



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/5/19

Amended* Post Date:

**The following documents are included in the packet for the
Judicial Law Committee on December 11, 2019:**

- 1) Amended Agenda
- 2) Minutes from 11/13/19
- 3) Correspondence from multiple sources (6)
- 4) Department Related Reports
 - a. Clerk of Courts
 - b. Register in Probate
 - c. Emergency Management
 - d. Sheriff's Office
- 5) Sheriff Monthly Reports
- 6) Budget Adjustment for Employee Wellness Program
- 7) Lexipol Policies
 - a. Temporary Custody of Juveniles
 - b. Child Abuse
 - c. Missing Persons



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: December 11, 2019 Time: 10:30 AM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended 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: 11/13/2019
5. Public Comments 3 Min Limit
6. Correspondence
 - Notification from DOC for the payment of \$26,320.00 to Green Lake County Sheriff's Office for Probationary hold for SFY19
 - Notification from DOJ for the payment of \$4800.00 for reimbursement for expenses for 24 hour recertification training for SFY19
 - Letter requesting increased wage compensation and response
 - *Thank you to Deputy Schroeder for his assistance at a lockout. A \$50 donation to the Forensics Program was enclosed.
 - *Thank you from Sue Kennedy Kallas to the Sheriff's Office for their unwavering support the day her husband was killed in the tragic tractor accident.
 - *E-mail message from Nancy Thelan, Jail Inspector regarding progress on the on the Corrections Lexipol Manual
7. Memorial Presentation to K-9 Max and Detective Ward
8. Department Related Reports
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
9. Monthly Sheriff Reports
10. Expense & Revenue Monthly Reports
11. Budget Adjustments
 - Officer Wellness Program
12. Lexipol Policies and Procedures
 - *Temporary Custody of Juveniles
 - *Child Abuse
 - *Missing Persons
13. Future Meeting Dates:
 - Regular Meeting January 15, 2020, at 10:30AM
14. Future Agenda items for action & discussion:
15. 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 13, 2019

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Vice - Chairman Sue Wendt at 10:30 a.m. on October 9, 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: Sue Wendt-Vice-Chairman
Keith Hess
Kathy Morris
Peter Wallace

Larry Jenkins – Chairman – Absent

Others Present:

Sheriff Mark Podoll
Lori Evans, Admin. Ass't to Sheriff
Gary Podoll – Emergency Management
Tony Daily – Berlin Journal

Amy Thoma – Clerk of Circuit Court
Dawn Klockow – Corp. Counsel
Chief Deputy Mark Putzke
Deputy Matt Vande Kolk

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Hess/Morris) to approve the minutes of the October 9, 2019 meeting as presented. No negative votes. Motion carried.

PUBLIC COMMENTS

None.

CORRESPONDENCE

Thank you to Sheriff's Office from the UW Oshkosh Police Department for the Sheriff's Office continued support and participation at the Run with Cops event.

DEPARTMENT RELATED REPORTS

Written reports were included in the packet from the Sheriff, Clerk of Circuit Court and Emergency Management. They were reviewed and filed.

The following added additional information regarding what happened in their offices since the last meeting.

Amy Thoma – Clerk of Circuit Court
Gary Podoll – Emergency Government
Sheriff Mark Podoll
Current Chief Deputy Mark Putzke
Future Chief Deputy Matt Vande Kolk

MONTHLY SHERIFF REPORTS

The October 2019 monthly Sheriff's reports were reviewed and filed.

EXPENSE AND REVENUE MONTHLY REPORTS

The October 2019 monthly expense and revenue reports were reviewed and filed.

LINE ITEM TRANSFERS

The packet contained a Line Item Transfer request from Coroner Willet to transfer \$455 from his Compensation fund to the Travel fund to pay for the Waushara County Medical Examiner to provide coverage to Green Lake County during the vacancy in the Coroner position.

Motion/Second (Hess/Wallace) to approve the Line Item Transfer request. No negative votes. Motion carried.

BUDGET ADJUSTMENTS

The Sheriff further explained the Notice of Budgetary Adjustment that was in the packet for the purchase of an Officer Wellness Program.

Motion/Second (Hess/Morris) to postpone this topic until the next meeting. One Nay – Supervisor Wallace. Motion carried.

LEXIPOL

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for December 11, 2019 at 10:30 a.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake. The January 2020 meeting will be held on January 15, 2020 as there are five Wednesdays in January and this will give the Departments more time to complete their reports.

ADJOURN

Meeting adjourned at 11:41 a.m.
Respectfully submitted,
Lori Evans, Administrative Assistant to the Sheriff



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

November 4, 2019

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

RE: Holds Reimbursement for State Fiscal Year 2019

Dear Sheriff Podoll:

This letter is to advise you that the Green Lake County Treasurer will be receiving reimbursement pursuant to s.302.33(2)(a)3, Wisconsin Statutes, for felony probationers, parolees, and persons on extended supervision who were held in your jail because of conduct which violated their supervision and did not constitute new criminal behavior. For the fiscal year ending June 30, 2019, the Department has \$4,885,700 in this appropriation.

Section 302.33(2)(a)3 of the Wisconsin Statutes provides that the Department shall reimburse the county at a rate of \$40.00 per person per day, unless the claims exceed the amount of funds available. In that circumstance the Department, by statute, must prorate the payment. For the fiscal year 2019, counties submitted claims totaling 173,356 days. This number of bed days results in a per diem rate of \$28.18 for the reporting fiscal year. Based on the outstanding partnership between the Department and Green Lake County, DOC will be able to cover the remaining balance of \$11.82 to provide \$40.00 per person per day to the County. However, we note that these additional funds may not be available in future years.

Green Lake County will be receiving funds in the amount of \$26,320 for 658 billable days for the period of July 1, 2018, through June 30, 2019.

The Department continues to greatly value the professional working relationships that exist among County Sheriff Departments and the Department of Corrections staff throughout the state. We know that jail beds are a limited resource and that counties are facing budget constraints. Our partnership continues to be critical to protecting public safety and maintaining safe communities.

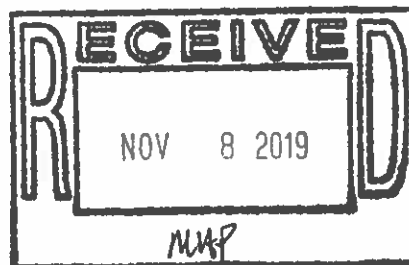
If you have questions, please feel free to contact me or the Regional Chief in your area. The Regional Chief's name and telephone number in your area is: Jean Young, (920) 787-5555.

Sincerely,

A handwritten signature in black ink that reads "Kevin A. Carr".

Kevin A. Carr, Secretary

cc:
Lance Wiersma, DCC Administrator
Autumn Lacy, DCC Assistant Administrator
Jean Young, Region 8 Chief





STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
Attorney General

Division of Law Enforcement Services
Training and Standards Bureau

17 West Main Street
P.O. Box 7070
Madison, WI 53707-7070
(608) 266-8800
FAX (608) 266-7869
V/TTY 1-800-947-3529

October 8, 2019

Green Lake County Sheriff's Office
Sheriff Podoll
571 County Road A
Green Lake, WI 54941-8630

Dear Sheriff Podoll:

The enclosed check in the amount of \$4,800.00 represents reimbursement of expenses for 24-hour recertification training from July 1, 2018 through June 30, 2019 for eligible primary officers employed and trained by your agency. Enclosed is a roster indicating which eligible officers within your agency received the \$160.00 reimbursement for FY19.

Also enclosed is an Authorization for Direct Deposit form. Agencies are being asked to complete the enclosed form authorizing ACH deposits for future reimbursement payments. Once completed, return the enclosed form to:

State of Wisconsin
Department of Justice
Attn: Jennifer West
P.O. Box 7857
Madison, WI 53707-7857

If you have any questions or need further information regarding the reimbursement payments by the DOJ for 24-hour recertification training, please contact Sue Fischbach at fischbachsj@doj.state.wi.us.

Sincerely,

Francis X. Sullivan
Acting Director
Training and Standards Bureau
Department of Justice

Enclosure FS/sf



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

November 5, 2019

Cathy Schmit
Green Lake County Administrator
Government Center
Green Lake, WI 54941

Re: Wage adjustment for current employees who make less than new hires

Dear Administrator Schmit,

I am writing to inform you that on November 4 and 5, 2019, full-time employees in both the Communications Division (Lindsey Whitney) and the Corrections Division (April Vertz) were hired at \$22.96 per hour.

At the October Finance Committee meeting you advised the Committee that wage adjustments are made for current employees if, when new employees start, the new employee is making more than the current employee.

Can you please make adjustments to the following employees, so that their hourly wage is either at or above the new hires wage of \$22.96 per hour. Can you please make the effective date October 28, so that payroll does not have to make an adjustment in the middle of the pay period. The employees who are making less than a new hire and will need an adjustment are as follows:

Communications:

Daniel Ganz - \$22.56 – Hire date August 1, 2017

Samantha Holick – \$22.56 - Hire Date – July 12, 2017

Also please note that Cassie Kohn is making \$23.13 and has been full-time since July 31, 2015. Her wage is .17 per hour more than a new hire. If you could make an adjustment to her wage, since she has been here for well over four years that would also be appreciated.

Corrections:

Kevin Blank - \$22.70, went to full-time September 12, 2018

Charles Engel - \$22.46 hired full-time February 14, 2019

Carlene Folger - \$22.46 hired full-time March 4, 2019

If you have any questions regarding this, please feel free to contact me.

Sincerely,

Mark A. Podoll
Sheriff

Sheriff Mark A. Podoll



GREEN LAKE COUNTY
OFFICE OF THE COUNTY ADMINISTRATOR

Catherine J. Schmit, County Administrator Office: 920-294-4147
cschmit@co.green-lake.wi.us FAX: 920-294-4135

November 8, 2019

Sheriff Mark A. Podoll
Green Lake County Sheriff
Government Center
Green Lake, WI 54941

Re: Wage adjustments for current employees currently making less than new hires

Dear Sheriff Podoll,

Thank you for your correspondence dated November 5, 2019 asking for wages of current staff to be reviewed and adjusted due to a temporary wage disparity between current and newly hired staff.

I will review and adjust each of the staff wages accordingly effective January 1, 2020 as part of the pay for performance review process. I appreciated your input on guiding me toward specific staff that merit particular attention.

Best regards,

Catherine J. Schmit
County Administrator



Proud to be of Service // Thank you for helping to protect our Children!

This service is provided free of charge by the Green Lake County Sheriff's Office. Often, the operator wishes to provide compensation for this service. Donations cannot be accepted by the officer in the field; however, if you choose to make a donation for this service, it will be gladly accepted and used to fund the Combined Green Lake County Law Enforcement Computer Forensics Program which is directly involved with protecting our children from internet sexual predators and providing evidence for criminal prosecutions. Checks should be made payable to the "Green Lake County Treasurer" and mailed with this form to the address below.

Green Lake County Treasurer
Attn: Forensics Donation
571 County Road A
Green Lake, WI 54941

Name: Wayne Ruechel
Amount: 5000
Officer: Schroeder

XX-100-03-48153-000-000

193555

OVER

THANKS AGAIN. FOR THE HELP EXTENDED TO ME. THE OFFICERS WERE PROFESSIONAL IN THEIR SERVICE.

HAVE A HAPPY THANKSGIVING

Wayne Ruechel

08/05/2019



Thank you for
all you do and
for your unwavering
support on that
Dreadful day

Aug 5, 2019
The day my beloved
husband died in the
tragic tractor
accident... I am
beyond grateful!
Sue Kennedy Kahle

Evans, Lori

From: Putzke, Mark
Sent: Monday, November 18, 2019 9:55 AM
To: Evans, Lori
Cc: Vande Kolk, Matt; Podoll, Mark
Subject: FW: Policy and procedures

Lori,
For our next Jud/Law packet under "Lexipol".

MPPutzke

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

From: Leahy, Lori <lleahy@co.green-lake.wi.us>
Sent: Friday, November 15, 2019 8:03 AM
To: Putzke, Mark <mputzke@co.green-lake.wi.us>; Vande Kolk, Matt <mvandekolk@co.green-lake.wi.us>
Subject: FW: Policy and procedures

Chiefs,
See Nancy's response below

Thanks

Lori Leahy
Corrections Administrator
Green Lake County Sheriff's Office
571 County Road A
Green Lake, WI 54941
920-294-4059 ext. 1150
920-294-4191 fax
lleahy@co.green-lake.wi.us

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

From: Thelen, Nancy K - DOC <Nancy.Thelen@wisconsin.gov>
Sent: Friday, November 15, 2019 7:22 AM
To: Leahy, Lori <lleahy@co.green-lake.wi.us>
Subject: Re: Policy and procedures

Good morning Lori,
Yes the weather is very unpredictable lately!

Yes I spoke with CD Putzke and said that I was almost finished with the review. Once finished if I have further questions for clarification I will send them to you. If all is good I will send an approval letter to the Sheriff and copy you. I am hoping to finish with them by the end of the month. I am currently off due to surgery recovery but will still be trying to get to them and follow up with you.

Take care!

- Nancy

Nancy Thelen
Detention Facilities Specialist
State of WI ODF
M 920.450.0942

On Nov 13, 2019, at 2:46 PM, Leahy, Lori <lleahy@co.green-lake.wi.us<mailto:lleahy@co.green-lake.wi.us>> wrote:

Hi Nancy,
I hope things are going well on your end. This weather is so unpredictable.....

I was talking to Chief Putzke today and he mentioned that the last time he saw you, you told him our policy and procedures looked great. I was wondering if you have completed them and if so could send me a letter so I can forward it to the Sheriff. Or are you sending one to the Sheriff?

Please let me know
Thanks

Lori Leahy
Corrections Administrator
Green Lake County Sheriff's Office
571 County Road A
Green Lake, WI 54941
920-294-4059 ext. 1150
920-294-4191 fax
lleahy@co.green-lake.wi.us<mailto:lleahy@co.green-lake.wi.us>

CONFIDENTIALITY NOTICE: This electronic mail transmission and any accompanying documents contain information belonging to the sender which may be confidential and legally privileged. This information is only for the use of the individual or entity to whom this electronic mail transmission was intended. If you are not the intended recipient, any disclosure, copying, distribution, or action taken in reliance on the contents of the information contained in this transmission is strictly prohibited. If you have received this transmission in error, please immediately contact the sender and delete the message. Thank you.



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, 2019

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

RE: Department Update

Dear Committee Members:

A 12-person jury trial was held on November 20th, which ended in verdict. Expenses related to this trial totaled \$1,470.11. There is currently a 6-person jury trial scheduled on December 12th, with charges of OWI first offense.

NUMBER OF CASES FILED SINCE NOVEMBER 7, 2019

Case Type	
Criminal Felony	5
Criminal Misdemeanor	16
Criminal Traffic	10
Traffic	70
Forfeiture	7
Juvenile Ordinance	0
Civil	10
Complex Forfeiture	0
Small Claims	38
Family	11
Paternity	1

If you should have any questions, please do not hesitate to contact me.

Wishing you and your families a wonderful holiday season!

Very truly yours,

Amy S. Thoma

Amy S. Thoma
Clerk of Circuit Court

AST



Green Lake County Family Court Commissioner

571 County Road A, Green Lake, WI 54941 (920) 294-4044

HENRY H. CONTI
Family Court Commissioner

December 5, 2019

Honorable Larry Jenkins
Jud/Law Committee
571 County Road A
Green Lake, WI 54941

RE: Department Update

Dear Committee Members:

As of December 2, 2019, our new Register in Probate, Casandra (Casie) Ewerdt joined our department. Casie has a Bachelor of Science degree from the University of Wisconsin - Oshkosh in Criminal Justice, as well as a Paralegal Post-Baccalaureate certificate. She most recently worked as a paralegal for the Winnebago County District Attorney's office. Casie is married and lives in rural Green Lake with her husband, daughter and two step-sons.

I am currently still assisting Marquette County regarding criminal matters. Once a week, I travel to Marquette County to preside over these cases and help fill-in various times when needed.

I am pleased to report that our office is doing well and we are continuing to move forward. Should you have any questions please do not hesitate to contact me.

Very truly yours,

Mark T. Slate
Circuit Court Judge

MTS/cje



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

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

DATE: December 2, 2019

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

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Monthly Report

1. The Hazardous Mitigation Grant closeout that I submitted was approved and the State advised the check is in the mail.
2. The Hazardous Materials Equipment Grant closeout was completed and sent in for approval.
3. All closeout grants are completed and in on time.

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 4, 2019

To Judicial and Law Enforcement Committee Members,
Re: Green Lake County Sheriff's Office events since the September meeting:

The past month has been very busy, but thankfully there have been few noteworthy events.

- November 10, 10:40am: A hunter fell from an elevated tree stand. The subject was located by DNR Warden Mott and Deputy Preuss. The subject was removed from the White River Marsh by the Berlin Fire Department and transported by ambulance.
- November 21, 9:06am: A troubled juvenile ran from the justice center during a competency evaluation. The individual ran out the stairwell on the Northeast side of the building. Numerous officers descended on the area in an effort to locate the juvenile as the subject has been involved in violent incidents previously. The juvenile was located outside the jail entrance when he began returning to the building.
- November 28, 10:45pm: Started a very large investigation that may include numerous jurisdictions and a number of arrests. Due to sensitive information and an ongoing investigation we are unable to provide details at this time.

See you at the meeting,

Mark A. Podoll, Sheriff

Sheriff Mark A. Podoll

GREEN LAKE COUNTY

Notice of Budgetary Adjustment

Unanticipated Revenue or Expense Increase or Decrease Not Budgeted

Date: December 11, 2019
 Department: Sheriff
 Amount: Not to Exceed \$20,000
 Budget Year Amended: 2020

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

See attached for a description of this most valuable program.

This program will be offered to all of the Police Departments in the County as well as the Sheriff's Office.
The overall cost is \$20,000, however depending on how many agencies join us in the program, our costs could decrease.

Revenue Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ -	

Expenditure Budget Lines Amended:

Account #	Account Name	Current Budget	Budget Adjustment	Final Budget
20-100-09-57100-009-000	Capital Outlay	\$ 815,736.78	\$ (20,000.00)	\$ 795,736.78
				\$ -
				\$ -
				\$ -
				\$ -
Total Adjustment			\$ (20,000.00)	

Department Head Approval: Sheriff Mark A. Podoll

Date Approved by Committee of Jurisdiction: _____ December 4, 2019

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

Date Approved by Finance Committee: _____

Date Approved by County Board: _____

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

Date of publication of Class 1 notice of budget amendment: _____

**Attachment to the Sheriff's Office Budget Adjustment Request
To Purchase the Cordico Officer Wellness Program**

Cordico Officer Wellness program is designed to facilitate a comprehensive effort to establish and maintain officer wellness across all facets of the Sheriff's Office. The program will provide resources for the employees, their spouses or significant others, as well as retirees with the use of an app that can be utilized at any time of the day or night. Very importantly the program is completely anonymous, and the employee can seek the help that they need without fear of any involvement by the employer. This program will be the centerpiece of a comprehensive officer wellness focus in an effort to provide for the physical, mental, and spiritual wellness.

GREEN LAKE COUNTY SHERIFF'S OFFICE SQUAD CAR MILEAGE 2019

Officer	Badge No.	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Chevy Impala/Putzk	40	157,901	157,901	157,901	157,901	157,901	157,969	157,989	158,011	158,354	158,354	158,517	
Hoerig	41	12,780	14,680	17,594	20,823	23,480	25,378	27,450	30,526	32,679	35,688	37,748	
Kuklinski	43	117,800	120,200	121,850	124,910	127,100	128,384	132,400	134,280	136,600	139,350	142,270	
Colhouer	45	9,525	11,870	14,444	16,503	17,260	21,333	23,900	26,675	28,450	28,955	30,911	
Hanson	46	7,548	9,219	12,462	14,952	17,916	19,187	21,261	23,865	25,503	27,603	29,725	
Ward	47	24,307	25,855	26,609	27,061	27,969	28,204	29,846	30,296	31,549	32,194	33,612	
Young	49	185,492	187,397	189,006	190,252	190,962	191,025	192,246	out of service	out of service	2,652	4,712	
Cody	51	18,054	19,364	21,041	21,849	23,923	24,648	25,423	26,853	28,132	29,695	30,447	
Holdorf	52	16,556	16,895	17,430	18,000	18,660	19,769	19,975	20,417	20,818	21,460	21,881	
Kiener	53	46,960	48,108	49,341	51,182	53,600	55,914	58,399	61,820	64,571	65,421	65,773	
Manning	54	12,460	15,383	18,391	20,140	23,263	25,845	27,128	29,429	31,007	32,507	33,157	
Schroeder	56									1,135	3,051	4,875	
Majeskie	57	154,000	156,971	156,950	158,751	159,000	159,000	159,000	out of service	out of service	3,450	6,433	
Weiner	58	137,880	140,421	140,942	141,254	143,430	144,935	145,947	147,366	150,586	152,249	154,096	
Podoll	60	15,925	17,254	19,193	21,039	23,133	24,019	26,894	29,134	30,605	33,303	34,903	
Preuss	61	9,125	12,332	14,780	18,180	20,301	21,132	24,448	26,788	29,498	31,904	33,808	
Vande Kolk	62	54,236	54,731	55,204	55,962	56,513	56,929	57,495	58,292	58,974	59,427	59,646	
Prachel	64	162,882	164,951	166,632	168,660	171,080	173,130	175,470	177,810	179,985	181,083	182,366	
Dodge Trans Van	96	85,651	87,929	90,558	91,941	92,707	95,407	97,154	98,475	100,379	102,826	104,494	
CTU Ford Transit		1,589	1,607	1,641	1,682	1,782	1,816	1,833	1,955	1,955	2,110	2,110	
Spare Squad		209,628	211,212	211,212	211,843	211,843	211,863	211,901	212,607	212,940	212,985	212,985	
Spare Squad		17,725	18,830	19,975	21,322	24,125	24,750	27,400	30,050	31,915	33,150	33,200	
Spare Ford Taurus	15	170,981	173,113	175,301	177,839	180,851	183,055	185,575	186,902	187,366	187,433	157,481	

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	16	14	48	0	28	15	20	34	23	34	19	1	27	279	21
May	40	33	35	3	21	28	12	39	22	31	27	30	15	336	26
June	28	29	23	1	34	35	32	31	21	24	41	11	35	345	27
July	35	40	19	1	32	9	43	37	31	32	26	28	31	364	28
Aug	56	30	36	0	19	40	17	36	14	19	12	31	28	338	26
Sept	23	30	19	1	23	13	23	23	22	11	12	42	26	268	21
Oct	17	26	29		38	26	22	19	16	30	9	20	13	265	20
Nov	27	36	32		28	25	39	5	14	7	2	23	22	260	20
Dec														0	0
Total	318	290	308	52	296	241	247	293	212	261	214	200	248	3180	245
Avg/Month	29	26	28	5	27	22	22	27	19	24	19	18	23	289	22

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	1	2	1	0	6	3	0	7	5	4	0	0	0	29	2
May	6	1	0	0	3	1	0	1	0	1	2	3	0	18	1
June	1	1	1	2	2	2	1	0	2	0	1	5	3	21	2
July	2	3	1	0	2	0	0	1	6	5	0	2	1	23	2
Aug	5	4	2	0	0	5	1	5	0	3	1	2	2	30	2
Sept	3	4	0	0	0	1	2	2	6	2	2	3	2	27	2
Oct	3	4	1	0	4	3	0	1	4	3	2	3	5	33	3
Nov	4	2	6	0	1	2	6	1	6	2	1	2	3	36	3
Dec														0	0
Total	43	33	16	10	30	28	14	35	53	42	27	23	35	389	30
Avg/Month	4	3	1	1	3	3	1	3	5	4	2	2	3	35	3

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					4	3			1	2				10	1
July					6				4	3		1		14	1
Aug	2				2					2				6	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	2	0	0	0	12	3	0	0	0	5	7	0	1	30	2
Avg/Month	1	0	0	0	3	1	0	0	0	1	2	0	0	8	1

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	3	3	1	21	17	4
May	2	2	1	10	15	7
June	4	4	1	6	6	2
July	3	3	7	9	8	2
Aug	3	2	2	4	11	3
Sept	0	2	2	4	8	2
Oct	8	2	3	12	7	2
Nov	3	0	0	7	0	2
Dec						
Total	37	22	28	95	98	25
Average	3	2	3	9	9	2

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	3	4	0	0	2	1
May	0	0	0	0	4	0
June	0	1	0	0	4	0
July	0	1	1	0	5	1
Aug	1	0	0	1	2	0
Sept	1	0	0	1	1	0
Oct	1	0	1	0	1	0
Nov	6	0	0	1	0	0
Dec						
Total	14	6	6	5	29	2
Average	1	1	1	0	3	0



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 2019**

Deputy contacts for this month	452
---------------------------------------	-----

Types of Contacts this month	Number of Contacts
Car/Deer Accident	38
Adult Transport	27
Agency Assistance, Mutual Aid	20
Medical Emergency	16
Traffic Accident w/Damage	14
Alarm	13
Citizen Assist	12
911 Follow up	11
Traffic Misc	11
Animal Problem	10
Traffic Accident w/Injuries	9
Lockout	8
K9 Assist	7
Suspicious Person/Circumstance	7
OWI Alcohol	6
Disturbance	5
Fire	5
Information Report	5
Theft	4
Trespassing	4
Vandalism	4
Wanted Person	4
Welfare Check	4
Controlled Substance Problem	3
Jail Incident	3
Juvenile Problem	3
Records Check	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

Agency Assist Person Charged	2
Computer Agency Assist	2
Dead Body	2
Miscellaneous	2
Probation/Parole Violation	2
Sex Assault	2
Threatening	2
Traffic Hazard	2
Temporary Restraining Order	2
Alcohol Offense	1
Bail Jumping	1
Burglary	1
Car/Deer No Officer Sent	1
Citizen Dispute	1
Unmanned Aircraft System	1
Emergency Detention Involuntary	1
Voluntary Diversion Plan	1
Found Property	1
Fraud	1
Gas Drive Off	1
Harassment	1
Jail Investigation	1
K9 School Search	1
K9 Person Charged	1
Noise Complaint	1
Drugged Driving	1
Scam	1
Time System Entry	1
Traffic Patrol Requested	1

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 November 2019
Correctional Facility**

Average Daily Population in the Jail for this month	68
--	-----------

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

Charge	Number of Charges
Probation/Parole	15
Warrants	10
Sex Offense	6
ES Sanction Hold	5
Drug related	2
DUI	3
Obstructing	3
Traffic Offense	3
Resisting/Interfering w/Police	1
Theft	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	Calumet Co Days Safekeepers	Billed for Calumet Safekeepers	Brown Co. Days Safekeepers	Billed for Brown Co Safekeepers
Jan-19	64	11	\$5,174.51	13	45	5336	1	3	119	\$ 5,117.00		
Feb-19	69	10	\$5,590.76	16	24	5127	1	3	160	\$ 6,880.00		
Mar-19	65	8	\$5,919.72	15	46	5088	3	2	153	\$ 6,579.00		
Apr-19	62	9	\$5,582.22	15	42	5034	1	4	215	\$ 9,245.00		
May-19	62	11	\$6,199.71	12	39	5266	2	2	259	\$ 11,137.00		
Jun-19	62	13	\$8,347.97	10	35	4971	2	3	275	\$ 11,825.00		
Jul-19	73	10	\$8,310.00	18	43	5996	2	1	429	\$ 18,447.00	70	\$ 3,010.00
Aug-19	80	9	\$6,086.00	22	51	6901	1	1	400	\$ 17,200.00	155	\$ 6,665.00
Sep-19	77	7	\$4,271.50	23	52	6592	1	0	387	\$ 16,641.00	138	\$ 5,934.00
Oct-19	63	5	\$3,566.40	16	39	5351	2	0	395	\$ 16,985.00	123	\$ 5,289.00
Nov-19	68	7	\$3,878.10	21	43	5600	2	0	385	\$ 16,555.00	120	\$ 5,160.00
Dec-19												
Totals									3177	\$ 136,611.00	606	\$ 26,058.00
Average	68	9	\$5,720.63	16	42	5569	2	2	289	\$ 12,419.18	121	\$ 5,211.60

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

Temporary Custody of Juveniles

324.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Green Lake County Sheriff's Office (34 USC § 11133).

This policy does not apply to secure detention facilities, the juvenile portion of a county jail, or municipal lockups certified to hold juveniles, but rather applies to the temporary custody of a juvenile before a juvenile is released, delivered to an intake worker, or delivered to any of these other facilities.

324.1.1 DEFINITIONS

Best Practice

Definitions related to this policy include:

Guardian - A person named by the court having the duty and authority of guardianship (Wis. Stat. § 938.02).

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare or any child 9 years of age or younger. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile 10 years of age to 16 years of age who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or an offense related to alcohol possession. It also includes an offense under Wis. Stat. § 948.60 where the juvenile possessed a handgun (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of a deputy or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile is kept within the secure perimeter of a jail or lockup after booking/processing is completed even if a office member is present and visually supervising.
- (h) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, uncontrollable behavior, curfew violation, or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

324.2 POLICY

Best Practice

The Green Lake County Sheriff's Office is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Green Lake County Sheriff's Office. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

324.3 JUVENILES WHO SHOULD NOT BE HELD

Best Practice

Juveniles who exhibit any of the following conditions should not be held at the Green Lake County Sheriff's Office:

- (a) Unconscious
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated
- (e) Extremely violent or continuously violent

Deputies taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

These juveniles should not be held at the Green Lake County Sheriff's Office unless they have been evaluated by a qualified medical and/or mental health professional.

If the deputy taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed.

324.3.1 EMERGENCY MEDICAL TREATMENT

State

If a juvenile is believed to be suffering from a serious physical condition that requires prompt diagnosis or prompt treatment, the deputy taking the juvenile into physical custody shall take the juvenile to a hospital or physician's office (Wis. Stat. § 938.20).

324.3.2 SUICIDE PREVENTION

Best Practice **MODIFIED**

The arresting deputy/officer should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself or any unusual behavior that may indicate the juvenile may harm him/herself while in temporary custody.

324.4 CUSTODY OF JUVENILES

Federal

Deputies should take custody of a juvenile and temporarily hold the juvenile at the Green Lake County Sheriff's Office when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Green Lake County Sheriff's Office without authorization of the arresting deputy's supervisor or the Shift Sergeant.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable, and should not be held more than two hours following the conclusion of processing, testing, and/or interrogation. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Green Lake County Sheriff's Office (34 USC § 11133; Wis. Stat. § 938.20).

324.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Federal

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Green Lake County Sheriff's Office. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

324.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Federal

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, deputies may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent) or otherwise authorized under Wis. Stat. § 48.19 et seq. or Wis. Stat. § 938.19. Juvenile status offenders may not be held in secure custody (34 USC § 11133).

324.4.3 CUSTODY OF JUVENILE OFFENDERS

State

Juvenile offenders should be held in non-secure custody while at the Green Lake County Sheriff's Office.

Generally, a juvenile offender may be taken into custody when (Wis. Stat. § 938.19):

- (a) There is court order or warrant authorizing custody of the juvenile.
- (b) There are reasonable grounds (probable cause) to believe that a juvenile is committing or has committed an act which is a violation of a state or federal criminal law that would subject an adult to arrest.

When a juvenile offender is taken into custody, the deputy taking the juvenile into custody shall immediately attempt to notify the parent, guardian, legal custodian or Indian custodian of the juvenile by the most practical means. The deputy taking the juvenile into custody shall continue such attempts until the parent, guardian, legal custodian or Indian custodian of the juvenile is notified, or the juvenile is delivered to an intake worker under Wis. Stat. § 938.20(3), whichever occurs first (Wis. Stat. § 938.19).

If the juvenile is 15 years of age or older, the deputy may release the juvenile without immediate adult supervision after counseling or warning the juvenile, as may be appropriate (Wis. Stat. § 938.20).

A juvenile offender who is not released after counseling or warning should be released to a parent, guardian or other responsible adult, unless the deputy reasonably believes that he/she should be referred to an intake worker because he/she will injure others, injure the property of others, run away or be taken away, that the juvenile's safety and well-being will be at risk due to lack of care, or the juvenile otherwise qualifies for secure detention (Wis. Stat. § 938.20; Wis. Stat. § 938.205; Wis. Stat. § 938.208).

If the juvenile offender is not released, the deputy who takes a juvenile offender into custody shall make a statement, in writing, with supporting facts, of the reasons why the juvenile was taken into custody and shall give a copy of the statement to the intake worker. If the intake interview is not done in person, the report may be read to the intake worker (Wis. Stat. § 938.20).

324.4.4 SECURE CUSTODY

Best Practice

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others or running away. Secure custody

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

should not be used for convenience when non-secure custody is, or later becomes, a reasonable option.

The circumstances that justify any secure custody should be documented and approved by the Shift Sergeant.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.
- (b) The juvenile shall constantly be monitored by an audio/video system during the entire custody.
- (c) Juveniles shall have constant auditory access to office members.
- (d) Initial placement into and removal from a locked enclosure shall be logged.
- (e) Random personal visual checks of the juvenile by staff member, no less than every 15 minutes, shall occur.
 - 1. All checks shall be logged.
 - 2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 - 3. Requests or concerns of the juvenile should be logged.
- (f) Males and females shall not be placed in the same locked room.
- (g) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (h) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

324.4.5 RELEASE AFTER PROCESSING

State

Absent exceptional circumstances, juveniles should be released within two hours following the conclusion of processing, testing and/or interrogation.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

324.5 ADVISEMENTS

State **MODIFIED**

The deputy/officer who takes a juvenile offender into custody and makes a statement for the intake worker that is in writing, with supporting facts, of the reasons why the juvenile was taken into custody shall give a copy of the statement to a juvenile offender who is 10 years of age or older (Wis. Stat. § 938.20).

324.6 JUVENILE CUSTODY LOGS

Best Practice

Any time a juvenile is held in custody at the Office, the custody shall be promptly and properly documented in the juvenile custody log, including:

- (a) Identifying information about the juvenile being held.
- (b) Date and time of arrival and release from the Green Lake County Sheriff's Office.
- (c) Shift Sergeant notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
- (e) Any changes in status.
- (f) Time of all welfare checks.
- (g) Any medical and other screening requested and completed.
- (h) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Sergeant shall initial the log to approve the custody.

324.7 NO-CONTACT REQUIREMENTS

Federal

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Office (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Green Lake County Sheriff's Office shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

324.8 TEMPORARY CUSTODY REQUIREMENTS

Best Practice

Members and supervisors assigned to monitor or process any juvenile at the Green Lake County Sheriff's Office shall ensure the following:

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

- (a) The Shift Sergeant should be notified if it is anticipated that a juvenile may need to remain at the Green Lake County Sheriff's Office more than four hours. This will enable the Shift Sergeant to ensure no juvenile is held at the Green Lake County Sheriff's Office more than six hours.
- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (c) Personal visual checks and significant incidents/activities shall be noted on the log.
- (d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
- (e) Juveniles shall have reasonable access to toilets and wash basins.
- (f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (g) Juveniles shall have reasonable access to a drinking fountain or water.
- (h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (i) Juveniles should have privacy during family, guardian and/or lawyer visits.
- (j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Blankets should be provided as reasonably necessary.
- (l) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.
- (m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.
- (o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

324.9 USE OF RESTRAINT DEVICES

Best Practice **MODIFIED**

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Green Lake County Sheriff's Office when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

Other restraints shall only be used after less restrictive measures have failed. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

324.10 PERSONAL PROPERTY

Best Practice

The deputy taking custody of a juvenile offender or status offender at the Green Lake County Sheriff's Office shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Green Lake County Sheriff's Office.

324.11 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE

Best Practice

The Shift Sergeant will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the Green Lake County Sheriff's Office. The procedures will address:

- (a) Immediate notification of the on-duty supervisor, Sheriff, and Detective Division supervisor.
- (b) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.
- (c) Notification of the appropriate prosecutor.
- (d) Notification of the Corporation Counsel.
- (e) Evidence preservation.

324.12 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS

Best Practice

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

Interviews of juveniles at schools should follow any protocols jointly developed with the local school officials and this office.

324.12.1 RECORDING CUSTODIAL INTERROGATIONS

State

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

Deputies shall make an audio/visual recording of the custodial interrogation of a juvenile, in its entirety, when it is conducted at a place of detention unless good cause is shown for not making a recording or an exception applies.

If feasible, deputies shall make an audio/visual recording of the custodial interrogation of a juvenile, in its entirety, when it is conducted at a place other than a place of detention unless good cause is shown for not making a recording or an exception applies.

Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment (Wis. Stat. § 938.195(2)).

Exceptions to an audio or audio-and-visual recording of a juvenile interrogation include (Wis. Stat. § 938.31(3)(c)):

- (a) The juvenile refuses to respond or cooperate in the interrogation if a recording is being made.
 - 1. The juvenile's refusal shall be documented by contemporaneous audio or audio-and-visual recording or in a written report.
- (b) The juvenile's statement is made in response to a question asked as part of the routine processing.
- (c) The juvenile's statement is made spontaneously and not in response to a question.
- (d) The deputy, in good faith, fails to make a recording because the equipment does not function, or it malfunctions, stops operating or the deputy inadvertently fails to operate the equipment properly.
- (e) Exigent public safety circumstances exist that prevent the deputy from making a recording or that render the making of such a recording infeasible.

A deputy conducting a custodial interrogation is not required to inform the juvenile that the deputy is making an audio/visual recording of the interrogation (Wis. Stat. § 938.195(3)).

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

324.13 RESTRICTIONS ON FINGERPRINTING AND PHOTOGRAPHING

State

Juveniles should be booked, fingerprinted, and photographed and formal criminal charges filed under any of the following circumstances (Wis. Stat. § 165.83):

- (a) For an offense that is a felony

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Temporary Custody of Juveniles

- (b) For an offense that is a misdemeanor or a violation of an ordinance involving burglary tools, commercial gambling, dealing in gambling devices; for contributing to the delinquency of a child, dealing in stolen property, possessing and selling controlled substances under Wis. Stat. Chapter 961; for violations involving firearms, dangerous weapons, explosives; for pandering, prostitution, or committing violations involving sex offenses where children are victims; or for issuing worthless checks
- (c) For an offense charged as disorderly conduct but that relates to an act connected with one or more of the above offenses
- (d) If the juvenile is a fugitive from justice

324.13.1 JUVENILE PHOTOGRAPHS AND RECORDS

State

All photographs and records of juveniles shall be kept separate from adult photographs and records (Wis. Stat. § 938.396).

This office does not allow copies of juvenile photographs to be automatically obtained by parents, guardians, or legal custodians. However, parents, guardians, or legal custodians may submit a written request to review a juvenile's record or photograph in compliance with the Records Maintenance and Release Policy (Wis. Stat. § 938.396).

Child Abuse

330.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Green Lake County Sheriff's Office members are required to notify the appropriate county department or licensed child welfare agency of suspected child abuse.

330.1.1 DEFINITIONS

State

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement (Wis. Stat. § 48.981).

330.2 POLICY

Best Practice

The Green Lake County Sheriff's Office will investigate all reported incidents of alleged criminal child abuse and ensure the appropriate county department or licensed child welfare agency is notified as required by law.

330.3 MANDATORY NOTIFICATION

State

Members of the Green Lake County Sheriff's Office shall notify the appropriate county department or licensed child welfare agency when, during the course of their duties, they have reasonable cause to suspect that a child has been abused or neglected; when they have reason to believe that a child has been threatened with abuse or neglect that will occur; or when they receive a report of such abuse or neglect. This applies in circumstances that include (Wis. Stat. § 48.02; Wis. Stat. § 48.981):

- (a) Cases in which a caregiver is suspected of abuse or neglect or of threatened abuse or neglect of a child.
- (b) Cases in which a caregiver is suspected of facilitating or failing to take action to prevent the suspected or threatened abuse or neglect of a child.
- (c) Cases in which it cannot be determined who abused or neglected or threatened to abuse or neglect a child.
- (d) Cases in which there is reason to suspect that an unborn child has been abused or there is reason to believe that an unborn child is at substantial risk of abuse.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Child Abuse

- (e) Cases where the child has been involved in sex trafficking or prostitution.

For purposes of notification, abuse includes, but is not limited to, non-accidental physical injuries, sexual offenses, emotional damage, sex trafficking, exposure to a meth lab, or any other act as described in Wis. Stat. § 48.02(1). Neglect includes, but is not limited to, failure to provide necessary care, food and clothing so as to seriously endanger the physical health of the child, and any other act as described in Wis. Stat. § 48.02(12g).

330.3.1 NOTIFICATION PROCEDURE

State **MODIFIED**

Notification should occur as follows (Wis. Stat. § 48.981):

- (a) The handling deputy should immediately make the notification to the appropriate county department or licensed child welfare agency by telephone or in person but in all cases before completing his/her shift and no later than 12 hours, exclusive of Saturdays, Sundays or legal holidays.
- (b) Notification, when possible, shall contain at a minimum:
 1. The name, address, age, sex and race of the child.
 2. The nature and extent of the child's injuries, including any evidence of previous cases of known or suspected abuse or neglect of the child or the child's siblings.
 3. The names and addresses of the persons responsible for the suspected abuse or neglect, if known.
 4. The family composition.
 5. The source of the report and the name, address and occupation of the person making the report.
 6. Any action taken by the reporting source.
 7. Any other information that the person making the report believes may be helpful in establishing the cause of the child abuse, physical injury or neglect.
- (c) If there is reasonable cause to suspect that a child died as a result of abuse or neglect, the appropriate Coroner shall also be notified (Wis. Stat. § 48.981(5)).

330.4 QUALIFIED INVESTIGATORS

Best Practice

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

Child Abuse

- (e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

330.5 INVESTIGATIONS AND REPORTING

State

In all reported or suspected cases of child abuse, a report will be written. Deputies shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if deputies interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
- (k) Where a child or unborn child is believed or reported to be in immediate danger, the assigned deputy shall begin the investigation immediately and take any necessary action to protect the child or unborn child (Wis. Stat. § 48.981(3)).
- (l) Medical records of the victim as necessary (Wis. Stat. § 146.82(2)(a)11).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

Child Abuse

330.6 PROTECTIVE CUSTODY

State

Before taking any child into protective custody, the deputy should make reasonable attempts to contact the appropriate county department or licensed child welfare agency. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this office should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the deputy should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the deputy shall ensure that the child is delivered to the appropriate county department or licensed child welfare agency intake worker (Wis. Stat. § 48.981).

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (Wis. Stat. § 48.19):

- (a) A court has ordered the removal of the child.
- (b) A deputy believes on reasonable grounds that any of the following conditions exist:
 - 1. A court has ordered the removal of the child.
 - 2. The child is suffering from illness or injury or is in immediate danger from his/her surroundings and removal from those surroundings is necessary.

Deputies are required to take children into custody in the circumstances described above (Wis. Stat. § 48.981(3)).

330.6.1 FOLLOW-UP NOTIFICATIONS AND PLACEMENT

State

A deputy who has taken a child into protective custody shall attempt to deliver the child to an intake worker and immediately notify the parent, guardian, legal custodian and Indian custodian of the child by the most practical means. The deputy shall continue such attempts until the parent, guardian, legal custodian and Indian custodian of the child is notified or the child is delivered to an intake worker, whichever occurs first (Wis. Stat. § 48.19; Wis. Stat. § 48.20; Wis. Stat. § 48.981).

330.6.2 SAFE HAVEN LAW

State

A parent may relinquish a newborn infant less than 72 hours old to a deputy when the parent does not express an intent to return for the child. The deputy shall take any action necessary to protect

Child Abuse

the health and safety of the child and attempt to deliver the child to the custody of an intake worker under the provisions of Wis. Stat. § 48.20 (Wis. Stat. § 48.195(1)).

A parent who relinquishes custody of a child under these circumstances and any person who assists the parent in that relinquishment have the right to remain anonymous. Office members shall not induce or coerce or attempt to induce or coerce a parent or person assisting a parent who wishes to remain anonymous into revealing his or her identity, unless there is reasonable cause to suspect that the child has been the victim of abuse or neglect or that the person assisting the parent is coercing the parent into relinquishing custody of the child (Wis. Stat. § 48.195).

The deputy shall provide the parent with the toll free number to the Department of Children and Families, (877-440-2229) or the appropriate social services brochure with this phone number and other relevant information (Wis. Stat. § 48.195; Wis. Admin. Code § DCF 39.09).

330.7 INTERVIEWS

Best Practice MODIFIED

330.7.1 PRELIMINARY INTERVIEWS

Best Practice

Absent extenuating circumstances or impracticality, deputies should record the preliminary interview with suspected child abuse victims. Deputies should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

330.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

Best Practice MODIFIED

A deputy should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
 - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
 - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
 - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

330.8 MEDICAL EXAMINATIONS

Best Practice

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Child Abuse

If the child has been the victim of abuse that requires a medical examination, the investigating deputy should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The deputy should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

330.9 DRUG-ENDANGERED CHILDREN

Best Practice

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

330.9.1 SUPERVISOR RESPONSIBILITIES

State

The Detective Division supervisor should:

- (a) Work with professionals from the appropriate agencies, including the Wisconsin Alliance for Drug Endangered Children, appropriate county welfare agency, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when a deputy notifies the Detective Division supervisor that the deputy has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.
- (c) Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social and other conditions that may affect the child.

330.9.2 DEPUTY RESPONSIBILITIES

Best Practice MODIFIED

Deputies responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the Detective Division supervisor so an interagency response can begin.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Child Abuse

330.9.3 FORMS

Agency Content

The following forms associated to DEC are located within the forms file in the GLSO public drive;

1. Memorandum of Understanding
2. Law Enforcement Protocol
3. Child Protective Services Protocol
4. Medical Protocol
5. Urgent Care Laboratory Protocol
6. Urgent Care Doctor Protocol
7. Baseline Medical Protocol
8. 30 Day Follow-up Protocol

330.10 STATE MANDATES AND OTHER RELEVANT LAWS

State

Wisconsin requires or permits the following:

330.10.1 CRIMINAL PROSECUTION

State

All cases in which there is a reasonable suspicion that an identified suspect committed an act of child abuse should be forwarded to the district attorney. All reports that contain an allegation that a child was a victim of a sex-related offense or threatened with such an offense by an identified person shall be forwarded to the district attorney (Wis. Stat. § 48.981(3)).

330.10.2 RELEASE OF REPORTS

State

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Wis. Stat. § 48.981(7)).

330.10.3 CHILD DEATH REVIEW TEAM

Discretionary

This office will cooperate with a local child death review team as applicable.

330.10.4 COURT ORDERS

State

Employees may assist or provide information to the child abuse victim's parent, guardian or custodian on how to obtain a restraining order or injunction issued by the court for the protection of the victim. Deputies shall arrest for violations of child abuse restraining orders as mandated by Wis. Stat. § 813.122(10)).

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Child Abuse

330.10.5 MANDATORY COORDINATION

State

A deputy investigating a report of child abuse or threatened child abuse should coordinate the planning and execution of the investigation with the appropriate county department or licensed child welfare agency. This coordination is mandatory when the abuse or threatened abuse involves an allegation of a sex-related offense (Wis. Stat. § 48.981(3)).

330.10.6 ADULT EXPECTANT MOTHERS OF AN AT-RISK UNBORN CHILD

State

An adult expectant mother of an unborn child may be taken into temporary custody as authorized in Wis. Stat. § 48.193 and delivered to an intake worker, but only with a court order. The release of the expectant mother shall comply with the procedures of Wis. Stat. § 48.203 and specific terms of the court order.

330.11 TRAINING

Best Practice

The Office should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.

Missing Persons

332.1 PURPOSE AND SCOPE

Best Practice

This policy provides guidance for handling missing person investigations.

332.1.1 DEFINITIONS

State

Definitions related to this policy include:

At risk - This includes persons who:

- (a) Are 13 years of age or younger.
- (b) Regardless of age are believed or determined to be experiencing one or more of the following circumstances:
 - 1. Out of the zone of safety for his/her chronological age and developmental stage.
 - 2. Mentally or behaviorally disabled.
 - 3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
 - 4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
 - 5. In a life-threatening situation.
 - 6. In the company of others who could endanger his/her welfare.
 - 7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
 - 8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.
- (c) Are adults with a developmental disability, suffer from Alzheimer's disease or dementia, or suffer from or could, without access to medication, suffer from cognitive impairment if the impairment would likely render the person incapable of getting to a familiar location without assistance (Wis. Stat. § 175.51).
- (d) Are veterans or active-duty members of the military and there is reason to believe that they are at risk due to a physical or mental health condition, and a report was made within 72 hours of their disappearance (Wis. Stat. § 175.51).

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Wisconsin Transaction

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Missing Persons

Information for the Management of Enforcement (TIME) System, the Wisconsin Clearinghouse for Missing and Exploited Children and Adults, and the Wisconsin Crime Alert Network.

332.2 POLICY

Best Practice

The Green Lake County Sheriff's Office does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

332.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

Best Practice

The Detective Division supervisor shall ensure the following forms and kits are developed and available:

- Wisconsin DOJ Missing Person Worksheet (Wis. Stat. § 165.785)
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

332.4 ACCEPTANCE OF REPORTS

Best Practice

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

332.5 INITIAL INVESTIGATION

Best Practice

Deputies or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

- (a) Respond to a dispatched call as soon as practicable.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Missing Persons

- (c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
- (d) Broadcast a "Be on the Look Out" (BOLO) bulletin if the person is under 16 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 16 years of age or may be at risk.
- (e) Ensure that entries are made into the appropriate missing person networks, as follows:
 - 1. Immediately, when the missing person is at risk.
 - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
- (f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
- (g) Collect and/or review:
 - 1. A photograph and fingerprint card of the missing person, if available.
 - 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
 - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
 - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
- (i) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

332.6 REPORT PROCEDURES AND ROUTING

Best Practice

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

332.6.1 SUPERVISOR RESPONSIBILITIES

Best Practice

The responsibilities of the supervisor shall include but are not limited to:

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Missing Persons

- (a) Reviewing and approving missing person reports upon receipt.
 - 1. The reports should be promptly sent to the Front Office.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing persons networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
 - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

332.6.2 FRONT OFFICE RESPONSIBILITIES

Federal

The receiving member shall:

- (a) As soon as reasonable under the circumstances, notify and forward a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notify and forward a copy of the report to the agency of jurisdiction where the missing person was last seen.
- (c) Notify and forward a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forward a copy of the report to the Detective Division.
- (e) Coordinate with the NCIC Terminal Contractor for Wisconsin to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

332.7 DETECTIVE DIVISION FOLLOW-UP

Federal

The investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
 - 1. The notice shall be in writing and should also include a photograph.
 - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should re-contact the reporting person and/or other witnesses within 30 days of the initial report and within 30 days thereafter to determine if any additional information has become available.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Missing Persons

- (c) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (d) Shall verify and update the TIME System, the Wisconsin Clearinghouse for Missing and Exploited Children and Adults, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children® (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
- (g) Should make appropriate inquiry with the Coroner.
- (h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.
- (i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the Wisconsin Department of Justice, Division of Criminal Investigations and the Wisconsin Clearinghouse for Missing and Exploited Children and Adults ® and enter the photograph into applicable missing person networks (34 USC § 41308).
- (j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).
- (k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

332.8 WHEN A MISSING PERSON IS FOUND

Best Practice **MODIFIED**

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The Administrative Assistant, investigating Detective, Deputy, and/or Communications Officer, involving their area of responsibility, should ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to the Wisconsin Clearinghouse for Missing and Exploited Children and Adults and the Wisconsin Department of Justice, Division of Criminal Investigations.
- (b) A missing child's school is notified.
- (c) Entries are made in the applicable missing person networks.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Missing Persons

- (d) When a person is at risk, the fact that the person has been found shall be reported within 24 hours to the Wisconsin Clearinghouse for Missing and Exploited Children and Adults and the Wisconsin Department of Justice, Division of Criminal Investigations.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

332.8.1 UNIDENTIFIED PERSONS

Best Practice

Office members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File.
- (c) Use available resources, such as those related to missing persons, to identify the person.

332.9 CASE CLOSURE

Best Practice

The Detective Division supervisor may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of Green Lake or this office is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this office is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

332.10 TRAINING

Discretionary

Subject to available resources, the Training Sergeant or Administrator should ensure that members of this office whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
 - 1. Assessments and interviews
 - 2. Use of current resources, such as Mobile Audio Video (MAV)

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Missing Persons

3. Confirming missing status and custody status of minors
 4. Evaluating the need for a heightened response
 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of office members at the scene.
 - (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
 - (d) Verifying the accuracy of all descriptive information.
 - (e) Initiating a neighborhood investigation.
 - (f) Investigating any relevant recent family dynamics.
 - (g) Addressing conflicting information.
 - (h) Key investigative and coordination steps.
 - (i) Managing a missing person case.
 - (j) Additional resources and specialized services.
 - (k) Update procedures for case information and descriptions.
 - (l) Preserving scenes.
 - (m) Internet and technology issues (e.g., Internet use, cell phone use).
 - (n) Media relations.