



**MINUTES
LAW ENFORCEMENT COMMITTEE**

Monday, April 13, 2015

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

Excused:

Others Present: Sheriff Jerry Sauve, Chief Deputy Jim Hansen, Lt. Jason Ducane, Jail Administrator Robert Majewski, Emergency Management Director Eric Burmeister, Communications Director Kirsten Bellisle, Shirley Prudhomme-Peshtigo Times, Tim Greenwood-EagleHerald, Ed Wruk 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 Agenda as presented. Motion carried.

3. Approve/Amend Minutes of March 9, 2015.

MOTION (Mattison/Behnke) to approve minutes as written. Motion carried. No negative vote.

4. Public Comment.

None at this time.

5. Dispatch update.

- March call volume reviewed.
- Interviews scheduled to fill open 40 hour position.
- Overtime has been limited.
- April 12th – 18th, National Telecommunicator Week.
- LED lights installed replacing fluorescent and track lighting in Dispatch.

6. Emergency Management Update.

- 2015 Hazmat Grant completed and submitted. On the computer side of grant money will be used to mount wireless modems on Command Station and Emergency Management vehicles.
- Statewide tornado drill on Thursday, April 16th at 1:45 p.m.
- April 20th Eric Burmeister will be a presenter in Stevens Point for the Wisconsin County Association.
- DCI and WI 54 Civil Support Team will be presenting training on methamphetamine information.
- Department of Homeland Security will be presenting training on criminal intelligence analysis.

7. Jail Update.

- Inmate population report reviewed.
- The three newest Corrections Officers have completed training.
- Painting in jail being done by trained inmates.
- As of April 1st new DNA sample procedure began.
- Eligibility testing for Corrections Officers position this past weekend.

8. DATCP Pharmaceutical Disposal Grant Award Program

MOTION (Wruk/Gustafson) recommendation to County Board to approve Marinette County's participation in the DATCP Pharmaceutical Disposal Grant Award Program passed through Brown County. Motion carried. No negative vote. (Attachment)

9. Creating two additional Deputy Sheriff positions.

MOTION (Behnke/Wruk) recommendation to Personnel Committee (April 10, 2015), Finance Committee (April 13, 2015) and County Board to approve Sheriff's Office request to create two additional Deputy Sheriff positions, effective January 1, 2016. Motion carried. No negative vote. (Attachment)

10. Sheriff's Report.

- Citation/Incident report.
- Overtime report.
- Six new squad change-overs.

11. Financial Report.

Committee reviewed March 2015 Schedule of Invoices totaling \$324,392.01.

MOTION (Gustafson/Behnke) approval to write-off uncollectible Inmate accounts in the amount of \$12,549.15 and Civil Process accounts in the amount of \$141.00; total uncollectable accounts to be written off \$12,690.15. Motion carried. No negative vote.

MOTION (Gustafson/Wruk) approval to write off and turn-over to the Finance Department for collections Inmate Board accounts in the amount of \$23,380.00 and Civil Process in the amount of \$72.00. Motion carried. No negative vote.

Committee reviewed collections received from Finance System of Green Bay, Inc., Inmate Board accounts in the amount of \$16,233.58; Civil Process \$66.50 and Alarms \$17.50 and collections received from Finance Department, inmate accounts in the amount of \$940.99.

12. Future Agenda Items.

None at this time.

13. Next Meeting Date.

Monday, May 11, 2015 at 1:15 p.m.

14. Tour new storage facility.
Committee toured new storage facility.

15. Adjourn.
MOTION (Behnke/Wruk) to adjourn at 2:13 p.m. Motion carried. No negative vote.

Respectfully submitted,
Fae Olson, Secretary

Date approved/corrected:



OFFICE OF
MARINETTE COUNTY SHERIFF



Jerome T. Sauve, Sheriff

James M. Hansen, Chief Deputy

To: Finance Director Patrick Kass

From: Sheriff Jerry ⁹⁻⁵⁻Sauve

Date: March 19, 2015

Ref: Drug Disposal Grant Award

Mr. Kass: This is the check for our portion of the Drug Disposal Grant filed by Brown County. You will see we are one of the five municipalities involved. Will you please see this is deposited into the proper account? General fund? Is this something I should have my committee aware of as an agenda item? Do they have to approve of us potentially getting a return each year?

Please advise.

Thank you.

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

March 6, 2015

Sheriff Jerry Sauve
Marinette County Sheriff's Dept.
2161 University Drive
Marinette, WI 54143

Dear Sheriff Sauve,

Enclosed is the Marinette County Sheriff's Department's share of the final 2013 DATCP Pharmaceutical Disposal grant award. The amount is based on the percent of funding each applicant requested reduced by the actual total award. The spreadsheet below shows the amount of the award to each applicant.

2013 DATCP Drug Grant Awards

Municipality	Rx Grant
C. Green Bay	\$ 507
V. Ashwaubenon	\$ 507
Marinette Co.	\$ 507
Oconto Co.	\$ 862
Total	\$ 2,383

If you have any questions please feel free to contact me at (920) 492-4965 or via email walter_ma@co.brown.wi.us.

Sincerely,



Mark Walter
Business Development Manager

COUNTY OF BROWN
FOR CHECK INQUIRIES PLEASE CALL (920) 448-4061

Invoice Date	Invoice Number	PO Number	Gross Amount	Discount Amount	Net Amount
03/09/2015	2013 DATCP		507.00	0.00	507.00

Total: \$507.00

C3101

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COUNTY OF BROWN JP Morgan Chase Bank, N.A.
 STATE OF WISCONSIN MILWAUKEE, WI
 GREEN BAY, WI 54301 12-1/750

Date: 03/12/2015

CHECK NUMBER 112205

PAY TO THE ORDER OF

Five Hundred Seven and 00/100 Dollars
MARINETTE COUNTY SHERIFF'S DEPARTMENT
 2161 UNIVERSITY AVE
 MARINETTE, WI 54143

VOID ONE YEAR FROM DATE OF ISSUE

\$507.00
 AMOUNT OF CHECK

Paul Zeller
Andrea L. Spuro

⑈ 112205⑈ ⑆075000019⑆ 754439511⑈

Jerry Sauve

From: Pat Kass
Sent: Monday, March 23, 2015 9:39 AM
To: Jerry Sauve
Cc: Gale Mattison; Jennifer Holtger
Subject: RE: Drug Disposal Grant Award

Discuss/consider recommending County Board approve Marinette County's participation in the DATCP Pharmaceutical Disposal Grant Award Program passed through Brown County, action if any.

Patrick Kass, CPA
Marinette County Finance Director
1926 Hall Ave
Marinette, WI 54143
715-732-7422
pkass@marinettecounty.com

From: Jerry Sauve
Sent: Monday, March 23, 2015 9:31 AM
To: Pat Kass
Cc: Gale Mattison; Jennifer Holtger
Subject: RE: Drug Disposal Grant Award

Very well then we will set it up as an agenda item for the L.E. Committee to approve at the April meeting. Any reference how the agenda item should read?

From: Pat Kass
Sent: Monday, March 23, 2015 9:25 AM
To: Jerry Sauve
Cc: Gale Mattison; Jennifer Holtger
Subject: Drug Disposal Grant Award

Sheriff,

In answer to your questions:

The funds were deposited into 100-52-43528 other grant and awards. Based on the information you provided with the check of \$507, it appears that Brown County passes through the grant award to participating municipalities. I did talk to our auditor as he is here working on the MAROCO audit. His opinion is that the award should be reported on Marinette County's Statement of State and Federal Awards. Under current policy I believe your Committee and the County Board need to approve the County's participation in the DATCP Pharmaceutical Disposal Grant Award Program. If we adopt the \$15,000 cut off limit, only the LEC would need to approve.

Pat

Patrick Kass, CPA
Marinette County Finance Director
1926 Hall Ave
Marinette, WI 54143
715-732-7422



MARINETTE COUNTY POSITION REQUEST FORM

Administration Completes and returns to the Department

Applicable dates:
 Governing Committee _____
 Personnel Committee _____
 Finance Committee _____
 County Board _____

Permission to proceed: Approved - on file
 (County Administrator initials and dates)

Department Completes and submits to Human Resources

Department: Sheriff
 Department Head: Sheriff, Jerome T. Sauve
 Supervisor: Sheriff
 Position Title: Deputy Sheriff (Requesting 2)
 Old Position Title: N/A
 Hours per Week/Year: 40/2208 per year
 Requested Start Date: 01/01/2016
 Account Number(s): 100-52-52120-111

- New Positions: Permanent
 Seasonal
 Project
 LTE
 Addition of Current Position
- Changes to Hours of Work
- Existing: Title Change
 Location Change

Funding taken from: _____ (i.e. salaries with or without fringes)

Justification for request: **Please attach**

Human Resources Completes and submits to Finance

Wage Scale: WPPA
 Pay Rate/Salary: \$ 24,102 - July 1, 2015 \$ 25.11
 Pay Level: Deputy

Human Resources Initials: KG

Finance Completes and returns to Administration

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

Total Cost: \$ 187,877 See attached Finance Initials: PK 3/16/2015

Finance Committee approval? Yes No

Approval*

Department Head: [Signature] 3/25/15
 County Administrator: [Signature] 3/23/15

* Minutes from the applicable Governing Committee, Personnel Committee, Finance Committee, and County Board meeting must be attached.



OFFICE OF
MARINETTE COUNTY SHERIFF



Jerome T. Sauve, Sheriff
James M. Hansen, Chief Deputy

RECEIVED
FEB 27 2015

February 27, 2015

Interim County Administrators: Pat Kass, Gale Mattison and Jennifer Holtger
Marinette County
1926 Hall Avenue
Marinette, WI 54143

HR
(KA)

Dear Pat Kass, Gale Mattison and Jennifer Holtger:

Please consider this letter and attachments as my formal request for two additional Deputy Sheriff positions. For all the reasons we have discussed, I feel it is my duty to make this request.

Although we could absorb six more deputies and provide the much needed assistance in the courts, investigations and patrol, I am mindful of all the costs involved and impact to the tax levy. Two more deputies is a "need" and I believe possible with proper planning with assistance from your offices and Finance.

I look forward to being present to discuss this request at every step in the process as you prepare the 2016 budget. I trust we can work cooperatively in this process to make this request become a reality.

In the interest of public safety I remain,

Jerome Sauve, Sheriff
Marinette County

JS/fo

Attachments



Job Title: Deputy Sheriff

Department: Sheriff
Position Reports to: Sheriff or Designee
Pay Grade Level: Deputy
FLSA Status: Non-Exempt
Position Status: Full Time

JOB ANALYSIS

Responsibilities include patrolling and enforcing all county, state and federal laws. Additional duties include apprehending suspects, preparing investigation reports and overall protection of the citizens of Marinette County.

ESSENTIAL JOB FUNCTIONS

- A. Serve the public.
- B. Apprehend offenders and suspects using restraining devices, force or weapons.
- C. Prepare investigative reports including sketches, appropriate symbols, grammar and mathematical computations.
- D. Perform routine patrol functions and respond to emergency calls for service.
- E. Transmit vital information to Dispatch in emergency situations.
- F. Conduct investigative interviews and interrogations using methods effective to gather statements from suspects, victims, confidential informants and witnesses.
- G. Testify in Court when necessary.
- H. Process arrests according to departmental procedures.
- I. Serve legal papers to parties involved.
- J. Collect and preserve evidence and substances that provide basis for infractions and offenses.
- K. Notify Dispatch of dangerous weather and road conditions.
- L. Transport prisoners, inmates or mental patients to various jails and locations according to departmental procedures.
- M. Search vehicles, individuals, buildings and large outdoor areas.
- N. Investigate domestic disputes.
- O. Advise individuals of their rights of processes.
- P. Pursue fleeing subjects by foot or vehicle.
- Q. Read and comprehend legal and non-legal documents including preparing and processing citations, affidavits and warrants.
- R. Operate a firearm with precision and according to guidelines.
- S. Enforce all Wisconsin traffic laws.

REQUIRED ABILITIES

- A. Maintain security of confidential matters and materials.
- B. Maintain knowledge of current local, state and federal laws, rules and regulations that apply.
- C. Work as team player in the absence of or with minimal supervision.
- D. Communicate effectively orally and in writing.
- E. Memorize and retain information over long and short periods of time.
- F. Work efficiently and accurately under time constraints, pressure or emotional strain.
- G. Plan and monitor assigned activities effectively.
- H. Apply procedures and interpret instructions accurately.
- I. Remain calm and levelheaded in difficult, unexpected or emergency situations.
- J. Work in the presence of distractions or under monotonous conditions without significant loss of efficiency.
- K. Exercise independent judgment in determining when there is reasonable suspicion to detain and when probable cause exists to use search and arrest procedures.

QUALIFICATIONS

- A. Requires United States citizenship.
- B. Requires established residency in Marinette County within 60 days of hire.
- C. Requires one of the following:

1. Associate's Degree in Police Science, Criminal Justice, Corrections, Security or Law Enforcement from an accredited college or university.
 2. Sixty fully accredited college level credits.
- D. Must be twenty-one years of age or older.
 - E. Must not have been convicted of a felony, unless the judgment of conviction has been reversed or a complete pardon has been granted.
 - F. Possess and maintain an insurable valid driver's license.
 - G. Must be certifiable, having completed Department of Justice Training and Standards requirement for law enforcement officers.
 - H. Must successfully pass State of Wisconsin Entry Level Law Enforcement Exam.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work indoors in a non-temperature controlled environment.
- C. Work outdoors exposed to changing weather conditions.
- D. Work outdoors but in the confines of a vehicle.
- E. Wear a gas mask when harmful chemicals are present.
- F. Work under hostile conditions including verbal and physical abuse from suspects and people encountered in an antagonistic environment.
- G. Dress in full uniform attire.
- H. Operate a police vehicle using high speeds, in heavy traffic and in unsafe road conditions with due regard.

PHYSICAL DEMANDS

- A. Lift and/or carry up to 50 pounds frequently, occasionally in excess.
- B. Crawl into, under or around confined spaces.
- C. Carry or drag heavy objects.
- D. Walk for long periods of time.
- E. Balance on uneven or narrow surfaces.
- F. Use body force to gain entrance through barriers.
- G. Bend, squat, stretch and twist frequently.
- H. Lift, jump or carry self over obstacles when necessary.

ADDITIONAL DUTIES

- A. Attend training conferences and seminars when necessary.
- B. Travel as needed.
- C. Maintain all certification and training standards as required by Training and Standards.
- D. Conduct visual and audio surveillance for extended periods of time.
- E. Extinguish small fires using a fire extinguisher or other appropriate means.
- F. Perform rescue functions during emergency and disaster situations.
- G. Direct traffic for long periods of time, when needed.
- H. Administer emergency medical aid.
- I. Secure and/or evacuate people from hazardous or dangerous areas.
- J. Perform additional duties as assigned.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

MARINETTE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE COUNTY WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGE BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH MARINETTE COUNTY WHEN NECESSARY.

Prepared:	12/01	Approved:	04/18/2005
Approved:	04/02	Revised:	03/07
Revised:	09/03	Approved:	03/13/2007
Revised:	12/04	Revised:	03/09 & 04/09
Approved:	01/05	Approved:	05/05/2009
Revised:	03/05		
Revised:	04/05		

10/03/13

Estimated "startup" costs for the first year to equip a new Deputy from scratch.

A. Permanent or semi fixed asset essentials associated with setting up a squad car.

1. New all-wheel drive SUV	28,100.00
2. Mobile radio, siren speaker, printer & radar	8,805.00
3. Laptop with GPS & docking station	6,400.00
4. Flashlight, phone, PBT, AED, power inverter & crash camera	3,110.00
5. Dividers, grill guard, and decals	2,675.00
6. Light bar, gun lock, console, switch deck	2,260.00
7. Installation of hard mounted equipment	1,650.00
8. Fire extinguisher, traffic cones, recorder, Rollo tape & FP kit	500.00

53,500.00

B. Officer specific duty items needed

1. Portable radio with holder	4,900.00
2. AR-15 patrol rifle with accessories	1,600.00
3. Handgun with holster, extra mags & accessories	1,350.00
4. Taser with holster	1,200.00
5. Bullet proof vest	800.00
6. Other duty belt items with cuffs, O.C. & baton	325.00
7. Traffic vest, blankets and miscellaneous patrol supplies	250.00
8. 3 badges	200.00
9. Ammo for immediate Department qualification	185.00

10,810.00

C. Estimated vehicle related necessities for 1st year

1. 1,920 gallons of fuel @ 3.65	7,008.00
2. Squad maintenance	1,750.00

8,758.00

A + B + C = \$73,068.00

2014 - POSITION REQUEST
Sheriff Deputy

2014 Rates
 New Position Start \$23.67 per hour
 7/1/14 \$24.14 per hour
 12 Month Analysis

	ANNUAL HRS	SALARY	LONGEVITY	SECURITY	7.65% SOCIAL	12.00% RETIREMENT	Family H&D Non-HRA	WORKER'S COMP	2.50%	TOTAL
DEPUTY (Starting w/ Family H&D)	2208	\$ 52,782	\$ -	\$ 4,038	\$ 6,334	\$ 28,900	\$ 1,320	\$ 93,373		

TOTAL
\$ 92,743

Average Deputy Cost 2014 Budget

2016 - POSITION REQUEST
Sheriff Deputy

12 Month Analysis

	ANNUAL_HRS	SALARY	LONGEVITY	SECURITY	RETIREMENT	Family H&D Non-HRA	WORKER'S COMP	TOTAL
DEPUTY (Starting w/ Family H&D)	2208	\$ 55,443	\$ -	\$ 4,241	\$ 5,339	\$ 27,529	\$ 1,386	\$ 93,938

Average Deputy Cost 2016 Budget \$ 93,938

Cost (2) Deputies 2016 Budget: \$ 187,877
 (No OT calculation)

New Position Start rate July 1st 2015 -\$25.11 per hour
 Current contract expires December 31st 2015
 Retirement, H&D, W/C based on 2015 rates