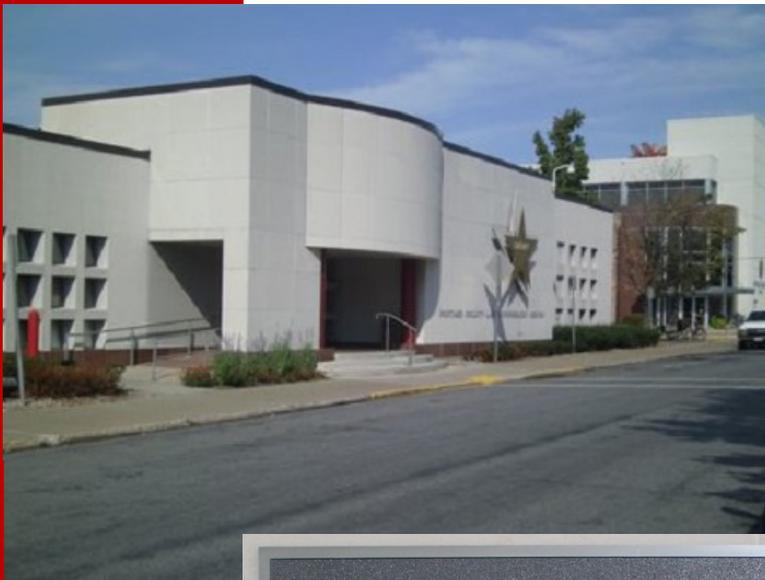


Portage
County
Sheriff's
Office

ANNUAL REPORT

Mike Lukas
Sheriff



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LAW ENFORCEMENT CENTER PORTAGE COUNTY WISCONSIN



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Portage County Sheriff's Office

A Challenging Path Forward

2016 was a year of extreme trials, from punishing personnel shortages, to jail overcrowding, to the collapse of two years' work to secure a new adequate facility. The work of the Sheriff's Office continues undeterred, thanks to the professionalism and resiliency of the members of this great team.

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 administrative services manager, four record specialists, and one mechanic.

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.

Sheriff's Office

Big Picture

The Sheriff's Office continued with several initiatives and projects as we look to improve our service and efficiency. Some of the more notable efforts were:

- **Simulcast Radio System.** The new simulcast public safety radio system project entered into the final phases with the approval of radio tower construction by the County Board. The final tower location was eventually determined, and bids will take place in early 2017. The other tower locations all started construction and are on schedule. The project is still targeted for completion in the summer of 2017. This will be a great improvement in the ability of all of the emergency responders in Portage County to be able to communicate effectively.
- **Electronic Monitoring Program.** The Home Detention Program (HDP) was accelerated into high gear with the addition of one FTE to be exclusively dedicated to monitoring inmates while released on home detention. The program participation rate was 10-20 inmates, with the average being nearly 16 out at any time. Planning was undertaken to expand the program to monitor Huber Law (work release) inmates as well in 2017. The program will be rebranded as the Electronic Monitoring Program (EMP).
- **Firearms Upgrades.** The patchwork of well used firearms, spread across a disparate number of platforms, make repair, training, and reliability increasingly difficult and questionable. Plans were put in place, using 2015 carry-over funding, to replace all of the weaponry at the Sheriff's Office, ensuring standardization of platforms and training regimens. This will improve officer safety and save money in the long run.
- **Continuity of Operations Planning.** The Sheriff's Office will move forward with updating its continuity of operations planning (COOP) to better be able to weather a disaster, and have the ability to continue to provide services to the County.
- **Long Term Facility Planning.** With the decision of the County Board not to move forward with constructing a new facility, planning efforts were switched to detailing all of the backlogged and delayed repairs, facility remodeling concepts, and conceptualizing additions that will need to be made to the current Law Enforcement Center (LEC). Guidance was drafted for the staff to look at remaining in the current LEC for an additional 20 years. These plans will be incorporated into the 2018 capital improvement plan recommendations.
- **Other projects include** transitioning to a Munis based payroll system, obtaining modern scheduling software that can handle complex schedules, working closely with Emergency Management to rectify County-wide deficiencies, and staff development and office-wide planning for key personnel replacement due to retirements in the next several years.

Injuries

Law enforcement and corrections continue to be dangerous professions, and the Sheriff's Office takes the safety of our employees very seriously. There were 15 reported injuries by employees at the Sheriff's Office, including seven from dealing with resistive suspects and inmates, and one dog bite. Fortunately, none of the injuries were serious. There were no lost work days from any of the reported incidents.

Calendar Year	Reported Injuries
2016	15
2015	17
2014	14
2013	20
2012	14

Staffing

The Sheriff's Office operates at a minimum staffing level in several major areas. Annually the Office submits requests for additional personnel, but budget constraints and competing priorities have prevented many of those requests from being approved. However, improvements were made in 2016. The Records Division recouped a cut position that was lost in 2008, and a full-time home detention officer was added to ease jail overcrowding. Some examples of the impacts of being understaffed are:

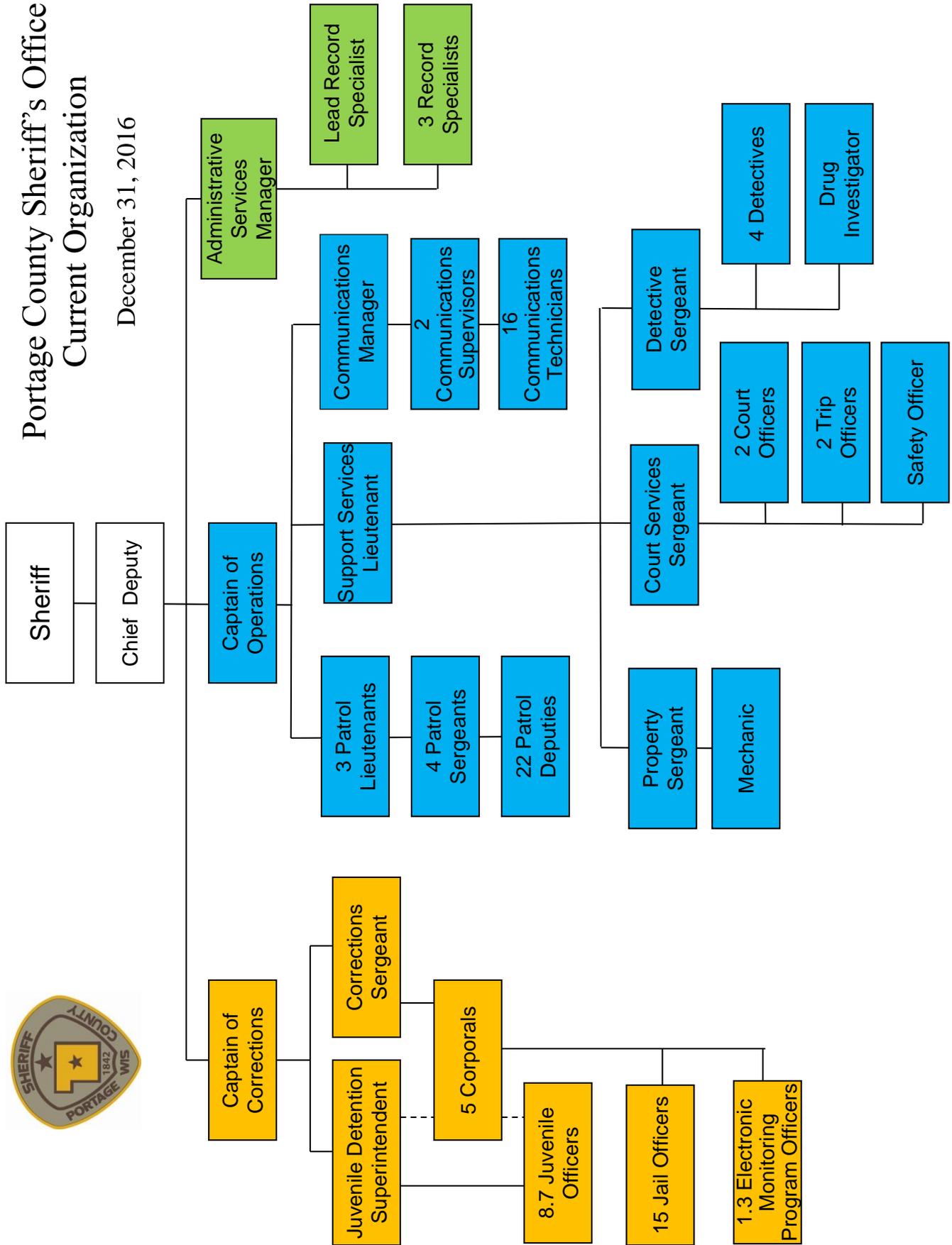
- **Patrol.** The County is divided into three areas. One deputy is responsible for patrolling and handling calls for service in each of those areas at a time. This means that, on average, a deputy is responsible for over 270 square miles.
- **Corrections.** The Jail operates at State mandated minimum staffing levels approximately 75% of the time. This means that two corrections officers working "on the floor" are responsible for up to 78 inmates.
- **Communications.** The Communications Center operates with 19 staff. A 2010 study commissioned by Portage County stated that the minimum staffing should be 26. This means that at times, two communications technicians are responsible for all emergency calls and all emergency dispatching for the entire County.





Portage County Sheriff's Office Current Organization

December 31, 2016



Operations Division

Patrol Section

The Portage County Sheriff's Office Patrol Section consists of 22 patrol deputies, 4 patrol supervisors, and 3 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.



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

Canine Unit

This year has been the most active year to date for the Portage County Sheriff's Office Canine (K9) Unit. In 2016, Deputy Dan Wachowiak and K9 Baco were in their sixth year of service together while Deputy John White and K9 Lady were in their third year of service. K9 Baco turned 10 years old in August, and K9 Lady turned five years old in August. Lady is in good health and her drive to work continues to be very strong.

In March, Baco developed respiratory problems and was put on medication to help him. Over the next few months, his health was stable. In August, Baco's health began to deteriorate quickly, and it was decided to retire Baco on September 1st. Deputy Wachowiak accepted the challenge of continuing his passion for the K9 position, and made arrangements to attend Vohne Licke Kennels to pick out a new K9 partner.

On September 6th, Deputy Wachowiak chose K9 Yent, a dual purpose, 16 month old Belgian Malinois from Holland. Deputy Wachowiak and K9 Yent graduated from the six week handler class October 21st.

Sadly, Baco passed away on November 3rd. His work record proudly stands for itself: 801 deployments, 379 arrests, 33 tracks/building searches, 41 warrant searches, and 58 school searches.



In August, two golf outing fundraisers were held by Morey's Bar and Whitetail Lanes. This was Morey's Bar's fourth annual golf outing fundraiser, raising \$2556 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 fifth annual golf outing fundraiser for 2017. Whitetail Lanes hosted its first annual K9 golf outing fundraiser, raising \$3000. The outing was held at Glacier Wood Golf Club, where 140 golfers participated.

In October, Deputy White attended the Wisconsin Law Enforcement Canine Handlers Association (WLECHA) annual working conference held October 2nd -5th, which was hosted by the Marathon County Sheriff's Department. There were 114 K9 teams from throughout Wisconsin in attendance that were able to participate in several different, live scenarios and challenges involving narcotics, apprehension, and open area searches.

In late October, Deputy White and K9 Lady attended Vohne Liche Kennels annual recertification in drug detection and patrol work which was held in Wausau, WI. Deputy White and K9 Lady successfully completed their recertification and demonstrated a high degree of proficiency. Deputy White and K9 Lady have become very proficient and effective as a K9 team.

The K9 Unit gave 19 public demonstrations during 2016 to local schools, social groups, and other organizations within Portage County. There were also 14 school searches conducted at the following schools:

- Rosholt High School
- Ben Franklin Junior High School
- PJ Jacobs Junior High School
- Almond High School
- Charles F. Fernandez Center Alternative Learning
- Marshfield Senior High School
- Marshfield Junior High School
- Adams-Friendship High School

The K9 Unit was deployed a total of 433 times in 2016 on incidents such as narcotic searches, search warrants, and Special Response Team use, and school searches. 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, and the Adams County Sheriff's Office. The K9 Unit made a number of drug related arrests, including:

- 56 arrests for Possession of Drug Paraphernalia
- 59 arrests for Possession of THC
- 5 arrests for Possession of Heroin
- 9 arrests for Possession of Methamphetamine
- 7 arrests for Possession of Cocaine

The K9 Unit teams are an asset to the Portage County Sheriff's Office and community, and will continue to build on skill and team work to meet the rising demand of the Unit.



Support Services Branch

The Support Services Branch is commanded by the Support Services Lieutenant. The balance of the unit consists of the Property Sergeant, Court Services Unit, mechanic, and the 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 81,602 miles in 2016, logging 2,317 hours and transporting 1,289 inmates.

These deputies also assist in serving civil process. In 2016, Deputies were able to serve 661 of these papers. Deputies also logged 761 attempts.

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 but is not limited to burglaries, sexual assaults, child welfare investigations, arsons, death investigations, significant traffic crash investigations, drug investigations, and computer crimes.

The Bureau also works in a joint effort with other local, state, or federal agencies. In 2016, the Detective Bureau was primarily assigned to or assisted in approximately 286 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 2016 the Portage County Sheriff's Office completed 76 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 2016 include 3.5 pounds of processed marijuana, 39 grams of heroin, and 128 grams of methamphetamine.

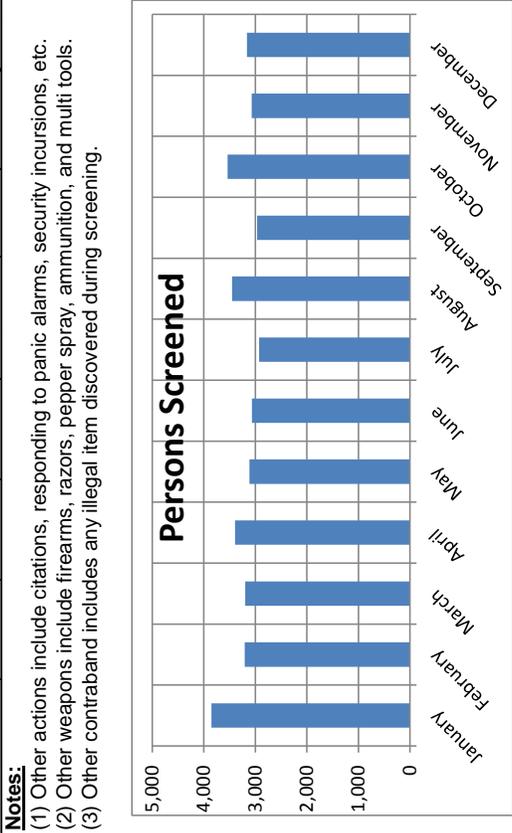
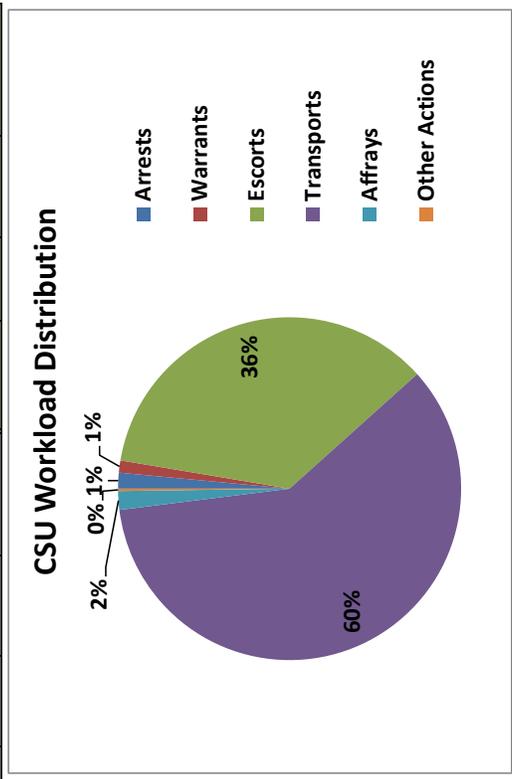


Portage County Sheriff's Office
Court Services Unit
 2016 Activity Report



Month	Law Enforcement Actions					Court Checkpoint Screening			County Board Screening					
	Arrests	Warrants	Escorts	Transports	Affrays	Other Actions	Number Screened	Knives	Other Weapons	Other Contraband	Number Screened	Knives	Other Weapons	Other Contraband
January	4	6	75	131	4	2	3,850	41	9	0	66	0	0	0
February	4	1	90	117	5	2	3,204	46	12	0	53	0	0	0
March	1	1	52	76	7	0	3,197	33	11	0	51	0	0	0
April	4	1	71	124	6	0	3,395	38	13	0	101	0	0	0
May	2	0	55	72	1	0	3,116	42	11	0	50	0	0	0
June	3	0	86	158	5	0	3,065	29	11	0	107	0	0	0
July	1	2	49	122	3	0	2,929	35	13	0	90	0	0	0
August	4	2	65	130	2	0	3,454	49	8	0	54	0	0	0
September	3	7	74	162	3	0	2,967	41	10	0	54	0	0	0
October	3	3	73	99	0	1	3,539	47	6	0	107	0	0	0
November	4	1	62	79	4	0	3,072	37	8	0	74	0	0	0
December	1	2	59	85	0	0	3,161	38	18	0	165	6	0	0
Total	34	26	811	1,355	40	5	38,949	476	130	0	972	6	0	0
2015 Statistics	44	27	730	1,163	54	31	38,306	460	118	0	829	4	3	0
Mean (Average)	3	2	68	113	3	0	3,246	40	11	0	81			
Daily Average	0.1	0.1	3.4	5.6	0.2	0.0	162	2.0	0.5	0.0				
High	4	7	90	162	7	2	3,850	49	18	0	165			
Median	3	1.5	68	119.5	3.5	0	3,179	39.5	11	0	70			
Low	1	0	49	72	0	0	2,929	29	6	0	50			

Weapon Detection Rate:
 1.5% of people screened are found to be armed with a weapon



- 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.

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 2016 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.



Community Programs

We also conduct Neighborhood Watch programs. We have a strong existing Neighborhood Watch Program, and it continues to grow. We give presentations at daycares, elderly housing complexes, and driver education classes. We provide security reviews to local businesses as well as youth outreach programs. 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)

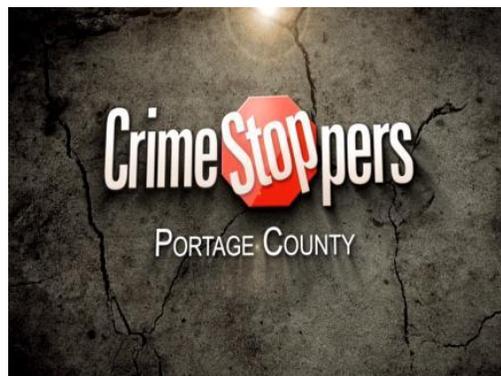
In the fall of 2015 our department worked with all the schools districts in our county to include Stevens Point School District, Tomorrow River School District, Rosholt School District, Almond School District, Wisconsin Rapids School District, and Stevens Point Catholic Schools. We reached out to each 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.



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, local newspapers, and Channel 9 Television. Both the radio and television stations tape and broadcast for free as a public service. In 2016, there were 47 tips phoned in, amounting to 18 persons being arrested and 17 cases being solved. A total amount of \$1,575 was paid out to tipsters throughout the year.



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 2016, the Sheriff's Office ran three Hunter Safety courses and one combined ATV/Snowmobile Class. The Sheriff's Office has 16 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 156 hours of boat patrol, 52 hours of ATV patrol and 79 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.



Sheriff's Office Communication Center

Services Provided

The Portage County Sheriff's Office Communication Center is staffed twenty-four hours a day, 365 days per year with highly dedicated, trained professionals known as Communication Technicians. These professionals are the vital link between the citizens and the non-emergent and emergent agencies and services within Portage County. The Communication Technicians along with Communication Supervisors continually monitor and respond to over 20 radio channels. The agencies and services range from:

- Sheriff's Office
- Portage County Jail
- Stevens Point Police Department
- Plover Police Department
- 3 ambulance services
- 16 fire departments
- 13 emergency medical responder groups
- Over a dozen community and state agencies, including County Highway Department, Stevens Point and Plover Street Departments, Humane Society, Department of Natural Resources, State Patrol, and many others

The critical information that the Communication Technicians receives is assessed and then disseminated to pertinent emergent or non-emergent 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 2016, 116,991 calls came into the Communications Center.

Breaking that down further, from emergent to the non-emergent calls, there were 14,142 emergent calls and 102,849 non-emergent calls with an average monthly total of 9,749. As compared with 2015 totals, which were 133,069 total phone calls with 15,794 being emergent calls and 117,275 non-emergent calls.

Our Communication Technicians continued to answer 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 Communication Technicians dispatched 59,480 calls for service, as compared with 59,830 in 2015.



Personnel

The national average of length of employment for a 911 communication technician is approximately five years. Our Communication Center is above the average with about an average of 10 years. We have experienced communications technicians ranging from 6 months to 28 years of service.

The Sheriff's Office Communications Center had a challenging 2016 with staff shortages from retirement and resignations. With the staffing shortage it was up to the remaining extraordinary communications technicians to work the extra hours either before or after their own shifts and/or on their days off. The teamwork and dedication that was observed during 2016's challenge was beyond phenomenal.

It should be noted that even if the Communications Center is fully staffed with 16 communications technicians, two supervisors, and one manager, it is still staffed below national standards. In 2010, the Portage County Board of Supervisors commissioned a study of the communications system, and found that at that time minimum staffing should be 20 communications technicians, 5 supervisors, and one manager. Call volume and calls for service have significantly increased since 2010.

When a communications technician resigns or retires it takes approximately 3-4 months to hire a replacement; then an additional 4-5 months to train before they are able to answer emergent and non-emergent calls on their own.

Hiring Process

Portage County Human Resources accepts all communications technician applications. The Sheriff's Office Communications Center utilizes several testing mechanisms to screen applicants as well as an oral hiring board, consisting of supervisory and communications personnel. The testing consists of a 911 public safety dispatcher pre-employment testing software. Historically the ratio of passing is 50%. Candidates that pass are then put through an extensive background check. The candidates that are recommended from the background checks are offered an open position with contingency of passing additional testing, which consists of hearing, drug testing and a psychological interview.

Training

The State of Wisconsin is approximately one of 18 states that does not require a basic level of training or mandated certifications for 911 emergency dispatchers;

“A person has to have a license to cut hair, but not to answer lifesaving 911 calls” - Unknown.

While the State does not yet require licensing, the new Sheriff's Office communications technicians are put through a rigorous 4-5 month training program with certain certifications being required. The new communications technicians, also known as probationary officers (POs), are on probation for the first 12 months of employment. The training program consists of classroom training, riding along with all three law enforcement agencies and observing in the jail and with Court Security Unit officers. The majority of the time the new POs are learning the job connected tandem to the communication training officer (CTO). With each advanced phase of the training program, the PO increases their level of responsibility of answering calls, paging fire departments and/or emergency medical services and completing other job duty tasks in the Communication Center.

Once the new Sheriff's Office communications technicians have successfully completed the first four phases of the training program, they are continually learning with experiencing emergent/non-emergent calls, as solo communications technicians, which they may not have experienced while working directly with a CTO. They are monitored by the communications supervisors with monthly evaluations for the remaining 12 month probationary period. Also during this time, efforts turn to additional certifications

and/or recertifications which include: TIME (Transaction of Information for Management of Enforcement) System, CPR, EMD (Emergency Medical Dispatching), and FEMA (Federal Emergency Management Agency) with NIMS (National Incident Management System) training.

Continuing Education

The Communication Technicians attended one in-service class in 2016. As in the past, the day was filled with CPR recertification, a Run Review session of previous medical calls and other updates. There was also presentations of Rescue Task Force, which is a specifically trained team of SWAT and EMS personnel working together to rescue injured victims during a critical incident and “Excited Delirium”, a serious medical condition. The day ended with a tour of the Stockton Fire Department.



**Portage County Communication Center
Mission Statement**

ASPIRE
Quality

To share the best of available resources, resolutions, and customer service to all who live and pass through Portage County.

ACQUIRE
Knowledge

Be a life-long learner; striving to continuously challenge and improve through continued education, public feedback, and team work.

ACHIEVE
Excellence

In service to our community and in our professional relationships, accepting our responsibilities in ever changing circumstances with a willing attitude as required by our profession.

As Portage County Communication Technicians, we are comprised of people dedicated to preserving the value of life of all citizens, our diverse community, their property, and environment; providing the best possible emergency and non-emergency communications in a caring, professional manner.



Portage County Sheriff's Office

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

First Date: 01/01/2016

Jurisdiction: Portage

Last Date: 12/31/2016

01/04/2017 11:20:03

<i>Day / Hour</i>	1-Sun	2-Mon	3-Tue	4-Wed	5-Thu	6-Fri	7-Sat	<i>Total</i>
0	398	211	214	227	246	296	410	2,002
1	334	161	164	191	212	240	366	1,668
2	299	102	147	178	179	191	332	1,428
3	196	96	70	105	78	97	184	826
4	90	66	64	77	66	87	88	538
5	92	98	94	102	117	111	132	746
6	89	182	201	180	190	180	118	1,140
7	161	491	478	431	503	458	216	2,738
8	283	554	604	521	544	635	408	3,549
9	279	515	520	526	536	536	467	3,379
10	320	515	561	596	523	506	481	3,502
11	322	538	515	498	529	485	524	3,411
12	500	504	506	476	502	519	396	3,403
13	328	453	501	548	532	515	394	3,271
14	319	484	501	462	430	496	366	3,058
15	302	471	499	488	525	542	339	3,166
16	341	368	365	373	422	388	284	2,541
17	295	365	414	428	370	436	311	2,619
18	378	461	417	409	457	506	406	3,034
19	363	444	466	394	442	477	473	3,059
20	301	342	338	338	333	446	388	2,486
21	326	389	367	368	421	468	482	2,821
22	285	331	311	358	417	500	525	2,727
23	247	290	294	307	339	441	448	2,366
Total	6,848	8,431	8,611	8,581	8,913	9,556	8,538	59478

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

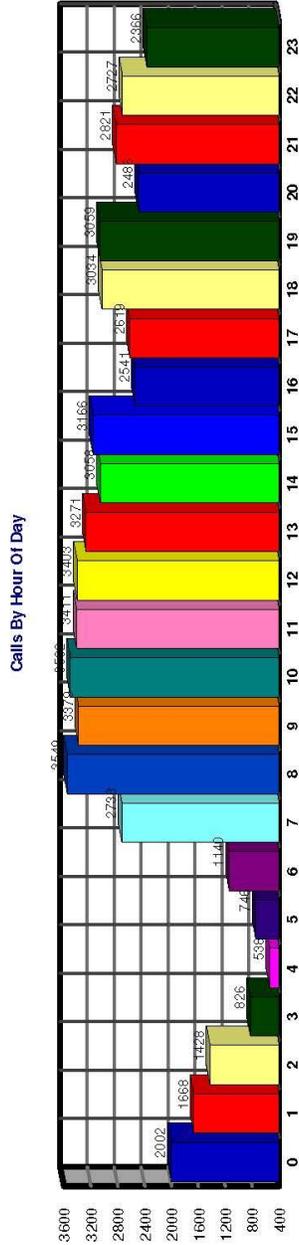
First Date: 01/01/2016

Last Date: 12/31/2016

Jurisdiction: Portage

Hour:

CPH	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
	2002	1668	1428	826	538	746	1140	2738	3549	3379	3502	3411	3403	3271	3058	3166	2541	2619	3034	3059	2486	2821	2727	2366	59478



Portage County Sheriff's Office

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

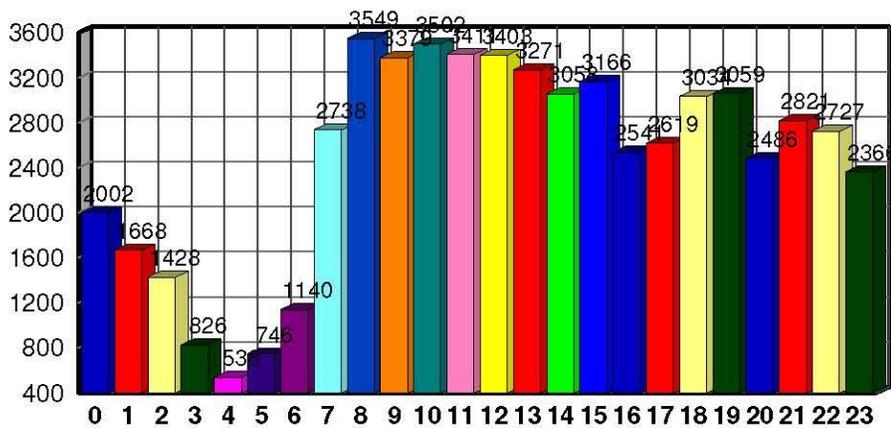
First Date: 01/01/2016

Jurisdiction: Portage

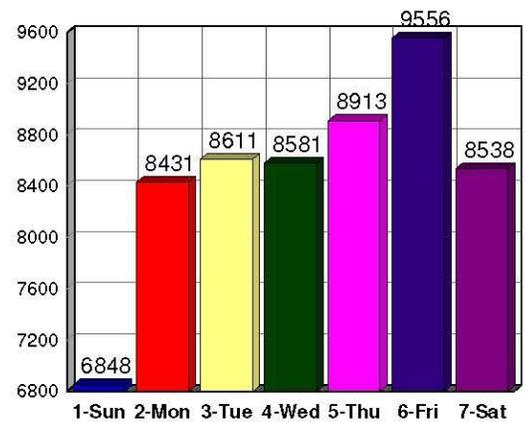
Last Date: 12/31/2016

01/04/2017 11:20:03

Calls By Hour Of Day



Calls By Day Of Week



Awards

It is not uncommon for the communications technicians to receive individual awards and recognition for their lifesaving efforts. In 2016 the entire Sheriff's Office Communications Center was recognized by the Portage County Emergency Medical Services Association with the Medical Director's Award. The honor was given "for their dedication to the community, their emergency service providers, and their success in delivering pre-arrival instructions."

The professionals staffing the Communications Center usually are the first first-responders at an emergency, and are a vital link in the chain of survival for many victims of medical emergencies. Communications technicians are trained to deliver instructions to callers that can save lives until medical assistance can arrive on scene.

The plaque hangs in the Communications Center as a daily reminder of the impact the staff has on peoples' lives. We take that responsibility very seriously, and appreciate the recognition.



Corrections Division

General

Staff

The Corrections Division employs 25 full-time Correction Officers, 5 full-time Correction Corporals, a Captain, Sergeant, and Juvenile Detention Superintendent. 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.

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.

The Corrections Division staffing is considered to be inadequate, and does not provide sufficient manpower to perform all of the needed functions safely, especially considering the poor design of the current linear facility. Corrections officers continue to be employed as “general” employees versus “protective” status for retirement purposes, despite the nature and danger of their positions.

New Technology

In 2016 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). 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.

Stellar Lockdown commissary service, which started in March 2010, remains our inmate banking and commissary vendor. The new commissary system is an automated system 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 2016; the dorm was utilized as an Adult Huber Dorm for 6 days in 2016, for a total of 34 bed days. This in turn was a \$1088 savings.

Additional remodeling proposals are being created to facilitate remaining in this deficient facility for the foreseeable future. Those concepts will be introduced as part of the 2017 Capital Improvement Project requests, and is anticipated to total approximately \$30 million in total

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 74,500 meals were prepared for the division in 2016.

Health Services

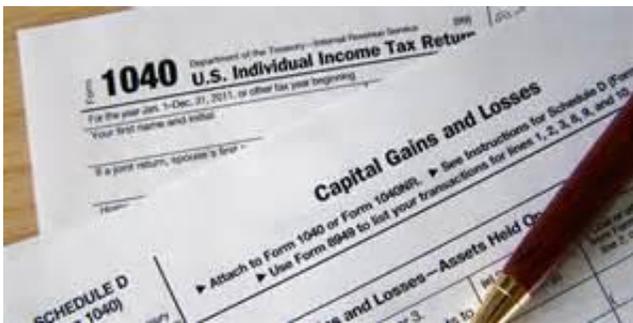
Medical Health

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 or 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 2016, \$46,876.71 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 opportunity of meeting with the Jail Social Worker for skills training and education in managing stress, anxiety, anger, mental health, substance abuse, and in obtaining employment. Mental health needs are assessed and plans are formulated in collaboration with the jail nurse, physician, and community providers to best address the needs of inmates. This includes established outpatient appointments with community psychiatrists and mental health therapists upon release. Referrals are made for community based mental health services as clinically indicated.

Collaboration has occurred with employment agencies to facilitate return to work for our Huber status inmates. In addition, the jail social worker does receive telephone calls from private employers which provides additional work options for individuals. The Wisconsin Innovation Opportunity Act Program is also available for inmates to receive classroom instruction and mechanical skills training at North Central Technical College. Successful candidates are then linked up with employers associated with the program. A new program for 2017 will be an employment preparation skills group. This opportunity will emphasize job searching, application completion, and interview skills training. This will be provided by a community volunteer.

Alcohol and other drug use treatment options are also offered to inmates, along with the Seeking Safety Group opportunity. Seeking Safety skills training also takes place on an individual basis with the jail social worker. The Seeking Safety curriculum provides skills training for individuals who have experienced past trauma and have ongoing substance abuse issues. The Men's Recovery Group is available to the Huber gentlemen each Tuesday evening. This is facilitated by a certified substance abuse counselor from Ministry Behavioral Health. This takes place in the Law Enforcement Day Report Center, and provides an opportunity for support and establishing relationships with individuals in the community that are in recovery.

A strong partnership is established with local chapters of Alcoholics Anonymous and Narcotics Anonymous. Group meetings occur in the jail library on a weekly basis. An additional option for inmates is the Bridge the Gap Program. This provides inmates the chance to meet one on one with a person in recovery while still in custody. This serves as a positive connection to the recovery community upon release. Collaboration has continued to take place with the Ministry Residential Treatment Center, the court system, and Portage County Jail for people to access treatment directly from custody. An additional service is in place for individuals to have an OWI assessment scheduled and completed at the Portage County 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. In addition, collaboration occurs with victim



advocates to meet with female inmates on a one to one basis for support and education to manage trauma and abuse. Safety plans can also be completed with staff from CAP services.

Veterans Services

Enhanced access to services has continued in 2016. This has included the Veteran's Homeless Assistance Program. Veterans have meetings with VA staff at the jail prior to release to establish connections to resources and services. Facilitation has also taken place with the Tomah VA Substance Abuse Treatment Program for eligible individuals to access this opportunity directly from jail. Veterans in the Stevens Point area now have the opportunity to meet with a certified VA therapist at the University of Wisconsin-Stevens Point campus. Office hours are available on a weekly basis and are easily accessed. The local Veterans Service Officer is also a resource for the jail and meets with individuals as requested to provide education on available benefits to service connected veterans.

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 Friday, Saturdays, and a Sunday evening Bible study. In addition, a group service takes place each Friday.

Transition Services

Each individual that has met with the jail social worker is provided with a release/reentry packet. This is developed and completed prior to release. This includes a review of needs and options are identified for services to best address needs on an individualized basis. Appointments are coordinated in collaboration with the individual, community providers, probation agents, and the recovery community.

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) upon leaving jail. Several inmates are successful each year in receiving their GED and HSED. The juveniles in custody are provided the opportunity to meet with the instructor from the Stevens Point Area Public School District to remain current with their education curriculum. Education needs are addressed as indicated.

Juvenile Education

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

Grandparent Program for Juveniles

The Aging and Disability Resource Center (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 one-on-one 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>2014</u>	<u>2015</u>	<u>2016</u>
In Our Jail	67.94	57.42	58.14
Shipped	46.09	38.96	37.15
HDP	8.41	11.71	15.84
Total:	122.44	108.09	116.65
Bookings	1791	1726	2138
Length/Stay	25.28	25.81	24.03

Shipping

As of January 1, 2016, the Portage County Jail is renting a minimum of 35 beds per day from the Waupaca County Jail. Housing costs for 2016 were \$460,094.25 compared to 2015 \$469,240.00. These costs do not include transportation or medical expenses. The 2016 budgeted amount was \$425,000. During 2016, Portage County transported 693 inmates and made a total of 94 trips to and from Waupaca County. Since Portage County started to ship inmates from 1999 to 2016, we have spent \$7,349,644 in out of county housing costs.

Home Detention

2016 marked the first year since 2002 where the Sheriff's Office had a dedicated full time Home Detention Program (HDP) officer. Since then, the program has returned to near historical levels of participation. Estimates are that HDP saved the County nearly \$130,000.

In 2016, an average of 16.53 inmates served their sentence on electronic home monitoring each day. This compares to 11.98 inmates per day in 2015. 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.



In 2017, the Home Detention Program (HDP) will be referred to as the Electronic Monitoring Program (EMP). Starting in 2017, not all of the people on the "bracelet" will be confined to a residence. Some of the inmates on the bracelet will be "Huber" inmates.

Home Detention Program (HDP) End-of-Year Report 2016

Month	Number of HDP Hook Ups	Total Days Served by HDP Clients	Revenue Generated by Hook-Up Fees (\$30)	Revenue Generated by Daily Fees (\$20)	Total Revenues Generated	* Amount Spent if Served as Jail Days (x \$12.00)	† Net Savings With HDP Versus Jail Time	Total HDP Cost for Supplies and Equipment
January	9	437	\$270.00	\$8,740.00	\$9,010.00	\$5,244.00	\$14,254.00	
February	10	317	\$300.00	\$6,340.00	\$6,640.00	\$3,804.00	\$10,444.00	
March	13	611	\$390.00	\$12,220.00	\$12,610.00	\$7,332.00	\$19,942.00	
April	13	513	\$390.00	\$10,260.00	\$10,650.00	\$6,156.00	\$16,806.00	
May	11	687	\$330.00	\$13,740.00	\$14,070.00	\$8,244.00	\$22,314.00	
June	7	456	\$210.00	\$9,120.00	\$9,330.00	\$5,472.00	\$14,802.00	
July	8	363	\$240.00	\$7,260.00	\$7,500.00	\$4,356.00	\$11,856.00	
August	8	474	\$240.00	\$9,480.00	\$9,720.00	\$5,688.00	\$15,408.00	
September	12	527	\$360.00	\$10,540.00	\$10,900.00	\$6,324.00	\$17,224.00	
October	8	409	\$240.00	\$8,180.00	\$8,420.00	\$4,908.00	\$13,328.00	
November	15	446	\$450.00	\$8,920.00	\$9,370.00	\$5,352.00	\$14,722.00	
December	8	550	\$240.00	\$11,000.00	\$11,240.00	\$6,600.00	\$17,840.00	
Totals	122	5790	\$3,660	\$115,800	\$119,460	\$69,480	\$188,940	(\$59,373)
Monthly Average	10	483	\$305	\$9,650	\$9,955	\$5,790	\$15,745	(\$4,947.75)
Program Savings: \$129,567								

* The amount spent is calculated by the cost of a daily jail bed (\$32.00) minus the amount generated by Pay for Stay Fees (\$20) = \$12.00

† Net savings is calculated by taking total revenues generated plus the amount spent if served as jail days.

Portage County Sheriff's Office
Housing and Transportation Costs

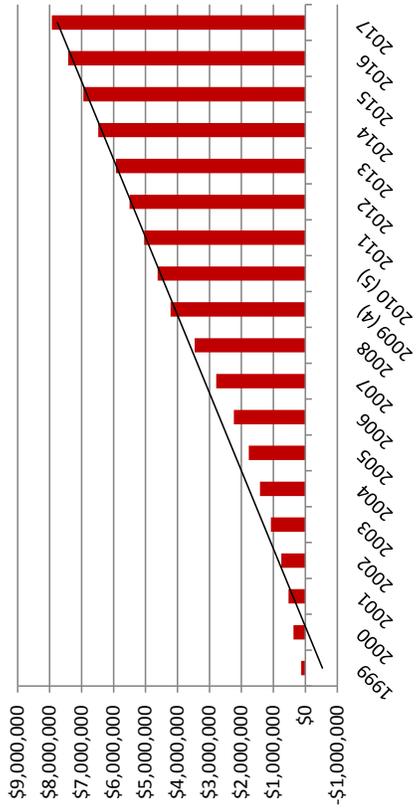
as of February 15, 2017

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 Cost	Maximum Daily Total Population	Average Daily In-Jail Pop. (11)	Average Daily EMP Participants (14)	Ave. Length of Stay (13)	Needed Jail Beds (7)	Number Over 100% Jail 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	98	18	22	132	53	18		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	99	15	22	135	56	22		23	
2005	\$349,581	86,198	\$0.445	2,130	\$52.23	\$149,613	\$499,194	\$1,769,018	\$691,960	\$2,460,978	118	100	12	22	139	60	23		28	
2006	\$470,731	71,659	\$0.445	1,789	\$53.85	\$128,222	\$598,953	\$2,239,749	\$820,181	\$3,059,930	134	107	10	23	158	79	30		33	
2007	\$549,252	72,484	\$0.485	1,702	\$55.51	\$129,638	\$678,890	\$2,789,001	\$949,819	\$3,738,820	130	109	9	26	153	74	36		38	
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	110	10	27	153	74	40		43	
2009 (4)	\$752,586	72,545	\$0.550	2,050	\$59.00	\$160,850	\$913,436	\$4,214,172	\$1,251,265	\$5,465,437	146	120	9	28	172	93	47		48	
2010 (5)	\$411,535	63,034	\$0.500	1,216	\$38.72	\$78,601	\$490,136	\$4,625,707	\$1,329,866	\$5,955,573	127	98	7	27	149	70	35	113	151	
2011	\$418,688	68,800	\$0.533	1,220	\$39.12	\$84,397	\$503,085	\$5,044,395	\$1,414,263	\$6,458,658	127	90	8	23	149	70	35		58	
2012	\$452,592	75,110	\$0.555	2,508	\$39.51	\$140,777	\$593,369	\$5,496,987	\$1,555,040	\$7,052,027	118	96	6	22	139	60	35		63	
2013	\$432,591	78,553	\$0.565	2,222	\$39.91	\$133,062	\$565,653	\$5,929,578	\$1,688,102	\$7,617,680	123	104	8	23	145	66	37		68	
2014	\$548,960	72,400	\$0.560	2,200	\$41.13	\$131,030	\$679,990	\$6,478,538	\$1,819,132	\$8,297,670	139	114	8	25	164	85	47	200*	73	
2015	\$469,058	74,828	\$0.575	2,008	\$45.38	\$134,149	\$603,207	\$6,947,596	\$1,953,281	\$8,900,877	144	96	12	26	169	90	29	140	186	
2016	\$474,980	81,602	\$0.540	2,317	\$48.28	\$155,930	\$630,910	\$7,422,576	\$2,109,211	\$9,531,787	148	100	16	24	174	95	33			
2017	\$512,900	81,602	\$0.535	2,198	\$49.25	\$151,903	\$664,803	\$7,935,476	\$2,261,114	\$10,196,590	152	101	18	25	179	100	34			
2020	\$538,709	78,816	\$0.551	2,114	\$53.82	\$157,217	\$695,926	\$9,512,890	\$2,724,793	\$12,237,682	163	104	18	25	192	113	37	173	230	
2025	\$584,644	82,071	\$0.579	2,192	\$62.39	\$184,267	\$768,911	\$12,321,272	\$3,578,501	\$15,899,773	184	109	18	25	216	137	42	214	285	
2030	\$634,495	85,374	\$0.609	2,243	\$72.33	\$214,194	\$848,689	\$15,369,120	\$4,574,654	\$19,943,773	209	115	18	25	246	167	48	265	353	
2035	\$688,597	88,812	\$0.640	2,301	\$83.84	\$249,783	\$938,380	\$18,676,850	\$5,734,598	\$24,411,447	236	121	18	25	278	199	54	329	438	

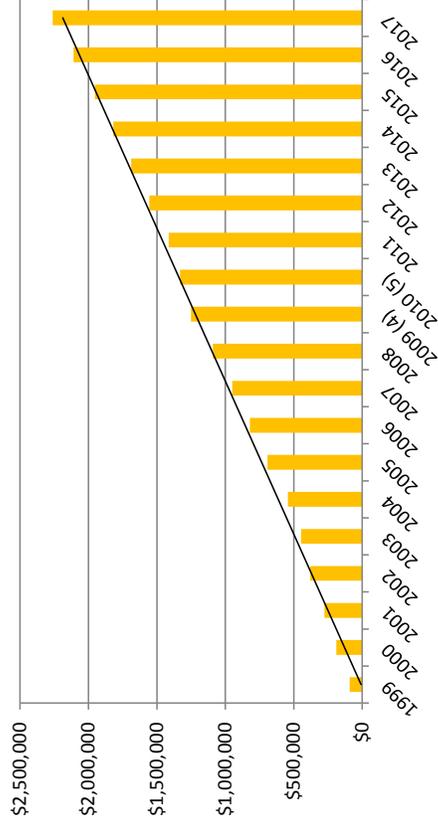
Indicates where actual numbers have been correctly predicted by previous studies.

(1) Based on annual bed cost (starting at current cost of \$34/day/inmate in 2017), increasing per contract annually x average out-of-county ave. daily population
(2) Based on IRS business mileage rate (averaged for split years). Projections are based on +1% each year.
(3) 1999-2008 based on mean deputy wage and 1.5 OT ratio w/ fringes, est. 75% solo trips. 2009-17 are actual wages and fringes. 2018+ 3% cost annual increases
(4) Second full time civil process/trip officer added
(5) Lincoln County Jail contract begins
(6) 2017+ 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; Projections based on 5 Year Average, then +1% thereafter
(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; Projection based on 5 Year Average
(12) Includes all Transports; Projections based on 5 year average, then +1% each year thereafter
(13) Includes stays of less than one day
(14) Data Not Available Prior to 2003

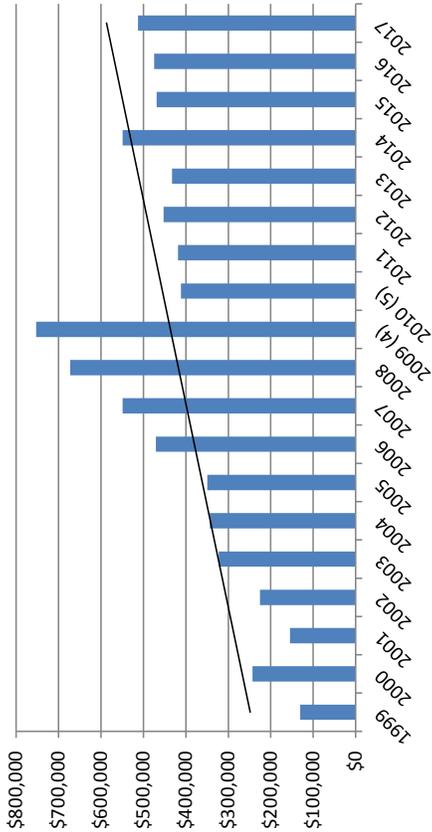
Cumulative Housing



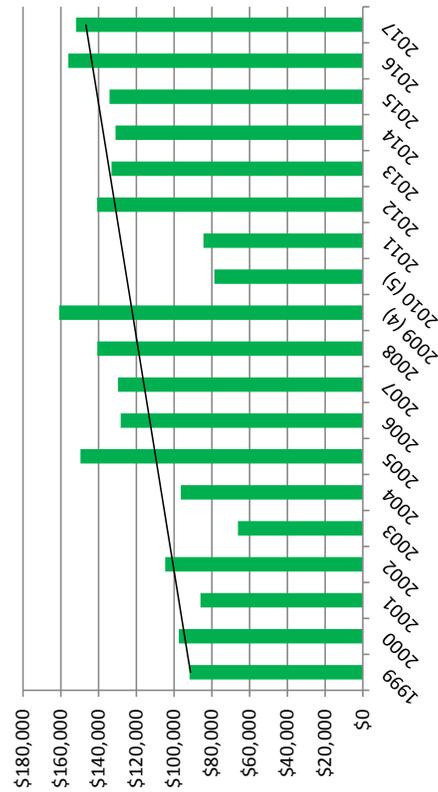
Cumulative Transportation



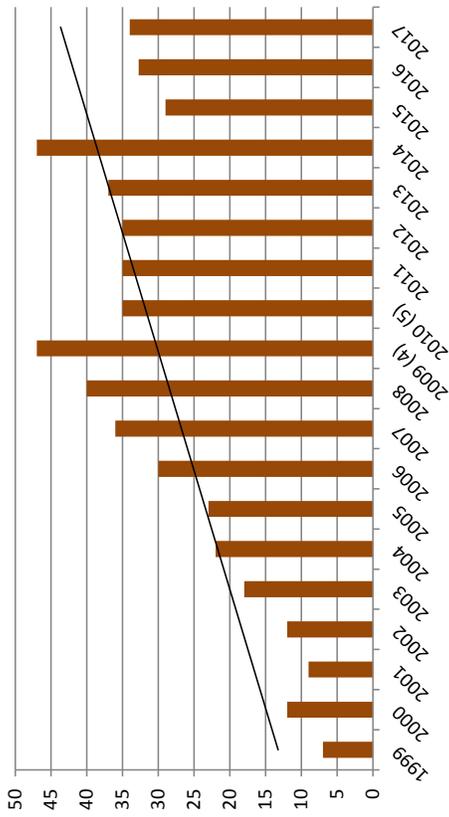
Housing Costs



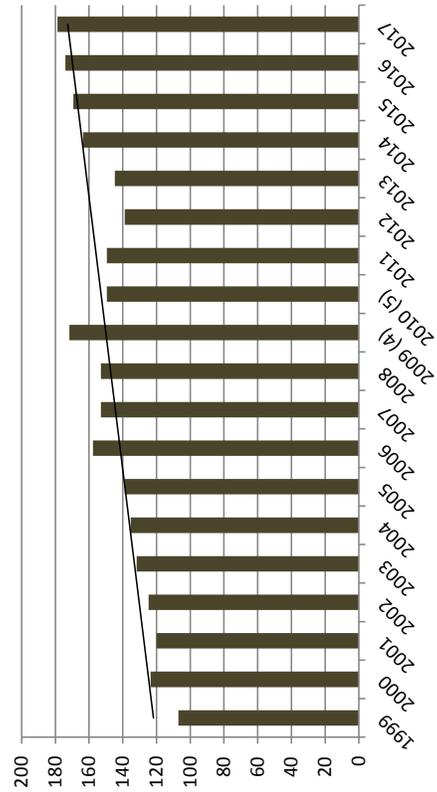
Transportation Costs



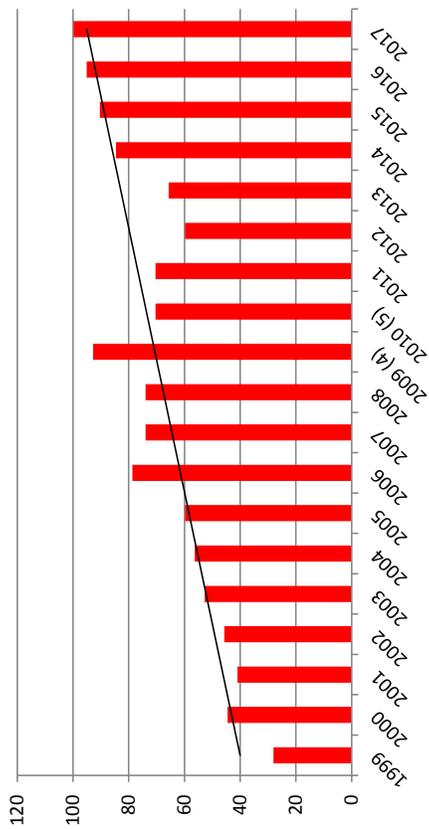
Average Daily Prisoners Shipped



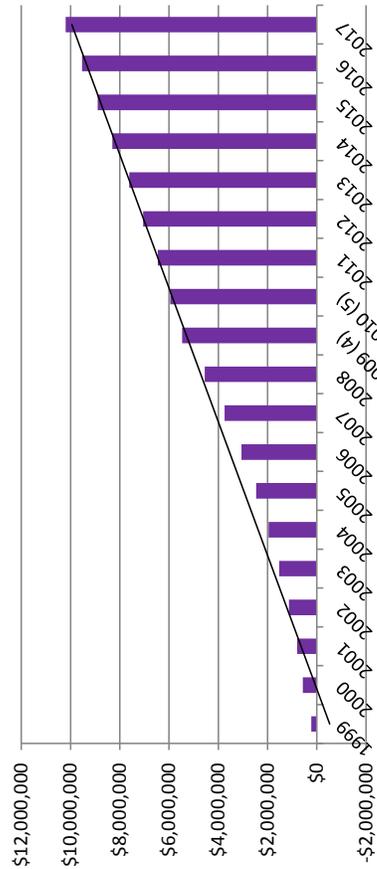
Jail Beds Needed



Number Over Bed Capacity



Total Cumulative Cost



Juvenile Detention

Population Summary for 2016:

	Portage County	Other Counties	Total
Admissions	141	190	331
Days Served	1464	1292	2756
Average Daily Population	4.0	3.6	7.6
Average Length of Stay	10.1	7.2	8.6
Number of Counties Served			26

The following other counties utilized the Juvenile Detention Center during 2016:

Adams	Brown	Columbia	Dodge	Dunn
Eau Claire	Florence	Green Lake	Iron	Jackson
Langlade	Lincoln	Manitowoc	Marquette	Menomonie
Milwaukee	Oneida	Outagamie	Racine	Rock
Shawano	Taylor	Waupaca	Waushara	Winnebago
Wood				

Statistical Trends for Portage County Youth

- In 2016, 141 juveniles were placed in secure detention by the Portage County courts and juvenile intake workers. In the 20 year span from 1996 to 2016, the average was 122.44 admissions per year. The 141 admissions is an increase of the average by 15.2%.
- In 2016, Portage County juveniles served 1464 days in secure detention.
- In 2016, the average daily population (ADP) of Portage County juvenile's was 4.0 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 2016, Portage County Savings were \$219,600.00 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	81	88	71	91	331	269
Male:Female Ratio	47 34	42 46	46 25	70 21	205 126	155 114
Detention Days Served	672	804	449	831	2756	2416
Male:Female Ratio	396 276	271 409	264 185	645 186	1576 1056	1424 992
Maximum Possible Detention Days	1080	1092	1104	1104	4380	4380
Average Daily Population	7.5	8.8	4.9	9.0	7.6	6.6
Male:Female Ratio	4.4 3.1	3.0 4.5	2.9 2.0	7.0 2.0	17.3 11.6	15.6 7.4
Occupancy Rate	62.2%	73.6%	40.7%	75.3%	62.9%	55.2%
Number of Counties Served	0	0	0	0	26	18
Number of Portage County Admissions	49	43	34	31	141	141
Male:Female Ratio	27 22	19 18	28 6	25 6	101 40	98 43
Number of Portage Co. Detention Days	413	420	269	362	1464	1459
Male:Female Ratio	213 200	209 211	156 113	333 29	911 553	1076 383
Portage County Average Daily Population	4.6	4.6	2.9	3.9	4.0	4.0
Male:Female Ratio	2.4 2.2	3.6 1.0	1.9 1.0	2.7 1.2	2.6 1.4	2.8 1.2
Portage County Percentage of Occupancy	61.5%	52.2%	59.9%	43.6%	53.1%	60.4%
Billable Revenues*	\$32,550.00	\$46,500.00	\$15,450.00	\$48,530.00	143,030.00	\$105,750.00
Portage County Savings	\$61,950.00	\$63,000.00	\$40,350.00	\$54,300.00	\$219,600.00	\$218,850.00

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

Office Space

The work space for the Juvenile Detention Center staff consists of a 9' x 10' office and a 4' x 6' makeshift combination bathroom/kitchen/storage room. This facility services two corrections officers 24/7, plus the teacher when he is at the JDC and not in the classroom.



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 Lead Law Enforcement Records Specialist and a full-time Administrative Services Manager. These employees play a vital role in the financial, 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 Administrative Services Manager manages inmate commissary and billing accounts using Stellar Services software; she safeguards inmate monies by managing a separate checking account for deposits and disbursements. Staff are also responsible for the processing of all monies received into the Sheriff's Office and collecting outstanding monies due to the Sheriff's Office through invoicing and collection monitoring.

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, and providing audit materials as requested.

Administrative Services Manager

The Administrative Services Manager oversees the administrative work of the Sheriff's Office and supervises both the Lead Law Enforcement Records Specialist and the Law Enforcement Records Specialists. This position is responsible for oversight and backup for all financial requirements of the department 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 Administrative Services 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 serve 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, taking and transcribing the minutes, and posting all relevant documents to the County's website.

2016 Records Division Changes

During 2016, the Records Division lost their last seasoned law enforcement records specialist. That accounted for a 100% turnover in records in a very short time period. A county-wide salary study was completed, and we feel this position is now properly classified for compensation which should reduce turnover. On the upside, we were able to fulfill the new position of Lead Law Enforcement Records Specialist. This position not only provides documentation and training services in the Records Division, but also acts as backup to the Administrative Services Manager for processing deposits, bond payments and payroll and provides administrative support to the Coroner.

As of the end of 2016, we will have both the Lead Law Enforcement Records Specialist and two Law Enforcement Records Specialists completing their probationary periods. One additional new hire will complete their probationary period in October of 2017. As a result of staffing changes, 2016 was filled with many training challenges and additional duties for both the Lead Law Enforcement Records Specialist and the Administrative Services Manager—the theme for 2016 in the Records Division was “training, training and more training.”

During 2016, the County also implemented new web page development software. Both the Chief Deputy and Administrative Services Manager were trained to develop and maintain the Sheriff’s Office web pages in the new format. Additional training was provided to support staff for posting meeting materials and minutes.

PORTAGE COUNTY SHERIFF'S OFFICE RECORDS DIVISION-1

<u>CLASSIFICATION OF OFFENSES:</u>	<u>2015</u>	<u>2016</u>	<u>% CHANGE</u>
Aggravated Assault	23	11	-52%
All Other Larceny (Theft outside of structure)	72	51	-29%
Arson	0	1	100%
Burglary/Breaking & Entering	42	39	-7%
Curfew/Loitering/Vagrancy	0	4	400%
Destructive/Damage/Vandalism	99	92	-7%
Disorderly Conduct	94	92	-2%
Drug Equipment Violations	106	84	-21%
Drug/Narcotic Violations	142	139	-2%
Embezzlement	0	1	100%
Extortion/Blackmail	2	0	-100%
False Pretense/Confidence Game	10	14	40%
Family Offenses, Nonviolent	29	30	3%
Forcible Fondling	3	15	400%
Forcible Rape	1	3	200%
Forgery/Counterfeiting	11	11	0%
Fraud Credit Card/ATM	43	22	-49%
Impersonation	31	30	-3%
Incest	1	2	100%
Intimidation	1	6	500%
Kidnapping/Abduction	2	3	50%
Liquor Law Violations	31	26	-16%
Motor Vehicle Theft	14	7	-50%
Pornography/Obscene Material	2	7	250%
Robbery	0	1	100%
Simple Assault	33	32	-3%
Statutory Rape	4	0	-100%
Stolen Property Offenses	2	3	50%
Theft from Buildings	30	17	-43%
Theft from Motor Vehicle	16	23	44%
Theft of Motor Vehicle Parts	2	1	-50%
Trespass of Real Property	24	21	-13%
Weapon Law Violations	12	6	-50%
Wire/Computer/Other Elect	4	0	-100%

PORTAGE COUNTY SHERIFF'S OFFICE RECORDS DIVISION-2

<u>PROPERTY BY TYPE & VALUE:</u>	<u>2016 STOLEN/DAMAGED</u>	<u>RECOVERED</u>
Alcoholic Beverages	\$58	\$0
All-Terrain Vehicles	\$1,600	\$0
Automobiles	\$35,002	\$3,601
Bicycles	\$4,651	\$1,820
Boats	\$500	\$800
Building Materials	\$2,835	\$0
Camping/Hunting/Fishing supplies	\$4,886	\$0
Chemicals	\$1	\$0
Clothing/Furs	\$1,044	\$0
Collections/Collectibles	\$610	\$0
Computer Hardware/Software	\$7,756	\$155
Consumable Goods	\$183	\$0
Crops	\$4,347	\$0
Drugs/Narcotics	\$668	\$0
Drugs/Narcotics Equipment	\$679	\$0
Explosives/Ammunition	\$420	\$0
Farm Equipment	\$347,350	\$400
Firearm Accessories	\$591	\$15
Firearms	\$7,347	\$475
Fuel	\$355	\$0
Heavy Construction/Industrial Equip.	\$207,500	\$0
Household Goods	\$2,093	\$0
Jewelry/Precious Metals	\$12,036	\$250
Law Enforcement Equipment	\$1,801	\$0
Lawn/Yard/Garden Equipment	\$5,506	\$2,500
Livestock	\$1,420	\$0
Logging Equipment	\$2,000	\$1,000
Merchandise	\$537	\$0
Metals, Non-Precious	\$465	\$0
Money/Cash	\$81,146	\$0
Musical Instruments	\$1,164	\$0
Negotiable Instruments	\$9,268	\$0
Non-Negotiable Instruments	\$0	\$0
Office-Type Equipment	\$200	\$0
Other (i.e. traffic signs, pallets, etc.)	\$30,292	\$900
Other Motor Vehicles	\$12,050	\$5,000
Photographic/Optical Equipment	\$1,867	\$0

PORTAGE COUNTY SHERIFF'S OFFICE RECORDS DIVISION-3

Portable Electronic Equipment		\$5,896	\$270
Purses/Handbags/Wallets		\$226	\$0
Radio/TV/Stereo Equipment		\$7,194	\$0
Recordings-Audio & Video		\$10	\$0
Recreational/Sports Equipment		\$5,305	\$0
Structures-Commercial/Business		\$700	\$0
Structures/Barns		\$0	\$0
Structures-Other		\$342	\$0
Structures-Other Dwelling		\$3,595	\$0
Structures-Public/Community		\$0	\$0
Structures-Single Occupancy Dwelling		\$3,057	\$0
Structures-Storage		\$0	\$0
Tools-Power & Hand		\$16,042	\$526
Trailers		\$6,450	\$0
Trucks		\$0	\$0
Vehicle Parts/Accessories		\$10,280	\$0
Watercraft Equip/Parts/Accessories		\$4,800	\$0
Weapons - Other		\$450	\$0
	TOTAL:	\$854,574	\$17,712
	Percent Recovered 2016:	2%	
	Percent Recovered 2015:	19%	
<u>BURGLARY BY PREMISE TYPE (PROPERTY STOLEN):</u>	<u>2015</u>	<u>2016</u>	<u>% CHANGE</u>
Residential	\$94,358	\$62,383	-34%
Non-residential	\$73,063	\$12,750	-83%
	<u>Total:</u>	<u>\$75,133</u>	<u>-55%</u>
<u>CIVIL PROCESS DATA:</u>	<u>2015</u>	<u>2016</u>	<u>% Change</u>
Civil Process Papers Received	792	783	-1%
Number of Attempts	660	828	25%
Number of Papers Served	644	677	5%
Foreclosure Sales	69	59	-14%

PORTAGE COUNTY SHERIFF'S OFFICE RECORDS DIVISION-4

<u>OPERATING WHILE INTOXICATED OFFENSES:</u>	<u>2015</u>	<u>2016</u>	<u>% CHANGE</u>
1st Offense	81	96	19%
2nd Offense	39	21	-46%
3rd Offense	18	17	-6%
4th Offense	10	3	-70%
5th+ Offense	5	9	80%
Absolute Sobriety	2	0	-100%
Injury by Intoxicated Use of Vehicle	8	2	-75%
Injury by Use of Vehicle with BAC	0	0	0%
Homicide by Intoxicated Use of Vehicle	0	0	0%
<u>Total:</u>	163	148	-9%
<u>TRAFFIC CRASHES:</u>	<u>2015</u>	<u>2016</u>	<u>% CHANGE</u>
Reportable Crashes	636	739	16%
Personal Injury Crashes	157	176	12%
Property Damage Crashes	177	246	39%
Fatal Crashes	2	1	-50%
Hit and Run Crashes	38	30	-21%
Number of Persons Injured	211	239	13%
Number of Persons Killed	2	1	-50%
Number of Crashes Involving Alcohol	21	21	0%
<u>CITATION DATA:</u>	<u>2015</u>	<u>2016</u>	<u>% Change</u>
Criminal Traffic	337	247	-27%
Uniform Traffic Citations	2,670	2,482	-7%
County/DNR Ordinance Citations	363	276	-24%
Parking Citations	41	125	205%
Warnings	3,715	3,574	-4%
<u>DISPATCH:</u>	<u>2015</u>	<u>2016</u>	<u>% Change</u>
Alarms	651	674	4%
Ambulance Assist/Requests	4,132	3,887	-6%
Animal Control Calls	1,452	1,304	-10%
Disaster/Weather	484	493	2%
Trips	711	761	7%
Vacant Home Checks	76	78	3%
Warrants	624	651	4%
CAD/Calls for Service	59,830	59,478	-1%

Community Engagement

The Portage County Sheriff's Office has a rich tradition of participating in community activities, delivering safety education classes, and watching our employees spend untold hours of volunteer time while off-duty. Just some of these activities include:

- Special Olympics Summer Games
- Cops and Bobbers
- Boys and Girls Club Valet Parking
- Hunter Education Classes
- Cops Gone Wild
- Leadership Portage County
- Special Olympics Torch Run
- Snowmobile Safety Classes
- Law Enforcement Internships
- Civic Presentations
- Shop with a Cop
- Concealed Carry Weapon Classes
- Salvation Army Bell Ringing
- Never Forgotten Honor Flight
- Coffee with a Cop Program
- Basic Handgun Safety Classes
- Teen Leadership Program
- Guns and Hoses Softball Game

And the list goes on and on.



On-line Presence

In an attempt to keep pace with technology and expand ways to inform and engage the public, the Sheriff's Office has expanded its on-line presence using the County's new web site as well as the social media platforms of Facebook and Twitter.

New Web Site

The new web site (www.co.portage.wi.us/sheriff) provides a tremendous amount of information about the Sheriff's Office, scheduled events, and self-service features all designed to make it easier for the public to handle routine matters on-line. The Sheriff's Office pages include information on:

- Operations Division
- Record Requests
- Jail and Juvenile Detention
- Records Division
- Communications Center
- Active Warrants
- Surrendering Firearms
- Classes and Events
- Crime Stoppers
- Animal Control

In addition, the Sheriff's Office hosts pages for the Public Safety/Emergency Management Committee, the Traffic Safety Commission, and the Traffic Incident Management Committee, as well as other information of community interest. The new platform allows for increased responsiveness, more current information, and the ability to customize content to meet the needs of the public.

Facebook

The Sheriff's Office continues to use the increasingly popular social media platform Facebook (www.Facebook.com/PortageCountySheriff) to reach an ever increasing population of on-line citizens. With daily posts that run a broad spectrum of topics, such as: Sheriff's Office news, traffic & weather alerts, safety tips, legal updates, construction alerts, classes & events, anti-drunk driving reminders, the very popular "Ask the Sheriff" segment where citizens can ask questions and have their answers posted for all to see, and even some good natured humor.



At the end of 2016, the page had over 8,500 likes, with over 8,200 people following the page, and an average weekly reach of more than 74,000 people. The volunteers who host and run the page utilize on-line analytics to see which posts most engage the public, and measure their reactions to them. This is all done in an attempt to give the followers the best and most useful experience possible.

Twitter

For quick, short messages, the Sheriff's Office uses its fledgling Twitter Account started in late 2015 (www.Twitter.com/PortageSheriff). While not as prolific as our Facebook account, Twitter allow for a quick picture and a short message, often times redirecting interested parties to the Facebook account or web site for detailed information. Now just over one year old, the account has garnered just shy of 150 followers.



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