

February 16, 2010

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 2009 Annual Report.

The year 2009 was a very productive year for the Sheboygan County Sheriff's Department. The majority of goals for 2009 were met or exceeded. Policy rewrites, revisions, and updates were conducted and those will be addressed again in 2010 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 2010 to assist in the security measures of all aspects of county government. The Department has been involved in the process of adding a third dog to the K-9 Unit with the funds for this extremely valuable asset coming from the Sheboygan County Constables Group.

Sheboygan County has experienced its fifth 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 2010. The Jail Resolution for 2009/2010 was adopted and that money is being used to offset tax levy dollars for the operation and maintenance of the Sheboygan County Detention Facilities. These funds have been used to increase the inmate mental health and inmate health services through Advanced Correctional Healthcare. I find it necessary to once again reiterate 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. It is quite possible that this could occur in 2011.

With the corrections facilities consistently experiencing an average daily inmate population approaching 85% of functional capacity, the County has established a Criminal Justice Advisory Committee in 2009 to consider all aspects of the criminal justice system, including the feasibility of various options and alternatives to incarceration and the possible need to expand those facilities.

The Federal Communications Commission's mandated rebanding of the county wide 800 MHz radio system was completed without any major setbacks in August 2009. The submission of those costs have been forwarded to Sprint Nextel for payment. This was a major project with a price tag of \$743,530.00.

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 and selection of a new computer aided dispatch/records management system software vendor (CAD/RMS) (Spillman Technologies) to replace an outdated system that was in use.

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. However, these revenue generating opportunities for law enforcement are limited in nature. There are examples of these efforts which include: increasing law enforcement towing fees, increasing fees for false alarms, increasing Huber transfer fees, increasing Huber fees for meals and maintenance, increasing the fees for inmate/nurse sick call, and increasing fees for recordings (CD/DVD).

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, 2009 TO DECEMBER 31, 2009**

TO: The Sheboygan County Board of Supervisors, Sheboygan County

MISSION STATEMENT & SUMMARY OF RESPONSIBILITIES:

A copy of the Sheboygan County Sheriff's Department mission statement is attached.

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 2009

The Sheboygan County Sheriff's Department has met the following goals in 2009. The Department continues to update and modify its policy manual and this will be an on-going process in 2010. The Department continues with its State Jail Inmate Housing Program for 2010, and garnered approximately \$367,115.00 in revenue for 2009. 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 2010. The 800 MHz rebanding project was completed in August 2009. 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. The Department was integrally involved with the City of Sheboygan in the study and selection of a new CAD/RMS software vendor (Spillman Technologies). A third dog was added to the Department's K-9 Unit. Virchow Krause organizational study recommendations that were implemented include: the addition of 2 correctional officers; initiating the concept of supplemental staffing for corrections; creation of Assistant Correctional Administrator position; placing administrative assistant under the office manager; placing accounting staff under Captain of Support Services; formation of Criminal Justice Advisory Committee; and providing division captains with quarterly financial statements.

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 2009, 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 \$404,314.00. This calculates out to about 2.5% of a \$16,376,640.00 total expense/expenditure budget. The major reasons attributing to being over budget in 2009 include the following. During the budgeting process of 2008, the Sheriff's Department was subjected to a reduction of \$218,900.00 due to previous years being under budget; this amount was not reinstated and its ramifications continue to be manifested. 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. There was a reduction in the number of municipal inmates being incarcerated resulting in reduced revenue from that source. 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 2009 through various sources, including increases in the following: law enforcement towing fees, false alarms fees, Huber transfer fees, Huber fees for meals and maintenance, fees for inmate/nurse sick call, and fees for recordings (CD/DVD). However, such opportunities for generating revenue dollars in the law enforcement environment are very limited.

The Department was able to meet its 2010 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 and 2010.

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. However, the sources of generating revenue dollars are not readily available in the law enforcement environment and difficult to identify.

With the 2010 PGA Championship at Whistling Straits, the Department is concerned about the funding for traffic and security provided by this agency. The PGA Championship in 2004 received funding for these activities through a memorandum of understanding and money through the State's Department of Administration. It is anticipated that this model and precedent will again be followed in 2010, but there is no absolute guarantee in this regard.

Any decisions relative to combined dispatch and new software for CAD/RMS 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. Further direction or recommendations, such as specific alternatives to incarceration, may be forthcoming through the Criminal Justice Advisory Committee.

GOALS AND OBJECTIVES FOR 2010

In 2010, the Department will continue to work to achieve as many combined services as possible.

The Department will be involved with the planning and activities (traffic direction and security) related to the 2010 PGA Championship to be held at Whistling Straits Golf Course in August.

The Sheriff's Department continues to proceed with necessary policy rewrites/revisions/updates and will continue to do so during 2010.

The implementation of the new CAD/RMS software will be a high priority.

Any County Board decisions relative to combined dispatch will need to be addressed by the Department through an implementation plan. Should this initiative be approved by the County Board, it will include the newly created combined communications centers manager position and recruitment for this position.

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

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.

SHERIFF'S DEPARTMENT REVENUE ACCOUNTING

	<u>2008</u>	<u>2009</u>
Ordinance Violations (new)	\$0.00	\$240.00
Auction Fees	2,882.00	0.00
Civil Fees	134,120.00	151,390.00
Copy Fees	13,282.00	16,025.00
Towing	4,628.00	3,040.00
False Alarms	1,850.00	5,350.00
Fingerprints	2,070.00	1,743.00
Warrant Service Fee	1,324.00	7,069.00
Inmate Board - Municipalities	44,464.00	17,550.00
Interdepartmental Revenue	19,982.00	12,805.00
Inmate Board/Other Counties	2,900.00	200.00
Inmate Board/State Prob. & Parole	143,070.00	163,194.00
Inmate Board/State Inmates	363,256.00	367,116.00
Inmate Maintenance	229,502.00	141,360.00
Inmate Meals	75,242.00	47,610.00
Huber Transfer Fee (new)	978.00	1,100.00
Miscellaneous	1,384.00	1,682.00
Photographs	1,017.00	3,334.00
Service Contracts - Village	137,778.00	144,676.00
Time/Sales	9,368.00	9,368.00
Witness Fees	365.00	283.00
Inmate Incentive-Social Security	10,000.00	8,200.00
Contributions & Donations	33,269.00	48,082.00
State Grants	311,132.00	358,701.00
Federal Grants	10,403.00	103,129.00
Non Specific Grants	3,000.00	0.00
Sale of Fixed Assets	13,950.00	7,900.00
Sale of General Assets	600.00	790.00
Interest Income	264.00	37.00

Rent Revenue	24,657.00	25,137.00
Booking Fee	26,316.00	25,086.00
Ordinary Confinement Fees	104,353.00	83,752.00
Health Services-sick call	1,047.00	1,727.00
Profit Sharing - Aramark	4,263.00	3,954.00

REIMBURSEMENTS

	<u>2008</u>	<u>2009</u>
Compensation Loss of Assets	70,881.00	27,773.00
Doctor/Hospital	0.00	0.00
Miscellaneous	80,558.00	45,077.00
Miscellaneous - Jail Assessment	196,559.00	303,704.00
Training	29,365.00	28,400.00
Vending Machine Revenue	32,924.00	29,441.00
Telephone Revenue	161,296.00	137,269.00
Restitution	3,608.00	5,526.00
Insurance Reimbursement	280,358.00	293,625.00
Insurance Recoveries	0.00	0.00
Bracelet Reimbursement	<u>69,177.00</u>	<u>96,836.00</u>
TOTAL	\$2,657,442.00	\$2,729,281.00

BONDS & FINES

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

2008: \$165,535.12

2009: \$194,961.19

Increase of: \$ 29,426.07

Inmate Account Disbursements

	<u>2008</u>	<u>2009</u>
Money received from Jail Inmates:	\$1,074,859.00	\$887,250.00
EMP/Huber Law Payments Co. Treasurer:	\$373,921.00	\$300,081.00
Booking Fee to Co. Treasurer:	\$26,316.00	\$25,086.00
Ordinary Confinement fees Co. Treasurer:	\$104,353.00	\$83,752.00
Other Inmate Payments Co. Treasurer:	\$62,362.00	\$45,802.00
Commissary Invoices	\$138,335.00	\$129,434.00
Other Payments to Inmates:	\$355,216.00	\$282,615.00
TOTAL INMATE DISBURSEMENTS	\$1,060,503.00	\$866,770.00

	2009	2008	2007
LAW ENFORCEMENT STATISTICS			
TOTAL INCIDENTS	36,634	35,832	28,371
911 Calls	1,448	1,582	1,516
911 Cellular Calls	2,058	2,089	1,713
Traffic Citations/Warnings	11,265	9,157	8,709
Driving Under the Influence	264	283	240
Drug Violations	104	88	69
Warrants/Commitments	2,294	2,856	2,406
Accidents	1,579	1,834	1,808
K-9 Activity	163	135	100
Snowmobile Citations/Warnings/Accidents	12	8	17
Water Safety Citations/Warnings/Inspections	46	71	90
ATV Citations/Warnings/Accidents	4	31	11
Paper Service	5,644	5,183	5,699
Prisoner Transports	1,950	2,101	2,551
Criminal Incidents	2,503	2,398	2,375
Non-Criminal Incidents	18,642	19,253	13,080

DETENTION FACILITY STATISTICS			
TOTAL BOOKED IN	5,457	5,664	5,626
Adults Booked In	5,058	5,254	5,170
Juveniles Booked In	399	410	456
Average Adult Inmates Per Day	274.3	271.9	278.5
Average Juvenile Inmates Per Day	7.5	10.7	9.9

SHEBOYGAN COUNTY SHERIFF'S DEPARTMENT

