



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 11/02/17**

**Amended\* Post Date: 11/03/17**

**Amended\*\* Post Date: 11/08/17**

**The following documents are included in the packet for the  
Judicial Law Committee on November 8, 2017:**

- 1) Agenda
- 2) Draft minutes from 10/11/17
- 3) Correspondence **\*\*one additional**
- 4) **\*\* Purchase Requests**
- 5) Resolution Creating one Chief Deputy position and Eliminating one Court Records Clerk position in the Clerk of Circuit Court Office  
**\*with updated fiscal note**
- 6) Department Reports
- 7) Monthly Sheriff Reports



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

## Judicial/Law Enforcement and Emergency Management Committee

### Meeting Notice

**Date: November 8, 2017 Time: 5:00 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### 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: 10/11/17
6. Public Comments 3 Min Limit
7. Correspondence
8. Purchase Requests
9. 2018 Budget
10. Resolutions/Ordinances
  - Creating one Chief Deputy position and Eliminating one Court Records Clerk position in the Clerk of Circuit Court Office
11. Department Related Reports
  - Clerk of Courts
  - Circuit Court/Register in Probate
  - District Attorney
  - Coroner
  - Emergency Management
  - Sheriff's Office
12. Budget Adjustments
13. Monthly Sheriff Reports
14. Expense & Revenue Monthly Reports
15. Lexipol Law Enforcement Policy and Procedure
  - 1020 Personnel Complaints
  - 340 Standards of Conduct
  - 514 Impaired Driving
  - 310 Officer-Involved Shootings and Deaths Committee Discussion
16. Future Meeting.Dates: Regular Meeting December 13, 2017, at 5:00 pm
17. Future Agenda items for action & discussion:
18. Adjourn

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

**October 11, 2017**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Michael Starshak at 5:00 PM on October 11, 2017 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 - Chairman  
Larry Jenkins – Vice Chairman  
Sue Wendt  
Peter Wallace

Others Present:

Dawn Klockow, Corp. Counsel  
Lori Evans, Admin. Ass't to Sheriff  
Amanda Thoma, Coroner

Mark Podoll - Sheriff  
Gary Podoll – Emergency Management

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by the group.

## **AGENDA**

*Motion/Second (Jenkins/Wallace)* to approve the agenda. All Ayes. Motion carried.

## **MINUTES**

*Motion/Second (Wallace/Wendt)* to approve the minutes of the September 13, 2017 as presented All Ayes. Motion carried.

## **PUBLIC COMMENTS**

None

## CORRESPONDENCE

Informational letter from the DNR stating that the DNR car killed deer program has ended as of September 23, 2017 and an e-mail from Chief Deputy Putzke regarding the same.

E-mail from Communications Sgt. Sheila Pulice sharing reviews from our Sheriff's Office Facebook page.

E-mail from Communications Sgt. Dave Cornelius recognizing Communications Officer Cassie Kohn for walking a caller through CPR, making a positive difference in the outcome of the call.

E-mail from Berlin EMS Director Lenny Langkau passing along Kudos to Law Enforcement for the great job they did on September 12 regarding their response, use of protective gear and preparations to administer Narcan on a confirmed heroin overdose call. The training is working, they did a great job.

Thank you from Cindy Sullivan with a donation of \$25 in appreciation for Officer Jeremiah Hanson's assistance in unlocking their wheelchair van.

Thank you to Lori Evans from Jenice Mischler, our new Inmate Educator, for Lori's help, expertise, professional feedback and attention to detail in the administrative process for her hiring. Jenice is looking forward to being a part of our progressive corrections program.

Thank you to Lori Evans from the Front Office Staff of the Portage County Sheriff's Office for her help running the round table discussion and training on inmate medical billing at the annual Wisconsin Sheriff's Administrative Professionals meeting held in Stevens Point in September.

Thank you from Mike Timm for our assistance in the funeral procession for his Grandmother's funeral. He proclaimed that Law Enforcement are truly heroes.

## PURCHASE REQUESTS

None

## RESOLUTIONS/ORDINANCES

None

## Training Request

Training request was in the packet from Coroner Amanda Thoma for her and Deputy Coroner Rachel Merrick to attend the WI Coroner's and ME's Association annual conference at the Osthoff Resort in Elkhart Lake on October 23-25. **Motion/Second (Wallace/Wendt** to approve the request. All Ayes. Motion carried

## DEPARTMENT RELATED REPORTS

Written reports were included in the packet from the Sheriff's Office, Emergency Management Director and Coroner's Office. In addition to that, Emergency

Management Director Gary Podoll reported that the WEMA Conference that he is currently hosting at the Heidel House is going very well.

## **2018 Budgets**

Chairman Starshak stated that County Board Supervisors would soon be getting the 2018 Budget books. The Committee did not receive complete budgets from all of the Jud/Law Departments prior to the book being published. In the future he would like to see the completed budgets sooner. This year was challenging due to the new procedure and the County Administrator being on extended sick leave during the process.

## **BUDGET ADJUSTMENTS**

None

## **MONTHLY SHERIFF REPORTS**

The monthly Sheriff's reports were reviewed and accepted.

## **EXPENSE AND REVENUE MONTHLY REPORTS**

The monthly expense and revenue reports were reviewed and accepted.

## **LEXIPOL**

The following Lexipol policies were included in the packet and reviewed by the Committee at the meeting. Both were deferred to the next meeting.

340 – Standards of Conduct

514 – Impaired Driving

## **COMMITTEE DISCUSSION**

None

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

The next regular meeting is set for November 8, 2017 at 5:00 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

## **ADJOURN**

*Motion/Second (Wendt/Wallace)* to adjourn. All Ayes. Motion carried. Meeting adjourned 5:18 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

BRAD D. SCHIMEL  
ATTORNEY GENERAL

Paul W. Connell  
Deputy Attorney General

Delanie M. Breuer  
Chief of Staff

Division of Law Enforcement Services  
State Crime Laboratory - Madison

4626 University Avenue  
Madison, WI 53705-2156  
608/266-2031  
TTY 1-800-947-3529  
FAX 608/267-1303

October 20, 2017

Green Lake County Sheriff's Office  
Attn: Sheriff Podoll  
571 County Road A  
P.O. Box 586  
Green Lake, WI 54941

Dear Sheriff Podoll:

I would like to personally thank you for your efforts and continued partnership in making Wisconsin a safer place. The collection of offender DNA samples continues to enhance law enforcement's ability to solve crimes, identify perpetrators, clear the innocent, convict the guilty, and ultimately prevent countless serious crimes from occurring. In concert with your efforts, the Department of Justice (DOJ) is continuously striving to reduce DNA analysis time with effective use of personnel, proper policies, and acquiring the latest technologies.

Since 2014, there has been a 205% increase in the number of offender samples received by the DNA Databank. Subsequently, in 2016, a total of 904 investigative leads were reported out by the Wisconsin DNA Databank. This exceeds the highest number of annual investigative leads in the history of the State (692 leads, 2010). Importantly, offender DNA samples from misdemeanants accounted for over a fifth of the investigative leads provided. Further, approximately 30% of the investigative leads provided to law enforcement involved high priority or public safety threats (sexual assaults, homicides, etc.). Importantly, 2017 is on track to be another record setting year with 506 investigative leads issued as of June 30.

Enclosed please find a check for offender DNA samples collections from your agency during FY17 (July 1, 2016 to June 30, 2017). Samples collected in error (duplicates, recollections, and non-compliant samples) are not reimbursable. If you have any questions or concerns, please contact Nicole Roehm, Director Wisconsin State Crime Laboratory Bureau, at (414) 216-8769.

Thank you for the remarkable work you and your staff do every day to make Wisconsin a safer place.

Sincerely,

Tony Barthuly  
Administrator  
Division of Law Enforcement Services

## Evans, Lori

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**From:** Putzke, Mark  
**Sent:** Thursday, October 12, 2017 7:42 AM  
**To:** Evans, Lori; Holdorf, Chad  
**Cc:** Podoll, Mark  
**Subject:** FW: 1st National Bank Team Day Venue - October 9

Nice work Chad!  
I'll place this in your employee file.

Lori – for next committee.

Mark P. Putzke  
Chief Deputy Sheriff  
Green Lake County Sheriff's Office

**From:** Holdorf, Chad  
**Sent:** Thursday, October 12, 2017 6:06 AM  
**To:** Putzke, Mark <[mputzke@co.green-lake.wi.us](mailto:mputzke@co.green-lake.wi.us)>  
**Subject:** FW: 1st National Bank Team Day Venue - October 9

Mark,  
Here are a couple of emails from active shooter training the other day, for the file:  
Thanks  
Chad

**From:** Theresa Weckwerth [<mailto:tweckwerth@myfirstnational.com>]  
**Sent:** Tuesday, October 10, 2017 8:10 AM  
**To:** Sandy Soda <[ssoda@myfirstnational.com](mailto:ssoda@myfirstnational.com)>; Holdorf, Chad <[choldorf@co.green-lake.wi.us](mailto:choldorf@co.green-lake.wi.us)>  
**Cc:** [kblock@berlinpd.com](mailto:kblock@berlinpd.com); Podoll, Mark <[mpodoll@co.green-lake.wi.us](mailto:mpodoll@co.green-lake.wi.us)>  
**Subject:** RE: 1st National Bank Team Day Venue - October 9

Agreed. You did an amazing job and got our people engaged and thinking about how they would react. Thank you so much! I will pass along any questions that come in. Many employees came up to thank me yesterday and even yet this morning for the presentation.

Have a great day.

Theresa

**From:** Sandy Soda  
**Sent:** Tuesday, October 10, 2017 7:38 AM  
**To:** Holdorf, Chad <[choldorf@co.green-lake.wi.us](mailto:choldorf@co.green-lake.wi.us)>; Theresa Weckwerth <[tweckwerth@myfirstnational.com](mailto:tweckwerth@myfirstnational.com)>  
**Cc:** [kblock@berlinpd.com](mailto:kblock@berlinpd.com); Podoll, Mark <[mpodoll@co.green-lake.wi.us](mailto:mpodoll@co.green-lake.wi.us)>  
**Subject:** RE: 1st National Bank Team Day Venue - October 9

Good Morning Chad,

Theresa can speak for herself, but I'd like to say that I thought you did a fantastic job with your presentation yesterday. Everyone was tuned in. You could have heard a pin drop in that room while you were talking. We know they were listening because the humor you added caused everyone to laugh and kept the mood from becoming dark and somber. You did exactly as we asked you to and people were impressed with your presentation. I heard a lot of positive comments. I can't thank you enough for your assistance in this area. What you do is so important and so much appreciated!!!

Have a wonderful day.

Sandy

**Sandy Soda**  
Senior Vice President of Human Resources

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**1<sup>st</sup> National Bank**

855.876.1500 | 920.354.4105 | cell: 920.948.7615

Fax: 920.273.6198

[MyFirstNational.com](http://MyFirstNational.com) | [Get Social](#)



**Evans, Lori**

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**From:** Putzke, Mark  
**Sent:** Thursday, October 12, 2017 8:40 AM  
**To:** Podoll, Mark; Evans, Lori  
**Subject:** FW: Deputy assistance / October 10, 2017

10-43

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**From:** Klockow, Dawn  
**Sent:** Tuesday, October 10, 2017 11:31 AM  
**To:** Putzke, Mark <mputzke@co.green-lake.wi.us>  
**Subject:** RE: Deputy assistance / October 10, 2017

Chief,

Thank you for assigning Sgt. Kiener to help Krista and I today on our site inspection. He was very helpful to us obtaining VIN#s during our inspection.

We definitely felt safer with law enforcement present.

*Regards,*

*Dawn*

Dawn N. Klockow  
Green Lake County  
Corporation Counsel

571 County Road A  
P.O. Box 3188  
Green Lake, WI 54941-3188  
920-294-4067  
920-294-4069 fax

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**CLIENTS SHOULD NOT FORWARD THIS EMAIL TO OTHERS. DOING SO RISKS LOSS OF ATTORNEY-CLIENT PRIVILEGE FOR THESE COMMUNICATIONS.**

To the four police officers  
and two paramedics that  
came to my "rescue" on  
9/1/17. My family is very  
grateful. Thank you for  
treating me with compassion  
and respect. It is good to  
know we have people like  
you to protect us. Many  
thanks again.

Sincerely,  
Laurie Gramse,

GREGORY J. POTTER  
Chief Judge  
Wood County Circuit Court, Branch 1  
PO Box 8095  
Wisconsin Rapids, WI 54495-8905  
Email: Gregory.Potter@wicourts.gov  
Telephone: (715) 421-8520

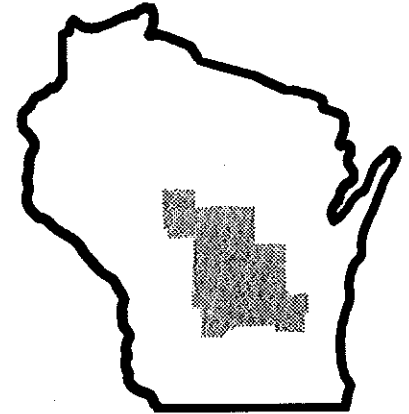
STATE OF WISCONSIN

## SIXTH JUDICIAL DISTRICT

3317 BUSINESS PARK DRIVE, SUITE A  
STEVENS POINT, WISCONSIN 54482

GUY DUTCHER  
Deputy Chief Judge  
Waushara County Circuit  
P.O. Box 508  
Wautoma, WI 54982-0508  
Email: Guy.Dutcher@wicourts.gov  
Telephone: (920) 787-0448

FAX: (715) 345-5297  
TTY Users: Call WI TRS at 1-800-947-3529  
District6.Office@wicourts.gov



RON LEDFORD  
District Court Administrator  
3317 Business Park Drive, Suite A  
Stevens Point, WI 54482  
Email: Ron.Ledford@wicourts.gov  
Telephone: (715) 345-5295

October 30, 2017

### Regarding: **The Creation of a Chief Deputy Clerk of Court Position in Green Lake County**

I have been advised that Green Lake County is considering the creation of a Chief Deputy Clerk of Court position. I support that idea wholeheartedly and ask you to consider the following as you move this concept forward.

I have been an executive manager in various court systems for 35+ years with experience in small-rural and large-urban court systems with budgets ranging from a few hundred thousand dollars to over \$6,000,000 with staffing levels from 5-to-100 people. In each, I had a chief deputy clerk that was not only invaluable to me as the senior executive in the office but to the county and the justice system as a whole.

Because of best business practices and from decades of practical experience, please understand chief deputy clerks play a vital role in the justice system because...

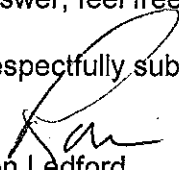
- ... they are generally knowledgeable about everything that may impact the clerk's office and can speak for the clerk when the clerk of court is not available
- ... like sergeants in the military, they turn policy into action by ensuring office policies and goals are implemented and catered to
- ... they are often the most vital communication link between line staff and the elected official
- .... they solve problems for the courts, litigants, the public and the staff
- ... they provide a support function for staff such as dealing with unhappy customers
- ... they are generally able to "run" the clerk of court office in the event of some type of long term vacancy of the clerk of clerk
- ...they provide continuity in the clerk's office during times of transition

**In summary**, having a chief deputy clerk of court makes a system more effective, efficient and economical in numerous ways. Chief Deputies add value! Please don't fall into the old adage... *we've never had one in a 100 years, why do we need one now?* True, but your momma's Chevrolet isn't today's Chevrolet.

Things are changing at many levels. The clerks office is very complex and is growing increasingly more complex as the courts move further and further into technology and paperless court systems. From business processes to customer service to day-to-day demands, clerks offices have changed. The need for a chief deputy clerk is more pressing and more needed than ever before.

I ask you support the need for a deputy clerk of court and if you have any questions that I may answer, feel free to contact me at 715-345-5295.

Respectfully submitted,



Ron Ledford  
DCA

Sheriff's Office -

Thank you for participating  
in our Annual Trunk or  
Treat at Peace Lutheran.  
We appreciate your help  
in making this  
event a success.

Peace Lutheran Outreach  
Committee

## Request for Purchase Approval

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**Item to be purchased:** Partition for Squad

**Sheriff's Recommendation:** To Purchase it from Havey Communications

**Account Name and Number:** 17-101-09-52150-810-003

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** November 8, 2017

**Property and Insurance Approval Date:** December 5, 2017

**Reason for Purchase:** Partitions front and back seats for transports in a squad.  
Former partition didn't fit.

**Bid Information each:** Havey Communications – Squad Vendor - \$1,709.00



28835 Herky Drive, Suite #117  
 Lake Bluff, IL 60044

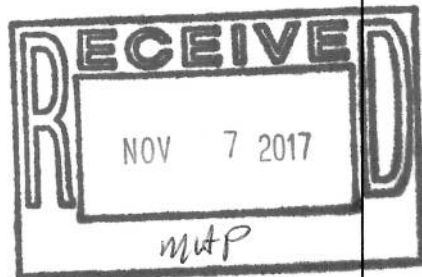
# QUOTE

NAME / ADDRESS
<b>Green Lake Sheriff's Dept.</b> <b>571 County Road A</b> <b>Green Lake WI 54941</b> <b>Attn: Sheriff Podoll</b>

DATE	QUOTE NUM...
11/6/2017	5134

PROJECT

ITEM/SERVICE	DESCRIPTION	QTY	COST	TOTAL
NTSI	Setina K-9/Prisoner Transport System. Includes Partition, Barrier, Mounting Kit & Frames for Dodge RAM.	1	1,709.00	1,709.00
Delivery/UPS	In-Bound Truck Freight Charges	1	239.00	239.00



<b>TOTAL</b>	<b>\$1,948.00</b>
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Phone #	Fax #	E-mail	Web Site
847-816-3737	847-367-0000	mhavey@msn.com	www.haveycommunications.com

# Request for Purchase Approval

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**Item to be purchased:** Truck Toppers (2)

**Sheriff's Recommendation:** To Purchase them Lakeland Sports Center

**Account Name and Number:** 17-101-09-52150-810-003

**Governing Committee:** Judicial and Law Enforcement

**Governing Committee Approval Date:** November 8, 2017

**Property and Insurance Approval Date:** December 5, 2017

**Reason for Purchase:** To provide protection and storage for equipment in the squads.

**Bid Information each:**

Lakeland Sports Center	-	\$1,369.00
Leer		\$1,549.00



Lakeland Sports Center, Inc.  
 Manufacturer of Lakeland Truck Caps  
 W7661 Plank Road  
 Greenbush, WI 53026

# Sales Order

Date	S.O. No.
11/6/2017	18239

Phone: 920-526-3214  
 Fax: 920-526-3688  
 Website: www.lakelandtruckcaps.com

Name / Address
Green Lake County Sheriff Department 571 Cty Road A Green Lake, WI 54941

*Proudly Celebrating Over 40  
 Years in Business*

Vin#	Rep	P.O. No.	Terms	Customer Phone
	Tom		Due on rece...	920-294-4000

Item	Description	Quantity	Price	Amount	To Pick
21.D14PPAR	09-C Dodge Ram 5.7 Box Predator Cap- PAR Max Steel	2	1,369.00	2,738.00T	0
21.Power Truck Cap Door Lock	Lock, Inside Handle, 2 Cables and Power Kit - Load N Lock	2	199.00	398.00T	2
Installation Package/Shipping	Clamps, Wiring Harness, Gasket Seal, Labor and Shipping	2	45.00	90.00T	0
Discount Fiberglass Cap/Lid-	Free install	2	0.00	0.00T	0
21.PMXTAILGATESEAL	Tailgate Sealing Gasket - ProMaxx	2	29.95	59.90T	0
<b>Thank you for your order.            You will be contacted when your order is complete.            (Allow approx. 10-15 production days for Truck Caps and Lids)            Down Payments are non-refundable.</b>			<b>Subtotal</b>	\$3,285.90	
			<b>Sales Tax (0.0%)</b>	\$0.00	
			<b>Total</b>	\$3,285.90	

"Motor vehicle repair practices are regulated by chapter ATCP 132, Wis. Adm. Code, administered by the Bureau of Consumer Protection, Wisconsin Dept. of Agriculture, Trade and Consumer Protection, P.O. Box 8911, Madison, Wisconsin 53708-8911."

"THIS PRICE FOR THE AUTHORIZED REPAIRS WILL NOT BE EXCEEDED IF THE MOTOR VEHICLE IS DELIVERED TO THE SHOP WITHIN 5 DAYS."

All Sales are final. Down payments are non refundable.

Signature \_\_\_\_\_

THIS IS NOT AN INVOICE - DO NOT REMIT PAYMENT

## Leer 100R



**\$1,549.00 - \$1,649.00**

✓ In stock

Rugged, reliable, and cost-effective, the famous LEER 100R is a great way to protect your pickup truck and the cargo you carry. Take advantage of LEER's long list of options to add the special features and functions you want.

### DETAILS

Rugged, reliable, and cost-effective, the famous LEER 100R is a great way to protect your pickup truck and the cargo you carry. Take advantage of LEER's long list of options to add the special features and functions you want.

Insulated roof

**RESOLUTION NUMBER -2017**

**Creation of One Chief Deputy Position and eliminate one Court Records Clerk Position in the Clerk of Courts Office**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting begun on the 14<sup>th</sup> day of November 2017, does resolve as follows:

- 1 **WHEREAS**, the Clerk of Circuit Court has reviewed the needs of the office and has
- 2 determined that the creation and appointment of a Chief Deputy Clerk position will
- 3 enhance the management of the Clerk of Courts Office; and,
- 4 **WHEREAS**, the position of Chief Deputy Clerk is recommended by District Court
- 5 Administration; and,
- 6 **WHEREAS**, the position of Chief Deputy Clerk will have additional supervisory and
- 7 financial duties, and in the absence of the Clerk of Court would have the statutory
- 8 authority to act as the Clerk of Court until the Clerk of Court returns.

Fiscal note is attached.  Approved by Finance  Disapproved by Finance

Approved by Personnel  Disapproved by Personnel

Majority vote is needed to pass.

Roll Call on Resolution No. -2017

Submitted by Judicial/Law Enforcement & Emergency Management Committee:

Ayes , Nays , Absent , Abstain 0

Passed and Adopted/Rejected this 14th day of November 2017.

\_\_\_\_\_  
Michael Starshak, Chair

\_\_\_\_\_  
Larry Jenkins, Vice-chair

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Sue Wendt

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Peter Wallace

\_\_\_\_\_  
Corporation Counsel

9     **WHEREAS**, the Chief Deputy Clerk, in addition to supervisory duties, will still perform  
10 the duties of a Court Records Clerk; and,

11     **WHEREAS**, the job description for Chief Deputy Clerk is attached hereto and approved.

12     **NOW THEREFORE BE IT RESOLVED** that the Green Lake County Board of  
13 Supervisors hereby eliminates one position of Court Records Clerk, effective December  
14 31, 2017.

15     **BE IT FURTHER RESOLVED** that the Green Lake County Board of Supervisors hereby  
16 creates one position of Chief Deputy Clerk effective January 1, 2018.

**GREEN LAKE COUNTY  
PERSONNEL COSTS**

DEPARTMENT: CLERK OF COURT

\*round off all totals to the nearest dollar

JOB TITLE	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE	TOTAL
<b>NEW POSITION PROPOSED - Pay Group 12:</b>										
CLERK OF COURT CHIEF DEPUTY	22.05	2080	\$ 45,864		\$ 3,073	\$ 3,509	\$ 17,441	\$ 111	\$ 24,133	\$ 69,997
<b>OLD POSITIONS VACATED - Pay Group 13:</b>										
CRT RECORDS CLERK	20.77	2080	\$ 43,202		\$ 2,895	\$ 3,305	\$ 17,441	\$ 111	\$ 23,751	\$ (66,953)
<b>Grand Total</b>										\$ 3,044

Wisconsin Retirement  
General Employee - 0.0670

Social Security 0.0765

2018 Health Insurance  
% CoShare  
Single \$8,446.27  
Limited \$17,440.50  
Family \$22,484.18

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** CHIEF DEPUTY CLERK OF COURT

**DEPARTMENT:** CLERK OF CIRCUIT COURT

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** CLERK OF CIRCUIT COURT

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### **SUMMARY:**

The Chief Deputy Clerk of Circuit Court serves as the principle Deputy of the office and assumes the authority of the office in the absence of the Clerk of Circuit Court. Under limited supervision, the Chief Deputy Clerk of Court performs a wide variety and highly responsible clerical work requiring individual judgment, initiative, and thorough familiarity with court operations. Assists the Clerk of Court in the discharge of the duties of the office. Performs related duties as required.

### **DUTIES AND RESPONSIBILITIES:**

#### **Chief Deputy Duties and Responsibilities:**

- Responsibility for overall management of the office in the absence of the Clerk of Court.
- Assists the Clerk of Court in planning, directing, supervising, and evaluating the operation of the office.
- Attends various trainings or meetings as directed by the Clerk of Court.
- Assists with establishing and implementing departmental policies and operational procedures.
- Assist in preparing monthly and annual reports including those required for county and state agencies.
- Serves as the Network Administrator and Supervisor for the CCAP computer system. Is the liaison between CCAP and Green Lake County.
- Assists in training of new employees within the office.
- Responsible for financial aspects of office including doing adjustments, disbursements and month end work.
- Signs checks with co-signature of Clerk of Court.
- Transmit required records to the Court of Appeals.

#### **General Duties:**

- File court cases of all case types in the Consolidated Courts Automation Program (CCAP) and maintain the status of these cases in said program. Able to determine when a court case is acceptable for filing including knowledge of the appropriate filing fees.

- Maintain a court record of the parties' names, attorneys, and a brief statement of the nature of the action in every civil and criminal action or proceeding.
- Maintain and update court records in every action or proceeding as to the dates of hearings, motions, objections, scheduling instructions, filing deadlines, court orders and the disposition of each case type.
- Prepare and interpret minutes from court proceedings. Proceed accordingly on all orders/directives issued by the Court.
- Prepare cases and documents necessary for court proceedings.
- Maintain a judgment and lien docket of all money judgments, transcripts of judgments, and lien dockets of other Wisconsin and federal courts, warrants for unemployment and delinquent tax or income liens.
- Computer operation – CCAP program, Microsoft Word, Excel.
- Set up court calendars and arrange for notification to the appropriate agencies.
- Jury management – issue summons to jurors; assist Clerk in preparing the courtroom for jury trial; prepare vouchers for payment of jurors, bailiffs, misc. expenses; annual juror qualification.
- Customer service – assist customers at the counter; answer the telephone; handle requests for information; mail.
- Docket and satisfy tax warrants issued by the State of Wisconsin.
- Reads and comprehends Wisconsin Statutes pertaining to the legal and court system.
- Issue and cancel warrants, injunctions, no contact orders and timely contact the appropriate agencies and parties.
- Carry out instructions given by the Judge during court proceedings.
- Receipt monies, prepare deposits and financial reports.
- Exhibit management.
- Work with Department of Corrections, Division of Probation and Parole, Law Enforcement Agencies, District Attorney's Office, Family Court Commissioner, Child Support Agency and others to maintain accurate information regarding cases and work towards optimal communication with all agencies that interact with the Circuit Court.
- Perform all other duties that are requested by the Clerk of Circuit Court that are required, by law.

### **SKILLS AND ABILITIES:**

- Excellent knowledge of office terminology and practices, procedures, equipment, and of business Math and English.
- Ability to classify, compute, and tabulate data, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information.
- Ability to utilize a variety of advisory data and information such as court calendars/schedules, various state court administrative publications, court notices,

motions, stipulations, court orders, judgments, satisfactions, Wisconsin Statutes, computer software manuals, recordkeeping manuals, procedures, and guidelines .

- Good knowledge of court proceedings.
- Knowledge, understanding, and ability to use Microsoft Word and Excel.
- Ability to keyboard at a reasonable rate of speed.
- Ability to get along well with others.
- Ability to make sound decisions in accordance with laws, regulations, and established procedures.
- Good judgment, tact, courtesy.

**QUALIFICATIONS:**

**EDUCATION:** High School diploma is required.

**EXPERIENCE / JOB KNOWLEDGE:** A minimum of five years employment in an Office of Clerk of Circuit Court. Must have considerable knowledge and experience with court practices, legal documents, and legal terminology.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Up to 90% of the time is spent talking, hearing, handling objects or fingering (which includes keyboarding and writing). Walking, sitting, use far and near vision are used 95% of the time. Activities done 5% of the time include stooping, kneeling, climbing, reaching, low to medium lifting (10 to 20 pounds), carrying (10 pound objects). Crouching, balancing, bending or twisting would be required.

**ENVIRONMENTAL DEMANDS:** 100% of the time is spent indoors.

This is a public service position. Employees are required to be courteous, cooperative and respectful at all times with the public and clients. This includes establishing and maintaining courteous, cooperative and respectful working relationships 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 26, 2017





**GREEN LAKE COUNTY  
OFFICE OF THE CORONER**

Amanda Thoma, Coroner

Office: 920-294-4040 ext. 1229

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October 31, 2017

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

Dear Judicial/Law Enforcement Committee Members:

The Coroner's Office has been steadily increasing again with deaths. No autopsies have been requested for the month of October.

The Wisconsin Coroner's and Medical Examiner's Conference that was attended by myself and Deputy Coroner Rachel Merrick was very eventful from learning specific details on proper collection of entomological evidence, identification of entry and exit wounds, firearm basics, to knowledge on photographing deceased and basic camera skills; which will all be used during death investigations.

Thank you for your time.

Respectfully,

Amanda Thoma  
Coroner



**GREEN LAKE COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

*Gary V. Podoll*  
*Director*

*Office: 920-361-5416*  
*FAX: 920-361-5405*

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**DATE:** November 1, 2017

**TO:** Green Lake County Judicial/Law Enforcement and Emergency Management Committee

**FROM:** Gary V. Podoll, Emergency Management Director

**SUBJECT:** Monthly Report

1. I am working on Credentialing with the Sheriff. We will be entering in the Sheriff's Office personnel on November 9<sup>th</sup>. We will also be working on entering into the system a couple of the fire departments to make sure everything is working right. We will then schedule meetings with various agencies to instruct them on how to enter their data into the system.
2. I attended a two day Response and Recovery Course on October 9<sup>th</sup> and 10<sup>th</sup>, which was held in Green Lake. It was a very good course.
3. I attended the Wisconsin Emergency Management Association one day Conference on October 11<sup>th</sup>, which dealt with 2017 floods in the state, National Weather Service outlook for 2018 and new ideas with the weather service working closer with counties. This also was held in Green Lake.
4. I attended on October 12<sup>th</sup> a one day yearly meeting required by the Wisconsin Emergency Management for all County Directors to go over important information that is going on in Wisconsin Emergency Management.

Please, if you have any questions you can contact me at 920-290-2275.

Sincerely,

Gary V. Podoll  
Emergency Management Director  
Green Lake County



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

November 1, 2017

To Judicial and Law Enforcement Committee Members,

In October Detective Chad Holdorf presented several sessions of County-wide training on Active Shooter, getting employees to think about what they would or should do in the event this occurred in our building. This is in preparation for an actual Active Shooter drill that will be held in the Government Center on December 7<sup>th</sup>.

On October 21 there was a non-injury hit and run crash with an Amish buggy. There were no injuries, just property damage, however the law requires that anyone who strikes something during operation must stop and check.

Chief Deputy Putzke will be at the meeting to discuss several Lexipol policies/procedures and answer any questions that you may have.

See you Wednesday evening.

*Mark A. Podoll, Sheriff*

**Sheriff Mark A. Podoll**

GREEN LAKE COUNTY SHERIFF'S OFFICE SQUAD CAR MILEAGE 2017

Officer	Badge No.	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Putzke	40	41,171	42,121	43,041	43,424	44,234	44,774	45,287	46,152	46,558	46,915		
Hoerig	41	139,950	141,970	145,200	147,910	150,204	152,038	154,506	157,655	160,706	163,320		
Kuklinski	43	54,710	58,000	60,735	62,950	65,910	69,100	71,300	73,500	76,200	79,050		
Colhouer/Cody	45	132,053	132,053	132,521	133,880	135,125	136,877	138,800	139,000	140,420	141,860		
Ward	47	129,364	130,607	132,761	133,057	134,219	134,846	568	1,149	1,561	1,926		
Hanson	49	122,651	122,905	123,405	126,032	128,820	132,662	135,962	139,514	140,988	143,781		
Weiner	51	80,677	84,477	87,247	89,398	91,423	94,605	97,509	99,380	100,973	105,408		
Holdorf	52	2,515	3,106	4,086	4,816	5,440	6,246	6,808	7,453	8,189	8,570		
Kiener	53	16,303	17,344	18,802	20,802	22,109	23,577	24,182	25,777	27,622	30,050		
Manning	54	146,910	146,500	147,932	147,932	147,932	147,932	147,932	1,350	1,875	2,140		
Thompson	55	85,300	87,859	91,292	95,101	96,588	100,223	102,229	106,255	109,535	112,610		
Schroeder	56	109,872	112,143	115,037	117,004	120,060	122,535	124,734	126,860	129,420	130,802		
Transport Van		45,755	45,755	45,864	46,149	47,527	51,527	51,624	52,010	53,000	53,902		
Podoll	60	135,117	136,008	137,226	139,128	141,128	142,086	143,242	145,285	146,761	148,002		
Preuss	61	147,963	150,042	152,853	155,871	159,122	162,124	166,805	170,370	173,850	174,509		
Vande Kolk	62	129,195	131,960	133,248	136,582	138,075	140,260	142,041	144,913	147,290	148,881		
Prachel	64	113,154	115,502	117,810	120,715	124,065	126,580	126,622	126,780	128,030	128,429		
Dodge Ram		98,649	98,671	98,700	98,902	98,916	98,956	99,297	99,312	99,489	99,544		
Old Transport Van		212,023	214,584	215,841	73,276	74,382	75,641	76,349	77,174	77,174	216,907		

**Accidents and Complaints for Patrol**

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Weiner	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total
Jan	40	11	0	33	5	6		27	29	34	0	23	21	15	244
Feb	36	19	0	22	1	20		28	30	10	0	29	22	13	230
March	17	26	0	23	13	12		26	27	9	0	14	25	21	213
April	31	22	20	20	0	18		41	20	28	0	4	9	15	228
May	25	29	20	52	0	15		46	20	12	0	13	27	24	283
June	23	20	36	25	0	17		42	24	16	0	20	17	28	268
July	20	17	33	25	0	20		21	36	41	0	22	24	24	283
Aug	37	36	39	28	0	29		0	25	4	0	4	15	15	232
Sept	25	23	23	24	0	11	6	12	28	29	0	27	32	24	264
Oct	24	37	29	6	0	0	32	10	26	29	0	7	31	14	245
Nov															0
Dec															0
Total	278	240	200	258	19	148	38	253	265	212	0	163	223	193	2490
Avg/Month	28	24	20	26	2	15	4	25	27	21	0	16	22	19	249

**Paper Service for Patrol**

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Weiner	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total
Jan	0	0	0	0	2	0		5	1	3	0	2	3	6	22
Feb	5	2	0	1	0	7		2	3	9	0	1	1	2	33
March	6	1	0	4	2	2		2	7	0	0	2	4	0	30
April	5	1	3	6	0	0		4	0	4	0	0	4	2	29
May	4	0	7	6	0	4		3	3	1	0	1	3	1	33
June	2	3	5	3	0	0		4	4	5	0	3	3	5	37
July	2	2	2	5	0	8		0	0	7	0	2	1	1	30
Aug	7	4	3	9	0	4		0	6	4	0	2	2	5	46
Sept	4	0	3	0	0	0	1	0	3	2	0	1	4	0	18
Oct	3	3	6	5	0	0	5	0	0	7	0	0	2	2	33
Nov															0
Dec															0
Total	38	16	29	39	4	25	6	20	27	42	0	14	27	24	311
Avg/Month	4	2	3	4	0	3	1	2	3	4	0	1	3	2	31

**Citations for Patrol**

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Weiner	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total
Jan	28	0		8	1	3		14	9	6	0	10	7	6	92
Feb	14	2		11	0	8		17	12	10	0	3	10	8	95
March	14	1		10	1	7		19	15	3	0	6	5	4	85
April	29	0	6	12	0	8		19	12	12	0	5	4	2	109
May	15	1	12	14	0	14		35	6	8	0	4	22	16	147
June	28	2	12	14	0	11		26	20	20	0	18	25	2	178
July	12	0	15	9	0	12		15	12	14	0	6	4	23	122
Aug	45	2	9	12	0	19		2	12	7	0	4	0	15	127
Sept	32	3	1	5	0	5	3	16	15	2	0	15	15	6	118
Oct	9	0	7	4	0	0	7	15	19	4	0	2	9	1	77
Nov															0
Dec															0
Total	226	11	62	99	2	87	10	178	132	86	0	73	101	83	1150
Avg/Month	23	1	6	10	0	9	1	18	13	9	0	7	10	8	115

**Warnings for Patrol**

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Weiner	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total
Jan	45	0		15	0	2		13	29	17	0	16	8	3	148
Feb	34	0		8	0	8		35	13	12	0	12	7	5	134
March	28	1		15	0	15		29	25	8	0	11	12	24	168
April	42	0	5	27	0	14		41	23	20	0	6	5	9	192
May	25	1	10	8	0	8		41	8	7	0	13	17	19	157
June	51	0	9	19	0	9		42	23	26	0	23	16	10	228
July	18	0	20	11	0	8		18	16	11	0	18	6	19	145
Aug	63	0	14	8	0	9		0	20	17	0	12	0	16	159
Sept	47	0	9	11	0	6	9	15	18	14	0	15	13	7	164
Oct	23	2	24	4	0	0	29	10	10	1	0	6	6	5	120
Nov															0
Dec															0
Total	376	4	91	126	0	79	38	244	185	133	0	132	90	117	1615
Avg/Month	38	0	9	13	0	8	4	24	19	13	0	13	9	12	162

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

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Weiner	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total
Total Annual Contacts	918	271	382	522	25	339	92	695	609	473	0	382	441	417	5566
Avg. per Month	102	30	42	58	3	38	10	77	68	53	0	42	49	46	618

**BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS**

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Weiner	Prachel	Hoertig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total
Jan															0
Feb															0
March															0
April															0
May	7			4		4									15
June	12	4		3						6			2		27
July	3			15		4				13			1		36
Aug	7			7		3				5					22
Sept	2					5							1		8
Oct															0
Nov															0
Dec															0
Total	31	4	0	29	0	16	0	0	0	24	0	0	4	0	108
Avg/Month	8	1	0	7	0	4	0	0	0	6	0	0	1	0	27

**Accidents and Complaints for Detectives**

2017	Holdorf	Cody	Ward	Roky	Tess
Jan	2	0	2	5	8
Feb	1	0	0	5	4
March	2	0	0	6	5
April	2	0	0	10	5
May	0	0	2	11	8
June	1	0	2	16	7
July	2	0	4	6	3
Aug	4	0	1	0	8
Sept	0	0	3	3	3
Oct	1	0	2	0	2
Nov					
Dec					
Total	15	0	16	62	53
Average	2	0	2	6	5

**Arrests for Detectives**

2017	Holdorf	Cody	Ward	Roky	Tess
Jan	3	0	2	2	0
Feb	1	0	1	0	0
March	1	0	0	0	1
April	0	0	0	2	1
May	1	0	0	4	2
June	0	0	1	5	0
July	0	0	1	1	1
Aug	0	0	2	0	3
Sept	0	0	0	1	1
Oct	0	0	1	0	0
Nov					
Dec					
Total	6	0	8	15	9
Average	1	0	1	2	1



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

**Sheriff's Office Judicial/Law Enforcement Committee  
 Report for the Month of October 2017**

<b>Deputy contacts for this month</b>	475
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Types of Contacts this month	Number of Contacts
Adult Transports	38
Medical Emergency	25
Agency Assistance, Mutual Aid	24
Car/Deer Accident	22
911 Follow up	18
Welfare Check	12
Citizen Assist	11
Alarm	9
Suspiciou Person/Circumstance	9
Lockout	7
Traffic Misc	7
Animal Problem	6
Fire	6
Traffic Accident w/Damage	6
Vandalism	6
Controlled Substance Problem	5
Records Check	5
Drudgged Driving	4
Fraud	4
Jail Incident	4
Traffic Accident w/Injuries	4
Burglary	3
Deliver Message	3
Found Property	3
Information Report	3
Theft	3
Threatening	3

Sheriff Mark A. Podoll



**Types of Contacts this month continued**

Citizen Dispute	2
EDI	2
Harassment	2
Juvenile Problem	2
OWI Alcohol	2
Probation/Parole Violation	2
Traffic Hazard	2
Traffic Violation	2
Wanted Person	2
Animal Noise	1
Attempted Burglary	1
Cancel Call	1
Disturbance	1
Check on Huber Inmate	1
K-9 Assist	1
K-9 Search and Rescue	1
Litter/Pollution/Public Health	1
Noise Complaint	1
Obstructing	1
Officer Errand	1
Open Door	1
Scam	1
Sex Assault	1
Traffic Patrol Requested	1
Trespassing	1

**GREEN LAKE COUNTY JAIL MONTHLY STATISTICS**

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL INMATES TRANSFERREC	Brown Co. Days SAFEKEEPERS	Billed for Brown Co. Safekeepers	Calumet Co Days Safekeepers	Billed for Calumet Safekeepers
Jan-17	53	6	\$3,048.78	11	44	4277	2	1				
Feb-17	52	8	\$3,424.70	12	41	3530	3	2				
Mar-17	49	12	\$5,488.06	13	34	3599	3	1				
Apr-17	59	14	\$6,599.28	16	44	4237	3	0				
May-17	62	13	\$8,393.20	18	46	4482	4	1				
Jun-17	63	12	\$4,742.03	13	48	4529	3	1				
Jul-17	66	11	\$6,565.00	11	48	5109	3	2	130	\$ 5,590.00	8	\$ 344.00
Aug-17	79	16	\$8,015.54	14	48	6431	2	1	422	\$ 18,146.00	29	\$ 1,247.00
Sep-17	79	14	\$6,680.34	19	50	5957	4	2	270	\$ 11,610.00	75	\$ 3,225.00
Oct-17	85	13	\$6,320.20	23	57	6859	4	1				
Nov-17												
Dec-17												
Totals	64.7	11.9	\$5,927.7	14.9	46	4901.0	3.1	1.2	822.0	\$ 35,346.00	112.0	\$ 4,816.00

ADP- Average daily population

Huber- Sentenced inmate, work release + Sent/Huber from other county

Huber Income- Amount paid by Huber and CAM inmates for the month

Female- Average number of females held that month

Lockdown- Number of inmates held that month that are not working Huber's

Meals- Number of meals + bag lunches served that month

EMP- Number of inmates on electronic monitoring

GL Inmates Transferred- Inmate serving in other county + Sent/Huber serv. out of county

Safekeepers - Holding for another county

Safekeeper days - the number of cumulative days that month for all Safekeepers for that county



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**Sheriff's Office Judicial/Law Enforcement Committee  
Report for the Month of October 2017  
Correctional Facility**

<b>Average Daily Population in the Jail for this month</b>	64.7
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**Inmates in custody for (some inmates have more than one charge)**

<b>Charge</b>	<b>Number of Charges</b>
Probation/Parole	32
Drug related	24
Warrants	14
Obstructing	10
Assault	8
Traffic Offense	8
ES Sanction Hold	7
Sex Offense	6
Theft	6
Disorderly Conduct	5
DUI	5
Resisting/Interfering w/Police	3
Child Abuse or Neglect	2
Weapons Offense	2
Arson	1
Destruct/Damage/Vandalize	1
Destruct/Damage/Vandalize	1
Homicide	1
Threatening	1

**Sheriff Mark A. Podoll**