



## AGENDA

### LAW ENFORCEMENT COMMITTEE

Monday, October 5, 2009

1:15 p.m.

2161 University Drive, Marinette, WI

Law Enforcement Center Conference Room

1. Call to order. Roll call.
2. Approve/Amend Agenda Items.
3. Approve/Amend Minutes of September 16, 2009 and September 29, 2009.
4. Public Comment – Speakers will be Limited to 5 Minutes.
5. Discuss/consider Clerk of Courts request to purchase two Elmo Systems for court rooms, total cost \$4,000.00 from Contingency Fund, action if any.
6. Dispatch Update – Information Only.
7. Emergency Management Update – Information Only.
8. Discuss/consider Emergency Management request to accept the American Recovery and Reinvestment Act-Port Security Grant in the amount of \$161,458, action if any.
9. Jail Update – Information Only.
10. Discuss/consider approving Inmate Education & Programs Corrections Officer job description, action if any.
11. Discuss/consider Sheriff Department request for one (1) additional Sheriff Deputy position due to the fact Federal Stimulus funding was not awarded, action if any.
12. Discuss/consider Sheriff's Report, action if any.
  - Citation/Incident/Accident Report.
  - Overtime Report.
  - Assistance to Rural Law Enforcement to Combat Crime & Drugs: Enhancing Rural Correction, Detention & Jail Operations Grant.
13. Discuss/consider Transfer of Funds, action if any.
14. Discuss/consider Payment of Schedule of Vouchers, action if any.

Law Enforcement Committee

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October 5, 2009

15. Identify Future Items to be placed on Agenda.
16. Set Next Meeting Date.
17. Adjournment.

**Note:** Agenda items may not be considered and acted upon in the order listed.

Chair	Ken Keller	County Board Chairperson	Posting
Vice Chair	Ken Mattison	County Administrator	
	Paul Gustafson	Corporation Counsel	
	Mike Behnke	County Clerk (2)	
	Cheryl Wruk	Media (3)	

If you are an individual who needs a special accommodation while attending this meeting as required by the "Americans With Disabilities Act", please notify County Clerk Kathy Brandt, Marinette County Courthouse (715) 732-7406, at least 24 hours prior to the meeting in order to make suitable arrangements. Thank you. (TTD #715 732-7760)



**MINUTES**  
**LAW ENFORCEMENT COMMITTEE**

Monday, September 16, 2009  
1:15 p.m.  
2161 University Drive, Marinette, WI  
Law Enforcement Center Conference Room

**Members Present:** Mike Behnke, Paul Gustafson, Ken Keller and Cheryl Wruk  
**Excused:** Ken Mattison  
**Others Present:** Sheriff James Kanikula, Chief Deputy Jerry Sauve, Lt. James Albright, District Attorney Allen Brey, Jail Administrator Bob Majewski, Emergency Management Director Eric Burmeister, Communications Director Terry Zimmerman, Kathy Cleven Business Manager, Shirley Prudhomme-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 August 10, 2009.**

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

**4. Public Comment.**

None at this time.

**5. District Attorney Allen Brey Presentation.**

DA Allen Brey presented various information regarding the District Attorney's office such as: Office workload, Budget, Personnel and Completed Cases. Brey commented there is excellent cooperation with all agencies. Victim Witness Coordinator position is currently vacant due to Connie Winchell's retirement. Brey complimented Assistant DA Kent Hoffmann, part-time Assistant DA DeShea Morrow, and his whole staff for their extra efforts.

**6. Richlen Excavating Lease Agreement.**

**MOTION (Wruk/Gustafson)** to approve two years Richlen Excavating Lease Agreement for space on Cedarville Tower, September 1, 2009 – August 31, 2011, \$250.00/month and refer to Building and Property Committee to explore options of selling property and/or tower. Motion carried. No negative vote.

**7. Dispatch Update.**

- 2008 vs. 2009 Dispatch calls comparison.
- Schedule change of 12 hour shifts to 8 hour shifts, more efficient for department.
- CAD Software update.
- Software upgrades to 911 System.

**12. Sheriff's Report – Continued:**

**MOTION (Behnke/Gustafson)** to authorize Sheriff to send requests for bids for two (2) new snowmobiles and one (1) trailer, with trade ins, and new squad vehicles for 2010. Motion carried. No negative vote.

**13. Transfer of Funds.**

**MOTION (Behnke/Wruk)** to recommend to Finance Committee and County Board \$23,003.30 transfer from contingency funds for payout for current employee and LTE for Victim Witness Coordinator position. Motion carried. No negative vote.

**MOTION (Gustafson/Keller)** to recommend to Finance Committee \$1,000.00 transfer from Board of Prisoners Local Government to Courthouse Printing. Motion carried. No negative vote.

**MOTION (Behnke/Wruk)** to recommend to Finance Committee \$26,900.00 transfer from Patrol, Gas, Oil & Fluids to Patrol Outlay(\$9,150) and Snowmobile Outlay(\$17,750). Motion carried. No negative vote.

**14. Schedule of Vouchers.**

**MOTION (Behnke/Gustafson)** to recommend to the County Board payment of Schedule of Vouchers over \$5,000 totaling \$66,365.94. Motion carried. No negative vote.

**MOTION (Wruk/Behnke)** to recommend payment of Schedule of Vouchers under \$5,000 totaling \$50,779.57. Motion carried. No negative vote.

**15. Future Agenda Items.**

Discuss Deputy Position.

**16. Next Meeting Date.**

*Monday, October 5, 2009 at 1:00 p.m. (note change of date and time)*

**17. Adjourn.**

**MOTION (Behnke/Gustafson)** to adjourn at 3:30 p.m. Motion carried. No negative vote.

Respectfully submitted,  
Fae Olson, Secretary

Date approved/corrected:



## MINUTES

### LAW ENFORCEMENT COMMITTEE

September 29, 2009  
County Board Conference Room  
Third Floor, Courthouse

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

**Members Absent:**

**Others Present:** Personnel Committee, County Administrator Steve Corbeille, Corporation Counsel Gale Mattison, HR Generalist Kate Gross, and Deputy County Clerk BobbieJean Boivin

#### 1. Call to order

Chair Keller called the meeting to order at 8:30 a.m.

#### 2. Agenda

Motion (Behnke/Gustafson) to approve the agenda. Motion Carried.

#### 3. Public Comment

None

#### 4. Creating a Victim/Witness Coordinator LTE Position

Motion (Gustafson/Wruk) to recommend to the Personnel and Finance Committees approval to create a Victim/Witness Coordinator LTE position. Motion carried.

#### 5. Adjournment

Motion (Behnke/Mattison) to adjourn at 8:36 a.m. Motion carried.

BobbieJean Boivin  
Deputy County Clerk

Date approved/corrected:



## Job Title: Inmate Education & Programs Corrections Officer

**Department:** Sheriff  
**Position Reports to:** Civilian Jail Administrator  
**Pay Grade Level:** To Be Determined  
**FLSA Status:** Non-Exempt  
**Position Status:** Full Time

### JOB ANALYSIS

This position is responsible to coordinate inmate educational requirements and to develop, execute and evaluate programs that serve inmates in order to promote a range of productive and rehabilitative options for use by the criminal justice system. This position will coordinate and collaborate with partnering education agencies, justice system partners, volunteers, transitional agencies, as well as, other agencies to enhance and promote opportunities for offenders through alternative programs aimed to reduce recidivism. Additional duties include maintaining custody, cleanliness and care of incarcerated prisoners. This position will also receive work direction from the Administrative Corrections Officer.

### ESSENTIAL JOB FUNCTIONS

- A. Develop, implement and coordinate inmate education programs and productive and rehabilitative programs and evaluate effectiveness.
- B. Develop, implement and enforce inmate education program rules and policies for inmates, jail, tutors and incoming agencies.
- C. Coordinate applicable services with individuals/agencies.
- D. Perform inmate assessments to determine program eligibility.
- E. Ensure court ordered inmate participation and participate with court proceedings.
- F. Refer inmates to appropriate community and educational resources.
- G. Monitor inmate participation and outcomes.
- H. Complete required paperwork/documentation and track inmate program information for grant and other reporting.
- I. Locate, arrange and monitor inmate activities at work sites.
- J. Assist the Criminal Justice Coordinating Committee at scheduled meetings as needed.
- K. Research issues of concern and submit the results to the Jail Administrator and Administrative Corrections Officer and report to committees when required.
- L. Perform inmate reclassifications.
- M. Develop, train, coordinate and stabilize program volunteer pool.
- N. Expand community awareness of programs and seek grant/scholarship funding for programs.
- O. Maintain the inmate library.

### REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Implement grant goals in accordance with grant timeliness and reporting requirements.
- C. Maintain knowledge of applicable current local, state, and federal laws, rules and regulations.
- D. Maintain knowledge of classroom management techniques and instructional methods.
- E. Operate modern office equipment.
- F. Possess working knowledge of general office procedures, computer hardware/software and office equipment.
- G. Communicate orally and in writing effectively.
- H. Present information to management, small groups and individuals.
- I. Respond to sensitive inquiries, complaints or questions from a group or individual setting.
- J. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- K. Establish and maintain an effective working relationship with department heads, employees, the general public and other agency staff.
- L. Possess excellent public relation skills.
- M. Exercise the judgment and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- N. Requires knowledge of legal compliance regarding prisoner rights.
- O. Must be familiar with standard correctional procedures.
- P. Maintain a level of awareness and good judgment at all times.

Prepared: 08/09 & 09/09

Approved:

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*J. Kanibala* 9-29-09



# MARINETTE COUNTY NEW PERSONNEL REQUEST FORM

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 Position Type:  Permanent  
 Seasonal (14 wks max)  
 Department Head: JAMES J. KANIKULA  Project (6 mos-2yrs)  
 Position Title: SHERIFF DEPUTY  LTE (599 hours max)  
 Old Position Title: SHERIFF DEPUTY  
 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      Hours per Week: 4 ON - 4 OFF  
 Modified Position      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: James Kanikula 9 / 24 / 09  
 County Administrator: See Attached Letter    /    /     
 Governing Committee Chair: \_\_\_\_\_    /    /     
 Personnel Committee Chair: \_\_\_\_\_    /    /     
 Finance Committee Chair: \_\_\_\_\_    /    /     
 County Board Chair: \_\_\_\_\_    /    /   

*if applicable*

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

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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**

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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.

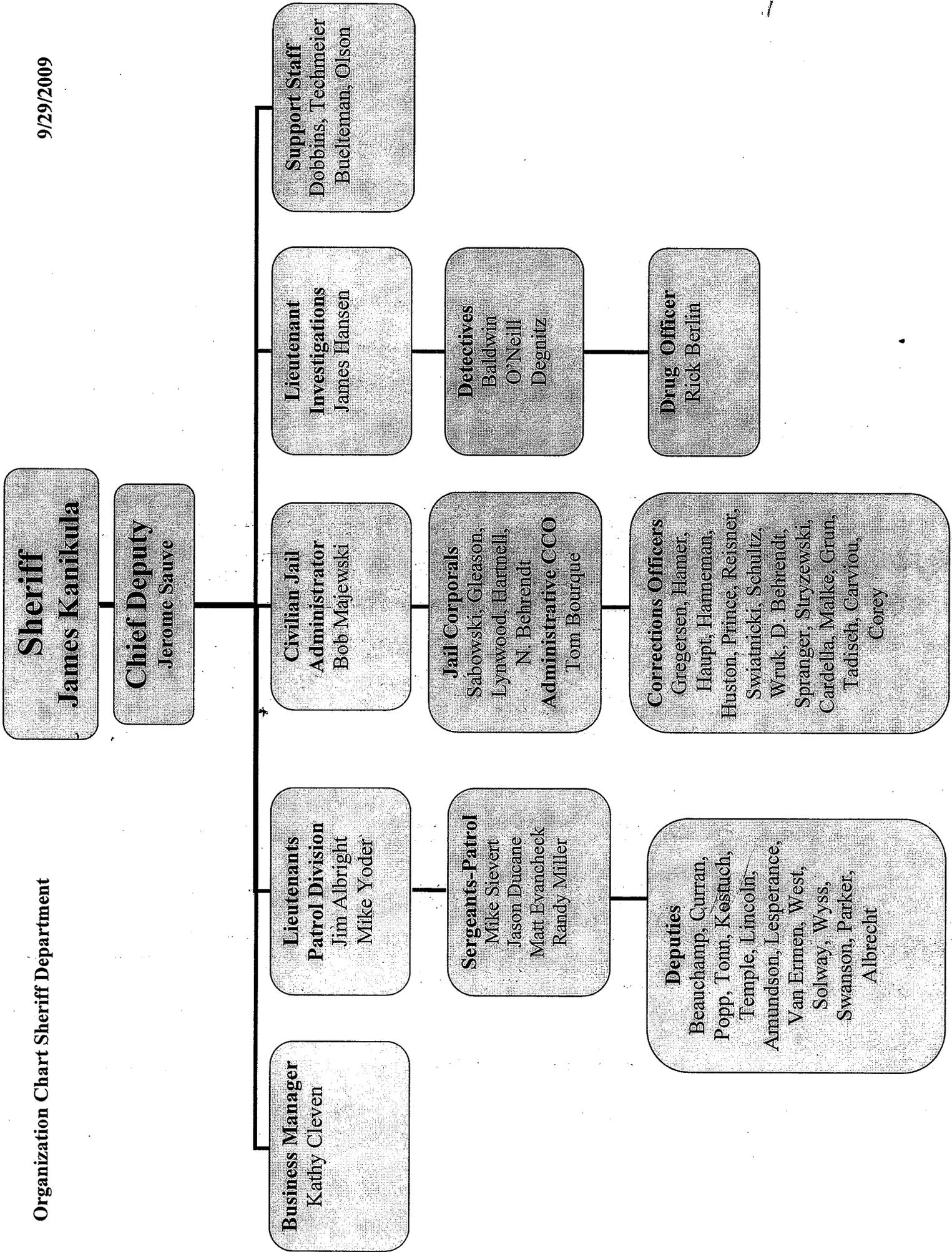
Sincerely,

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)



**Sheriff**  
James Kanikula

**Chief Deputy**  
Jerome Sauve

**Business Manager**  
Kathy Cleven

**Lieutenants**  
Patrol Division  
Jim Albright  
Mike Yoder

**Sergeants-Patrol**  
Mike Sievert  
Jason Ducane  
Matt Evancheck  
Randy Miller

**Deputies**  
Beauchamp, Curran,  
Popp, Tonn, Kostuch,  
Temple, Lincoln,  
Amundson, Lesperance,  
Van Ermen, West,  
Solway, Wyss,  
Swanson, Parker,  
Albrecht

**Civilian Jail Administrator**  
Bob Majewski

**Jail Corporals**  
Sabowski, Gleason,  
Lynwood, Hartnell,  
N. Behrendt  
Administrative CCO  
Tom Bourque

**Corrections Officers**  
Gregersen, Hamer,  
Haupt, Hanneman,  
Huston, Prince, Reisner,  
Swiatnicki, Schultz,  
Wruk, D. Behrendt,  
Spranger, Stryzewski,  
Cardella, Malke, Grun,  
Tadiseh, Carviou,  
Corey

**Lieutenant Investigations**  
James Hansen

**Detectives**  
Baldwin  
O'Neill  
Degnitz

**Drug Officer**  
Rick Berlin

**Support Staff**  
Dobbins, Techmeier  
Buelteman, Olson

**MARINETTE COUNTY FINANCE DEPARTMENT  
BUDGET TRANSFER FORM**

2009

Entry#:	
Date Posted:	
Current Date:	
Initials	KLC

Department: LAW ENFORCEMENT CENTER

Date: 9/25/2009

**Transfer From:**

Account Number:				Object Code	Amount of	Budget	Remaining
100	52	52121	890	Description	Transfer	Amount	Balance
				ATV Outlay	\$ 1,142.50		

**Transfer To:**

Account Number:				Object Code	Amount of	Budget	Remaining
100	52	52121	468	Description	Transfer	Amount	Balance
				ATV Equipment Maintenance	\$ 1,142.50		

**Explanation:**

Increase equipment maintenance ATV \$1,142.50 and decrease ATV Outlay, \$1,142.50. ATV was purchased at a saving of \$1,142.50 less than budget and this savings is needed to pay for the cost of repairs and pay for insurance deductible.

<b>FOR FINANCE USE ONLY</b>	
DOES TRANSFER "FROM ACCOUNT" INVOLVE CONTINGENCY FUNDS?	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Level of Approval:	Date
Administrator <input checked="" type="checkbox"/>	
Governing Committee <input checked="" type="checkbox"/>	
Finance Committee <input checked="" type="checkbox"/>	
County Board <input type="checkbox"/>	

**APPROVAL:**

*James Kamukula* 9/25/2009

Department Head

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Finance Department

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Administrator

**MARINETTE COUNTY FINANCE DEPARTMENT  
BUDGET TRANSFER FORM**

2009

Entry#:	
Date Posted:	
Current Date:	
Initials	

Department: LAW ENFORCEMENT CENTER

Date: 9/25/2009

**Transfer From:**

Account Number:				Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	52	48401		Insurance Proceeds ATV	\$ 3,725.85		

**Transfer To:**

Account Number:				Object Code Description	Amount of Transfer	Budget Amount	Remaining Balance
100	52	52121	468	Insurance Proceeds ATV	\$ 3,725.85		

**Explanation:**

Increase revenue from anticipated ATV Insurance Proceeds \$3,725.85 and increase ATV Equip. Maint., \$3,725.85  
The Yamaha ATV was involved in an accident. The insurance deductible for this claim is \$500.

<b>FOR FINANCE USE ONLY</b>	
DOES TRANSFER "FROM ACCOUNT" INVOLVE CONTINGENCY FUNDS?	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Level of Approval: _____ Date _____	
Administrator	<input checked="" type="checkbox"/>
Governing Committee	<input checked="" type="checkbox"/>
Finance Committee	<input checked="" type="checkbox"/>
County Board	<input type="checkbox"/>

**APPROVAL:**

*James Kamkula* 9/25/2009  
 Department Head  
 Finance Department  
 Administrator