

# Richland County Public Safety Standing Committee

June 4, 2024

## NOTICE OF MEETING

Please be advised that the Richland County Public Safety Standing Committee will convene on Friday, June 7, 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](mailto: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 May 3, 2024 Meeting
6. Public Comment
7. Reports
  - A. Sheriff – Departmental Activities & 2025 Budget Prep Update
  - B. Coroner – Departmental Activities & 2025 Budget Prep Update
  - C. Circuit Court Judge – Departmental Activities & 2025 Budget Prep Update
  - D. Clerk Of Court – Departmental Activities & 2025 Budget Prep Update
  - E. Register In Probate – Departmental Activities & 2025 Budget Prep Update
  - F. District Attorney – Departmental Activities & 2025 Budget Prep Update
  - G. Emergency Management – Departmental Activities & 2025 Budget Prep Update
  - 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 Relating To Department Staffing & Hiring Practices
10. Resolutions
  - A. Resolution Approving The Sheriff's Office's Purchase Of New Mobile And Portable Radios For The New Radio System
  - B. Resolution Approving An Intradepartmental Partnership Of MIS, Land Information, And The Sheriff's Department Applying For And Accepting An NG911 GIS Grant From Wisconsin Department Of Military Affairs
  - C. Resolution Approving An Intradepartmental Partnership Of MIS, And The Sheriff's Department Applying For And Accepting An PSAP Grant From Wisconsin Department Of Military Affairs For 2025
11. Correspondence
12. Future Agenda Items
13. 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 Standing Committee

May 3, 2024

The Richland County Public Safety Standing Committee convened on Friday, May 3, 2024 in person and virtually at 8:30 AM in the County Boardroom of the Richland County Courthouse.

**Call To Order:** Committee Chair Frank called the meeting to order at 8:31 AM.

**Roll Call:** Deputy Clerk Hege conducted roll call. Committee members present: Craig Woodhouse, Chad Cosgrove, Bob Frank, Kerry Severson. Committee members absent: Gary Manning, David Turk, and Julie Fleming.

**Verification of Open Meetings Law Compliance:** Deputy Clerk Hege confirmed the meeting had been properly noticed.

**Approval Of Agenda:** Motion by Cosgrove second by Woodhouse to approve agenda. Motion carried and agenda declared approved.

Fleming arrived at 8:32 AM

**Approval Of Minutes From April 5, 2024 Meeting:** Motion by Severson, second by Cosgrove to approve April 5, 2024 minutes. Motion carried and minutes declared approved.

**Public Comment:** None present for Public Comment.

**Discussion & Possible Action: Approval Of Bids For Radio Tower Construction:** MIS Director Scott reported that 8 construction bids were received for the Radio Tower Project. Mike Day with True North Consulting and Dustin Brooks with Edge Consulting joined via WebEx and reintroduced the project the new Committee members. Discussion ensued. Committee Chair Frank entertained a motion to forward a resolution approving entering into a contract with Finish Excavating Inc. of East Dubuque, IL not to exceed \$3,300,000.00 on to County Board. Motion by Cosgrove, second by Severson. Motion carried and resolution approving entering into a contract with Finish Excavating Inc. of East Dubuque, IL not to exceed \$3,300,000.00 was forwarded to County Board.

## Reports:

**A. Sheriff:** Sheriff Porter presented the Sheriff's Monthly Report to the committee.

**J. Mapping, Radio Systems, And Squad Updates:** Sheriff Porter presented a Memo from Chief Deputy Wallace on staffing and personnel. Sheriff Porter presented the squad mileage report to the committee and pointed out that the names of the deputies assigned to each squad have been removed from the list for safety reasons. Brief discussion ensued. Sheriff Porter briefly shared information to the concerns involving possible need for speed limit changes at multiple intersections in the County. Brief discussion ensued.

**B. Coroner:** Sheriff Porter presented the Coroner's Report in place of James Rossing, Richland County Coroner. Total of 8 cases for Richland County in April 2024. Cases ranged in age from 65 to 82 and included: 1 cancer related, 3 heart related, 1 lung related, 1 Parkinson's related, and 1 suicide. All cases were cremations. Mr. Rossing included a note in his report that it was with great sadness that he shares the passing of former Chief Deputy Coroner Ruth Bristol. Ms. Bristol served with the Coroner's

## Richland County Public Safety Standing Committee

Office from 2013 through 2023. The Coroner's Office continues to be short staffed and Mr. Rossing is looking for two more staff members. Brief discussion ensued.

**C. Circuit Court Judge:** Deputy Register in Probate Jennifer Marroquin reported that the Circuit Court Judge was out of the office and cited the increase in case load. Ms. Marroquin introduced herself to the committee and briefly outlined the duties of the Register in Probates Office.

**E. Register In Probate:** Deputy Register in Probate Marroquin reported that the Register in Probate, Jenifer Laue, was also out of the office, but the Probate Office is currently on track with their budget.

**D. Clerk Of Court:** Committee Chair Frank reported on behalf of the Clerk of Court, Stacey Kleist, that the Clerk of Court's Office remains on track with its budget.

**F. District Attorney:** District Attorney, Jennifer Harper, gave report on two new ordinances that are currently being written, the repairs made to the Victim Witness meeting room, jury trial work load, expense of transcripts, OWI investigation procedure, overview of grants available from the State of WI, update on the effectiveness of the Treatment Court, and the security report done on the Richland County Courthouse. Ms. Harper reported that they are on track with their budget, with the exception of the increase in transcript costs.

**G. Emergency Management:** John Heinen, Interim Emergency Management Director introduced himself to the committee and gave a brief report on the active EOC trainings and the possibility for flooding in Richland County in the summer of 2024.

**H. PSAP & GIS Grants:** Chair Frank gave a brief update to the new members. MIS Director Scott reported that Richland County recently was awarded an additional \$10,000 into the PSAP grant.

**I. Radio Tower Project:** Committee Chair Frank stated that the committee should be caught up on this item from the reports and updates given earlier in the meeting.

**Approval of Monthly Invoices:** Sheriff Porter gave a brief explanation of the monthly invoices and made one correction. The CDW-Government invoices will be paid from fund 92. Brief discussion ensued. Committee Chair Frank entertained a motion to approve the invoices for payment. Motion by Cosgrove, second by Fleming to approve invoices for payment. Motion carried and invoice were approved for payment.

**Discussion & Possible Action: Approval Of Amendments To The Richland County Sheriff's Department Ordinance No. 89-7:** Committee Chair Frank gave a brief review of the amendments to the ordinance. Brief discussion ensued. Committee Chair Frank entertained a motion to move the amended ordinance forward to the County Board. Motion by Cosgrove, second by Woodhouse to move the amended ordinance forward to the County Board. Motion carried and amended ordinance was forwarded to the County Board.

**Discussion & Possible Action: Approval Of Purchasing Radios From Short-Term Borrowing:** Sheriff Porter reported that there will be some money that had been set aside for the purchase of three new squads and the Sheriff's Department ended up only purchasing two new squads. Sheriff would like to use some the left-over money for the purchase of radios instead of using short-term borrowing. No action taken as Sheriff Porter will bring more information on this process to the next committee meeting.

**Discussion & Possible Action: Set Future Meeting Date(s) And Time(s):** Committee Chair Frank asked if the current meeting date and time, being the first Friday of the month at 8:30 AM would be preferred by the committee, hearing no opposition, Committee Chair Frank declared the date and time to remain as the first Friday of the month at 8:30 AM.

Richland County  
Public Safety Standing Committee

**Correspondence:** None

**Future Agenda Items:** Further budget updates from departments.

**Adjourn:** Committee Chair Frank entertained a motion to adjourn. Motion by Fleming, second by Severson to adjourn. Motion carried and meeting adjourned at 10:19 AM.

A handwritten signature in black ink, reading "Myranda H. Hege". The signature is written in a cursive, flowing style.

Myranda H. Hege  
Deputy County Clerk

Sq year	Plate	Vin#	January	February	March	April	May	June
2016	896ZBT	GL224245	159,845	160,000	161,000	162,434	162,550	174,063
2018	ADY7972	3JGB69005	56,723	58,439	59,310	60,140	60,513	61,316
2018	AED1287	5JGB69004	64,194	67,030	68,745	70,648	72,012	73,979
2018	7755	4JGB93287	56,940	57,748	58,347	58,736	59,119	60,072
2018	AST2493	1JGA84720	77,796	78,531	79,377	80,526	81,635	83,210
2018	5871	1JGC17213	151,223	151,514	151,550	151,550	151,602	152,007
2018	7754	2JGC17212	172,731	172,731	172,740	172,780	172,875	172,925
2019	5874	1KH600559	111,939	113,964	114,220	114,250	115,393	115,895
2019	AJM5933	3KR808426	44,123	45,910	47,890	48,999	49,772	50,773
2019	6898	9KKC42277	73,645	76,851	78,761	80,941	82,574	84,968
2019	6958	7KKC42276	68,310	69,446	71,294	73,004	74,468	76,107
2020	5872	5LC369759	38,070	39,330	40,118	40,764	41,999	43,515
2020	8980	2LC369757	70,285	75,079	77,393	80,747	82,737	85,793
2020	9047	4LC369758	71,186	74,346	76,233	78,226	79,486	82,322
2020	F2574	2LC369760	83,379	89,931	92,504	95,368	97,309	100,873
2021	TM8804	1MN708092	25,055	26,654	27,628	29,412	30,736	31,469
2021	5873	1MGB61433	39,628	43,230	44,585	46,760	48,285	50,773
2021	9794	1MGB61434	42,130	44,652	46,877	48,917	50,334	52,484
2022	E5876	1NGB48221	26,675	30,787	32,643	34,169	35,895	37,617
2022	E5619	1FM5K8A B2NGB50 491	27,369	27,400	31,542	34,377	36,892	38,997
2023	E5875	1C4RDJFG8PC591449		4,169	6479	9,081	10,748	13,752
2023	E7754	1C4RDJFG9PC591539		3,746	5461	7,539	9,236	10,835
2024	AXF7591	1C4RDJFG1RC139717				880	1,569	2,000
2024	F2890	1C4RDJFGXRC139716						
2016		1FM5K8AR2GGA77719						
2017		1FM5K8AR2HGA70982						
2017	5875	1HGC90332	151,459	151,459				

# SHERIFF'S MONTHLY REPORT

## RICHLAND COUNTY

### MONTH OF MAY 2024

(PRESENTED AT THE JUNE 7, 2024 PUBLIC SAFETY MEETING)



	2024		
	MAR	APR	MAY
TOTAL AMOUNT OF MONTHLY VOUCHERS SUBMITTED	\$46,083.74	\$32,035.96	\$37,069.45
NUMBER OF JAIL BOOKINGS	45	60	71
AVERAGE NUMBER OF INMATES HOUSED IN OUR COUNTY	36.29	33.43	36.87
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	393	456	477
TRAFFIC CITATIONS ISSUED	46	63	74
TRAFFIC WARNINGS ISSUED	4	3	5
CIVIL PROCESS PAPERS SERVED	23	33	15
TRANSPORTS FOR THE MONTH	13	4	15
AVERAGE NUMBER ON ELECTRONIC MONITORING	7.00	7.00	6.00

#### Monthly Activity

##### **Jail Activity:**

734 calls for service  
 87 calls for EMS  
 128 calls for RCPD

## Derek S. Kalish

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**From:** Clay Porter  
**Sent:** Monday, June 3, 2024 5:29 PM  
**To:** Derek S. Kalish  
**Subject:** Fwd: Coroner's Info for May

Clay Porter  
Sheriff  
Richland County Sheriff's Office  
608-647-2106

Begin forwarded message:

**From:** James Rossing <james.rossing@co.richland.wi.us>  
**Date:** June 3, 2024 at 4:33:48 PM CDT  
**To:** Clay Porter <clay.porter@co.richland.wi.us>  
**Subject:** Coroner's Info for May

10 reportable deaths in May

Cause of death included

2 lung-related

2 Dementia

4 heart-related

1 aneurysm

1 workplace accident

The workplace accident was a complicated case and was the only autopsy for the month. We have been working with Law Enforcement and OSHA as the incident is investigated. The family of the decedent does not speak English, which has been a challenge at times. A local funeral home handled the initial transport of the body and the family is working with the Mexican Consulate to have him returned to Mexico.

The ages of the decedents ranged from 28-96.

7 out of the 10 were cremations

As always, please let me know if there are any questions or concerns.

Regards,

Jim



Disbursement History Report  
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CHECK#	DATE	VENDOR	VENDOR NAME DETAIL DESCR	AMOUNT	CLAIM INVOICE PROJECT	PO#	SOURCE/JE/ID F 9 BX M BANK FUND & ACCOUNT	LINE	ACCOUNT NAME
38055	05/20/24	4233	KOPP MCKICHAN LLP 5/9 24JC02	100.00	77458		D-052024-672	00014	ATTORNEY-GAL FEES
38055	05/20/24	4233	KOPP MCKICHAN LLP 5/10 21JC06/21JC07	320.00	77460		D-052024-672	00018	ATTORNEY-GAL FEES
38055	05/20/24	4233	KOPP MCKICHAN LLP 5/10 23JC14	42.33	77461		D-052024-672	00012	ATTORNEY-GAL FEES
38055	05/20/24	4233	KOPP MCKICHAN LLP 5/10 22JC09/22JC10	205.00	77471		D-052024-672	00016	ATTORNEY-GAL FEES
38055	05/20/24	4233	KOPP MCKICHAN LLP 5/10 22JC08/22JC12	145.00	77472		D-052024-672	00017	ATTORNEY-GAL FEES
				812.33	*CHECK TOTAL				
38134	05/20/24	4326	STATE BAR OF WISCONSIN 4/10 AC/8514	87.50	5136028		D-052024-654	00012	OFFICE SUPPLIES & COMP
38134	05/20/24	4326	STATE BAR OF WISCONSIN 4/24 AC/8514	87.50	5136688		D-052024-654	00011	OFFICE SUPPLIES & COMP
				175.00	*CHECK TOTAL				
38261	05/23/24	1575	TECH COM, INC 05/20 597500	36.13	597500		D-052324-680	00018	TELEPHONE
38271	05/23/24	4180	WI JUVENILE COURT CLERKS 2024 WJCCA MEMBERSHIP	80.00	2024 MEMBERSHP		D-052324-680	00005	DUES & SUBSCRIPTIONS
38294	05/29/24	2860	JACKSON LAW FIRM SC 05/21 21JC07	3,590.00	21JC07		D-052924-695	00036	ADVERSARY ATT-REG IN P
38295	05/29/24	4233	KOPP MCKICHAN LLP 05/24 24GJ1	100.00	77463		D-052924-695	00037	ATTORNEY-GAL FEES
38295	05/29/24	4233	KOPP MCKICHAN LLP 05/29 23JC14	203.50	77515		D-052924-695	00026	ATTORNEY-GAL FEES
38295	05/29/24	4233	KOPP MCKICHAN LLP 05/24 21JC06 21JC07	203.50	77516		D-052924-695	00038	ATTORNEY-GAL FEES
				507.00	*CHECK TOTAL				

	ANNUAL	ACT MTD POSTED	ACT YTD POSTED	REMAINING	PCT
	REVISED BUDGET	ENCUMBERED	AND IN PROCESS	AND IN PROCESS	AND IN PROCESS
10	GENERAL FUND				
5120	REGISTER IN PROBATE				
0000	PROJECT	93,948.40	10,840.20	39,747.40	54,201.00
5111	SALARIES - REGULAR	0.00	0.00	0.00	0.00
5112	SALARIES - PART-TIME	0.00	0.00	0.00	0.00
5144	WITNESS FEES	150.00	0.00	0.00	150.00
5150	SECTION 125 PLAN-CO SHARE	225.00	13.40	67.00	158.00
5151	FICA - COUNTY SHARE	7,187.05	793.86	2,875.34	4,311.71
5152	RETIREMENT - COUNTY SHARE	6,482.44	747.99	2,742.63	3,739.81
5153	DENTAL INSURANCE-CO SHARE	1,257.24	70.70	353.50	903.74
5154	HEALTH INSURANCE - COUNTY SH	34,265.87	2,756.39	13,781.95	20,483.92
5155	LIFE INSURANCE - COUNTY SHAR	60.26	6.55	32.75	27.51
5161	HEALTH INS REIMBURSEMENT DED	1,500.00	466.31	466.31	1,033.69
5215	PSYCHOLOGICAL EVALUATION	6,000.00	0.00	0.00	6,000.00
5216	INTERPRETER FEES	600.00	0.00	0.00	600.00
5225	TELEPHONE	1,500.00	0.00	180.65	1,319.35
5251	TRANSCRIPTS	150.00	0.00	0.00	150.00
5311	POSTAGE AND ENVELOPES	1,000.00	62.08	275.51	724.49
5315	COPY PAPER AND EXPENSE	400.00	0.00	100.70	299.30
5319	OFFICE SUPPLIES & COMPUTER S	1,100.00	175.00	255.15	844.85
5324	DUES & SUBSCRIPTIONS	214.00	80.00	180.00	34.00
5326	ADVERTISING	200.00	0.00	0.00	200.00
5334	REGISTRATION	100.00	0.00	0.00	100.00
5335	MEALS	200.00	17.17	17.17	182.83
5336	LODGING	450.00	0.00	0.00	450.00
5339	MILEAGE	400.00	97.92	97.92	302.08
5819	NEW EQUIPMENT	1,200.00	0.00	0.00	1,200.00
TOTAL:	PROJECT	158,590.26	16,163.70	61,173.98	97,416.28
0103	GAL FEES CHAPTER 48 & 938				
5212	ATTORNEY-GAL FEES	16,150.00	1,319.33	2,678.28	13,471.72
TOTAL:	GAL FEES CHAPTER 48 & 938	16,150.00	1,319.33	2,678.28	13,471.72
0104	GAL FEES CH 51, 54, & 55				
5212	ATTORNEY-GAL FEES	17,000.00	0.00	6,728.59	10,271.41
TOTAL:	GAL FEES CH 51, 54, & 55	17,000.00	0.00	6,728.59	10,271.41
0109	ADVERSARY-REG IN PROBATE				
5212	ADVERSARY ATT-REG IN PROBATE	25,000.00	3,590.00	3,590.00	21,410.00
TOTAL:	ADVERSARY-REG IN PROBATE	25,000.00	3,590.00	3,590.00	21,410.00
0112	N/F COURT COMMISSIONER				
5212	ATTORNEY-N/F COURT COMMISSNR	500.00	0.00	0.00	500.00
TOTAL:	N/F COURT COMMISSIONER	500.00	0.00	0.00	500.00
TOTAL:	REGISTER IN PROBATE	217,240.26	21,073.03	74,170.85	143,069.41
TOTAL:	GENERAL FUND	217,240.26	21,073.03	74,170.85	143,069.41

		ANNUAL ACT MTD POSTED ACT YTD POSTED			REMAINING	
		ADOPTED BUDGET REVISED BUDGET AND IN PROCESS AND IN PROCESS			BALANCE	
					PCT	
10	GENERAL FUND					
4500	PUBLIC CHARGES FOR SERVICES					
0206	PROBATE FEES					
4515	REGISTER IN PROBATE - PROBATE	6,000.00	1,930.93	4,267.21	1,732.79	71
TOTAL:	PROBATE FEES	6,000.00	1,930.93	4,267.21	1,732.79	71
0207	CERTIFICATIONS					
4515	REGISTER IN PROBATE - CERTIF	300.00	54.00	280.00	20.00	93
TOTAL:	CERTIFICATIONS	300.00	54.00	280.00	20.00	93
TOTAL:	PUBLIC CHARGES FOR SERVICES	6,300.00	1,984.93	4,547.21	1,752.79	72
TOTAL:	GENERAL FUND	6,300.00	1,984.93	4,547.21	1,752.79	72

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

(PRESENTED AT THE JUNE 7, 2024 PUBLIC SAFETY COMMITTEE MEETING)

NO.	VENDOR	# OF INV.	DESCRIPTION	INVOICE #	General Dept. Bills \$ AMT	LINE ITEM	LINE ITEM
1	ADVANCED CORRECTIONAL HEALTH	2	CARE OF PRISONERS	813, 202	5,266.47	10.5251.0000.5296	10.5251.0000.5296
2	BARNES, SUSAN	2	UNIFORM ALLOWANCE	N/A	398.53	19.5213.0000.5346	
3	BINDL TIRE	1	SQUAD MAINTENANCE	893918	148.00	10.5211.0000.5352	
4	CDW GOVERNMENT	2	RADIO PARTS & REPAIR	88593, 4662	1,192.46	10.5217.0000.5352	
5	CHARM-TEX	2	JAIL SUPPLIES	363897, 362668	1,724.91	10.5251.0000.5352	
6	CREATIVE PRODUCT SOURCE	1	OFFICER SUPPLIES/GLOVES	103314	269.77	10.5211.0000.5319	
7	CORNERSTONE SERVICE	3	SQUAD MAINTENANCE	17784, 17969, 17888	466.36	10.5211.0000.5352	
8	CZYS, MIKE	1	SQUAD MAINTENANCE	N/A	33.90	10.5211.0000.5352	
9	ELIOR/SUMMIT FOODS	5	MEALS FOR PRISONERS	206177, 206753, 207488, 208046, 208607	17,394.48	10.5251.0000.5294	
10	FILLBACK FORD	6	SQUAD MAINTENANCE	308655, 308799, 308695, 308748, 308751, 308930	1,768.65	10.5211.0000.5352	
11	GALLS	13	UNIFORM ALLOWANCE/VARIOUS		723.42	19.5213.0000.5346	
12	GARCIA CLINICAL LAB	1	CARE OF PRISONERS	67140	42.50	10.5251.0000.5296	
13	GFC	3	COPY LEASE & SUPPLIES	14682430, 14688813, 921496	270.19	10.5211.0000.5315	10.5251.0000.5315
14	MCKESSON MEDICAL	2	JAIL SUPPLIES	22082725, 22152836	470.12	10.5251.0000.5352	
15	MOTOROLA SOLUTIONS	1	NEW EQUIPMENT	1411065935	487.50	10.5211.0000.5819	
16	OPTIONS LAB INC	1	CARE OF PRISONERS	5049094	175.00	10.5251.0000.5296	
17	O'REILLY AUTO	7	SQUAD MAINTENANCE	OPCM-40882, 120749, 144856, 144858, 159397, 159463, 161497	137.95	10.5211.0000.5352	
18	PIONEER PRINTING CO	1	UNIFORM ALLOWANCE/BROCKWAY	5422	50.00	19.5213.0000.5346	
19	POMPS TIRE	3	SQUAD MAINTENANCE	60365, 59352, 60038	1,871.24	10.5211.0000.5352	
20	RICHLAND COUNTY HHS	1	MENTAL HEALTH FEES	2024-5	262.50	10.5251.0000.5299	
21	RICHLAND COUNTY HIGHWAY	1	SQUAD MAINTENANCE	N/A	129.41	10.5211.0000.5352	
22	RICHLAND HOSPITAL	1	CARE OF PRISONERS	38	630.00	10.5251.0000.5296	
23	SCHILDGEN, CHRIS	1	CANINE SUPPLIES	N/A	126.26	35.5255.0000.5319	
24	SHOPPING NEWS	1	OFFICE SUPPLIES/QR CARDS	389031	65.33	10.5211.0000.5319	
25	STINSON, SHIRLEY	1	GASOLINE	N/A	106.80	10.5211.0000.5351	
26	TC AUTOWORKS	3	SQUAD MAINTENANCE	12921, 12964, 13006	467.67	10.5211.0000.5352	
27	THE SHOE BOX	2	UNIFORM ALLOWANCE/HERBERS, SUMWALT	87495, 87319	517.50	19.5213.0000.5346	
28	TOP PACK DEFENSE	3	UNIFORM ALLOWANCE & NEW EQUIP/HERBERS & MELBY	13192, 13158	1,434.12	19.5213.0000.5346	10.5211.0000.5819
29	VERNON COUNTY CLERK OF COURT	1	NO LINE DETAIL/TRANSCRIPT	JB33	136.00	10.5211.0000.5999	
30	WALSH'S ACE HARDWARE	1	JAIL SUPPLIES	N/A	2.41	10.5251.0000.5352	
31	WEGNER AUTO SERVICE	2	TOWING	6636, 6529	300.00	10.5211.0000.5295	

<b>MAY 2024 BILLS</b>	<b>37,069.45</b>
<b>SHERIFFS DEPARTMENT</b>	<b>7,169.01</b>
<b>POLICE RADIO</b>	<b>1,192.46</b>
<b>COUNTY JAIL</b>	<b>26,087.65</b>
<b>K-9</b>	<b>126.26</b>
<b>DEPARTMENT-UNIFORM ALLOWANCE</b>	<b>2,494.07</b>
<b>SPECIAL INVESTIGATIONS</b>	
<b>DOG CONTRACT-MONTHLY PAYMENT</b>	<b>1,500.00</b>
<b>CURRENT MONTH'S JAIL ASSESSMENT</b>	<b>60,402.80</b>

## **RICHLAND COUNTY SHERIFF'S OFFICE 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 OFFICE.**

(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 Office are as follows:

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|--|----|
| 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 9. Vacancies will be filled by appointment by the Sheriff from the names provided by Step 8.
- Step 10. 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 RCSO 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 Office 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) and (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 administering 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 and as outlined in statute. 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) and (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 (6)(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 (6)(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 (6)(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 and as outlined in statute. 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**

## Richland County Finance and Personnel Committee

### Agenda Item Cover

**Agenda Item Name:** 2024 Short Term Borrowing New Radios

<b>Department</b>	Sheriff	<b>Presented By:</b>	Clay Porter
<b>Date of Meeting:</b>	June 11, 2024	<b>Action Needed:</b>	Vote
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Committee Structure (D)
<b>Date submitted:</b>	23 May 2024	<b>Referred by:</b>	LEJC

**Recommendation and/or action language:**

Motion to spend up to \$78,000 of unspent fund 92 new squad funds to purchase new radio equipment compatible with the upcoming radios system for sheriff's office squads and personnel.

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**Background:** *(preferred one page or less with focus on options and decision points)*

The Richland County Sheriff's Office was approved \$210,000.00 in the 2024 short term borrowing fund for sheriff's new vehicle outlay. We are currently tracking to spend \$136,000 to complete the squad project. We have an upcoming need to replace over half of our radio inventory to be able to operate on the new system. The approved radio vendor (General Communications) has provided us with special pricing through the project for new mobile and portable radios. To replace the remaining inventory of radios needed to operate on the new system it will cost approximately \$74,029.62.

**Attachments and References:**

Draft Resolution	GenComm Quotes

**Financial Review:**

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Short Term Borrowing Fund 92 2024
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:**

Clay Porter

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Department Head

**Review:**

  
Candace Pesch

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Administrator, or Elected Office (if applicable)

## RESOLUTION NO. 24 - XX

Resolution Approving The Sheriff's Office's Purchase Of New Mobile And Portable Radios For The New Radio System.

WHEREAS Sheriff Clay Porter has recommended to the Public Safety Committee that the Sheriff's Office be authorized to spend no more than \$74,000 to purchase and install new squad and handheld radios, and

WHEREAS it is provided in Rule 14 of the Rules of the Board that nearly all purchases in excess of \$10,000 must be approved by the County Board, and WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for the Sheriff's Office to spend no more than \$78,000 for the purchase of new radio equipment capable of operating on the new system, and

BE IT FURTHER RESOLVED these purchases shall be paid from the 2024 Short Term Borrowing Fund (Fund # 92), and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES \_\_\_\_\_ NOES \_\_\_\_\_

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 18, 2024

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(07 JUNE 2024)

FOR      AGAINST

BOB FRANK  
DAVID TURK  
GARY MANNING  
JULIE FLEMING  
CHAD COSGROVE  
KERRY SEVERSON  
CRAIG WOODHOUSE

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Approval for Applying for and Accepting 2025 NG911 GIS Grant from Wisconsin Department of Military

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	06/07/2024	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	05/31/2024	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to Approval for applying for and accepting a 2025 NG911 GIS from Wisconsin Department of Military Affairs for 2025.

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**Background:** *(preferred one page or less with focus on options and decision points)*

For the past three years Richland County has applied for funding from Wisconsin Department of Military Affairs in the form of grants that have helped us fund the equipment upgrades and advanced training needed for NG911. In 2023 We were awarded \$47,965.00. In 2024 We were awarded \$105,337.00. did not receive an award. This year we are working on our request and would like to apply again. There is a 10% match required, these funds can come from tax levy, borrowed money or donation. The items the grant covers are items the county will be required to purchase with or without the grant funding.

**Attachments and References:**

Resolution to accept the Grant	
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**Financial Review:**

(please check one)

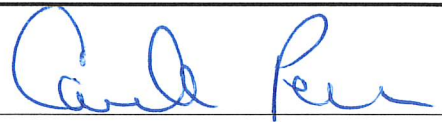
<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:** Barbara J Scott

**Review:**



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Department Head

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Administrator, or Elected Office (if applicable)

**RESOLUTION NO. 24 - \_\_\_\_\_**

Resolution Approving An Intradepartmental Partnership Of MIS, Land Information, And The Sheriff's Department Applying For And Accepting An NG911 GIS Grant From Wisconsin Department Of Military Affairs.

WHEREAS Barbara Scott the Director of Management Information Systems has advised the Public Safety Committee that we may be eligible to receive the NG911GIS Grant to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and WHEREAS the Public Safety Standing Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration. and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for MIS to apply for and accept an NG911 GIS Grant from Wisconsin Department of Military Affairs to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation, and

BE IT FURTHER RESOLVED that the grant would fund up to \$750,000 and requires a minimum local match of 10%, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(7 JUNE 2024)

RESOLUTION \_\_\_\_\_

FOR      AGAINST

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 18, 2024

MELISSA LUCK  
KEN RYNES  
DAVID TURK  
BARBARA VOYCE  
BOB FRANK  
KERRY SEVERSON  
RICHARD MCKEE

## Richland County Committee

### Agenda Item Cover

**Agenda Item Name:** Approval for Applying for and Accepting 2025 PSAP Grant from Wisconsin Department of Military

<b>Department</b>	MIS	<b>Presented By:</b>	Barbara Scott
<b>Date of Meeting:</b>	06/07/2024	<b>Action Needed:</b>	Approval
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	05/31/2024	<b>Referred by:</b>	

**Recommendation and/or action language:**

Motion to Approval for applying for and accepting an PSAP Grant from Wisconsin Department of Military Affairs for 2025.

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**Background:** *(preferred one page or less with focus on options and decision points)*

For the past three years Richland County has applied for funding from Wisconsin Department of Military Affairs in the form of grants that have helped us fund the equipment upgrades and advanced training needed for NG911. In 2023 We were awarded \$269,929.59. In 2024 We did not receive an award. This year we are working on our request and would like to apply again. There is a 10% match required, these funds can come from taxy levy, borrowed money or donation. The items the grant covers are items the county will be required to purchase with or without the grant funding.

**Attachments and References:**

Resolution to accept the Grant	
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**Financial Review:**

(please check one)

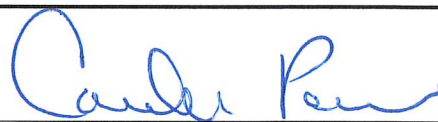
<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

*(summary of current and future impacts)*

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**Approval:** *Barbara J Scott*

**Review:**



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Department Head

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Administrator, or Elected Office (if applicable)

**RESOLUTION NO. 24 - \_\_\_\_\_**

Resolution Approving An Intradepartmental Partnership Of MIS, And The Sheriff's Department Applying For And Accepting An PSAP Grant From Wisconsin Department Of Military Affairs For 2025.

WHEREAS Barbara Scott the Director of Management Information Systems has advised the Public Safety Committee that we may be eligible to receive the PSAP Grant to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation, and

WHEREAS Rule 19 of the Rules of the Board requires County Board approval for any department of County government to apply for and accept a grant, and WHEREAS the Public Safety Standing Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration. and

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that approval is hereby granted for MIS to apply for and accept a PSAP Grant from Wisconsin Department of Military Affairs to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation, and

BE IT FURTHER RESOLVED that the grant would fund up to \$750,000 and requires a minimum local match of 10%, and

BE IT FURTHER RESOLVED that this Resolution shall be effective upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

AYES\_\_\_\_\_ NOES\_\_\_\_\_

RESOLUTION \_\_\_\_\_

DEREK S. KALISH  
COUNTY CLERK

DATED: JUNE 18, 2024

RESOLUTION OFFERED BY THE  
PUBLIC SAFETY STANDING COMMITTEE  
(7 JUNE 2024)

FOR      AGAINST

MELISSA LUCK  
KEN RYNES  
DAVID TURK  
BARBARA VOYCE  
BOB FRANK  
KERRY SEVERSON  
RICHARD MCKEE