



# **GREEN LAKE COUNTY**

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

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**Original Post Date: 09/03/2020**

**Amended\*\* Post Date:**

**The following documents are included in the packet for the  
Judicial Law Committee on September 9, 2020:**

- 1)Agenda
- 2)Minutes from 08/12/20 and 08/27/20
- 3)Correspondence
- 4)Department Related Reports (3)
- 5)Monthly Sheriff Reports
- 6)Lexipol Policies



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

## Judicial/Law Enforcement and Emergency Management Committee

### Meeting Notice

**Date: September 9, 2020 Time: 10:30 AM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### AGENDA

#### **Committee Members**

*Joe Gonyo, Chair*  
*Sue Wendt*  
*Gene Thom*  
*Don Lenz*  
*Ken Bates*

*Lori Evans,*  
*Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 08/12/20 and 08/27/20
5. Correspondence
  - Thank you from the Markesan Resident's Home
  - Thank you to Deputy Colhouer for lockout assistance
6. Department Related Reports
  - Clerk of Courts
  - Circuit Court/Register in Probate
  - District Attorney
  - Coroner
  - Emergency Management
  - Sheriff's Office
7. 2021 Budget
8. Monthly Sheriff Reports
9. Expense & Revenue Monthly Reports
10. Lexipol Policies and Procedures
  - 514 Impaired Driving
  - 336 Victim and Witness Assistance
11. Future Meeting Dates:
  - Regular Meeting October 14, 2020, at 10:30AM
12. Future Agenda items for action & discussion:
13. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing required) or audio/visual communication. Remote access can be obtained through the following link:

Join Zoom Meeting

<https://zoom.us/j/95871487495?pwd=OG0lMWhwNEtnQzdXbXFLbkZCOWg0QT09>

Meeting ID: 958 7148 7495

Passcode: 189496

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

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

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



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**AUGUST 12, 2020**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Joe Gonyo at 10:30 a.m. on August 12, 2020 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: Joe Gonyo - Chairman  
Don Lenz  
Keith Hess

Absent: Ken Bates  
Sue Wendt

Others present in person:  
Mark Podoll, Sheriff  
Chief Deputy Matt Vande Kolk  
Gary Podoll – Emergency Management  
Harley Reabe – County Board Chairman  
Tony Daley – Berlin Journal Newspaper  
Amy Thoma – Clerk of Circuit Court  
Casandra Ewerdt – Register in Probate and Judicial Assistant

Others present via Zoom:  
Dawn Klockow, Corporation Counsel  
Lori Evans, Admin. Ass't to Sheriff  
Cathy Schmit, County Administrator  
Andrew Christenson, DA

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

## MINUTES

***Motion/Second (Hess/Lenz)*** to approve the minutes of the July 15, 2020 meeting as presented. No negative votes. Motion carried.

## **CORRESPONDENCE**

Thank you from Wes Shemanski regarding a transport by the Sheriff's Office.

Thank you from Terri for the Sheriff's Office help regarding a family situation she had.

## **ORDINANCE AMENDING ALCOHOL VIOLATIONS-SOCIAL HOSTING**

Corporation Counsel Dawn Klockow on behalf of Law Enforcement presented an Ordinance Amending Alcohol Violations – Social Hosting.

**Motion/Second (Hess/Lenz)** to approve the Ordinance as presented and send it on to the August County Board meeting. No negative votes. Motion carried.

## **DEPARTMENT RELATED REPORTS**

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

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

Sheriff Mark Podoll  
Chief Deputy Matt Vande Kolk

## **2021 BUDGET DISCUSSION**

Amy Thoma, Clerk of Circuit Court explained her 2021 budget, a copy of which was in the packet.

## **MONTHLY SHERIFF REPORTS**

Sheriff's Office reports for July 2020 were included in the packet. There were no questions from the Committee on any of the reports.

## **EXPENSE AND REVENUE MONTHLY REPORTS**

The July 2020 monthly expense and revenue reports were discussed and filed.

## **LEXIPOL**

Policies and procedures are created by the Sheriff and given to the Committee for input and review. No motions are required to approve them. No Lexipol Policies or Procedures were presented at the meeting.

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

A special meeting to address Judicial/Law Enforcement Departments 2021 Budgets will be held on August 27, 2020 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

The next regular meeting is set for September 9, 2020 at 10:30 a.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

## **ADJOURN**

Meeting adjourned at 10:44 a.m.

Respectfully submitted, Lori Evans, Administrative Assistant, Green Lake County Sheriff's Office.



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**AUGUST 27, 2020**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Joe Gonyo at 4:30 p.m. on August 27, 2020 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: Joe Gonyo - Chairman  
Sue Wendt – Co Chair  
Don Lenz  
Gene Thom  
Ken Bates – via zoom

Others present in person:  
Mark Podoll, Sheriff  
Chief Deputy Matt Vande Kolk  
Harley Reabe – County Board Chairman  
Keith Hess, County Board Supervisor  
Casandra Ewerdt – Register in Probate and Judicial Assistant  
Keith Hess, County Board Supervisor

Others present via Zoom:  
Gary Podoll – Emergency Management  
Lori Evans, Admin. Ass't to Sheriff  
Andrew Christenson, DA

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by the group.

## **2021 BUDGET DISCUSSION**

Copies of the 2021 Draft budgets for the Circuit Court/Register in Probate, Emergency Management and Sheriff's Office were e-mailed to the Committee members. The following Departments gave an explanation of their 2021 proposed budgets.

Sheriff's Office – Sheriff Podoll and Lori Evans  
Circuit Court/Register in Probate – Casie Ewerdt  
District Attorney – Andrew Christenson  
Emergency Management – Gary Podoll

The County Administrator is working with the Coroner's Office on their budget.  
Clerk of Circuit Court presented her 2021 Budget at the last meeting.

## **FUTURE MEETING DATES AND AGENDA ITEMS**

The next regular meeting is set for September 9, 2020 at 10:30 a.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

## **ADJOURN**

Meeting adjourned at 5:17 p.m.  
Respectfully submitted, Lori Evans, Administrative Assistant, Green Lake County Sheriff's Office.

COPY

Thank you so much  
for getting over supplies!  
It means so much!  
- Dawn Reed

Thank you so much!  
Lana

Thank you so much for helping  
us out with the gloves and kits.

Thank you so much for helping  
us out with the gloves and kits.  
Carmel Association  
Life Enrichment  
Director

Thank you Chad  
So call you do  
Nancy

Thanks Chad!  
Mary:

Mankwan Resident Home  
1130 N. Margaret St.  
Mankwan, WI 53946

Chad

Your kindness  
means so much.

Thank you for your help!  
I will be sure to  
pass it on to  
others who need it.

Thank you for  
your help!  
I appreciate  
your help!  
Dawn Reed



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

~~PO Box 3288~~ JFL CIA A

Green Lake, WI. 54941

Name: Doug Knutzen

Amount: \$ 50.00

Officer: 45

XX-100-03-48153-000-000

Deputy Ray Colhouse came to our rescue this past Sunday, we are so grateful for his professionalism, courtesy & kindness, thank you for this service.  
Doug & Barb Knutzen



# 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

September 2, 2020

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

RE: Department Update

Dear Committee Members:

Other than the day-to-day activities of the office, there is nothing further to report at this time.

## NUMBER OF CASES FILED IN AUGUST 2020

Case Type	
Criminal Felony	16
Criminal Misdemeanor	19
Criminal Traffic	9
Traffic	76
Forfeiture	15
Juvenile Ordinance	6
Civil	14
Complex Forfeiture	0
Small Claims	16
Family	4
Paternity	2

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

Very truly yours,

*Amy S. Thoma*

Amy S. Thoma  
Clerk of Circuit Court



**GREEN LAKE COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

*Gary V. Podoll*  
*Director*

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

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**DATE:** September 1, 2020

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

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

**SUBJECT:** Monthly Report

1. I have completed and submitted the 2021 Plan of work for the Emergency Planning Community Right to Know Act (EPCRA) and the Emergency Management Performance Grant (EMPG) Grant applications.
2. I am doing ongoing work on Personal Protective Equipment PPE distribution to all emergency services, long term care facilities, hospital and other qualified facilities. We had a facility, that need PPE right away and because of our emergency stock from the state that we setup to be on hand, we were able to supply them with it.
3. I have almost completed all the items required for the 2020 Plan of Work requirements for the Emergency Management Performance Grant (EMPG), I am working on finishing up my 32 hours of ongoing training, along with the updating of our County Emergency Response Plan. In the Emergency Planning Community Right to Know Act (EPCRA) Grant, I am working on conducting a Local Emergency Planning Committee meeting, to approve updated Facility Hazardous Materials Response Plans, along with a new site plan for a facility. Everything is due to be completed by the end of September.

If you have any questions, you can contact me at 920-290-2275.

Sincerely,

Gary V. Podoll  
Emergency Management Director  
Green Lake County



Green Lake County

**Sheriff**

571 County Road A

Green Lake, WI 54941-0586

Ph. 920-294-4000 · Fax. 920-294-3850

September 3, 2020

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

- COVID related procedures remain intact.
- Deputy in contact with a positive test result has been on quarantine.
- Deputy Treadwell from Dane County died from COVID.
- The city of Kenosha and Kenosha County have requested law enforcement resources every day since August 23<sup>rd</sup>. We have been able to provide 4-6 Mobile Field Force Trained Deputies nearly every day as a part of EPS. CTU team commander Cody has been present for every deployment.
- Deputies not deployed have been working many hours locally to accommodate the deployments.

See you at the meeting,

*Mark A. Podoll, Sheriff*

**Sheriff Mark A. Podoll**

GREEN LAKE COUNTY SHERIFF'S OFFICE SQUAD CAR MILEAGE 2020

Officer	Badge No.	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Hoerig	41	41,367	45,984	49,030	51,235	53,700	56,120	58,561	60,397				
Kuklinski	43	147,700	149,650	152,520	154,760	157,700	160,250	161,400	164,100				
Colhouer	45	35,125	37,187	39,293	41,200	43,678	46,000	47,622	48,384				
Hanson	46	32,060	33,652	34,519	36,207	38,234	40,934	42,133	43,683				
Ward	47	35,548	37,037	37,894	46,454	47,094	48,691	49,569	50,428				
Wallace	48	35,121	37,352	40,295	43,223	45,729	49,093	52,256	53,817				
Young	49	9,704	12,450	13,873	16,329	18,212	19,588	22,878	25,530				
Cody	51	31,351	33,120	34,047	35,999	37,448	38,483	39,735	41,671				
Holdorf	52	22,740	23,015	23,846	27,478	29,875	31,682	32,252	33,055				
Kiener	53	66,194	67,691	67,943	68,777	69,436	70,915	71,550	72,968				
Manning	54	35,025	36,000	36,655	37,550	38,900	40,205	42,000	42,700				
Schroeder	56	10,375	12,089	13,235	16,112	19,002	20,852	22,725	23,681				
Majeskie	57	11,987	14,390	16,278	18,650	21,056	23,400	25,400	27,860				
Weiner	58	158,012	159,339	160,136	163,280	164,126	166,317	167,821	169,372				
Podoll	60	38,043	39,874	40,658	41,828	43,178	44,425	46,067	47,103				
Preuss	61	40,842	44,542	48,583	53,415	56,583	58,578	61,056	62,962				
Vande Kolk	62	61,588	61,938	62,826	64,562	65,538	66,342	66,954	67,604				
Prachel	64					1,257	3,786	6,248	7,892				
Dodge Trans Van	96	107,423	108,580	109,519	109,671	109,958	110,151	110,987	111,513				
CTU Ford Transit	20	2,190	2,190	2,212	2,239	2,239	2,604	2,679	2,754				
Chevy Impala	9060	158,936	158,937	159,219	159,245	159,672	159,672	159,672	159,672				
Spare Squad	1161	212,985	213,164	213,164	213,164	213,164	213,164	213,164	213,164				
Spare Ford Taurus	15	187,518	187,524	187,524	187,524	187,542	187,542	187,555	187,555				

**Accidents and Complaints for Patrol**

2020	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young	Total	Avg/Officer
Jan	23	3	26	3	22	22	24	22	23	13	8	21	25	235	18
Feb	21	15	28	0	13	18	9	33	26	17	14	15	15	224	17
March	19	8	24	7	17	16	15	10	20	13	15	18	13	195	15
April	15	10	18	10	8	15	12	23	14	10	12	16	17	180	14
May	19	24	19	5	29	19	22	28	10	25	24	10	12	246	19
June	38	35	11	20	24	29	28	40	10	18	27	35	15	330	25
July	45	37	47	14	22	19	38	26	21	43	43	32	30	417	32
Aug	17	27	27	26	32	29	31	18	15	26	21	9	18	296	23
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	197	159	200	85	167	167	179	200	139	165	164	156	145	2123	163
Avg/Month	25	20	25	11	21	21	22	25	17	21	21	20	18	265	20

**Paper Service for Patrol**

2020	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young	Total	Avg/Officer
Jan	16	0	9	0	10	4	3	1	10	1	0	6	7	67	5
Feb	2	16	0	1	6	12	5	8	18	6	3	2	16	95	7
March	1	0	1	1	1	0	0	0	3	1	3	2	2	15	1
April	1	2	2	0	1	0	1	0	1	1	1	2	2	14	1
May	4	0	0	0	2	0	1	0	1	0	1	0	0	9	1
June	2	1	1	0	3	2	0	3	1	6	4	1	3	27	2
July	0	3	3	1	4	0	0	0	0	3	3	3	1	21	2
Aug	2	1	0	1	5	0	1	3	1	0	0	3	5	22	2
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	28	23	16	4	32	18	11	15	35	18	15	19	36	270	21
Avg/Month	4	3	2	1	4	2	1	2	4	2	2	2	5	34	3

**Citations for Patrol**

2020	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young	Total	Avg/Officer
Jan	4	0	14	0	7	24	2	18	15	8	1	22	8	123	9
Feb	2	2	4	0	4	18	1	11	10	1	6	7	5	71	5
March	2	2	8	0	5	7	8	12	8	6	4	8	1	71	5
April	4	3	3	1	2	10	8	20	0	3	7	4	1	66	5
May	3	8	8	0	9	15	13	7	2	3	5	1	3	77	6
June	4	2	1	1	7	26	14	12	0	2	14	5	4	92	7
July	12	4	8	4	0	15	16	14	2	7	21	10	8	121	9
Aug	4	1	6	2	7	14	10	3	4	5	20	1	3	80	6
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	35	22	52	8	41	129	72	97	41	35	78	58	33	701	54
Avg/Month	4	3	7	1	5	16	9	12	5	4	10	7	4	88	7

**Warnings for Patrol**

2020	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young	Total	Avg/Officer
Jan	3	0	26	0	6	36	1	10	19	6	2	28	12	149	11
Feb	6	5	10	0	8	27	3	15	14	8	6	9	14	125	10
March	3	3	7	0	10	7	8	8	10	6	19	9	2	92	8
April	1	0	2	0	1	3	2	0	1	0	1	2	1	14	1
May	1	4	7	0	12	19	3	7	1	4	12	2	2	74	6
June	2	2	3	1	3	26	5	25	5	12	45	4	5	138	11
July	6	8	6	0	3	13	6	6	9	12	47	6	9	131	10
Aug	6	0	13	0	2	6	6	3	4	0	47	0	3	90	7
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	28	22	74	1	45	137	34	74	63	48	179	60	48	813	64
Avg/Month	4	3	9	0	6	17	4	9	8	6	22	8	6	102	8

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

2020	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young	Total	Avg/Officer
Total Annual Contacts	288	226	342	98	285	451	296	386	278	266	436	293	262	3907	302
Avg. per Month	36	28	43	12	36	56	37	48	35	33	55	37	33	488	38

**BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS**

2020	Colthouer	Hanson	Hoerfig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young	Total	Avg/Officer
Jan														0	0
Feb														0	0
March														0	0
April														0	0
May										5				5	0
June	21				12		7	3	3		3			46	4
July	17						6	1						27	2
Aug	15			2					3					20	2
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	53	0	0	2	12	0	13	0	6	8	4	0	0	98	8
Avg/Month	13	0	0	1	3	0	3	0	2	2	1	0	0	25	2

**Accidents and Complaints for Detectives**

2020	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	1	1	0	3	5	2
Feb	0	1	2	5	3	2
March	3	0	2	8	3	1
April	3	1	1	2	2	0
May	2	1	2	11	8	0
June	2	3	0	3	13	0
July	1	1	2	7	5	0
Aug	9	0	1	6	3	0
Sept						
Oct						
Nov						
Dec						
Total	21	8	10	45	42	5
Average	3	1	1	6	5	1

**Arrests for Detectives**

2020	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	2	0	0	0	1	0
Feb	0	0	0	1	1	0
March	0	1	0	3	0	0
April	0	0	3	0	1	0
May	2	0	4	6	3	0
June	0	0	3	0	2	0
July	0	3	0	0	3	0
Aug	0	0	0	2	2	0
Sept						
Oct						
Nov						
Dec						
Total	4	4	10	12	13	0
Average	1	1	1	2	2	0





Green Lake County

**Sheriff**

571 County Road A

Green Lake, WI 54941-0586

Ph. 920-294-4000 · Fax. 920-294-3850

**Sheriff's Office Judicial/Law Enforcement Committee  
Report for the Month of August 2020**

Deputy contacts for this month	508
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Types of Contacts this month	Number of Contacts
911 Follow up	99
Agency Assistance, Mutual Aid	28
Medical Emergency	21
Citizen Assist	20
Lockout	13
Suspicious Person/Circumstance	11
Welfare Check	11
Adult Transport	8
Agency Assist Person Charged	7
Fire	7
Traffic Misc	7
Animal Problem	6
Theft	6
Car/ Deer Accident	5
Combined Tactical Unit	5
K9 Assist	5
Traffic Accident w/Damage	5
Records Check	5
Alarm	4
Disturbance	4
Information Report	4
K9 Charged	4
Drugged Driving	4
Traffic Accident w/Injuries	4
Citizen Dispute	3
Computer Forensics	3
Controlled Substance Problem	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

Noise Complaint	3
Property Damage	3
Traffic Patrol Requested	3
Wanted Person	3
Computer Agency Assist	3
Dead Body	2
Domestic Situation	2
Drugs-Agency Assist	2
Fraud	2
Jail Incident	2
Juvenile Problem	2
OWI Alcohol	2
Trespassing	2
TRO	2
Animal Noise	1
Burglary	1
Cancel Call	1
Custodial Interference	1
EDI	1
Fireworks	1
Harassment	1
House Check	1
Int Crimes Against Children	1
Internal Invest	1
Missing Person	1
Obstructing	1
Ordinance Violation	1
Parking Problem	1
Sex Assault	1
Theft-Identity	1
Time System Entry	1
Vandalism	1
Warrant Pick Up Out of County	1
Weapon Offense	1

Sheriff Mark A. Podoll

**GREEN LAKE COUNTY JAIL MONTHLY STATISTICS**

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE DOWN	LOCK DOWN	MEALS	EMP	GL INMATES TRANSFERRED	Brown Co. SAFEKEEPERS	Days Billed for Brown Co Safekeepers	Calumet Co Safekeepers	Days Billed for Calumet Safekeepers
Jan-20	75	7	\$3,560.00	18	50	6316	4	1.2	43	\$ 4,859.00	300	\$ 12,900.00
Feb-20	81	8	\$6,861.42	16	55	6366	4	2	0	\$ -	339	\$ 14,577.00
Mar-20	82	0	\$7,400.53	16	52	6730	6	3	0	\$ -	475	\$ 20,425.00
Apr-20	68	0	\$6,858.15	11	43	4978	8	3	0	\$ -	406	\$ 17,458.00
May-20	64	0	\$5,001.00	11	41	4896	8	3	0	\$ -	399	\$ 17,157.00
Jun-20	70	8	\$6,292.50	12	48	5120	8	3	0	\$ -	343	\$ 14,749.00
Jul-20	65	0	\$5,007.00	12	46	5190	6	2	0	\$ -	364	\$ 15,652.00
Aug-20	69	0	\$4,004.00	12	53	5558	5	1				
Sep-20												
Oct-20												
Nov-20												
Dec-20												
Totals												
Average	72	3	\$5,623.08	14	48	5644	6	2	43	\$ 4,859.00	2626	\$ 112,918.00

ADP- Average daily population

Huber- Sentenced inmate, work release + Sent/Huber from other county

Huber Income- Amount paid by Huber and CAM inmates for the month

Female- Average number of females held that month

Lockdown- Number of inmates held that month that are not working Huber's

Meals- Number of meals + bag lunches served that month

EMP- Number of inmates on electronic monitoring

GL Inmates Transferred- Inmate serving in other county + Sent/Huber serv. out of county

Safekeepers - Holding for another county

Safekeeper days - the number of cumulative days that month for all Safekeepers for that county



Green Lake County

**Sheriff**

571 County Road A

Green Lake, WI 54941-0586

Ph. 920-294-4000 · Fax. 920-294-3850

**Sheriff's Office Judicial/Law Enforcement Committee  
Report for the Month of August 2020  
Correctional Facility**

Average Daily Population in the Jail for this month	69
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**Inmates in custody for (some inmates have more than one charge)**

Charge	Number of Charges
Probation/Parole	21
Drug related	17
Sex Offense	16
DUI	10
Traffic Offense	9
Assault	8
Obstructing	8
Disorderly Conduct	7
Warrants	6
Resisting/Interfering w/Police	4
ES Sanction Hold	3
Bail Jumping	2
Weapon Offense	2
Child Abuse or Neglect	1
Destruct/Damage/Vandalize Prop	1
Theft	1
Threatening	1
Trespass of Real Property	1

**Sheriff Mark A. Podoll**

# Impaired Driving

## 514.1 PURPOSE AND SCOPE

**Best Practice**

This policy provides guidance to those office members who play a role in the detection and investigation of operating while intoxicated (OWI).

## 514.2 POLICY

**Best Practice**

The Green Lake County Sheriff's Office is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Wisconsin's impaired driving laws.

## 514.3 INVESTIGATIONS

**Best Practice** **MODIFIED**

Deputies should not enforce OWI laws to the exclusion of their other duties unless specifically assigned to OWI. All deputies are expected to enforce these laws with due diligence.

The Patrol Sergeant or Supervisor may develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating deputies in documenting relevant information and maximizing efficiency. Any OWI investigation may be documented using these forms. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results. Also referred to as Standardized Field Sobriety Tests (SFST's).
- (b) The deputy's observations that indicate impairment on the part of the individual, and the deputy's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (d) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (e) The location and time frame of the individual's vehicle operation and how this was determined.
- (f) Any prior related convictions in Wisconsin or another jurisdiction.

## 514.4 FIELD TESTS

**Best Practice** **MODIFIED**

The Patrol Sergeant or Supervisor should identify standardized FSTs, standardized Field Sobriety Test (SFST), and any approved alternate tests for deputies to use when investigating violations of OWI laws.

# Green Lake County Sheriff's Office

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### *Impaired Driving*

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#### **514.5 CHEMICAL TESTS**

##### **State**

A person implies consent under Wisconsin law to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Wis. Stat. § 343.305):

- (a) The deputy has arrested the person for operating a motor vehicle while under the influence of an intoxicant, controlled substance, or any other drug.
- (b) The deputy has arrested the person for operating a motor vehicle with a detectable amount of a restricted controlled substance in the person's blood.
- (c) The deputy has arrested the person for operating a motor vehicle with a prohibited alcohol concentration.
- (d) The deputy has arrested a person under the age of 21 who has any detectable amount of alcohol in his/her system.
- (e) The deputy has arrested a person who was operating a commercial motor vehicle while having an alcohol concentration of 0.04 or more.
- (f) The deputy has arrested the person for causing injury to another person while OWI or with a prohibited alcohol concentration or a detectable amount of a restricted controlled substance in his/her blood.
- (g) The deputy has arrested the person for causing injury to another person while operating a commercial motor vehicle with an alcohol concentration of 0.04 or more.
- (h) The deputy has arrested the person for a violation of Wis. Stat. § 940.25 (injury by intoxicated use of a vehicle).
- (i) The deputy has arrested the person for a violation of Wis. Stat. § 940.09 (homicide by intoxicated use of vehicle or firearm).
- (j) The person was involved in an accident resulting in substantial bodily harm to any person and the deputy detects any presence of alcohol, a controlled substance, a controlled substance analog, or other drug (Wis. Stat. § 343.305(3)(ar)).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious) the deputy should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample. see 514.6.2

#### **514.5.1 BREATH SAMPLES**

##### **Best Practice**

The Patrol Sergeant or Supervisor should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Deputies obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Patrol Sergeant or Supervisor.

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#### 514.5.2 BLOOD SAMPLES

**State** **MODIFIED**

Blood samples are the primary test for the Green Lake County Sheriff's Office.

Only persons authorized by law to draw blood shall collect blood samples (Wis. Stat. § 343.305(5)(b)). The blood draw should be witnessed by the assigned deputy. No deputy, even if properly certified, should perform this task (Wis. Stat. § 343.305(5)(b)).

- The Green Lake County Sheriff's Office utilizes pre-book legal blood draws conducted by Medics from the County Ambulance Service. See the Lexipol policy forms file located in the Sheriff's Office S-Drive for the Pre-Book Legal Blood Procedure.

Deputies should inform an arrestee that if he/she chooses to provide a blood sample, separate sample can be drawn for alternate testing. Unless medical personnel object, two samples should be drawn and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing authority / facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

#### 514.5.3 STATUTORY NOTIFICATIONS

**State**

A deputy requesting that a person submit to a chemical test shall read to the person the mandatory statutory warning provided by Wis. Stat. § 343.305(4).

#### 514.5.4 URINE SAMPLES

**Best Practice**

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The deputy shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by a deputy or jail staff member of the same sex as the individual giving the sample. The arrestee tested should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

#### 514.6 REFUSALS

**State**

When an arrestee refuses to provide a chemical sample, deputies should:

- (a) Advise the arrestee of the requirement to provide a sample (Wis. Stat. § 343.305).
- (b) Audio- and/or video-record the admonishment and the response when it is practicable.

# Green Lake County Sheriff's Office

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- (c) Document the refusal in the appropriate report.

#### 514.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

**State** **MODIFIED**

Upon refusal to submit to a chemical test as required by law, deputies shall serve the person with the notice of intent to revoke the person's operating privilege (Wis. Stat. § 343.305).

The deputy shall forward copies of the notice to the appropriate prosecuting attorney, as well as the Wisconsin Department of Transportation (WisDOT), in the manner prescribed by WisDOT. If the person was operating a commercial motor vehicle, the deputy shall issue the person a 24-hour out-of-service order (Wis. Stat. § 343.305(9)).

#### 514.6.2 BLOOD SAMPLE WITHOUT CONSENT

**Best Practice** **MODIFIED**

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

- (a) A search warrant has been obtained.
  - 1. The primary means of an OWI search warrants will be by means of the fax based method (See Lexipol Policy Forms file for the procedure and supporting documents).
  - 2. The secondary means of an OWI search warrants will by means of the telephonic method (See Lexipol Policy Forms file for the procedure and supporting documents)
- (b) The deputy can articulate that exigent circumstances exist, the person has been arrested for OWI, the deputy reasonably believes that a chemical test will reveal evidence of intoxication, and no reasonable objection to the withdrawal has been presented by the arrestee. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency be established by the existence of special facts, such as a lengthy delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.
  - 1. 3 hours from the time of driving is the exigency standard.

#### 514.6.3 FORCED BLOOD SAMPLE

**Best Practice** **MODIFIED**

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the deputy should request a supervisor to respond if on duty.

The arresting deputy and responding supervisor should:

- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.



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## Impaired Driving

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- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another deputy), and attempt to persuade the individual to submit to such a sample without physical resistance. This dialogue should be recorded on audio and/or video when practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.
- (e) Ensure the forced blood draw is recorded on audio and/or video when practicable.
- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances.
  - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
  - 2. In first-time OWI and misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
  - 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, deputies are expected to use sound judgment and perform as a responding supervisor, as set forth above.

### 514.6.4 DEPUTY ACCESS TO ADDITIONAL SAMPLE

**State**

If a person refuses to submit to a chemical test but has had a sample of blood, urine or other bodily substance taken for any reason, the deputy may obtain a portion of that sample sufficient for analysis or may request that a sample be available as allowed by law (Wis. Stat. § 905.04(4)(f)).

### 514.7 ARREST AND INVESTIGATION

**State**

#### 514.7.1 DEPUTY RESPONSIBILITIES

**State**

If a chemical test indicates the presence of a controlled substance or a prohibited alcohol concentration, the deputy shall forward the result to WisDOT (Wis. Stat. § 343.305(7)). The person shall be informed that his/her driving privilege will be administratively suspended for six months and that the person has the right to an administrative hearing. The form to request the administrative review shall be provided to the person (Wis. Stat. § 343.305(8)). If the person was operating a commercial motor vehicle, the deputy shall also issue the person an out-of-service order.

#### 514.7.2 PRELIMINARY BREATH TESTING

**State** **MODIFIED**

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A deputy who has probable cause to believe that a person has committed OWI or where the deputy detects any presence of alcohol, a controlled substance or any other drug on a person operating a commercial motor vehicle, may request that the person submit to a preliminary breath test (PBT). The result of the PBT may be used by the deputy in deciding whether to arrest the person and whether to require or request additional chemical testing under Wis. Stat. § 343.305(3). A person may refuse to take the PBT (Wis. Stat. § 343.303).

- The Green Lake County Sheriff's Office currently trains a Deputy to test and maintain (PBT) units. All staff shall comply with the maintenance requirements for all office (PBT) units.
- (PBT) units that are not working properly shall be referred to the (PBT) maintenance Deputy.

#### 514.7.3 ADDITIONAL TESTING

**State**

If a person submits to a chemical test requested pursuant to the implied consent law, he/she is entitled to a reasonable opportunity, upon request, to have additional chemical testing done (Wis. Stat. § 343.305(5)).

#### 514.7.4 ARRESTEE RELEASE

**State** **MODIFIED**

The Green Lake County Sheriff's Office adopts and practices the 12 hour hold provisions detailed in Wis. Stat. 345.24 for Operate While Intoxicated (OWI) and Restricted Controlled Substance (RCS) arrests. The particulars associated to the hold are detailed in the Corrections/Custody Manual.

- Exceptions to the 12 hour hold policy are permitted by a Sergeant or greater in rank where circumstances exist that are counter-productive for the arrestee and/or Correctional Facility (serious medical conditions, injury, or hospitalization).

Absolute Sobriety violations under Wis. State. 346.63(2m) are not subject to the 12 hour hold provisions and will be a book and release from the Corrections Facility. Responsible persons shall be adults, sober, with a valid Wisconsin Drivers License, who must agree to and sign the release form.

- See Lexipol Policy Forms file for the Release to Responsible Person form.

#### 514.7.5 CRASHES

**State**

Deputies investigating a person for OWI shall make all reasonable efforts to obtain a chemical sample if the person was involved in a crash that resulted in a fatality or serious physical injury (Wis. Stat. § 343.305(2)).

#### 514.7.6 QUALITY ASSURANCE

**Best Practice**

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This office shall utilize a quality assurance program conducted by quality assurance specialists or operators regarding devices that are used to conduct alcohol concentration determinations, and shall generate records of periodic maintenance of those devices pursuant to any applicable state law (Wis. Stat. § 343.305(6)).

#### **514.8 FRONT OFFICE RESPONSIBILITIES**

##### **State**

The Administrative Assistant will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office and WisDOT (Wis. Stat. § 343.305(7); Wis. Stat. § 343.305(8); Wis. Stat. § 343.305(9)).

#### **514.9 ADMINISTRATIVE HEARINGS**

##### **Best Practice**

The Administrative Assistant will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to WisDOT.

Any deputy who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

A deputy called to testify at an administrative hearing should document the hearing date and WisDOT file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

#### **514.10 TRAINING**

##### **Best Practice**

The Training Sergeant or Administrator should ensure that deputies participating in the enforcement of OWI laws receive regular training. Training should include, at minimum, current laws on impaired driving, investigative techniques and rules of evidence pertaining to OWI investigations. The Training Sergeant or Administrator should confer with the prosecuting attorney's office and update training topics as needed.

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## Victim and Witness Assistance

### 336.1 PURPOSE AND SCOPE

**Best Practice**

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance and information available through government and private resources and to meet all related legal mandates.

### 336.2 POLICY

**Best Practice**

The Green Lake County Sheriff's Office is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Green Lake County Sheriff's Office will show compassion and understanding for victims and witnesses and make reasonable efforts to provide the support and information identified in this policy.

### 336.3 CRIME VICTIM LIAISON

**Best Practice**

The Sheriff may appoint a member of the Office to serve as the crime victim liaison. The crime victim liaison will serve as the point of contact for individuals requiring further assistance or information from the Green Lake County Sheriff's Office regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

### 336.4 CRIME VICTIMS

**Best Practice**

Deputies should provide all victims with the applicable victim information handouts.

Deputy should never guarantee a victim's safety from future harm, but may make practical safety suggestions to victims who express fear of future harm or retaliation. Deputy should never guarantee that a person qualifies as a victim for purpose of compensation or restitution, but may direct him/her to the proper written office material or available victim resources.

#### 336.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS

**State**

Deputies shall ensure that the victim information handout is delivered to victims as soon as practicable but not later than 24 hours after initial contact with the victim (Wis. Stat. § 950.08(2g)).

Sex crime victims require additional actions as identified in the Sexual Assault Investigations Policy.

Victims of sexual assault, human trafficking and child sexual abuse have the right to be accompanied by a victim advocate when being interviewed by a deputy of the Green Lake County Sheriff's Office or other law enforcement agency. If the victim advocate obstructs or delays the

# Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

## *Victim and Witness Assistance*

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interview, or fails to comply with the Child Abuse Policy and/or Sexual Assault Investigations Policy regarding the confidentiality of information relating to an investigation, he/she may be excluded from the interview and a different victim advocate may be permitted to accompany the victim at the victim's request (Wis. Stat. § 950.045(1)).

### **336.5 VICTIM INFORMATION**

#### **State**

The Administration supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims of domestic abuse.
  - 1. The information shall include the availability of shelters and services from lists provided by the Wisconsin Department of Children and Families and the Wisconsin Department of Justice (Wis. Stat. § 968.075).
- (b) Community resources for victims of sexual assault.
- (c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).
- (d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (e) A clear explanation of relevant court orders and how they can be obtained.
- (f) Information regarding available compensation for qualifying victims of crime (Wis. Admin. Code § JUS 11.11).
- (g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (h) Notice regarding U-Visa and T-Visa application processes.
- (i) Resources available for victims of identity theft.
- (j) A place for the deputy's name, badge number and any applicable case or incident number.
- (k) The mandated notices contained in Wis. Stat. § 950.08(2g) for crime victims, which includes a list of victim's rights under Wis. Stat. § 950.04(1v) and Wis. Const. Article I, § 9m.
- (l) Notice of legal rights and remedies available to domestic abuse victims that includes the statement: "If you are the victim of domestic abuse, you may contact a domestic violence victim service provider to plan for your safety and take steps to protect yourself, including filing a petition under s. 813.12 of the Wisconsin statutes for a domestic abuse injunction or under s. 813.125 of the Wisconsin statutes for a harassment injunction" (Wis. Stat. § 968.075).

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## *Victim and Witness Assistance*

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- (m) Information on the Wisconsin Department of Justice Address Confidentiality Program for victims of abuse (Wis. Stat. § 165.68).

### **336.6 WITNESSES**

**State**

Deputy should never guarantee a witness' safety from future harm or that their identity will always remain confidential. Deputy may make practical safety suggestions to witnesses expressing fear of future harm or retaliation.

Deputy should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Deputies may provide witnesses with a witness information handout explaining their rights pursuant to Wis. Stat. § 950.04(2w) when appropriate.

### **336.7 WITNESS INFORMATION**

**State**

The Administration supervisor shall ensure that witness handouts are available and current. The handout should include the rights of witnesses contained in Wis. Stat. § 950.04(2w).