



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 09/07/17

Amended* Post Date:

**The following documents are included in the packet for the
Judicial/Law Enforcement Committee on September 13, 2017:**

- 1) Agenda
- 2) Draft minutes from the 08/09/17
- 3) Correspondence
- 4) Credit Card Request Approval
- 5) Department Reports
- 6) Budget Update
- 7) Monthly Sheriff Reports
- 8) Lexipol Policy 391



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: September 13, 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: 8/9//17
6. Public Comments 3 Min Limit
7. Correspondence
8. Purchase Requests
9. Credit Card Request Approval
10. Resolutions/Ordinances
11. Department Related Reports
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
12. 2018 Budget Update
13. Budget Adjustments
14. Monthly Sheriff Reports
15. Expense & Revenue Monthly Reports
16. Lexipol Law Enforcement Policy and Procedure
17. Committee Discussion
18. Future Meeting.Dates: Regular Meeting October 11, 2017, at 5:00 pm
19. Future Agenda items for action & discussion:
20. 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

August 9, 2017

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Michael Starshak at 5:00 PM on August 9, 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
Sue Wendt
Peter Wallace

Others Present:

Amanda Thoma, Coroner
Amy Thoma, Clerk of Circuit Court
Dawn Klockow, Corp. Counsel
Lori Evans, Admin. Ass't to Sheriff
Maureen Betz – Retiring Inmate Teacher

Mark Putzke, Chief Deputy
Andrew Christenson, DA
Mark Podoll - Sheriff
Gary Podoll – Emergency Management

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

AGENDA

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

MINUTES

Motion/Second (Jenkins/Wendt) to approve the minutes of the July 12, 2017 as presented All Ayes. Motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

Thank you from Corrections Administrator Lori Leahy to the staff for the great job they did in booking in 10 safe keepers from Brown County. Comments from the new inmates were the jail is clean, the food was good and they are interested in the programs we have to offer.

Thank you from Kristen Dorsch, Adult Protective Services, DHHS to Sgt. Manning and Deputy Thompson for being extremely helpful in assisting her getting an elderly woman removed from her home and taken to the hospital in their squad in a very gentle manner. They took some verbal abuse but were praised for the good job they did in getting her to calm down. They were a huge asset in making everything go according to plan. She really appreciated their assistance.

PURCHASE REQUESTS

None

CREDIT CARD REQUEST APPROVAL

None

SHERIFF FEES UPDATE

A request for an update to the Sheriff's Office fees was included in the packet. *Motion/Second (Jenkins/Wallace)* to approve the request as presented, effective September 1, 2017. The fee schedule should be passed on to the Finance Committee for approval. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES

None

DEPARTMENT RELATED REPORTS

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

The Clerk of Courts reported that they have collected \$7500 in the first 4 months with the State Debt Service.

Circuit Court/Register in Probate: Judge is in Marquette County and has no report.

District Attorney: Had a very busy day in Court on Tuesday, due to vacation scheduling. There were 95 Criminal cases called and 10 Juvenile cases. He is seeing an increase in Meth related cases.

Sheriff Podoll made a heartfelt presentation to Ms. Maureen Betz, the Inmate teacher for the superb work she has done with the teaching program, GED/HSED and Jail to Jobs programs for the inmates over the last several years. The Sheriff complemented Ms. Betz on the wonderful work she has done with the inmates in her tenure with us. She has made a positive impact on the lives of many of our inmates and their families. He thanked her for her unflinching, dedicated service. The Sheriff also reported that the fair went well. He thinks it is a great way for kids to take on responsibilities and present their talents. It's also a great way for Sheriff's Office personnel to mingle with the kids. He stated that the RMC Triathlon was held at the Green Lake Conference Center this year and it went very well. He informed the Committee that we are holding safe keepers, better known as inmates from other Counties, at \$43.00 per day since mid-July. The number varies per month and there is no set limit of time as to how long they will be with us. They are not being budgeted for in 2018, as we don't know how long they will be here.

2018 Budgets

The following 2018 Budgets were included in the packet:

Clerk of Courts, Coroner, Emergency Management, and Sheriff's Office General, Jail and Water Safety Patrol. Chairman Starshak indicated that the budget process will be very different this year. The governing committees are cursory, the County Administrator will be reviewing the budgets and sending them on to the Finance Committee and County Board. He recommended that Committee members ask questions at this meeting as they may not get another opportunity at the Committee level. Some questions were asked and answered. No action was needed. The budgets will be forwarded to the County Administrator.

BUDGET ADJUSTMENTS

A budget adjustment was received in the packet from the Sheriff's Office for \$7,200 received from a 2016 Bullet Proof Vest Grant that is requested to be added as a revenue with a countering budget entry into Squad and Squad Equipment. **Motion/Second (Wallace/Jenkins)** to approve the budget request and pass it on to the Finance Committee. All Ayes. Motion carried.

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

Lexipol policy 428 was reviewed.
Motion/Second (Jenkins/Wendt) to approve Lexipol policy 428 as presented All Ayes. Motion carried.

COMMITTEE DISCUSSION

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for September 13, 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/Jenkins) to adjourn. All Ayes. Motion carried. Meeting adjourned at 5:46 p.m.
Respectfully submitted,
Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

Daniel Strickland
2328 Dehne Rd, Northbrook, IL 60062
danielstrickland@comcast.net



August 5, 2017

Sheriff Mark Podoll
Green Lake County Sheriff
571 County A Rd P.O. Box 586
Green Lake, WI 54941

Dear Sheriff Mark Podoll,

On Saturday July 29, 2017 I was boating on Green Lake when the gears in the lower unit of my boat malfunctioned and left myself and my family adrift on the lake. Sheriff's Deputies Samantha Koscher and Adam Gordon responded and towed my boat back to the dock. Your Deputies acted in a kind & professional manor and I feel fairly well qualified in this observation, as I am a Commander with the Northbrook Police in Illinois, and look for this type of interactions with the public from my staff.

I have been coming up to Green Lake for over 40 years and my boat is kept up there, so I have come to know and love Green Lake and the community for many years. You can be proud of your Deputies actions that day, and this letter will come with a donation to the Forensic Department in gratitude.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Strickland", with a horizontal line extending to the right across the signature.

Daniel Strickland



Dear Lori,

There are not enough
languages to say Thank you
for all your support and
encouragement for the edu-
cation program at GLCCF

and my part in such
an important mission.

I am so proud to have
been part of this great
work. Thank you for this
opportunity of a lifetime!

With gratitude,
Maureen



2017 Green Lake County Fair

On behalf of the Green Lake County Fair Committee and UW-Extension staff, we would like to thank you for your generous contribution to the Fair during the Track events. We are grateful and appreciative for your continued support of this countywide event and your presence on the grounds during the Fair. Enclosed please find a donation ^{of} \$250 that can be used for the Green Lake County Canine Program. Once again, thank you for your support of the Fair and the youth of Green Lake County.



The mission of the Green Lake County Fair is to provide positive youth development and leadership skills, along with promoting agriculture, family and community involvement through education and tradition.



**OFFICE OF THE DISTRICT ATTORNEY
GREEN LAKE COUNTY**

571 County Road A
Post Office Box 3188
Green Lake, WI 54941
Phone: (920) 294-4046
Fax: (920) 294-4150

ANDREW J. CHRISTENSON
District Attorney

LISA M. VANDENBRANDEN
Assistant District Attorney

MITZI S. PUTZKE
Paralegal/Office Manager

MEGAN I. STRAHAN
Legal Clerk

LYNN T. MOEN
Victim/Witness Program Coordinator

August 23, 2017

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

Dear Sheriff Podoll:

About two months ago, a jury trial was held for an OWI case in Green Lake County. Deputy Matt Vande Kolk had made the arrest in the case and was the main witness in court.

I am writing to commend Deputy Vande Kolk's performance in the case. He was eager to prepare before court, came well-prepared for his testimony, and paid attention to details.

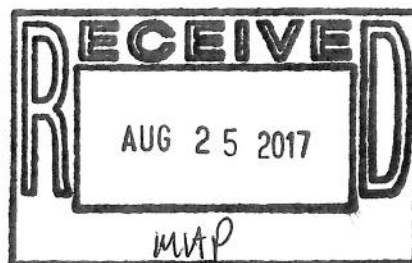
He communicates in a convincing and sincere manner, which is vital in a jury trial. No fewer than three people who observed the trial commented to me that Deputy Vande Kolk is an excellent witness. His skill strengthens the cases that he investigates.

The defense attorney in the case specializes in drunk-driving defense and is well-respected. However, the jury returned guilty verdicts on all counts, in no small part due to Deputy Vande Kolk.

Sincerely,

Andrew Christenson

Andrew J. Christenson
District Attorney



Evans, Lori

From: Evans, Lori
Sent: Tuesday, August 15, 2017 12:56 PM
To: Evans, Lori
Subject: FW: Please thank Deputy Colhouer

Hello Chief Deputy Putzke,

It is so important for me to send you this email. I was overwhelmed by the care and professionalism of your employee Deputy Ray Colhouer.

This past Saturday, August 12th, we were enjoying Green Lake. We were on our boat with friends. They had never seen Green Lake before...loved it.

As we were coming around the west end of the lake near Rielly's Pub when we hit something.

We are aware of the low spots and made sure we stayed on the other side of the bouy's. But, not good enough...we could not get the boat to move and this was the farthest point from our marina...South Shore Terrance. It was almost 5:00 in the afternoon when we called 911. The lake patrol was on its way. But before they could get there another boater stopped.

We told him what happened. Then the lake patrol got there, checked us out, and told us what they would do to help. The other boater said he would tow us back to our spot. I kept telling him it was at the other end of the lake! That did not change his mind. He said it would take about an hour because he had to go slow. That good Samaritan was Deputy Ray Colhouer. Not only did Deputy Colhouer get us back to the marina, he got us on our lift, safe and sound.

Deputy Putzke, you see a lot more of what is not good than I do. Deputy Ray Colhouer is an example of what is right and good. He helped to the very end, would take nothing more than our thanks and without a doubt would have done more if he could have!!

We were very lucky that day and extra lucky that Deputy Colhouer extended his help and kindness.

Please thank him for us.

Sincerely,
Carol

Carol Gavalick
Broker

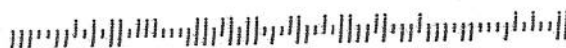
INTERNATIONAL PRESIDENTS CIRCLE 2005-2016
Relocation Specialist, ABR

Coldwell Banker Residential Brokerage
1212 S.Naper Blvd #121
Naperville, Il 60540
cell/text 1-630-244-4422
email/fax 1-781-609-1235

BPL
121 West Park Avenue
Berlin Wi 54923
MILWAUKEE WI 530
02 AUG 2017 PM 1 L



Green Lake County Sheriff's Dept.
c/o Deputy Sheriff Jason Preuss
571 CTH A
Green Lake Wi
54941



Dear Jason : of course Tess,

Thank you very much for taking the time to come and do a program at the library. You drew a great crowd and did not disappoint! I think everyone who came really enjoyed learning more about what you and Tess do in our community.

Thank you for sharing your time with us. I think we all would love to take Tess home with us! Please know how appreciate we are!
The Berlin Public Library

FOR EMPLOYEES FILE
COPY
08/13/17

Evans, Lori

From: Laura Clark <lclark@co.wood.wi.us>
Sent: Tuesday, August 22, 2017 4:39 PM
To: Evans, Lori
Subject: RE: Detailed Job Description

Maybe I said that, but it was one of my goals BEFORE I retired and being I'm not retired, I don't have anything written down. Sorry☺ LOL

Thanks Lori for all your help over the years. Don't think it didn't go unnoticed!!!! You're a huge asset to the WISAP Group...you're going to be very hard to replace!!!

Keep up the good work!

Laura

From: Evans, Lori [mailto:levans@co.green-lake.wi.us]
Sent: Tuesday, August 22, 2017 2:45 PM
To: Laura Clark
Subject: Detailed Job Description

Was it you that at one time said your goal was to write a detailed explanation of all your job duties? If so, can you please e-mail me a copy of that? If not, do you remember who said that? I really wish you well. I think it will be exciting for you!!!

Lori L. Evans
Administrative Assistant
Green Lake County Sheriff's Office
P.O. Box 586
Green Lake, WI 54941
920-294-4134, Ext. 6
Fax 920-294-3850

Request for Credit Card Approval

Department: Sheriff

Committee: Jud/Law

Name of Card Holder	Title of Postion	Credit Card Limit
Scott Patterson	Court Services Officer	\$1000.00

Justification for Credit Card(s):

Department Head Approval: Mark A. Paddell

Date Approved by Committee of Jurisdiction: _____

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

Date Approved By Finance Committee: _____



Green Lake County Clerk of Circuit Court

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

AMY S. THOMA
Clerk of Circuit Court

September 7, 2017

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

RE: Department Update

Dear Committee Members:

I have completed the budget for the Clerk of Court's Office and have presented it to the County Administrator. There is nothing further to report at this time. 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

September 7, 2017

Judicial/Law Enforcement & Emergency Management Committee
Green Lake County

Dear Judicial/Law Enforcement & Emergency Management Committee Members:

The Coroner's Office has been handling an increase in deaths within the past month. Many of the reported deaths have been determined to be natural. However, within this increase, there have also been many deaths that are considered non-natural (i.e. accident, suicide, homicide). The past month, an additional autopsy was performed for non-natural causes.

Thank you for your time.

Sincerely,

Amanda Thoma
Coroner



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

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

DATE: September 1, 2017

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

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Monthly Report

1. Working on Mitigation Plan update and have sent out surveys to all Cities and Villages in the County. Work Group meeting scheduled for October 5, 2017.
2. Working on my final report to the state for the end of Fiscal 2017 Plan of Work.
3. I met with County Administrator and presented her my 2018 Budget.
4. Conducted a Full Scale Railroad Exercise in the Dalton area on August 24th. We tested Evacuation, Communications, Drone usage and Emergency Operation Center (EOC) operation. The Amish Community was involved and the EOC was fully staffed. It was a great team effort of all the agencies in Green Lake County that participated and also agencies from outside of Green lake County.

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

September 7, 2017

To Judicial and Law Enforcement Committee Members,

On August 18th we had our final NARCAN training and distributions. All Sheriff Detectives, Patrol Officers, Corrections Division and Front Office now have one dose of NARCAN available. City Police Departments now also have NARCAN. A special Thank you goes out to Medic Lenny Langkau for all the work that went into this.

On September 1st we had a BOTS/Drug Interdiction deployment resulting in:

Vehicle Stops:	82
Written warnings:	55
Citations	40
Arrest(s)	1- Drug

We met with County Administrator Cathy Schmit just before she had her surgery and gave her the 2018 budget. She will be reviewing it and getting back to us if any changes need to be made.

We got nine more safe keepers from Brown County for a current total of 19. So far everything has worked out well.

I am pleased to report that our boating season has drawn to a safe close once again this year.

Looking forward to seeing you on Wednesday evening.

Mark A. Podoll, Sheriff

Sheriff Mark A. Podoll



Green Lake County Circuit Court

571 CTH A, P.O. Box 3188, Green Lake, WI 54941 (920) 294-4042

MARK T. SLATE

Circuit Court Judge

August 17, 2017

Green Lake County Administrator
Cathy Schmit
571 Cty Rd A
Green Lake WI 54941

Dear County Administrator:

Enclosed is the Circuit Court / Register in Probate / Family Court Commissioner budget for 2018. I have included the proposed budget with an explanation of each category, a short synopsis of the budget areas and an excel spreadsheet on how much I have reduced my budget over the years.

In 2011, I was elected to the position of Circuit Court Judge; in 2012, I prepared my first budget. Since that time, I have increased my revenue and decreased my budget, to the tune of saving Green Lake County over \$450,000.00. As always, should you have any questions, please contact me.

Very truly yours,

COPY

— Mark T. Slate
Circuit Court Judge

MTS/tw

GUARDIAN AD LITEM

Guardian ad Litem are attorneys appointed to represent various people in the justice system. Depending on the type of cases and number of cases, this number fluctuates from year to year. Currently attorneys are paid at a rate of \$70 per hour. The Court tries to recoup the money paid out, but some people are not able to repay the cost.

For the five years prior to my election (2007-2011) the yearly average of Guardian ad Litem fees was \$38,287. Since my election (2012-2016) the yearly average has been \$32,833.

However, the biggest factor has been the increase in recouping the attorney fees paid out. Since I have taken office, I have actively tried to have those who received the attorney's services, to pay the county back for those services. Prior to 2012, the average yearly recoupment was \$440. Since 2012 the yearly average has been \$10,318.

As can be seen, the cost has gone down, and the revenue has increased significantly.

MEDIATION

Mediation is required to be provided under Wisconsin Statutes to those parents who have a custody or placement dispute regarding their children. Also, under the law, a portion of money obtained from wedding licenses through the County Clerk and a portion of post judgment filing fees through the Clerk of Court are required to be spent on mediation services. Prior to my taking office this was not done.

After taking office, I revamped the mediation process. Prior to me, the mediator who handled these cases was paid an average of \$21,790 a year. I have since changed the mediator and have an agreement that the mediator will be paid all money collected from the County Clerk and Clerk of Court (money that is required to go to mediation services by law). This means that all money received for mediation is paid to the mediator, at a cost of around \$4,000 a year.

FAMILY COURT COMMISSIONER

The Family Court Commissioner is required to be appointed by Wisconsin Statute. It must be an attorney licensed in Wisconsin, and they cannot practice family law in the county where they serve. Since this is an important position, as they make some decisions just like a judge, it requires the person to have experience. However, they have to give up their law practice in the county where they work, so not all qualified attorneys wish to do this.

The Family Court commissioner holds hearings in all contested divorce proceedings prior to trial, and hearings on all post judgment family law cases when parents disagree on placement, custody or other issues pertaining to the children. They also do an initial screening on all requests for mediation on family law cases.

In addition the Family Court Commissioner also serves as the Circuit Court Commissioner. That is; they sign warrants, hold bond hearings and other time sensitive hearings when the judge is not available. They also hold Restraining Order hearings, hold an initial mediation on all contested small claim cases, and fill in when the judge is gone, such as overseeing small claim return dates.

When I started the Family Court Commissioner did not do everything listed above, yet he was paid over \$57,000 a year which included benefits. I have over time reviewed his case load and work hours and have reduced his pay to \$36,000 a year without any benefits.

I have checked with surrounding counties and Waushara County pays their Family Court Commissioner over \$56,000 and Adams County pays all of their Court Commissioner (they have several) over \$52,000. As can be seen, we receive a great deal of services, for a reduced cost from the current Family Court Commissioner.

BUDGET SAVINGS

On the next page is an excel spreadsheet showing the budget starting in 2011. The first line consists of the tax levy. In 2011 the tax levy was \$195,241.81. That is how much tax money Green Lake County was collecting to pay for the Circuit Court and Family Court Commissioner budgets in 2011. (Those budgets have since been combined.)

The second line is how much my tax levy has been for each year I have been in office. Each year I have reduced the tax levy collected to run the budget. The difference is the third line. That represents how much money has been saved had I just kept the 2011 budget the same with zero increases or decreases. But as you can see, each and every year the tax levy was lowered.

I will point out that tax levy for my budget for 2017 was \$58,267.78 That is the lowest tax levy for the Court budget since 1992, when it was \$57,889. (To be clear, I am costing the county as much money as it did to run the circuit court in 1992, 25 years ago!)

The next three lines are the actual budgets for the Court. Whereas the tax levy is how much is collected, the next three lines actually shows how much money was collected and expended. Even though you can budget a decrease, that does not mean you can actually run a decrease. However, you will see that each and every year I actually came under by budget. That is, each year I decreased my budget, and then came in under budget!

JUDGE SLATE'S TAX SAVINGS

	2011	2012	2013	2014	2015	2016	2017	Savings
Tax Levy in 2011	195,241.81	195,241.81	195,241.81	195,241.81	195,241.81	195,241.81	195,241.81	
Slate's Tax Levy	-	191,256.74	168,232.95	154,126.57	149,210.44	84,787.99	75,227.52	
Reduction in Levy	-	3,985.07	27,008.86	41,118.24	46,031.37	110,453.82	120,014.29	348,611.65

Actual Revenue	58,711.93	64,566.77	69,217.00	68,118.32	79,367.86	66,684.14		
Actual Expenses	254,511.18	231,576.71	224,659.62	206,671.29	172,187.59	146,972.04		
Actual budget cost	195,799.25	167,009.94	155,442.62	138,552.97	92,819.73	80,287.90		
Over / (Under)	577.44	(24,246.80)	(12,790.33)	(15,573.60)	(56,390.71)	\$ (4,500.09)		(113,501.53)

Reductions in tax levy \$ 348,611.65
 Money under budget \$ 113,501.53
TOTAL SAVED TAXPAYERS \$ 462,113.18

GREEN LAKE COUNTY 2018 BUDGET

	12/31/2014	12/31/2015	12/31/2016	ACTUAL 6/30/2017	2017 REVISED	2018 PROPOSED	
CIRCUIT COURT							
18-100-05-51230-110-000 SALARIES	94,224	70,056	65,070	21,977	50,175	51,178	82,908
18-100-05-51230-151-000 SOCIAL SECURITY	7,092	4,931	4,951	1,900	3,838	3,916	
18-100-05-51230-153-000 RET. EMPLOYER SHARE	6,673	3,985	4,285	1,738	3,412	3,430	
18-100-05-51230-154-000 HEALTH INSURANCE	27,285	6,413	11,864	9,966	17,778	24,354	
18-100-05-51230-155-000 LIFE INSURANCE	190	32	35	13	25	30	
18-100-05-51230-212-000 ATTORNEY FEES & GAL	31,217	43,163	22,602	6,728	30,000	30,000	
18-100-05-51230-215-000 MEDIATION SERVICES	-	-	-	1,250	4,000	4,000	
18-100-05-51230-215-001 FAMILY COURT COMMISSIONER	30,000	30,000	36,000	15,000	36,000	36,000	
18-100-05-51230-219-000 CONSULTANTS	-	3,000	-	-	-	-	
18-100-05-51230-310-000 SUPPLIES	881	1,389	942	301	1,500	2,500	
18-100-05-51230-325-000 CONFERENCE	483	998	1,223	570	1,500	2,500	
18-100-05-51230-330-000 TRAVEL	-	-	-	82	-	-	
18-100-05-51230-810-000 CAPITAL EQUIPMENT	-	8,221	-	-	-	-	
TOTAL EXPENDITURES	198,046	172,187	146,972	59,526	148,228	157,908	
FINANCING PROPOSAL							
18-100-05-43511-000-000 COURT SUPPORT	34,900	34,851	34,850	17,425	43,000	43,000	
18-100-05-45124-000-000 GUARDIAN AD LITEM PAYMENT	7,050	8,799	8,121	4,837	14,000	-	This should have been atty & GAL reimbursements for last year, it was put in the wrong line
18-100-05-46109-000-000 MEDIATION SERVICES - COUNTY CLERK	-	-	-	900	2,000	2,000	
18-100-05-45126-000-000 ATTORNEY & GAL FEES REIMBURSEMENT	8,431	9,596	14,021	-	-	18,000	
18-100-05-46126-000-001 JUVENILE GAL REIMBURSEMENT	10	-	-	-	-	-	
18-100-05-46143-000-000 REGISTER IN PROBATE FEES	12,655	26,123	9,692	3,559	12,000	12,000	
18-100-05-48150-000-000 MEDIATION SERVICES - CLERK OF COURTS	-	-	-	645	2,000	2,000	
TOTAL REVENUES	63,046	79,368	66,684	27,366	73,000	75,000	
COUNTY APPROPRIATION					239,212	82,908	

**GREEN LAKE COUNTY
PERSONNEL COSTS
2018 BUDGET**

DEPARTMENT: CIRCUIT COURT/PROBATE

*round off all totals to the nearest dollar

JOB TITLE	EMPLOYEE NAME	RATE	HOURS	ANNUAL SALARY	OVERTIME	RETIREMENT	SOCIAL SECURITY	HEALTH	LIFE	TOTAL FRINGE	TOTAL
REG. IN PROBATE	SAMANTHA GERTH	23.19	2080	\$ 48,235		\$ 3,232	\$ 3,690	\$ 23,439	\$ 28	\$ 30,389	\$ 78,624
JUDICIAL/PROBA	TRINA WEST	18.65	104	\$ 1,940		\$ 130	\$ 149	\$ 915	\$ 2	\$ 1,196	\$ 3,135
						\$ -	\$ -			\$ -	
2018 MERIT				\$ 1,003		\$ 68	\$ 77			\$ 145	\$ 1,148
Grand Total				\$ 51,178	\$ -	\$ 3,430	\$ 3,916	\$ 24,354	\$ 30	\$ 31,730	\$ 82,908

Wisconsin Retirement
General Employee - 0.0670

Social Security 0.0765

2018 Health Insurance
% CoShare
Single \$8,796.44
Limited \$18,165.77
Family \$23,438.93

EXPENDITURE DETAIL LISTING

DEPARTMENT: Circuit Court

ACCOUNT NAME: Attorney Fees & GAL

ACCOUNT #: 18-100-05-51230-212-000

The average for the last three years has been around \$30,000. These are fees paid to attorneys who are required by law to be appointed in certain legal cases.

\$ 30,000

EXPENDITURE DETAIL LISTING

DEPARTMENT: Circuit Court

ACCOUNT NAME: Mediation Services

ACCOUNT #: 18-100-05-51230-215-000

Mediation services is required to be provided by state statute. The agreement with the mediator is they receive however much is received in income for mediation services (see revenue mediation)

\$	4,000	Mediator
\$	4,000	

EXPENDITURE DETAIL LISTING

DEPARTMENT: Circuit Court
ACCOUNT NAME: Family Court Commissioner
ACCOUNT #: 18-100-05-51230-215-001

The Family Court Commissioner is required to be appointed by statute. He oversees all family law cases as well as mediation, restraining orders and bond hearings, as well as warrants and emergency hearings when the judge is not available

\$ 36,000

EXPENDITURE DETAIL LISTING

DEPARTMENT: Circuit Court

ACCOUNT NAME: Supplies

This should be relabeled as supplies and small items

ACCOUNT #: 18-100-05-51230-310-000

\$325 Court reporter paper
\$500 Toner, paper, envelopes, etc...
\$500 Incidental supplies, pens, files, calendars, etc...
\$325 2 monitors for courtroom 2 and FCC
\$350 Scanner for the judge
\$500 Microphone upgrades and wireless mics in courtroom2
\$2,500

It is unknown exactly how much will be needed for supplies for 2018. In addition, I am looking at adding some equipment to courtroom 2 and for the FCC. Several years ago, the budget was combined for supplies and small items of equipment. In addition, some microphones are starting to show age in the courtrooms. Any money left over will be to replace failing ones.

EXPENDITURE DETAIL LISTING

DEPARTMENT: Circuit Court

ACCOUNT NAME: Conference

This should be relabeled as Educational Budget

ACCOUNT #: 18-100-05-51230-325-000

\$ 450	Spring Seminar Register in Probate
\$ 450	Summer seminar Juvenile Clerk
\$ 450	Fall Seminar Register in Probate
\$ 450	Fall seminar Family Court Commissioner
\$ 450	Summer Seminar Family Court Commissioner
\$ 250	One additional CLE class for Judge, FCC or Register in Probate
\$ 2,500	

The costs of a seminar includes hotel, mileage, food and cost of the registration fees.
The FCC has had his pay reduced over years and is required to get 40 hours of CLE a year
for 2018 I believe it would be in the county's interest to pay his costs for the education required
The \$250 is on any given year there is a CLE the state bar produces that might benefit one of the memebrrs

EXPENDITURE DETAIL LISTING

DEPARTMENT: Circuit Court

ACCOUNT NAME: Travel

ACCOUNT #: 18-100-05-51230-330-000

\$	-
\$	-
\$	-
<hr/>	
\$	-

This has been included in the Conference budget

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				
Hoerig	41	139,950	141,970	145,200	147,910	150,204	152,038	154,506	157,655				
Kuklinski	43	54,710	58,000	60,735	62,950	65,910	69,100	71,300	73,500				
Colhouer	45	132,053	132,053	132,521	133,880	135,125	136,877	138,800	139,000				
Ward	47	129,364	130,607	132,761	133,057	134,219	134,846	568	1,149				
Hanson	49	122,651	122,905	123,405	126,032	128,820	132,662	135,962	139,514				
Cody	51	80,677	84,477	87,247	89,398	91,423	94,605	97,509	99,380				
Holdorf	52	2,515	3,106	4,086	4,816	5,440	6,246	6,808	7,453				
Kiener	53	16,303	17,344	18,802	20,802	22,109	23,577	24,182	25,777				
Manning	54	146,910	146,500	147,932	147,932	147,932	147,932	147,932	1,350				
Thompson	55	85,300	87,859	91,292	95,101	96,588	100,223	102,229	106,255				
Schroeder	56	109,872	112,143	115,037	117,004	120,060	122,535	124,734	126,860				
Dect. Van		45,755	45,755	45,864	46,149	47,527	51,527	51,624	52,010				
Podoll	60	135,117	136,008	137,226	139,128	141,128	142,086	143,242	145,285				
Preuss	61	147,963	150,042	152,853	155,871	159,122	162,124	166,805	170,370				
Vande Kolk	62	129,195	131,960	133,248	136,582	138,075	140,260	142,041	144,913				
Prachel	64	113,154	115,502	117,810	120,715	124,065	126,580	126,622	126,780				
Dodge Ram		98,649	98,671	98,700	98,902	98,916	98,956	99,297	99,312				
Transport Van		212,023	214,584	215,841	73,276	74,382	75,641	76,349	77,174				

Accidents and Complaints for Patrol

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	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														0
Oct														0
Nov														0
Dec														0
Total	229	180	148	228	19	137	231	211	154	0	129	160	155	1981
Avg/Month	29	23	19	29	2	17	29	26	19	0	16	20	19	248

Paper Service for Patrol

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	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														0
Oct														0
Nov														0
Dec														0
Total	31	13	20	34	4	25	20	24	33	0	13	21	22	260
Avg/Month	4	2	3	4	1	3	3	3	4	0	2	3	3	33

Citations for Patrol

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	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		8	19	12	12	0	5	4	2	109
May	15	1	12	14		14	35	6	8	0	4	22	16	147
June	28	2	12	14		11	26	20	20	0	18	25	2	178
July	12	0	15	9		12	15	12	14	0	6	4	23	122
Aug	45	2	9	12		19	2	12	7	0	4	0	15	127
Sept														0
Oct														0
Nov														0
Dec														0
Total	185	8	54	90	2	82	147	98	80	0	56	77	76	955
Avg/Month	23	1	7	11	0	10	18	12	10	0	7	10	10	119

Warnings for Patrol

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	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		14	41	23	20	0	6	5	9	192
May	25	1	10	8		8	41	8	7	0	13	17	19	157
June	51	0	9	19		9	42	23	26	0	23	16	10	228
July	18	0	20	11		8	18	16	11	0	18	6	19	145
Aug	63	0	14	8		9	0	20	17	0	12	0	16	159
Sept														0
Oct														0
Nov														0
Dec														0
Total	306	2	58	111	0	73	219	157	118	0	111	71	105	1331
Avg/Month	38	0	7	14	0	9	27	20	15	0	14	9	13	166

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

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Prachel	Hoerig	Vande Kolk	Colhouer	Cody	Kuklinski	Schroeder	Total
Total Annual Contacts	751	203	280	463	25	317	617	490	385	0	309	329	358	4527
Avg. per Month	94	25	35	58	3	40	77	61	48	0	39	41	45	566

BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS

2017	Thompson	Kiener	Hanson	Preuss	Guenther	Manning	Prachel	Hoerig	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														0
Oct														0
Nov														0
Dec														0
Total	29	4	0	29	0	11	0	0	24	0	0	3	0	100
Avg/Month	7	1	0	7	0	3	0	0	6	0	0	1	0	25

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					
Oct					
Nov					
Dec					
Total	14	0	11	59	48
Average	2	0	1	7	6

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					
Oct					
Nov					
Dec					
Total	6	0	7	14	8
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 August 2017**

Deputy contacts for this month	586
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Types of Contacts this month	Number of Contacts
911 Follow up	28
Adult Transports	27
Medical Emergency	23
Agency Assistance, Mutual Aid	22
Citizen Assist	17
Animal Problem	14
Suspicious Person/Circumstance	14
Car/Deer Accident	13
Information Report	13
Traffic Accident w/Damage	13
Lockout	11
Welfare Check	11
Alarm	7
Controlled Substance Problem	6
Records Check	6
K-9 Assist	4
Drugged Driving	4
Theft	4
Boat Complaint	3
Burglary	3
Disturbance	3
Fire	3
Jail Incident	3
Juvenile Problem	3
K-9 Person Charged	3
Miscellaneous	3
Wanted Person	3

Sheriff Mark A. Podoll



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Types of Contacts this month continued

Family Fight	2
Fireworks	2
Fraud	2
Noise Complaint	2
Officer Errand	2
OWI Alcohol	2
Threatening	2
Traffic Patrol Requested	2
Traffic Hazard	2
Trespassing	2
Alcohol Offense	1
Attempted Suicide	1
ATV Complaint	1
Combined Tactical Unit	1
Custodial Interference	1
EDI	1
Gas Drive Off	1
Harassment	1
Investigation Death	1
Juvenile Transport	1
K-9 Presentation	1
Litter/Pollution/Public Health	1
Mutual Aid Fire Dept	1
Obstructing	1
Traffic Accident w/Injuries	1
Probation/Parole Violation	1
Scam	1
Sex Assault	1
Time System	1
Traffic Hazard	1
Traffic Violation	1
Vandalism	1
Warrant Pick Up Out of County	1

Sheriff Mark A. Podoll

GREEN LAKE COUNTY JAIL MONTHLY STATISTICS

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL INMATES TRANSFERRED	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	5
Aug-17	79	16	\$8,015.54	14	48	6431	2	1	15
Sep-17									
Oct-17									
Nov-17									
Dec-17									
Totals									
Average	60.3	11.5	\$5,784.6	13.4	44	4524.3	2.9	1.1	9.8

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 hubers

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



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

Average Daily Population in the Jail for this month	57
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Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Probation/Parole	20
Drug related	14
Warrants	13
Obstructing	10
Theft	8
Assault	7
Disorderly Conduct	4
Resisting/Interfering w/Police	3
Sex Offense	3
Traffic Offense	3
Weapons Offense	3
Child Abuse or Neglect	2
Destruct/Damage/Vandalize	2
ES Sanction Hold	2
Alcohol Offense	1
Arson	1
Burglary	1
DUI	1
Homicide	1

Sheriff Mark A. Podoll

Evans, Lori

From: Putzke, Mark
Sent: Friday, September 01, 2017 11:09 AM
To: Jenkins, Larry; Wendt, Sue; Starshak, Michael; Wallace, Peter
Cc: Evans, Lori; Klockow, Dawn; Schmit, Cathy; Podoll, Mark
Subject: FW: CR17-0110 Lexipol Social Media Policy
Attachments: Disclaimer Language for County Social Media sites.docx; 391 Office_Use_of_Social_Media May17.pdf; 391 Office_Use_of_Social_Media Sept17b.pdf

Law/Judicial Committee Members –

While conducting some research on our County Social Media Policy, our Corporation Counsel suggested, and I subsequently changed, some wording in our Lexipol Policy. This will be on the September meeting agenda for approval. I highlighted the change in yellow (Sept17b) and sent you both the “old” policy (May17) and the “new” revised one. The disclaimer language was also put on our Facebook page which completes our Corporation Counsel’s request.

I may have more policy for you, also, will answer Mr. Jenkins question concerning flight/medical from July.

Take care,

Mark P. Putzke
Chief Deputy Sheriff
Green Lake County Sheriff's Office
571 County Road A P.O. Box 586
Green Lake, WI. 54941-0586
Ph. #920-294-4134 (x1140)
Fax. #920-294-3850
e:(mputzke@co.green-lake.wi.us)

The purpose of this site is to present matters of public interest in Green Lake County, including information regarding its many residents, businesses and visitors. We encourage you to submit comments, but be advised this is not an open public forum. Once posted, the County reserves the right, but assumes no obligation to delete submissions that are illegal, obscene, defamatory, threatening, invade privacy, or which are considered to be offensive to anyone or may infringe upon the intellectual property or copy rights of others. The County does not necessarily review all posted comment on a regular basis. Furthermore, the County reserves the right to delete any comment for any reason and will immediately delete any comments that include: spam or links to other sites; are clearly off topic; advocate illegal or illicit activity; promote particular products, services or vendors; infringe on copyrights or trademarks; or advocate for a particular political party, candidate or point of view. Comments expressed on this site do not necessarily reflect the opinions of Green Lake County or its employees. The County takes no responsibility nor assumes any liability for any content posted on this site. Please contact the site administrator for assistance with a comment you believe violates the above policy.

Office Use of Social Media

391.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Office is consistent with the office mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by office members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this office (see the Investigation and Prosecution Policy).

391.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the office website or social networking services.

391.2 POLICY

The Green Lake County Sheriff's Office may use social media as a method of effectively informing the public about office services, issues, investigations and other relevant events.

Office members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

- (a) This policy is meant to comply with the Green Lake County Personnel and Procedures policy governing Information Technology and Social Media. The Green Lake County policy is located upon the County Intranet.

391.3 AUTHORIZED USERS

Only members authorized by the Sheriff or Chief Deputy may utilize social media on behalf of the Office. Authorized members shall use only office-approved equipment during the normal course of duties to post and monitor office-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Sheriff or Chief Deputy may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over office social media by members who are not authorized to post should be made through the members chain of command.

- (a) A Sergeant of Corrections and a Sergeant of Communications have been assigned permission to post social media information and events.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Office Use of Social Media

391.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the office mission and conforms to all office policies regarding the release of information may be posted.

Examples of appropriate content include:

- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the office mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

391.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

391.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Green Lake County Sheriff's Office or its members.
- (e) Any information that could compromise the safety and security of office operations, members of the Office, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this office's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Office Use of Social Media

391.5.1 PUBLIC POSTING PROHIBITED

Office social media sites shall be designed and maintained to prevent posting of content by the public.

The Office may provide a method for members of the public to contact office members directly.

391.6 MONITORING CONTENT

The Sheriff will appoint a supervisor to review, at least annually, the use of office social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

391.7 RETENTION OF RECORDS

The Administration Division Administrator should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

391.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on office sites.

Office Use of Social Media

391.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines to ensure that any use of social media on behalf of the Office is consistent with the office mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

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391.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the office website or social networking services.

391.2 POLICY

Best Practice **MODIFIED**

The Green Lake County Sheriff's Office may use social media as a method of effectively informing the public about office services, issues, investigations and other relevant events.

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391.3 AUTHORIZED USERS

Best Practice **MODIFIED**

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Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Office Use of Social Media

Requests to post information over office social media by members who are not authorized to post should be made through the members chain of command.

- (a) A Sergeant of Corrections and a Sergeant of Communications have been assigned permission to post social media information and events.

391.4 AUTHORIZED CONTENT

Best Practice

Only content that is appropriate for public release, that supports the office mission and conforms to all office policies regarding the release of information may be posted.

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- (c) Investigative requests for information.
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- (e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
- (f) Traffic information.
- (g) Press releases.
- (h) Recruitment of personnel.

391.4.1 INCIDENT-SPECIFIC USE

Best Practice

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

391.5 PROHIBITED CONTENT

Best Practice

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Green Lake County Sheriff's Office or its members.
- (e) Any information that could compromise the safety and security of office operations, members of the Office, victims, suspects or the public.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Office Use of Social Media

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this office's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

391.5.1 PUBLIC POSTING PROHIBITED

Best Practice **MODIFIED**

Office social media sites shall be designed and maintained to prevent posting of content by the public.

The Office may provide a method for members of the public to contact office members directly.

The Green Lake County Sheriff's Office (County of Green Lake) reserves the right, by posting a notice of policy, to review, delete, and/or otherwise remove prohibited content.

391.6 MONITORING CONTENT

Best Practice

The Sheriff will appoint a supervisor to review, at least annually, the use of office social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

391.7 RETENTION OF RECORDS

Best Practice

The Administration Division Administrator should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

391.8 TRAINING

Best Practice

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on office sites.