

**SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT
OFFICE OF THE SHERIFF**

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February 16, 2009

Sheboygan County Board of Supervisors and
County Administrator Adam Payne
508 New York Avenue
Sheboygan, Wisconsin 53081

Dear Ladies and Gentlemen:

The purpose of this correspondence is to provide an overall summary of the information contained in the 2008 Annual Report.

The year 2008 was a very productive year for the Sheboygan County Sheriff's Department. The majority of goals for 2008 were met or exceeded. Policy rewrites, revisions, and updates were conducted and those will be addressed again in 2009 to maintain a current and viable tool for the operation of the Department. Homeland Security and Emergency Government grants/funding have proven to be a benefit to many agencies in Sheboygan County. These types of funding opportunities will continue to be sought as a goal in 2009 to assist in the security measures of all aspects of county government. Sheboygan County has experienced its fourth year of contracting with the Department of Corrections for housing State inmates. This program is a financial benefit to Sheboygan County and will continue in 2009.

The Jail Resolution for 2008/2009 was adopted and that money is being used to offset tax levy dollars for the operation and maintenance of the Sheboygan County Detention Facilities. It is important to note and bear in mind that the jail assessment fund is not an account that keeps growing with respect to the dollars being deposited. The overall balance of the account is reduced each year as a result of utilizing those funds to offset tax levy dollars for the operation and maintenance of the detention facilities. As such, there will come a point in time when these operating and maintenance costs will need to be budgeted for and included in the tax levy. This is not pending in the immediate next couple of years, but it appears inevitable to occur at some point thereafter.

The Department participated in an organizational study conducted by the consulting firm of Virchow Krause in 2008. The recommendations contained in the report have been reviewed with the Law Committee and those that are feasible are being implemented with the involvement of the Law Committee.

There are two (2) projects that were in some phase of implementation during 2008. These included the rebanding of the 800 Megahertz (MHz) radio system and the institution of Wireless 9-1-1.

In conjunction with the FCC's mandated rebanding of the 800 MHz radio system, the County, as represented by the Sheriff's Department, has successfully negotiated and received a frequency reconfiguration agreement and associated cost estimate for the actual implementation of the rebanding with Sprint Nextel to be completed in March 2009. This process included the negotiation and signing of a reconfiguration implementation phase agreement with our radio vendor, Motorola. The FCC plan makes it incumbent upon Sprint Nextel to pay for all rebanding costs (\$743,530.00), but there are no guarantees in this area. As the rebanding process evolves, just how the payment procedures play out will become more evident.

The implementation of Wireless 9-1-1 was completed in 2008 with the installation of hardware/software along with the mapping and automatic vehicle location functions of that project. This project was subject to grant timelines as a result of legislation on the State level that provided for a sunset provision in this area.

The Department continues to strive to provide quality and innovative law enforcement to the citizens of Sheboygan County. In addition, we seek community participation in the use of Community Policing programs to enhance citizen involvement. The Department is also open to explore any opportunities for additional shared services with agencies throughout Sheboygan County. It has been involved integrally with the City of Sheboygan in the study of possible combined dispatch and possible switch to new computer aided dispatch/records management software.

Fiscal concerns continue to be a burden to all levels of government. The Sheriff's Department is no exception. We are continually striving to obtain funds to ease taxpayer burdens and to provide quality services to the community. There are examples of these efforts which include: the implementation of a warrant service fee in 2008 and an annual increase in the contracts of special law enforcement services with the respective municipalities that participate in those.

Our dedicated staff continues to work very hard at providing professional law enforcement and correctional services to the citizens of Sheboygan County.

I would like to extend my sincere gratitude to the Law Committee for their continued support. I encourage and invite questions from you regarding these matters or any other services for which we are responsible.

Respectfully submitted,

Michael W. Helmke
Sheriff

**SHERIFF'S DEPARTMENT REPORT
JANUARY 1, 2008 TO DECEMBER 31, 2008**

TO: The Sheboygan County Board of Supervisors, Sheboygan County

MISSION STATEMENT & SUMMARY OF RESPONSIBILITIES:

***MISSION STATEMENT FOR THE SHEBOYGAN COUNTY SHERIFF'S
DEPARTMENT***

The mission statement of the Sheboygan County Sheriff's Department is to protect and enhance the quality of life in Sheboygan County by working cooperatively with its citizens. We shall strive to provide the highest professional level of law enforcement and corrections services to the public, preserve the peace, enforce the law, reduce the fear of crime and provide needed services to the community.

We, the members of the Sheboygan County Sheriff's Department, are capable, caring people who are doing important work for the citizens of Sheboygan County. To accomplish this mission, we are committed to the following set of values that guide our work and decisions and help us contribute to the quality of life in Sheboygan County:

HUMAN LIFE & DIGNITY - We value human life above all else. We will treat all people with the same dignity and respect expected of law enforcement officers dedicated to serving the public.

CONSTITUTIONAL PRINCIPLES - We believe in the principles embodied in the Constitution of the United States and the Constitution of the State of Wisconsin and we will protect the constitutional rights and personal freedoms of all citizens.

INTEGRITY - We believe that honesty is the basis for personal and public trust.

EXCELLENCE - We strive for personal and professional excellence, dedication to duty, and service to the public. We recognize the importance of each employee as an individual and team member.

ACCOUNTABILITY - We are accountable to the citizens we serve, responsible for our actions and committed to conducting our affairs openly while being accessible to the public. As a Sheriff's Department striving to be progressive, we are concerned with conserving the tax dollars that fund our operations.

COMMUNITY PROBLEM SOLVING - We believe the most effective law enforcement services are achieved by working with the community to identify and resolve problems of mutual concern.

The men and women working for the Sheboygan County Sheriff's Department do so under the authority of the Sheriff (a constitutional officer) and under the direction of the Inspector.

The responsibilities of the Sheboygan County Sheriff's Department are best summarized in Wisconsin statutes under 59.27 and 59.28 as follows:

Under 59.27:

1. The Sheriff is the custodian of the jail and therefore is responsible for all persons ordered into the custody of the Sheriff. The Sheriff may, out of necessity, board prisoners in other county jails due to overcrowding.
2. The Sheriff is required to keep a register of all persons committed to any jail under the Sheriff's control. This register is referred to as a reg (register) sheet. The reg sheet contains the incarcerated person's name, address, the time and date of incarceration, the authority by which the person was incarcerated, and if for a criminal offense a description of the person. The reg sheet must also contain the date, time, and authority by which an inmate is freed. Finally, the reg sheet must state the time, date, and particulars of an inmate's escape. The Sheriff must keep all jail related records for a period of eight years.
3. The Sheriff must provide Deputies/Bailiffs for the circuit courts. Additional Deputies may serve the courts when the circuit court is engaged in a trial of any person charged with a crime.
4. The Sheriff must personally, or by the Deputies, serve or execute all processes, writs, precepts and other orders issued or made by lawful authority and delivered to the Sheriff.
5. The Sheriff must enforce all general orders of the Department of Commerce relating to the sale, transportation, and storage of explosives.
6. The Sheriff must conduct operations within the county and when the board so provides in waters of which the county has jurisdiction under Wisconsin Statute 2.04 for the rescue of human beings and for the recovery of human bodies.

Under 59.28

1. The Sheriff and his or her Deputies shall keep and preserve the peace in the county and quiet and suppress all affrays, routs, riots, unlawful assemblies and insurrections; they may also call to their aid such persons or power of their county as they consider necessary.
2. The Sheriff's Department, as a law enforcement agency, may request the assistance of law enforcement personnel or may assist other law enforcement agencies for purposes of mutual aid.

GOALS AND OBJECTIVES ACHIEVED IN 2008

The Sheboygan County Sheriff's Department has met the following goals in 2008. The Department continues to update and modify its policy manual and this will be an on-going process in 2009. The Department continues with its State Jail Inmate Housing Program for 2009, and garnered approximately \$363,256.00 in revenue for 2008. The warrant service fee has been implemented during the later part of 2008. The County has used its Jail Resolution Funds to improve cell blocks in the Jail as well as modernize improvements at the Detention Facility and Juvenile Facility; it provides funds for physical/mental health care for inmates. This fund is

used to off-set tax levy dollars and will continue to be used in 2009. The 800 MHz rebanding project should be completed in March 2009 and Wireless 9-1-1 has been implemented. A departmental organizational study conducted by the consulting firm of Virchow Krause was completed in August 2008. The Department has instituted a selective traffic enforcement program utilizing existing resources in combination and cooperation with other law enforcement agencies within the County to target traffic problem areas in various jurisdictional locales. In 2009, the Department will continue to work to achieve as many combined services as possible. Speaking of combined services, the Department has participated with the City of Sheboygan in exploring the possibility of combined dispatch and a switch to new computer aided dispatch/records management software. The sale of the former highway shed in Cascade was completed through the office of the County Purchasing Agent. The sale of this asset brought in additional revenue dollars to offset the costs of the evidence storage facility that was constructed.

BUDGET

The Sheboygan County Sheriff's Department is cognizant of dealing with budgetary constraints and attempting to use its funds in an efficient and effective manner. In 2008, the Sheriff's Department strove to meet its goals for budget. However, despite our most fervent efforts, the Department came in over budget by approximately \$310,457.00. This calculates out to about 1.98% of a \$15,703,613.00 total expense/expenditure budget. The major reasons attributing to being over budget in 2008 include the following. During the budgeting process, the Sheriff's Department was subjected to a reduction of \$218,900.00 due to previous years being under budget. With the downturn in the economy, the resulting increase in unemployment is reflected in lower numbers of inmates being employed and a reduction in the amount of Huber fees collected. Due to circumstances beyond the Department's control, revenue expected from the warrant service fee was not realized as it was not fully implemented until the later part of the year. The Department was directed to more accurately reflect the wage item line concerning vacant positions and anticipated at 4 (four). However, position vacancies first manifested themselves in the second & third quarter. The Sheriff's Department continues to look at all aspects of its budgeting and financial operations.

The Department has looked at increasing revenue dollars in 2008 through various sources, including increases in actual implementation of the warrant service fee. However, such opportunities for generating revenue dollars in the law enforcement environment are very limited.

The Department was able to meet its 2009 target despite still suffering from the \$218,900.00 budget adjustment (reduction) which was placed upon it in the budgeting process for 2008. Obviously, those dollars were not included in any calculations for the Department's budget target in 2009.

ISSUES, CONCERNS OR CONSTRAINTS

The budget for County Government always remains one of the main concerns for the Department. The Department continues to search for revenue generating opportunities as well as ways to reduce tax levy dollar expenditures. This is exemplified by the previously mentioned implementation of the warrant service fee. However, the sources of generating revenue dollars are not readily available in the law enforcement environment and difficult to identify.

Any decisions relative to combined dispatch and new software for computer aided dispatch/records management carry with them some major financial implications. The manner in which those funds would be provided will need to be determined. These particular options contain price tags that would be in the range of millions of dollars in aggregate.

In addition, the Department is very concerned with the current upward trend in the average daily population in the

jail. Recent inmate population experience represents about an 85-90% functional capacity, which is different than physical capacity. As such, consideration needs to be given to initiate planning for additional construction/expansion of the jail facilities for these higher inmate population numbers. Obviously, construction costs for additional jail space will be high.

GOALS AND OBJECTIVES FOR 2009

In March 2009, the Sheriff's Department anticipates the completion of the 800 MHz rebanding project. The radio system frequencies will be moved in the 800 MHz spectrum, to accommodate Sprint/ Nextel, in order to eliminate frequency interference. The primary objectives of the negotiations with Sprint/Nextel and Motorola was to assure the citizens of Sheboygan County that tax dollars are not used to fund this project and to assure that radio interference on the 800 MHz system does not occur.

The Sheriff's Department continues to proceed with necessary policy rewrites/revisions/updates and will continue to do so during 2009.

Any decisions made relative to combined dispatch and new CAD/RMS software will need to be addressed by the Department through an implementation plan should those initiatives be approved by the County Board. A part of this will include pursuing a combined communications centers manager position.

The Sheriff's Department with the participation of the Law Committee will be engaged in implementation of those recommendations made in the Virchow Krause organizational study that are feasible.

SHERIFF'S DEPARTMENT REVENUE ACCOUNTING

	2007	2008
Auction Fees	\$ 0.00	\$ 2,882.00
Civil Fees	135,434.00	134,120.00
Copy Fees	10,612.00	13,282.00
Towing	3,760.00	4,628.00
False Alarms	3,300.00	1,850.00
Fingerprints	1,220.00	2,070.00
Warrant Service Fee	600.00	1,324.00
Inmate Board - Municipalities	3,850.00	44,464.00
Interdepartmental Revenue	31,553.00	19,982.00
Inmate Board/Other Counties	1,050.00	2,900.00
Inmate Board/State Prob. & Parole	129,856.00	143,070.00
Inmate Board/State Inmates	365,315.00	363,256.00
Inmate Maintenance	245,927.00	229,502.00
Inmate Meals	108,055.00	75,242.00
Huber Transfer Fee (new)	0.00	978.00
Miscellaneous	103,413.00	1,384.00

Photographs	700.00	1,017.00
Service Contracts - Village	142,593.00	137,778.00
Time/Sales	5,707.00	9,368.00
Witness Fees	569.00	365.00
Inmate Incentive-Social Security	16,400.00	10,000.00
Contributions & Donations	34,832.00	33,269.00
State Grants	401,491.00	311,132.00
Federal Grants	5,345.00	10,403.00
Non Specific Grants (new)	0.00	3,000.00
Sale of Fixed Assets	6,000.00	13,950.00
Sale of General Assets	595.00	600.00
Interest Income	320.00	264.00
Rent Revenue	22,066.00	24,657.00
Booking Fee	26,414.00	26,316.00
Ordinary Confinement Fees	136,613.00	104,353.00
Health Services-sick call	737.00	1,047.00
Profit Sharing - Aramark	4,214.00	4,263.00

REIMBURSEMENTS

	<u>2007</u>	<u>2008</u>
Compensation Loss of Assets	0.00	70,881.00
Doctor/Hospital	0.00	0.00
Miscellaneous	42,849.00	80,558.00
Miscellaneous - Jail Assessment	168,747.00	196,559.00
Training	29,361.00	29,365.00
Vending Machine Revenue	34,245.00	32,924.00
Telephone Revenue	180,925.00	161,296.00
Restitution	1,861.00	3,608.00
Insurance Reimbursement	278,944.00	280,358.00
Insurance Recoveries	1,570.00	0.00
Bracelet Reimbursement	<u>63,543.00</u>	<u>69,177.00</u>
TOTAL	\$2,750,586.00	\$2,657,442.00

BONDS & FINES

Collected for Clerk of Courts and Child Support offices when they are closed:

2007: \$154,759.89

2008: \$165,535.12

Increase of: \$ 10,775.23

Inmate Account Disbursements

	<u>2007</u>	<u>2008</u>
Money received from Jail Inmates:	\$1,316,302.00	\$1,074,859.00
EMP/Huber Law Payments Co. Treasurer:	\$417,525.00	\$373,921.00
Booking Fee to Co. Treasurer:	\$26,414.00	\$26,316.00
Ordinary Confinement fees Co. Treasurer:	\$136,613.00	\$104,353.00
Other Inmate Payments Co. Treasurer:	\$77,788.00	\$62,362.00
Commissary Invoices	\$148,509.00	\$138,335.00
Other Payments to Inmates:	\$432,974.00	\$355,216.00
TOTAL INMATE DISBURSEMENTS	\$1,317,611.00	\$1,060,503.00

	2008	2007	2006	2005
LAW ENFORCEMENT STATISTICS				
TOTAL INCIDENTS	35,832	28,371	26,780	26,711

911 Calls	1,582	1,516	1,724	1,94
911 Cellular Calls	2,089	1,713	1,497	1,52
Traffic Citations/Warnings	9,157	8,709	8,228	8,17
Driving Under the Influence	365	334	292	23
Drug Violations	88	69	67	6
Warrants/Commitments	2,856	2,406	2,250	1,79
Accidents	1,834	1,808	1,732	1,92
K-9 Activity	135	100	21	1
Snowmobile Citations/Warnings/Accidents	8	17	7	1
Water Safety Citations/Warnings/Inspections	71	90	98	11
ATV Citations/Warnings/Accidents	31	11	22	1
Paper Service	5,183	5,699	4,856	4,37
Prisoner Transports	2,101	2,551	2,286	2,41

DETENTION FACILITY STATISTICS

TOTAL BOOKED IN	5,664	5,626	5,393	5,27
Adults Booked In	5,254	5,170	4,973	4,87
Juveniles Booked In	410	456	420	39
Average Adult Inmates Per Day	271.9	278.5	263.8	273.5
Average Juvenile Inmates Per Day	10.7	9.9	10.43	11.4

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT

