

ANNUAL REPORT

PORTAGE COUNTY
SHERIFF'S OFFICE



2017

MIKE LUKAS
SHERIFF

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Portage County Sheriff's Office

Continuing Forward

The year 2017 was dedicated to systems improvements, from preparation for planned personnel turnovers, to implementation of new software, to energizing community outreach and electronic monitoring programs. The work of the Sheriff's Office continues anew, thanks to the professionalism and dedication of the members of this great team.

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 completion of radio tower construction. The project is still targeted for completion in the spring of 2018. 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 Electronic Monitoring Program (EMP) continues to be a very successful venture, with a rate ranging from 10 to 20 inmates, with the average being nearly 16 out at any time.
- **Firearms Upgrades.** The patchwork of well used firearms, spread across a disparate number of platforms, made repair, training, and reliability increasingly difficult and questionable. Using 2015 carry-over funding to replace all of the weaponry at the Sheriff's Office, we now have standardization of platforms and training regimens. This undoubtedly will improve officer safety and save money in the long run.
- **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). The County Board approved money for the 2018 evaluation of the LEC for needed maintenance and improvement projects. The staff is hard at work with the preparation for that study next year.
- **Other projects include working towards transitioning to a Munis based payroll system, implementing a 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.**

On the Horizon

The Sheriff's Office is looking forward to 2018, and the challenges that this will bring. We are preparing for working with an architect to review improvements to the Law Enforcement Center, as well as anticipating the movement of both Emergency Management and Emergency Medical Services under the Sheriff's Office.

Staff

The Sheriff's Office consists of 105 employees; the Sheriff, 47 other sworn law enforcement officers, 32 corrections officers, 19 communications staff, an administrative services manager, four law enforcement record specialists, and one fleet technician.

Staffing Levels

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 most of those requests from being approved. However, one improvement was made in 2017. The Corrections Division added one position to ease jail staffing shortages.

New position requests for 2017 were:

- One out-of-sequence communications technician requested; not approved.
- One out-of-sequence corrections officer requested; approved.
- Two deputies requested; none approved.
- Two corrections officers requested, none approved.
- Two communications technicians requested; none approved.

Some examples of the impacts of being understaffed are:

- Patrol. The County is divided into three areas. One deputy is routinely 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 by themselves. Responses to calls that require multiple officers (such as traffic crashes, officers needing assistance, armed suspects, etc.) may be delayed until deputies can cross the County to provide assistance.
- Corrections. The Jail operates at State mandated minimum staffing levels approximately 70% of the time. This means that two corrections officers working "on the floor" are responsible for up to 78 inmates. With the intake of unruly, agitated, and often intoxicated individuals freshly arrested and brought to the Jail, safety concerns continue to be the number one issue with corrections staff.
- Communications. The Communications Center operates with 19 staff. In a 2010 study commissioned by Portage County, it stated that the *minimum* staffing should be 26. This means presently that at times, two communications technicians are responsible for all emergency calls and all emergency dispatching for the entire County. The opportunities for delayed service, or errors due to the overload of information is not insignificant.



Injuries

Law enforcement and corrections continue to be dangerous professions, and the Sheriff's Office takes the safety of our employees very seriously. Systems are under constant refinement to improve working conditions, but the very nature of the work, and the environment that we are required to operate in, prevents us from eliminating every conceivable risk.

There were 21 reported injuries and related incidents by employees at the Sheriff's Office, including six from dealing with resistive suspects and inmates, and two attributable to poor jail design. Fortunately, there was only one injury resulting in lost work days. Incidents involving employees at the Sheriff's Office ranged from fights, to environmentally related accidents, to carbon monoxide poisoning.

Calendar Year	Reported Injuries
2017	21
2016	15
2015	17
2014	14
2013	20
2012	14

The Office of the Sheriff

Since our founding, the independently elected sheriff has been the people's protector, who keeps law enforcement close to and accountable to people through the elected process. The office of sheriff is a critical part of the Anglo-American heritage of law enforcement.

Attorney General Jeff Sessions, February 12, 2018

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, among other things, 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.

Sheriff's 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.)

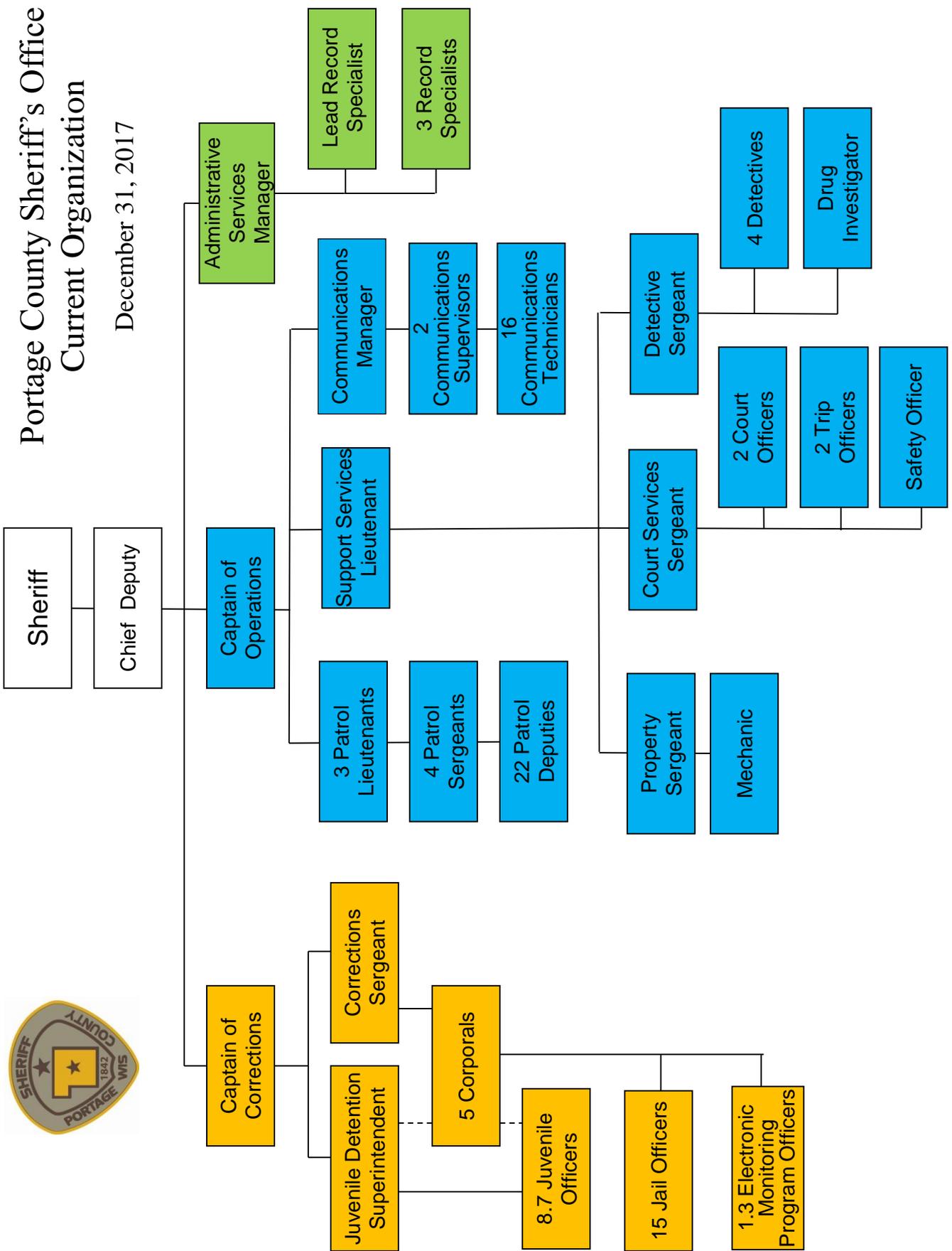
The Office of Sheriff, on the other hand, is a constitutional office having exclusive powers and authority. These powers are not subject to the dictates of a county executive or the whims of a county board. The powers of this office have been exercised for over a millennium.

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

December 31, 2017



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
- Crisis Negotiators
- Project Lifesaver Program

Canine (K9) Unit

This year marks the first full year Deputy Dan Wachowiak and K9 Yent worked together. Deputy John White and K9 Lady were in their fourth year of service. In October, K9 Yent contracted Anaplasma, a disease similar to Lyme Disease. This took him out of service for approximately three weeks. Yent also sustained chest injury where he required 12 stitches after running into a barb-wire fence. After his recovery, his drive was as strong as ever. K9 Lady continues to show a strong drive as well.

The K9 Unit was deployed a total of 290 times in 2017 on incidents such as narcotic searches, numerous search warrants, Special Response Team use, and school searches. Agencies requesting assistance from the Sheriff's Office K9 Unit included: the Stevens Point Police Department, Plover Police Department, Marshfield Police Department, and the Wisconsin State Patrol. The K9 Unit made a number of drug related arrests, including:

- 55 arrests for possession of drug paraphernalia
- 53 arrests for possession of THC (i.e. marijuana)
- 3 arrests for heroin
- 15 arrests for methamphetamine
- 7 other drug related arrests

The K9 Unit's total arrests and deployments were down slightly from 2016. This was due to Yent's injuries and Deputy Wachowiak and K9 Yent learning how to work as a new K9 team. The K9 Unit's goals for 2018 are to work safe, further develop as handlers, to become stronger as teams, and to be utilized to the fullest capacity.

In early November, 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. Yent and Lady successfully completed their recertification and demonstrated a high degree of proficiency.

The K9 Unit gave 22 public demonstrations during 2017 to local schools, social groups, and other organizations within Portage County. There were also 14 school searches conducted including the following schools:

- Ben Franklin Junior High School
- PJ Jacobs Junior High School
- Marshfield High School
- Stevens Point Area Senior High School

Deputies Wachowiak and White, along with Yent and Lady, were involved in fundraising events hosted by Copps Market and Jack Stand Car Club. Approximately \$5500 was raised between the two events. The events were a great time for the public to meet Yent and Lady and extremely successful in making great community relations with the public.

In October, Deputies White and Wachowiak, along with their K9 partners, attended the Wisconsin Law Enforcement Canine Handlers Association (WLECHA) annual working conference October 1st-4th, which was held in Winnebago County, WI. There were 144

K9 teams from throughout Wisconsin in attendance that were able to participate in several different live scenarios and challenges involving narcotic, apprehension, and area searches.

The overall status of the K9 Program is robust and vibrant. It continues to be an important tool in law enforcement, and not only valuable in arrests, but a strong deterrent as well.



K9 Lady



K9 Yent

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 2017, the Detective Bureau was primarily assigned to or assisted in approximately 242 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 2017 the Portage County Sheriff's Office completed 83 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.



Central Wisconsin Drug Task Force

Background

The Sheriff’s Office is an active member of the Central Wisconsin Drug Task Force (CWDTF), which includes 17 law enforcement agencies within 8 counties. The Task Force is funded largely through grants provided by the Federal Government, administered by the State of Wisconsin. These grants reimburse member agencies for manpower and other expenses involved in combating illicit drug activity.

	2017	2016	2015	2014
Investigations, New	1305	1480	1237	1111
Search Warrants, Federal	0	2	6	0
Search Warrants, State	110	157	159	203
Arrests	1518	1588	1207	1033
Felony	805	887	608	449
Misdemeanor	713	701	599	534
Cash Forfeitures	Not Available	\$21,654	\$22,955	\$83,491
Firearms Seized	23	Not Available	Not Available	Not Available
Drugs Seized*				
Heroin	181	334	462	175
Cocaine, Crack	32	49	71	112
Cocaine, All Other Forms	141	70	83	169
Methamphetamine, All Forms	1084	934	674	16
MDMA (i.e. Ecstasy/Molly)	76	41	0	46
Marijuana	111	38	49	184
Others**	Not Available	18	16	25

* All weights are approximate, and listed in grams, except for marijuana and others which are in pounds.

** Includes synthetics, analogs, and other prescription or controlled drugs.

Sheriff’s Office drug seizures for 2017 include 13 pounds of processed marijuana, 15 marijuana plants, 178 grams of methamphetamine, and 20 grams of heroin.



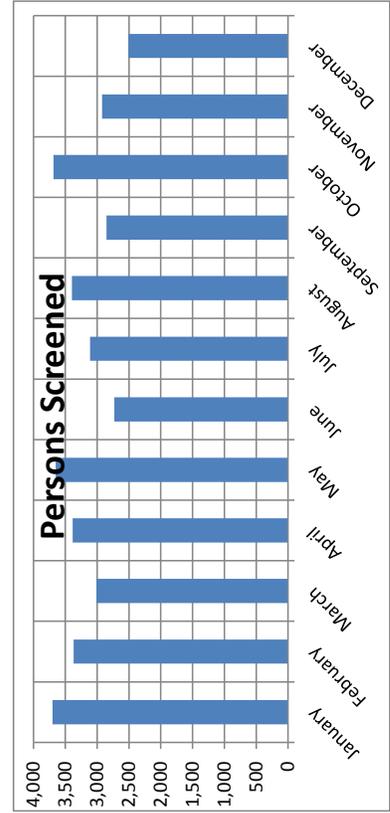
Portage County Sheriff's Office
Court Services Unit
 2017 Activity Report



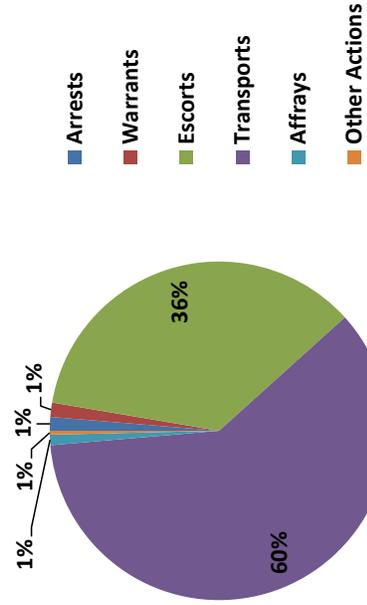
Month	Law Enforcement Actions					Court Checkpoint Screening				County Board Screening				
	Arrests	Warrants	Escorts	Transports	Affrays	Other Actions	Number Screened	Knives	Other Weapons	Other Contraband	Number Screened	Knives	Other Weapons	Other Contraband
January	2	1	66	96	2	0	3,700	53	23	0	56	1	0	0
February	7	7	69	96	2	0	3,370	62	12	0	48	0	0	0
March	1	0	55	102	3	1	3,013	38	16	0	81	2	0	0
April	1	2	48	104	1	1	3,386	42	11	0	65	1	0	0
May	0	0	65	105	0	0	3,652	40	13	0	38	0	0	0
June	1	0	37	102	2	0	2,731	46	14	0	82	3	0	0
July	1	6	65	96	1	0	3,113	29	3	0	71	1	0	0
August	4	4	58	84	2	0	3,397	27	9	0	55	0	0	0
September	3	4	53	103	3	0	2,855	14	7	0	79	0	0	0
October	1	0	64	98	1	2	3,687	36	7	0	115	1	0	0
November	2	0	47	87	2	2	2,921	34	13	0	77	1	0	0
December	2	2	53	78	0	1	2,506	25	11	0	63	0	0	0
Total	25	26	680	1,151	19	7	38,331	446	139	0	830	10	0	0
2016 Statistics	34	26	811	1,289	40	5	38,949	476	130	0	972	6	0	0
Mean (Average)	2	2	57	96	2	1	3,194	37	12	0	69	0	0	0
Daily Average	0.1	0.1	2.8	4.8	0.1	0.0	160	1.9	0.6	0.0	115	0	0	0
High	7	7	69	105	3	2	3,700	62	23	0	115	1	0	0
Median	1.5	1.5	56.5	97	2	0	3,242	37	11.5	0	68	0	0	0
Low	0	0	37	78	0	0	2,506	14	3	0	38	0	0	0
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.



CSU Workload Distribution



Department of Natural Resources Programs

The Support Services Lieutenant is responsible for Department of Natural Resources (DNR) programs. Since the inception of mandatory training for youths to participate in all-terrain vehicle (ATV), boating, snowmobile, and hunter safety courses, the Sheriff's Office classes have typically been filled to a capacity of 25-40 students.

In 2017, the Sheriff's Office coordinated two hunter safety courses and one combined ATV/snowmobile class. There are 16 certified instructors that help teach these programs.

The Sheriff's Office also performs DNR patrols with boats, ATVs, and snowmobiles. Deputies provided 143 hours of boat patrol, over 53 hours of ATV patrol, and over 76 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 and one personal water craft for patrol and one small boat for rescue. Additionally the County co-owns one large air boat jointly with the City of Stevens Point for rescue purposes, which is operated by the Stevens Point Fire Department on behalf of the Sheriff's Office. This cooperative arrangement fulfills a statutory obligation for the rescue and recovery of persons in the water. Additionally, the Office operates two snowmobiles and two ATVs.



Sheriff's Office Communication Center

Personnel

Sheriff's Office Communications Center has experienced communication technicians ranging from six months to 29 years of service. The national average of length of employment for a 911 communication technician is approximately five years. The Communication Center is above the average with about an average of 12 years of service.

Another fact, is the 911 public safety pre-employment testing software company that we use, completed a study that indicated only 4% of the population can perform the job duties of a 911 public safety communication technician. This is due to the skills required to do the job from multitasking, multi-listening, quick thinking, remaining calm and a multitude of other skills required to adequately perform the job. It is a profession that is quite misunderstood and many times not recognized for the actual skills required and how stressful it is to be a 911 communication technician.

2017 brought another challenging year to the Sheriff's Office Communication Center with staff shortages from resignations. With the staffing shortage it was up to the remaining Communication Technicians to work the extra hours either before or after their own shifts and/or on their days off. Besides working extra hours, while being short staffed, the Communication Technicians workload also increased. The teamwork and dedication that was observed during 2017's challenges was above average.

It should be noted that even if the Communications Center is fully staffed with 16 communication 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 Communication Technicians, 5 supervisors, and one manager. Call volume and calls for service have significantly increased since 2010.



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 telephone calls for service each day. In 2017, there were 128,793 telephone calls that came into the Communications Center. Breaking that down further, there were 16,426 emergent calls and 112,367 non-emergent calls with an average monthly total of 10,733.

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 61,589 calls for service, as compared with 59,480 in 2017. This is an increase of 2,109 incidents that were dispatched.

Hiring Process and Training Program

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

Portage County Human Resources accepts all communication 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. Candidates that have higher scores 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.

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.

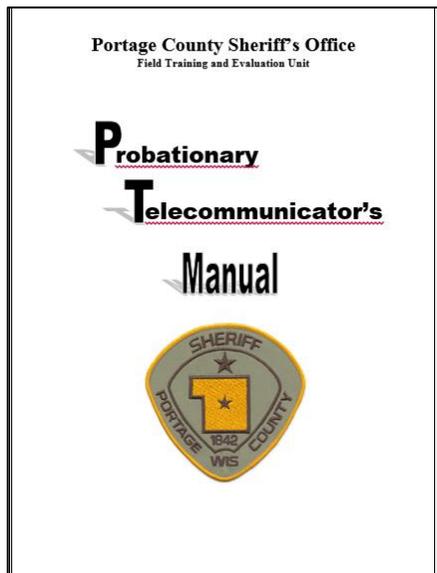
“A person has to have a license to cut hair, but not to answer lifesaving 911 calls” - Unknown.

While the State does not yet require licensing, the new Sheriff's Office communication technicians are put through a rigorous four to five month one-on-one training with certain certifications being required. The new communication 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 Court Security Unit officers. The majority of the time the new POs are learning the duties and responsibilities connected tandem to a 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 Communications Center. This one on one training prepares and builds the skills and knowledge base in which a new PO will need before becoming a solo Communication Technician. Some of the resignations mentioned above were during the training process; individuals realizing they did not have the skills to perform the duties.

Once the new Sheriff's Office Communication Technician has successfully completed the first four phases of the training program, they are continually learning with experiencing emergent/non-emergent calls, as solo communication technicians, which they may not have experienced while working directly with a CTO. They are monitored by a 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.

The communications training program consists of a team of certified CTOs who are extremely dedicated to sharing their expertise and providing amazing one-on-one training for all POs. In 2017, with four full time CTOs and one part time CTO, the combined number of training hours was 2,968. These training hours were mainly conducted during their own work time with the additional duties and responsibilities of training at the same time. The hard work, persistence and collaborative team work of the CTOs is what continues to make the Communication Center Training Program a success.



Continuing Education

The communication technicians attended two in-service classes in 2017. The spring training involved classroom and active shooter scenario training. It is called Rescue Task Force (RTF) training. The communication technicians were included in this training along with all officers and paramedics. The fall training was a day filled with a morning EMS run review session of previous medical calls and other updates as well as a presentations of force science. This presentation gave the communication technicians insight to critical hidden truths about the mental and physical dynamics that law enforcement officers experience during life-threatening events. The afternoon was a full hands on experience of EMS and fire training at Stevens Point 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: 01/01/2017

Jurisdiction: Portage

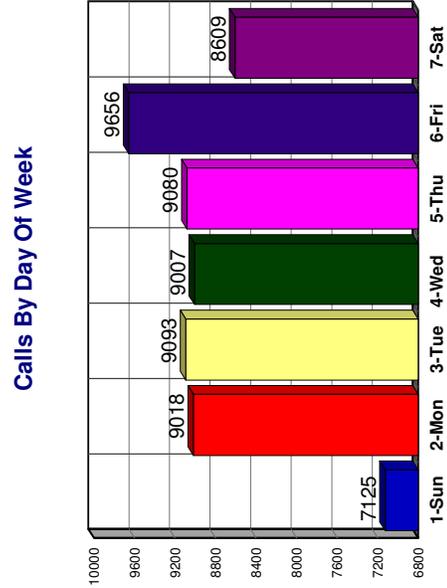
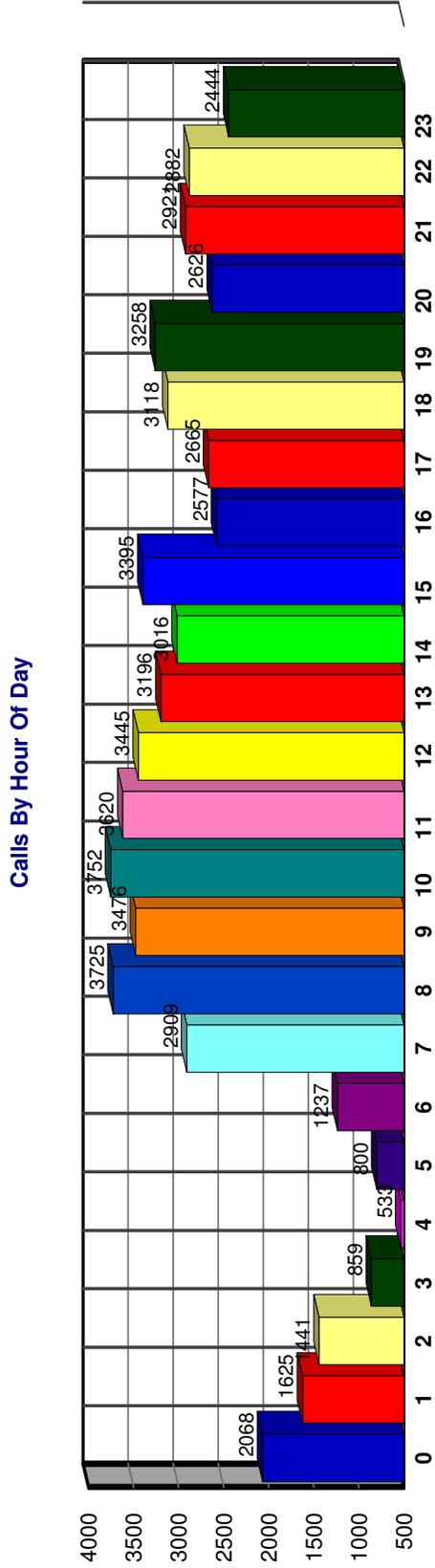
Last Date: 12/31/2017

02/02/2018 15:25:47

<i>Day / Hour</i>	1-Sun	2-Mon	3-Tue	4-Wed	5-Thu	6-Fri	7-Sat	<i>Total</i>
0	417	213	265	251	257	269	396	2,068
1	351	150	197	206	196	227	298	1,625
2	348	133	146	147	184	201	282	1,441
3	199	98	127	93	88	93	161	859
4	85	91	79	68	59	71	80	533
5	132	82	110	116	117	105	138	800
6	108	211	201	205	199	189	124	1,237
7	174	492	522	474	538	460	249	2,909
8	277	606	605	569	610	636	422	3,725
9	330	519	590	497	542	523	475	3,476
10	375	604	591	527	549	580	526	3,752
11	364	566	534	579	550	573	454	3,620
12	473	494	482	506	516	548	426	3,445
13	308	465	502	547	506	490	378	3,196
14	330	461	428	499	462	461	375	3,016
15	327	498	551	583	551	506	379	3,395
16	301	401	385	400	379	397	314	2,577
17	276	405	418	400	418	437	311	2,665
18	336	593	467	402	430	474	416	3,118
19	398	516	462	460	430	495	497	3,258
20	331	378	354	362	346	428	427	2,626
21	322	402	396	414	417	475	495	2,921
22	298	370	381	379	398	538	518	2,882
23	265	270	300	323	338	480	468	2,444
Total	7,125	9,018	9,093	9,007	9,080	9,656	8,609	61588

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

Jurisdiction: Portage
 First Date: 01/01/2017
 Last Date: 12/31/2017
 02/02/201 14:58:3



Portage County Sheriff's Office

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

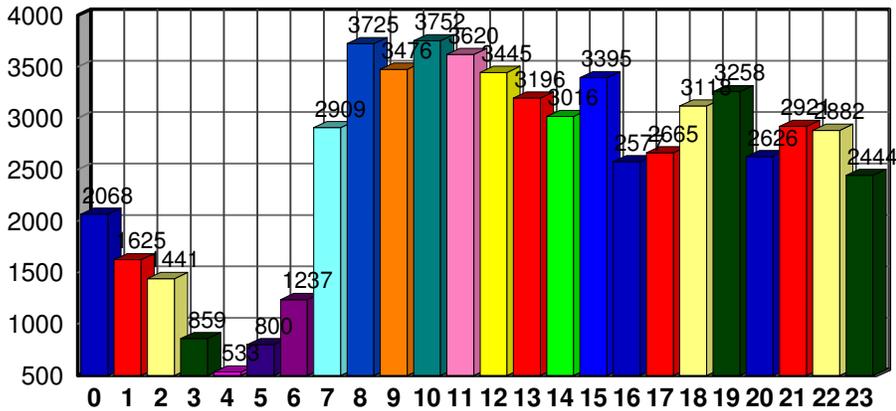
First Date: 01/01/2017

Jurisdiction: Portage

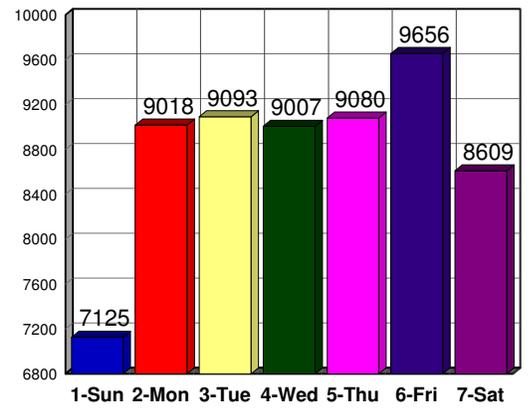
Last Date: 12/31/2017

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Calls By Hour Of Day



Calls By Day Of Week



Corrections Division

General

Staff

The Corrections Division employs 26 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 2017 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. Portage County also implemented the use of Video Visitation. By going to this concept we were able to reduce inmate movement and increase inmate visits.

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 2017; the dorm was utilized as an Adult Huber Dorm for 0 days in 2017, for a total of 0 bed days. This in turn did not accumulate any savings.

Additional remodeling proposals are being created to facilitate remaining in this deficient facility for the foreseeable future. Those concepts was introduced as part of the 2018 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 75,000 meals were prepared for the division in 2017. For the year 2017, the Kitchen received a few updates. New stove, ovens, and serving trays were replaced and updated.

Health Services

Medical Health

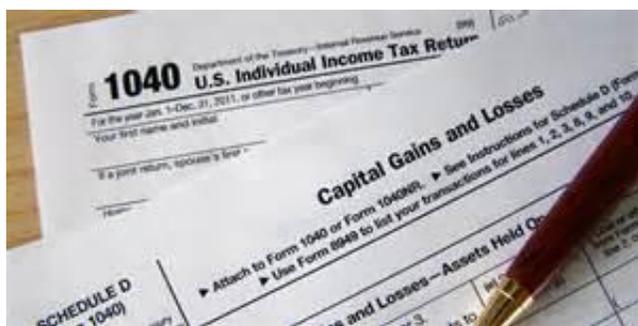
Medical services are provided to the jail by Southern Health Partners (SHP). This is our first year with this company. The contract provides a Nurse Practitioner for sick call one day per week (Thursday). We also have a registered nurse weekdays for 6.5 hours per day.

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 2017, \$50,146 in outstanding inmate debt was collected through the TRIP program.

Inmate Programs

Treatment-Education Skills Training

The Jail Program Coordinator-Social Worker and community providers continued their partnership to address the substance abuse, mental health, employment, and educational, parenting, housing and spiritual needs of individuals at the Portage County Jail. These individuals are provided options on an individual and group basis.

Individuals have the opportunity of meeting with Jail Social Worker for skills training and education in managing stress, anxiety, anger, and mental health, substance abuse and in obtaining employment. Mental health needs are assessed and plans are formulated in collaboration with jail nurse, Jail Nurse Practitioner, 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. Individuals in custody have the opportunity to attend an employment preparation skills group. This is to emphasize resume building, job searching, application completion, and interview skills training. This is facilitated by the jail social worker and a Human Resource Director from a local business.

Alcohol and Drug Abuse Services

Individuals are offered the option of attending the Seeking Safety Group. This occurs on Tuesday morning for the women and Thursday morning for the men. 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 Ascension/Ministry Behavioral Health. This takes place in the Law Enforcement Day Report Center. This 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 a sponsor in the recovery community upon release.

Collaboration has continued to take place with the Ascension/Ministry Residential Treatment Center, the court system and Portage County Jail for people to access treatment directly from custody. If interested, individuals will have an established outpatient appointment with an Alcohol and Drug abuse counselor in close proximity to their release. An additional service is in place for individuals to have an OWI assessment scheduled and completed at the Portage County Jail. This will then allow eligible individuals to obtain community employment with their Huber status. A new opportunity in 2017 that will also be available in 2018 is the Opioid Crisis-State Targeted Response Grant. This grant provides funding for individuals with an Opioid Use Disorder to access residential treatment. A pre-screen admission process occurs while individuals are still in custody to determine clinical need for treatment. Service facilitation then takes place for people meeting criteria to enter treatment. Included in the grant is access to a psychiatrist to receive ongoing evidenced based Medication Assisted Treatment after completion of residential care.



An additional component of the opioid grant is assignment to a community based Case Manager. The case manager will serve as an additional source of support and will assist with service facilitation as indicated after completion of treatment. An additional opportunity for individuals is accessing the Oxford House Sober Living arrangement. There are 3 Men's Houses and one home for females in Stevens Point. The application process begins while in custody and, if accepted, individuals can go directly to sober living upon release from custody.

Trauma/ Abuse Services

Collaboration takes place on a regular basis with CAP Services. This program is designed to meet the needs of individuals experiencing abusive relationships. Victim Advocates are available to meet with people in custody to provide resource options, education and support on an individual basis.

Veterans Services

Enhanced access to services has continued in 2017. This has included the Veteran's Homeless Assistance Program. Veterans have met 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 are also referred to the VA Justice Outreach Specialist as indicated. 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

The male and female inmates have access to spiritual services while in custody. Males are provided a one on one basis on Thursday morning. Female's services are provided on Friday morning, Thursday evening, and Saturday morning. There is a Friday evening church service opportunity for all inmates that occurs in the jail library.

Education-GED-HSED

The jail offers school attendance on a weekly basis. Individuals have the opportunity to engage in instruction to prepare for completion on GED or HSED upon release. The Adult Basic Education instructor is from Mid-State Technical College and provides group and individual classroom instruction. The juveniles in custody are provided the opportunity to meet with the instructor from the Stevens Point School District to remain current with their education curriculum. The same instructor acts as liaison to effected individual’s school district communicating with current teachers to facilitate the student remaining current with their class thus providing the best opportunity for success. Portage County Jail also partners with Children’s Hospital of Wisconsin to coordinate for individuals to attend court ordered parenting classes while in custody.

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 life areas 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.

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>2015</u>	<u>2016</u>	<u>2017</u>
In Our Jail	57.42	58.14	60.88
Shipped	38.96	37.15	35.47
HDP	11.71	15.84	18.56
Total:	108.09	116.65	114.91
Bookings	1726	2138	1851
Length/Stay	25.81	24.03	24.15

Shipping

As of January 1, 2017, the Portage County Jail is renting a minimum of 35 beds per day from the Waupaca County Jail. Housing costs for 2017 were \$441,204, compared to 2016, \$460,094.25. These costs do not include transportation or medical expenses. The 2017 budgeted amount was \$441,204. During 2017, Portage County transported 585 inmates and made a total of 84 round trips and 41 one way trips to Waupaca County. Since Portage County started to ship inmates from 1999 to 2017, we have spent \$7,790,848 in out of county housing costs.

Electronic Monitoring Program

2017 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 EMP saved the County nearly \$130,000.

In 2017, an average of 18.56 inmates served their sentence on electronic home monitoring each day. This compares to 16.57 inmates per day in 2016. Persons considered for the Electronic Monitoring Program (EMP) are first given a choice in court as to whether or not they want to be on EMP. Screenings then determine if the offender is an acceptable risk for the EMP 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 EMP participation, such as residence, telephone and/or startup funds.



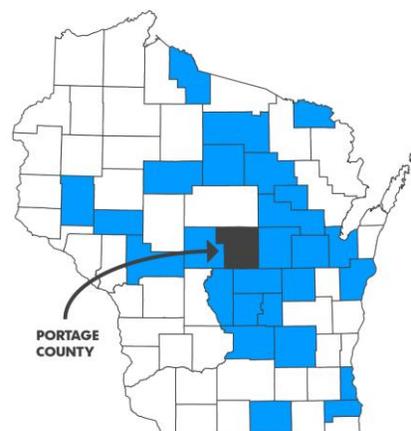
In 2017, the Electronic Monitoring Program (EMP), not all of the people on the “bracelet” will be confined to a residence. Some of the inmates on the bracelet will be “Huber” inmates.

Juvenile Detention

Population Summary for 2017:

	Portage County	Other Counties	Total
Admissions	110	228	338
Days Served	857	1875	2732
Average Daily Population	2.3	5.2	7.5
Average Length of Stay	8.5	8.1	8.6
Number of Counties Served			24

COUNTIES THAT SENT YOUTHS TO PORTAGE COUNTY LOCKUP IN 2016



Graphic by Keegan Kyle/USA TODAY NETWORK-Wisconsin
Source: Portage County Juvenile Detention Superintendent

The following other counties utilized the Juvenile Detention Center during 2017:

Adams	Brown	Burnett	Bayfield	Clark
Columbia	Forest	Iowa	Langlade	Lincoln
La Crosse	Marquette	Marathon	Milwaukee	Menomonie
Outagamie	Oneida	Rock	Racine	Shawano
	Wood	Waupaca	Waushara	Winnebago

Statistical Trends for Portage County Youth

- In 2017, 110 juveniles were placed in secure detention by the Portage County courts and juvenile intake workers. In the 21 year span from 1996 to 2017, the average was 122.44 admissions per year.
- In 2017, Portage County juveniles served 857 days in secure detention.
- In 2017, the average daily population (ADP) of Portage County juveniles was 2.3 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 2017, Portage County Savings were \$128,550.00 at \$150.00 per day. This figure does not include the costs of transporting juveniles.



Portage County Juvenile Detention Center

ANNUAL REPORT 2017

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	93	91	72	82	338	331
Male:Female Ratio	62 31	73 18	59 13	66 16	260 78	205 126
Detention Days Served	648	799	600	685	2732	2756
Male:Female Ratio	492 156	647 152	510 90	615 70	2264 468	1576 1056
Maximum Possible Detention Days	1080	1092	1104	1104	4380	4380
Average Daily Population	7.2	8.8	6.5	7.4	7.5	7.6
Male:Female Ratio	5.5 1.7	7.1 1.7	5.5 1.0	6.7 0.8	24.8 5.1	17.3 11.6
Occupancy Rate	60.0%	73.2%	54.3%	62.0%	62.4%	62.9%
Number of Counties Served					24	26
Number of Portage County Admissions	24	32	30	24	110	141
Male:Female Ratio	20 4	26 6	26 4	21 3	93 17	101 40
Number of Portage Co. Detention Days	212	266	230	149	857	1464
Male:Female Ratio	179 33	238 28	204 26	138 11	759 98	911 553
Portage County Average Daily Population	2.4	2.9	2.5	1.6	2.3	4.0
Male:Female Ratio	2.0 0.4	2.9 2.9	2.5 2.5	1.6 1.6	9.0 7.4	2.6 1.4
Portage County Percentage of Occupancy	32.7%	33.3%	38.3%	21.8%	31.4%	53.1%
Billable Revenues*	\$74,225.00	\$82,600.00	\$61,075.00	\$77,700.00	\$295,600.00	\$143,030.00
Portage County Savings	\$37,100.00	\$46,550.00	\$40,250.00	\$26,075.00	\$149,975.00	\$219,600.00

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. This is the only space that staff have to work for 10-12 hour shifts at a time.



Portage County Sheriff's Office
Housing and Transportation Costs

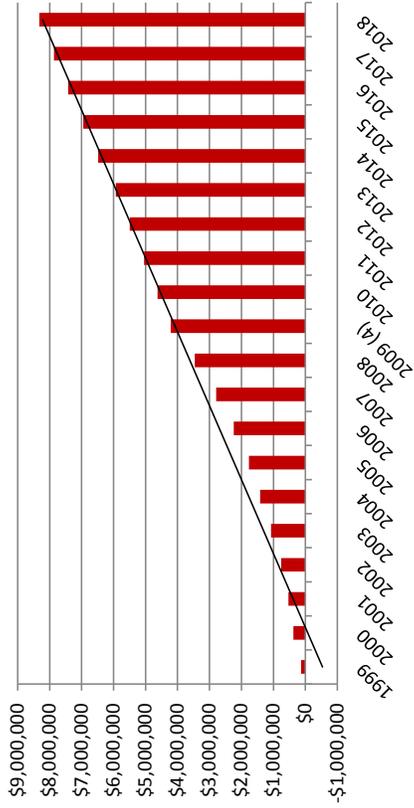
as of March 1, 2018

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 (5)	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	9	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	\$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	\$665,653	\$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	\$441,204	78,934	\$0.535	2,141	\$48.39	\$145,833	\$587,037	\$7,863,780	\$2,255,044	\$10,118,824	139	96	19	24	164	85	35			
2018	\$459,900	78,455	\$0.545	2,113	\$49.35	\$147,040	\$606,940	\$8,323,680	\$2,402,084	\$10,725,764	143	102	18	25	168	89	35			
2020	\$582,540	80,032	\$0.567	2,148	\$51.35	\$155,688	\$738,228	\$9,366,120	\$2,704,811	\$12,070,931	153	109	18	25	180	101	42	173	230	
2025	\$934,130	84,114	\$0.626	2,248	\$56.69	\$180,118	\$1,114,248	\$13,157,795	\$3,544,325	\$16,702,120	180	128	18	25	212	133	61	214	285	
2030	\$1,365,076	84,405	\$0.691	2,221	\$62.59	\$197,365	\$1,562,441	\$18,905,810	\$4,488,032	\$23,393,842	213	151	18	25	251	172	84	265	353	
2035	\$1,991,461	92,915	\$0.763	2,415	\$69.11	\$237,784	\$2,229,245	\$27,297,153	\$5,575,903	\$32,873,055	251	178	18	25	295	216	111	329	438	

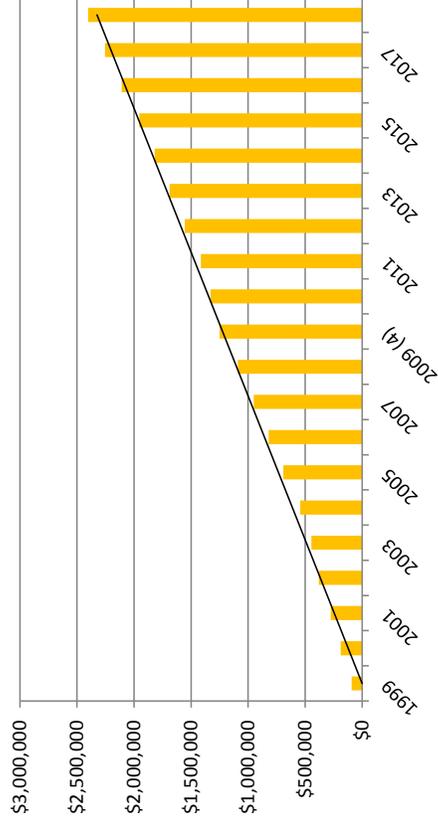
✓ Indicates where actual numbers have been correctly predicted by previous studies.

(1) Based on annual bed cost (starting at current cost of \$36/day/inmate in 2018), increasing per contract annually (2% thereafter) x average out-of-county ave. daily population
 (2) Based on IRS business mileage rate (averaged for split years). Projections are based on +2% each year.
 (3) 1999-2008 based on mean deputy wage and 1.5 OT ratio w/ fringes, est. 75% solo trips. 2009-18 are actual wages and fringes. 2019+ 2% cost annual increases
 (4) Second full time civil process/trip officer added
 (5) Estimations based on the average of the three prior years, plus a historical annual percentage adjustment from 1998 to present.
 (6) 2018+ 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, Stoljovic & 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 +2% thereafter
 (11) Excludes: HDP, transfers, hospital, writs, sentence in other facility, AMOVI/escape, and others not physically held in Portage County or contracted jail. Projections based on 5 year average, then historical percentage of max. population thereafter
 (12) Includes all Transports; Projections based on 3 year average, then +1% each year thereafter
 (13) Includes stays of less than one day
 (14) Data Not Available Prior to 2003

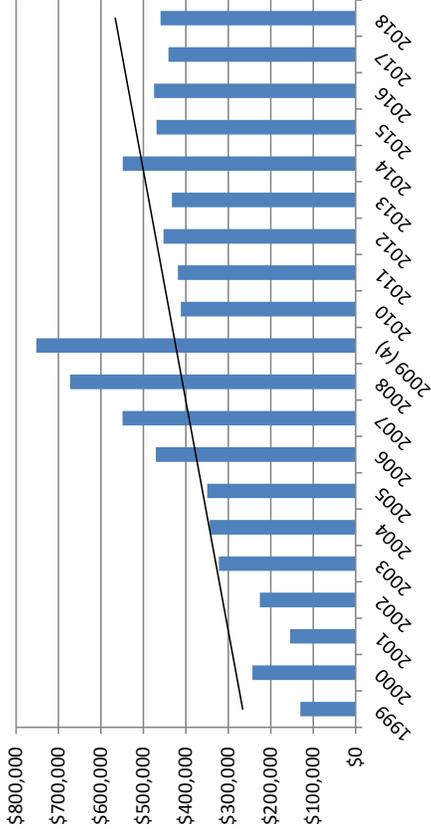
Cumulative Housing



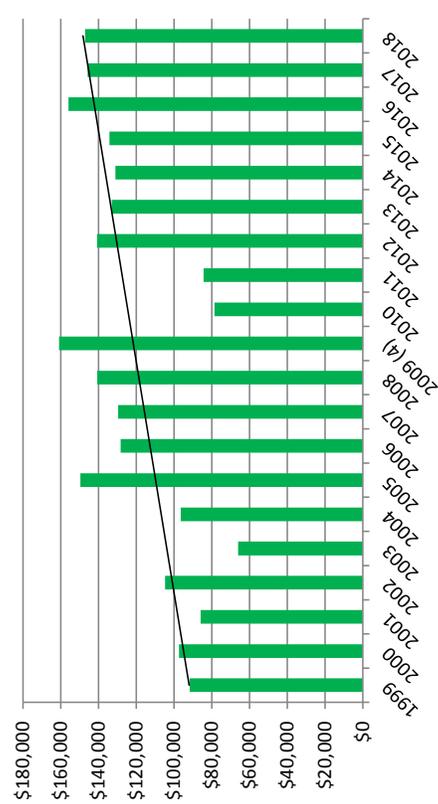
Cumulative Transportation



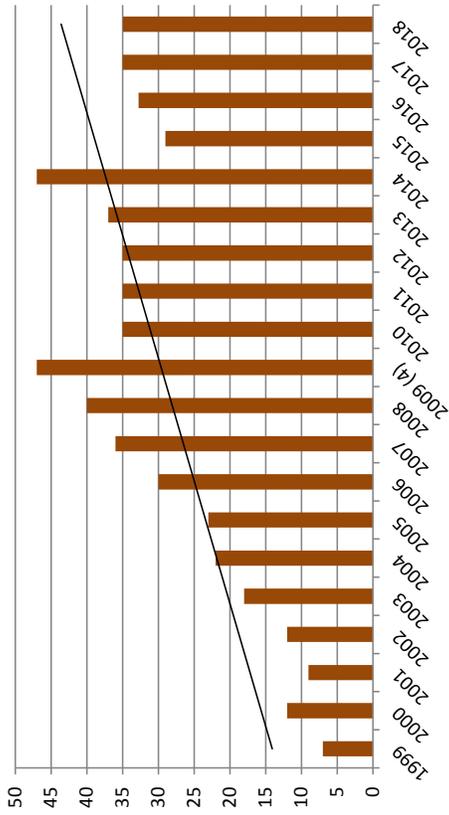
Housing Costs



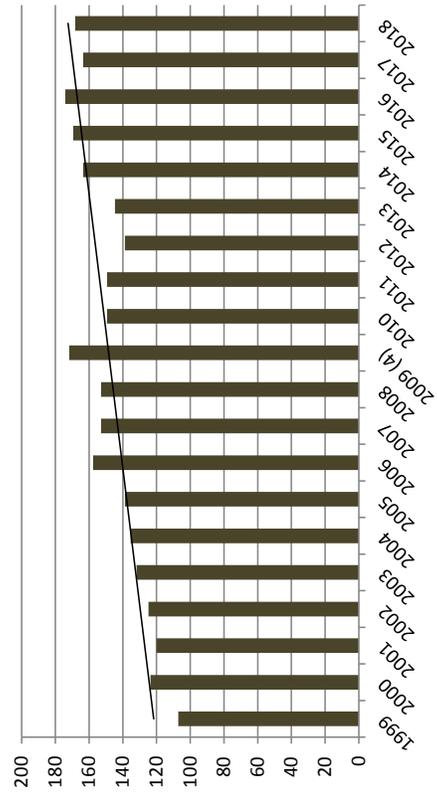
Transportation Costs



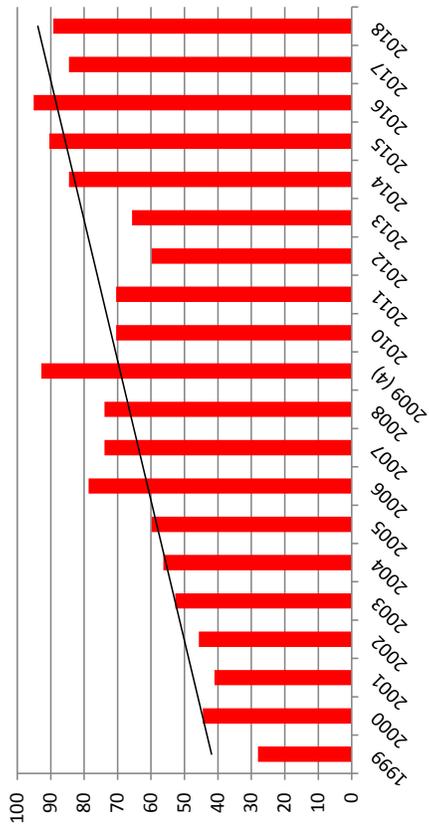
Average Daily Prisoners Shipped



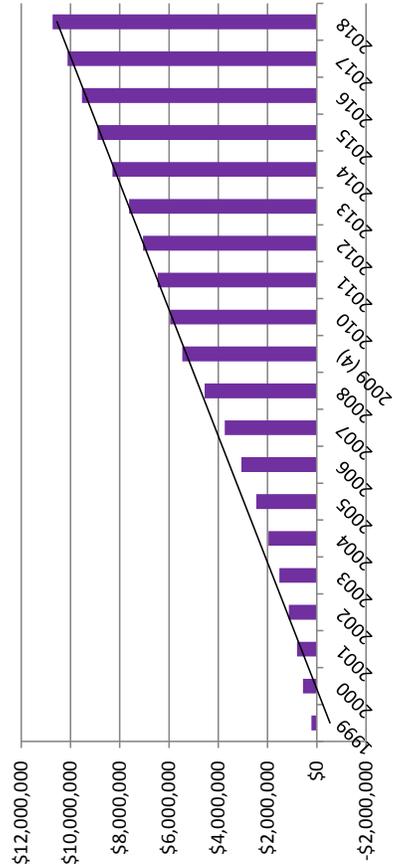
Jail Beds Needed



Number Over Bed Capacity



Total Cumulative Cost



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.
- Insuring cases are closed in court before releasing information and redacting 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 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 oversees 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 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, taking and transcribing the minutes, and posting all relevant documents to the County's website.

Additionally the staff handle notifications for the members, set-up and reservation of appropriate meeting spaces, document distribution, and other tasks needed to conduct an efficient and effective meeting. All staff members are cross-trained to assist in supporting each other, and ensuring the mission is accomplished.

2017 Records Division Changes and Accomplishments

As of the end of 2017, both the Lead Law Enforcement Records Specialist and two Law Enforcement Records Specialists are fully trained and one Law Enforcement Records Specialist is in training. On-going training and documentation continue to be the focus of the Records Division.

During 2017, the Lead Law Enforcement Records Specialist project managed the implementation of the new Aladtec Scheduling Software used by all employees in the Sheriff's Office. The system has been tested and the software has been loaded with 2018 schedules and is used for reconciliations. Employees now submit time off requests and provide trade information electronically for approval.

Additionally, the County switched the Sheriff's Office from using customized conference room scheduling and vehicle reservation programs on the AS/400 to calendar functions in Outlook.

The Records staff planned, organized, and hosted the state-wide summer training conference for the Wisconsin Sheriff's Administrative Professionals (WISAP). This event brought sheriff's office employees from across the State to Stevens Point to participate in workshops and share information. By all accounts, this was the most productive, well organized, and best attended conference in the history of the WISAP organization. We are very proud of the job that this small group was able to accomplish.



CLASSIFICATION OF OFFENSES	2016	2017	% CHANGE
Aggravated Assault	11	39	255%
All Other Larceny (Theft outside of structure)	51	81	59%
All Other	N/A	109	N/A
Bail Jumping	N/A	286	N/A
Arson	1	1	0%
Animal Cruelty	0	2	200%
Burglary/Breaking & Entering	39	47	21%
Curfew/Loitering/Vagrancy	4	2	-50%
Destructive/Damage/Vandalism	92	98	7%
Disorderly Conduct	92	108	17%
Drug Equipment Violations	84	99	18%
Drug/Narcotic Violations	139	166	19%
Embezzlement	1	0	-100%
False Pretense/Confidence Game	14	28	100%
Family Offenses, Nonviolent	30	62	107%
Forcible Fondling	15	14	-7%
Forcible Rape	3	7	133%
Forgery/Counterfeiting	11	7	-36%
Fraud Credit Card/ATM	22	27	23%
Impersonation/Identity Theft	30	24	-20%
Incest	2	0	-100%
Intimidation	6	2	-67%
Kidnapping/Abduction	3	2	-33%
Liquor Law Violations	26	41	58%
Motor Vehicle Theft	7	12	71%
Pocket Picking	0	1	100%
Pornography/Obscene Material	7	5	-29%
Robbery	1	1	0%
Shoplifting	0	4	100%
Simple Assault	32	36	13%
Statutory Rape	0	3	100%
Stolen Property Offenses	3	1	-67%
Theft from Buildings	17	44	159%
Theft from Motor Vehicle	23	20	-13%
Theft of Motor Vehicle Parts	1	3	200%
Trespass of Real Property	21	28	33%
Weapon Law Violations	6	12	100%
Worthless Checks	0	1	100%
BURGLARY BY PREMISE TYPE (PROPERTY STOLEN)	2016	2017	% CHANGE
Residential	\$62,383	\$65,468	5%
Non-residential	\$12,750	\$26,656	109%
TOTAL	\$75,133	\$92,125	23%

TYPE OF STOLEN/DAMAGED PROPERTY	DOLLAR VALUE STOLEN/DAMAGED - 2017	DOLLAR VALUE RECOVERED - 2017
Alcoholic Beverages	\$424.87	\$0.00
Aircraft Parts/Accessories	\$8,000.00	\$0.00
Automobiles	\$66,728.00	\$40,001.00
Bicycles	\$275.00	\$275.00
Building Materials	\$3,893.00	\$0.00
Camping/Hunting/Fishing supplies	\$6,001.00	\$220.00
Chemicals	\$3.00	\$0.00
Clothing/Furs	\$3,761.00	\$0.00
Collections/Collectibles	\$3,870.00	\$120.00
Computer Hardware/Software	\$3,705.00	\$75.00
Consumable Goods	\$9,853.44	\$56.76
Drugs/Narcotics	\$487.00	\$1.00
Drugs/Narcotics Equipment	\$507.90	\$0.00
Explosives/Ammunition	\$211.00	\$70.00
Farm Equipment	\$73,130.00	\$0.00
Firearm Accessories	\$50.00	\$50.00
Firearms	\$1,617.99	\$500.00
Fuel	\$1,217.27	\$0.00
Gambling Equipment	\$420.00	\$0.00
Heavy Construction/Industrial Equip.	\$23,840.88	\$20,000.00
Household Goods	\$11,161.80	\$465.00
Jewelry/Precious Metals	\$31,872.00	\$3,121.00
Law Enforcement Equipment	\$50.00	\$0.00
Lawn/Yard/Garden Equipment	\$5,503.95	\$189.00
Logging Equipment	\$150.00	\$0.00
Metals, Non-Precious	\$8,779.36	\$135.00
Money/Cash	\$683,369.26	\$0.00
Musical Instruments	\$1,450.00	\$250.00
Negotiable Instruments	\$16,339.91	\$0.00
Office-Type Equipment	\$225.00	\$0.00
Other (i.e. traffic signs, pallets, etc.)	\$12,960.50	\$451.00
Other Motor Vehicles	\$2,500.00	\$0.00
Pets	\$780.00	\$0.00
Photographic/Optical Equipment	\$500.00	\$0.00
Portable Electronic Equipment	\$8,097.96	\$1,500.00
Purses/Handbags/Wallets	\$1,038.00	\$141.00
Radio/TV/Stereo Equipment	\$8,163.84	\$350.00
Recordings-Audio & Video	\$512.96	\$0.00
Recreational/Sports Equipment	\$3,550.00	\$0.00
Recreational Vehicles	\$9,999.00	\$0.00
Structures-Commercial/Business	\$7,535.00	\$0.00
Structures/Industrial/Manufacturing	\$70.00	\$0.00

TYPE OF STOLEN/DAMAGED PROPERTY - CONTINUED -		DOLLAR VALUE STOLEN/DAMAGED - 2017		DOLLAR VALUE RECOVERED - 2017
Structures-Other		\$1,350.00		\$0.00
Structures-Other Dwelling		\$1,410.00		\$0.00
Structures-Single Occupancy Dwelling		\$12,232.00		\$0.00
Structures-Storage		\$3,000.00		\$0.00
Tools-Power & Hand		\$30,559.16		\$5,071.00
Trailers		\$1,110.00		\$0.00
Vehicle Parts/Accessories		\$23,538.93		\$4,813.00
Watercraft Equip/Parts/Accessories		\$9,584.00		\$0.00
Weapons - Other (Incl. BB/Pellet guns)		\$42.00		\$0.00
TOTALS		\$1,105,431		\$77,855
Percent Recovered 2017:	7%			
Percent Recovered 2016:	2%			
CIVIL PROCESS				
		2016	2017	% CHANGE
Civil Process Papers Received		783	752	-4%
Number of Attempts		828	728	-12%
Number of Papers Served		677	621	-8%
Foreclosure Sales		59	40	-32%
OPERATING WHILE INTOXICATED OFFENSES				
		2016	2017	% CHANGE
1st Offense		96	71	-26%
2nd Offense		21	23	10%
3rd Offense		17	18	6%
4th Offense		3	10	233%
5th+ Offense		9	19	111%
Absolute Sobriety		0	2	100%
Injury by Intoxicated Use of Vehicle		2	2	0%
Injury by Use of Vehicle with BAC		0	0	0%
Homicide by Intoxicated Use of Vehicle		0	1	100%
TOTAL		148	146	-1%
TRAFFIC CRASHES				
		2016	2017	% CHANGE
Reportable Crashes		739	712	-4%
Personal Injury Crashes		176	168	-5%
Property Damage Crashes		246	223	-9%
Fatal Crashes		1	4	300%
Hit and Run Crashes		30	37	23%
Number of Persons Injured		239	211	-12%
Number of Persons Killed		1	4	300%
Number of Crashes Involving Alcohol		21	31	48%

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 maintains its very popular on-line presence using the County's web site as well as the social media platforms of Facebook and Twitter.

Web Site

The web site (www.co.portage.wi.us/sheriff) continues to expand the information provided to the public, such as 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
- Parking Tickets
- New Releases
- Project Lifesaver

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 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 2017, the page had over 11,580 likes (up from over 8,500 in 2016), with over 11,500 people following the page (up over 8,200 in 2016). 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 two years old, the account has garnered just shy of 200 followers, up from 150 in 2016.



Recognizing Great Work

Several employees of the Sheriff's Office, as well as allied professionals and even some members of the public, were recognized with awards for noteworthy actions performed during 2017. We are pleased to share their accomplishments and acts with you.

Life Saving Award

Deputy Kevin Flick. On December 26, 2016, Deputy Flick responded to a report of an unconscious person in the City of Stevens Point. First on the scene, he used his automatic external defibrillator and administered cardiopulmonary resuscitation until medical units could arrive. Deputy Flick's actions saved this victim, and directly lead to his recovery. Deputy Flick's quick response and proper decision making prevented an untimely death in our community.

Communications Technician Cody Smiley. On January 4, 2017, Communications Technician Cody Smiley received a 9-1-1 call from a frantic motorist whose vehicle was accelerating out of control and rapidly approaching unsuspecting traffic. Cody was able to very quickly ascertain the problem, calm the agitated driver, and have her take corrective action that undoubtedly prevented a crash, and very possibly saved lives.

Deputy Tyler Miller. For his actions taken on Saturday, February 4th, 2017, in the Town of Alban, Portage County. His efforts, along with those of other officers at the scene saved the life of a suicidal and distraught citizen who had tried to take his own life. Thanks to his quick thinking and immediate implementation of his training that day, the subject's life was saved.

Deputy Clint Thobaben, Waupaca County Sheriff's Office. For his actions taken on Saturday, February 4th, 2017, in the Town of Alban, Portage County. His efforts, along with those of other officers at the scene saved the life of a suicidal and distraught citizen who had tried to take his own life. Thanks to his quick thinking and immediate implementation of his training that day, the subject's life was saved.

Trooper James Kitowski, Wisconsin State Patrol. For his actions taken on Saturday, February 4th, 2017, in the Town of Alban, Portage County. His efforts, along with those of other officers at the scene saved the life of a suicidal and distraught citizen who had tried to take his own life. Thanks to his quick thinking and immediate implementation of his training that day, the subject's life was saved.

Meritorious Service Award

Deputy Matthew Gumney. For his actions taken on Saturday, February 4th, 2017, in the Town of Alban, Portage County. His efforts, along with those of other officers at the scene contained a suicidal and distraught citizen who had tried to take his own life. Thanks to their professional and immediate actions, the subject's life was ultimately saved.

Deputy John White. For his actions taken on Saturday, February 4th, 2017, in the Town of Alban, Portage County. His efforts, along with those of other officers at the scene contained a suicidal and distraught citizen who had tried to take his own life. Thanks to their professional and immediate actions, the subject's life was ultimately saved.

Certificate of Commendation

Deputy Eric Koepsell. For his many years of coordinating and executing the increasingly popular Cops n' Bobbers youth fishing program. This program allows for the area's youth and their families to enjoy a day of outdoor activities, all while interacting with the County's law enforcement. The goal is to strengthen bonds and set a good example for the children.

Corrections Officer Lee Rokke. For his actions on October 12, 2017. Officer Rokke noticed that an arrestee brought into the Jail was acting unusually, and discovered that he had a bundle of methamphetamine in his mouth and was attempting to swallow it. Along with other officers, he was able to take control of the offender and keep him from ingesting the drugs. Officer Rokke's quick actions not only possibly kept the person from an overdose and saved his life, but allowed him to answer to additional criminal charges for his actions.

Corrections Officer Alysa Ciepluch. For her actions on October 12, 2017. Officer Ciepluch acted quickly to ensure an arrestee brought into the Jail did not swallow a bundle of methamphetamine that he had hidden in his mouth. Along with other officers, she was able to take control of the offender and keep him from ingesting the drugs. Officer Ciepluch's quick actions not only possibly kept the person from an overdose and saved his life, but allowed him to answer to additional criminal charges for his actions.

Certificate of Appreciation

Trooper Mitchell Butterbrodt, Wisconsin State Patrol. For the actions taken on Saturday, February 4th, 2017, in the Town of Alban, Portage County. Officers located and contained a suicidal and distraught citizen who had tried to take his own life. Thanks to all of their professional and selfless actions, the subject's life was ultimately saved.

Letters of Commendation

Communications Supervisor Timothy Peterson, and Communications Technicians Gina Fenoglio, Heather Holden, Jodi Stroik, Melissa Pitcher, Beth Gadow, and Kody Krieg. On June 12th, the County was hit hard with several inches of rain and winds exceeding 80 miles per hour. Within the span of a few hours, hundreds of trees and electrical lines were knocked down, with many streets and highways blocked, thousands of citizens were without power, and the Communications Center received over 750 calls for assistance. The Communications Center

stepped up to the plate, receiving, prioritizing, and servicing all of the calls requiring a response, all while keeping up with overwhelming radio and other traffic.



EMS Association

The Portage County Emergency Medical Services (EMS) Association annually gives awards for excellence in the field of EMS. **Communications Technician Beth Gadow** was the recipient of their 2017 EMS Award. She was recognized for her outstanding work using the pre-hospital emergency medical dispatch system, and training others on how to use it. Beth's compassion and sensitivity while assisting callers, as well as her alertness for listening to the caller as well as the background, were cited as examples where she excels and stands as an example to others.



Sheriff's Recognition Coin

Additionally, the Sheriff's Office instituted a new Recognition Coin program, which honors members of the community who go above and beyond to assist their fellow citizen during times of trouble. We were honored to be able to recognize three citizens in 2017.



