



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 08/07/19

Amended* Post Date: 08/12/19

**The following documents are included in the packet for the
Judicial Law Enforcement Committee on August 14, 2019:**

- 1) ***Amended Agenda**
- 2) Minutes from 07/10/19
- 3) Purchase Request for Jail Sergeant Cellphones
- 4) Department Related Reports
 - a. Clerk of Courts
 - b. Emergency Management
 - c. Sheriff's Office
- 5) Monthly Sheriff Reports
- 6) Line Item Transfer for Emergency Management
- 7) ***Lexipol Policies**
 - a. ***320 Domestic Abuse**
 - b. ***360 Death Investigation**
 - c. ***600 Investigation and Prosecution**
 - d. ***613 Unmanned Aerial System UAS Operations**



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee

Meeting Notice

Date: August 14, 2019 Time: 2:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI

Amended AGENDA**

Committee Members

Larry Jenkins, Chair
Sue Wendt, Vice-Chair
Peter Wallace
Kathy Morris
Keith Hess

Lori Evans, Secretary

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 07/10/2019
5. Public Comments 3 Min Limit
6. Purchase Requests
 - Cellphones for Jail Sergeant
7. 2020 Budget
8. Department Related Reports
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
9. Monthly Sheriff Reports
10. *Line Item Transfer
 - *Emergency Management-Disaster
11. Expense & Revenue Monthly Reports
12. **Lexipol Policies and Procedures
 - **320 Domestic Abuse
 - **360 Death Investigation
 - **600 Investigation and Prosecution
 - **613 Unmanned Aerial System UAS Operations
13. Future Meeting Dates:
 - Regular Meeting September 11, 2019, at 10:30AM
 - August Meeting Time
14. Future Agenda items for action & discussion:
15. Adjourn

Kindly arrange to be present, if unable to do so or if there are any changes, please notify Samantha at 4005.

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date of the meeting.



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

July 10, 2019

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Larry Jenkins at 10:30 a.m. on July 10, 2019 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Larry Jenkins – Chairman
Sue Wendt-Vice-Chairman
Peter Wallace
Keith Hess
Kathy Morris

Others Present:

Sheriff Mark Podoll
Lori Evans, Admin. Ass't to Sheriff
Gary Podoll – Emergency Management
Amy Thoma – Clerk of Circuit Court
Mitzi Putzke – Office Manager - DA's Office

Judge Slate
Dawn Klockow – Corp. Counsel
Chief Deputy Mark Putzke
Dr. John Willett – Coroner
Cathy Schmitt-County Administrator

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Motion/Second (Hess/Wendt) to approve the minutes of the June 12, 2019 meeting as presented. All Ayes. Motion carried.

PUBLIC COMMENTS

None.

CORRESPONDENCE

Thank you from Corrections Administrator Lori Leahy to the Corrections staff or their help in preparing to the annual jail inspection. The inspector said she is always happy to come and see us as we are always prepared, extremely organized and well maintained. Inmates gave us rave reviews on our meals, cleanliness and treating them with respect. The jail inspector thanked all of the staff for their hard work and dedication to their profession.

PURCHASE REQUESTS

None

CREDIT CARD APPROVAL

None

EMOTIONAL SUPPORT ANIMALS IN COUNTY BUILDINGS

Discussion was held regarding the policy on Emotional Support Animals in County Buildings. All Committee members agreed that the policy is good and is clear and no changes need to be made.

2020 BUDGET

This is being left on the agenda until after the 2020 budget process is complete for questions regarding the 2020 budget.

RESOLUTIONS/ORDINANCES

None

DEPARTMENT RELATED REPORTS

Written reports were included in the packet from the Sheriff and Emergency Management.

The following gave reports regarding what happened in their offices since the last meeting:

Amy Thoma Clerk of Courts
Mitzi Putzke for the DA's Office
Dr. John Willett, Coroner

In addition to reporting on events that happened in their offices since the last meeting, the following had additional information:

Gary Podoll – Emergency Government – invited members to the Exercise on August 14th.
Sheriff – Challenge Coin presentation at the next meeting and the Chief Deputy hiring process.

BUDGET ADJUSTMENTS/LINE ITEM TRANSFERS

None

MONTHLY SHERIFF REPORTS

The June 2019 monthly Sheriff's reports were reviewed and accepted as presented.

EXPENSE AND REVENUE MONTHLY REPORTS

The June 2019 monthly expense and revenue reports were reviewed and accepted as presented.

LEXIPOL

There were no Lexipol policies to discuss at this meeting.

FUTURE MEETING DATE AND AGENDA ITEMS

The next regular meeting is set for August 14, 2019 at 2:30 p.m. (note the time change) in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

ADJOURN

Motion/Second (Hess/Wallace) to adjourn. All Ayes. Motion carried.

Meeting adjourned at 11:16 a.m.

Respectfully submitted,

Lori Evans, Administrative Assistant to the Sheriff

Request for Purchase Approval

Item to be purchased: iPhones (3)

Sheriff's Recommendation: To Purchase them from US Cellular

Account Name and Number: 19-100-09-52100-225-000

Governing Committee: Jud/Law

Governing Committee Approval Date: August 14, 2019

Property and Insurance Approval Date: October 1, 2019

Reason for Purchase: Theses phones were budgeted for in 2019. We have three Corrections Sergeants who are on call for Corrections Divisions issues and need to be available to receive and return calls. These phones are for them. This is being brought to Jud/Law and P&I as it is a reoccurring charge.

Bid Information each: US Cellular
Sole County Vendor for Cell Phones
Cost of the phone is .01. Monthly billing would be about \$35.00 per month per phone.



Green Lake County Clerk of Circuit Court

571 County Road A, Green Lake, WI 54941 920-294-4142

AMY S. THOMA
Clerk of Circuit Court

August 7, 2019

Judicial/Law Enforcement Committee
571 County Road A
Green Lake, WI 54941

RE: Department Update

Dear Committee Members:

I am currently working on the 2020 budget and will have it completed and to the County Administrator by the end of next week.

NUMBER OF CASES FILED SINCE JUNE 12, 2019

Case Type	
Criminal Felony	28
Criminal Misdemeanor	59
Criminal Traffic	16
Traffic	221
Forfeiture	39
Juvenile Ordinance	4
Civil	18
Complex Forfeiture	1
Small Claims	54
Family	13
Paternity	2

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

Amy S. Thoma

Amy S. Thoma
Clerk of Circuit Court



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

Office: 920-361-5416
FAX: 920-361-5405

DATE: August 5, 2019

TO: Green Lake County Judicial/Law Enforcement and Emergency Management Committee

FROM: Gary V. Podoll, Emergency Management Director

SUBJECT: Monthly Report

1. I am working on the 2020 Plan of Work Grant that has to be in by August 31st.
2. I am working on finishing up items in the 2019 Plan of Work Grant, once the Full Scale Exercise is complete that Grant will be 98% done.
3. I attended the Towns Association meeting on July 18th and gave a presentation on Damage Assessment.

Please, if you have any questions you can contact me at 920-290-2275.

Sincerely,

Gary V. Podoll
Emergency Management Director
Green Lake County



571 County Road A · Green Lake, WI 54941-0586
Ph. 920-294-4000 · Fax. 920-294-3850

August 7, 2019

To Judicial and Law Enforcement Committee Members,
Re: Green Lake County Sheriff's Office events since the July meeting:

- 07/12/19 - Deputy Staff arrest an OWI #8th offense suspect who was transporting a passenger under 16 years of age.
- 07/14/19 - A Sheriff's Deputy and State Trooper used Narcan on opiate overdose – survived.
- 07/15/19 - Sheriff's Office assists Princeton PD with a Fentanyl overdose – survived.
- 07/15/19 – Report of illegal dumping of trash at the Highway shop on Sth.73.
- 07/18/19 – During a hearing in Circuit Court, a disgruntled adult male yelled profanities and then kicked the swing door off of railing in Courtroom 1. An arrest was made and restitution submitted to court.
- 07/21/19 – Ripon Triathlon race in the City of Green Lake. Larger race with around 200 participants who first swam out to Hattie Sherwood Beach and then biked south of CTH K– all went well.
- 07/22/19 – During the evening prior, a wanted subject ran from law enforcement at Sth.23/73/Pye Alley. The following morning, a subject was seen sleeping behind a business and ran again when confronted. With the assistance of K-9 Cohl and the Drone, the subject was tracked down and arrested.
- 07/27/19 – Southern Green Lake County, a 14 month old child was unintentionally backed over with a hay wagon and died.
- 07/28/19 – Southern Green Lake County, while on Sth.44, a horse pulling a buggy spooked. The buggy entered the ditch, overturned, and ejected an infant into the ditch. Everyone survived without major injury.
- 07/30/19 – On Sth.73 near Sth.44, at about 5:00am, a patrol Deputy turned to pull over a vehicle for an equipment violation. The suspect vehicle increased speed in and attempt to elude law enforcement. The suspect sped away and crashed in the ditch at the Wayside, he was soon apprehended. An arrest was made for OWI and possession of cocaine.
- 07/30/19 – The Sheriff and Sheriff's Office was honored with a bequest of equipment from a will.
- 07/31/19 – Start of the Green Lake County Fair, a very busy time, which occurred largely without incident.
- 08/04/19 – CTH K west of Lakeview, Green Lake County Sheriff's Office second Fatal Vehicle Crash of the year involved a 29 Markesan male.
- 08/05/19 – Brooklyn G Rd., Ripon, a 61 year old male died in a fatal farming incident where the tractor rolled over on the man.

See you at the meeting,

Mark A. Podoll, Sheriff

Sheriff Mark A. Podoll

GREEN LAKE COUNTY SHERIFF'S OFFICE SQUAD CAR MILEAGE 2019

Officer	Badge No.	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Putzke	40	54,236	54,731	55,204	55,962	56,513	56,929	57,495					
Hoerig	41	12,780	14,680	17,594	20,823	23,480	25,378	27,450					
Kuklinski	43	117,800	120,200	121,850	124,910	127,100	128,384	132,400					
Colhouer	45	9,525	11,870	14,444	16,503	17,260	21,333	23,900					
Hanson	46	7,548	9,219	12,462	14,952	17,916	19,187	21,261					
Ward	47	24,307	25,855	26,609	27,061	27,969	28,204	29,846					
Young	49	185,492	187,397	189,006	190,252	190,962	191,025	192,246					
Cody	51	18,054	19,364	21,041	21,849	23,923	24,648	25,423					
Holdorf	52	16,556	16,895	17,430	18,000	18,660	19,769	19,975					
Kiener	53	46,960	48,108	49,341	51,182	53,600	55,914	58,399					
Manning	54	17,725	18,830	19,975	21,322	24,125	24,750	27,400					
Schroeder	56	170,981	173,113	175,301	177,839	180,851	183,055	185,575					
Majeskie	57	154,000	156,971	156,950	158,751	159,000	159,000	159,000					
Weiner	58	137,880	140,421	140,942	141,254	143,430	144,935	145,947					
Podoll	60	15,925	17,254	19,193	21,039	23,133	24,019	26,894					
Preuss	61	9,125	12,332	14,780	18,180	20,301	21,132	24,448					
Vande Kolk	62	12,460	15,383	18,391	20,140	23,263	25,845	27,128					
Prachel	64	162,882	164,951	166,632	168,660	171,080	173,130	175,470					
Dodge Trans Van	96	85,651	87,929	90,558	91,941	92,707	95,407	97,154					
CTU Ford Transit		1,589	1,607	1,641	1,682	1,782	1,816	1,833					
Spare Squad		209,628	211,212	211,212	211,843	211,843	211,863	211,901					
Chevy Impala		157,901	157,901	157,901	157,901	157,901	157,969	157,989					

Accidents and Complaints for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	22	17	24	12	30	9	7	21	13	33	19	11	16	234	18
Feb	23	23	22	16	29	21	18	28	21	25	24	3	25	278	21
March	31	12	21	18	14	20	14	20	15	15	23	0	10	213	16
April	16	14	48	0	28	15	20	34	23	34	19	1	27	279	21
May	40	33	35	3	21	28	12	39	22	31	27	30	15	336	26
June	28	29	23	1	34	35	32	31	21	24	41	11	35	345	27
July	35	40	19	1	32	9	43	37	31	32	26	28	31	364	28
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	195	168	192	51	188	137	146	210	146	194	179	84	159	2049	158
Avg/Month	28	24	27	7	27	20	21	30	21	28	26	12	23	293	23

Paper Service for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	9	7	0	5	8	7	0	12	21	13	11	3	14	110	8
Feb	3	1	4	1	0	2	4	4	0	7	6	0	1	33	3
March	6	4	0	2	4	2	0	1	3	2	1	0	4	29	2
April	1	2	1	0	6	3	0	7	5	4	0	0	0	29	2
May	6	1	0	0	3	1	0	1	0	1	2	3	0	18	1
June	1	1	1	2	2	2	1	0	2	0	1	5	3	21	2
July	2	3	1	0	2	0	0	1	6	5	0	2	1	23	2
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	28	19	7	10	25	17	5	26	37	32	21	13	23	263	20
Avg/Month	4	3	1	1	4	2	1	4	5	5	3	2	3	38	3

Citations for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majaskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	6	2	10	0	9	10	1	7	3	5	5	2	11	74	6
Feb	4	6	0	2	6	17	3	8	7	7	9	2	3	74	6
March	11	2	3	1	1	18	7	8	4	3	6	0	9	73	6
April	3	3	3	0	7	18	10	11	7	3	10	1	14	90	7
May	6	3	15	0	6	43	8	14	8	3	8	21	12	147	11
June	4	11	6	0	10	15	11	13	3	5	3	16	7	104	8
July	6	4	6	0	6	15	15	13	8	8	9	3	6	99	8
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	40	31	43	3	45	136	55	74	40	34	50	48	62	661	51
Avg/Month	6	4	6	0	6	19	6	11	6	5	7	7	9	94	7

Warnings for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majaskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan	13	27	9	0	7	25	4	23	6	13	8	5	8	148	11
Feb	2	11	2	2	14	20	11	15	9	4	9	1	10	110	8
March	13	22	1	0	1	19	10	13	10	9	19	0	7	124	11
April	3	5	9	0	7	19	27	15	11	12	23	0	11	142	11
May	14	18	23	0	10	47	14	37	21	13	21	21	17	256	20
June	15	8	16	0	7	15	13	28	4	9	3	8	13	139	11
July	12	7	8	0	7	5	18	34	9	13	16	2	9	140	11
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	72	98	68	2	53	150	97	165	70	73	99	37	75	1059	83
Avg/Month	10	14	10	0	8	21	14	24	10	10	14	5	11	151	12

Year to Date Totals - Accidents, Complaints, Paper Service, Citations and Warnings for Patrol

2019	Colhouer	Hanson	Hoerig	Kiener	Kuklinski	Majaskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Total Annual Contacts	335	316	310	66	311	440	303	475	293	333	349	182	319	4032	312
Avg. per Month	48	45	44	9	44	63	43	68	42	48	50	26	46	576	45

BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS

2019	Colhouer	Hanson	Hoerig	Kleener	Kuklinski	Majaskie	Manning	Prachel	Preuss	Schroeder	Vande Kolk	Weiner	Young	Total	Avg/Officer
Jan														0	0
Feb														0	0
March														0	0
April														0	0
May										1	2			10	1
June					4	3				4	3		1	14	1
July					6									0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec									0	5	5	0	1	24	2
Total	0	0	0	0	10	3	0	0	0	1	1	0	0	6	0
Avg/Month	0	0	0	0	3	1	0	0	0	1	1	0	0	6	0

Accidents and Complaints for Detectives

2019	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	3	2	2	4	12	0
Feb	3	1	1	11	6	1
March	5	1	8	7	8	0
April	3	3	1	21	17	4
May	2	2	1	10	15	7
June	4	4	1	6	6	2
July	3	3	7	9	8	2
Aug						
Sept						
Oct						
Nov						
Dec						
Total	23	16	21	68	72	16
Average	3	2	3	10	10	2

Arrests for Detectives

2019	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	0	0	1	0	5	0
Feb	2	0	0	2	2	0
March	0	0	3	0	3	0
April	3	4	0	0	2	1
May	0	0	0	0	4	0
June	0	1	0	0	4	0
July	0	1	1	0	5	1
Aug						
Sept						
Oct						
Nov						
Dec						
Total	5	6	5	2	25	2
Average	1	1	1	0	4	0



571 County Road A · Green Lake, WI 54941-0586
 Ph. 920-294-4000 · Fax. 920-294-3850

**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of July 2019**

Deputy contacts for this month	640
--------------------------------	-----

Types of Contacts this month	Number of Contacts
911 Follow up	52
Agency Assistance, Mutual Aid	36
Citizen Assist	34
Adult Transport	30
Medical Emergency	29
Car/Deer Accident	15
K-9 Assist	13
Suspicious Person/Circumstance	13
Welfare Check	13
Alarm	12
Animal Problem	10
Traffic Accident w/Injuries	9
Lockout	8
OWI Alcohol	8
Traffic Accident w/Damage	8
Theft	7
Controlled Substance Problem	6
Fire	6
K-9 Person Charged	6
Boat Complaint	5
Disturbance	5
Unmanned Aircraft System	5
Fireworks	5
Records Check	5
Traffic Misc	5
Agency Assist Person Charged	4
Found Property	4

Sheriff Mark A. Podoll



571 County Road A · Green Lake, WI 54941-0586
 Ph. 920-294-4000 · Fax. 920-294-3850

Types of Contacts this month continued

Probation/Parole Violation	4
Trespassing	4
Wanted Person	4
Citizen Dispute	3
Computer Agency Assist	3
Disorderly Conduct	3
Emergency Detention Involuntary	3
Noise Complaint	3
Time System Entry	3
Traffic Patrol Requested	3
Traffic Hazard	3
Traffic Violation	3
Temporary Restraining Order	3
Vandalism	3
Warrant Pick Up Out of County	3
Bail Jumping	2
Custodial Interference	2
Dead Body	2
Fraud	2
Jail Incident	2
Juvenile Problem	2
Litter/Pollution/Public Health	2
Lost Property	2
Obstructing	2
Threatening	2
Animal Noise	1
ATV Complaint	1
Cancel Call	1
Child Abuse or Neglect	1
Combined Tactical Unit GLSO	1
Domestic Situation	1
Drugs - Agency Assist	1
EMP Check	1
Escort	1
Family Fight	1
Forgery	1
Harassment	1
Int Crimes Against Children	1
Information Report	1

Green Lake County



Jail Investigation			1
Miscellaneous			1
Drugged Driving			1
Theft- Identity	571 County Road A ·	Green Lake, WI 54941-0586	1
Weapon Offense	Ph. 920-294-4000 · Fax. 920-294-3850		1

GREEN LAKE COUNTY JAIL MONTHLY STATISTICS

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL INMATES TRANSFERRED	Calumet Co		Billed for		Brown Co. Days		Billed for Brown Co	
									Days	Safekeepers	Calumet Safekeepers	Safekeepers	Safekeepers	Safekeepers		
Jan-19	64	11	\$5,174.51	13	45	5336	1	3	119	\$	5,117.00					
Feb-19	69	10	\$5,590.76	16	24	5127	1	3	160	\$	6,880.00					
Mar-19	65	8	\$5,919.72	15	46	5088	3	2	153	\$	6,579.00					
Apr-19	62	9	\$5,582.22	15	42	5034	1	4	215	\$	9,245.00					
May-19	62	11	\$6,199.71	12	39	5266	2	2	259	\$	11,137.00					
Jun-19	62	13	\$8,347.97	10	35	4971	2	3	275	\$	11,925.00					
Jul-19	73	10	\$8,310.00	18	43	5996	2	1								
Aug-19																
Sep-19																
Oct-19																
Nov-19																
Dec-19																
Totals									1181	\$	50,783.00					
Average	65	10	\$6,446.41	14	39	5260	2	3	197	\$	8,463.83					

ADP- Average daily population
 Huber- Sentenced inmate, work release + Sent/Huber from other county
 Huber Income- Amount paid by Huber and CAM inmates for the month
 Female- Average number of females held that month
 Lockdown- Number of inmates held that month that are not working Huber's
 Meals- Number of meals + bag lunches served that month
 EMP- Number of inmates on electronic monitoring
 GL Inmates Transferred- Inmate serving in other county + Sent/Huber serv. out of county
 Safekeepers - Holding for another county
 Safekeeper days - the number of cumulative days that month for all Safekeepers for that county



571 County Road A • Green Lake, WI 54941-0586
 Ph. 920-294-4000 • Fax. 920-294-3850

**Sheriff's Office Judicial/Law Enforcement Committee
 Report for the Month of July 2019
 Correctional Facility**

Average Daily Population in the Jail for this month	73
--	-----------

Inmates in custody for (some inmates have more than one charge)

Charge	Number of Charges
Probation/Parole	23
DUI	7
Traffic Offense	7
Warrants	7
Obstructing	4
Resisting/Interfering w/Police	4
Assault	3
Disorderly Conduct	3
Drug related	3
ES Sanction Hold	3
Communications Offense	2
Destruct/Damage/Vandalize Prop	2
Counterfeiting/Forgery	1
Pornography/Obscene Material	1
Theft	1
Threatening	1

Sheriff Mark A. Podoll

REQUEST FOR LINE ITEM TRANSFER

Office Use Only

Department: 18 Emergency Management
 Budget Year Amended: 2019

No. _____
Date: _____

From Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-18-52810-810-000	Capital Equipment	\$ 742.00	\$ 282.00		\$ 460.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 282.00		

To Account

Account #	Account Name	Current Budget	Transfer Amount	YTD Expenditures	New Budget
19-100-18-52810-790-000	Disaster	\$ -	\$ 282.00		\$ 282.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Transfer			\$ 282.00		

Explanation for Transfer: Purchase Sandbags

Department Head Approval *Dary & Podoll* _____

Governing Committee Approval _____

If < \$500:

Send to County Administrator's Office

COUNTY ADMINISTRATOR Approval: _____

If > \$500:

Send to County Clerk's Office

FINANCE COMMITTEE Approval given on : _____

Date _____ Revised 02/2017

Domestic Abuse

320.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of this office to take enforcement action when appropriate, to provide assistance to victims and to guide deputies in the investigation of domestic abuse.

320.1.1 DEFINITIONS

State

Definitions related to this policy include:

Court order - All forms of orders issued by a court related to domestic abuse, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

320.2 POLICY

Best Practice

The Green Lake County Sheriff's Office's response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy of this office to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

320.3 OFFICER SAFETY

Best Practice

The investigation of domestic abuse cases puts deputies in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all deputies to exercise reasonable care for the safety of any deputies and parties involved.

320.4 INVESTIGATIONS

Best Practice MODIFIED

The following guidelines should be followed by deputies when investigating domestic abuse cases:

- (a) Calls of reported, threatened, imminent or on-going domestic abuse and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
- (b) When practicable, deputies should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Domestic Abuse

- (c) Deputies should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact another sector Deputy or the Detective Division in the event that the injuries later become visible.
- (f) Deputies should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, deputies should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.
- (i) When completing an incident or arrest report for violation of a court order, deputies should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting deputy should attach a copy of the order to the incident or arrest report.
- (j) Deputies should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:
 - 1. Marital status of suspect and victim.
 - 2. Whether the suspect lives on the premises with the victim.
 - 3. Claims by the suspect that the victim provoked or perpetuated the violence.
 - 4. The potential financial or child custody consequences of arrest.
 - 5. The physical or emotional state of either party.
 - 6. Use of drugs or alcohol by either party.
 - 7. Denial that the abuse occurred where evidence indicates otherwise.
 - 8. A request by the victim not to arrest the suspect.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Domestic Abuse

9. Location of the incident (public/private).
 10. Speculation that the complainant may not follow through with the prosecution.
 11. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.
- (k) Approved suspect and victim Domestic Abuse worksheets, along with stalking, and soffocation supplements, are located in the Lexipol policy forms file in the Sheriff's S-Drive.

320.4.1 IF A SUSPECT IS ARRESTED

Best Practice

If a suspect is arrested, deputies should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail.
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

320.4.2 IF NO ARREST IS MADE

Best Practice

If no arrest is made, the deputy should:

- (a) Advise the parties of any options, including but not limited to:
 1. Voluntary separation of the parties.
 2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in a report.

320.5 VICTIM ASSISTANCE

State MODIFIED

Victims may be traumatized or confused. Deputies should:

- (a) Recognize that a victim's behavior and actions may be affected.
- (b) Provide the victim with the office's domestic abuse information handout, even if the incident may not rise to the level of crime.
 1. Providing information regarding the availability of shelters and services and notice of legal rights is mandatory when there is reasonable grounds to believe that a person is a domestic abuse victim (Wis. Stat. § 968.075).
- (c) Alert the victim to any available victim advocates, shelters and community resources.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Domestic Abuse

1. Complete the Lethality Assessment Program assessment sheet and make contact with the hotline number. Hotline contact should be made while still with the victim during the report taking process.
- (d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
- (e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
- (f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the deputy determines that a need exists.
- (g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (h) Seek or assist the victim in obtaining an emergency order if appropriate.

320.6 DISPATCH ASSISTANCE

Best Practice

All calls of domestic abuse, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Deputies should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

320.7 FOREIGN COURT ORDERS

Federal

Various types of orders may be issued in domestic abuse cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by deputies as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

320.8 VERIFICATION OF COURT ORDERS

Best Practice

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, deputies should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Domestic Abuse

- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Deputies should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Deputies should contact a supervisor for clarification when needed.

320.9 LEGAL MANDATES AND RELEVANT LAWS

State

Wisconsin law provides for the following:

320.9.1 STANDARDS FOR ARRESTS

State

Deputies investigating a domestic abuse report should consider the following:

- (a) Deputies with reasonable grounds to believe a person is committing or has committed within the last 28 days, an act of domestic abuse, and the actions constitute a crime, shall arrest the person unless a supervisor grants an exception because any of the following apply (Wis. Stat. § 968.075(2)):
 - 1. There is no reasonable basis for believing that continued domestic abuse against the alleged victim is likely.
 - 2. There is no evidence of physical injury to the alleged victim.
 - 3. No involved person subject to arrest was a predominant aggressor.
- (b) In the event two adults may be arrested for an act of domestic abuse against each other, the investigating deputy should only arrest the predominant aggressor. The deputy shall consider all of the following in identifying the predominant aggressor (Wis. Stat. § 968.075):
 - 1. The history of domestic abuse between the parties, if it can be reasonably ascertained by the officer, and any information provided by witnesses regarding that history.
 - 2. Statements made by witnesses.
 - 3. The relative degree of injury inflicted on the parties.
 - 4. The extent to which each person present appears to fear any party.
 - 5. Whether any party is threatening or has threatened future harm against another party or another family or household member.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Domestic Abuse

6. Whether either party acted in self-defense or in defense of any other person under the circumstances described in Wis. Stat. § 939.48.
- (c) A deputy shall not issue a citation to a person arrested for domestic abuse under Wis. Stat. § 968.075 (Wis. Stat. § 968.085). Nor may a deputy release a person who was legally arrested for domestic abuse until the person posts bail under Wis. Stat. § 969.07 or appears before a judge (Wis. Stat. § 968.075).
 - (d) A deputy with probable cause to believe that a person has violated a court order in violation of Wis. Stat. § 813.12 or a foreign court order as provided in Wis. Stat. § 813.128 shall arrest and take the person into custody (Wis. Stat. § 813.12(7); Wis. Stat. § 813.128).
 1. If a deputy reasonably determines that a valid foreign protection order exists but cannot be enforced because the person has not been notified or served with the order, the deputy should make reasonable efforts to inform the person of the order, serve the order upon the person and allow the respondent a reasonable opportunity to comply before arresting the person (Wis. Stat. § 813.128).
 - (e) A deputy shall arrest and take a person into custody if the deputy has reasonable grounds to believe that the person has been advised of the 72-hour contact prohibition under Wis. Stat. § 968.075(5) and the person violated the contact prohibition.

320.9.2 REPORTS AND RECORDS

State

A deputy who does not make an arrest when the has reasonable grounds to believe a person has committed an act of domestic abuse shall include a statement in the written report indicating why the person was not arrested. The deputy will ensure the report is sent to the appropriate prosecutor immediately after the investigation has been completed (Wis. Stat. § 968.075 (4)).

320.9.3 DOMESTIC ABUSE CONTACT PROHIBITIONS NOTICE

State

Unless there is a signed waiver by an alleged victim, any employee of the Green Lake County Sheriff's Office releasing a person arrested for domestic abuse shall inform the arrested person orally and in writing of the contact prohibition requirements of Wis. Stat. § 968.075, the consequences of violating the requirements and the provisions of Wis. Stat. § 939.621 (increased penalty for violating the contact prohibition). The arrested person shall sign an acknowledgment on the written notice that he/she has received notice of, and understands the requirements, the consequences of violating the requirements and the provisions of Wis. Stat. § 939.621. If the arrested person refuses to sign the notice, the person shall not be released from custody.

Death Investigation

360.1 PURPOSE AND SCOPE

State

The investigation of cases involving death include those ranging from natural causes to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The importance of a thorough death investigation cannot be emphasized enough.

Death investigations shall be conducted pursuant to Wis. Stat. Chapter 979.

360.2 POLICY

Agency Content

The Green Lake County Sheriff's Office shall investigate death to the best of the Office' ability to determine the manner and means of how and why death occurred and apply any criminal arrest or referral as needed.

360.3 INVESTIGATION CONSIDERATIONS

Best Practice MODIFIED

Death investigation cases require certain actions be taken. Emergency Medical Services shall be called in all suspected death cases, unless the death is obvious (e.g., the person has been decapitated, the body is decomposed, or rigor and lividity are present). Deputies are not authorized to pronounce death unless they are also a Coroner, a Deputy Coroner or an appointed Coroner Investigator.

- One of the following to include the Sheriff, Chief Deputy, or duty Patrol Sergeant shall be notified of any unnatural death.
- The District Attorney shall be advised of all unnatural deaths.

360.3.1 STAFF RESPONSIBILITIES

Agency Content

Communications shall dispatch a sector deputy to all reported deaths be it natural, medical, accidental, suspicious, or unknown.

- (a) As an exception, a deputy would ordinarily not be dispatched to a witnessed/monitored death occurring under a doctors care at a hospital, nursing home, or hospice center.

Patrol shall respond and attempt to make an initial determination as to the manner and means of the death.

- (a) Legal entry and occupancy must be considered. Signed consent is preferred. When in doubt get a search warrant.
- (b) A detective shall be consulted concerning the particulars of the death.
- (c) A detective shall be called and report in for duty to:

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Death Investigation

- unnatural, suspicious, or other death's requiring a death scene investigation.
- as requested by a Sergeant or greater in rank.
- to assist other in or out of county jurisdictions if approved by a Sergeant or greater in rank.
- A Detective should report to a death scene when on duty.

360.3.2 CORONER REQUEST

State **MODIFIED**

The Coroner shall be called in all deaths, sudden or unexpected deaths, or deaths due to other than natural causes, including but not limited to the following (Wis. Stat. § 979.01):

- (a) All deaths in which there are unexplained, unusual or suspicious circumstances
- (b) All homicides
- (c) All suicides
- (d) All deaths following an abortion
- (e) All deaths due to poisoning, whether homicidal, suicidal or accidental
- (f) All deaths following accidents, whether the injury is or is not the primary cause of death
- (g) When there was no physician, or accredited practitioner of a bona fide religious denomination relying upon prayer or spiritual means for healing in attendance within 30 days preceding death
- (h) When a physician refuses to sign a death certificate
- (i) When, after reasonable efforts, a physician cannot be located or contacted to sign the death certificate
- (j) Unidentifiable bodies

360.3.3 SEARCHING DEAD BODIES

Best Practice **MODIFIED**

The Coroner or an assistant and authorized deputy/detectives/investigators are generally the only persons permitted to move, handle or search a body.

A deputy is permitted to make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for a record of anatomical gift or other information identifying the individual as a donor or as an individual who made a refusal (Wis. Stat. § 157.06(12)). If a donor document is located, the Coroner shall be promptly notified. If a donor record of gift or gift refusal is located, and the individual is transported to a hospital, the person responsible for conducting the search shall send the donor record of gift or gift refusal to the hospital.

Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the deputy

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Death Investigation

pending the arrival of the Coroner. The name and address of this person shall be included in the narrative of the death report.

360.3.4 DEATH NOTIFICATION

Best Practice MODIFIED

Death notifications are typically done by the Coroner.

When reasonably practicable, and if not handled by the Coroner, notification to the next-of-kin of the deceased person shall be made, in person, by the deputy assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the local Coroner may be requested to make the notification. The Coroner should be advised if notification has been made. Assigned investigators may need to talk to the next-of-kin.

If a deceased person has been identified as a missing person, this office shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports and properly retained.

360.3.5 UNIDENTIFIED DEAD BODIES

Best Practice

If the identity of a dead body cannot be established after the Coroner arrives, the Coroner will issue an incident number for the report.

360.3.6 DEATH INVESTIGATION REPORTING

Best Practice MODIFIED

All incidents involving a death shall be documented in the form of an official police report in Spillman.

The District Attorney shall receive a copy of all death reports.

The Green Lake County Death Investigation Checklist should be utilized. This document and other death scene forms are located within the forms section of the Sheriff's Office (S) drive.

360.3.7 SUSPECTED HOMICIDE

Best Practice MODIFIED

If the initially assigned deputy suspects that the death involves a homicide, any suspicious circumstances or the manner of death cannot be determined, the deputy shall take steps to protect the scene. The Sheriff, Chief Deputy, and a Detective shall be notified to determine the extent of the response and possible need for additional staff, agencies, and/or resources.

- The State of Wisconsin Division of Criminal Investigation, including the Crime Scene Response Unit, should be summoned to assist in processing any suspicious death or suspected homicide.

360.3.8 EMPLOYMENT-RELATED DEATHS OR INJURIES

Best Practice

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Death Investigation

Any member of this agency who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the nearest office of the Wisconsin Department of Health Services (WDHS) is notified with all pertinent information.

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY

Best Practice

It is the policy of the Green Lake County Sheriff's Office to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INVESTIGATIVE PROCEDURES

Best Practice **MODIFIED**

The Detective Division Administrator or the authorized designee shall be responsible for developing, maintaining and reviewing any needed investigative procedures. Such procedures may include:

- (a) Case file management.
- (b) Preliminary and follow-up criminal investigations.
- (c) Vice, narcotics and organized crime investigative and administrative protocols.
- (d) Multi-jurisdictional investigative task force roles and responsibilities.
- (e) Polygraph or other truth-telling device examinations.
- (f) Cold case definition, evaluation criteria and documentation.
- (g) Undercover surveillance, decoy and raid operations.
- (h) Photographic (conventional and digital) and other digital evidence collection.
- (i) Known source evidence collection for physical evidence comparison.
- (j) Forensic laboratory evidence submission.
- (k) Latent fingerprint preservation.
- (l) Interrogations of adults and juveniles.
- (m) 24-hour availability of investigative personnel.

600.3.1 DEPUTY RESPONSIBILITIES

Best Practice

A deputy responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Investigation and Prosecution

1. An initial statement from any witnesses or complainants.
 2. A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the deputy shall:
1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
 2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
 3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Sergeant.
 4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
 5. Collect any evidence.
 6. Take any appropriate law enforcement action.
 7. Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

600.3.2 NON-SWORN MEMBER RESPONSIBILITIES

Best Practice

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of a deputy shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Federal

Suspects who are in custody and subjected to an interrogation shall be given the Miranda warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

State

Any custodial interrogation of a person who is suspected of having committed a felony shall be electronically recorded (audio/video or both as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings (Wis. Stat. § 968.073(1)(a)); Wis. Stat. § 968.073(2)).

- (a) Exceptions to an audio/visual recording of the interrogation include (Wis. Stat. § 972.115(2)(a)):

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Investigation and Prosecution

1. The person refused to respond or cooperate in the interrogation if a recording was being made. The refusal shall be recorded or documented in a written report.
2. The statement was made in response to a question asked as part of the routine processing.
3. The statement was made spontaneously and not in response to a question.
4. The deputy in good faith failed to make a recording because the recording equipment did not function, malfunctioned, stopped operating or the deputy inadvertently failed to operate the equipment properly.
5. Exigent public safety circumstances existed that prevented the making of a recording or rendered the making of such a recording infeasible.
6. The deputy conducting the interrogation believed at the commencement of the interrogation that the offense for which the person was taken into custody or for which the person was being investigated was not a felony.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.5 DISCONTINUATION OF INVESTIGATIONS

Best Practice

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Investigation and Prosecution

- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

Best Practice

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, deputies should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, deputies should take reasonable steps to prepare for such seizure and use the resources that are available.

600.6.1 PROCESSING DIGITAL EVIDENCE

Best Practice **MODIFIED**

The Detective Division Administrator shall be responsible for developing procedures concerning the collection, processing and preservation of digital evidence (i.e., still cameras, video cameras, cell phones, computers) to include:

- (a) Procedures for secure shutdown of electronics.
- (b) Procedures for property packaging and transportation of electronics.
- (c) Storage of original image or document.
- (d) Protocol for processing digital evidence, to include:
 - 1. Gathering
 - 2. Editing
 - 3. Ensuring authenticity
- (e) Training of personnel to handle digital evidence.
- See Digital Forensics Analysis submittal form located in the Sheriff's Office S-Drive under Lexipol Policy Forms.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Investigation and Prosecution

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Best Practice **MODIFIED**

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this office. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using office equipment.

Information obtained via the Internet should not be archived or stored in any manner other than office-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

- Every effort should be made to honor and abide by the Green Lake County Information Technology policy concern internet, social media, and downloading of information, video, and/or other electronic files. When in doubt, reach out to the Green Lake County Information Technology Office for guidance and assistance in the prevention of a virus or data breach.

600.7.1 ACCESS RESTRICTIONS

Best Practice

Information that can be accessed from any office computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Investigation and Prosecution

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION

State

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Deputies should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED

Best Practice

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Administrator or the Sheriff. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Unmanned Aerial System (UAS) Operations

613.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

613.1.1 DEFINITIONS

State MODIFIED

Definitions related to this policy include:

Unmanned aerial system (UAS) - A powered, aerial vehicle that carries or is equipped with a device that, in analog, digital, or other form, gathers, records, or transmits a sound or image, that does not carry a human operator, uses aerodynamic forces to provide vehicle lift, and can fly autonomously or be piloted remotely (Wis. Stat. § 175.55).

Unmanned aerial vehicle (UAV) - An aircraft that is capable of sustaining flight and that operates with no possible direct human intervention from, on or within the aircraft. The term does not include an unmanned aircraft that is flown within the line of sight of the operator and is strictly for hobby or recreational purposes.

613.2 POLICY

Best Practice

Unmanned aerial systems may be utilized to enhance the office's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

613.3 PRIVACY

State

Criminal investigations involving the use of the UAS potentially involve privacy considerations. Absent a warrant or exigent circumstances, no UAS shall intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure) (Wis. Stat. § 175.55). The operator of an unmanned aerial vehicle (UAV) may record or transmit images that are viewable with the camera/video equivalent of unassisted vision from a height of 400 feet or less.

613.4 PROGRAM COORDINATOR

Best Practice MODIFIED

The Sheriff will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Unmanned Aerial System (UAS) Operations

- Coordinating the Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current or ensuring that individual operators private pilots license (part 107) is current.
- Ensuring that all authorized operators and required observers, if any, have completed any required FAA and office -approved training in the operation and applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform Office protocol for submission and evaluation of requests to deploy a UAV.
- Developing protocol for conducting criminal investigations involving the UAV including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAV deployment.
- Developing operational protocol governing the deployment and operation of a UAV including, but not limited to, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities and fully documenting all missions.
- Developing UAV inspection, maintenance and record keeping protocol to ensure continuing airworthiness of a UAV up to and including its overhaul or life limits.
- Retaining images and data in accordance with the established records retention schedule.
- Developing protocols to ensure that all downloaded and retained media that are intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Facilitating law enforcement access to images and data captured by its UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Sheriff.

613.5 USE OF UAS

State **MODIFIED**

The UAS will be operated within the guidelines provided by the FAA. Only authorized operators who have completed the required office and FAA training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas where there is no protectable privacy interest or where a warrant has been obtained. In all other instances, legal counsel should be consulted.

Green Lake County Sheriff's Office

Green Lake County SO Policy Manual

Unmanned Aerial System (UAS) Operations

The UAS, or images and data produced by the UAS, shall not be used to conduct personal business of any type.

UAS operations shall only be conducted during daylight hours unless the pilot in command possesses an FAA daylight waiver. Under FAA rules, UAS systems should not be flown over uninvolved persons. When flying over populations of citizens, the FAA should be contacted for a waiver.

A UAS may generally be used in the following circumstances (Wis. Stat. § 175.55):

- In a public place
- To assist in an active search and rescue operation
- To locate an escaped prisoner
- To surveil a place or location for the purpose of executing an arrest warrant
- When there is reasonable suspicion to believe that the use of the UAS is necessary to prevent imminent danger to an individual or to prevent the imminent destruction of evidence

In accordance with FAA rules, UAS systems may be flown for public events, education, and demonstrations.

613.6 PROHIBITED USE

Federal

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

613.7 RETENTION OF UAS DATA

Best Practice

Data collected by the UAS shall be retained as provided in the records retention schedule.

613.8 TRAINING

Best Practice

All office members authorized to operate or access the UAS shall receive appropriate training.