

**Richland County
Public Safety Standing Committee**

April 30, 2024

NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, May 3, 2024 at 8:30 AM in the Richland County Board Room of the Courthouse at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/public-safety-committee/>

If you have any trouble accessing the meeting, please contact MIS Director Barbara Scott at 608-649-5922 (phone) or barbara.scott@co.richland.wi.us (email).

Amended Agenda

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From April 5, 2024 Meeting
6. Public Comment
7. Reports
 - A. Sheriff
 - B. Coroner
 - C. Circuit Court Judge
 - D. Clerk Of Court
 - E. Register In Probate
 - F. District Attorney
 - G. Emergency Management
 - H. PSAP & GIS Grants
 - I. Radio Tower Project
 - J. Mapping, Radio Systems, And Squad Updates
8. Approval Of Monthly Invoices
9. Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Department Ordinance No. 89-7
10. Discussion & Possible Action: Approval Of Purchasing Radios From Short-Term Borrowing
11. Discussion & Possible Action: Approval Of Bids For Radio Tower Construction
12. Discussion & Possible Action: Set Future Meeting Date(s) And Time(s)
13. Correspondence
14. Future Agenda Items
15. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Public Safety Standing Committee.

Derek S. Kalish
County Clerk

RICHLAND COUNTY PUBLIC SAFETY AND JUDICIARY COMMITTEE MEETING
Friday, April 5, 2024

The Richland County Board of Supervisors Public Safety Committee met on Friday, April 5, 2024 at 8:30am in the County Board Room of the Richland County Court House in Richland Center, Wisconsin.

Committee members present at the meeting were: Committee members David Turk, Kerry Severson, Bob Frank, and Richard McKee. Present from the Richland County Sheriff's Department were Sheriff Clay Porter, Chief Deputy Aaron Wallace, and Amber Muckler. Also present for the meeting or a portion of the meeting was Jenifer Laue, and John Heinen.

Agenda Item #1: Call to Order: Committee Chair Frank called the meeting to order at 8:30am.

Agenda Item #2: Read and Approve Notice of Posting for April 5, 2024 Public Safety Committee Meeting: Committee Vice Chair Frank confirmed that the meeting was properly posted. Upon receiving confirmation Frank declared meeting properly posted.

Agenda Item #3: Read and Approve the Agenda for April 5, 2024 Meeting: Motioned by Richard McKee to approve the agenda. 2nd to this motion by Kerry Severson. Motion passed.

Agenda Item #4: Read and Approve Minutes of the March 1, 2024 LEJC Meeting: Motion by Richard McKee to approve the minutes as printed. 2nd to this motion by Kerry Severson. Motion passed, minutes accepted.

Agenda Item #5: Driftless Music Gardens upcoming events and updates: Crickett & Scott Lockner were present for the meeting and talked about the upcoming music events along with presenting a packet to the committee members. They keep their events below 2000 people per day. This year then intend on selling no more than 1500 tickets. They also provide camping and food vendors at their events.

Agenda Item #6: Coroner Updates: Sheriff Porter went over the updates from the Coroner for the month. The Coroner's Office is still looking for anyone interested in working for them and they are hoping that pager's will be switch to phone notifications.

Agenda Item #7: Circuit Court Judge updates/comments: Jenifer Laue was present at the meeting to give the Judge's updates. The judge is still covering cases in outlying counties. A tour of the courthouse was done by Tami Johnson, WI Capital Security and she does assessments of courthouse buildings and security issues, there should be a report from her possibly before the next meeting giving details of any security issues she found with the courthouse.

Agenda Item #8: Clerk of Court Update: Kleist shared her reports with the committee members via email, but was not available for this meeting.

Agenda Item #9: Probate Updates: Laue stated nothing major in her office, just the day to day work and cases are being moved along in her office.

Agenda Item #10: District Attorney Updates: Not available for this meeting.

Agenda Item #11: Emergency Management: John Heinen informed the committee that there needs to be a process created for additional security in the building. There needs to be a survey of everyone in the building to see what everyone knows as far as if there is an active threat and depending on what is found from that survey then John will move to education and training of the employees. The plan will be to move forward with setting up refresher training before December 2024. The hiring process has been postponed for the Emergency Management Director due to lack of qualifications of applicants.

Agenda Item #12: PSAP & GIS grant monthly updates: This coming Monday the vendors will be back to install equipment, April 29th will be the switchover and that piece of the grant will be finished and the grants are finally coming together.

Agenda Item #13: Approve monthly invoices and other Sheriff's Department reports: The committee members went over the invoices for the month and discussed some specific invoices. Motion to approve paying the invoices for the month made by Richard McKee, second to this motion by David Turk. Motion approved. Sheriff Porter went over the monthly jail statistic report and a staffing update report.

Agenda Item #14: Continued discussion and approval of Ordinance 89-7: This item will be brought up next month with an updated report.

Agenda Item #15: Discussion and possible approval regarding construction of an outdoor gun range on county property: Sheriff Porter talked about since last's months meeting he has received a quote from the Highway Dept regarding costs associated with the construction of the range which was \$17,000. The Sheriff talked to the County Administrator about the costs. Chief Deputy Wallace stated the thought is to get approval to move the project forward on a committee level so other aspects of the project can be discussed. Motion to approve this project to move forward for further costs analysis made by Kerry Severson, second to this motion by Richard McKee. Motion approved.

Agenda Item #16: Radio Tower project updates: Barb stated there is supposed to be a budget update given by Mike at True North Consulting. Mike informed the committee members that the civil portion of the project will be posted this coming week. Land owner contracts are in the final phase and mostly ready to be shared, Mike is still working on some information from US Cellular. The radio vendor is receiving equipment and getting everything installed. There is a total of 9 towers, 6 of which are new towers and the other 3 are US Cellular tower rentals. Mike shared the budget report with the committee members and stated costs are still on track, this report shows the cost breakdown of the project.

- A. Approval of electrical work in the courthouse related to the Radio Tower/911 Project: Barb stated that this is an invoice from Strang Heating, the work is completed and the costs were approved by County Board already, but hadn't

been through this committee. Frank states that maybe this invoice costs could get approved to be paid through the 911 grant. This is just informational as it's already been approved through the county. Motion to approve this invoice by this committee made by Richard McKee, 2nd to this motion by Kerry Severson. Motion approved.

Agenda Item #17: Review and possible approval of a road construction contract with the Highway Dept for Viola and Westport Towers: Barb stated that bids were received just this Wednesday regarding roads that need to be built for the Viola and Westport Towers and also a land owners partial driveway which will be damaged in the building of these tower roads. The costs were shared with the committee members in the bids submitted by the Highway Department. The work will begin as soon as there is County Board approval, this is all borrowed money, but there has to be an agreement that the Highway Department will be the vendor. The money for this cost will be coming from the tower project. Motion to approve this project and move it forward to County Board for approval made by David Turk, 2nd to this motion by Richard McKee. Motion approved.

Agenda Item #18: Mapping, Radio System & Squad Updates: The new squads are waiting for equipment and to be built. There are several squads that have deer damage and they are waiting to be fixed due to waiting on the equipment to be received. The mileage report was submitted to the committee members.

Agenda Item #19: Future agenda items: Ordinance 89-7

Agenda Item #20: Adjourn; Motion by Richard McKee to adjourn until the regular Public Safety Committee meeting on Friday, May 3, 2024 at 8:30am. Second to this motion by Kerry Severson. Motion passed, meeting adjourned.

Respectfully Submitted by Office Manager, Amber Muckler

**SHERIFF'S MONTHLY REPORT
RICHLAND COUNTY
MONTH OF APRIL 2024**

(PRESENTED AT THE MAY 3, 2024 PUBLIC SAFETY MEETING)



	2024		
	FEB	MAR	APR
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$40,123.22	\$46,083.74	\$32,035.96
NUMBER OF JAIL BOOKINGS	47	45	60
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	39.55	36.29	33.43
TOTAL NUMBER OF INMATES HOUSED OUT OF COUNTY	0	0	0
MONTHLY COST OF HOUSING INMATES OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MEDICAL COST OF INMATES HOUSED OUT OF COUNTY	\$0.00	\$0.00	\$0.00
MONTHLY COMPLAINTS	425	393	456
TRAFFIC CITATIONS ISSUED	57	46	63
TRAFFIC WARNINGS ISSUED	8	4	3
CIVIL PROCESS PAPERS SERVED	44	23	33
TRANSPORTS FOR THE MONTH	13	13	4
AVERAGE NUMBER ON ELECTRONIC MONITORING	7.00	7.00	7.00

Monthly Activity

Jail Activity:

679 calls for service
84 calls for EMS
110 calls for RCPD

Memo

Date: Friday, May 3rd, 2024

To: Public Safety Committee

From: Chief Deputy Aaron Wallace

RE: Personnel Announcements for Public Safety Committee

APPROVED BY SHERIFF AND PUBLIC SAFETY COMMITTEE

Current Sheriff's Office Staff:

Administration- 4 (Sheriff, Chief Deputy, Road Lieutenant, Jail Lieutenant)

Office administration- 2 (Office Manager, Administration assistant/typist)

Road Patrol- 14 (3 Sergeants, 1 Investigator, 10 deputies)

Jail/Dispatch- 14 (2 Sergeants, 12 jailer/dispatchers)

New road deputy Hires:

Investigator Tyler Barr - Start date 02/19/2024 (full time)

New Jail/Dispatch Hires:

Abilaine Brockus – Start date 03/25/2024 (full time) Just starting FTO process in jail/dispatch. Completed jail training, started on dispatch.

Aubrey Wiedenfeld –Start date 12/29/2023 (Casual) Training. Completed jail training, started on dispatch

Annabelle Chally – Start date 01/15/2024 (Casual) Training. Completed jail training, started on dispatch

Diane Collins Siemadel – Start date 01/29/2024 (Casual) Training as casual, completed.

Probationary Period (per Handbook/Union contract):

Phoenix Ewers, Aaron Biege, Devon Rupnow, Dylan Lemke, Shirley Stinson, Danielle Brockway, Tyler Barr, and Abilaine Brockus

Resignations/Retirements (per Richland Co Handbook):

Cherith Dilley turned in her resignation letter as a casual employee as of 01/23/2024 and terminated her employment with Richland County.

Allyssa Lisney turned her resignation letter as a full time employee as of 03/07/2024 and switched her employment as a casual employee.

Vacant Sheriff's Office Positions:

One female dispatcher/jailer position- currently taking applications.

Register in Probate

ACS FINANCIAL SYSTEM
05/01/2024 14:46:16

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GL540R-V08.21 PAGE 1

Disbursement History Report

CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM INVOICE PROJECT	PO#	SOURCE/JE/ID	LINE	ACCOUNT NAME
37801	04/18/24	132	FRANK/ATTORNEY THEODORE 04/11 24GN03	250.08	24GN03		D-041824-553	00011	ATTORNEY-GAL FEES
37801	04/18/24	132	FRANK/ATTORNEY THEODORE 04/12 24GN05	531.52	24GN05		N 01 WF52	10.5120.0104.5212	
37801	04/18/24	132	FRANK/ATTORNEY THEODORE 04/10 24GN07	392.56	24GN07		N 01 WF52	10.5120.0104.5212	
				1,174.16	*CHECK TOTAL				
37803	04/18/24	4233	KOPP MCKICHAN LLP 04/11 22JC08 22JC12	50.00	22JC08-12		D-041824-553	00006	ATTORNEY-GAL FEES
37803	04/18/24	4233	KOPP MCKICHAN LLP 04/11 22JC09 22JC10	80.00	22JC09-10		N 01 WF52	10.5120.0103.5212	
				130.00	*CHECK TOTAL				
37829	04/23/24	1575	TECH COM, INC 04/20 597500	36.13	597500		D-042324-564	00031	TELEPHONE
							-	WF52	10.5120.0000.5225
37846	04/25/24	132	FRANK/ATTORNEY THEODORE 04/24 24GN02	1,175.92	24GN02		D-042524-570	00004	ATTORNEY-GAL FEES
							N 01 WF52	10.5120.0104.5212	

Total:

\$2,516.21

	ADOPTED BUDGET REVISED	ANNUAL ACT MTD POSTED ACT YTD POSTED	REMAINING	PCT
	BUDGET AND IN PROCESS	BUDGET AND IN PROCESS	BALANCE	
10 GENERAL FUND				
4500 PUBLIC CHARGES FOR SERVICES				
0206 PROBATE FEES				
4515 REGISTER IN PROBATE - PROBATE	6,000.00	1,012.87	3,663.72	38
TOTAL: PROBATE FEES	6,000.00	1,012.87	3,663.72	38
0207 CERTIFICATIONS				
4515 REGISTER IN PROBATE - CERTIF	300.00	98.00	74.00	75
TOTAL: CERTIFICATIONS	300.00	98.00	74.00	75
TOTAL: PUBLIC CHARGES FOR SERVICES	6,300.00	1,110.87	3,737.72	40
TOTAL: GENERAL FUND	6,300.00	1,110.87	3,737.72	40

Plate	Vin#	January	February	March	April	May	June	July
896ZBT	6G3NS5R21GL224245	159,845	160,000	161,000	162,434	162,550		
ADY7972	1FM5K8AR8JGB69005	56,723	58,439	59,310	60,140	60,513		
AED1287	1FM5K8AR6JGB69004	64,194	67,030	68,745	70,648	72,012		
7755	1FM5K8ARXJGB93287	56,940	57,748	58,347	58,736	59,119		
AST2493	1FM5K8AR1JGA84720	77,796	78,531	79,377	80,526	81,635		
5871	1FM5K8AR4JGC17213	151,223	151,514	151,550	151,550	151,602		
7754	1FM5K8AR2JGC17212	172,731	172,731	172,740	172,780	172,875		
5874	2C3CDXKTXKH600559	111,939	113,964	114,220	114,250	115,393		
AJM5933	2C4RDGBG8KR808426	44,123	45,910	47,890	48,999	49,772		
6898	1FTEW1P49KKC42277	73,645	76,851	78,761	80,941	82,574		
6958	1FTEW1P47KKC42276	68,310	69,446	71,294	73,004	74,468		
5872	1C4RDJFG6LC369759	38,070	39,330	40,118	40,764	41,999		
8980	1C4RDJFG2LC369757	70,285	75,079	77,393	80,747	82,737		
9047	1C4RDJFG4LC369758	71,186	74,346	76,233	78,226	79,486		
F2574	1C4RDJFG2LC369760	83,379	89,931	92,504	95,368	97,309		
TM8804	1C6SRFGT6MN708092	25,055	26,654	27,628	29,412	30,736		
5873	1FM5K8AB1MGB61433	39,628	43,230	44,585	46,760	48,285		
9794	1FM5K8AB3MGB61434	42,130	44,652	46,877	48,917	50,334		
	1FM5K8AB7NGB48221	26,675	30,787	32,643	34,169	35,895		
E5619	1FM5K8AB2NGB50491	27,369	27,400	31,542	34,377	36,892		
E5875	1C4RDJFG8PC591449		4,169	6479	9,081	10,748		
E7754	1C4RDJFG9PC591539		3,746	5461	7,539	9,236		
AXF7591	1C4RDJFG1RC139717				880	1,569		
	1C4RDJFGXRC139716							
	1FM5K8AR2GGA77719							
	1FM5K8AR2HGA70982							
5875	1FM5K8AR0HGC90332	151,459	151,459					

**RICHLAND COUNTY SHERIFF'S DEPARTMENT
MONTHLY BILLS SUBMITTED FOR APPROVAL
APRIL 2024 BILLS**

(PRESENTED AT THE MAY 3, 2024 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	APPLIED CONCEPTS INC	1	NEW EQUIPMENT	436629	126.00	10.5211.0000.5819	
2	CDW GOVERNMENT	3	COMPUTER MAINTENANCE	36571, 25162, 78980	1,611.07	10.5211.0000.5813	
3	CHARM-TEX	2	JAIL SUPPLIES	359850, 359329	267.60	10.5251.0000.5352	
4	COMMUNITY SERVICE ASSOC	1	MEDICAL EXAMS	117851	325.00	10.5211.0000.5346	
5	CORNERSTONE SERVICE	1	SQUAD MAINTENANCE	17369	2,878.32	10.5211.0000.5352	
6	CORTECH	1	JAIL SUPPLIES	144591	806.10	10.5251.0000.5352	
7	DASH	1	JAIL SUPPLIES	1307243	229.27	10.5251.0000.5352	
8	ELIOR - SUMMIT FOODS	4	MEALS FOR PRISONERS	203648, 204196, 204746, 205310	13,058.90	10.5251.0000.5294	
9	FILLBACK FORD	3	SQUAD MAINTENANCE	307978, 308124, 308295	441.30	10.5211.0000.5352	
10	GALLS	8	UNIFORM ALLOWANCE		528.48	19.5213.0000.5346	
11	GFC LEASING	3	COPY LEASE, GENERAL & JAIL	390899, 14639996, 14639995	267.44	10.5211.0000.5315	10.5251.0000.5315
12	GRIMM, SHAWN	1	SQUAD MAINTENANCE	36008	72.28	10.5211.0000.5352	
13	MCKESSON MEDICAL	2	JAIL SUPPLIES	22003694, 22015333	80.90	10.5251.0000.5352	
14	OPTIONS LAB	1	JAIL SUPPLIES	5048922	150.00	10.5251.0000.5352	
15	PINE RIVER VETERINARY CLINIC	1	CANINE BILLS	261445	119.05	35.5255.0000.5999	
16	PIONEER PRINT CO	1	UNIFORM ALLOWANCE/BROCKUS	5335	50.00	19.5213.0000.5346	
17	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2024-4	262.50	10.5251.0000.5299	
18	RICHLAND COUNTY HWY DEPT	1	SQUAD MAINTENANCE	24	496.72	10.5211.0000.5352	
19	RICHLAND HOSPITAL	4	CARE OF PRISONERS & MEDICAL EXAMS	32, 33, 34, 35	1,720.00	10.5211.0000.5346	10.5251.0000.5296
20	SCHILDGEN, CHRISTOPHER	2	CANINE SUPPLIES	N/A	111.80	35.5255.0000.5319	
21	SUMMIT FIRE PROTECTION	2	SQUAD MAINTENANCE	182015294, 182015775	623.60	10.5211.0000.5352	
22	SUTTON, JASON	1	UNIFORM ALLOWANCE	N/A	124.51	19.5213.0000.5346	
23	SYSTEM TECHNOLOGIES	1	JAIL LOCKS CONTRACT	PJ99010108	3,319.00	10.5251.0000.5357	
24	TC AUTOWORKS	1	SQUAD MAINTENANCE	12882	872.74	10.5211.0000.5352	
25	TOP PACK DEFENSE	5	UNIFORM ALLOWANCE/J.CROTSBERG, RING, TUCKER, SUTTON	13082, 13099, 13098, 13003, 12984	745.38	19.5213.0000.5346	
26	WEGNER AUTO SERVICE	2	TOWING	6432, 6428	300.00	10.5211.0000.5295	
27	WI DEPT OF JUSTICE - TIME	1	TIME	16310	2,448.00	10.5251.0000.5292	

APRIL 2024 BILLS			32,035.96
SHERIFFS DEPARTMENT			8,436.15
POLICE RADIO			
COUNTY JAIL			21,920.59
K-9			230.85
DEPARTMENT-UNIFORM ALLOWANCE			1,448.37
SPECIAL INVESTIGATIONS			
DOG CONTRACT-MONTHLY PAYMENT			1,500.00

RICHLAND COUNTY SHERIFF'S DEPARTMENT ORDINANCE NO. 89-7

The County Board of Supervisors of Richland County, Wisconsin, do ordain as follows:

(1) CREATION AND DUTIES OF THE PUBLIC SAFETY COMMITTEE: DUTIES OF SHERIFF POSITIONS IN THE DEPARTMENT.

(a) There is created a Public Safety Committee to consist of seven members of the Richland County Board appointed to this Committee in the manner of appointment of Supervisors to committees which is set forth in Richland County Board's RULES OF THE BOARD. Vacancies on the Public Safety Committee shall be filled in the same manner as any other vacancy on a standing committee of the Richland County Board.

(b) DUTIES OF THE PUBLIC SAFETY COMMITTEE.

The duties of the Public Safety Committee shall be:

1. To prepare or approve and publish rules and regulations relating to the Richland County Sheriff's Office, hereinafter referred to as the RCSO, in the manner set forth in this Ordinance;
2. To observe the Public Safety Program of the Richland County Board, and to make recommendations to the Sheriff and to the Richland County Board for its implementation and improvement;
3. To hold monthly meetings to conduct the business of the Sheriff's Office, and to review bills of the RCSO;
4. To review the budget of the RCSO;
5. To act as Grievance Committee in the case of any grievance by an employee of the RCSO arising out of employment by the RCSO;
6. To refer, from time to time as deemed necessary by the Public Safety Committee, or as otherwise required by law, matters pertaining to the RCSO to the County Board;
7. To perform such other acts as are specifically allocated to the Public Safety Committee elsewhere in the Ordinance.

(c) **DUTIES OF THE SHERIFF.** The duties of the Richland County Sheriff shall be set forth in Wisconsin Statutes. In addition to the statutory duties, the Sheriff's duties shall include the general management of the RCSO and the maintenance of law enforcement services to the citizens of Richland County, as well as any other duty assigned elsewhere in this Ordinance.

(d) **TYPES OF POSITIONS IN THE RICHLAND COUNTY SHERIFF'S OFFICE.** The positions in the RCSO, excluding the Sheriff shall be as follows:

1. Chief Deputy Sheriff, a management position, the holder of this position must be deputized by the Sheriff.
2. Road Patrol Lieutenant, a management position; the holder of this position must be deputized by the Sheriff.
3. Jail/Dispatch Administrator, a management position; the holder of this position

must be deputized by the Sheriff.

4. Investigator, the holder of this position must be deputized by the sheriff.
5. Road Patrol Deputy Sheriff; the holder of this position must be deputized by the Sheriff.
6. Dispatcher-Jailer; the holder of this position may be deputized by the Sheriff.
7. RCSO Office Manager/Confidential Administrative Assistant; the holder of this position must be deputized by the Sheriff.
8. RCSO Clerk/Typist; the holder of this position may be deputized by the Sheriff.
9. The above positions are classified as follows:
 - a. Full-time.
 - b. Part-time, being those part-time employees who work a regular part-time basis.
 - c. Casual and temporary, being those persons who are called in to work in the Department on an irregular and unscheduled basis, as the Department's needs demand.

(e) **NUMBERS OF POSITIONS.** The numbers of each of the foregoing positions in the Richland County Sheriff's Department are as follows:

- | | |
|--|----|
| 1. Full-time Chief Deputy | 1 |
| 2. Full-time Road Patrol Lieutenant | 1 |
| 3. Full-time Jail/Dispatch Lieutenant (Administrator) | 1 |
| 4. Full-time Road Patrol Deputy Sheriff | 14 |
| 5. Full-time Investigator | 1 |
| 6. Full-time Dispatcher-Male Section Jailer | 6 |
| 7. Full-time Dispatcher-Female Section Jailer | 6 |
| 8. Full-time Dispatcher-Either Male or Female Jailer | 2 |
| 9. Full-time Office Manager/Confidential Administrative Assistant | 1 |
| 10. Full-time Clerk/Typist | 1 |
| 11. Casual and temporary employees may be called in by the Sheriff, Chief Deputy or Lieutenant to work, as the RCSO's needs demand and in accordance with the appropriate collective bargaining agreement. Clerical and administrative office staff may be called in for casual or "call in status". | |

TOTAL NUMBER OF FULL-TIME POSITIONS 34

TOTAL NUMBER OF PART-TIME POSITIONS 0

(f) **SALARIES.** The Richland County Board of Supervisors shall fix the salaries to be paid to the Sheriff and to the holders of all of the above positions by Resolution as needed from time to time.

(2) **PROCEDURES AND STANDARDS FOR HIRING NEW PERSONNEL.**

(a) This section shall govern the filling of all full-time and part-time non-management vacancies in the RCSO which cannot be filled by job posting within the department. These hiring standards will also apply to all casual and temporary employees.

(b) The Public Safety Committee shall cause to be publicized the creation of an eligibility list to fill any vacancy.

(c) Minimum qualifications for all Non-Management positions in the Richland County Sheriff's Office are:

1. The applicant must be a high school graduate or equivalent.
2. The applicant must be not less than 18 years of age.
3. Applicants with a pending criminal charge or a criminal record, as those terms are defined by Wisconsin Statute, will be considered for employment on a case-by-case basis; persons convicted of a felony are ineligible, by virtue of a Wisconsin Statute, to apply for all positions within RCSO.

Except as provided in section (i) herein, all applicants who apply for the eligibility list to fill a vacancy for the position of Road Patrol Deputy Sheriff, Investigator or Dispatcher-Jailer who have met the requirements of paragraph (c), as appropriate, shall take a competitive examination at County expense.

- Step 1. Complete a standardized application form provided by the Training and Standards Board of the State of Wisconsin.
- Step 2. The application shall be reviewed to make sure applicants meet qualifications:
 - a. criminal record check pursuant to c-3 above.
 - b. traffic record check (if applicant will be required to drive as part of his/her duties).
- Step 3. A competitive examination will be administered.
- Step 4. Road Patrol Deputies will complete a Physical Agility Test administered by the RCSO or designee.
- Step 5. First oral interview panel will consist of the Sheriff or designee and 3-6 other people appointed by the Sheriff.
- Step 6. The five highest ranking applicants who are eligible to fill the following categories (Male Section Jailer/Dispatcher; Female Section Jailer/Dispatcher; Part-Time Male or Female Section Jailer/Dispatcher; Road Patrol Deputy; Part-Time Road Patrol Deputy; Investigator;) shall undergo background checks, reference checks, neighborhood inquiries, prior employment checks, character references and other checks.
- Step 7. No person shall be certified as one of the five highest ranking applicants who has not taken the examination within twelve (12) months of the date of certification, unless the Public Safety Committee shall have extended the time interval between the taking of the examination and the date of certification, which extension said Committee is herewith empowered to grant up to an aggregate period of twelve (12) months after the date of examination, except that any such extension must be granted to all persons who took said examination at the same time.
- Step 8. When a vacancy occurs, and the Public Safety Committee determines that a vacancy shall be filled from Step Six (6) the five applicants will be interviewed by a panel that consists of the Sheriff or designee, the Chair of Public Safety Committee or designee, County Administrator or designee and 3-6 other people designated by the Sheriff. All information from Steps 1 through 6 will be available for review at this interview. Applicants will then be ranked 1 through 5 for the position which is vacant.
- Step 8. Vacancies will be filled by appointment by the Sheriff from the names provided by Step 8.
- Step 9. Appointment to a position is contingent upon successful completion of:
 - a. a psychological examination.
 - b. a psychologist's recommendation.
 - c. background check.

c. a physical examination.

d. successful completion of employee's probationary period. A probationary employee may be dismissed at any time without cause.

(d) All persons who apply for or attain the position of full-time Road Patrol Deputy Sheriff or Investigator shall be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85 of Wisconsin Statutes or be eligible for Wisconsin Law Enforcement Standards Board certification. RCSO may, upon approval of the Sheriff and the Public Safety Committee, give any current employee who is not so certified or certifiable at the time of his or her employment, an opportunity to attend the Academy, where successful completion leads to that person being accepted and approved as a law enforcement officer by the State of Wisconsin Law Enforcement Board of Standards. RCSO will give the opportunity to any such person to attend such a course only once. Failure to satisfactorily complete the course shall constitute grounds for discharge. Persons who become full-time Road Patrol Deputy Sheriffs or Investigators by attending the Academy after application for employment and who do not remain employed by the RCSO for 3 consecutive years must promptly reimburse the County for all expenses which were paid or reimbursed by the County relative to the person's attendance at the Academy, except salary or wages. The County will deduct the amount due under this paragraph from any compensation owed to the employee after the County has received the employee's notice of separation or retirement.

(e) Part-time/casual Road Patrol Deputy. All persons who apply for or attain the position of part-time or casual Road Patrol Deputy Sheriff shall be certified by the State of Wisconsin as a Law Enforcement Officer in accordance with that portion of the Wisconsin Statutes which pertains to part-time law enforcement officers sec. 165.85, or have completed the law enforcement recruit academy to become eligible for certification prior to the start of their employment.

(f) Full or part-time Jailer/Dispatcher. All persons who attain the position of Part-Time or Full-Time Jailer/Dispatcher shall be certified by the State of Wisconsin Statutes 165.85 which pertains to part-time or full-time jail officers. RCSO shall give any Part-Time or Full-Time Jailer/Dispatcher who is not so certified at the time of his or her appointment to the position, an opportunity to attend one full or part-time, State of Wisconsin Certified Jailer School where completion leads to being accepted and approved as a State of Wisconsin certified jailer by the State of Wisconsin Law Enforcement Board as outlined in Wisconsin Statutes 165.85. Failure to satisfactorily complete the course shall constitute grounds and cause for discharge except that the Public Safety Committee may, in its sole discretion, allow a person who has failed to satisfactorily complete such course, time and opportunity to retake all or a portion of the course on such terms as the Committee deems appropriate.

(3) CONDUCT OF DEPARTMENT EMPLOYEES IN REGARD TO POLITICAL ACTIVITY.

(a) No employee of the Department shall engage in any form of political activity calculated to favor or improve the chances of any political party or of any person seeking or attempting to seek political office, while on duty.

(b) Any employee of the Department may seek any partisan or non-partisan office which he or she is

legally able to hold without being required to take a leave of absence from the RCSO.

(4) PROVISION FOR CHIEF DEPUTY AND POWERS AND DUTIES OF CHIEF DEPUTY.

(a) There is continued the position of Chief Deputy Sheriff within the Richland County Sheriff's Office. The Chief Deputy Sheriff, hereinafter, referred to as Chief Deputy, shall be selected and appointed in the manner set out hereinafter.

(b) **SELECTION OF CHIEF DEPUTY.** The Sheriff of Richland County shall, within thirty (30) days after taking office as Sheriff, select a person to be Chief Deputy Sheriff, who shall serve in that position at the pleasure of the Sheriff.

(c) **QUALIFICATIONS FOR THE OFFICE OF CHIEF DEPUTY.** Any person who is a Patrol Deputy Sheriff, Investigator, Road Patrol Lieutenant, Dispatcher-Jailer or Jail Administrator in the RCSO at the time of his or her appointment as Chief Deputy may be selected as Chief Deputy, provided that such person shall at the time of his or her appointment as Chief Deputy be certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, and is on active duty with the RCSO at the time of his or her appointment. Alternatively, the Sheriff may appoint any person who is not on active duty with the RCSO at the time of his or her appointment, provided that such person shall be at the time of his or her appointment certified by the State of Wisconsin as a law enforcement officer in accordance with sec. 165.85, Wisconsin Statutes, or such person possessed such training and experience as a law enforcement officer that he or she can become so certified forthwith, without the necessity of completing a training course leading to such certification, and shall forthwith upon appointment become a resident of Richland County.

1. Upon the appointment of an employee on active duty with the RCSO as Chief Deputy, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the office of the Chief Deputy or as otherwise directed by the Sheriff.
2. Upon the appointment of a new Chief Deputy, the incumbent Chief Deputy shall be returned to his or her former position with the RCSO, if such person was an employee of the RCSO at the time of his or her appointment as Chief Deputy, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
3. Restoration to the former position within the RCSO of a Chief Deputy who was a former employee of the RCSO shall be with tenure time for the time spent in the position as Chief Deputy.
4. Nothing contained herein shall limit the right of a former Chief Deputy who was an employee of the RCSO on active duty with the RCSO at the time of his or her appointment as Chief Deputy, to advancements in rank upon his or her return to his or her former position with the RCSO.

(d) **DUTIES OF CHIEF DEPUTY.** The Chief Deputy shall be the highest ranking officer of the RCSO under the Sheriff, and shall be the head administrative officer of the RCSO under the Sheriff. Chief Deputy is a management position, and it shall be the duty of the Chief Deputy to provide such

management services in the RCSO as are expected of the head administrative officer, subject only to the limitations placed upon a Chief Deputy by the Sheriff under whom he or she serves. The Chief Deputy shall assume any duties related to the management and day to day operations of the RCSO specified by the Sheriff, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff. Chief Deputy shall delegate responsibility to other employees of the RCSO, as warranted by the nature of the responsibilities and tasks so delegated and the ability of the employee to carry out said tasks. The Chief Deputy shall assume the management of the RCSO during periods of time when the Sheriff is outside the boundaries of Richland County or is on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but that the Chief Deputy, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administration skills so as to free the Sheriff and to assist the Sheriff in providing efficient operation of the RCSO and delivery of law enforcement services to the citizens of Richland County.

(e) Because of the nature of the Chief Deputy's position and duties in implementing the directions and philosophies of the Sheriff, the Sheriff may at any time, without demonstrating cause, remove a Chief Deputy from that office. In the event that there is a removal of a Chief Deputy from office, and said Chief Deputy was an employee on active duty with the RCSO at the time of his or her appointment as Chief Deputy, said person shall resume his or her former position with the RCSO as hereinbefore set forth. In the event that the Chief Deputy was not an employee of the RCSO on active duty at the time of his or her appointment, service as Chief Deputy shall not in any way be construed to grant such person any rights to continued employment with the RCSO, unless such person shall be thereafter hired pursuant to the provisions of paragraph (2) of this Ordinance.

(5) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF ROAD PATROL LIEUTENANT.

(a) There is created the position of Deputy Sheriff Road Patrol Lieutenant within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Road Patrol Lieutenant, herein after referred to as Road Patrol Lieutenant, shall be a "Third in Command" management position in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

(b) SELECTION OF ROAD PATROL LIEUTENANT

When a vacancy occurs in the position of Road Patrol Lieutenant and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Road Patrol Lieutenant vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Road patrol Lieutenant shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (5)(c), as appropriate, shall sign the job posting vacancy and submit a resume' to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written resume' or experience does not meet minimum qualifications in paragraph (5)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the

requirements detailed in paragraph (5)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (5)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (5)(b)(3)(4).

3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written resume' and experience meets the minimum qualifications in paragraph (5)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (5)(b).
4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's resume' and examination scores and interview no more than the top five (5) candidates from (5)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) **QUALIFICATIONS FOR THE POSITION OF ROAD PATROL LIEUTENANT.** Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, Jail Administrator, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for Road Patrol Lieutenant provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the department, per paragraph (5)(b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes. Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Road Patrol Lieutenant, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Road Patrol Lieutenant or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of, or the elimination of the Road Patrol Lieutenant position,

by the Richland County Board of Supervisors, the incumbent Road Patrol Lieutenant shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Road Patrol Lieutenant, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.

2. Restoration to the former position within the RCSO of a Road Patrol Lieutenant shall be with tenure time for the time spent in the position as Road Patrol Lieutenant.
3. Nothing contained herein shall limit the right of a former Road Patrol Lieutenant who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) **DUTIES OF ROAD PATROL LIEUTENANT.** The Road Patrol Lieutenant shall be the highest-ranking officer of the RCSO under the Sheriff and Chief Deputy. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in managing the road patrol and investigative activities of the RCSO. The Road Patrol Lieutenant position is a combined Management and Deputy Sheriff position. It shall be the duty of the Road Patrol Lieutenant to provide such management and deputy sheriff services in the RCSO as are expected, subject only to the limitations placed upon the Road Patrol Lieutenant by the Sheriff, Chief Deputy or Public Safety Committee. The Road Patrol Lieutenant shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations of the RCSO specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the Sheriff or Chief Deputy. The Road Patrol Lieutenant shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Road Patrol Lieutenant shall assume management of the Road Patrol responsibilities during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the Road Patrol Lieutenant, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administrating the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the Road Patrol Lieutenant's job description. The Road Patrol Lieutenant shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A ROAD PATROL LIEUTENANT may only be demoted or removed from the department for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies. In the event of a resignation or demotion of a Road Patrol Lieutenant or the elimination of said position and said Road Patrol Lieutenant was an employee on active duty with the RCSO at the time of his or her promotion as Road Patrol Lieutenant, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Road Patrol Lieutenant was not an employee of the Department on active duty at the time of his or her hiring, the Road Patrol Lieutenant shall not in any way be construed to grant such person any rights to continued

employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

(6) PROVISIONS AND DUTIES OF THE DEPUTY SHERIFF JAIL ADMINISTRATOR LIEUTENANT.

(a) There is created the position of Deputy Sheriff Jail Administrator within the Richland County Sheriff's Office. The holder of this position must be deputized by the Sheriff. The Deputy Sheriff Jail Administrator, herein after referred to as Jail Administrator, shall be a "FOURTH in Command" management position with direct oversight of jail/dispatch operations in the Richland County Sheriff's Office with administrative duties as well as all other Deputy Sheriff duties.

(b) SELECTION OF JAIL ADMINISTRATOR

When a vacancy occurs in the position of Jail Administrator and the Public Safety Committee determines that the vacancy shall be filled, applicants who meet the following requirements set forth in this Ordinance shall be certified and the Jail Administrator vacancy shall be filled in the following manner:

1. The vacancy detailing the duties and job description for the position of Jail Administrator shall be posted within the Richland County Sheriff's Office for ten (10) working days. Officers within the RCSO who meet the requirements set forth in paragraph (6)(c), as appropriate, shall sign the job posting vacancy and submit a resume' to the Sheriff. The Sheriff or the Public Safety Committee shall screen out applicants whose written resume' or experience does not meet minimum qualifications in paragraph (6)(c).
2. If no officer within the Richland County Sheriff's Office signs the job posting or meets the requirements detailed in paragraph (6)(c) or is not promoted at the end of the selection process, the position may be filled by individuals outside the RCSO provided they meet the qualifications detailed in paragraph (6)(c). If this position is to be filled by qualified applicants outside the RCSO, those applicants shall be screened in a similar manner as other new employees to the RCSO detailed in Section (2)(c) of this ordinance. Applicants must also successfully pass a psychological examination and a physical examination. In addition, they shall also follow the same process of selection detailed in (6)(b)(3)(4).
3. The Public Safety Committee shall designate that either a "project" oriented competitive exam, an essay type competitive examination or a question/answer type examination shall be given by the Sheriff to all applicants whose written resume' and experience meets the minimum qualifications in paragraph (5)(c). The exam shall be scored by or at the direction of supervisory Law Enforcement Personnel from other Sheriff's or Police Departments or by the direction of the Public Safety Committee. The scorers of the exam shall not know the names of the candidates submitting their exams. The exams shall be scored and ranked. The minimum number of scorers shall be three (3) and the maximum number of scorers shall be five (5). The Sheriff shall designate scorers from the various law enforcement departments. A score of 70% or more shall be considered a passing grade. A failing grade being that the scorer feels that the applicant does not meet the minimum standards for a Road patrol Lieutenant position. All passing scores are to be then compiled and the top five (5) passing scores shall be invited for an oral interview detailed in (5)(b).

4. The Richland County Public Safety Committee and the Chief Deputy, (if not an applicant) shall then review applicant's resume' and examination scores and interview no more than the top five (5) candidates from (5)(b)(3). The Public Safety Committee and the Chief Deputy combined shall then certify to the Sheriff the names of three (3) candidates who, in the opinion of the Public Safety Committee and Chief Deputy, are the most qualified to fill the position. The Sheriff may then fill the position from one of the candidates certified.

(c) **QUALIFICATIONS FOR THE POSITION OF JAIL ADMINISTRATOR.** Any person who is a Chief Deputy Sheriff, who is on leave of absence from his prior duties in the RCSO, a Road Patrol Lieutenant, a Road Patrol Deputy Sheriff, Investigator, or Dispatcher-Jailer in the Richland County Sheriff's Office with at least five (5) years' experience in the RCSO, is eligible to sign a job posting for Jail Administrator provided that such person is at the time of his or her signing certified by the State of Wisconsin as a law enforcement officer in accordance with Sec. 165.85, Wisconsin Statute and is on active duty with the RCSO at the time of his or her signing the job posting. Candidates from outside the RCSO, should the need arise to fill the position from outside the RCSO, per paragraph (6) (b)(2) shall also be required to have at least five (5) years of law enforcement experience and be certified by the State of Wisconsin as a law enforcement officer in accordance with Section 165.85 Wisconsin Statutes.

Upon promotion of an employee on active duty with the Richland County Sheriff's Office as Jail Administrator, said employee shall be considered on leave of absence from his or her prior duties and shall not be responsible for any duty of his or her prior position except as incorporated in the position of Jail Administrator or as otherwise directed by the Sheriff or Chief Deputy. The employee shall serve a three (3) month probationary period.

1. Upon the resignation of, the vacancy of or the elimination of the Jail Administrator position, by the Richland County Board of Supervisors, the incumbent Jail Administrator shall be returned to his or her former position within the RCSO, if such person was an employee of the RCSO at the time of his or her promotion to Jail Administrator, whether under this Ordinance or any former Richland County Sheriff's Office Ordinance.
2. Restoration to the former position within the RCSO of a Jail Administrator shall be with tenure time for the time spent in the position as Jail Administrator.
3. Nothing contained herein shall limit the right of a former Jail Administrator who returns to their former position from advancements in rank upon their return to their former position within the RCSO.

(d) **DUTIES OF JAIL ADMINISTRATOR.** The Jail Administrator shall be the highest-ranking officer of the RCSO in the Jail/Dispatch Division but under the Sheriff, Chief Deputy and Road Patrol Lieutenant. The Jail Administrator shall assist the Sheriff and the Chief Deputy in managing the jail and dispatch operations. The Jail Administrator position is a combined Management and Deputy Sheriff position. It shall be the duty of the Jail Administrator to provide such management and deputy sheriff services in the Office as are expected, subject only to the limitations placed upon the Jail Administrator by the Sheriff, Chief Deputy or Public Safety Committee. The Jail Administrator shall also assume any duties related to being a deputy Sheriff and a manager of the day to day operations specified by the Sheriff or Chief Deputy, whether orally or in writing, which duties shall continue for the period of time established by the

Sheriff or Chief Deputy. The Jail Administrator shall delegate responsibility to other employees of the RCSO as warranted by the nature of the responsibilities and tasks so delegated and monitor and evaluate the ability of the employees to carry out said tasks. The Jail Administrator shall assume management of the operations during periods of time when the Sheriff and Chief Deputy are outside the boundaries of Richland County or are on a leave of absence. It is intended that all general policies of the RCSO and its operation shall come from the Sheriff, but the Jail Administrator, with the authority herein delegated and as limited by the Sheriff, shall furnish the necessary leadership and administrative skills to assist the Sheriff or Chief Deputy in carrying out the responsibilities they have in administering the Richland County Sheriff's Office's law enforcement services to the citizens of Richland County.

Other duties are designated in the Jail Administrator's job description. The Jail Administrator shall assist the Sheriff and the Chief Deputy in evaluating personnel, maintaining discipline within the RCSO, and assisting with scheduling needs including authorizing overtime and changing or modifying existing work schedules or grievances.

(e) A JAIL ADMINISTRATOR may only be demoted or removed from the RCSO for just cause as determined by Richland County's Personnel Policies applying to non-union employees and in the manner prescribed in those policies. In the event of a resignation or demotion of a Jail Administrator or the elimination of said position and said Jail Administrator was an employee on active duty with the RCSO at the time of his or her promotion as Jail Administrator, said person shall resume his or her former position within the RCSO as herein set forth in this ordinance. In the event that the Jail Administrator was not an employee of the RCSO on active duty at the time of his or her hiring, the Jail Administrator shall not in any way be construed to grant such person any rights to continued employment with the RCSO unless such person shall be thereafter newly hired pursuant to the provisions of paragraph (2) of this Ordinance.

(7) POWERS OF THE SHERIFF TO MAKE WORK RULES.

(a) There is hereby delegated to the Sheriff of Richland County the power to make work rules and to establish departmental policies and procedures to any or all the positions within the RCSO. Work Rules may be established in accordance with the procedure hereinafter set forth and subject to the approval of the Public Safety Committee as hereinafter set forth:

1. The Sheriff may prepare Work Rules which the Sheriff believes necessary and advisable for the efficient operation of the RCSO and provision of law enforcement services to Richland County.
2. The work rule proposed by the Sheriff shall be posted on a bulletin board within the office of the RCSO in such a location as to be readily observed by the employees. In addition, a copy of such proposed work rules shall be circulated to every employee of the RCSO and the Public Safety Committee Chair.
3. The Public Safety Committee shall have 45 days in which to disapprove, in whole or in part, any proposed work rule. The Committee may, in its sole discretion, conduct a formal or informal hearing or hearings upon said proposed work rule, or any portion thereof, but the Committee need not give notice of said hearings except as required by the "Wisconsin Open Meeting Law."
4. If the proposed work rule is not disapproved by the Public Safety Committee within 45 days after

the posting, circulation and submission to the members of the Public Safety Committee of the proposed work rules, said work rule shall be deemed to be in full force and effect retroactive to the date of said circulation, posting and submission to the Public Safety Committee,

5. All work rules in effect at the time a Sheriff assumes office shall remain in full force and effect until and unless the said Sheriff shall modify or repeal the existing rule or rules, in whole or in part. Modification or repeal of any work rule, or part thereof, shall be accomplished by means of the identical procedure hereinabove set forth for the creation of new work rules.
6. Upon the effective date of any work rule, all employees of the RCSO shall conduct themselves in accordance with such rules and regulations.

(7) LEAVE OF ABSENCE FOR MILITARY SERVICE. All employees of the RCSO who enter the armed forces of the United States shall be considered on leave of absence for the period during which said employee is on active duty with said armed forces, and such employees shall retain all seniority rights and rank accumulated at the time of his or her induction into the armed forces, provided said employee receives an Honorable Discharge upon completion of military service and is physically and mentally capable of performing the duties of his or her employment upon discharge and returns to work within 60 days of the date of discharge.

(8) CARRYOVER OF ACCUMULATED SICK LEAVE UPON BECOMING SHERIFF. In the event that any employee of the RCSO shall take office as Sheriff, whether by election or by appointment, such employee shall retain all sick leave which he or she had accumulated as of the date of taking office as Sheriff provided such employee shall leave the office of Sheriff and return to his or her full-time employment within twenty-five (25) months of the date of originally taking office as Sheriff. In the event that such employee does not so leave the office of Sheriff and return to full-time employment within such twenty-five (25) months, then all such accumulated sick leave shall be lost and forfeited permanently by such employee, without compensation therefor.

(9) EFFECT OF LABOR CONTRACT. In the event that the Richland County Board shall, during the period of time that this Ordinance is in effect, enter into a labor contract with a recognized union representing the employees of the RCSO, then the provisions of such contract wherein conflict with the provisions of this Ordinance, shall supersede this Ordinance and such provisions of this Ordinance so superseded shall be of no force and effect during the continuance of such contract, or renewals or extensions thereof.

(10) SEVERABILITY. The provisions of this Ordinance are hereby declared severable. All provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared void, and the remaining portions of this Ordinance not so declared to be illegal or unconstitutional shall be and remain in full force and effect.

(11) WORDS AND PHRASES. In this Ordinance, "RCSO" and the words "Sheriff's Office" shall mean the Richland County Sheriff's Office. In this Ordinance the word "Committee" and the words "Public Safety Committee" shall mean the Public Safety Committee of the Richland County Board of Supervisors.

(12) **REPEAL OF PREVIOUS ORDINANCES.** All previous Richland County Sheriff's Office ordinances that are contrary to this ordinance are hereby repealed.

(13) **HUBER CHARGES FOR BOARD AND ROOM WHILE AN INMATE OF THE RICHLAND COUNTY JAIL.** Every prisoner who is granted Huber privileges and who is gainfully employed or who receives unemployment compensation or employment training benefits shall, in accordance with section 56.08(4), Wisconsin Statutes, as amended, be charged for his or her maintenance and board while in the jail in accordance with Richland County Fee Schedule Policy. All charges shall be payable in a lump-sum payment for each week and such payment shall be made in advance by the prisoner; any refund due for unused days shall be refunded to the prisoner;

(14) **CHARGE FOR HOUSING OF PRISONERS IN THE RICHLAND COUNTY JAIL.** When either the Federal Government, State Government or other counties have excess prisoners whom they desire the Richland County Jail to house on their behalf, a daily fee per day shall be charged for the care and maintenance of one prisoner, in addition to any costs incurred by the Richland County Jail for medical treatment, hospitalization, or medication required on behalf of said prisoner, while said prisoner is being housed by Richland County. See Richland County Fee Schedule Policy for rates.

(16) **EFFECTIVE DATE.** This ordinance shall be in full force and effect upon its passage and publication.

Dated:

ORDINANCE OFFERED BY THE PUBLIC SAFETY COMMITTEE