



SHERIFF



2015 ANNUAL REPORT



Portage County Sheriff's Office
1500 Strongs Avenue
Stevens Point, Wisconsin 54481-3542

Mike Lukas, Sheriff

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Portage County Sheriff's Office

A New Beginning

2015 was the first year for Sheriff Mike Lukas, who was elected in November of 2014 to take over as the 49th Sheriff of Portage County.

The Office of the Sheriff

The office of Sheriff is created by the Wisconsin Constitution (Article VI, Section 4). It is an elected office in each county with a four year term. Consequently, the Sheriff is a constitutional officer who is the Chief Law Enforcement Officer of the County. The Sheriff's duties are varied and for the most part are defined in the Wisconsin Statutes. These duties include, inter alia, maintaining the peace, running the jail, and serving both criminal and civil process.

The Office of Sheriff has certain unique duties, powers, and responsibilities different from other law enforcement agencies. Some of these include (Wis. Stat. § 59.26 - 59.29):

- The Sheriff shall have command of the law enforcement force of the County.
- Take the charge and custody of the jail maintained by the county, including that portion of any jail that is used by the County in a joint government building, and the persons in the jail, and keep the persons in the jail personally or by a deputy or jailer.
- Keep a true and exact register of all prisoners committed to the jail.
- Attend upon the circuit court held in the County during its session. The Sheriff or one or more deputies shall attend the court of appeals when it is in session in the County.
- Personally, or by the Undersheriff or deputies, serve or execute all processes, writs, precepts, and orders issued or made by lawful authority and delivered to the Sheriff.
- To enforce in the County all general orders of the department of safety and professional services relating to the sale, transportation, and storage of explosives.
- Conduct operations within the County and in waters of which the County has jurisdiction for the rescue of human beings and for the recovery of human bodies.
- Enforce all city, or village, ordinances in a city or village, in which the sheriff provides law enforcement services under a contract described under Wis. Stat. § 62.13(2s)(a).
- The Sheriff, Undersheriff, and deputies shall keep and preserve the peace in the County and quiet and suppress all affrays, routs, riots, unlawful assemblies, and insurrections; for which purpose, and for the service of processes in civil or criminal cases and in the apprehending or securing any person for felony or breach of the peace they may call to their aid such persons or power of the County as they consider necessary.
- County law enforcement agencies may request the assistance of law enforcement personnel or may assist other law enforcement agencies as provided by law.
- The Sheriff or other officer who has legally arrested any person in any county may pass across and through such parts of any other county or counties as are in the ordinary route of travel from the place where such person was arrested to the place where the person is to be conveyed, according to the command of the process by which such arrest was made.
- The Sheriff has the power to call a posse comitatus (68 Atty. Gen. 334).

- The Sheriff can, on a case by case basis, assert leadership, control, and direction by reason of his/her superior position as chief law enforcement officer of the County. It is the duty of the local police officers to cooperate. Local law enforcement personnel are subject to the command of the Sheriff even when acting within their municipal boundaries when the Sheriff exercises a call to aid under Wis. Stat. § 59.28(1). The Sheriff has concurrent authority with local law enforcement personnel regardless of municipal boundaries (61 OAG 79).
- Perform all other duties required of the Sheriff by law.

Staff

The Sheriff's Office consists of 104 employees; the Sheriff, 47 other sworn law enforcement officers, 31 corrections officers, 19 communications staff, an office manager, four record specialists, and one fleet technician.

Functions of the Office

This organization is officially known as the "Office of the Sheriff" or more commonly known as the "Sheriff's Office." As the sheriff is a constitutionally elected position, the term "Sheriff's Department" is, by definition, incorrect.

What is the difference between sheriff's *department* and sheriff's *office*, and why should it matter? To answer the first question, we can turn to Black's Law Dictionary, which defines the terms as follows:

Department: 'One of the major divisions of the executive branch of the government generally, a branch or division of governmental administration.'

Office: 'A right, and correspondent duty, to exercise a public trust. A public charge or employment, the most frequent occasions to use the word arise with reference to a duty and power conferred on an individual by the government; and when this is the connection, 'public office' is a usual and more discriminating expression in the constitutional sense, the term implies an authority to exercise some portion of the sovereign power, whether in making, executing, or administering the laws.'

Clearly, the office of sheriff is not simply another department of county government. Its internal operations are the sole responsibility of the sheriff. County department heads are subordinate to a County Executive because they are truly only a division of county government, and they work for him/her and for the governing body of the county (i.e. county board.)

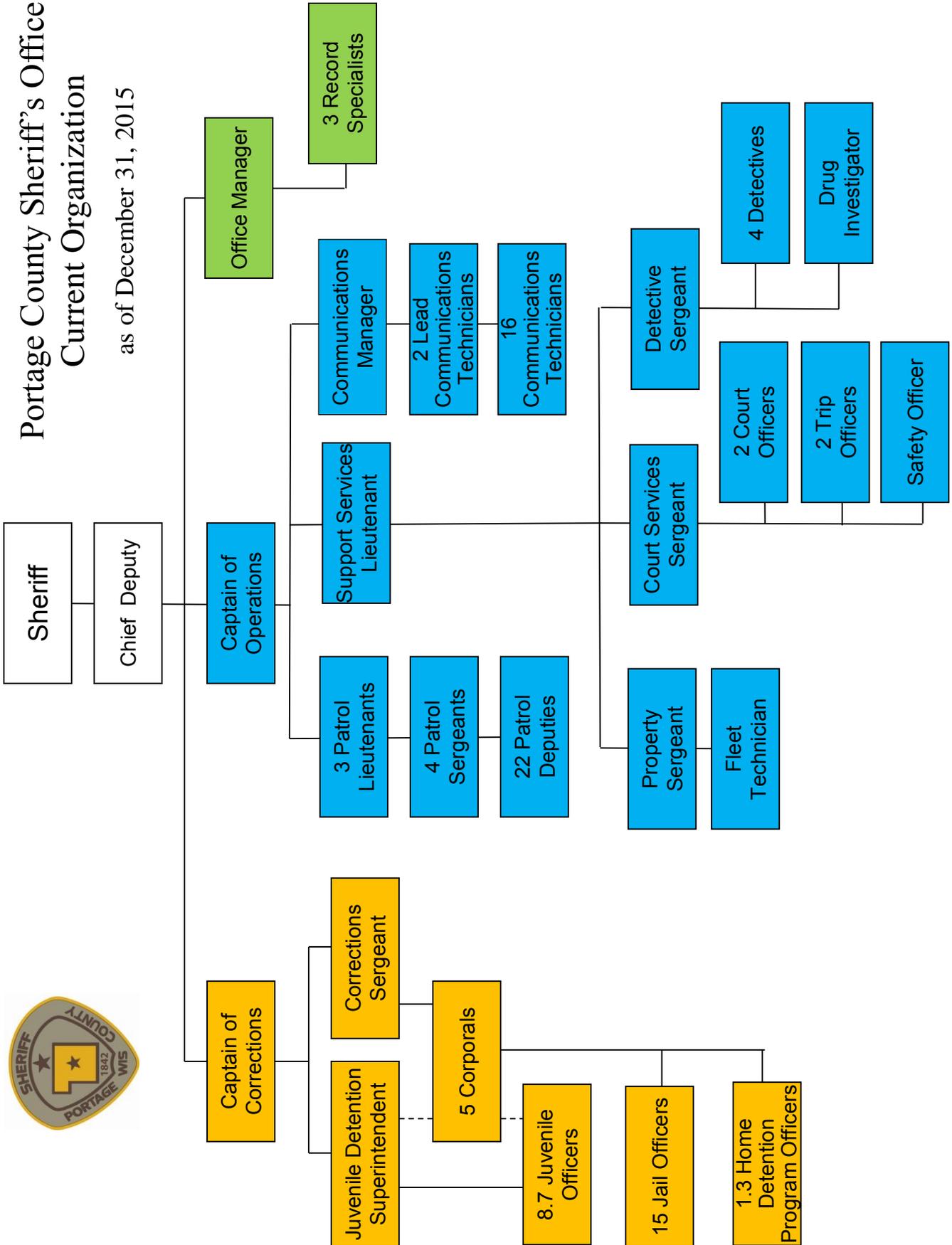
The Office of Sheriff, on the other hand, is a constitutional office having exclusive powers and authority. These powers are not subject to the dictates of a county executive or the whims of a county board. The powers of this office have been exercised for over a millennium.

A sheriff's office, then, is fundamentally different from a county department, which derives its limited authority from whatever is delegated to it. This delegation is made by those individuals who hold an elected position, of office, in the governing body. The use of 'department' actually refers to a subordinate unit of government, rather than to a body with inherent powers and sovereignty, such as the office of sheriff.



Portage County Sheriff's Office Current Organization

as of December 31, 2015



Operations Division

Patrol Section

The Portage County Sheriff's Office Patrol Section consists of 22 patrol deputies, four patrol supervisors, and three shift commanders. These deputies provide patrol services 24 hours a day/365 days a year. These services include coverage of approximately 810 square miles, including interstate, state, county, and municipal roads. The Patrol Section provides full-time law enforcement services for all municipalities that do not have a law enforcement agency, as well as assist the two agencies that do provide full-time coverage. In Portage County, only the City of Stevens Point and the Village of Plover have full-time law enforcement coverage. Portage County consists of 17 townships, 10 incorporated municipalities, and 10 unincorporated villages. The population of the County is almost 71,000. Excluding Stevens Point and Plover, the population is approximately 31,350.

The Sheriff's Office is responsible for enforcing state and local laws and all motor vehicle laws. They respond to and investigate motor vehicle crashes, all criminal activity reported or observed, including but not limited to domestic violence, disturbance, death, burglary, theft, damage to property, weapons, sexual assault, other assaults, fire, mental illness, missing/runaway persons, motor vehicle theft, narcotics, rescue, robbery, suspicious circumstances, trespassing, wanted persons, 911 calls, and alarms.



2015 Dodge Charger

In addition to the regular duties in the deputies' job description, they are also involved in other duties requiring specialized training. These include:

- Field Training Program
- Search & Rescue
- Special Response Team
- CounterAct Program
- Emergency Vehicle Operations Instructor
- K-9 Handler
- Community Service Presentations and Education Classes
- Defense & Arrest Tactics
- Accident Reconstruction
- Firearms & Taser Instructor
- Project Lifesaver Program

Support Services Branch

The Support Services section consists of a Support Services Lieutenant, a Property Sergeant, the Court Services Unit, and a Community Resource Officer. The Support Services Lieutenant is also responsible for overseeing the Detective Bureau.

Court Services Unit

The Sheriff's Office Court Services Unit includes two Court Officer Deputies for second floor courthouse security and court related duties, two Civil Process/Transport Deputies, one Community Resource Officer for schools and safety programs, and one Court Services Sergeant to supervise this unit.

Civil Process/Inmate Transport

Two deputies are assigned to the duties of civil process and transports from the Court Services Unit. These deputies are responsible for providing transport of people in custody to different facilities throughout the State of Wisconsin. Deputies traveled 74,828 miles in 2015, logging 2,008 hours and transporting 1,176 inmates.

These deputies also assist in serving civil process. In 2015, a total of 792 civil process papers were issued. Deputies were able to serve 644 of these papers. Deputies also logged 228 attempts on the remainder of the papers.

Detective Bureau

The Detective Bureau consists of four Detectives and one Drug Investigator, supervised by one Detective Sergeant. The Detective Bureau is charged with the investigation of crimes and other matters occurring within Portage County, particularly those investigations which require more time or resources. This includes burglaries, sexual assaults, child welfare investigations, arsons, death investigations, significant traffic crash investigations and computer crimes. The Bureau also works in a joint effort with other local, state, or federal agencies. In 2015, the Detective Bureau was primarily assigned to or assisted in approximately 266 investigations.

The Detective Bureau has one Detective trained in computer forensics to help assist in preserving and obtaining digital evidence from personal computers and cellular telephones. In 2015, the Portage County Sheriff's Office completed 97 forensic examinations, processing numerous pieces of digital media.

The Portage County Drug Investigator works closely with the Stevens Point Police Drug Investigator and the Plover Police Department. The Drug Investigator is also an active member of the Central Wisconsin Drug Task Force, which includes eight Central Wisconsin counties and fourteen law enforcement jurisdictions. Drug seizures for 2015 include eight pounds of processed marijuana, 139 marijuana plants, and 15 grams of heroin.

Department of Natural Resources Programs

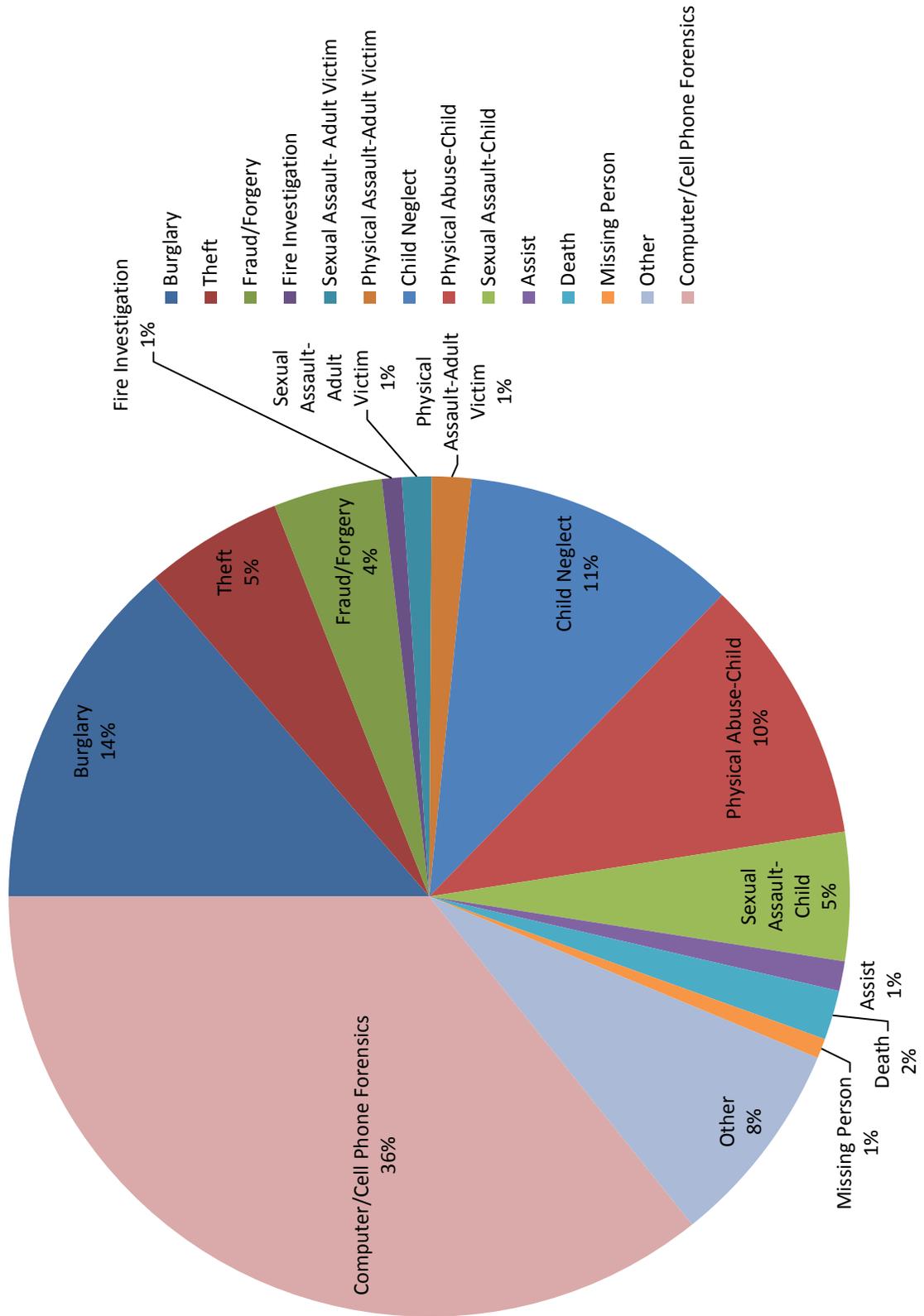
The Support Services Lieutenant is responsible for Department of Natural Resources programs. Since the inception of mandatory training for youths to participate in ATV, Boating, Snowmobile, and Hunter Safety, the Sheriff's Office classes have usually been filled to a capacity of 40 students. In 2015, the Sheriff's Office ran three Hunter Safety courses and one combined ATV/Snowmobile Class. The Sheriff's Office has approximately twenty instructors that help with these programs. The Sheriff's Office also runs Department of Natural Resources patrols with boats, ATVs, and snowmobiles. The Portage County Sheriff's Office provided 148 hours of boat patrol, 50 hours of ATV patrol and 26 hours of snowmobile patrol. All patrols are reimbursed through the State of Wisconsin at a rate of 60 to 100 percent. We currently have one large boat for patrol, a Sea Doo personal water craft for patrol and one small boat for rescue. We also have two snowmobiles and two ATVs.



Crime Stoppers and Quick 50 Programs

The Sheriff is responsible for the Crime Stoppers and Quick 50 Program. We run ads every other week on several local radio stations (taped by WYTE radio), local newspapers, and Channel 9 Television. Both the radio and television stations tape and broadcast for free as a public service. In 2015, there were 46 tips phoned in, amounting to 13 persons being arrested and 24 cases being solved. A total amount of \$1,050 was paid out to tipsters throughout the year.

2015 Detective Case Distribution





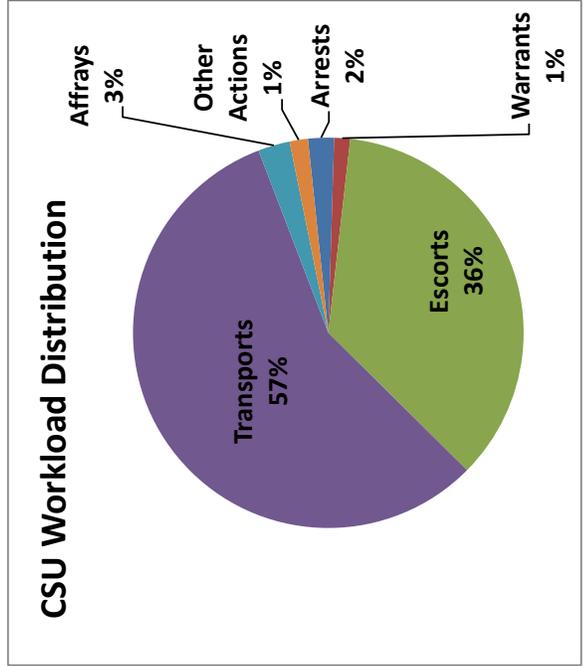
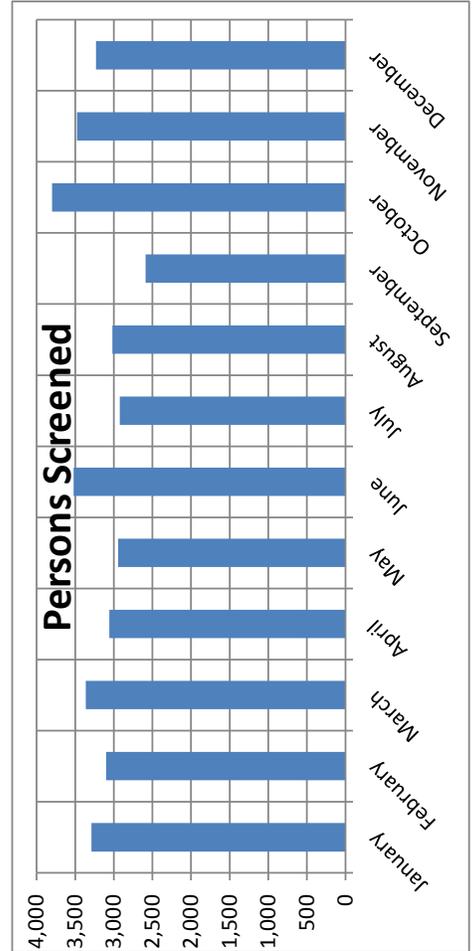
Portage County Sheriff's Office
Court Services Unit
 2015 Activity Report



Month	Law Enforcement Actions					Checkpoint Screening				
	Arrests	Warrants	Escorts	Transports	Affrays	Other Actions [1]	Number Screened	Knives	Other Weapons [2]	Other Contraband [3]
January	6	3	50	113	4	0	3,288	47	14	0
February	5	2	55	86	2	3	3,099	50	10	0
March	2	2	78	116	11	2	3,364	40	8	0
April	2	0	58	90	8	2	3,058	40	18	0
May	5	5	60	102	3	3	2,946	23	8	0
June	5	2	73	127	5	5	3,520	31	7	0
July	0	1	51	103	2	4	2,921	29	9	0
August	3	1	67	103	4	2	3,017	34	9	0
September	5	5	50	75	2	3	2,588	29	6	0
October	3	3	61	95	6	2	3,798	60	14	0
November	2	0	69	59	4	2	3,476	42	7	0
December	6	3	58	94	3	3	3,231	35	8	0
Total	44	27	730	1,163	54	31	38,306	460	118	0
Mean (Average)	4	2	61	97	5	3	3,192	38	10	0
Daily Average	0.2	0.1	3.0	4.8	0.2	0.1	160	1.9	0.5	0.0
High	6	5	78	127	11	5	3,798	60	18	0
Median	4	2	59	98.5	4	2.5	3,165	37.5	8.5	0
Low	0	0	50	59	2	0	2,588	23	6	0
2014 Statistics	85	88	728	1,274	59	35	36,789	603	168	2

Notes:

- (1) Other actions include citations, responding to panic alarms, security incursions, etc.
- (2) Other weapons include firearms, razors, pepper spray, ammunition, and multi-tools.
- (3) Other contraband includes any illegal item discovered during screening.



Communication Center

Level of Service

The Portage County Sheriff's Office Communication Center is staffed by highly dedicated, trained professionals, who are committed to providing security and safety to the citizens of Portage County and those traveling through Portage County.

The Center provides a vast array of services to a number of agencies and the citizens of Portage County. The Communication Center is staffed twenty-four hours a day, 365 days per year. When fully staffed the Communication Center consists of a Communication Manager, two Lead Communication Supervisors, and 16 Communication Technicians. The Center has as many as five Communication Technicians on duty during historically busy times of the day. During the early morning hours when there is usually less activity, the Center may have only two Communication Technicians on duty. Beyond the daily duties related to Portage County Sheriff's Office, the Communication Center provides dispatching and paging duties for the following agencies and incidents:

1. Stevens Point Police Department
2. Plover Police Department
3. Portage County Ambulance Service
4. Rapid Response Unit
5. Portage County Parks Department
6. United Ambulance Service
7. 17 fire departments with responsibilities within Portage County
8. 13 emergency medical service groups with responsibilities within Portage County
9. Rescue squads
10. Humane Society of Portage County
11. Department of Natural Resources wardens and fire services
12. Hazardous materials response teams
13. Traffic incident management teams
14. Mutual aid requests and MABAS (Mutual Aid Box Alarm System) activation
15. Fire Investigation Task Force
16. Medical Priority Dispatching System to aid callers in a medical emergency
17. Advanced emergency medical services – helicopter(s)
18. Emergency weather services including siren notification and weather spotters
19. Public inquiries for administration service; records, civil process, and other office resources



The Communication Center also provides varying degrees of communication services to the Portage County Highway Department, State of Wisconsin Probation & Parole, Stevens Point Streets Department, Stevens Point Transit, Stevens Point Parks Department, Portage County District Attorney's Office, Wisconsin State Patrol, American Red Cross, Portage County Humane Society, Portage County Health and Human Services, Coroner's Office, Emergency Management, Planning and Zoning, Lincoln Center, UW-Stevens Point Security, Canadian National Railroad Police, and various tow/wrecker services.

Geographical Areas of Coverage

The Portage County Sheriff's Office Communication Center provides communication services to all areas of Portage County. The 810 square miles include the jurisdictional areas of Portage County Sheriff's Office, Stevens Point Police Department and Plover Police Department. The Communication Center, along with our law enforcement agencies, works to promote, preserve and deliver quality service to the citizens of Portage County by forming partnerships within the county. These partnerships enhance the security and safety of our community and lead to excellence of service.

Services Provided

The Communication Center provides the vital link between the caller and the responders. The critical information that the Communication Technicians receive is assessed and then disseminated to pertinent emergency responders. This information greatly increases the level of understanding and method of response required for each incident.

A Communication Technician handles numerous calls for service each day. In 2015, **133,069** calls came into the Communications Center. Breaking that down further, from emergent to the non-emergent calls, there were **15,794** emergent calls and **117,275** non-emergent calls with an average monthly total of **11,089**. The total number of calls actually decreased for 2015. The reason presumably for the decrease of calls was due to the lack of "snow days" in 2015.

Our Communication Technicians answered more than 99% of all phone calls including 911 in less than 10 seconds. This includes times when multiple calls are received at the same time. The State of Wisconsin recommended average answering time is ten seconds. The calls for service have also increased in 2015. The Communication Technicians dispatched **59,830** calls for service in 2015; which is an increase of 6,485 from 2014 calls for service.

Changes and Improvements in Service

The Communication Center enjoyed being fully staffed the entire 2015. Being fully staffed for an entire year is an uncommon occurrence in any Public Safety Answer Point (PSAP). It is common to have staff shortages due to the stress and increased complexity of the job. The national average of length of employment for a 911 Communication Technician is approximately five years. Our Communication Center is above the average with almost an average of 10 years. We have experienced Communication Technicians ranging from 2 to 29 years of service.

Two in-service classes were held in 2015. Both in-services focused on Run Review sessions, updates, gaining insight into other departments' paper flow and mechanisms. The spring in-service was held at Plover Fire Department. The day was filled with a tour of the Plover Police Department and Fire Department and presentations from Spirit Medic Dispatch Center, Clerk of Courts and the District Attorney's Office.

The fall in-service was held at the Amherst Fire Department. That day was filled with a tour of the Amherst Fire Department, Portage County Amherst Ambulance and presentations regarding Amateur Radio Operations and Active Shooter procedures. After the active shooter presentation, the Communication Technicians completed scenario based training to gain insight of what they would do if they were answering 911 calls of an active shooter incident. The Run Review sessions included topics of reviewing 911 calls answered in the PSAP, cardiac arrest, hemorrhage control and other EMS related calls.

Portage County Sheriff's Office

Number Of Calls Report by Day of Week - Hour of Day

First Date: 01/01/2015

Jurisdiction: Portage

Last Date: 12/31/2015

01/13/2016 15:22:06

<i>Day / Hour</i>	1-Sun	2-Mon	3-Tue	4-Wed	5-Thu	6-Fri	7-Sat	<i>Total</i>
0	419	199	216	226	260	281	417	2,018
1	379	120	180	181	217	220	322	1,619
2	320	124	156	171	200	210	326	1,507
3	210	93	95	86	87	121	154	846
4	95	58	82	60	78	69	119	561
5	89	89	102	89	101	117	112	699
6	83	198	206	194	193	173	145	1,192
7	156	517	475	469	485	454	248	2,804
8	291	562	590	583	555	529	358	3,468
9	283	547	512	531	526	516	465	3,380
10	315	542	543	565	541	516	487	3,509
11	356	552	521	524	453	494	480	3,380
12	437	469	482	512	569	481	373	3,323
13	306	488	494	513	522	516	360	3,199
14	281	440	503	481	523	438	395	3,061
15	307	576	551	541	537	561	356	3,429
16	294	414	406	362	414	385	335	2,610
17	295	430	415	425	424	450	362	2,801
18	340	403	437	409	443	460	493	2,985
19	344	424	385	392	480	487	475	2,987
20	326	293	328	353	337	421	446	2,504
21	333	333	363	364	380	506	477	2,756
22	306	314	334	345	373	514	514	2,700
23	263	319	323	308	341	422	516	2,492
Total	6,828	8,504	8,699	8,684	9,039	9,341	8,735	59830

Portage County Sheriff's Office

Number Of Calls Report by Day of Week - Hour of Day

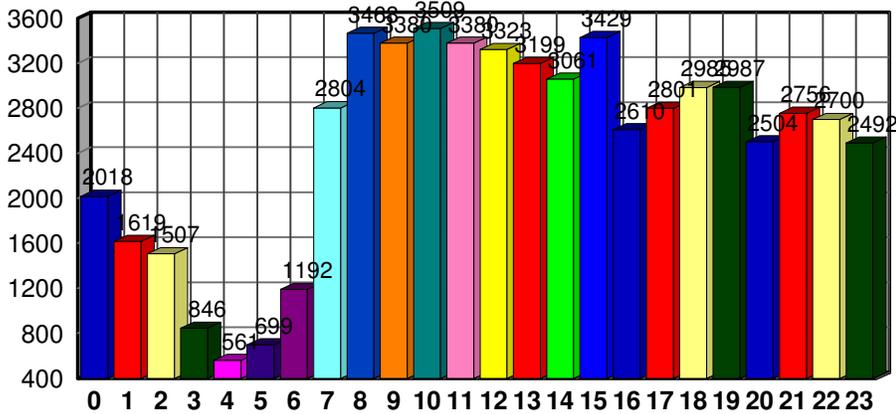
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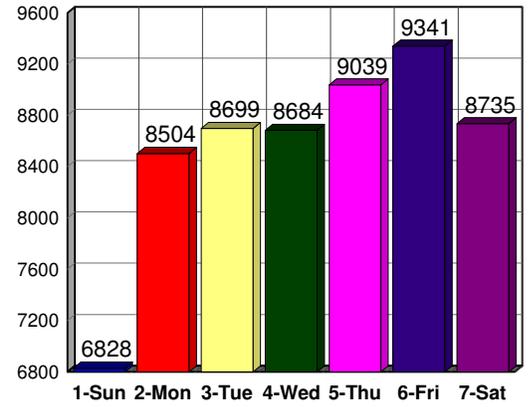
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Calls By Hour Of Day



Calls By Day Of Week



Portage County Sheriff's Office Number Of Calls Report by Hour of Day

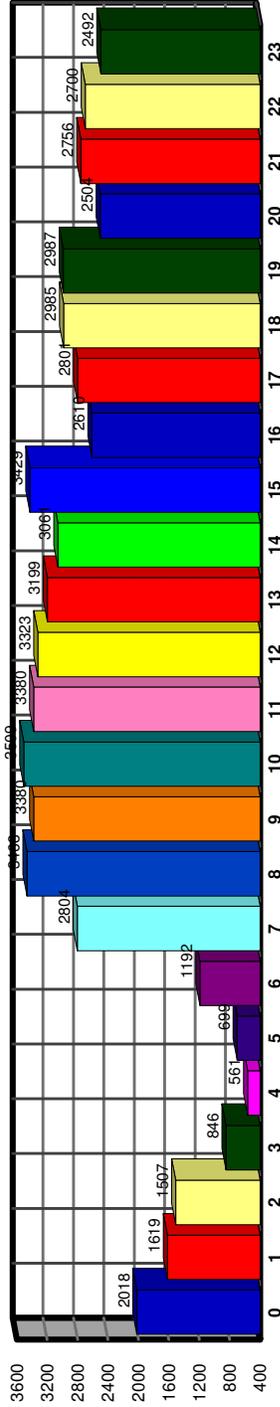
First Date: 01/01/2015

Last Date: 12/31/2015

Jurisdiction: Portage

Hour:	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
CPH	2018	1619	1507	846	561	699	1192	2804	3468	3380	3509	3380	3323	3199	3061	3429	2610	2801	2985	2987	2504	2756	2700	2492	59830

Calls By Hour Of Day



Community Resource Officer

The Portage County Sheriff's Office employs one full-time deputy sheriff as a Community Resource Officer. This vital multi-purposed position provides a wide array of services to the County in addition to other law enforcement duties.

School Programs

The Sheriff's Office offers school safety programs in nine different schools in Portage County. All the schools are located in the jurisdiction of Portage County. The schools are:

1. Almond High and Elementary School
2. Amherst High and Elementary School
3. Bancroft Kindergarten
4. Grant Elementary School
5. J. F. Kennedy Elementary, Village of Junction City
6. McDill Elementary, Village of Whiting
7. Rosholt High and Elementary School
8. St. Adalberts Elementary and Middle School, Rosholt
9. Sacred Heart Elementary and Middle School, Polonia

The schools are provided with a list of programs offered at the beginning of the year. They are:

- Stranger Awareness
- K.I.D.S. Fingerprinting
- Poison Awareness
- Code React Drills
- Internet Safety
- CounterACT
- Bike Safety
- Bike Rodeo
- Driver's Education Talks
- Alcohol and Drugs Talks
- Safety Cadet Training
- Sheriff's Office Tours
- Sexual Assault Talks
- DNR Safety Programs – ATV, Snowmobile, Boating, and Hunter Safety



Additional programs are conducted in the schools upon their request usually to address specific problems that arise throughout the school year, including bully talks, personal space, and inappropriate touching. Programs that were completed in the year 2015 and the approximate students participating are as follows:

- Stranger Awareness – Approximately 350 students (all Kindergarten)
- K.I.D.S. Fingerprinting – Approximately 350 students (all Kindergarten)
- CounterACT – 351 students (all 5th or 6th grade students in six of the nine schools)
- Code React Drills – (all students in the nine schools)
- Poison Awareness – Approximately 350 students (all Kindergarten)
- Bike Safety – 500+ students (2nd, 3rd, and 4th grades)
- Bike Rodeo – 350+ students (2nd, 3rd, and 4th grades)
- Safety Cadets – 400+ students (4th, 5th, and 6th grades)
- Internet Safety – 400+ students (5th & 6th grade and Adults)
- Bully Talks – 350+ students (14 classes – All grades)
- Personal Space/Inappropriate Touching – (All ages)
- Sexual Assault Talks – 350+ Students (Middle School and High School Students)

Most of the topics listed above are one-session talks. The CounterACT program is more in depth and consists of six one-hour sessions, which include a presentation to the parents. Each program has material handouts for the students, such as workbooks and other items for the kids. We also have gun lock giveaways and bike helmets available for families that cannot afford them.

Citizens Patrol Academy

We hosted a joint Citizen's Academy with Stevens Point Police Department, Plover Police Department, and Stevens Point Fire Department in the fall. We had 20 participants from all professions in our community. We coordinated with all four departments for the first time and this year's academy was the largest group we have had. We have a growing list for next year's academy already.

We find that this academy is a tremendous benefit to our community outreach efforts. We highly encourage members of the County Board to consider attending a future class.



Texting and Driving

With the help of the Stevens Point Child Safety Center, Stevens Point Police Department, and AT&T Mobile we conducted a texting and driving campaign at SPASH. There were hundreds of students who attended this program and were taught the dangerous consequences of texting and driving through the use of golf carts and an obstacle course specifically designed for this type of event.



Community Programs

We also conduct Neighborhood Watch programs. We have a strong existing Neighborhood Watch Program, and it continues to grow. This year we added two new neighborhoods to our growing list. We give presentations at daycares, elderly housing complexes, and driver education classes. We also offer our digital fingerprinting assistance to local safety events throughout the county to include the Home Show, Plover Safety Fair, and Park Ridge Safety Days.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

In the fall of 2015 our department worked with all the schools districts in our county to include Stevens Point School District, Tomorrow River School District, Rosholt School District, Almond School District, Wisconsin Rapids School District, and Stevens Point Catholic Schools. We reached out to each district to inform them of a new protocol for active shooters in schools. We held a two-day training at Ben Franklin Junior High School for each district to send representatives. This training was well attended. We then implemented this program in all the school districts to include a one-day overview for all staff at each school as well as scenario based training at each school building in the county. We have had strong community and district support for this new program, and we will continue to work with the schools and local businesses in this area.

K9 Program

This year has been the most active year to date for the Portage County Sheriff's Office K9 Unit. In 2015, Deputy Dan Wachowiak and K9 Baco were in their fifth year of service together, and Deputy John White and K9 Lady were in their second year of service. K9 Baco turned nine years old in August, and K9 Lady turned four years old in August. Both Lady and Baco are in good health and their drive to work continues to be strong.

In August, Morey's Bar and the Portage County Sheriff's Office K9 Unit hosted the 3rd annual golf outing fundraiser, raising approximately \$3,500 for the K9 Unit. The outing was held at the Wisconsin River Country Club where approximately 60 golfers participated. Morey's Bar is planning a fourth annual golf outing fundraiser for 2016.

In October, Deputies White and Wachowiak, along with their K9 partners, attended the Wisconsin Law Enforcement Canine Handlers Association (WLECHA) annual working conference October 4-7th, which was held in Green Bay, WI. There were 109 K9 teams from throughout Wisconsin in attendance that were able to participate in several different live scenarios and challenges involving narcotics, apprehension, and searches.

In late October, Deputies Wachowiak and White, along with their K9 partners, attended Vohne Liche Kennels annual recertification in drug detection and patrol work which was held in Wausau, WI. Baco and Lady successfully completed their recertification, and demonstrated a high degree of proficiency. The instructors highlighted the workability of Deputy White and K9 Lady, and how well they work together as a new team.



The K9 Unit gave 27 public demonstrations during 2015 to local schools, social groups, and other organizations within Portage County. There were also 11 school searches conducted including the following schools:

- Stevens Point Area Senior High School
- Rosholt High School
- Ben Franklin Junior High School
- PJ Jacobs Junior High School
- Almond High School
- Charles F. Fernandez Center Alternative Learning
- DC Everest High School located in Weston, WI

The K9 Unit was deployed a total of 370 times in 2015 on incidents such as narcotic searches, search warrants, and Special Response Team use, and school searches. This is an 18% increase from 2014. The vast majority of deployments were for the Sheriff's

Office, but also included the Stevens Point Police Department, Plover Police Department, Marshfield Police Department, Wisconsin Rapids Police Department, and the Adams County Sheriff's Office. The K9 Unit made a number of drug related arrests, including:

- 86 arrests for Possession of Drug Paraphernalia
- 80 arrests for Possession of THC
- 9 arrests for heroin
- 5 arrests for methamphetamine
- 2 arrests for crack cocaine
- 2 arrests for LSD

The K9 Unit also seized \$3,450 as a result of drug related traffic stops. Arrests for Possession of Drug Paraphernalia were up 115% from 2014 and Possession of THC arrests were up 100% from 2014.

In October, K9 Baco assisted the Stevens Point Police Department with a search warrant. K9 Baco was requested to conduct an exterior sniff of several vehicles in a parking lot, where he indicated on an SUV. A search of this vehicle revealed approximately 15 pounds of marijuana. In December, K9 Baco was requested to assist in locating a male suspect who fled on foot from a traffic stop. Deputies provided a point last seen where the male was observed. K9 Baco tracked the person approximately 500 yards east from the scene. Information was given to deputies at the scene, and the male was observed hiding approximately 1.5 miles east from the initial traffic stop. Deputy Wachowiak and K9 Baco went to this area. The male was observed running into a field, and upon failing to comply with orders to stop, K9 Baco was deployed to apprehend him. The suspect was approximately 200 yards away, and K9 Baco rapidly approached him. The suspect immediately surrendered, and K9 Baco ended pursuit on command. As a result, nobody was injured and the suspect was taken into custody without further incident.

These are only two cases of successful deployments out of the many that were conducted in 2015. It shows the dedication of the K9 Unit to continually provide support to other officers and departments, while making our community safer and stronger. The K9 Unit's objectives for 2016 are to further develop as handlers, to become stronger as teams, and to be utilized to the fullest capacity.



(L to R) Deputy Wachowiak with Baco and Deputy White with Lady

Corrections Division

General

Staff

The Corrections Division employs 25 full-time Correction Officers, five full-time Correction Corporals, a Captain, Sergeant and Juvenile Detention Superintendent. The Portage County Jail continues to use the food service vendor CBM to prepare meals for inmates. CBM was contracted to staff the kitchen and cook the meals. The Jail also has a full-time social worker assigned to the Jail by Human Services, a part-time psychiatrist from Human Services, and a full-time teacher assigned to the Juvenile Detention Center by the Stevens Point School District.

The Jail has a contract with Advanced Correctional Healthcare (ACH) to provide part-time medical care at the Jail, consisting of a physician and an registered nurse. The Jail also has a contract with Mid-State Technical College to provide High School Equivalency (HSED)/GED on a part-time basis. Portage County also has a number of other persons providing services to the Corrections Division at no cost or on a volunteer basis. They include religious programs, grandparent mentoring to youth, drug and alcohol treatment and job coaching.

For the calendar year of 2015, the Portage County Jail has been short of staff. At the time of this report, we have finally been able to fill all vacancies and be at full staffing. Applications have been accepted to establish an eligibility list to fill a retirement position for 2016.

New Technology

In 2015 the Portage County Jail continues to upgrade and replace its camera system hardware and software. In addition, new cameras were installed to eliminate uncovered areas within the Jail. We continue to network this new technology, so the Information Technology Department is able to maintain the infrastructure of the system and keep it running without outside vendor repair services.

The Jail continues to use the Guard One system in both the Adult Jail and Juvenile Detention Center. This system allows the Jail to conduct checks of the jail at 30 minute intervals and document these events in a credible manner. This change continues to be a major improvement for overall jail security and safety. Thirty minute checks are the best way to lower the risk of problems within a jail setting. As this report is run, the supervisors also run the Key Watcher reports to verify the location of jail facility keys.

Our sole booking program in the Portage County Jail is TriTech Jail (formerly known as VisionAIR's product VisionJAIL). This system integrates into the suite of software used by the Sheriff's Office, such as the Record Management System, Computer Aided Dispatch, and Mobile Data Computer systems in the squad cars. Recently an automated inmate classification system was implemented to assist in the proper classification of inmates. Due to the inadequacies of the facility, inmate classification cannot be properly or complete conducted in the current jail.

Stellar Lockdown commissary service, which started in March 2010, remains our inmate banking and commissary vendor. This commissary system is an automated procedure inmates can use to order commissary and check their account balances over the phone. The system also allows inmates with a negative balance to deposit money and use half of the funds for personal needs. This has assisted with the collection of old debt current inmates owe to the Portage County Jail.

Remodeling

In 2010, the Department of Corrections allowed Portage County to utilize the Juvenile Dorm as a multi-purpose room. When the juvenile population is low, we are able to close the Juvenile Dorm and reopen it as an Adult Huber Dorm (Huber 5). To accomplish this, the security door was replaced on the adult side. This has expanded the capabilities of the Portage County Jail and reduced the cost of shipping inmates for 2015; the dorm was utilized as an Adult Huber Dorm for 24 days in 2015, for a total of 181 bed days. This in turn was a \$5792 savings.

Food Service

The Portage County Sheriff's Office contracts with CBM Food Service. CBM Food Service now staffs and prepares all meals for inmates. Meals are provided to both the Jail and Juvenile Detention Center. Over 70,734 meals were prepared for the division in 2015.

Health Services

Medical Health

Medical services are provided to the jail by Advanced Correctional Healthcare (ACH). The contract provides a Doctor for sick call one day per week (Thursday). We also have a registered nurse weekdays for 6.5 hours per day. These professionals are able to handle most routine care needed and prescribe medications as necessary. The RN nurse works Monday through Friday and sets up our prescription medications for delivery and will do the morning medication pass. We are very happy with the services provided, as we seldom have to transport inmates for outside medical care. Inmates are billed \$5 to see the nurse, and \$10 to see a doctor for sick call. Any health care costs from outside the facility are charged back to the inmate.

Mental Health

Mental health services are provided by the Jail Social Worker, who is employed by Human Services but works full-time at the Jail. He handles all of our crisis management and screening for mental health services. We seldom send persons out of the Jail for in-patient mental health treatment, which saves the county thousands of dollars annually.

Tax Return Intercept Program

The Portage County Corrections Division is now participating in the Wisconsin Department of Revenue Tax Return Intercept Program (TRIP), which captures state tax refunds from released offenders that owe the Jail money. This program is working very well. In 2015, \$43,734 in outstanding inmate debt was collected through the TRIP program.

Inmate Programs

Behavior Modification-Treatment Options

The Jail Social Worker and Community Partners collaborate to meet the mental health, alcohol and other drug, educational, spiritual, and parenting needs of individuals at the Portage County Jail. Inmates are offered opportunities on an individual and group basis.

Individuals have the option of meeting with the Jail Social Worker for education and skill training in the areas of anxiety/stress and anger management. Mental health needs are also assessed and options identified for management of mental health symptoms.

Alcohol and other drug use treatment options are also offered to inmates. The evidenced based “seeking safety” program is provided on an individual and group basis. This provides skilled training for individuals who have experienced past trauma and have ongoing substance abuse challenges. The Huber men have a one-time per week option to participate in the men’s recovery group which is facilitated by Ministry Behavioral Health certified alcohol and drug abuse counselors. This occurs in the Day Report Center and affords current Huber inmates the opportunity to establish connections with individuals in the community that are in recovery from substance abuse.

A strong partnership is in place with the local chapters of Narcotics Anonymous (NA) and Alcoholics Anonymous (AA). Fellowship meetings are conducted on a weekly basis at the Portage County Jail. In addition, the Bridge the Gap program provides inmates the option of one-on-one meetings with AA and NA volunteers to establish relationships with the Stevens Point recovery community. These relationships will assist with transition back into the community when individuals are released from jail.

Women’s Healthy Choices group is provided on a one-time per month basis to females who have experienced trauma or abusive relationships. This is an opportunity for individuals to receive education and options to make safe and healthy decisions after leaving jail. This group is led by a social worker-victim advocate from the Community Action Program. Safety plans can also be completed on an individual basis with staff from CAP services.

Jail Chaplaincy

Spiritual support services are available on an individual and group basis. On Thursday mornings the men have the opportunity to meet one-on-one with a volunteer pastor. The women have the option of meeting with a female volunteer pastor on Saturdays. In addition, a group service takes place each Friday.

Jail HSED/GED

Our jail schooling program is conducted by Mid-State Technical College. Basic education is provided to inmates who can then test for their High School Equivalency Diploma (HSED). New requirements on testing locations required testing to be conducted at approved testing sites. The Portage County Jail does not meet those requirements. Huber inmates are allowed to leave the jail to take their tests at MSTC, all other inmates must wait until they are released from jail.

Juvenile Education

Juvenile offenders receive schooling provided by the Stevens Point schools daily during the school year. General education subjects are taught with the aid of computers.

Grandparent Program for Juveniles

The Department on Aging (through the Retired Senior Volunteer Program) provides individuals who come to the Juvenile Detention Center twice per week to meet with and mentor youth in the facility. This is a valuable volunteer program that can take place on an individual basis as requested.

Independent Living Skills for Juveniles

Youth-4-Christ volunteers mentor juveniles about making good decisions in life, using biblical principles without quoting scripture.

Jail

Population

Average Daily Population for the Jail was as follows:

	<u>2013</u>	<u>2014</u>	<u>2015</u>
In Our Jail	67.01	67.94	57.42
Shipped	37.06	46.09	38.96
HDP	8.37	8.41	11.71
Total:	117.38	122.44	108.09
Bookings	1877	1791	1726
Length/Stay	23.29	25.28	25.81

Shipping

As of January 1, 2015, the Portage County Jail is renting a minimum of 35 beds per day from the Waupaca County Jail. Housing costs for 2015 were \$469,240.00 compared to 2014 costs at \$538,304. These costs do not include transportation or medical expenses. The 2015 budgeted amount was \$480,000. During 2015, Portage County transported 654 inmates and made a total of 153 trips to and from Waupaca County. Since Portage County started to ship inmates from 1999 to 2015, we have spent \$6,889,550 in out-of-county housing costs.

Home Detention

In 2015, an average of 11.98 inmates served their sentence on electronic home monitoring each day. This compares to 8.41 inmates per day in 2014. Persons considered for the Home Detention Program (HDP) are first given a choice in court as to whether or not they want to be on HDP. Screenings then determine if the offender is an acceptable risk for the HDP program. Persons are frequently denied participation in this program, because they report for their sentence and test positive for controlled substances and or alcohol, or an unacceptable risk to the community is present such as domestic violence, excessive AODA issues or a substantial risk to re-offend. Some offenders also lack the personal resources necessary for HDP participation, such as residence, telephone and/or startup funds.

Juvenile Detention

Population Summary for 2015:

	Portage County	Other Counties	Total
Admissions	141	128	269
Days Served	1459	957	2416
Average Daily Population	4.0	2.6	6.6
Average Length of Stay	10.7	6.5	17.2
Number of Counties Served			18

The following other counties utilized the Juvenile Detention Center during 2015:

Adams	Columbia	Dunn	Kenosha	Lincoln
Langlade	Marquette	Outagamie	Racine	Taylor
Sauk	Shawano	Vilas	Waupaca	Waushara
Wood	Winnebago	Waukesha		

Statistical Trends for Portage County Youth:

- In 2015, 141 juveniles were placed in secure detention by the Portage County courts and juvenile intake workers. In the 20 year span from 1996 to 2015, the average was 122.44 admissions per year. The 141 admissions is an increase of the average by 15.2%.
- In 2015, Portage County juveniles served 1,459 days in secure detention.
- In 2015, the average daily population (ADP) of Portage County juveniles was 3.6 per day.
- The term “Portage County Savings” has been used to quantify what Portage County *would have spent* on secure detention had we been shipping our juveniles to other detention centers. (The cost of a juvenile bed has increased somewhat over the years, so the per diem rate used to calculate “Savings” was adjusted from time to time.) In 2015, Portage County Savings were \$218,850 at \$150.00 per day. This figure does not include the costs of transporting juveniles.

Statistical or Financial Measure	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Annual Total or Average	Previous Year
Number of Days in Month=	90	91	92	92	365	365
Number of Admission	63	83	55	68	269	286
Male:Female Ratio	36 27	3 3	3 3	3 3	45 36	55 29
Detention Days Served	426	643	665	682	2416	1925
Male:Female Ratio	308 118	139 192	589 76	388 294	1424 680	1129 620
Maximum Possible Detention Days	1080	1092	1104	1104	4380	4380
Average Daily Population	4.7	7.1	7.2	7.4	6.6	5.3
Male:Female Ratio	3.4 1.3	1.5 2.1	6.4 0.8	4.2 3.2	15.6 7.4	12.4 6.8
Occupancy Rate	39.4%	58.9%	60.2%	61.8%	55.2%	43.9%
Number of Counties Served	0	0	0	0	18	13
Number of Portage County Admissions	33	43	34	31	141	129
Male:Female Ratio	19 14	31 12	28 6	20 11	98 43	86 43
Number of Portage Co. Detention Days	272	436	389	362	1459	932
Male:Female Ratio	199 73	281 155	365 24	231 131	1076 383	610 322
Portage County Average Daily Population	3.0	4.8	4.2	3.9	4.0	2.6
Male:Female Ratio	2.2 0.8	4.8 4.8	4.2 4.2	3.9 3.9	15.2 13.8	9.2 8.5
Portage County Percentage of Occupancy	63.8%	67.8%	58.5%	53.1%	60.4%	48.4%
Billable Revenues*	\$16,200.00	\$14,850.00	\$34,350.00	\$40,350.00	\$105,750.00	\$92,100.00
Portage County Savings	\$40,800.00	\$65,400.00	\$58,350.00	\$54,300.00	\$218,850.00	\$139,800.00

* Does not include revenues from annual contracts for bed space.

Portage County Sheriff's Office Housing and Transportation Costs

as of March 11, 2016

Year (6)	Housing Costs (1)	Transport Miles (12)	Cost per Mile (2)	Transport Man Hours (10)	Cost per Transport Hour (3)	Total Transport Costs	Total Housing and Transport Costs	Cumulative Housing Costs	Cumulative Transport Costs	Total Cumulative	Max. Needed Adult Jail Beds (11)	Jail Ave. Adult Daily Population	Ave. Length of Stay	Needed Jail Beds (7)	Number Over Jail Bed Capacity	Out of County Ave. Daily Pop.	Projected Jail Beds [M & H] (8)	Projected Jail Beds and Shortage [DLR] (9)
1998	-\$31,612																	
1999	\$130,393	57,929	\$0.325	1,676	\$43.51	\$91,746	\$222,139	\$130,393	\$91,746	\$222,139	91	100	20	107	28	7		
2000	\$243,055	60,110	\$0.325	1,736	\$44.85	\$97,402	\$340,457	\$373,448	\$189,148	\$562,596	105	102	21	124	45	12		
2001	\$154,477	43,111	\$0.345	1,537	\$46.24	\$85,945	\$240,422	\$527,925	\$275,094	\$803,019	102	103	21	120	41	9		
2002	\$225,454	54,722	\$0.365	1,778	\$47.67	\$104,733	\$330,187	\$753,379	\$379,826	\$1,133,205	106	106	21	125	46	12		
2003	\$322,265	33,659	\$0.360	1,098	\$49.15	\$66,079	\$388,344	\$1,075,644	\$445,905	\$1,521,549	112	116	22	132	53	18		
2004	\$343,793	50,599	\$0.375	1,529	\$50.67	\$96,442	\$440,235	\$1,419,437	\$542,347	\$1,961,784	115	114	22	135	56	22		
2005	\$349,581	86,198	\$0.445	2,130	\$52.23	\$149,613	\$499,194	\$1,769,018	\$691,960	\$2,460,978	118	112	22	139	60	23		
2006	\$470,731	71,659	\$0.445	1,789	\$53.85	\$128,222	\$598,953	\$2,239,749	\$820,181	\$3,059,930	134	116	23	158	79	30		
2007	\$549,252	72,484	\$0.485	1,702	\$55.51	\$129,638	\$678,890	\$2,789,001	\$949,819	\$3,738,820	130	119	26	153	74	36		
2008	\$672,585	70,008	\$0.545	1,790	\$57.23	\$140,596	\$813,181	\$3,461,586	\$1,090,416	\$4,552,002	130	120	27	153	74	40		
2009 (4)	\$742,305	72,545	\$0.550	2,050	\$59.00	\$160,850	\$903,155	\$4,203,891	\$1,251,265	\$5,455,156	146	129	28	172	93	47		
2010 (5)	\$411,535	63,034	\$0.500	1,216	\$38.72	\$78,601	\$490,136	\$4,615,426	\$1,329,866	\$5,945,292	127	106	27	149	70	35	113	151
2011	\$418,688	68,800	\$0.533	1,220	\$39.12	\$84,397	\$503,085	\$5,034,114	\$1,414,263	\$6,448,377	127	110	23	149	70	35		
2012	\$452,592	75,110	\$0.555	2,508	\$39.51	\$140,777	\$593,369	\$5,486,706	\$1,555,040	\$7,041,746	118	110	22	139	60	35		
2013	\$432,591	78,553	\$0.565	2,222	\$39.91	\$133,062	\$565,653	\$5,919,297	\$1,688,102	\$7,607,399	123	115	23	145	66	37		
2014	\$677,440	72,400	\$0.560	2,200	\$41.13	\$131,030	\$808,470	\$6,596,737	\$1,819,132	\$8,415,869	139	125	25	164	85	58		
2015	\$469,058	74,828	\$0.575	2,008	\$41.54	\$126,438	\$595,496	\$7,065,795	\$1,945,571	\$9,011,366	144	96	26	169	90	29	140	186
2016	\$470,000	72,400	\$0.540	2,225	\$42.37	\$133,371	\$603,371	\$7,066,737	\$1,952,503	\$9,019,240	130	122	25	153	74	55		
2017	\$702,625	74,658	\$0.559	2,233	\$42.79	\$137,277	\$839,902	\$7,768,420	\$2,082,848	\$9,851,268	130	122	25	153	74	55		
2020	\$1,650,968	72,400	\$0.590	2,475	\$48.16	\$161,912	\$1,812,880	\$11,181,609	\$2,644,319	\$13,825,927	204	196	25	240	161	129	173	230
2025	\$2,476,773	72,400	\$0.615	2,725	\$55.83	\$196,663	\$2,673,436	\$21,500,962	\$3,540,756	\$25,041,717	250	242	25	294	215	175	214	285
2030	\$3,622,844	72,400	\$0.640	2,975	\$64.72	\$238,878	\$3,861,722	\$36,750,004	\$4,629,607	\$41,379,612	310	300	25	365	286	233	265	353
2035	\$5,220,706	72,400	\$0.665	3,225	\$75.03	\$290,118	\$5,510,824	\$58,858,880	\$5,952,097	\$64,810,976	385	372	25	453	374	305	329	438

(1) Based on annual bed cost (starting at current cost of \$32/day/inmate in 2015), only increasing 10% every 5 years x average projected beds needed

(2) Based on IRS business mileage rate (averaged for split years)

(3) 1999-2008 based on mean deputy wage and 1.5:OT ratio w/ fringes, est. 75% solo trips. 2009-14 are actual wages and fringes. 2016+ 3% cost annual increases

(4) Second full time civil process/trip officer added

(5) Lincoln County Jail contract begins

(6) 2014+ based on best estimates, 5-year averages, and budgeted amounts

(7) Using DOC standard of 85% capacity to accommodate daily fluctuations and inmate classification & segregation, based on MAP

(8) County Study: Goldman & Associated, Mead & Hunt, Stojkovic & Lovell; 2006 (Models used: Status Quo & With Intervention Changes)

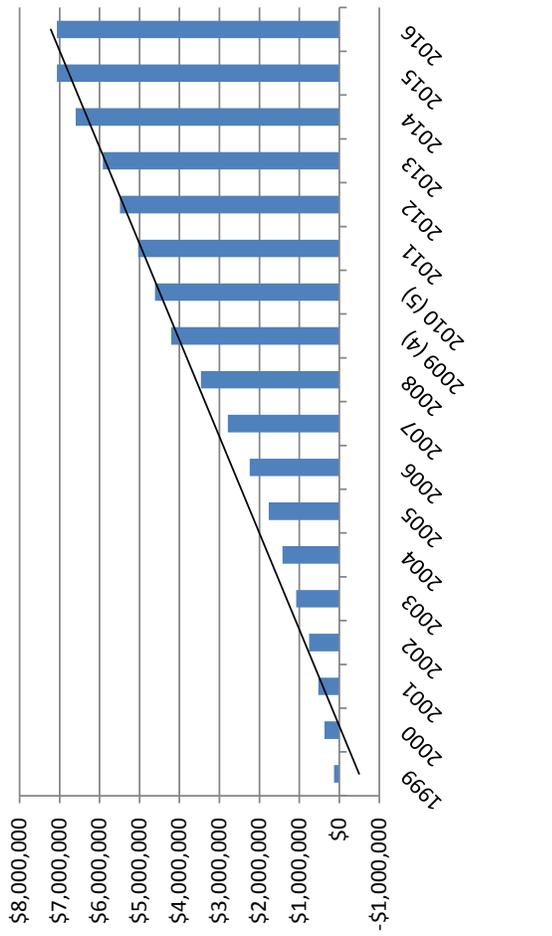
(9) County Study: Long Term Facilities Study, DLR Group; 2004

(10) Excludes: Stand-by, idle, and Prep Times

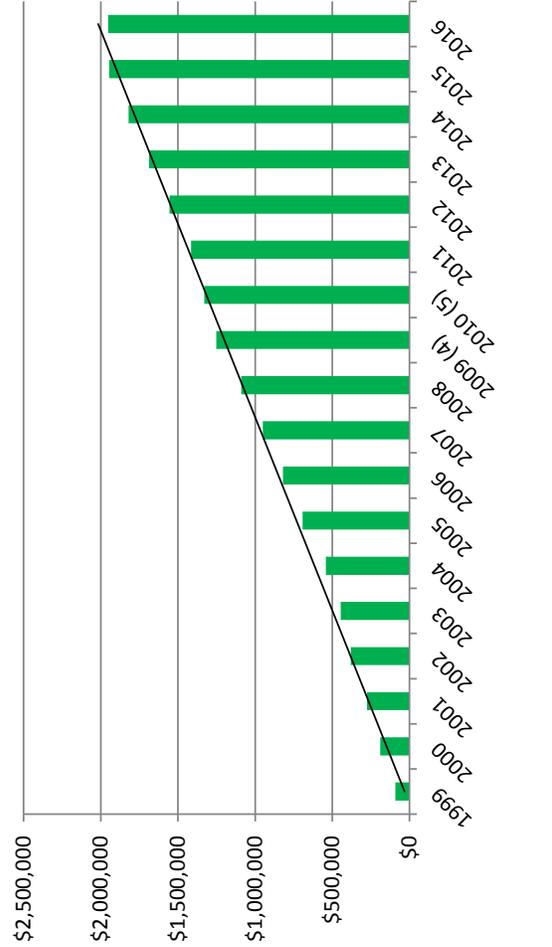
(11) Excludes: HDP, Transfers, Hospital, Writs, Serving Sentence in Other facility, AWOL/Escapes, and Others Not Physically Held in Portage County Jail or Contracted Jail

(12) Includes all Transports

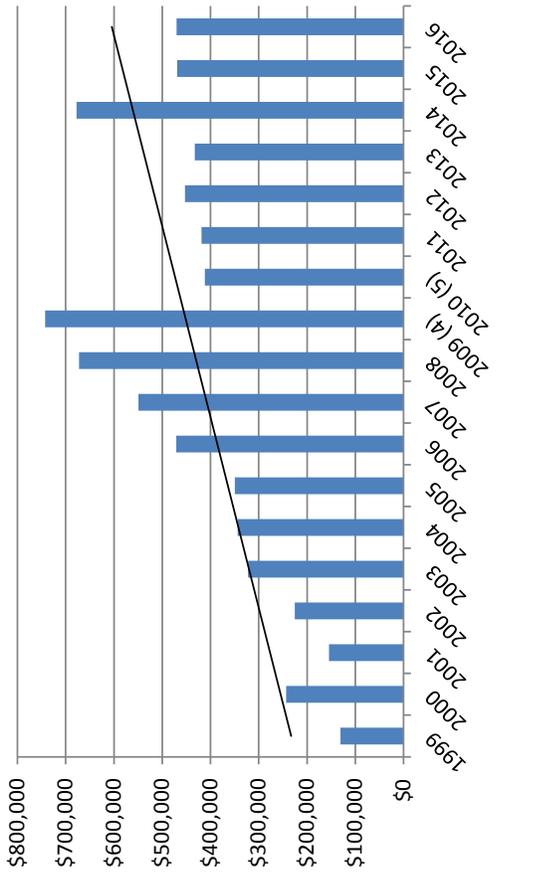
Cumulative Housing



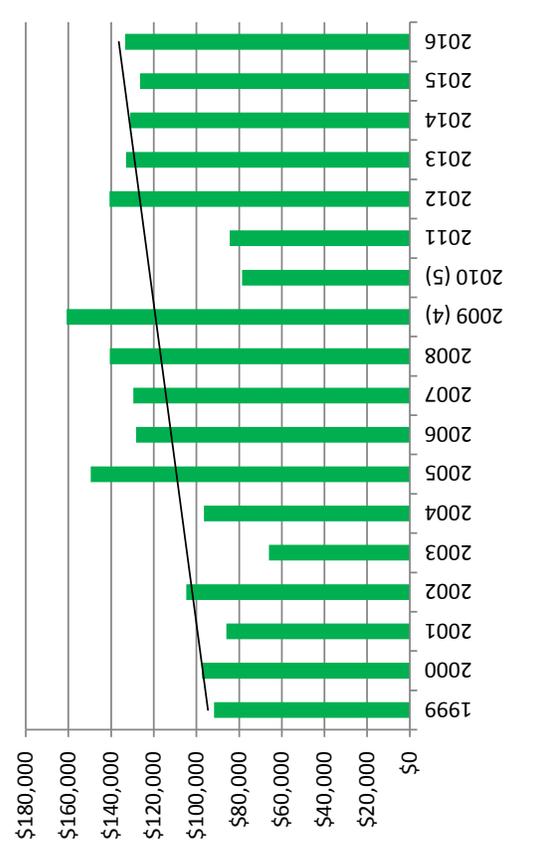
Cumulative Transportation



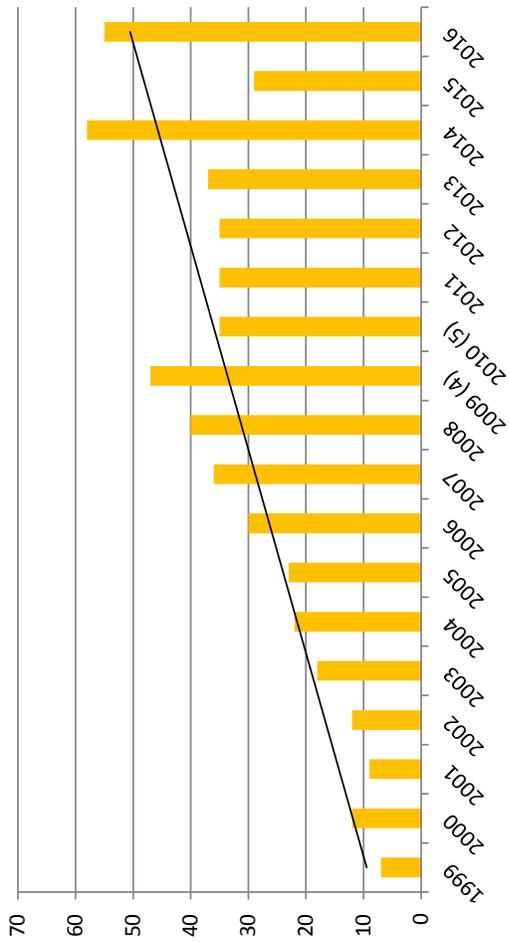
Housing Costs



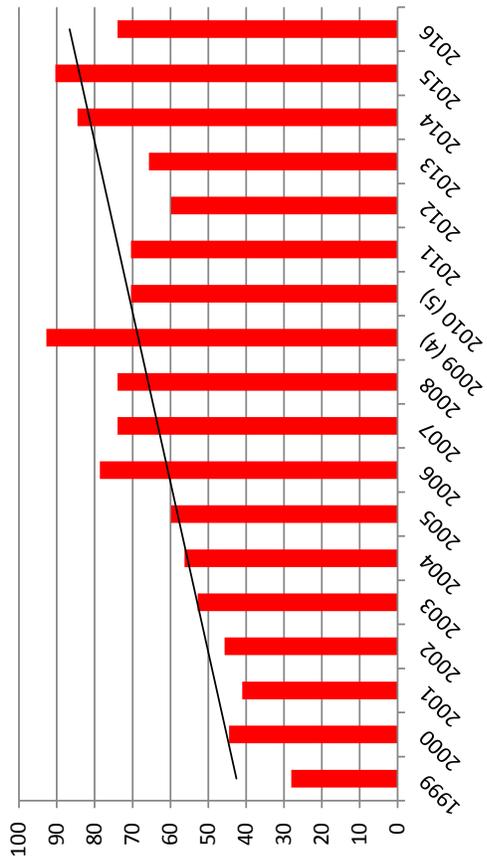
Transportation Costs



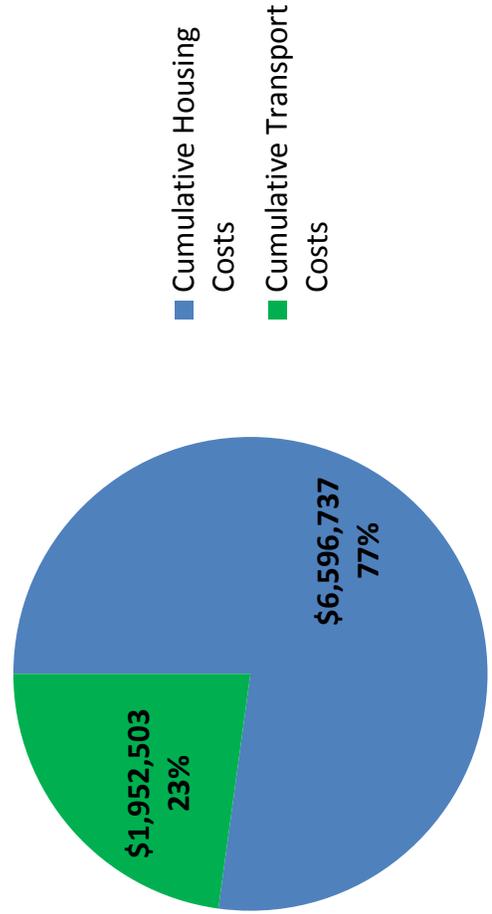
Average Daily Prisoners Shipped



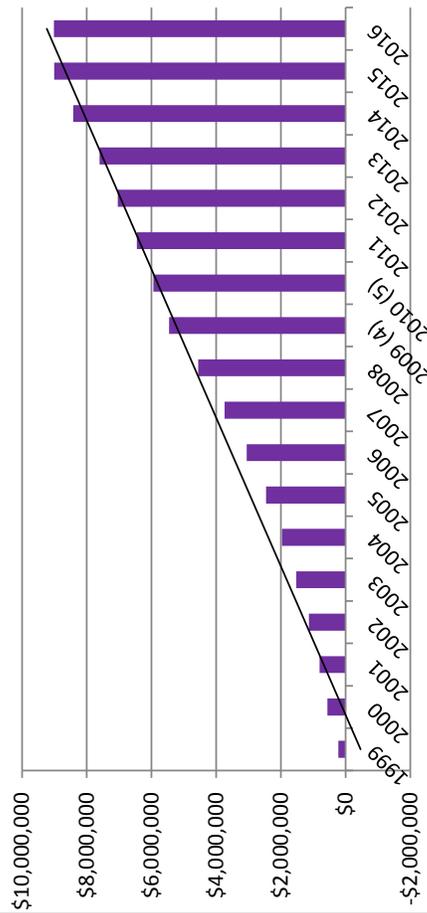
Number Over Bed Capacity



Cumulative Costs 1999-2016

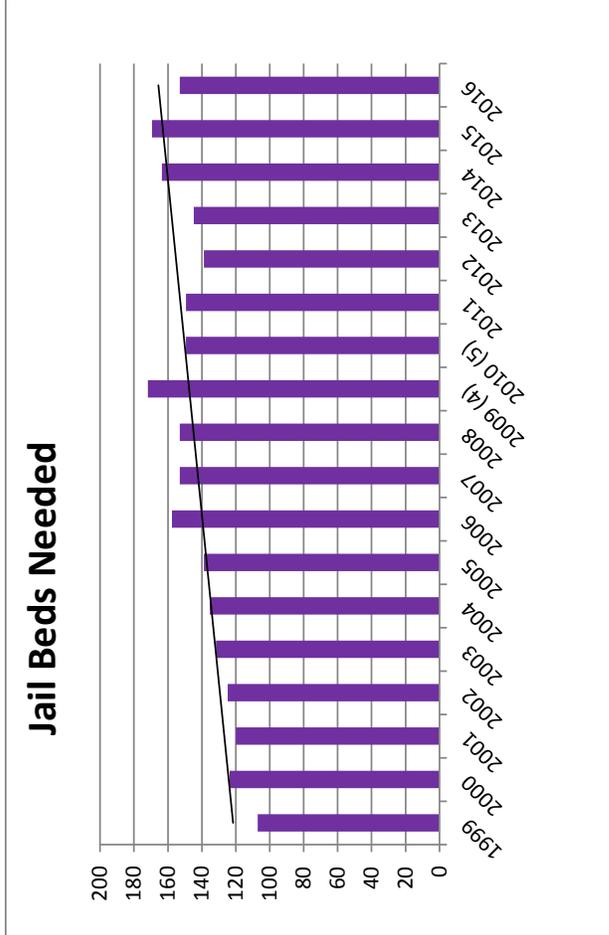
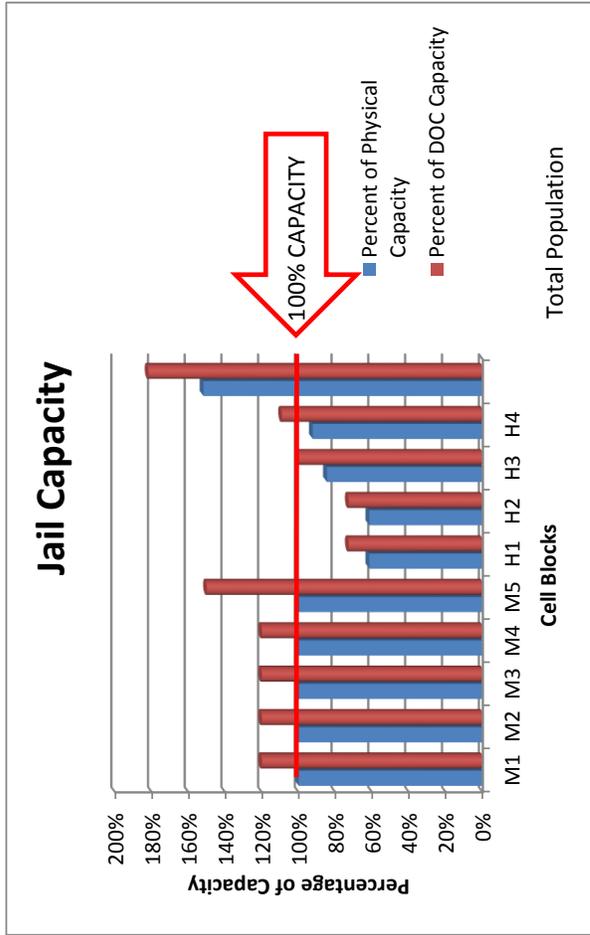


Total Cumulative Cost



Portage County Jail Snapshot: January 1, 2015; 06:00

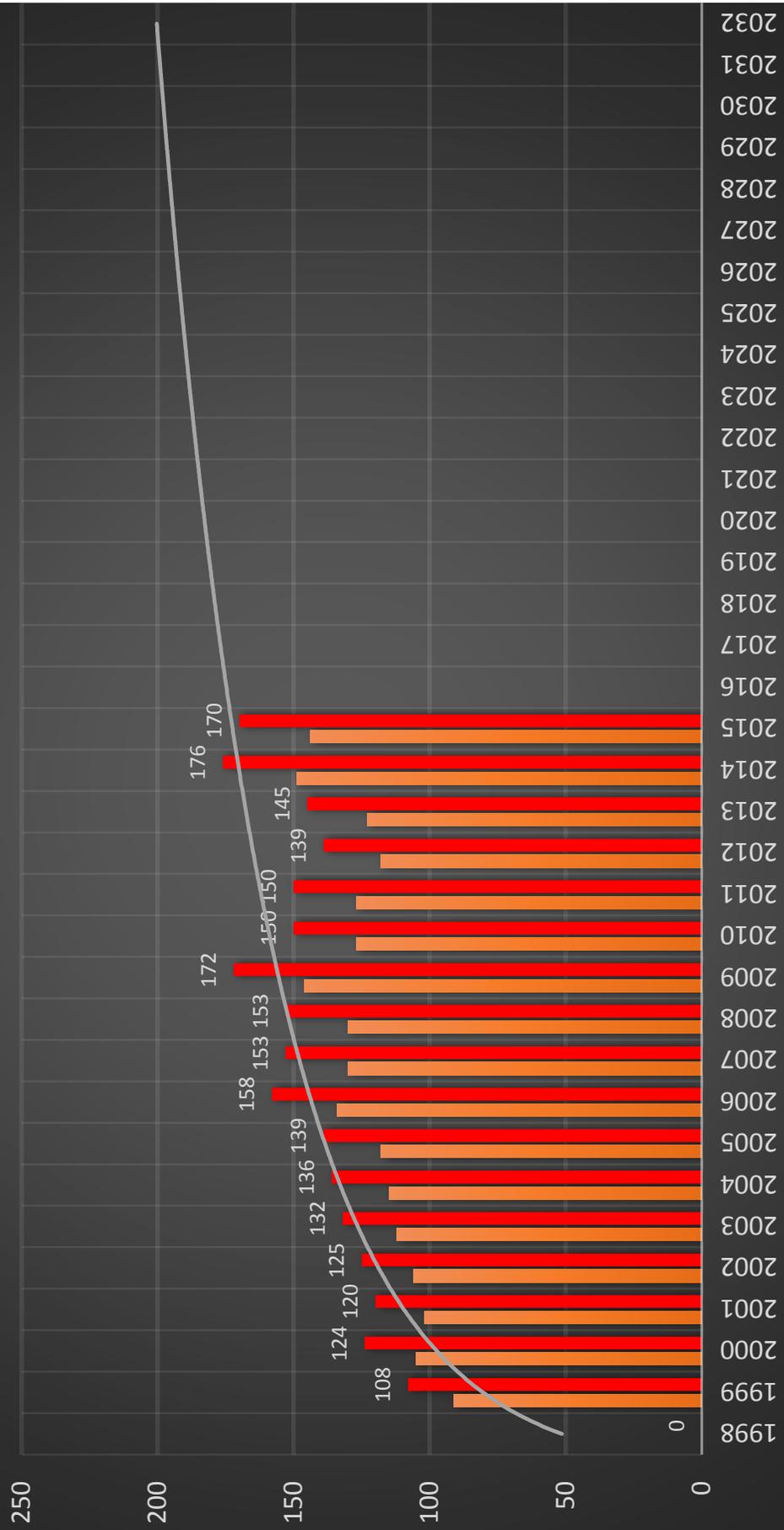
Cell Block Type	Cell Block Number	100% Capacity	85% (DOC) Capacity	Actual Number Housed	Percent of 100% Capacity	Percent of 85% (DOC) Capacity	Number Housed Incorrectly (2)	Percentage Housed Inappropriately
Max	M1	6	5	6	100%	120%	6	100%
	M2	6	5	6	100%	120%	6	100%
	M3	6	5	6	100%	120%	6	100%
	M4	6	5	6	100%	120%	6	100%
	M5	3	2	3	100%	150%	3	100%
Huber	H1	13	11	8	62%	73%	8	100%
	H2	13	11	8	62%	73%	8	100%
	H3	13	11	11	85%	100%	0	0%
	H4	13	11	12	92%	109%	12	100%
Other (2)			49					
Holding (1)	1 thru 5	5	4	5				
Total (3)		79	66	66	100%	100%	55	88%
Total Daily Population				120	152%	182%		



- (1) Not included in total as permanent housing
- (2) Not included in Portage Co. jail housing numbers above. Includes Waupaca Co., hospital, etc.
- (3) Total includes only maximum security and Huber Law inmates
- (4) Does not include Northpoint Classification System mishoused inmates

Jail Beds Needed

■ Maximum Adult Population
 ■ Needed Jail Beds



Records Division

Staff

The Records Division consists of five full-time civilian employees. Included in this count are three full-time Law Enforcement Records Specialists, one full-time Finance Department Employee/Bookkeeper and a full-time Office Manager. These employees play a vital role in the bookkeeping, human resources, personnel and records management functions of the Sheriff's Office.

Duties

The Law Enforcement Records Specialists are responsible for a wide range of duties, including but not limited to:

- Managing the Sheriff's Sale process from receipt of Notification of Foreclosure Sale through Bid Process and receipt of Sheriff's Deed and Report of Sale and filing with Clerk of Courts.
- Completing background check requests from the public, military and law enforcement agencies, strictly adhering to all Wisconsin Open Records Law standards and departmental policy.
- Handling docketing and processing of all criminal and civil process.
- Preparing records and legal documents in the collection of civil and criminal process.
- Extracting data from the Records Management System (RMS) and preparing statistical data for the office, as needed.
- Processing Guardian ad Litem requests.
- Reviewing and approving incident reports for patrol, detectives, and corrections.
- Preparing State/County reports for the office, as needed.
- Maintaining crash and incident reports, requests for training, and civil process records on a daily basis, insuring accurate classification and coding of reports in compliance with State and National standards.
- Assisting in the maintenance of data in criminal cases and preparation of files for trial.
- Maintaining Tri-Tech Records Management System (RMS).
- Maintaining Federal ACISS database (must attend classes and be certified to perform this work).
- Extracting data for traffic statistics required by the Traffic Safety Committee from the Records Management System (RMS).
- Performing the duties of Incident Based Reporting (IBR) Coordinator. Analyzes, classifies, and enters all information gathered by detectives and patrol officers related to incidents occurring within the County. Updates disposition information and prepares monthly report. Must have strong knowledge of State Statutes and their applications.
- Receiving, reviewing, preparing, and recording documents related to civil process service. Acts as primary point of contact with parties requesting service of process. Prepares Certificate of Service. Monitors and insures return of documents.
- Maintaining and entering parking tickets; suspending and refusing registration through the Department of Transportation. Processing payments for current and suspended parking tickets.
- Processing discovery materials for Portage County District Attorney's Office in a timely manner.
- Receiving, evaluating, and fulfilling records requests, or providing legal justification for record request denials.
- Insures cases are closed in court before releasing information and redacts all juvenile, mental health, and medical information from released documents and complies with Wisconsin Public Records Law and the Federal Driver Privacy Protection Act (DPPA).

- Compiling documentation for Coroner.
- Serving as Notary Public.
- Interacting with the following departments: Coroner, District Attorney, Clerk of Courts, County Clerk, Health & Human Services, Information Technology, Purchasing, Human Resources, Corporation Counsel, Probation and Parole, Highway, and the Aging & Disability Resource Center, as well as other law enforcement agencies, including the Stevens Point Police Department and the Village of Plover Police Department.
- Creating/posting public notification of training sessions, handling registration and compiling monthly activity reports related to Department of Natural Resources (DNR) safety classes.
- Coordinating registration and follow-up for public outreach activities, such as basic handgun safety courses, concealed carry weapon (CCW) courses, citizen's academy classes, and several fundraisers for the K-9 program and others.

These staff members also handle reception duties by assisting visitors to the administrative offices and jail and assisting walk-in customers with requests for reports and collecting and receipting fees.

The Records Division is also responsible for the financial transactions of the Sheriff's Office. The Office Manager and Bookkeeper manage inmate commissary and billing accounts using Stellar Services software; they safeguard inmate monies by managing a separate checking account for deposits and disbursements. They are also responsible for the processing of all monies received into the Sheriff's Office, bank reconciliations for the Dealer Track (DMV processing), and Huber Trust accounts and collecting outstanding monies due to the Sheriff's Office through invoicing, collection, and tax intercept programs.

Other services performed include preparation of the Sheriff's Office payroll, preparation of procurement card payments, processing payments to vendors through the voucher program, processing fleet fuel records, managing the Department's grant program, providing audit materials as requested, and compliance with the Fair Labor Standards Act (FLSA) reporting requirements.

Office Manager

The Office Manager oversees the administrative work of the Sheriff's Office and supervises Law Enforcement Records Specialists with dotted line authority over the Finance Department's Bookkeeper who was housed at the Sheriff's Office until mid-March. This position is responsible for oversight and backup for all requirements of the Bookkeeper position and acts as a liaison between the Sheriff's Office and other County Departments. This position takes the lead in reviewing processes and procedures within the Records and Bookkeeping areas of the Sheriff's Office and recommends changes and/or automation to achieve time and cost savings and/or gain efficiencies.

The Office Manager participates as a member of the Sheriff's Office management team and actively participates in the development of the budget and monitors budget activity. She also administers Human Resources policies in conformance with union contracts and department guidelines and prepares job evaluations and job descriptions and identifies training needs, in addition to processing all paperwork for new hires and terminated employees.

County Support

The administrative staff also serves as Recording Secretary to the Portage County Public Safety/Emergency Management Committee and the Portage County Traffic Safety Commission by preparing the agendas, compiling meeting packets, and transcribing the minutes.

2015 Records Division Changes

During 2015, the Records Division lost two-thirds of their law enforcement records staff which accounted for 17 years of experience. Also during first quarter 2015, the Finance Department Bookkeeper accepted a position as a records specialist and was not replaced by the Finance Department due to the impending implementation of MUNIS (the County's new Enterprise Resource System) and a planned reorganization of finance functions throughout the county. A part-time person was provided for accounts receivable activities only. As a result of these changes, 2015 was filled with many training challenges for new hires and additional duties for the Office Manager.

The MUNIS implementation also resulted in new processes and procedures for receipting, deposits, procurement card statements, generating invoices, contract management and requisitioning supplies. Budget entry and oversight was also completely changed by the implementation of MUNIS. The Office Manager participated as a Business Lead for the Accounts Receivable and General Billing modules implementation for this project.

CLASSIFICATION OF OFFENSES	2014	2015	% CHANGE
Aggravated Assault	13	23	77%
All Other Larceny (Theft outside of structure)	85	72	-15%
Arson	0	0	
Burglary	55	42	-24%
Curfew/Loitering/Vagrancy	0	0	
Destructive/Damage/Vandalism	134	99	-26%
Disorderly Conduct	66	94	42%
Drug Equipment Violations	62	106	71%
Drug/Narcotic Violations	91	142	56%
Embezzlement	2	0	-100%
Extortion/Blackmail	0	2	100%
False Pretense/Confidence Game	9	10	11%
Family Offenses, Nonviolent	64	29	-55%
Forcible Fondling	10	3	-70%
Forcible Rape	5	1	-80%
Forgery/Counterfeiting	6	11	83%
Fraud Credit Card/ATM	11	43	291%
Impersonation	29	31	7%
Incest	3	1	-67%
Intimidation	5	1	-80%
Kidnapping/Abduction	3	2	-33%
Liquor Law Violations	43	31	-28%
Motor Vehicle Theft	11	14	27%
Pornography/Obscene Material	13	2	-85%
Simple Assault	58	33	-43%
Statutory Rape	8	4	-50%
Stolen Property Offenses	0	2	100%
Theft from Buildings	24	30	25%
Theft from Motor Vehicle	21	16	-24%
Theft of Motor Vehicle Parts	3	2	-33%
Trespass of Real Property	26	24	-8%
Weapon Law Violations	1	12	1100%
Wire/Computer/Other Elect	0	4	100%
Worthless Checks	7	0	-100%

<u>Property by Type and Value</u>	<u>2015 Stolen/Damaged</u>	<u>Recovered</u>
Alcoholic Beverages	\$109.84	\$0.00
Automobiles	\$137,596.00	\$48,660.00
Bicycles	\$201.00	\$201.00
Boats	\$5,624.00	\$0.00
Building Materials	\$3,200.00	\$0.00
Camping/Hunting/Fishing supplies	\$10,779.47	\$2,152.00
Chemicals	\$0.00	\$0.00
Clothing/Furs	\$785.00	\$205.00
Collections/Collectibles	\$400.00	\$0.00
Computer Hardware/Software	\$3,160.00	\$525.00
Consumable Goods	\$619.49	\$0.00
Credit/Debit cards	\$198.00	\$0.00
Crops	\$200.00	\$0.00
Drugs/Narcotics	\$36.60	\$0.00
Drugs/Narcotics Equipment	\$928.00	\$0.00
Farm Equipment	\$1,925.00	\$0.00
Firearm Accessories	\$150.00	\$0.00
Firearms/Ammunition	\$13,681.00	\$5,750.00
Fuel	\$508.31	\$40.00
Heavy Construction/Industrial Equip.	\$3,775.00	\$0.00
Household Goods	\$8,023.00	\$98.00
Identity/Documents	\$1.00	\$1.00
Jewelry/Precious Metals	\$23,225.00	\$0.00
Law Enforcement Equipment	\$100.00	\$100.00
Lawn/Yard/Garden Equipment	\$2,156.00	\$50.00
Livestock	\$0.00	\$0.00
Logging Equipment	\$15,280.00	\$140.00
Merchandise	\$125.00	\$0.00
Metals, Non-Precious	\$14,010.00	\$400.00
Money/Cash	\$109,635.18	\$1,005.95
Musical Instruments	\$5,550.00	\$25.00
Negotiable Instruments	\$8,593.46	\$0.00
Non-Negotiable Instruments	\$0.00	\$0.00
Office-Type Equipment	\$1,336.00	\$0.00

Other	\$27,001.20	\$221.00
Other Motor Vehicles	\$1,000.00	\$0.00
Pending Inventory of Property	\$0.00	\$0.00
Photographic/Optical Equipment	\$863.28	\$0.00
Portable Electronic Equipment	\$3,017.30	\$951.15
Purses/Handbags/Wallets	\$2,575.00	\$20.00
Radio/TV/Stereo Equipment	\$3,195.00	\$635.00
Recordings-Audio & Video	\$1,200.00	\$0.00
Recreational Vehicles & ATVs	\$7,872.00	\$2,000.00
Recreational/Sports Equipment	\$1,800.00	\$600.00
Structures-Commercial/Business	\$7,800.00	\$0.00
Structures/Barns	\$0.00	\$0.00
Structures-Other	\$800.00	\$0.00
Structures-Other Dwelling	\$1,020.00	\$0.00
Structures-Public/Community	\$1,975.00	\$0.00
Structures-Single Occupancy Dwelling	\$5,075.00	\$0.00
Structures-Storage	\$3,500.00	\$0.00
Tools-Power & Hand	\$29,301.85	\$8,775.00
Trailers	\$22,961.00	\$9,500.00
Trucks	\$55,710.00	\$22,200.00
Vehicle Parts/Accessories	\$10,781.98	\$3,751.00
Watercraft Equip/Parts/Accessories	\$2,960.00	\$1,280.00
Weapons - Other	\$60.00	\$0.00
Total:	\$562,379.96	\$109,286.10
Percent Recovered 2015:	19%	
Percent Recovered 2014:	9%	
Burglary By Premise Type (Property Stolen)		
Residential	\$94,357.98	
Non-residential	\$73,062.80	
Total:	\$167,420.78	

<u>Operating While Intoxicated Offenses</u>	<u>2014</u>	<u>2015</u>	<u>% CHANGE</u>
1st Offense	105	81	-23%
2nd Offense	33	39	18%
3rd Offense	17	18	6%
4th Offense	6	10	67%
5th+ Offense	10	5	-50%
Absolute Sobriety	1	2	100%
Injury by Intoxicated Use of Vehicle	3	8	167%
Injury by Use of Vehicle with BAC	0	0	
Homicide by Intoxicated Use of Vehicle	0	0	
<u>Total:</u>	175	163	-7%
<u>Traffic Crashes</u>	<u>2014</u>	<u>2015</u>	<u>% Change</u>
Reportable Crashes	819	636	-22%
Personal Injury Crashes	168	157	-7%
Property Damage Crashes	256	177	-31%
Fatal Crashes	7	2	-71%
Hit and Run Crashes	30	38	27%
Number of Persons Injured	241	211	-12%
Number of Persons Killed	8	2	-75%
Number of Crashes Involving Alcohol	29	21	-28%
<u>Civil Process Data:</u>	<u>2014</u>	<u>2015</u>	<u>% Change</u>
Civil Process Papers Received	1,086	792	-27%
Number of Attempts	552	660	20%
Number of Papers Served	783	644	-18%
Foreclosure Sales	73	69	-5%
<u>Citation Data:</u>	<u>2014</u>	<u>2015</u>	<u>% Change</u>
Criminal Traffic	257	337	31%
Uniform Traffic Citations	2,298	2,670	16%
County/DNR Ordinance Citations	280	363	30%
Parking Citations	42	41	-2%
Warnings	2958	3715	26%

<u>Dispatch:</u>	<u>2014</u>	<u>2015</u>	<u>% Change</u>
Alarms	633	651	3%
Ambulance Assist/Requests	3093	4132	34%
Animal Control Calls	1342	1452	8%
Disaster/Weather	396	484	22%
Trips	723	711	-2%
Vacant Home Checks	42	76	81%
Warrants	581	624	7%
CAD/Calls for Service	53,345	59,830	12%
<u>Inmate Debt Collection Efforts</u>	<u>2014</u>	<u>2015</u>	<u>% Change</u>
Tax Refund Intercept Program (TRIP)			
# of Accounts TRIP Certified	332	327	-2%
Amount Collected by TRIP	\$44,467	\$43,734	-2%
Total Dollar Amount Certified	\$340,520	\$368,979	8%
Professional Placement Service (PPS)	<u>2014</u>	<u>2015</u>	
# of Accounts Currently Listed	1768	1892	7%
Amount Collected by PPS	\$7,679	\$11,487	50%
Total Dollar Amount Listed	\$2,933,247	\$3,154,921	8%
PPS Collections at Sheriff's Office	\$50,358	\$37,617	-25%
Payment Plans	<u>2014</u>	<u>2015</u>	
# of Payment Plans	19	21	11%
Amount Collected	\$8,952	\$6,106	-32%

