





**MINUTES  
LAW ENFORCEMENT COMMITTEE**

Monday, October 5, 2009

1:15 p.m.

2161 University Drive, Marinette, WI  
Law Enforcement Center Conference Room

**Members Present:** Mike Behnke, Paul Gustafson, Ken Keller, Ken Mattison and Cheryl Wruk

**Others Present:** Sheriff James Kanikula, Chief Deputy Jerry Sauve, Lt. James Albright, Clerk of Courts Linda Dumke-Marquardt, Jail Administrator Bob Majewski, Emergency Management Director Eric Burmeister, Communications Director Terry Zimmerman, Dave Thibodeau-Peshtigo Times and Secretary Fae Olson

**1. Call to order. Roll call.**

Ken Keller called the meeting to order at 1:15 p.m. Roll call taken.

**2. Approve/Amend Agenda Items.**

**MOTION (Behnke/Gustafson)** to approve the Agenda as presented. Motion carried.  
No negative vote.

**3. Approve/Amend Minutes of September 16, 2009 and September 29, 2009.**

**MOTION (Behnke/Wruk)** to approve the Minutes as written. Motion carried.  
No negative vote.

**4. Public Comment.**

None at this time.

**5. Elmo Systems for Courtrooms.**

**MOTION (Gustafson/Mattison)** to recommend to Finance Committee Clerk of Courts request to purchase two Elmo Systems for courtrooms, total cost \$4,000.00 from Contingency Fund. Motion carried. No negative vote.

**6. Dispatch Update.**

- 2008 vs. 2009 Dispatch calls comparison.

**7. Emergency Management Update.**

Information only.

**8. American Recovery and Reinvestment Act-Port Security Grant.**

**MOTION (Behnke/Gustafson)** to recommend to Finance Committee and County Board the approval of Emergency Management request to accept the American Recovery and Reinvestment Act-Port Security Grant in the amount of \$161,458.00. Motion carried. No negative vote.

**9. Jail Update.**

- Population report.
- Part-time Corrections Officers to Full-time.
- Meeting with HPL regarding H1N1.
- Air handler still being checked.

**10. Education & Programs Corrections Officer Job Description.**

**MOTION (Behnke/Wruk)** to approve Inmate Education & Programs Corrections Officer job description which is a grant funded position. Motion carried. No negative vote.

**11. Additional Sheriff Deputy Position.**

**MOTION (Behnke/Wruk)** recommendation to Finance Committee, Personnel Committee and County Board to approve Sheriff Department request for one (1) additional Sheriff Deputy position due to the fact Federal Stimulus funding was not awarded. Motion carried. No negative vote. (Attachment A)

**12. Sheriff's Report.**

- Overtime Report.
- Assistance to Rural Law Enforcement to Combat Crime & Drugs: Enhancing Rural Correction Detention & Jail Operations Grant: \$530,000 Two year Grant. Money being used for improvements to Jail; air handler; remodeling of education room, three part time Corrections Officers to full time, Education Officer position.

**13. Transfer of Funds.**

**MOTION (Behnke/Gustafson)** to recommend to Finance Committee \$66,593.50 transfer to increase grant revenue and increase Jail expenditures. Motion carried. No negative vote.

**MOTION (Mattison/Behnke)** to recommend to Finance Committee \$4,500.00 transfer from Patrol, Gas, Oil & Fluids to Criminal Investigations Special Investigations. Motion carried. No negative vote.

**MOTION (Behnke/Mattison)** to recommend to Finance Committee \$1,142.50 transfer from ATV Outlay to ATV Equipment Maintenance. Motion carried. No negative vote.

**MOTION (Wruk/Mattison)** to recommend to Finance Committee \$3,725.85 transfer to increase revenue from anticipated ATV Insurance Proceeds and increase ATV Equipment Maintenance. Motion carried. No negative vote.

**14. Schedule of Vouchers.**

**MOTION (Mattison/Behnke)** to recommend to the County Board payment of Schedule of Vouchers over \$5,000 totaling \$125,616.69. Motion carried. No negative vote.

**MOTION (Wruk/Gustafson)** to recommend payment of Schedule of Vouchers under \$5,000 totaling \$32,336.35. Motion carried. No negative vote.

**15. Future Agenda Items.**

Cedarville Tower Information.

**16. Next Meeting Date.**

*Monday, November 2, 2009 at 1:15 p.m. (note change of date)*

**17. Adjourn.**

**MOTION (Mattison/Keller)** to adjourn at 2:51 p.m. Motion carried. No negative vote.

Respectfully submitted,  
Fae Olson, Secretary

Date approved/corrected:



**MARINETTE COUNTY  
NEW PERSONNEL REQUEST FORM**

" Attachment A "

Departments must begin New Personnel Request process for New Budget Year Personnel Requests by May 15<sup>th</sup> in order to submit all approval forms to Administration by July 1<sup>st</sup>

**Steps to Be Completed**

1. Complete and submit *New Personnel Request Form* to Administration for approval of new position
2. If new position approved, complete Job Description Process with Human Resources. Please allow at least two weeks to complete Job Description Process.
3. Present completed request form along with Job Description to Governing Committee. It is the responsibility of the Department to ensure new position is on Governing Committee Agenda.
4. Upon approval from Governing Committee, present request form along with Job Description to Personnel Committee. It is the responsibility of the Department to ensure new position is on Personnel Committee Agenda.
5. Upon approval from the Personnel Committee, present request form along with Job Description to Finance Committee, *if funds are not available*. It is the responsibility of the Department to ensure new position is on Finance Committee Agenda.
6. Upon approval from the Finance Committee, present request form along with Job Description to County Board. It is the responsibility of the Department to ensure new position is on County Board Agenda.
7. Upon approval from County Board, submit request form, Job Description and approval minutes from Governing Committee, Personnel Committee, Finance Committee, if applicable, and County Board to Administration to request appropriate evaluation form.

**Department Complete**

Department: SHERIFF DEPARTMENT  
 Department Head: JAMES J. KANIKULA  
 Position Title: SHERIFF DEPUTY  
 Old Position Title: SHERIFF DEPUTY

Position Type:  Permanent  
 Seasonal (14 wks max)  
 Project (6 mos-2yrs)  
 LTE (599 hours max)

Justification for Position: See Reverse Side

**Human Resources Complete**

- AFSCME LOCAL 1752 (courthouse)     AFSCME LOCAL 1752A (Professional)  
 AFSCME LOCAL 1752 (Library)         Local 139S (Hwy-Operating Engineers)  
 WPPA (Deputies)                          Non-Union (Chapter 4, Code of Ordinance)

**Union Acknowledgement:**

Name (Print): \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date:   /  /  

**Position Status:**

- New Position  
 Modified Position

Hours per Week: 4on - 4off  
 Hours per Year: \_\_\_\_\_

Effective Start Date of Position:   11/01/2010  

Human Resources Initials: \_\_\_\_\_

**Finance Complete**

Account Number:   100-52-52120-111    
 Funding taken from: \_\_\_\_\_

**Cost of Request:**

Wages: \$ _____	Workers Comp: \$ _____
FICA: \$ _____	Life Insurance: \$ _____
Retirement: \$ _____	Longevity: \$ _____
Other (explain): _____	\$ _____

Total Cost: \$ \_\_\_\_\_

*ATTACHED  
(SEE SPREADSHEET)*

Finance Initials: \_\_\_\_\_

Department Head:	<u>James Kanikula</u>	<u>  9  /  24  /  09  </u>
County Administrator:	<u>See Attached Letter</u>	<u>  /  /  </u>
Governing Committee Chair:	_____	<u>  /  /  </u>
Personel Committee Chair:	_____	<u>  /  /  </u>
Finance Committee Chair:	_____	<u>  /  /  </u>
County Board Chair:	_____	<u>  /  /  </u>

*if applicable*

**Justification for Position (be specific)**

~~a) In the 2005 budget process for 2006 - 2 patrol positions were lost due to budget restraints, leaving only 18 officers on patrol.~~

~~b) In 2007 - mid year - The County Administrator recommended and the County Board approved the replacement of one of the 2 patrol officers lost in the 2005-2006 budget process taking us up to 19. (still one short)~~

c) If approved - this additional officer would then bring us to 20 officers on patrol, our pre 2006 level.

d) Patrol staffing and scheduling was originally approved contractually with 20 officers. Our patrol division then was designed to work with 20 officers. Four (4) platoons of 5 officers each working 4 days on - 4 days off and 12 hour shifts. While this is an excellent schedule and provides maximum coverage, it does not work well with less than 20 officers.

e) The additional officer would impact/lessen overtime.

f) 20 officers is what the 4 - 4/12 - 12 schedule was predicated on. The additional officer would simply replace one officer lost and only bring us back to the 2005 level.

g) The additional officer would provide for flexibility and quicker response time in most scenarios.

h) The additional officer would minimize stress caused by schedule changes and shift changes to often cover the platoon with only 4 officers.



---

## Justification for Position

### Sheriff Deputy

The Sheriff Department is respectfully requesting that a Sheriff Deputy position eliminated from the 2006 budget be reinstated to restore the number of patrol deputies to twenty (20).

The following are the reasons for restoring this position:

1. The primary responsibility of the Sheriff Department is to protect and serve the citizens and visitors of Marinette County. Marinette County, the third largest Wisconsin County in size, primarily rural, is known as the vacation land of the Near North. Our Department serves a population of 44,000 with a seasonal influx of tourists and landowners, as there are several resorts and vacation homes in the County, which reaches a population of 100,000. Marinette County borders the Upper Peninsula of Michigan and is a four season destination for outdoor activities such as hunting, inland stream & Great Lakes fishing, rafting, snowmobiling, ATVing and canoeing to name a few. Marinette County provides a challenge to law enforcement to adequately cover the large geographic area and forest areas. Marinette County is comprised of 1402 geographic square miles and has 342 miles of county highways, 165 miles of state highways, and many hundreds of miles of secondary town and forest roads.
2. The current working schedule for Sheriff Deputies is four (4) 12 hour days on and four (4) days off. Each shift scheduled was intended to have one Deputy Sergeant and four (4) Sheriff Deputies per shift to provide countywide coverage. The schedule was developed based on the core assumption that the Sheriff Department would be operating with 20 Sheriff Deputies on Patrol. This shift schedule has proven to be a cost savings when fully staffed. This staffing level is minimal for a county as large as Marinette. The Department currently has not been at the operating level of 20 Patrol Deputies and only recently moved from 18 Patrol Deputies to 19. This occurred last year in 2007, when the County Board of Supervisors approved the restoration of one (1) of the two (2) positions lost in the 2006 budget and for that I thank you very much.
3. Union negotiated benefits must be honored. Many of the deputies have accumulated many weeks of vacation, have comp time balances, sick time accrued and up to 12 weeks of combined State & Federal Medical Leave (FMLA) available. Requests for these contractual benefits must be honored and further reduce the number of Deputies available for scheduling shifts. Additional overtime is incurred when someone has to fill in for these staff shortages. Morale is also affected when the shifts are too long. The Deputies experience burn out with the number of hours over their scheduled shifts.

- 
4. Mandated in-service training of 24 hours per year per officer and limited availability of nearby trainings reducing the number of Deputies available to be scheduled for coverage in the County. Specialized trainings for certain areas require additional hours of training, e.g. the canine handlers; crash reconstructionists, evidence custodians, use of force trainers, etc. All training is critical to performing our duties in a qualified and competent manner and risk management.
  5. When an accident or incident occurs that requires an officer(s) to leave their area to assist in another area, this leaves a void in coverage. The majority of shift schedules are comprised of 3 deputies per shift, rarely more, due to vacations, training, court appearances, sick time, Comp time used, and FMLA.
  6. Supervision and mentoring time needed by Patrol Sergeants to help develop their less experienced staff. With current staffing levels, Patrol Sergeants are almost always covering a patrol area and along with the duties associated with patrol.
  7. Shortage of jail staff available to perform transports. Transports often originate with short notice from judicial requests, writs, emergency detentions, juvenile detentions create the need for Sheriff Deputies to perform transports and be taken off their Patrol duties to perform the transport.
  8. Recreational patrols are also staffed from our Patrol Deputies for ATV, Snowmobile and Boat Patrols.
  9. Increased calls requiring an officer response. It is a technological age and cell phones are readily available and their usage is common. The Sheriff Department attempts to respond to all calls, even though the call may not be documented with a complaint number but is entered in the CAD system.

We are respectfully asking that the County Board reinstate one additional deputy to address the concerns discussed above. This deputy would restore us to staffing levels from eight years ago, Yr. 2000. This request is reasonable and needed for the Sheriff Department to achieve its fundamental purpose to protect and serve the residents and visitors of our large, rural county and continues to increase each year.

Thank you for your consideration of this important request.

Please see attached for detail of estimated costs associated with this reinstated position.



OFFICE OF

## COUNTY ADMINISTRATOR

STEVEN A. CORBEILLE  
COUNTY ADMINISTRATOR

KAREN A. CAMPS  
EXECUTIVE COORDINATOR

September 30, 2009

TO: Law Enforcement Committee Members

I extend my apologies to the members of the Law Enforcement Committee for not being able to attend the meeting on Monday, October 5. My job responsibilities as County Administrator require me to be out of the office to attend a meeting regarding economic development.

This request is being presented to the Committee outside the new personnel request timeline because the new deputy position was originally requested through available Federal Stimulus funds and the county was not notified that the funding for the position would not be awarded to Marinette County until after the 2010 new personnel request timeline had expired.

Due to budgetary constraints, as County Administrator, I do not support the Sheriff's request for one additional deputy position at county expense for the following reasons:

1. Marinette County faces a 3% limitation on the county's tax levy for the 2010 and 2011 budgets. Marinette County's estimate of the allowable tax levy increase for 2010 is \$410,765. The 2010 budget has been completed within the full allowable levy increase which is needed to maintain all essential county services. Adding the additional cost of \$91,868 for one deputy position to the 2010 budget would require placing the total amount on the county tax levy, cutting positions in other departments or applying the funds from county reserves. There is no other funding source available for the position. As your County Administrator, I strongly advise the county not to use surplus funds to support reoccurring expenses such as positions.
2. No statistical data has been presented to my office to substantiate the claims of quicker deputy response times.
3. My experience tells me that overtime would not necessarily decrease with the additional deputy because for every deputy in the field the county increases the possibility of additional overtime. Deputy overtime is almost inevitable because of court appearances which don't always coincide with the deputy's work schedule.

Please contact me if you require further information or have any questions.

Sincerely,

SC:kc

Cc: Sheriff Jim Kanikula

1926 Hall Avenue • Marinette, Wisconsin 54143-1717 • Phone 715-732-7415 • FAX 715-732-7412

[www.marinettecounty.com](http://www.marinettecounty.com)