



# ***GREEN LAKE COUNTY***

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

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**Original Post Date: 06/07/18**

**Amended\* Post Date:**

**The following documents are included in the packet for the  
Judicial Law Committee on June 13, 2018:**

- 1) Amended Agenda
- 2) Draft minutes from 05/09/2018
- 3) Correspondence
- 4) Department Related Reports
- 5) Budget Adjustment
- 6) Sheriff's Office Monthly Reports
- 7) Letter regarding Peddler's License
- 8) Lexipol Policies



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

## Judicial/Law Enforcement and Emergency Management Committee

### Meeting Notice

**Date: June 13, 2018 Time: 5:00 PM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### Amended AGENDA\*

#### **Committee Members**

*Larry Jenkins, Chair*  
*Sue Wendt*  
*Peter Wallace*  
*Kathy Morris*  
*Keith Hess*

*Lori Evans, Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 05/09/2018
5. Public Comments 3 Min Limit
6. Correspondence
7. Purchase Requests
8. Credit Card Approval
9. Resolutions/Ordinances
10. Department Related Reports
  - Clerk of Courts
  - Circuit Court/Register in Probate
  - District Attorney
  - Coroner
  - Emergency Management
  - Sheriff's Office
11. Budget Adjustments
12. Monthly Sheriff Reports
13. Expense & Revenue Monthly Reports
14. \*Hearing under County Ordinance Ch. 196-7 to consider revoking the peddler's license issued to Adam Lee Davis
15. \*The Committee will convene in closed session under Wis. Stat. s.19.85(1)(a) to deliberate regarding revoking Adam Lee Davis peddler's license after the close of the hearing.
16. \*The committee will reconvene in open session following its deliberations in the matter of the peddler's license issued to Adam Lee Davis to render its decision.
17. Lexipol Law Enforcement Policy and Procedure
  - 808 Records Maintenance and Release
  - \*434 Aircraft Accidents
18. Future Meeting Dates: Regular Meeting July 11, 2018 at 5:00 pm
19. Future Agenda items for action & discussion:
20. Drone Demo
21. 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

**May 9, 2018**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Larry Jenkins at 5:00 PM on May 9, 2018 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: Larry Jenkins – Chairman  
Sue Wendt  
Peter Wallace  
Kathy Morris  
Keith Hess

**Others Present:**

Mark Podoll – Sheriff  
Lori Evans - Admin. Ass't to Sheriff  
Mark Putzke – Chief Deputy  
Dawn Klockow- Corp. Counsel  
David Abendroth–Co. Board Supervisor

Amy Thoma – Clerk of Circuit Court  
Gary Podoll – Emergency Management  
Amanda Thoma - Coroner  
Harley Reabe – Co. Board Chairman

**Citizens Present:**

Deb Carver  
Christine Hills  
Bob Hills  
Sean McWare  
Aaron Hilgart

C. William MacNeill  
William Hills  
Morgan Grimes  
Hailey Roth  
Tom Hilgart

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by the group.

## **PRESENTATION OF CHALLENGE COINS**

Sheriff Podoll explained that Challenge Coins are presented to people for excellence in service. He had 3 coins to present tonight for 2 situations where citizens of Green Lake County played a vital role in rescues that saved other people's lives.

Challenge coins were presented to Tom and Aaron Hilgart for their assistance on January 5, 2018 in providing escorts by snowmobile to emergency responders in subzero temperatures with high winds to a seriously injured individual who had been out in the elements for over an hour. He was lost. He had a snowmobile accident near the river west of Berlin. Thanks to their efforts the snowmobiler was rescued and safely transported for medical care.

The other Challenge Coin was presented to William Hills for his courageous actions on March 16, 2018. William went out on treacherous ice in Beyers Cove with our Deputy, in a canoe, to rescue an ice fisherman that had fallen through the ice. He put his own life in danger to help another person. Thanks to his quick and brave actions, the fisherman was brought to safety.

## **ELECTION OF CO-CHAIRMAN**

*Motion/Second (Wallace/Hess)* to elect Sue Wendt as Vice-Chairman of the Judicial/Law Enforcement and Emergency Management Committee. All Ayes. Motion carried.

## **MINUTES**

The minutes of the April 11, 2018 meeting were accepted as submitted.

## **PUBLIC COMMENTS**

None

## **CORRESPONDENCE**

Thank you to Detective Josh Ward from Kathy for the great job he did as a presenter at the recent Heroin Summit.

Thank you from Markesan Chief of Police to Chief Deputy Putzke, stating that he was very grateful for the assistance Detective Chad Holdorf gave in educating and promoting school safety in regard to active shooters.

Thank you from Samantha Fiscus to Deputy Matt Vande Kolk for giving her a speeding ticket. It was a good reminder to her to be more aware while driving. She thanked him for doing his job by protecting and serving.

The Flyer for Shoot n for a Reason was included in the packet to create awareness for the event that is being held as a fund raiser for our K-9 program. The K-9 program is primarily funded through donations.

**PURCHASE REQUESTS**

None

**CREDIT CARD APPROVAL**

None

**JAIL POLICY AND PROCEDURE**

Chief Deputy Putzke explained to the Committee that the Lexipol Jail Policy and Procedure is still being drafted. The State Jail Inspector has extended the due date. We are in good standing with the State on it. Policy and procedures will be ever evolving.

**RESOLUTIONS/ORDINANCES**

None

**DEPARTMENT RELATED REPORTS**

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

The Committee noted that there were no reports submitted nor any appearance from the Judge on behalf of Circuit Court and Register in Probate or from the DA.

The Clerk of Circuit court reported that her office is now fully staffed.

The Coroner and Emergency Management Director explained more in depth the reports that were found in the packet.

The Sheriff added that he is working with Gary on the Next Gen 911 and all is going well.

Chief Deputy Putzke reported that due to the heavy rains, the slow-no wake ordinance has been enacted in the City of Berlin.

## **BUDGET ADJUSTMENTS**

A request for Line Item Transfer regarding the 911 Maintenance Contract was in the packet.

*Motion/Second (Hess/Wallace)* to approve the request to transfer \$761.86 as submitted. All Ayes. Motion carried.

## **MONTHLY SHERIFF REPORTS**

The monthly Sheriff's reports were reviewed and accepted as presented.

## **EXPENSE AND REVENUE MONTHLY REPORTS**

The monthly expense and revenue reports were reviewed and accepted as presented.

## **LEXIPOL**

Policies and procedures are created by the Sheriff and given to the Committee for input and review. No motions are required to approve them. The Chief Deputy explained that the following Lexipol policies are still under review.

808-Records Maintenance and Release

810-Protected Information

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

The next regular meeting is set for June 13, 2018 at 5:00 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

## **ADJOURN**

*Motion/Second (Hess/Wendt)* to adjourn. All ayes. Motion carried.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

## TYLER KETTLEWELL

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7791 County Road K  
Omro, WI 54963  
920.420.9498

May 6, 2018

To the Green Lake County Canine Team,

Last fall I read a article in the Berlin Journal about the canine program, and was inspired by it for a couple of reasons. #1 because I have a love for dogs and a passion for training quality bear hounds, and there is not a doubt in my mind that you are proud of your dog also, and are always striving and pushing him to be better and better at what he does. The second reason I was inspired by the story is of course what is most likely the main goal for the canine team. To be able to locate narcotics and help fight crime, and that right there is what gets me frustrated to see what is happening in our county. Ill give you a couple of examples that im sure you are familiar with. My two oldest daughters first cousins are [redacted] and yes I know that [redacted] is back in prison, but as far as im concerned those two and many more don't serve any good to our community living the lives that they lead and should be locked up in a cage until they can contribute something positive to society. Another example is [redacted] im sure you guys probably know him as just a pos addict ( which is pretty much what he is now ), but he used to work for me and belive it or not, he is such a gifted person when it comes to welding and finishing concrete, it is just unbelievable. I could use about 10 more ppl that have his talents. But, because of the drugs ( and medication ) that he is on, the guy could barley function the last time I seen him and I cannot have him around my shop or jobsite, and it is very frustrating for me to see that, because it just doesn't have to be that way in my opinin. I went to Berlin High School back in the mid 80s and have of course lived in the area my entire life, and I can never remember not even once seeing any narcotic other than pot when I was younger, and when I see whats been happening around here the last 15-20 years, its not only frustrating to see happen, but I also wonder to myself, " what has changed since I was younger to have all of these different drugs in our town ( Berlin ) now, and abut the only thing I can come up with is just the people. Its amazing to me that almost every time I read through the police reports in the paper where you make a routine traffic stop or go to a house for a disturbance, the next thing you know the officers did a search and either found needles or a white powdery substance. Ill bet it would be pretty hard to pick through the police reports from 30 - 40 years ago and find those same items in your searches.

So anyways, back to the article I read in the paper, I can remember that it said that the canine program runs on donations, and I would like to do something to help out with that. Im going to donate for the remainder of this year, \$.01 for every square foot of concrete we pour, every month for continued training, and hopes of keeping the canine program going, and hopefully someday making a difference in the amount of illegal drug activity in our County.

Good luck. Be safe, and God Bless  
Tyler Kettlewell

## Evans, Lori

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**From:** Putzke, Mark  
**Sent:** Wednesday, May 16, 2018 3:32 PM  
**To:** Evans, Lori  
**Subject:** FW: info

Admin. Evans – for law/judicial packet.

Note made in Halogen.

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

**From:** Manning, Kevin  
**Sent:** Wednesday, May 16, 2018 3:18 PM  
**To:** Putzke, Mark <mputzke@co.green-lake.wi.us>  
**Subject:** FW: info

This is for case #181206

Kevin Manning  
Patrol Sergeant  
Green Lake Sheriff's Office  
571 County Road A  
Green Lake, WI 54941  
Office 920-294-4134 Ext. 1154  
Fax 920-294-3850  
[kmanning@co.green-lake.wi.us](mailto:kmanning@co.green-lake.wi.us)

**From:** Becker, Luke  
**Sent:** Tuesday, May 15, 2018 10:17 PM  
**To:** Manning, Kevin <[kmanning@co.green-lake.wi.us](mailto:kmanning@co.green-lake.wi.us)>  
**Subject:** info

Sgt,

Just wanted to let you know that a grandmother called yesterday about a call you went on recently regarding her grandson being afraid to go home. She was just glowing about how you handled the situation and were able to calm her grandson down and went on and on about you. Just wanted to let you know.

Luke



May 9, 2018

Katie Cianciola  
Green Lake County Sheriff's Office  
571 County Road A  
Green Lake, WI 54941

Dear Katie:

Thank you for participating in the 27th annual Careers in Corrections Workshop.

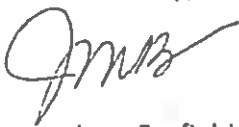
The overall message received from the panel discussions was the importance of self-care and how this field is characterized by change. Additionally, the students are appreciative for the knowledge and experience shared and feel they received a better understanding of what specific requirements and expectations are needed to be successful in this field.

We hope you enjoyed your experience and we are thankful for the support you have given to our students. Your time and commitment to their success is greatly appreciated.

We're always interested in feedback you might have for improvement for the next year. We hope to see you again next year. Remember, it's always the third Friday in April!

Thank-you again for your contribution to the Moraine Park Criminal Justice – Corrections Program!

Sincerely,



Joan Barfield  
CJ/Corrections Instructor  
[ibarfield@morainepark.edu](mailto:ibarfield@morainepark.edu)  
920-924-3271



Jeff Gruss  
CJ/Corrections Instructor  
[jgruss1@morainepark.edu](mailto:jgruss1@morainepark.edu)  
920-929-2112

 COPY

received  
6/6/18 *4*

thank you  
for your help to keep  
our worship place  
safe.

Chad-

Thank you for taking the time to come to All Saints to train on Run, Hide Fight. We had a great turnout with our ushers, greeters and safety committee volunteers. All were impressed with your presentation and directives to help us continue to focus on safety here at our parish. We are most grateful for your expertise and experience and look forward to working with you more as we develop our plan.

Many Blessings In Christ,  
Kari Clark

**Evans, Lori**

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**From:** Putzke, Mark  
**Sent:** Monday, May 21, 2018 3:04 PM  
**To:** Evans, Lori  
**Subject:** Judicial/Law/EM Meeting  
**Attachments:** IMG\_0856.JPG; ATT00001.txt

Lori,  
For next Judicial/Law/EM meeting.

On Monday, May 21, 2018, the Sheriff's Office UAS "Drone" pilots practiced "over water" operations in conjunction with the Winnebago County Dive Team. This training took place at Horner's Landing, Big Green Lake.

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

-----Original Message-----

**From:** Putzke, Mark  
**Sent:** Monday, May 21, 2018 3:00 PM  
**To:** Putzke, Mark <mputzke@co.green-lake.wi.us>  
**Subject:** May 21 Joint Trn



Drone/Crime Scene Unit

Green Lake County



Sheriff's Office



# *Green Lake County Clerk of Circuit Court*

571 County Road A, Green Lake, WI 54941 920-294-4142

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

June 4, 2018

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

RE: Department Update

Dear Committee Members:

I will not be in attendance at the June 13<sup>th</sup> meeting as I will be attending Clerk of Circuit Court Conference in Madison.

The only update/report for our office is that we had a staff member resign effective June 1<sup>st</sup> and are currently in the process of filling the position. I will be meeting the Human Resource Coordinator this week and hope to be able to offer the position to one of the candidates from previous interviews, or from one of the two internal postings. Joy, our newest staff member, is doing well in the five weeks she has been in her position.

As always, if you have any questions please feel free to contact me. Thank you.

Very truly yours,

Amy S. Thoma  
Clerk of Circuit Court

ast



**GREEN LAKE COUNTY  
OFFICE OF THE CORONER**

*Amanda Thoma, Coroner*

*Office: 920-294-4040 ext. 1229*

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June 1, 2018

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

Dear Judicial/Law Enforcement Committee Members:

Deaths have increased during the month of May for the Coroner's office. An autopsy was performed over Memorial Day weekend due to circumstances surrounding the death.

Thank you for your time.

Respectfully,

Amanda M. 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:** June 1, 2018

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

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

**SUBJECT:** Monthly Report

1. I am printing out completed ID Cards for the Green Lake County Credentialing (WI CAMS).
2. I am working with the Local Emergency planning Committee in setting up a Table Top Exercise for August with the Full Scale Exercise in 2019.
3. I am working with the Sheriff on installation of the new Next Generation 9-1-1 equipment, which will start to be installed this month.

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

June 7, 2018

To Judicial and Law Enforcement Committee Members,

- All staff have been changed over to ID card authorization for print management and also are adjusting to the downsizing of the number of printers.
- On May 13, 5:30pm, the City of Berlin began a vehicular eluding case that traveled Sth.49, Cth. V, Willard Rd., and ended up in a field on 36<sup>th</sup> Rd. in Waushara County. The male driver was arrested for driving offenses, eluding, bail jumping, and a DOC warrant.
- On May 17 a complaint was made for littering (wasting of resources) for carp spearing at Dodge Memorial Park on Cth.K. The Lake Association, Sanitary District, DNR, and Sheriff's Office are monitoring the area.
- May 24, 2:00am, the Sheriff's Office drone was deployed in the City of Princeton for a man who had attempted to assault a female with a knife. The subject was not observed in the area by the Drone, however, was taken into custody later that same morning east of Princeton.
- On May 25 a deputy attempted to stop a vehicle for speeding. The vehicle attempted to elude the deputy. The vehicle and operator were taken into custody in Fond Du Lac County.
- May 26, 1:30pm, a Green Bay male drown in Big Green Lake. The victim was recovered the same day.
- May 30, 8:15am, an inmate of the jail attempted suicide by hanging. Efforts of Corrections staff resulted in rescue of the inmate and return to jail the same day.
- The Sheriff's Office has begun to take delivery, and convert its fleet, into the lease program. All is going well so far.

See you at the meeting.

*Mark A. Podoll, Sheriff*

**Sheriff Mark A. Podoll**



# GREEN LAKE COUNTY

## Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: May 25, 2018  
 Department: Circuit Court  
 Amount: \$1,796.00  
 Budget Year Amended: 2018

Source of Increase / Decrease and affect on Program:  
 (If needed attached separate brief explanation.)

Funds to cover the cost of a maintenance agreement for courtroom video equipment that requires regular and routine maintenance in order to preserve the smooth function of the courts system.

**Revenue Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

**Expenditure Budget Lines Amended:**

<u>Account #</u>	<u>Account Name</u>	<u>Current Budget</u>	<u>Budget Adjustment</u>	<u>Final Budget</u>
18-100-05-51230-206-000	Maintenance Contracts	\$ -	\$ 1,796.00	\$ 1,796.00
18-100-05-51230-212-000	Attorney Fees & GAL	\$ 25,304.52	\$ (1,796.00)	\$ 23,508.52
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Department Head Approval: \_\_\_\_\_

Date Approved by Committee of Jurisdiction: \_\_\_\_\_

*Following this approval please forward to the County Clerk's Office.*

Date Approved by Finance Committee: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

*Per WI Stats 65.90(5)(a) must be authorized by a vote of two-thirds of the entire membership of the governing body.*

Date of publication of Class 1 notice of budget amendment: \_\_\_\_\_

GREEN LAKE COUNTY SHERIFF'S OFFICE SQUAD CAR MILEAGE 2018

Officer	Badge No.	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Putzke	40	48,592	48,984	49,417	50,051	50,668							
Hoerig	41	172,988	173,293	176,769	177,989	181,676							
Kuklinski	43	86,170	88,350	90,150	93,210	95,830							
Colhouer	45	143,492	146,588	149,491	151,656	154,222							
Hanson	46	151,801	154,799	157,307	159,605	162,115							
Ward	47	8,641	9,572	10,721	11,324	12,861							
Cody	51	3,629	4,850	5,880	6,852	7,695							
Holdorf	52	9,754	10,350	10,866	11,675	12,568							
Kiener	53	34,518	35,931	36,250	37,852	38,656							
Manning	54	2,800	3,800	5,175	6,500	8,500							
Schroeder	56	137,180	140,607	140,800	145,573	146,822							
Majeskie	57	122,100	122,900	124,766	127,142	130,963							
Weiner	58	112,618	114,985	117,424	119,695	121,435							
Podoll	60	151,906	153,400	155,022	156,235	157,835							
Preuss	61	184,415	187,626	192,107	195,801	198,594							
Vande Kolk	62	156,854	159,221	162,118	165,401	168,373							
Prachel	64	135,230	137,155	139,365	142,033	144,127							
Dodge Trans Van	96	61,217	63,958	66,483	68,175	70,021							
Dodge Ram		103,808	103,832	103,930	104,020	104,162							
Chevy Van	88	220,057	220,191	220,981	221,393	221,711							
CTU Ford Transit		1,155	1,291	1,372	1,372	1,391							

**Accidents and Complaints for Patrol**

2018	Colhouer	Hanson	Hoeng	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young
Jan	1	24	19	18	20	New Hire	1	35	20	off	30	29	New Hire
Feb	24	24	24	19	17	9	8	21	21	off	18	15	New Hire
March	34	28	24	4	3	21	23	29	26	off	25	22	New Hire
April	23	7	16	12	14	20	21	35	34	off	24	23	16
May	40	23	35	8	23	37	21	31	23	12	33	16	15
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													
Total	122	106	118	61	77	87	74	151	124	12	130	105	31
Avg/Month	24	21	24	12	15	17	15	30	25	2	26	21	6

**Paper Service for Patrol**

2018	Colhouer	Hanson	Hoeng	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young
Jan	1	7	7	6	1	New Hire	0	9	20	off	18	7	New Hire
Feb	6	1	3	2	2	1	1	0	9	off	2	4	New Hire
March	5	7	4	0	1	0	7	3	5	off	5	5	New Hire
April	0	2	0	1	3	2	2	8	5	off	4	2	7
May	2	3	2	0	2	4	1	2	5	1	1		2
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													
Total	14	20	16	9	9	7	11	22	44	1	30	18	9
Avg/Month	3	4	3	2	2	1	2	4	9	0	6	4	2

**Citations for Patrol**

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young
Jan	0	9	3	0	6	New Hire	0	19	7	off	6	9	New Hire
Feb	0	1	12	0	0	0	1	17	8	off	11	10	New Hire
March	13	9	9	0	0	8	16	20	15	off	13	11	New Hire
April	10	6	2	0	8	40	17	26	9	off	9	10	2
May	16	11	19	0	19	55	6	16	6	9	16	2	10
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													
Total	39	36	45	0	33	103	40	98	45	9	55	42	12
Avg/Month	8	7	9	0	7	21	8	20	9	2	11	8	2

**Warnings for Patrol**

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young
Jan	0	30	9	0	5	New Hire	0	24	11	off	7	10	New Hire
Feb	0	15	26	2	2	0	7	17	14	off	14	10	New Hire
March	24	29	28	0	0	5	20	21	26	off	22	10	New Hire
April	32	11	0	0	6	23	13	33	19	off	11	9	2
May	36	26	49	0	17	6	18	21	8	16	21	2	15
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													
Total	92	111	112	2	30	34	58	116	78	16	75	41	17
Avg/Month	18	22	22	0	6	7	12	23	16	3	15	8	3

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

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young
Total Annual Contacts	267	273	291	72	149	231	183	387	291	38	290	206	69
Avg. per Month	53	55	58	14	30	46	37	77	58	8	58	41	14

**BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS**

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young
Jan													
Feb													
March													
April						2							
May						11			1		2		7
June													
July													
Aug													
Sept													
Oct													
Nov													
Dec													
Total	0	0	0	0	0	13	0	0	1	0	2	0	7
Avg/Month	0	0	0	0	0	3	0	0	0	0	1	0	2

**Accidents and Complaints for Detectives**

2018	Cody	Holdorf	Ward	Roky	Tess
Jan	4	3	1	6	3
Feb	3	3	1	5	1
March	3	0	1	7	3
April	1	0	2	9	5
May	6	4	8	12	6
June					
July					
Aug					
Sept					
Oct					
Nov					
Dec					
Total	17	10	13	39	18
Average	3	2	3	8	4

**Arrests for Detectives**

2018	Cody	Holdorf	Ward
Jan	0	0	0
Feb	0	1	0
March	0	2	0
April	0	0	0
May	3	1	2
June			
July			
Aug			
Sept			
Oct			
Nov			
Dec			
Total	3	4	2
Average	1	1	0



Green Lake County  
 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 May 2018**

<b>Deputy contacts for this month</b>	783
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<b>Types of Contacts this month</b>	<b>Number of Contacts</b>
911 Follow up	40
Medical Emergency	30
Adult Transports	27
Agency Assistance, Mutual Aid	26
Citizen Assist	24
Car/Deer Accident	22
Animal Problem	20
Alarm	13
Traffic Accident w/Damage	13
K-9 Assist	10
Welfare Check	12
Controlled Substance Problem	8
Disturbance	7
Fire	7
Lockout	7
Traffic Misc	7
Traffic Violation	7
Jail Incident	6
K-9 Person Charged	6
OWI Alcohol	6
Dead Body	5
Harassment	5
Vandalism	5
Unmanned Aircraft System	4
Suspicious Person/Circumstance	4
Traffic Hazard	4
Bail Jumping	3

**Sheriff Mark A. Podoll**

**Types of Contacts this month continued**

EDI	3
Informaiton Report	3
Records Check	3
Trespassing	3
Cancel Call	2
Fraud	2
K-9 School Search	2
Officer Errand	2
Drugged Driving	2
Traffic Accident w/Injuries	2
Probation/Parole Violation	2
Traffic Patrol Requested	2
ATV Complaint	1
Car/Deer No Officer Sent	1
Child Abuse or Neglect	1
Drowning	1
Drugs - Agency Assist	1
Fireworks	1
House Check	1
Check on Huber Inmate	1
Investigation Death	1
Juvenile Problem	1
Noise Complaint	1
Theft	1
Wanted Person	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 INMATES TRANSFERRED	Brown Co. Days SAFEKEEPERS	Billed for Brown Co. Safekeepers	Calumet Co Days Safekeepers	Billed for Calumet Safekeepers
Jan-18	72	13	\$7,337.44	17	47	5973	2	0	192	\$ 8,256.00	108	\$ 4,644.00
Feb-18	75	13	\$7,353.17	17	48	5609	2	0	124	\$ 5,332.00	147	\$ 6,321.00
Mar-18	76	12	\$8,699.80	18	49	6306	2	1	142	\$ 6,106.00	197	\$ 8,471.00
Apr-18	72	12	\$9,251.26	16	48	5693	4	2	20	\$ 860.00	163	\$ 7,009.00
May-18	82	11	\$12,079.57	15	56	6610	4	6	0	\$ -	146	\$ 6,278.00
Jun-18												
Jul-18												
Aug-18												
Sep-18												
Oct-18												
Nov-18												
Dec-18												
Totals												
Average	75	12	\$8,944.25	17	50	6038	3	2	478	\$ 20,554.00	761	\$ 32,723.00

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



**Green Lake County**



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**Sheriff's Office Judicial/Law Enforcement Committee  
Report for the Month of May 2018  
Correctional Facility**

<b>Average Daily Population in the Jail for this month</b>	<b>82</b>
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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	22
Warrants	16
Assault	14
Obstructing	14
Drug related	12
Traffic Offense	10
Disorderly Conduct	8
Theft	6
Resisting/Interfering w/Police	4
Destruct/Damage/Vandalize	3
DUI	3
ES Sanction Hold	3
Arson	1
Burglary	1
Homicide	1
Threatening	1
Trespass of Real Property	1



COPY

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

May 31, 2018

Mr. Adam Davis  
196 Sullivan Street  
Oshkosh, WI 54902

Dear Mr. Davis,

This letter is to inform you that the Green Lake County Sheriff's Office has started a criminal investigation into the sales practices performed under your peddler's license within our county. Due to this ongoing investigation, your peddler's license will be officially suspended as of June 3, 2018. This suspension is due to a violation of *State Statute 196.7 (D) conducting the licensed business in such a manner as to constitute breach of peace or a menace to the health, safety, or general welfare of the public*. As per our telephone conversation on May 31, 2018, this is a reactive action due to the high volume of citizen complaints received by our agency regarding the sales practices which occurred in relation to your peddler's license within our county.

In continuation of the investigation, The Green Lake County Sheriff's Office has begun actions to officially revoke the peddler's license issued within Green Lake County. This action will conclude with a hearing to officially revoke the issued license by the **Judicial/Law Enforcement and Emergency Management Committee of the County Board of Supervisors of Green Lake County**. This hearing will be held in the Green Lake County Board Room on **June 13, 2018 at 5:30pm at 517 County Road A, Green Lake, WI 54941**. If you wish waive this public hearing and surrender your license voluntarily you may do so, in writing.

Any further questions or issues should be directed to me, my contact information is listed below.

Sincerely,

Detective Chad Holdorf  
Green Lake County Sheriff's Office  
Phone: 920-294-4134 ext. 1152

**Sheriff Mark A. Podoll**

## Aircraft Accidents

### 434.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to provide office members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Operations Plan and Hazardous Material Response policies.

#### 434.1.1 DEFINITIONS

**Federal**

Definitions related to this policy include:

**Aircraft** - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

### 434.2 POLICY

**Best Practice**

It is the policy of the Green Lake County Sheriff's Office to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

### 434.3 ARRIVAL AT SCENE

**Best Practice**

Deputies or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

### 434.4 INJURIES AND CASUALTIES

**Best Practice**

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor

# Green Lake County Sheriff's Office

## Green Lake County SO Policy Manual

### *Aircraft Accidents*

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should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

#### **434.5 NOTIFICATIONS**

##### **Best Practice**

When an aircraft accident is reported to this office, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

#### **434.6 CONTROLLING ACCESS AND SCENE AUTHORITY**

##### **Best Practice**

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Coroner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this office will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene office supervisor should ensure the accident is still appropriately investigated and documented.

#### **434.7 DANGEROUS MATERIALS**

##### **Best Practice**

# Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

## Aircraft Accidents

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Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.
- (d) Evacuation chutes, ballistic parachute systems and composite materials.

### 434.8 DOCUMENTATION

#### **Best Practice**

All aircraft accidents occurring within the County of Green Lake shall be documented. At a minimum, the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of GLSO members deployed to assist; other County resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

#### 434.8.1 WRECKAGE

##### **Federal**

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
  - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

#### 434.8.2 WITNESSES

##### **Best Practice**

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.

# Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

## *Aircraft Accidents*

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- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

### **434.9 MEDIA RELATIONS**

#### **Best Practice**

The Public Information Officer ([PIO]) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The [PIO] should coordinate with other involved entities before the release of information.

## Records Maintenance and Release

### 808.1 PURPOSE AND SCOPE

**State**

This policy provides guidance on the maintenance and release of office records. Protected information is separately covered in the Protected Information Policy.

#### 808.1.1 DEFINITIONS

**State** **MODIFIED**

Definitions related to this policy include:

**Legal custodian of records** - The person designated by the Office as the legal custodian of records to fulfill all duties required by law, if no designation is made the legal custodian of records shall be the Sheriff (Wis. Stat. § 19.21; Wis. Stat. § 19.33).

**Public records** - Records that are not classified, restricted, confidential or private, and may be released by law, upon request.

**Record** - Any material on which written, drawn, printed, spoken, visual, electronically generated or stored, or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created by or is being kept by an authority (Wis. Stat. § 19.32).

**Record subject** - An individual about whom personally identifiable information is contained in a record (Wis. Stat. § 19.32).

### 808.2 POLICY

**State** **MODIFIED**

The Green Lake County Sheriff's Office is committed to providing public access to records in a manner that is consistent with the Wisconsin Public Records Law (Wis. Stat. § 19.31 through Wis. Stat. § 19.39).

The Green Lake County Sheriff's Office policy concerning Records Maintenance and Release is meant to directly comply with Green Lake County Policy given the same topics. See Green Lake County Policy and Code located on the Green Lake County intranet.

### 808.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

**State** **MODIFIED**

The Sheriff has designated the Custodian of Jail records to be the Corrections Administrator. The Custodian of all other records except personnel is the Administrative Assistant to the Sheriff. The responsibilities of the Custodian of Records include, but are not limited to:

- (a) Managing the records management system for the Office, including the retention, archiving, release and destruction of office public records.
- (b) Maintaining and updating the office records retention schedule including:
  1. Identifying the minimum length of time the Office must keep records.

# Green Lake County Sheriff's Office

## Green Lake County SO Policy Manual

### Records Maintenance and Release

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2. Identifying the office division responsible for the original record.
- (c) Establishing rules regarding the inspection and copying of office public records as reasonably necessary for the protection of such records.
- (d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of records.
- (f) Ensuring a current schedule of fees for public records as allowed by law is available.
- (g) Ensuring the prominent display of information regarding the office's public records policy, including the procedure to request information, the established times and places to make requests or obtain copies of records, and the costs (Wis. Stat. § 19.34).
- (h) Ensuring juvenile records are distinguished from adult records and stored separately.
- (i) Establishing procedures for the destruction of both adult and juvenile records, when appropriate and in accordance with established retention schedules.

When appropriate and needed, questions and clarifications concerning the above should be directed to the County Corporation Counsel.

#### 808.3.1 TRAFFIC CRASH REPORTS

##### **Agency Content**

Traffic crash reports and related supplemental reports shall be subject to release to those persons authorized pursuant to Wis. Stat. § 346.70(4)(f) and subject to any fee required.

Traffic crash reports and related supplemental reports containing DOT/DMV information are subject to redaction of any personally identifiable information.

#### 808.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

##### **State**

Any office member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

#### 808.4.1 REQUESTS FOR RECORDS

##### **State MODIFIED**

The processing of requests for any record is subject to the following:

- (a) The Office is not required to create records that do not exist (Wis. Stat. § 19.35(1)(L)).
- (b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (Wis. Stat. § 19.36(6)).
  1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the office-approved media storage system and



# Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

## Records Maintenance and Release

a notation should be made in the case file to document the release and the reasons for the redacted portions.

- (c) The Custodian of Records shall determine if the requested record is available and, if so, whether the record is exempt from disclosure. Either the requested record or the reason for nondisclosure will be provided as soon as practicable and without delay (Wis. Stat. § 19.35(4)).
- (d) If the written request cannot be completed within 10 days from the initial date of request and unless unusual circumstances preclude doing so, the requestor shall be notified in writing of the delay.

### 808.4.2 RECORDS INVOLVING THE REQUESTER

**State** **MODIFIED**

If a request is received from an individual or a person authorized by the individual who identifies him/herself and states that the purpose of the request is to inspect or copy a record containing personally identifiable information, the request shall be granted or denied access in accordance with Wis. Stat. § 19.35(4)(c).

### 808.4.3 NOTICE REQUIREMENTS IN LIMITED CIRCUMSTANCES

**State** **MODIFIED**

Any employee record subject to Wis. Stat. § 19.356 shall be referred to the County Clerk or Green Lake County Administrators Office.

### 808.4.4 DENIALS

**State** **MODIFIED**

The denial of a request for records is subject to the following:

If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. The denial shall inform the requester that the written request for the record release determination is subject to review by a court or upon application to the Attorney General or a District Attorney (Wis. Stat. § 19.35(4)(b)) or (Wis. Stat. 19.37).

### 808.4.5 RECORDS DESTRUCTION

**State**

No record shall be destroyed at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least 60 days after the date that the request is denied or, if the requester is a committed or incarcerated person, until at least 90 days after the date that the request is denied.

If the Office receives written notice that an action relating to a record has been commenced in court, the record may not be destroyed until after the order of the court is issued and the deadline for appealing that order has passed, or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record, and the order is not appealed,

# Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

## Records Maintenance and Release

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the record may not be destroyed until after the request for inspection or copying is granted (Wis. Stat. § 19.35(5)).

### 808.5 RELEASE RESTRICTIONS

State **MODIFIED**

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record or any office record, including traffic crash reports, are restricted except as authorized by the Office, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; Wis. Stat. § 19.36(10)).
- See the Green Lake County Sheriff's Office procedure concerning the release of personally identifiable information.
- (a) Any record containing personally identifiable information that is collected or maintained in connection with a complaint, investigation or other circumstance and that may lead to an enforcement action, administrative proceeding, arbitration proceeding or court proceeding. This includes any record that is collected or maintained in connection with such an action or proceeding (Wis. Stat. § 19.35(1)(am)).
- (b) Any record containing personally identifiable information that, if disclosed, could result in (Wis. Stat. § 19.35(1)(am)):
  - 1. Endangering an individual's life or safety.
  - 2. Identifying a confidential informant (Wis. Stat. § 19.36(8)).
  - 3. Endangering security, including that of the staff or population of a detention facility.
- (c) Any record that is part of a records series that is not indexed, arranged or automated in a way that the record can be retrieved by use of an individual's name, address or other identifier (Wis. Stat. § 19.35(1)(am)).
- (d) Any record with the home, school or work address of a participant in the Wisconsin Department of Justice Address Confidentiality Program (Wis. Stat. § 19.35(1)(am)2m).
- (e) Crime victim and witness information (Wis. Stat. § 950.04).
- (f) Juvenile-related information (Wis. Stat. § 938.396; Wis. Stat. § 48.78; Wis. Stat. § 48.396; Wis. Stat. § 938.78).
- (g) Search warrants until they have been executed (Wis. Stat. § 968.21).
- (h) Investigative information obtained for law enforcement purposes, when required by federal law or regulation to be kept confidential, or when confidentiality is required as a condition to receipt of state aids (Wis. Stat. § 19.36(2)).
- (i) Information in employee personnel records (Wis. Stat. § 19.36(10)).
- (j) Patient health care records (Wis. Stat. § 146.82).

# Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

## Records Maintenance and Release

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- (k) Records where the public's interest in nondisclosure outweighs the public's interest in disclosure.
  - See the Corrections Division policy for release of information from jail records.
  - Computer Aided Dispatch (CAD) and Spillman Law Incident reports are the property of the agency for which the case was generated. Requestors should be sent to the agency of origin to obtain CAD records or information.
  - Telephone, radio, and paging recordings are the property of the Green Lake County Sheriff's Office and generally can not be released without the approval of the case agency.
  - Criminal History information may be released as directed in policy #810.4.

### **808.6 SUBPOENAS AND DISCOVERY REQUESTS**

#### **Best Practice**

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, Corporation Counsel or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Office so that a timely response can be prepared.

### **808.7 RELEASED RECORDS TO BE MARKED**

#### **Best Practice** **MODIFIED**

All records to be released shall be associated to a Spillman Records Management System (RMS) law incident number.

The first page of any written record released pursuant to this policy should be stamped "Copy" in a colored ink.

Each audio/video recording released should include the office name, case number, date of incident, and to whom the record was released.

- A copy of all CD's/DVD's shall be kept with the case.

### **808.8 EXPUNGEMENT**

#### **Best Practice**

Expungement orders received by the Office shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge such records as ordered by the court (Wis. Stat. § 973.015; Wis. Stat. § 938.355). Records may include, but are not limited to,

# Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

## Records Maintenance and Release

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a record of arrest, investigation, detention or conviction. Once the record is expunged, members shall respond to any inquiry as though the record did not exist.

### **808.9 SECURITY BREACHES**

**State** **MODIFIED**

Members who become aware that any Green Lake County Sheriff's Office system containing personal information may have been breached should notify the Administrative Assistant as soon as practicable.

The Administrative Assistant shall ensure the required notice is given to any person whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person. If the breach involves more than 1,000 individuals, notice of the timing, distribution and content of the notices shall also be given to each consumer reporting agency (Wis. Stat. § 134.98).

Notice shall be given within a reasonable time, not to exceed 45 days, after the Green Lake County Sheriff's Office discovers the breach. Notice may be delayed if notification will impede an investigation or homeland security (Wis. Stat. § 134.98).

For the purposes of the notice requirement concerning security breaches, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (Wis. Stat. § 134.98):

- (a) Social Security number
- (b) Driver's license number or Wisconsin identification card number
- (c) Full account number, credit or debit card number or any required security code, access code or password that would permit access to an individual's financial account
- (d) The individual's DNA profile (as defined by Wis. Stat. § 939.74), or the individual's biometric data, including fingerprint, voice print, retina or iris image or any other unique physical representation
- (e) Date of birth

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Administrative Assistant should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).