



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/6/18

Amended* Post Date:

**The following documents are included in the packet for the
Judicial Law Enforcement Committee on December 12, 2018:**

- 1) Agenda
- 2) Minutes from 11/14/18
- 3) Department Reports
- 4) Sheriff's Office Monthly Reports
- 5) Lexipol Policies



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: December 12, 2018 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. Minutes: 11/14/2018
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/Line Item Transfers
12. Monthly Sheriff Reports
13. Expense & Revenue Monthly Reports
14. Lexipol Law Enforcement Policy and Procedure
15. Future Meeting Dates: Regular Meeting January 16, 2019 at 10:30 AM
16. Future Agenda items for action & discussion:
17. 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

November 14, 2018

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Larry Jenkins at 5:00 p.m. on November 14, 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-Vice-Chairman
Peter Wallace
Keith Hess
Kathy Morris

Others Present:

Mark Podoll, Sheriff
Sara Radloff, SO Clerk
Dawn Klockow – Corp. Counsel
Mark Putzke, Chief Deputy
Nicole Geschke – HR Coord.

Harley Reabe – Co. Board Chairman
Gary Podoll – Emergency Management
Amy Thoma – Clerk of Courts
Cathy Schmit – Co. Administrator

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Hess/Morris) to approve the minutes of the October 10, 2018 meeting as written. All Ayes. Motion carried.

AWARDS

Stacey Dibelius and Eric Shady each were awarded Green Lake County Sheriff Challenge Coins for their selfless act on saving a life. Stacey and Eric called 911 and worked with all departments involved as a team to help save a life.

Correction Officer Craig Leinweber was awarded a Green Lake County Sheriff Challenge Coin for his life saving efforts. Craig was doing his normal rounds in the jail when he came across an inmate that needed help. Craig stepped right in to help save the inmates life.

PUBLIC COMMENTS

None

CORRESPONDENCE

Thank you from Brian Vielbig to Deputy Ray Colhouer for assisting him in finding his wallet. He stated that Deputy Colhouer was polite and very understanding. He appreciates his honesty and servitude to the community.

PURCHASE REQUESTS

None

CREDIT CARD APPROVAL

None

RESOLUTIONS/ORDINANCES

None

DEPARTMENT RELATED REPORTS

Written reports were included in the packet from the Sheriff's Office, Clerk of Circuit Court, Coroner, and Emergency Management.

Clerk of Circuit Court stated that she is working on State Collections.

The committee would like more stats in the Coroner's report for next month.

Emergency Management reviewed his report with the committee.

Sheriff Podoll reviewed his report and also talked about our Drone Team.

SHERIFF'S OFFICE FEE LISTING

Sara Radloff from the Sheriff's Office stated that the Sheriff's Office updated their fee schedule to go along with the State of Wisconsin. Copy Fees were the only thing that was changed on the fee schedule.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS

Three budget adjustments were included in the packet as follows:

District Attorney: Request for \$720 in donated lockout funds from 2016 and 2017 that were not initially carried over to the Computer Forensic Carry-over Account to be moved from the Contingency Fund to the Computer Forensic Carry-Over Account.

Sheriff's Office – Inmate meals are higher than expected this year due to more than expected Safekeepers. Request for \$21,000 shown as an increase in Safekeeper revenues and that same amount increased in inmate meals.

Emergency Management: Request for \$5,615.85 to be transferred from the Contingency Fund to the 911 Project to upgrade the mapping for the E911 project.

Motion/Second (Wendt/Morris) to approve all three of the Budget Adjustments as presented. All Ayes. Motion carried.

2019 BUDGET

No action taken.

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. Committee Member Hess did have a question on a Revenue line item that will be looking into for next meeting.

FUTURE MEETING DATE AND AGENDA ITEMS

Due to the second Wednesday in January being on the 8th, it is too close to start of the New Year to get the packet information, line item transfers and budget adjustments done. It is being requested that the January 2019 meeting be held on January 16, 2019.

The next regular meeting is set for December 12, 2018 at 10:30 a.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. The time has been changed due to the presentation of an award.

ADJOURN

Motion/Second (Hess/Wallace) to adjourn. All Ayes. Motion carried.
Meeting adjourned at 5:33 pm
Respectfully submitted,
Sara Radloff, Committee Secretary, Sheriff's Office Clerk



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

December 5, 2018

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

RE: Department Update

Dear Committee Members:

CASES FILED SINCE NOVEMBER 7, 2018

Case Type	
Criminal Felony	12
Criminal Misdemeanor	15
Criminal Traffic	2
Traffic	95
Forfeiture	15
Juvenile Ordinance	0
Civil	10
Complex Forfeiture	1
Small Claims	30
Family	11
Paternity	3

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 THE CORONER

Amanda M. Thoma, Coroner

Office: 920-294-4040 ext. 1229

December 5, 2018

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

RE: November 2018

Dear Judicial/Law Enforcement & Emergency Management Committee Members:

Please see the below information regarding deaths reported to the Coroner's Office.

Total Deaths for November 2018	23	
Coroner's Cases	19	
	Of the 19 cases	6 required Coroner's Response
		13 reported hospice requiring a cremation permit
		4 cases-physician certified death

Each Coroner's response to call is a minimum time of 4 hours spent for each call (drive time, scene time, request of information from family, request and review of medical records, and certifying death).

Each reported hospice death is a minimum of an hour and a half spent for each call (drive time for viewing for body, request and review of medical records, certifying death and issuing of cremation permit).

Total Deaths for November 2018	23	
	Of the 23 cases	16 cremation permits 7 burials

Total Deaths for November 2018	23	
	Of the 23 cases	21 Natural deaths 2 Accidental deaths

Total Deaths for November 2018	23	
	Of the 23 cases	6-heart disease
		4-dementia
		2-liver related
		2-pneumonia
		2-cancer (lung & skin)
		2-lung related
		3-natural random
		1-hypothermia
		1-subarachnoid hemorrhage from fall

To date, the state has indicated Green Lake County has had 199 deaths.

Thank you for your time in this matter. Should you have any questions, please feel free to contact me.

Sincerely,



Amanda M. Thoma
Coroner



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

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

DATE: December 3, 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 working with some of the agencies in the county in regards to the WI-Cams, state ID system.
2. I am putting the scenarios together for the Full Scale Disaster Exercise planned for 2019.
3. I am working on getting some state sponsored training courses for 2019 to be held in the 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 · Green Lake, WI 54941-0586
Ph. 920-294-4000 · Fax. 920-294-3850

December 6, 2018

To Judicial and Law Enforcement Committee Members,

GLSO Events for November

- a) No serious incidents, injuries, missing persons, or damaged property occurred during the Green Lake County Gun Deer season. The typical trespass calls did take place, however, were resolved peacefully.
- b) 11/19/18, late evening, a speeding stop resulted in an odor of marijuana and subsequent search. The out of state driver was arrested for several drug felonies including possession and transportation of THC and other narcotics.
- c) As a result of the 11/19/18 felony drug arrest, the Sheriff's Office has referred to the District Attorney a State asset forfeiture action concerning a substantial amount of cash believe to be associated to the drugs.
- d) 11/22/18, a 61 year old Appleton man was arrested and subsequently transferred to the mental health professionals after several days of unusual behavior and a subsequent confrontation with duck hunters on Big Green Lake. Deputy staff and the Wisconsin DNR were involved in the incident where was resolved peacefully.
- e) 11/23/18, and one other day earlier in November, saw calls for disruptive inmates in the Corrections Division. Both incidents were resolved by the Combined Tactical Unit of Green Lake County, one incident involved the deployment of pepper spray.
- f) 11/26/18, during a routine traffic stop, a vehicle sped off then eluding deputy staff until the stop sticks were deployed. The driver was arrested on several outstanding warrants including a probation warrant. Local charges are pending.
- g) 12/03/18, Patrol and Detective staff worked on a suicide event with the Coroner's Office.
- h) 12/04/18, the CTU team worked with the City of Berlin Police on a "No-Knock" search warrant. One subject was taken into custody for drug related charges.
- i) 12/05/18, all County Law Enforcement, including our local DNR Warden and State Patrol Trooper, trained at the Markesan High School concerning the active shooter concepts of Rapid Deployment, Direct to Threat, and room clearing. Approximately 10 Markesan teaching staff acted as role players and observers during the trainings.
- j) 12/05-06/18, the Sheriff's Office continues to train staff concerning the Spillman Records Management System upgrade.

See you at the meeting,

Mark A. Podoll, Sheriff

Sheriff Mark A. Podoll

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	51,197	51,801	52,123	52,521	53,090	53,349	
Hoerig	41	172,988	173,293	176,769	177,989	181,676	184,143	184,948	186,456	457	3,481	6,810	
Kuklinski	43	86,170	88,350	90,150	93,210	95,830	98,950	101,910	104,210	107,200	109,650	112,400	
Colhouer	45	143,492	146,588	149,491	151,656	154,222	156,900	157,423	157,423	444	1,957	4,400	
Hanson	46	151,801	154,799	157,307	159,605	162,115	164,011	166,916	168,682	385	1,829	3,561	
Ward	47	8,641	9,572	10,721	11,324	12,861	13,803	14,549	15,483	16,237	18,074	19,755	
Young	49	156,854	159,221	162,118	165,401	168,373	170,542	172,759	174,861	176,613	179,237	181,393	
Cody	51	3,629	4,850	5,880	6,852	8,465	9,113	10,477	11,802	13,235	14,697	15,603	
Holdorf	52	9,754	10,350	10,866	11,675	12,568	13,071	13,347	13,914	14,345	14,788	15,330	
Klener	53	34,518	35,931	36,250	37,852	38,656	39,465	40,009	41,000	42,631	43,950	45,000	
Manning	54	2,800	3,800	5,175	6,500	8,500	9,811	10,775	11,953	14,200	15,500	17,457	
Schroeder	56	137,180	140,607	140,800	145,573	146,822	151,540	154,360	157,994	162,639	164,462	166,259	
Majeskie	57	122,100	122,900	124,766	127,142	130,963	133,435	136,000	139,100	142,800	146,274	148,670	
Weiner	58	112,618	114,985	117,424	119,695	121,435	123,522	125,936	128,942	130,467	133,118	135,549	
Podoll	60						4,348	6,275	7,587	9,704	12,325	13,372	
Preuss	61										2,160	2,701	
Vande Kolk	62								1,750	2,929	5,858	7,607	
Prachel	64	135,230	137,155	139,365	142,033	144,127	146,483	149,177	152,595	154,974	157,355	158,615	
Dodge Trans Van	96	61,217	63,958	66,483	68,175	70,021	71,859	72,867	74,807	77,369	80,194	82,988	
CTU Ford Transit		1,155	1,291	1,372	1,372	1,391	1,421	1,486	1,533	1,533	1,564	1,571	
Spare Squad		184,415	187,626	192,107	195,801	198,594	201,105	203,929	207,585	209,196	209,196	209,549	

Accidents and Complaints for Patrol

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie New Hire	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young New Hire	Total	Avg/Officer
Jan	1	24	19	18	20	9	1	35	20	off	30	29	New Hire	197	20
Feb	24	24	24	19	17	9	8	21	21	off	18	15	New Hire	200	20
March	34	28	24	4	3	21	23	29	26	off	25	22	New Hire	239	22
April	23	7	16	12	14	20	21	35	34	off	24	23	16	245	20
May	40	23	35	8	23	37	21	31	23	12	33	16	15	317	24
June	29	34	31	14	23	24	16	40	20	23	11	14	12	291	22
July	28	31	22	12	6	34	17	46	12	25	23	38	18	312	24
Aug	17	22	31	19	32	16	15	56	35	25	28	17	15	328	25
Sept	40	18	33	21	28	32	0	36	14	21	1	19	18	281	22
Oct	14	18	5	18	18	25	28	6	21	24	23	22	38	260	20
Nov	20	27	37	16	25	21	18	13	1	20	25	22	24	269	21
Dec														0	0
Total	270	256	277	161	209	239	168	348	227	150	241	237	156	2939	240
Avg/Month	25	23	25	15	19	22	15	32	21	14	22	22	14	267	22

Paper Service for Patrol

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie New Hire	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young New Hire	Total	Avg/Officer
Jan	1	7	7	6	1	1	0	9	20	off	18	7	New Hire	76	8
Feb	6	1	3	2	2	1	1	0	9	off	2	4	New Hire	31	3
March	5	7	4	0	1	0	7	3	5	off	5	5	New Hire	42	4
April	0	2	0	1	3	2	2	8	5	off	4	2	7	36	3
May	2	3	2	0	2	4	1	2	5	1	1	0	2	25	2
June	5	3	4	2	4	2	3	5	5	3	3	6	4	49	4
July	2	2	1	0	0	1	2	2	4	5	1	6	0	26	2
Aug	0	3	2	2	3	1	0	8	7	9	1	1	2	39	3
Sept	0	0	2	1	6	2	0	5	4	5	2	0	4	31	2
Oct	1	1	0	0	3	3	7	0	2	1	3	3	1	25	2
Nov	2	1	0	1	1	1	0	0	0	2	4	7	2	21	2
Dec														0	0
Total	24	30	25	15	26	17	23	42	66	26	44	41	22	401	34
Avg/Month	2	3	2	1	2	2	2	4	6	2	4	4	2	36	3

Citations for Patrol

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie New Hire	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young New Hire	Total	Avg/Officer
Jan	0	9	3	0	6	0	0	19	7	off	6	9	New Hire	59	6
Feb	0	1	12	0	0	0	1	17	8	off	11	10	New Hire	60	6
March	13	9	9	0	0	8	16	20	15	off	13	11	New Hire	114	10
April	10	6	2	0	8	40	17	26	9	off	9	10	2	139	12
May	16	11	19	0	19	55	6	16	6	9	16	2	10	185	14
June	12	11	18	0	5	22	7	27	5	5	4	3	10	129	10
July	15	6	1	0	5	15	15	24	12	10	5	10	15	133	10
Aug	8	7	15	0	25	29	8	32	23	9	3	8	8	171	13
Sept	2	8	13	1	7	22	0	25	5	3	0	17	12	115	9
Oct	4	5	3	2	0	23	10	6	7	4	11	9	11	95	7
Nov	1	2	11	0	11	12	2	6	0	6	5	4	13	73	6
Dec														0	0
Total	81	75	106	3	86	226	82	218	97	46	83	89	81	1273	103
Avg/Month	7	7	10	0	8	21	7	20	9	4	8	8	7	116	9

Warnings for Patrol

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie New Hire	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young New Hire	Total	Avg/Officer
Jan	0	30	9	0	5	0	0	24	11	off	7	10	New Hire	96	10
Feb	0	15	26	2	2	0	7	17	14	off	14	10	New Hire	107	11
March	24	29	28	0	0	5	20	21	26	off	22	10	New Hire	185	17
April	32	11	0	0	6	23	13	33	19	off	11	9	2	159	13
May	36	26	49	0	17	6	18	21	8	16	21	2	15	235	18
June	28	31	30	0	6	18	12	26	8	11	8	6	33	217	17
July	27	43	0	0	3	29	9	25	24	16	15	15	19	225	17
Aug	18	21	23	0	10	25	0	50	17	18	3	2	15	202	16
Sept	10	24	37	0	4	58	0	18	13	7	0	9	17	197	15
Oct	2	18	1	0	1	20	18	6	12	13	18	6	12	127	10
Nov	7	28	14	0	8	11	14	7	0	8	7	7	19	130	10
Dec														0	0
Total	184	276	217	2	62	195	111	248	152	89	126	86	132	1680	153
Avg/Month	17	25	20	0	6	18	10	23	14	8	11	8	12	171	14

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	Avg/Officer
Total Annual Contacts	559	637	625	181	363	677	384	856	542	311	494	453	391	6493	530
Avg_per Month	51	58	57	16	35	62	35	78	49	28	45	41	36	590	48

BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS

2018	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachet	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan														0	0
Feb														0	0
March						2								2	0
April						11			1		2		7	21	2
May					1	6	9		6	1	10			37	3
June	4					6	8		2	2	16			36	3
July	2				4	1			4					9	1
Aug					4	4							2	10	1
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	6	0	0	0	9	30	17	0	13	3	28	0	9	115	11
Avg/Month	2	0	0	0	2	8	4	0	3	1	7	0	2	29	3

Accidents and Complaints for Detectives

2018	Cody	Holdorf	Ward	Roky	Tess	Cohl
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	6	4	1	13	2	
July	4	3	5	12	1	
Aug	2	2	5	15	8	
Sept	3	3	2	10	1	
Oct	1	3	3	2	4	2
Nov	4	2	1	6	1	14
Dec						
Total	37	27	30	97	35	16
Average	3	2	3	9	3	1

Arrests for Detectives

2018	Cody	Holdorf	Ward	Roky	Tess	Cohl
Jan	0	0	0	1	0	
Feb	0	1	0	2	0	
March	0	2	0	1	1	
April	0	0	0	3	0	
May	3	1	2	4	2	
June	3	1	1	2	0	
July	0	0	0	5	0	
Aug	0	0	1	6	1	
Sept	1	1	0	5	0	
Oct	1	0	1	0	0	0
Nov	0	1	0	2	0	1
Dec						
Total	8	7	5	31	4	1
Average	1	1	0	3	0	0



Green Lake County

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 November 2018**

Deputy contacts for this month	493
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Types of Contacts this month	Number of Contacts
Adult Transport	33
Agency Assistance, Mutual Aid	31
Citizen Assist	15
Car/Deer Accident	29
Medical Emergency	21
K-9 Assist	17
911 Follow up	16
Traffic Accident w/Damage	13
Traffic Misc.	12
Animal Problem	11
Suspicious Person/Circumstance	10
Trespassing	10
Welfare Check	9
Failure to Report to Jail	8
Lockout	7
Traffic Accident w/Injuries	6
Fire	5
Information Report	5
Jail Incident	5
Alarm	3
Check on Huber Inmate	3
Controlled Substance Problem	3
Custodial Interference	3
Disturbance	3
Found Property	3
Juvenile Problem	3
K-9 Person Charged	3

Sheriff Mark A. Podoll



571 County Road A

Green Lake, WI 54941-0586

Ph. 920-294-4000 · Fax. 920-294-3850

Types of Contacts this month continued

OWI Alcohol	3
Records Check	3
Scam	3
Theft	3
CTU	2
Emergency Detention Involuntary	2
House Check	2
Vandalism	2
Weapon Offense	2
Burglary	1
Dead Body	1
Drugged Driving	1
Fraud	1
K-9 Misc	1
Miscellaneous	1
Noise Complaint	1
Officer Erand	1
Open Door	1
Property Damage	1
Theft Identity	1
Traffic Hazard	1
Traffic Patrol Requested	1
Traffic Violation	1
Voluntary Diversion Plan	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 TRANSFERREC	Brown Co. Days SAFEKEEPERS	Billed for Brown Co.		Calumet Co Days		Billed for Calumet	
										Safekeepers	Safekeepers	Safekeepers	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	80	13	\$8,477.55	15	58	6309	3	2	20	\$ 860.00	72	\$ 3,096.00			
Jul-18	73	11	\$7,379.11	15	49	5477	2	4	155	\$ 6,665.00	106	\$ 4,558.00			
Aug-18	70	12	\$9,369.23	13	44	5710	3	3	155	\$ 6,665.00	120	\$ 5,160.00			
Sep-18	75	11	\$7,989.00	15	51	6041	3	2	95	\$ 4,085.00	90	\$ 3,870.00			
Oct-18	71	13	\$9,796.40	13	52	5853	3	1	0	\$ -	74	\$ 3,182.00			
Nov-18	67	12	\$8,278.34	16	47	5341	2	1							
Dec-18															
Totals															
Average	74	12	\$8,728.26	16	50	5902	3	2	903	\$ 38,829.00	1223	\$ 52,589.00			

ADP- Average daily population
 Huber- Sentenced inmate, work release + Sent/Huber from other county
 Huber Income- Amount paid by Huber and CAM inmates for the month
 Female- Average number of females held that month
 Lockdown- Number of inmates held that month that are not working Huber's
 Meals- Number of meals + bag lunches served that month
 EMP- Number of inmates on electronic monitoring
 GL Inmates Transferred- Inmate serving in other county + Sent/Huber serv. out of county
 Safekeepers - Holding for another county
 Safekeeper days - the number of cumulative days that month for all Safekeepers for that county



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

Average Daily Population in the Jail for this month	67
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Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Probation/Parole	20
Drug related	10
Obstructing	10
Traffic Offense	7
Assault	5
Warrants	5
DUI	4
ES Sanction Hold	4
Destruct/Damage/Vandalize	2
Disorderly Conduct	2
Arson	1
Homicide	1
Resisting/Interfering w/Police	1
Theft	1
Threatening	1
Trespass of Real Property	1

Sheriff Mark A. Podoll

Homeless Persons

464.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide deputies during all contacts with the homeless, whether consensual or for enforcement purposes. The Green Lake County Sheriff's Office recognizes that members of the homeless community are often in need of special protection and services. The Green Lake County Sheriff's Office will address these needs in balance with the overall mission of this office. Therefore, deputies will consider the following policy when serving the homeless community.

464.1.1 POLICY

Best Practice

It is the policy of the Green Lake County Sheriff's Office to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this office will not use homelessness solely as a basis for detention or law enforcement action.

464.2 HOMELESS COMMUNITY LIAISON

Best Practice **MODIFIED**

The Sheriff will designate a member of this office to act as the homeless liaison deputy. Generally, the Chief Deputy will oversee and coordinate application of policy and procedure in conjunction with the Sergeants roles in the direction of staff. The responsibilities of the homeless liaison deputy include:

- (a) Maintaining and making available to all office employees a list of assistance programs and other resources that are available to the homeless.
- (b) Meeting with social services and representatives of other organizations that render assistance to the homeless.
- (c) Maintaining a list of the areas within and near this jurisdiction that are used as frequent homeless encampments.
- (d) Remaining abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include:
 1. Proper posting of notices of trespass and cleanup operations.
 2. Proper retention of property after cleanup, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.
- (e) Being present during any cleanup operation conducted by this office involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.

Green Lake County Sheriff's Office

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Homeless Persons

- (f) Developing training to assist deputies in understanding current legal and social issues relating to the homeless.

464.3 FIELD CONTACTS

Best Practice **MODIFIED**

Deputies are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade a deputy from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, deputies are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals, counseling and summons and release in lieu of physical arrest.

Deputies should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

- Resources and assistance is available from the Green Lake County Health and Human Services Department, business hours or 24 hour crisis line.
- Green Lake County Health and Human Services has secured emergency shelter lodging via a one night stay voucher, good for 1-4 people. See voucher located in the Traffic Office forms mailbox and an electric copy in the Lexipol Policy forms section of the Sheriff's S-Drive.

Other homeless options include:

- (a) Wisconsin Housing and Urban Development (HUD) #800-333-8250
- (b) Salvation Army #920-361-0488
- (c) Father Carr's Place 2B (Oshkosh) #920-231-2378

464.3.1 OTHER CONSIDERATIONS

Best Practice

Homeless members of the community will receive the same level and quality of service provided to other members of our community. The fact that a victim or witness is homeless can, however, require special consideration for a successful investigation and prosecution. Deputies should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Document alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.

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Homeless Persons

- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder and if so, proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

464.4 PERSONAL PROPERTY

Best Practice

The personal property of homeless persons must not be treated differently than the property of other members of the public. Deputies should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, deputies should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the arrestee's personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the deputy, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Deputies should not conduct or assist in cleanup operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the office homeless liaison deputy. When practicable, requests by the public for cleanup operations of a homeless encampment should be referred to the homeless liaison deputy.

Deputies who encounter unattended encampments, bedding or other personal property in public areas that reasonably appear to belong to a homeless person should not remove or destroy such property and should inform the office homeless liaison deputy if such property appears to involve a trespass, is blight to the community or is the subject of a complaint. It will be the responsibility of the homeless liaison deputy to address the matter in a timely fashion.

464.5 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS

Best Practice

Some homeless persons may suffer from a mental illness or a mental impairment. Deputies shall not detain a homeless person for an emergency admission to a mental health facility unless facts and circumstances warrant such a detention.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Homeless Persons

When a mental illness hold is not warranted, the contacting deputy should provide the homeless person with contact information for mental health assistance, as appropriate. In these circumstances, deputies may provide transportation to a mental health specialist if requested by the person and approved by a supervisor.

464.6 ECOLOGICAL ISSUES

Best Practice

Sometimes homeless encampments can affect the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Deputies are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Asset Forfeiture

609.1 PURPOSE AND SCOPE

Best Practice

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

609.1.1 DEFINITIONS

State

Definitions related to this policy include:

Fiscal agent - The person designated by the Sheriff to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Green Lake County Sheriff's Office seizes property for forfeiture or when the Green Lake County Sheriff's Office is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The office member assigned by the Sheriff who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Office and the assigned attorney.

Property subject to forfeiture - This includes:

- (a) Property, real or personal, including money, used in the course of, intended for use in the course of, or directly or indirectly derived from, or realized through the commission of any crime (Wis. Stat. § 973.075).
- (b) Motor vehicles, boats, and planes that are used in any of the following ways (Wis. Stat. § 973.075):
 1. To transport any property or weapon used, to be used, or received in the commission of any felony.
 2. To commit a crime involving impersonating peace officers, firefighters, or other emergency personnel in violation of Wis. Stat. § 946.70.
 3. In the commission of prostitution (Wis. Stat. § 944.30); patronizing prostitutes (Wis. Stat. § 944.31); soliciting prostitutes (Wis. Stat. § 944.32); pandering (Wis. Stat. § 944.33); keeping a place of prostitution (Wis. Stat. § 944.34); human trafficking (Wis. Stat. § 940.302); sexual assault of a child (Wis. Stat. § 948.02); engaging in repeated acts of sexual assault of the same child (Wis. Stat. § 948.025); sexual exploitation of a child (Wis. Stat. § 948.05); trafficking of a child (Wis. Stat. § 948.051); causing a child to view or listen to sexual activity (Wis. Stat. § 948.055); incest with a child (Wis. Stat. § 948.06); child enticement (Wis. Stat. § 948.07); soliciting a child for prostitution (Wis. Stat. § 948.08); patronizing a child (Wis. Stat. § 948.081); sexual intercourse with a child age 16 or older (Wis. Stat. § 948.09); exposing genitals (Wis. Stat. § 948.10); or possession of child pornography (Wis. Stat. § 948.12).

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Asset Forfeiture

4. In the commission of a crime relating to a submerged cultural resource in violation of Wis. Stat. § 44.47.
5. To cause more than \$2,500 worth of criminal damage to cemetery property in violation of Wis. Stat. § 943.01(2)(d) or Wis. Stat. § 943.012.
6. In the commission of any of the following crimes:
 - (a) Domestic abuse restraining orders and injunctions (Wis. Stat. § 813.12(8)).
 - (b) Child abuse restraining orders and injunctions (Wis. Stat. § 813.122(11)).
 - (c) Restraining orders and injunctions for individuals at risk (Wis. Stat. § 813.123(10)).
 - (d) Harassment restraining orders and injunctions (Wis. Stat. § 813.125(7)).
 - (e) Foreign protection orders (Wis. Stat. § 813.128(4)).
 - (f) Stalking (Wis. Stat. § 940.32).
- (c) Property that is used, or intended for use, as a container for either controlled substances or objects used to manufacture, deliver, distribute, etc., controlled substances (Wis. Stat. § 961.55).
- (d) Vehicles used to sell or receive controlled substances (simple possession of a controlled substance is generally excluded) (Wis. Stat. § 961.55).
- (e) Vehicles used to transport any property or weapon used, to be used, or received in the commission of any felony under the Uniform Controlled Substances Act (simple possession of a controlled substance is generally excluded) (Wis. Stat. § 961.55).
- (f) Property, real or personal, including money, directly or indirectly derived from or realized through the commission of any crime under the Uniform Controlled Substances Act (Wis. Stat. § 945.05).
- (g) A motor vehicle or aircraft used or employed to aid in or to facilitate the unlawful manufacture or commercial transfer of illegal gambling devices (Wis. Stat. § 945.05).
- (h) Real or personal property used in the course of, or intended for use in the course of, derived from, or realized through, racketeering or an ongoing criminal enterprise (Wis. Stat. § 946.86; Wis. Stat. § 946.87)
- (i) Cigarettes acquired, owned, imported, possessed, kept, stored, made, sold, distributed, or transported in violation of Chapter 139 (Tobacco Taxes) and all personal property used in connection therewith (Wis. Stat. § 139.40).
- (j) Any property used in the commission of an unauthorized release of animals (Wis. Stat. § 943.75).
- (k) Any property used in the commission of a child enticement (Wis. Stat. § 948.07).
- (l) Bootlegged recordings and devices to make them (Wis. Stat. § 943.207 et. seq.).

Seizure - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

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Asset Forfeiture

609.2 POLICY

Best Practice

The Green Lake County Sheriff's Office recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime, and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person's due process rights.

It is the policy of the Green Lake County Sheriff's Office that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

609.3 ASSET SEIZURE

State

Property may be seized for forfeiture as provided in this policy.

609.3.1 PROPERTY SUBJECT TO SEIZURE

State

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

- (a) Property subject to forfeiture identified in a search warrant or court order (Wis. Stat. § 968.13; Wis. Stat. § 973.075; Wis. Stat. § 961.55).
- (b) Property subject to forfeiture not identified in a search warrant or court order may be seized in any of the following circumstances:
 1. The seizure is legal as incident to an arrest or an inspection under an administrative or inspection warrant.
 2. There is probable cause to believe that the property:
 - (a) Was derived from or realized through a crime or was used for child enticement (Wis. Stat. § 948.07; Wis. Stat. § 973.075).
 - (b) Is a vehicle that was used to transport any property or any weapon that was used, was to be used or was received in the commission of any felony, used in the commission of a crime relating to a submerged cultural resource in violation of Wis. Stat. § 44.47, used in the commission of child enticement under Wis. Stat. § 948.07, or used to cause more than \$2,500 worth of criminal damage to cemetery property in violation of Wis. Stat. § 943.01(2)(d) or Wis. Stat. § 943.012 (Wis. Stat. § 973.075).
 3. There is probable cause to believe that the property was used or is intended to be used in violation of the Uniform Controlled Substances Act, that the property was derived from or realized through a crime under the Uniform Controlled Substances Act, or that the property is a vehicle subject to forfeiture under the Uniform Controlled Substances Act (Wis. Stat. § 961.55).
 4. There is probable cause to believe that the property is directly or indirectly dangerous to health or safety (Wis. Stat. § 961.55; Wis. Stat. § 973.075).

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Asset Forfeiture

- (c) The deputy reasonably believes that a vehicle or aircraft was used or employed to aid in or to facilitate the unlawful manufacture or commercial transfer of gambling devices (Wis. Stat. § 945.05).

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

609.3.2 PROPERTY NOT SUBJECT TO SEIZURE

State

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds
- (b) Property that the deputy reasonably believes the owner or interest holder of did not know about the related offense (an innocent owner) (Wis. Stat. § 961.55; Wis. Stat. § 973.075)
- (c) A vehicle used for a simple possession in a controlled substance violation (Wis. Stat. § 961.41(3g)(b) to Wis. Stat. § 961.41(g); Wis. Stat. § 961.55)

609.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

Best Practice

When property or cash subject to this policy is seized, the deputy making the seizure should ensure compliance with the following:

- (a) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the deputy must leave the copy in the place where the property was found, if it is reasonable to do so.
- (b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.
- (c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The deputy will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Deputies who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Asset Forfeiture

estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

609.5 MAINTAINING SEIZED PROPERTY

Best Practice

The Property and Evidence Room supervisor is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

609.5.1 RETURNED PROPERTY

Agency Content

Any property seized but not forfeited by a court or required as evidence shall be returned to its rightful owner as soon as possible (Wis. Stat. § 961.55(3); Wis. Stat. § 973.075(5)).

609.6 FORFEITURE REVIEWER

Best Practice

The Sheriff will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Office on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

- (a) Remaining familiar with forfeiture laws, particularly Wis. Stat. § 973.075 et seq., Wis. Stat. § 961.55 et seq., and the forfeiture policies of the forfeiture counsel.
- (b) Serving as the liaison between the Office and the forfeiture counsel and ensuring prompt legal review of all seizures.
- (c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
- (d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
- (e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

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- (f) Ensuring that seizure forms are available and appropriate for office use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to deputies. The forms should be available in languages appropriate for the region and should contain spaces for:
 - 1. Names and contact information for all relevant persons and law enforcement officers involved.
 - 2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
 - 3. A space for the signature of the person from whom cash or property is being seized.
 - 4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure, and a detailed description of the items seized.
- (g) Ensuring that deputies who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or Departmental Directives. The training should cover this policy and address any relevant statutory changes and court decisions.
- (h) Reviewing each asset forfeiture case to ensure that:
 - 1. Written documentation of the seizure and the items seized is in the case file.
 - 2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
 - 3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
 - 4. Property is promptly released to those entitled to its return.
 - 5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
 - 6. Any cash received is deposited with the fiscal agent.
 - 7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
 - 8. Current minimum forfeiture thresholds are communicated appropriately to deputies.
 - 9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.
- (i) Ensuring that a written plan is available that enables the Sheriff to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

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Asset Forfeiture

- (j) Ensuring that the process of selling or adding forfeited property to the office's regular inventory is in accordance with all applicable laws and consistent with the office's use and disposition of similar property.
- (k) Upon completion of any forfeiture process, ensuring that no property is retained by the Green Lake County Sheriff's Office unless the Sheriff authorizes in writing the retention of the property for official use.
- (l) If seized property is referred to a federal agency, create an itemized report of actual forfeiture expenses to submit to the Wisconsin Department of Administration as set forth in Wis. Stat. § 961.55 and Wis. Stat. § 973.075.
- (m) Confirm no proceeds are accepted without a conviction unless an exception applies under Wis. Stat. § 961.55 and Wis. Stat. §973.075.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and County financial directives.

609.7 DISPOSITION OF FORFEITED PROPERTY

Best Practice

When property is forfeited by order of a court under the Uniform Controlled Substances Act, the Green Lake County Sheriff's Office shall act in accordance with Wis. Stat. § 961.55.

When property is forfeited by order of a court as derived from a crime under Wis. Stat. § 973.075 through Wis. Stat. § 973.077, the office shall act in accordance with Wis. Stat. § 973.075.

No member of this office may use property that has been seized for forfeiture until the forfeiture action has been completed and the Sheriff has given written authorization to retain the property for official use. No office member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

609.7.1 CONTROLLED SUBSTANCE PROPERTY DISTRIBUTION

Agency Content

- (a) When property is forfeited under Wis. Stat. Chapter 961, the Office shall do one of the following (Wis. Stat. § 961.55(5)):
 - 1. Retain it for official use
 - 2. Sell that which is not required to be destroyed by law and which is not harmful to the public. The Office may use 50 percent of the amount received for payment of forfeiture expenses. The remainder shall be deposited in the school fund as proceeds of the forfeiture.
 - 3. Forward it to the state for disposition

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- (b) If the property forfeited is money, retain the sum for payment of forfeiture expenses, as defined above and deposit the remainder in the school fund:
 - 1. If the amount of money does not exceed \$2,000, 70 percent of that amount
 - 2. Fifty percent of any amount seized in excess of \$2,000

609.7.2 PROPERTY DISTRIBUTION FOR CRIMES

Agency Content

- (a) When property is forfeited under Wis. Stat. § 973.075, Wis. Stat. § 973.076 or Wis. Stat. § 973.077, the Office may (Wis. Stat. § 973.075(4)):
 - 1. Retain any vehicle for official use or sell the vehicle.
 - 2. Sell the property that is not required to be destroyed or transferred to another agency. The Office may deduct 50 percent of the amount received for administrative expenses of seizure, maintenance of custody, advertising and court costs and the costs of investigation and prosecution reasonably incurred. The remainder shall be deposited in the school fund as the proceeds of the forfeiture.
- (b) If the property forfeited is money, all the money shall be deposited in the school fund.

609.8 FORFEITURE REPORTING

Agency Content

As required by law or County policy, the Administrative Assistant to the Sheriff shall provide any needed reports within the times specified.