



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 04/04/2019

Amended* Post Date:

**The following documents are included in the packet for the
Judicial Law Enforcement Committee on April 10, 2019:**

- 1) Agenda
- 2) Minutes from 03/13/19
- 3) Ordinance Amending Chapter 103, Animals, Article III Restricted Animals
- 4) Department Related Reports
 - a. Clerk of Courts
 - b. Emergency Management
 - c. Sheriff's Office
- 5) Monthly Sheriff Reports
- 6) Lexipol Policy 502 Traffic Crash Response and Reporting



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: April 10, 2019 Time: 10:30 AM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

AGENDA

Committee Members

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

Lori Evans, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 03/13/2019
6. Public Comments 3 Min Limit
7. Correspondence
8. Purchase Requests
9. Credit Card Approval
10. Resolutions/Ordinances
 - Amending Chapter 103, Animals, Article III Restricted Animals
11. Department Related Reports
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
12. Budget Adjustments/Line Item Transfers
13. Monthly Sheriff Reports
14. Expense & Revenue Monthly Reports
15. Lexipol Law Enforcement Policy and Procedure
 - 502 Policy - Traffic Crash Response and Reporting
16. Future Meeting Dates: Regular Meeting May 8, 2019, at 10:30 am
17. Future Agenda items for action & discussion:
18. Adjourn

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

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

March 13, 2019

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Larry Jenkins at 10:30 a.m. on March 13, 2019 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-Vice-Chairman
Peter Wallace
Keith Hess
Kathy Morris

Others Present:
Lori Evans, Admin. Ass't to Sheriff
Gary Podoll – Emergency Management
Dawn Klockow – Corp. Counsel
Mark Putzke, Chief Deputy
Sheriff Mark Podoll
DA Andrew Christenson

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Hess/Wendt) to approve the minutes of the February 13, 2019 meeting as amended by a change on Page 3. The law books amount was changed from \$2,000 to \$705.49. All Ayes. Motion carried.

PUBLIC COMMENTS

None

CORRESPONDENCE

The Cheese 4 Heroes organization brought in several cards and treats to show their appreciation to Law Enforcement for everything they do for the community.

PURCHASE REQUESTS

None

CREDIT CARD APPROVAL

A Request for Credit Card Approval was in the packet from the District Attorney's Office for Mitzi Putzke with a \$2,500 limit.

Motion/Second (Wallace/Hess) to approve the Credit Card Approval request. All Ayes. Motion carried.

RESOLUTIONS/ORDINANCES

None

DEPARTMENT RELATED REPORTS

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

The following had additional information.

DA Christenson reported on things that were happening in his office. He also reported that his Assistant DA had retired. She is currently using her sabbatical and leave time. The DA will be hiring someone to replace her very soon.

The governor's panel interviewed candidates today for the Open Coroner position, for now we are calling upon Waushara County Sheriff's Office for help in covering death calls.

Emergency government – Gary reported on the latest flooding and plans for coverage in future. Green Lake County is the State repository for sandbags.

Sheriff Podoll reported on his recent trip to Badger Sheriffs in D.C. He also reported on the recent poor road conditions due to the weather. They were the cause of a number of crashes including a 10 car pile-up on CTH A just south of Markesan. He also reported on a very large drug bust we had and told the Committee that one of our very dedicated staff, Deputy Mike Prachel, is a Drug Recognition Expert (DRE) and that he recently scored 10th in the state for DRE contacts and arrests. The Sheriff also reported on a runaway case where a 16 year old El Salvador citizen left our county and was located in Texas. We also had an OWI 3rd with a minor in the car.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS

None

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. A question was raised regarding the Clerk of Courts expenditures for Court appointed attorneys. Corp. Counsel reported that the cost for a Court appointed attorney has increased this year by \$30.00 per hour.

ANNUAL REPORTS

Annual reports were included in the packet from the Clerk of Circuit Court, Circuit Court which includes the Family Court Commissioner and the Register in Probate, the Coroner's Office and Emergency Management. The Sheriff's Office and the DA's Annual Reports were distributed at the meeting. All reports were reviewed and discussed.

LEXIPOL

There were no Lexipol policies this month. The custody manual will be coming soon.

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for April 10, 2019 at 10:30 a.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 11:00 a.m.

Respectfully submitted,

Lori Evans, Administrative Assistant to the Sheriff

DRAFT

ORDINANCE NO. -2019

Amending Chapter 103, Animals, Article III Restricted Animals.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 16th day of April 2019, does ordain as follows:

1 Section 1. Green Lake County Ordinance, No. 1130-2015, Adopted December 15, 2015
2 is hereby amended as follows:

3 103-27. Definitions

4 Domestic Animal

5 Any species that has been selectively bred for hundreds of generations to accept
6 humans or live with humans so as to live and breed in a tame condition, depend on
7 humankind for survival, and are commonly considered to be domesticate in the United
8 States. Domestic animals include

9 a. Companion animals, and

10 b. Livestock,

11 c. Farm-raised deer,

12 d. A pet bird,

13 e. Farm-raised game birds not released to the wild,

14 f. Poultry,

15 g. Ratites,

16 h. Farm-raised fish not released to the waters of the state, and

17 i. Foxes, fitch, nutria, marten, fisher, mink, chinchilla, rabbit or caracul that are born,
18 bred, and raised in captivity and are not endangered or threatened species.

Roll Call on Ordinance No. -2019

Submitted by Judicial Law
Enforcement/Emergency
Management Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 16th
day of April, 2019.

Larry Jenkins, Chair

Sue Wendt

County Board Chairman

Peter Wallace

ATTEST: County Clerk
Approve as to Form:

Kathy Morris

Corporation Counsel

Keith Hess

19 Person

20 Any individual, partnership, firm, joint stock company, corporation, trust, estate, or other
21 legal entity.

22
23
24 §103.29. Keeping of certain restricted animals.

A. Except as otherwise provided herein, no person within the unincorporated areas of Green Lake County shall own, keep, maintain, harbor, or have in his or her possession, or under his or her control, or sell, or offer to purchase, any wild animal, harmful wild animal, or animal with vicious or dangerous propensities, including, but not limited to, any of the following animals:

25 ~~C. This section shall not apply where animals are in the care, custody, or control of a~~
26 ~~veterinarian for treatment; agricultural fairs' shows or projects of the 4-H Clubs; a display~~
27 ~~for judging purposes; and itinerant or transient carnival, circus or other show; dog or cat~~
28 ~~shows or trials; public or private educational or medical institutions; a department of~~
29 ~~natural resources licensed animal rehabilitation facility; or licensed pet shops; provided~~
30 ~~that:~~

31 ~~(1) The location conforms to the provisions of the zoning ordinance of the municipality in~~
32 ~~which the property is located;~~

33 ~~(2) All animals and animal quarters are kept in a clean and sanitary condition and so~~
34 ~~maintained as to eliminate objectionable odors;~~

35 ~~(3) Animals are maintained in quarters so constructed as to prevent their escape.~~

36 C. This section shall not apply to:

37 (1) Any person exempt from licensing by the Department of Natural Resources under
38 Wis. Ch. 169.

39 (2) Any person exempt under Wis. Stat. §169.07

40
41 (3) Any person who possesses a license or other approval issued by the Department of
42 Natural Resources under Wis. Ch. 169 or §29.319 Wis. Stats. to possess, purchase,
43 or sell a live wild animal.

44 D. Any person who is exempt under paragraph C. shall ensure that:

45 (1) The location where the animal is housed conforms to the provisions of the zoning
46 ordinances of the municipality in which the animal is housed;

47 (2) The animal is handled and treated humanely in conformity with all state statutes and
48 administrative codes applicable to that particular animal.

49 (3) The licensed facility housing the animal conforms to all state statutes and
50 administrative codes applicable to that particular animal;

51 Section 2. This ordinance shall become effective upon passage and publication.

52 Section 3. The repeal and recreation of any section herein shall not have any effect on
53 existing litigation and shall not operate as an abatement of any action or proceeding then
54 pending or by virtue of the repealed sections.

55 Section 4. All ordinances and parts of ordinances in conflict herewith are hereby
56 repealed.



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

April 3, 2019

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

RE: Department Update

Dear Committee Members:

NUMBER OF CASES FILED SINCE FEBRUARY 6, 2019

Case Type	
Criminal Felony	29
Criminal Misdemeanor	70
Criminal Traffic	20
Traffic	162
Forfeiture	16
Juvenile Ordinance	0
Civil	29
Complex Forfeiture	0
Small Claims	54
Family	15
Paternity	2

Other than the day to day activities of this office, there is nothing further to report at this time. If you should have any questions, please do not hesitate to contact me.

Very truly yours,

Amy S. Thoma
Clerk of Circuit Court

ast



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

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

DATE: April 1, 2019

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

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Monthly Report

1. I attended the Governor's Conference on Homeland Security and Emergency Management on March 21st – 22nd. It had very educational breakout sessions and very interesting main presenters, which included the Sun Prairie Explosion and Beaver Dam Explosion.
2. I am working on updating the EPCRA Hazardous Materials Response Plans of facilities in Green Lake County.
3. I have set up a Tornado Spotting Class, which will be put on by the National Weather Service.

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 · Green Lake, WI 54941-0586
Ph. 920-294-4000 · Fax. 920-294-3850

April 1, 2019

To Judicial and Law Enforcement Committee Members,

GLSO Events for March

- March 14, excessive snow melt followed by rain and a brief thunderstorm results in county – wide flash flooding and road closures.
- March 14, high water overflows Sth.44 at the Kingston dam.
- Jessica Schaumburg starts as a new employee in the Communications Division.
- Emma Lincks completes her field training process in the Corrections Division.
- March 18, Cth.A at Illinois Ave., Town of Brooklyn, Green Lake County's first fatal traffic crash since September of 2016.
- March 25, Slow-No-Wake posted on the Fox River in Berlin.
- March 28, City of Berlin records its first traffic fatality in several years and Green Lake County's second fatal in 10 days.
- March 29, Slow-No-Wake posted on the Fox River in Princeton.

See you at the meeting,

Mark A. Podoll, Sheriff

Sheriff Mark A. Podoll



571 County Road A · 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 March 2019**

Deputy contacts for this month	439
--------------------------------	-----

Types of Contacts this month	Number of Contacts
Adult Transport	33
Citizen Assist	23
Agency Assistance, Mutual Aid	21
Medical Emergency	15
Animal Problem	13
K-9 Assist	11
911 Follow up	10
Traffic Misc	10
Car/Deer Accident	8
Welfare Check	8
Fire	6
Traffic Accident w/Damage	5
Records Check	5
Scam	5
Suspicious Person/Circumstance	5
Traffic Violation	5
Unmanned Aircraft System	4
Lockout	4
Theft	4
Wanted Person	4
Agency Assist Person Charged	3
Controlled Substance Problem	3
Drugs - Agency Assist	3
Information Report	3
K-9 Person Charged	3
Alarm	2
Dead Body	2



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

Types of Contacts this month continued

Disturbance	2
Emergency Detention Involuntary	2
Check on Huber Inmate	2
Jail Incident	2
Litter/Pollution/Public Health	2
OWI Alcohol	2
Drugged Driving	2
Parking Problem	2
Sex Assault	2
Theft-Identity	2
Traffic Patrol Requested	2
Temporary Restraining Order	2
Alcohol Offense	1
Attempted Burglary	1
Computer Forensics	1
Domestic Situation	1
Voluntary Diversion Plan	1
Emp Check	1
Family Fight	1
Traffic Accident, Fatal	1
Found Property	1
Fraud	1
Harassment	1
Juvenile Problem	1
K-9 School Search	1
Miscellaneous	1
Probation/Parole Violation	1
Recovered Stolen Vehicle	1
Threatening	1
Trespassing	1
Vandalism	1
Violation of Court Orders	1

Accidents and Complaints for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	22	17	24	12	30	9	7	21	13	33	19	11	16	234	18
Feb	23	23	22	16	29	21	18	28	21	25	24	3	25	278	21
March	31	12	21	18	14	20	14	20	15	15	23	0	10	213	16
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	76	52	67	46	73	50	39	69	49	73	66	14	51	725	56
Avg/Month	25	17	22	15	24	17	13	23	16	24	22	5	17	242	19

Paper Service for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	9	7	0	5	8	7	0	12	21	13	11	3	14	110	8
Feb	3	1	4	1	0	2	4	4	0	7	6	0	1	33	3
March	6	4	0	2	4	2	0	1	3	2	1	0	4	29	2
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	18	12	4	8	12	11	4	17	24	22	18	3	19	172	13
Avg/Month	6	4	1	3	4	4	1	6	8	7	6	1	6	57	4

Citations for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	6	2	10	0	9	10	1	7	3	5	5	5	11	74	6
Feb	4	6	0	2	6	17	3	8	7	7	9	2	3	74	6
March	11	2	3	1	1	18	7	8	4	3	6	0	9	73	6
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	21	10	13	3	16	45	11	23	14	15	20	7	23	221	17
Avg/Month	7	3	4	1	5	15	4	8	5	5	7	2	12	74	6

Warnings for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	13	27	9	0	7	25	4	23	6	13	8	5	8	148	11
Feb	2	11	2	2	14	20	11	15	9	4	9	1	10	110	8
March	13	22	1	0	1	19	10	13	10	9	19	0	7	124	11
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	28	60	12	2	22	64	25	51	25	26	36	6	25	382	31
Avg/Month	9	20	4	1	7	21	8	17	8	9	12	2	8	127	10

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

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Total Annual Contacts	143	134	96	59	123	170	79	160	112	136	140	30	118	1500	117
Avg. per Month	48	45	32	20	41	57	26	53	37	45	47	10	39	500	39

BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan														0	0
Feb														0	0
March														0	0
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Avg/Month	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Accidents and Complaints for Detectives

2019	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	3	2	2	4	12	0
Feb	3	1	1	11	6	1
March	5	1	8	7	8	0
April						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	11	4	11	22	26	1
Average	4	1	4	7	9	0

Arrests for Detectives

2019	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	0	0	1	0	5	0
Feb	2	0	0	2	2	0
March	0	0	3	0	3	0
April						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	2	0	4	2	10	0
Average	1	0	1	1	3	0

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-19	64	11	\$5,174.51	13	45	5336	1	3	0		6	
Feb-19	69	10	\$5,590.76	16	24	5127	1	3	0		10	
Mar-19	65	8	\$5,919.72	15	46	5090	3	2	0		6	
Apr-19												
May-19												
Jun-19												
Jul-19												
Aug-19												
Sep-19												
Oct-19												
Nov-19												
Dec-19												
Totals												
Average	66	10	\$5,561.66	15	38	5184	2	3	0	\$ -	22	\$ -

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

Sheriff

571 County Road A · 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 March 2019
 Correctional Facility**

Average Daily Population in the Jail for this month	65
---	----

Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Probation/Parole	18
Warrants	8
Obstructing	7
DUI	6
ES Sanction Hold	5
Traffic Offense	4
Assault	3
Drug related	3
Destruct/Damage/Vandalize	2
Arson	1
Disorderly Conduct	1
Homicide	1
Pornography/Obscene Material	1
Resisting/Interfering w/Police	1
Theft	1
Trespass of Real Property	1

Sheriff Mark A. Podoll

Traffic Crash Response and Reporting

502.1 PURPOSE AND SCOPE

State

The policy provides guidelines for responding to and investigating traffic crashes.

502.2 POLICY

State

It is the policy of the Green Lake County Sheriff's Office to respond to traffic crashes and render or summon aid to injured victims as needed. The Office will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of crashes by attempting to identify the cause of the crash and through enforcing applicable laws. Unless restricted by law, traffic crash reports will be made available to the public upon request (Wis. Stat. § 346.70(4)).

502.3 RESPONSE

Best Practice **MODIFIED**

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched as a sector car to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this office and there is:
 - 1. A life-threatening injury.
 - 2. A fatality.
 - 3. A County vehicle involved.
 - 4. A County official or employee involved.
 - 5. An on- or off-duty member of this office involved.
- (b) Is within another jurisdiction and there is:
 - 1. A County of Green Lake vehicle involved.
 - 2. A County of Green Lake official involved.
 - 3. An on-duty member of this office involved.

502.3.1 MEMBER RESPONSIBILITIES

Best Practice **MODIFIED**

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Traffic Crash Response and Reporting

- (b) Proper placement of emergency vehicles, cones, or other devices if available to provide protection for members, the public, and the scene.
- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.
- (e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).
- (f) Clearance and cleanup of the roadway.

502.4 NOTIFICATION

Best Practice **MODIFIED**

If a traffic crash involves a life-threatening injury or fatality, the responding deputy shall notify a supervisor or, if unavailable, the Shift Sergeant. The Shift Sergeant or any supervisor may assign a traffic investigator or other appropriate personnel to investigate the incident. The Shift Sergeant will ensure notification is made to the Patrol Sergeant or Supervisor, office command staff, and County Administrator in accordance with the Major Incident Notification Policy.

The District Attorney shall be notified of all fatal traffic crash incidents and provided with a summary of known information.

502.4.1 NOTIFICATION OF FAMILY

Best Practice **MODIFIED**

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Coroner, office chaplain, or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

Generally, notification of family for a fatality is conducted by the Green Lake County Coroners Office.

The identity of any person seriously injured or deceased in a traffic crash should not be released until notification is made to the victim's immediate family.

502.5 MINIMUM REPORTING REQUIREMENTS

State

A crash report shall be taken when (Wis. Stat. § 346.70(4)(b)):

- (a) The crash originated or terminated on a traffic way, or public or private premises as outlined within Wis. Stat. § 346.66, and involved at least one motor vehicle in transport and resulted in any of the following (Wis. Stat. § 346.70):
 - 1. Injury or fatality of a person
 - 2. Total damage to one person's property that is reasonably believed to be \$1,000 or more
 - 3. Damage to government-owned property that is reasonably believed to be \$200 or more, except to government-owned vehicles, which is \$1,000 or more

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Traffic Crash Response and Reporting

Motor vehicle crashes that do not meet the above criteria are considered non-reportable and may be documented in a general information report in lieu of the WisDOT report form. The information contained in the general information report shall be sufficient to complete the WisDOT report form should it later be determined that the crash involved injuries or property damage that meet the state criteria of a reportable crash.

502.5.1 PRIVATE PROPERTY

State

Generally, reports should not be taken when a traffic crash occurs on private property unless it involves an injury or fatality, a hit-and-run violation, or other traffic law violation. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

502.5.2 CITY/COUNTY VEHICLE INVOLVED

Best Practice **MODIFIED**

A traffic crash report shall be taken when a County vehicle is involved in a traffic crash that results in property damage or injury.

A general information report may be taken in lieu of a traffic crash report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a County vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Division Administrator. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

- This policy is meant to comply in full with the Green Lake County Policy and Procedure manual concerning vehicle use (see County Policy Manual Appendix H) located upon the Green Lake County Intranet.

502.5.3 INJURED ANIMALS

Best Practice

Office members should refer to the Animal Control Policy when a traffic crash involves the disposition of an injured animal.

502.5.4 TRAFFIC CRASHES INVOLVING DIPLOMATIC OR CONSULAR CONTACTS

Best Practice

When a member of this office investigates or receives a report of a traffic crash in which the operator of any vehicle involved in the crash displays a driver's license issued by the U.S. Department of State (DOS) or the person claims immunity or privilege under 22 USC § 254a through 22 USC § 258a, with respect to the operator's violation of any state traffic law or any local traffic law enacted by any local authority in accordance with Wis. Stat. § 349.06, the office member shall do the following (Wis. Stat. § 346.70(4)(i)):

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Traffic Crash Response and Reporting

- (a) As soon as practicable, contact the DOS Office of Foreign Missions (OFM) Diplomatic Security Command Center, Diplomatic Motor Vehicle Office to verify the status and immunity, if any, of the driver claiming diplomatic immunity.
- (b) Within 10 days after the date of the crash, forward a copy of the crash report to the DOS OFM Diplomatic Motor Vehicle Office.

502.6 INVESTIGATION

Best Practice **MODIFIED**

When a traffic crash meets minimum reporting requirements the investigation should include, at a minimum:

- (a) Identification and interview of all involved parties.
- (b) Identification and interview of any witnesses.
- (c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
- (d) Identification and protection of items of apparent evidentiary value.
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.
- It is the policy of the Green Lake County Sheriff's Office to obtain and evidence blood sample from all operators involved in a fatal traffic crash. Blood samples shall be obtained only by consent or other legal means under Wisconsin law.
- It is the policy of the Green Lake County Sheriff's Office to obtain basic scene measurements or more for incidents of personal injury or greater. Basic measurements include final points of rest for vehicles, point of impact, and the identification of a permanently established reference point.

502.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

Best Practice

The Patrol Sergeant or Supervisor or on-duty Shift Sergeant should request that the Wisconsin State Patrol or other outside law enforcement agency investigate and complete a traffic crash investigation when a life-threatening injury or fatal traffic crash occurs within the jurisdiction of the Green Lake County Sheriff's Office and involves:

- (a) An on- or off-duty member of the Office.
 - 1. The involved member shall complete the office traffic crash form. If the member is unable to complete the form, the supervisor shall complete it.
- (b) An on- or off-duty official or employee of the County of Green Lake County Sheriff's Office.

Office members shall promptly notify a supervisor when any office vehicle is involved in a traffic crash. The crash investigation and report shall be completed by the agency having jurisdiction.

502.7 ENFORCEMENT ACTION

Best Practice

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Traffic Crash Response and Reporting

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the crash, authorized members should issue a municipal citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

502.8 REPORTS

Best Practice **MODIFIED**

Office members shall utilize the written or automated report forms approved by WisDOT as required for the reporting of traffic crashes. All such reports shall be forwarded to the Patrol Sergeant or Supervisor for approval and filing.

502.8.1 REPORT MODIFICATION

Best Practice

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

If the modification is to add a fatality, a Wisconsin Motor Vehicle Fatal Accident Supplement Form shall be completed and a Transaction Information for the Management of Enforcement (TIME) administrative message sent to Motor Vehicle Fatality Reporting. A fatality is any injury received in a traffic crash that results in death within 30 days of the crash.

502.8.2 TRAFFICBUREAUMANAGER RESPONSIBILITIES

Best Practice

The responsibilities of the Patrol Sergeant or Supervisor include but are not limited to:

- (a) Ensuring the monthly and quarterly reports on traffic crash information and statistics are forwarded to the Patrol Division Administrator or other persons as required.
- (b) Forwarding the original written or automated format WisDOT report form for all reportable accidents to WisDOT within 10 days of the date of the crash (Wis. Stat. § 346.70(4)(a)).
- (c) Forwarding a copy of the WisDOT report form to the governing body where the crash occurred (Wis. Stat. § 346.70(4)(h)).
- (d) Review and analysis of traffic crash data to determine selective enforcement activities.
- (e) Traffic direction and control procedures.
- (f) Traffic crash and reporting procedures that include, at a minimum, protocol for the following crash conditions:
 1. Death or injury
 2. Hit and run

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Traffic Crash Response and Reporting

3. Property damage only
4. Damage to public vehicles or property
5. Hazardous materials
6. Occurrences on private property