sheriff Mark A. Podoll



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Types of Contacts this month continued

Open Door	3
Tresspassing	3
Animal Noise	2
Disturbance	2
Fireworks	2
Information Report	2
K9 School Search	2
Lost Property	2
Miscellaneous	2
Offender Release Authorization	2
Drugged Driving	2
Threatening	2
Bail Jumping	1
Boat Complaint	1
Car/Deer No Officer Sent	1
Citizen Dispute	1
Dead Body	1
Disorderly Conduct	1
Drugs - Agency Assist	1
Family Fight	1
Found Property	1
Harassment	1
House Check	1
Check on Huber Inmate	1
Internal Invest	1
Juvenile Transport	1
Obstructing	1
Probation/Parole Violation	1
Property Damage	1
Sex Assault	1
Sex Offense	1
Warrant Pick up out of County	1

GREEN LAKE COUNTY JAIL MONTHLY STATISTICS

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL HUBERS TRANSFERRED
Jan-16	53	8	\$3,381.60	7	40	4142	0	0
Feb-16	58	9	\$4,541.44	8	42	4258	0	1
Mar-16	55	9	\$7,387.38	9	42	4015	0	1
Apr-16	54	8	\$5,838.59	9	46	4192	1	0
May-16	47	9	\$5,473.99	10	38	3867	0	2
Jun-16	55	9	\$4,992.92	11	43	4148	0	2
Jul-16	57	11	\$5,145.00	13	46	4780	0	3
Aug-16	55	9	\$3,756.17	12	45	4520	0	2
Sep-16	55	10	\$4,095.03	9	43	4328	1	1
Oct-16								
Nov-16								
Dec-16								
Totals	489	82	\$44,612.12	88	385	38250	2	12
Average	54.3	9.1	\$4,956.9	9.8	42.8	4250.0	0.2	1.3

ADP- Average daily population

Huber- Average number of hubers housed for that month

Huber Income- Amount paid by huber inmates for the month

Female- Average number of females held that month

Lockdown- Average number of male inmates held that month

Meals- Number of meals served that month

EMP- Number of inmates on electronic monitoring

GL Hubers transferred- Number of Green Lake inmates serving their sentence in another county as a huber transfer



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**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of September 2016
 Correctional Facility**

Average Daily Population in the Jail for this month	54
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Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Drug related	21
Probation/Parole	19
Burglary	18
Theft	15
Warrants	13
Obstructing	6
Receive/Posses Stolen Property	6
Weapons Offense	6
Sex Offense	5
Assault	3
Disorderly Conduct	3
DUI	3
Resisting	3
Child Abuse	1
Destruct/Damage/Vandalize	1
Traffic Offense	1

Sheriff Mark A. Podoll