



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 06/02/2021

Amended* Post Date:

**The following documents are included in the packet for the
Judicial Law Committee on June 9, 2021:**

- 1) Amended Agenda
- 2) Minutes from May 12, 2021
- 3) Ordinance Amending Ch 74, §74-29 Sheriff Department Records to add Electronic Records
- 4) Department Related Reports (3)
- 5) Monthly Sheriff Reports
- 6) Lexipol Policies & Letter Regarding Future Lexipol Changes



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: June 9, 2021 Time: 10:30 AM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

*AGENDA Amended

Committee Members

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

Sara Radloff, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 05/12/21
5. Correspondence
6. *Ordinance
 - Amending Ch 74, §74-29 Sheriff Department Records to add Electronic Records
7. Department Related Reports
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
8. Monthly Sheriff Reports
9. Expense & Revenue Monthly Reports
10. Budget Adjustment
11. Line Item Transfers
- ~~12. Lexipol Policy Changes~~
13. *Lexipol
 - 446 Mobile Audio Video
 - 450 Portable Audio Video Recorders
 - Letter regarding future Lexipol changes
14. Future Meeting Dates:
 - Regular Meeting July 14, 2021, at 10:30AM
15. Future Agenda items for action & discussion:
16. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required for individuals who are **not** vaccinated) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Judicial Law Meeting
Time: Jun 9, 2021 10:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99668221422?pwd=MGZKUzlHays1R1RZd2RqRHFpWnpMUT09>

Meeting ID: 996 6822 1422

Passcode: 399997

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

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

MAY 12, 2021

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Joe Gonyo at 10:30 a.m. on May 12, 2021 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
Gene Thom
Ken Bates

Absent: Sue Wendt – Vice-Chair

Others present in person:
Sheriff Mark Podoll
Chief Deputy Matt Vande Kolk
Harley Reabe, Co. Board Chairman
MacGowan Family
Deputy Ken Weiner – Sheriff's Office
Det. Scott Cody – Sheriff's Office
Amy Thoma – Clerk of Courts
Sgt. Dave Cornelius - Communications
Sara Radloff, SO Clerk

Others present via Zoom:
Cathy Schmit – County Administrator
Dawn Klockow, Corp. Counsel
Gary Podoll – Emergency Management
Casie Ewerdt – Circuit Court
Toney Daley – Berlin Journal Newspaper
Lori Evans, Admin. Assist to the Sheriff
Amanda Thoma – Public
Mark Weiner – Public

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Lenz/Bates) to approve the minutes of the April 14, 2021 regular meeting presented. No negative votes. Motion carried.

CORRESPONDENCE

No Correspondence

APPEARANCES

MacGowan Family came in an express how grateful they were of the officers that responded to their house for an incident back in January.

DEPARTMENT RELATED REPORTS

Written reports were included in the packet from Emergency Management and the Sheriff's Office. Amy Thoma informed the committee that they had their first jury trial since COVID started. They were reviewed and filed.

MONTHLY SHERIFF REPORTS

Sheriff's Office reports for April 2021 were included in the packet. There were no questions from the Committee on any of the reports.

EXPENSE AND REVENUE MONTHLY REPORTS

The April 2021 monthly expense and revenue reports were discussed and filed.

BUDGET ADJUSTMENT

None

LINE ITEM TRANSFERS

None

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for June 9, 2021 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 10:45 a.m.

Respectfully submitted, Sara Radloff, Sheriff's Clerk, Green Lake County Sheriff's Office.

DRAFT

ORDINANCE NO. -2021

Amending Ch 74, §74-29 Sheriff Department Records to add Electronic Records.

The County Board of Supervisors of Green Lake County, Green Lake Wisconsin, duly assembled at its regular meeting begun on the 15th day of June 2021, does ordain as follows:

- 1 **WHEREAS**, the Office of the Green Lake County Sheriff has implemented the use of
- 2 body cameras; and,
- 3 **WHEREAS**, Wisconsin Statute §165.87 requires the storage of data recorded by a body
- 4 camera.

Roll Call on Ordinance No. -2021

Submitted by Judicial Law Enforcement & Emergency Management Committee:

Ayes , Nays , Absent , Abstain

Passed and Enacted/Rejected this 15th day of June, 2021.

Joe Gonyo, Chair

Sue Wendt, Vice-chair

County Board Chairman

Ken Bates

ATTEST: County Clerk
Approve as to Form:

Don Lenz

Corporation Counsel

Keith Hess

6 NOW, THEREFORE, THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY
 7 OF GREEN LAKE DOES ORDAIN AS FOLLOWS:

8 Section 1. Green Lake County Ordinance, Chapter 74 Records, §74-29 Sheriff
 9 Department Records is amended to add the following record data set:

10
 11 Electronic records and Body Cam Data
 12 A. The County adopts the record retention standards contained in Wis. Stat.
 13 §165.87(2), except where specified below. If the County's retention schedule is
 14 greater than the statutory requirement, the County's retention schedule shall
 15 control.
 16

ELECTRONIC RECORD AND BODY CAM DATA RETENTION AND CLASSIFICATION			
<u>Classification</u>	<u>Division</u>	<u>Retention</u>	<u>Basis</u>
Max Felony (class D or greater)	Patrol	100 yrs	59.27(8)
Missing Person	Patrol	100 yrs	59.27(8)
Taser	All	25 yrs	Arbitrary
Use of Force	All	25 yrs	Arbitrary
Fight GLCCF	Jail	25 yrs	Felony
Felony Case or Arrest	Patrol	25 yrs	Felony
Vehicle Chase	Patrol	25 yrs	Felony
Death	Patrol	25 yrs	Arbitrary
Padded Cell	Jail	25 yrs	Arbitrary
Restraint Chair	Jail	8 yrs	Civil
Terry Stop/Frisk	Patrol	8 yrs	Civil
EDI/EDI Diversion/Suicide Attempt	All	8 yrs	Civil
Misdemeanor Case or Arrest	Patrol	8 yrs	Civil
OWI Arrest	Patrol	8 yrs	Civil
Retention Extension Request	All	8 yrs	165.87
Fatal Crash	Patrol	8 yrs	Civil
PI Crash	Patrol	3 yrs	Civil
PD Crash	Patrol	3 yrs	Civil
Inmate Medical Event GLCCF	Jail	3 yrs	Civil
Citation	Patrol	2 yrs	Default or closed
Traffic Stop	Patrol	1 yrs	Arbitrary
K9 search	Patrol	1 yrs	Civil
Vehicle Search	Patrol	1 yrs	Civil
Agency Assist +	Patrol	180 days	165.87
Security Check GLCCF	Jail	180 days	165.87
Inmate conversation GLCCF	Jail	180 days	165.87

Med Pass / Meals GLCCF	Jail	180 days	165.87
Inmate Disciplinary Problem GLCCF	Jail	180 days	165.87
Booking GLCCF	Jail	180 days	165.87
Pat Search GLCCF	Jail	180 days	165.87
Transports	All	180 days	165.87
Other (any non-criminal case)	All	180 days	165.87
Training	All	120 Days	165.87

17 Section 2. The following record set retention is amended as follows:
18

	Retention	Authority
Administrative: (w) Reports and photos as follows: [Amended 9-21-2006 by Ord. No. 875-06] All other reports and photos	8 years from date of filing	
Jail: (w) Inmate files including Disciplinary forms Huber revocation forms Employer Information Employer Job search info Inmate request forms Court orders Photographs	8 years	§59.27(8), Wis. Stats.

20 Section 3. This ordinance shall become effective upon passage and publication.

21 Section 4. The repeal and recreation of any section herein shall not have any effect on
22 existing litigation and shall not operate as an abatement of any action or proceeding then
23 pending or by virtue of the repealed sections.

24 Section 5. All ordinances and parts of ordinances in conflict herewith are hereby
25 repealed.



Green Lake County Clerk of Circuit Court

571 County Road A, Green Lake, WI 54941 920-294-4142

AMY S. THOMA
Clerk of Circuit Court

June 2, 2021

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

RE: Department Update

Dear Committee Members:

There were three jury trials held in the month of May, the first since since December 12, 2019. It is anticipated that there may be more jury trials than normal due to not holding jury trials because of the pandemic.

NUMBER OF NEW CASES FILED IN APRIL AND MAY 2021

Case Type	
Criminal Felony	21
Criminal Misdemeanor	22
Criminal Traffic	29
Traffic	180
Forfeiture	17
Juvenile Ordinance	4
Civil	17
Complex Forfeiture	0
Small Claims	37
Family	18
Paternity	4

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

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

Very truly yours,

Amy S. Thoma

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

DATE: June 3, 2021

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

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Monthly Report

1. I am doing ongoing work on Personal Protective Equipment PPE distribution to all emergency services, long term care facilities, hospital and other qualified facilities. The state has indicated that this will be the last month that Emergency Management will be in charge of PPE distribution. The State Department of Public Health will then take over PPE distribution.
2. I am putting together a Table Top Exercise that will be conducted in August, with a chemical release and tornado incident.

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 54941-8630
Ph. 920-294-4000 · Fax. 920-294-3850

June 4, 2021

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

- Training of 3 Communications Officers; Stephanie Szweda, Brent Howk and Zachary Shohoney is underway.
- Deputy Michael Majeskie has completed his Drug Recognition Expert training.
- Sergeant Michael Prachel is now a Drug Recognition Expert Instructor.
- The Clerk position hiring process was completed. A candidate was selected and is in the process of completing the background investigation.
- 2 Boat Patrol officers were hired, Josephine Garret and Andrew Janikowski.

See you at the meeting,

Mark A. Podoll, Sheriff

Sheriff Mark A. Podoll



Green Lake County
Sheriff
 571 County Road A · Green Lake, WI 54941-8630
 Ph. 920-294-4000 · Fax. 920-294-3850

Sheriff's Office Judicial/Law Enforcement Committee Report for the Month of May 2021

Deputy contacts for this month	602
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Types of Contacts this month	Number of Contacts
911 Follow up	84
Agency Assistance, Mutual Aid	23
Adult Transport	13
K9 Assist	13
Medical Emergency	13
Information Report	12
Citizen Assist	9
Lockout	9
Traffic Violation	9
Records Check	8
Suspicious Person/Circumstance	7
Car/Deer Accident	6
Controlled Substance Problem	6
Fire	6
Traffic Accident w/Damage	6
Traffic Accident w/Injuires	6
Traffic Misc	6
Welfare Check	6
Animal Problem	5
Computer Agency Assist	5
OWI Alcohol	5
Failure to Report to Jail	4
Noise Complaint	4
Emergency Detention Involuntary	3
K9 School Search	3
K9 Person Charged	3
Property Damage	3

Sheriff Mark A. Podoll



Green Lake County

Sheriff

571 County Road A · Green Lake, WI 54941-8630
 Ph. 920-294-4000 · Fax. 920-294-3850

Types of Contacts this month continued

Theft	3
Traffic Hazard	3
Alarm	2
Alcohol Commitment	2
Burglary	2
Combined tactical Unit	2
Dead Body	2
Domestic Situation	2
Found Property	2
Traffic Patrol Requested	2
Alcohol Offense	1
Bail Jumping	1
Child Abuse or Neglect	1
Citizen Dispute	1
Computer Forensics	1
Disturbance	1
Drone	1
EDI - Safety Plan	1
Family Fight	1
Fireworks	1
Fraud	1
Jail Incident	1
Juvenile Runaway	1
K9 Presentation	1
Probation/Parole Violation	1
Sex Offense	1
Threatening	1
Wanted Person	1
Warrant Pick Up Out of County	1

Accidents and Complaints for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	22	28	28	0	21	7	24	8	24	25	15	19		221	17
Feb	15	23	23	7	16	7	13	25	19	18	15	24		205	16
March	29	14	19	15	13	15	21	20	20	20	20	11		217	17
April	34	20	20	37	5	23	21	24	29	22	16	12		263	20
May	20	29	41	20	17	19	24	26	17	21	23	25		282	22
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	120	114	131	79	72	71	103	103	109	106	89	91		1188	91
Avg/Month	24	23	26	16	14	14	21	21	22	21	18	18		238	18

Paper Service for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	18	1	10	0	19	8	2	16	21	10	7	10		122	9
Feb	0	1	2	0	4	0	3	2	1	2	3	6		24	2
March	7	0	4	2	3	0	0	0	3	6	2	1		28	2
April	5	1	3	3	0	4	0	2	5	1	0	3		27	2
May	2	0	5	4	0	0	3	1	6	2	2	1		26	2
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	32	3	24	9	26	12	8	21	36	21	14	21		227	17
Avg/Month	6	1	5	2	5	2	2	4	7	4	3	4		45	3

Citations for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	5	0	10	0	3	5	9	5	8	13	2	3		63	5
Feb	4	2	8	1	11	0	2	10	2	18	6	0		64	5
March	6	1	9	9	15	10	13	9	3	16	9	7		107	8
April	8	5	7	5	5	11	6	13	1	20	2	9		92	7
May	2	4	7	5	16	14	7	11	4	29	0	3		102	8
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	25	12	41	20	50	40	37	48	18	96	19	22		428	33
Avg/Month	5	2	8	4	10	8	7	10	4	19	4	4		86	7

Warnings for Patrol

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	5	0	5	0	2	2	22	3	4	45	1	0		89	7
Feb	0	1	8	6	7	4	15	6	7	23	3	0		80	6
March	9	7	10	13	11	16	13	21	10	46	0	0		156	14
April	12	8	14	5	6	15	7	10	10	47	1	2		137	11
May	7	30	22	5	18	5	16	9	12	59	0	2		185	14
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	33	46	59	29	44	42	73	49	43	220	5	4		647	52
Avg/Month	7	9	12	6	9	8	15	10	9	44	1	1		129	10

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

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Total Annual Contacts	210	175	255	137	192	165	221	221	206	443	127	138	0	2490	194
Avg. per Month	42	35	51	27	38	33	44	44	41	89	25	28	0	498	39

BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS

2021	Colhouer	Hanson	Hoerig	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	2			5										7	1
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	2	0	0	5	0	0	0	0	0	0	0	0		7	1
Avg/Month	1	0	0	1	0	0	0	0	0	0	0	0		2	0

Accidents and Complaints for Detectives

2021	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	6	0	2	6	7	0
Feb	2	0	2	6	1	0
March	1	0	7	7	5	2
April	2	1	2	5	7	1
May	7	4	1	12	5	3
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	18	5	14	36	25	6
Average	4	1	3	7	5	1

Arrests for Detectives

2021	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	1	0	0	3	2	0
Feb	0	0	0	2	0	0
March	0	0	0	1	3	0
April	0	0	0	1	3	0
May	0	0	0	2	1	0
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	1	0	0	9	9	0
Average	0	0	0	2	2	0

GREEN LAKE COUNTY SHERIFF'S OFFICE SQUAD CAR MILEAGE 2021

Officer	Badge No.	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Hoerig	41	70,543	72,824	75,103	77,398	80,000							
Kuklinski	43	165,000	166,550	169,100	171,350	171,700							
Colhouer	45	57,975	59,567	62,123	64,622	67,350							
Hanson	46	51,203	52,531	53,782	55,881	57,836							
Ward	47	62,833	63,578	64,839	65,981	67,267							
Wallace	48	68,150	71,235	72,445	75,450	77,329							
Young	49	35,800	37,718	39,416	40,961	43,052							
Cody	51	35,597	38,355	39,908	40,974	41,834							
Holdorf	52	35,136	35,393	35,767	36,356	36,780							
Manning	54	48,062	48,650	49,815	51,110	52,000							
Schroeder	56	34,975	37,793	39,652	42,990	45,586							
Majeskie	57	39,250	42,333	45,050	45,428	46,280							
Weiner	58	79,275	81,386	81,885	83,150	85,100							
Podoll	60	53,425	54,345	56,210	57,651	58,375							
Preuss	61	75,837	79,065	83,760	87,255	89,875							
Vande Kolk	62	3,000	3,892	4,824	5,867	6,782							
Prachel	64	13,609	15,297	17,347	19,622	21,056							
Dodge Trans Van	96	115,531	115,977	117,000	117,388	118,168							
CTU Ford Transit	20	2,876	2,876	2,892	2,919	3,037							
Spare Ford Taurus	15	187,738	187,816	187,816	187,816	187,816							
Spare Ford Taurus	Old #62	68,931	68,931	68,931	68,931	68,931							

GREEN LAKE COUNTY JAIL MONTHLY STATISTICS

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL INMATES TRANSFERREC	Brown Co. Days SAFEKEEPERS	Billed for Brown Co. Safekeepers	Calumet Co Days Safekeepers	Billed for Calumet Safekeepers
Jan-21	60	0	\$2,035.00	15	43	4803	4	1			370	\$ 15,910.00
Feb-21	63	0	\$2,084.00	16	45	4706	4	1			339	\$14,577.00
Mar-21	61	0	\$2,442.00	16	45	5181	3	1			374	\$16,082.00
Apr-21	62	0	\$473.50	12	45	5042	2	2			359	\$15,437.00
May-21	60	0	\$1,236.00	11	43	4844	3	2			371	\$15,953.00
Jun-21												
Jul-21												
Aug-21												
Sep-21												
Oct-21												
Nov-21												
Dec-21												
Totals												
Average	61	0	\$1,654.10	14	44	4915	3	1	0	\$ -	1813	\$ 77,959.00

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
 571 County Road A · Green Lake, WI 54941-8630
 Ph. 920-294-4000 · Fax. 920-294-3850

**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of May 2021
 Correctional Facility**

Average Daily Population in the Jail for this month	60
--	----

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

Charge	Number of Charges
Probation/Parole	15
Drug related	10
Disorderly Conduct	8
Assault	7
Warrants	6
Obstructing	5
Resisting/Interfering w/Police	4
Sex Offense	4
Destruct/Damage/Vandalize Prop	3
ES Sanction Hold	3
DUI	2
Bail Jumping	1
Child Abuse or Neglect	1
Theft	1
Traffic Offense	1
Trespass of Real Property	1
Weapons Offense	1

Mobile Audio Video

446.1 PURPOSE AND SCOPE

State MODIFIED

The Green Lake County Sheriff's Office has equipped marked patrol cars with Mobile Audio Video (MAV) recording systems to provide records of events and assist deputies in the performance of their duties. Further, all Deputies and Patrol Sergeants as well as all Corrections Officers and Sergeants shall be equipped with body worn cameras. This policy provides guidance on the use of these systems.

446.1.1 DEFINITIONS

Best Practice MODIFIED

Definitions related to this policy include:

Activate - Any process that causes the MAV or body worn system to transmit or store video or audio data in an active mode.

In-car camera system and body worn Mobile Audio-Video (MAV) system (Collectively referred to as video systems) - Synonymous terms which refer to any system that captures audio and video signals, that is capable of installation in a vehicle or a system that is capable of being worn on a person, and that includes at minimum, a camera, microphone, recorder and monitor.

~~MAV technician~~ Systems Managers - Personnel certified or trained in the operational use and repair of video systems MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio-video signals recorded or digitally stored on a storage device, ~~or~~ portable media, or cloud based storage system.

446.2 POLICY

Best Practice MODIFIED

It is the policy of the Green Lake County Sheriff's Office to use mobile audio and video technology to more effectively fulfill the office's mission and to ensure these systems are used securely and efficiently. This policy works in conjunction with Lexipol Policy 450 Use of Audio/Video Recorders.

446.3 DEPUTY RESPONSIBILITIES

Best Practice MODIFIED

Prior to going into service, each deputy or Corrections Officer will properly equip him/herself to record audio and video in the field. ~~At the end of the shift, E~~ each deputy or Corrections Officer will follow the established procedures for providing to the Office any recordings, ~~or used media and any other related equipment.~~ Each deputy or Corrections Officer should have adequate recording media capacity for the entire duty assignment. ~~In the event works at a remote location and reports in only periodically, additional recording media may be issued.~~ Only Green Lake County

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Sheriff's Office ~~identified and labeled media with tracking numbers~~ issued hardware and software is to be used.

At the start of each shift, deputies and Corrections Officers should test the video MAV system's operation in accordance with manufacturer specifications and office operating procedures and training.

System documentation is accomplished by the recording his/her name, serial number, badge or PIN number and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the deputy or Corrections Officers shall take the equipment vehicle out of service unless a supervisor requests the equipment vehicle remain in service.

446.4 ACTIVATION OF THE VIDEO SYSTEMS

Best Practice MODIFIED

The video MAV systems are is designed to turn on whenever:

- (a) I the unit's emergency lights are activated
- (b) A duty weapon is removed from the holster
- (c) A duty issued rifle is removed from a gunlock
- (d) The computer automated dispatch (CAD) deems activation is necessary
- (e) The vehicle speed reaches 80mph
- (f) The system senses a user has been down for a specified period of time.
- (g) The user activates the system manually
- (h) The system senses that the user begins running

The system remains on until it is turned off manually. The audio portion is independently controlled and the microphone may be muted when exchanging information with another officer or deputy pertaining to an incident. This function shall only be used when absolutely necessary. ~~should be activated manually by the - whenever appropriate. When audio is being recorded, the video will also record.~~

446.4.1 REQUIRED ACTIVATION OF THE VIDEO SYSTEMS

Best Practice MODIFIED

This policy is not intended to describe every possible situation in which the video MAV systems may be used, although there are many situations where its use is appropriate. A deputy or Corrections Officer may activate the system any time the deputy or Corrections Officer believes it would be appropriate or valuable to document an incident.

~~In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV.~~ The video MAV systems should be activated in any of the following situations:

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- (a) All field contacts involving actual or potential criminal conduct within video or audio range:
 - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
 - 2. Priority responses
 - 3. Vehicle pursuits
 - 4. Suspicious vehicles
 - 5. Arrests
 - 6. Vehicle searches
 - 7. Physical or verbal confrontations or use of force
 - 8. Pedestrian checks
 - 9. OWI investigations including field sobriety tests
 - 10. Consensual encounters
 - 11. Crimes in progress
 - 12. Responding to an in-progress call
- (b) All self-initiated activity in which a deputy would normally notify Communications Division
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
 - 1. Domestic abuse calls
 - 2. Disturbance of peace calls
 - 3. Offenses involving violence or weapons
- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording.
- (e) Any other circumstance where the deputy or Corrections Officer believes that a recording of an incident would be appropriate.

446.4.2 CESSATION OF RECORDING

Best Practice **MODIFIED**

Once activated, the video MAV systems shall should remain on until the incident has concluded. For purposes of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if a deputy is simply waiting for a tow truck or a family member to arrive or in other similar situations.

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446.4.3 WHEN ACTIVATION IS NOT REQUIRED

Best Practice **MODIFIED**

Activation of the [video MAV systems](#) is not required when exchanging information with other deputies or [Corrections Officer](#) or during breaks, lunch periods, when not in service or actively on patrol.

No member of this office may [covertly surreptitiously](#) record a conversation of any other member of this office except with a court order or when lawfully authorized by the Sheriff or the authorized designee for the purpose of conducting a criminal or administrative investigation.

446.4.4 SUPERVISOR RESPONSIBILITIES

Best Practice **MODIFIED**

~~Supervisors should determine if~~ [Patrol](#) vehicles with non-functioning [video MAV systems](#) should be [only](#) placed into service [if absolutely necessary](#). If these vehicles are placed into service, the appropriate documentation should be made, including notification of [the Sheriff](#). :

On reasonable intervals, [system managers supervisors](#) should validate that:

- (a) ~~System users are using the system as directed. Media check-out and check-in procedures are followed:~~
- (b) ~~Logs reflect the proper chain of custody, including:~~ [The system is functioning as designed](#)
 1. ~~The tracking number of the MAV system media:~~
 2. ~~The date it was issued:~~
 3. ~~The law enforcement operator or the vehicle to which it was issued:~~
 4. ~~The date submitted:~~
 5. ~~Law enforcement operators submitting the media:~~
 6. ~~Holds for evidence indication and tagging as required:~~
- (c) The operation of [video MAV systems](#) by new employees is assessed and reviewed no less than biweekly.
- (d) [Videos are properly classified and organized.](#)

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, office-involved crashes), a supervisor shall respond to the scene and ensure that the appropriate [personnel or investigator retrieves supervisor](#) ~~MAV technician or crime scene investigator removes~~ the recorded media. ~~The technician or investigator should ensure~~ ~~the~~ [The media shall be](#) ~~is~~ recovered and retained appropriately; ~~often~~ as evidence. Copies may be distributed to investigators as appropriate to the investigation.

Supervisors may activate [or view](#) the [MAV live video systems](#) remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both;

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~~when the purpose is to obtain tactical information to assist in managing the event.~~ Supervisors shall not remotely activate the [video MAV systems](#) for the purpose of surveillance regarding the conversations or actions of a deputy. [Any remote activation will alert the deputy or corrections officer of the activation.](#)

446.5 REVIEW OF MAV RECORDINGS

Best Practice **MODIFIED**

All recording media, recorded images and audio recordings are the property of the Office. Dissemination outside of the agency is strictly prohibited, except to the extent permitted or required by law.

~~To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the agency MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.~~

Recordings may be reviewed in any of the following situations:

- (a) For use when preparing reports or statements
- (b) By a supervisor investigating a specific act of deputy [or Corrections Officer](#) conduct
- (c) By a supervisor to assess deputy [or Corrections](#) performance
- (d) To assess proper functioning of [video MAV](#) systems
- (e) By office investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By office personnel who request to review recordings
- (g) By a deputy [or Corrections Officer](#) who is captured on or referenced in the video or audio data and reviews and uses such data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Sheriff or the authorized designee
- (i) By the media through proper process or with permission of the Sheriff or the authorized designee
- (j) To assess possible training value
- (k) Recordings may be shown for training purposes. If an involved deputy [or Corrections Officer](#) objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the deputy's [or Corrections Officer's](#) objection

Employees desiring to view any previously uploaded or archived [video may view that video using the system software.](#) ~~MAV recording should submit a request in writing to the . Approved requests should be forwarded to the MAV technician for processing.~~

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In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

446.6 DOCUMENTING MAV USE

Best Practice MODIFIED

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the deputy's [or Corrections Officer's](#) report. If a citation is issued, the deputy shall make a notation ~~on the back of the records copy of the citation indicating~~ that the incident was recorded.

446.7 RECORDING MEDIA STORAGE AND INTEGRITY

Best Practice

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained for a minimum of 120 days and disposed of in compliance with the established records retention schedule.

446.7.1 RECORDINGS AS EVIDENCE

Best Practice MODIFIED

Deputies [and Corrections Staff](#) who reasonably believe that a [video MAV](#) recording is likely to contain evidence relevant to a criminal offense, potential claim against the deputy [or Corrections Officer](#) or against the Green Lake County Sheriff's Office should indicate this in an appropriate report. Deputies [and Corrections Staff](#) should ensure relevant recordings are preserved [by applying the appropriate classification and in conjunction with the records retention ordinances](#).

446.8 SYSTEM OPERATIONAL STANDARDS

Discretionary MODIFIED

- (a) [Video MAV](#) system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.
- (b) The [video MAV](#) systems should be configured to minimally record for 30 seconds, prior to an [activation event](#).
- (c) The [MAV video](#) system is [may](#) not ~~be~~ configured to record audio data occurring prior to activation.
- (d) ~~Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating 's transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.~~
- (e) ~~using digital transmitters that are synchronized to their individual MAV shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.~~
- (f) ~~With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles~~

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~~to minimize the possibility of causing electronic or noise interference with the MAV system.~~

- (g) Deputies and Corrections Officers shall not erase, alter, reuse, modify or tamper with any MAV recordings. Only a supervisor, or system manager MAV technician ~~or other authorized designee~~ may erase or delete any recordings and ~~re-issue previous recordings~~ and may only do so pursuant to the provisions of this policy and the records retention ordinance.
- (h) ~~To prevent damage,~~ Original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the system managers MAV technician.

446.9 SYSTEMS MANAGERS RESPONSIBILITIES

Discretionary **MODIFIED**

The systems managers will be the Patrol and Corrections Sergeants and the systems managers ~~are MAV technician is~~ responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the Systems Managers MAV technician:
 - 1. Ensures it is stored in a secured location with authorized controlled access.
 - 2. Ensure Makes the appropriate entries in the chain of custody log.
- (c) Erasing of media:
 - 1. Pursuant to a court order.
 - 2. In accordance with established records retention policies, ~~including re-issuing all other media deemed to be of no evidentiary value.~~
- (d) ~~Assigning all media an identification number prior to issuance to the field:~~
 - 1. ~~Maintaining a record of issued media.~~
- (e) Ensuring that an adequate supply of recording supplies and equipment are available. ~~media is available.~~
- (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the office evidence storage protocols and the established records retention schedule.
- (g) Reviewing at least one video per month created by each Deputy or Corrections Officer.

446.10 TRAINING

Best Practice **MODIFIED**

All members who are authorized to use the video MAV systems shall successfully complete an approved course of instruction prior to its use.

Portable Audio/Video Recorders

450.1 PURPOSE AND SCOPE

State MODIFIED

This policy provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties. Portable audio/video recording devices include all recording systems, whether body-worn, hand-held, or integrated into portable equipment (Wis. Stat. § 165.87).

This policy does not apply to ~~mobile audio/video recordings~~, interviews, or interrogations conducted at any Green Lake County Sheriff's Office facility, authorized undercover operations, wiretaps, or eavesdropping (concealed listening devices). [This policy does work in conjunction with Lexipol Policy 446 Mobile Audio Video.](#)

450.2 POLICY

Best Practice MODIFIED

The Green Lake County Sheriff's Office ~~has may~~ provided members with access to portable [audio/video](#) recorders, ~~either audio or video or both~~, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public.

450.3 MEMBER PRIVACY EXPECTATION

Best Practice

All recordings made by members on any office-issued device at any time, and any recording made while acting in an official capacity of this office regardless of ownership of the device it was made on, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

450.4 MEMBER RESPONSIBILITIES

Discretionary MODIFIED

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Office, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a

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conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

~~When using a portable recorder, the assigned member shall record his/her name, identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when~~ the recording device and related software captures the user's unique identification and the date and time of each recording in order to link the appropriate personnel with each recording. :

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

450.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Best Practice

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Communications Division
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

450.5.1 COVERT USE OF THE PORTABLE RECORDER

State **MODIFIED**

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Wisconsin law permits an individual to **covert surreptitiously** record any conversation in which one party to the conversation has given his/her permission (Wis. Stat. § 968.31(2)(b)).

Members may **covert surreptitiously** record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not **covert surreptitiously** record another office member without a court order unless lawfully authorized by the Sheriff or the authorized designee.

450.5.2 CESSATION OF RECORDING

Best Practice **MODIFIED**

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident. The audio may be muted if absolutely necessary, but only momentarily, when exchanging information with another Officer or Deputy.

450.5.3 EXPLOSIVE DEVICE

Best Practice

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

450.6 PROHIBITED USE OF PORTABLE RECORDERS

Best Practice **MODIFIED**

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained **by at** the Office.

Members are prohibited from using personally owned recording devices while on-duty. ~~without the express consent of the . Any member who uses a personally owned recorder for -related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.~~

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

450.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

Best Practice **MODIFIED**

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To assist with identifying and preserving data and recordings, members should [classify download](#) ~~, tag or mark~~ these in accordance with procedure and document the existence of the recording in any related case report.

A member should [classify transfer](#) ~~, tag or mark~~ [all recordings and make appropriate notations](#) when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Public Records Law (Wis. Stat. § 19.31 et seq.).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should [classify the recording accordingly](#). ~~promptly notify a supervisor of the existence of the recording.~~

450.7.1 RETENTION REQUIREMENTS

Best Practice

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days. [Except for videos related to training which may be disposed of after 120 days.](#)

450.8 REVIEW OF RECORDED MEDIA FILES

State MODIFIED

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members ~~shall~~ ~~ould~~ not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct, or reports of meritorious conduct, or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) ~~Upon approval by a supervisor,~~ ~~b~~ [By](#) any member of the Office who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation [who has appropriate system permissions.](#)

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- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Sheriff or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court (Wis. Stat. § 165.87(3)).

450.9 COORDINATOR

State

The Sheriff or the authorized designee should designate a coordinator responsible for (Wis. Stat. § 165.87):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Coordinating with the Training Sergeant or Administrator to provide training on this policy to:
 - 1. Deputies who are authorized to use portable audio/video recorders.
 - 2. Members of the Office who use, maintain, store, or are responsible for the release of records and recordings.
- (f) Periodically reviewing the Office's practices relating to the use, maintenance, and storage of body cameras and data to confirm compliance with this policy.
- (g) Ensuring this policy is available to the public on the Office's website.

450.10 RETENTION OF RECORDINGS

State

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 120 days (Wis. Stat. § 165.87).

450.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Best Practice

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

450.10.2 EXCEPTIONS TO RETENTION REQUIREMENTS FOR BODY-WORN CAMERAS

State

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Exceptions to the 120-day retention period for body-worn cameras are as follows (Wis. Stat. § 165.87):

- (a) Recordings should be retained until the final disposition of any investigation, case, or complaint to which the recordings pertain to any of the following:
 - 1. Death or actual or alleged physical injury to any person in the recording
 - 2. An encounter resulting in custodial arrest
 - 3. A search during a temporary detention pursuant to Wis. Stat. § 968.25
 - 4. An encounter resulting in the use of force except when the only use of force involves the use of a firearm to euthanize an injured wild animal
- (b) Recordings used in any criminal, civil, or administrative proceeding may not be destroyed except upon a final disposition from the court or hearing officer after a determination the recordings are no longer needed, or by an order from the court or hearing officer.
- (c) Recordings may be retained for a period beyond 120 days if a request or directive to preserve the recordings is made before the expiration of that time period by a deputy from this office or another law enforcement agency, member of a board of fire and police commission, prosecutor, defendant, or a court.



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May 14, 2021

To: Judicial/Law Enforcement Committee,

As you know, one part of your function as a Committee is to establish policy. We have been working with Lexipol Policy in the Sheriff's Office for a number of years. Lexipol is a Wisconsin based Law Enforcement policy that has been developed by Attorney's and is approved by the County insurance carrier. We have found it to be a great program for us to use.

It is also a fluid, ever changing document. After being more adept at using it for several months now, I have found that by making a few small changes to the procedure we follow regarding Lexipol, it would enhance our operational efficiency.

These are not significant changes. I have discussed them with our Corporations Counsel and she is in full agreement. The changes are as follows:

1. Policy changes that are made by Lexipol Attorneys will be reviewed by the Chief Deputy. Under normal circumstances they will not need to be reviewed by Corporation Counsel or the Committee. The policy and updates are made by Attorneys specializing in this field.
2. Policy changes regarding specific Departmental content will be drafted by the Chief Deputy and reviewed by Corporation Counsel. Most of these are minor changes and can be issued without committee review.
3. Newly created policy or policy changes that the Corporation Counsel feels should be reviewed by the Committee will continue to be discussed at regular monthly committee meetings.
4. Once per calendar year, or anytime the Committee wishes to review the entire policy book, it will be placed on the agenda and addressed.

If you have any questions or concerns regarding this, please let me know.

Sincerely,

Matthew Vande Kolk
Chief Deputy, Green Lake County
Sheriff's Office

Sheriff Mark A. Podoll