



# **GREEN LAKE COUNTY**

*571 County Road A, Green Lake, WI 54941*

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**Original Post Date: 03/05/2021**

**Amended\* Post Date:**

**The following documents are included in the packet for the Judicial/Law Enforcement and emergency Management Committee on March 10, 2021:**

- 1) Amended Agenda
- 2) Minutes from February 10, 2021
- 3) Resolution (1)
- 4) Job Descriptions (3)
- 5) Department Reports (2)
- 6) Monthly Sheriff Reports
- 7) Annual Reports (4)



# JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

## Judicial/Law Enforcement and Emergency Management Committee

### Meeting Notice

**Date: March 10, 2021 Time: 10:30 AM**  
**Green Lake County Government Center,**  
**County Board Room, 571 County Rd A, Green Lake WI**

### Amended AGENDA\*

#### Committee Members

*Joe Gonyo,*  
*Chair*  
*Sue Wendt*  
*Gene Thom*  
*Don Lenz*  
*Ken Bates*

*Lori Evans,*  
*Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Minutes: 02/10/21
5. Correspondence
6. Resolution
  - Relating to Eliminating the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk Position and eliminating a Detective Position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office
7. Job Descriptions
  - Corrections Clerk
  - Patrol Sergeant
  - Chief Deputy
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. Annual Reports
  - \*Clerk of Courts
  - \*DA
  - \*Coroner
  - Sheriff's Office
11. Expense & Revenue Monthly Reports
- ~~12. Budget Adjustment~~
- ~~13. Line Item Transfers~~
14. Future Meeting Dates:
  - Regular Meeting April 14, 2021, at 10:30AM
15. Future Agenda items for action & discussion:
16. Adjourn

Due to the COVID-19 pandemic, this meeting will be conducted and available through in person attendance (6 ft. social distancing and face masks required) or audio/visual communication. Remote access can be obtained through the following link:

Topic: Judicial Law Meeting

Time: Mar 10, 2021 10:30 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92984941605?pwd=d3BiVC9XL253bW14c09TV25RSWpoUT09>

Meeting ID: 929 8494 1605

Passcode: 739252

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 929 8494 1605

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

**FEBRUARY 10, 2021**

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Joe Gonyo at 10:30 a.m. on February 10, 2021 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: Joe Gonyo – Chairman  
Sue Wendt – Vice-Chair  
Don Lenz  
Gene Thom

Via Zoom Ken Bates

Others present in person:  
Sheriff Mark Podoll  
Chief Deputy Matt Vande Kolk  
Harley Reabe, Co. Board Chairman  
Dan and Jackie Berndt

Others present via Zoom:  
Cathy Schmit – County Administrator  
Dawn Klockow, Corp. Counsel  
Lori Evans, Admin. Ass't to Sheriff  
Gary Podoll – Emergency Management  
Andrew Christenson-District Attorney  
Amy Thoma – Clerk of Courts

Sara Radloff, Records Clerk – SO – ran zoom

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by the group.

## **MINUTES**

***Motion/Second (Lenz/Wendt)*** to approve the minutes of the January 13, 2021 regular meeting presented. No negative votes. Motion carried.

## **CORRESPONDENCE**

Thank you from Terri Peterman for Sgt. Manning's much appreciated assistance to her on a case. The Sheriff reported on a telephone thank you he received from an individual expressing her appreciation for the positive interaction she had with Sgt. Prachel when he stopped her recently.

## **CHALLENGE COIN**

Dan Berndt was issued a Challenge Coin honoring him for his actions in a bus related incident that likely saved the lives of two children last November.

## **DEPARTMENT RELATED REPORTS**

Written reports were included in the packet from the Clerk of Circuit Court, Sheriff and Emergency Management. They were reviewed and filed. Amy Thoma, Clerk of Circuit Court and Sheriff Podoll added additional information regarding what happened in their offices since the last meeting. Sheriff Podoll voiced his appreciation to County Administrator Cathy Schmit and County Board Chairman Harley Reabe for their help and support in recent projects at the Sheriff's Office.

## **MONTHLY SHERIFF REPORTS**

Sheriff's Office reports for January 2021 were included in the packet. There were no questions from the Committee on any of the reports.

## **ANNUAL REPORTS**

Annual reports were included in the packet from Circuit Court/Register in Probate and Emergency Government. The Judge and Emergency Management Director Gary Podoll explained their reports. The reports will be forwarded to the County Board for review.

## **EXPENSE AND REVENUE MONTHLY REPORTS**

The January 2021 monthly expense and revenue reports were discussed and filed.

## **LINE ITEM TRANSFER**

The Sheriff's Office included two Line Item Transfers in the packet. One requesting funds be transferred from Juvenile Board to Jail Janitorial Supplies and Jail Capital Equipment. The other one requesting funds be transferred from the Fuel Account to the Uniforms, Telephone and Storage and Towing accounts.

***Motion/Second (Wendt/Thom)*** to approve both of the Line Item Transfers that were requested. No negative votes. Motion carried. These will be forwarded to the Finance Committee.

## **LEXIPOL**

Policies and procedures are created by the Sheriff and given to the Committee for input and review. No motions are required to approve them. The following Lexipol Policies or Procedures were presented at the meeting:

300- Use of Force

## **FUTURE MEETING DATE AND AGENDA ITEMS**

The next regular meeting is set for March 10, 2021 at 10:30 a.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

## **ADJOURN**

Meeting adjourned at 10:52 a.m.

Respectfully submitted, Lori Evans, Administrative Assistant, Green Lake County Sheriff's Office.

RESOLUTION NUMBER -2021

**Resolution relating to eliminating the Administrative Assistant to the Sheriff position and creating a Third Front Office Clerk Position and eliminating a Detective position and creating a Detective Sergeant position in the Green Lake County Sheriff's Office**

The County Board of Supervisors of Green Lake County, Green Lake, Wisconsin, duly assembled at its regular meeting on this 20<sup>th</sup> day of April 2021, does resolve as follows:

- 1 **WHEREAS**, later in 2021, the Administrative Assistant to the Sheriff will be retiring; and
- 2 **WHEREAS**, a study of the current needs of the Green Lake County Sheriff's Office and
- 3 overall Sheriff's Office operations revealed that streamlining several positions within the
- 4 Sheriff's Office would best fit the needs of the Department; and
- 5 Fiscal note is attached.
- 6 Majority vote is needed to pass.

approved by Personnel       disapproved by Personnel  
 approved by Finance       disapproved by Finance

Roll Call on Resolution No. -2021

Submitted by Judicial/Law Enforcement & Emergency Management Committee

Ayes , Nays , Absent , Abstain

\_\_\_\_\_  
Joe Gonyo, Chair

Passed and Adopted/Rejected this 20<sup>th</sup> day of April, 2021.

\_\_\_\_\_  
Sue Wendt

\_\_\_\_\_  
County Board Chairman

\_\_\_\_\_  
Ken Bates

\_\_\_\_\_  
ATTEST: County Clerk  
Approve as to Form:

\_\_\_\_\_  
Don Lenz

\_\_\_\_\_  
Corporation Counsel

\_\_\_\_\_  
Gene Thom

7 **WHEREAS**, the Administrative Assistant vacancy creates an opportunity to modify the  
8 duties of the Front Office, Detective and Administrative staff; and

9 **WHEREAS**, the Sheriff with input from his management team has determined that  
10 eliminating the Administrative Assistant position and reassigning those job  
11 responsibilities between different members of the Department creates efficiencies and  
12 cost savings; and

13 **WHEREAS**, the Sheriff has determined that establishing a Sergeant of Detectives and a  
14 third Clerk position to assist in the reorganization of duties would ensure that the day-to-  
15 day operations of the Department would run smoothly and effectively; and

16 **WHEREAS**, the Sheriff has met with the County Administrator to discuss consolidation  
17 of duties; and

18 **WHEREAS**, the County Administrator has approved the attached job descriptions.

19 **NOW THEREFORE BE IT RESOLVED**, the Green Lake County Board of Supervisors  
20 does hereby approve the elimination of the Administrative Assistant position in the  
21 Sheriff's Office effective August 15, 2021.

22 **BE IT FURTHER RESOLVED**, that one Detective position shall be eliminated effective  
23 May 10, 2021.

24 **BE IT FURTHER RESOLVED**, that a new Sergeant of Detectives position be created  
25 effective May 10, 2021, with a pay rate in conjunction with the WPPA union contract.

26 **BE IT FURTHER RESOLVED**, that a third Front Office Clerk position be created  
27 effective April 21, 2021. This position shall be placed in pay group 13.

[Fiscal note is on the next page]



## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** CLERK

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** CHIEF DEPUTY

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### **SUMMARY:**

Under the general supervision of the Chief Deputy, provides support and clerical duties to the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

### **DUTIES AND RESPONSIBILITIES:**

- Analyzes and assures that complete and proper information is entered into the Public Safety Software System.
- Transcribes officer reports resulting from citizen calls for service; tracks case progress and dispositions; prepares required legal documentation for violations of the law to insure proper progression through the criminal justice system.
- Responsible for processing State required driver's license violation paperwork.
- Prepares for department audits by collecting appropriate data, maintaining and retrieval of documents.
- Disperses and accounts for release of records.
- Advises the public on the scope of jurisdiction of the department; suggests alternatives or other resources available to resolve problems.
- Exercises sound judgment in analyzing and preparing Civil Process for Deputies to serve and return to the Court system; bills, maintains and balances Civil Process accounts.
- Schedules, attends and prepares proper legal documentation for Sheriff's sales; files proper paperwork with the Court system.
- Performs and is responsible for a wide variety of computer applications.
- Generates monthly and annual State and local reports; maintains departmental filing systems.
- Maintains current alarm records; orders supplies.
- Pays bills, creates invoices, receipts payments, and orders supplies using the County Financial System.
- Maintains and annually posts the Sheriff's Office Fee Schedule.

- Assists in the development of departmental policies and procedures.
- Uses sound judgment in evaluating, planning and organizing and assists in implementing projects and programs to aid in the efficient operation of the Department.
- Organizes, prepares agendas, collects correspondence for, attends, participates in and takes minutes for Judicial/Law Enforcement Committee meetings.
- Compiles statistics.
- Posts public notices.
- Assists with Departmental Volunteer Program.
- Distributes mail and packages to Sheriff's Office related entities.
- Prepares necessary paperwork for Court.
- Assists with TraCS program.
- Assists other local Law Enforcement Agencies with RMS program and processing issues.
- Maintains a high degree of confidentiality in all aspects of job functions.
- Interacts daily with the public and other employees.
- Performs other duties as assigned.

#### **SKILLS AND ABILITIES:**

- Must have thorough knowledge in the use of modern principles, methods, practices, and equipment relating to legal records management.
- Thorough knowledge of State and local laws; ability and skill to apply these regulations and make decisions in accordance with same, as appropriate.
- Skill and proficiency in all aspects of computer software programs utilized by the Sheriff's Office.
- Ability to act confidentially, performing assignments with accuracy, patience, tact, integrity, use of good discretion and courtesy; ability to exercise good judgment.
- Ability to retain and follow instructions closely; ability to read, write, add, and subtract.
- Knowledge of acceptable accounting procedures; skilled in data processing.
- Ability to operate a personal computer and other office equipment proficiently with ability to type at least 40 wpm.
- Knowledge of civil and criminal law. Ability to meet department standards of physical condition.
- Skill in the use of general office equipment to include items such as computer, printer, calculator, copy machine, fax machine, scanner, telephone, tape recorder and transcriber.

- Ability to establish and maintain effective working relationships with various officials, agencies, and co-workers; ability to communicate effectively orally and in writing in English.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent. Post high school education preferred.

**EXPERIENCE / JOB KNOWLEDGE:** Minimum of one year experience in a position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. Visual acuity must be correctable to 20/20. Must obtain CPR, AED and TIME certifications and retain them for term of employment. Experience in the use of Microsoft Word and Excel required.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** About 95% of the time is spent sitting, using near and far vision, hearing, talking, and using medium fingering for typing and data entry. Standing, kneeling, walking, stooping, and crouching are performed about 5% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

**ENVIRONMENTAL DEMANDS:** Over 100% of the time is spent inside and will involve contact with other workers, and the general public.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

January 2018; March 2021

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** DETECTIVE SERGEANT

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** SHERIFF

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### **SUMMARY:**

Under direction of the Sheriff and/or Chief Deputy, supervises and directs the activities of the Sheriff's Office, primarily the Detective Division, provides shift supervision, develops and implements policies and procedures and responds to incidents and emergencies working a schedule in accordance with the needs of the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

### **DUTIES AND RESPONSIBILITIES: (Illustrative and not inclusive)**

- Assumes all duties of a Deputy Sheriff and Detective.
- Supervises assigned staff; oversees shift operations; assists in employee training  
Assists in preparation of the monthly schedule to ensure proper manpower coverage; monitors and approves vacations, attendance and divisional training.
- Reviews Detectives reports and ensures submission of reports in a timely and accurate fashion; submits State and department reports as required.
- Dictates detailed reports of arrests and investigations according to Department policy; appears as witness in court, provides clear and accurate testimony.
- Assists in preparing and updating division policy and procedures for review.
- Assists in preparing and administering the division budget, ensuring adherence to its guidelines, makes recommendations as appropriate.
- Supervises and performs periodic inspections of Detective related equipment and supplies.
- Oversees the Evidence Room and the Evidence Custodian. Acts as the alternate Evidence Custodian.
- Oversees the management of technological and software needs related to the Detective division. Including the oversight of Leads on line, Financial Software, Background check and Investigative Software.
- Oversees the operation of the Detective Field Training Program, prepares and maintains training records.
- Oversees the Computer Forensics, ICAC, Drone, Video Training Programs, and CWDTF, maintaining appropriate records.

- Coordinates department activities and services with other divisions, the health office, courts, attorneys and other agencies; makes presentations and reports to various community businesses, educational, governmental and civic groups; implements career shadow and intern programs.
- Oversees all issues relating to the storage sheds.
- Assumes command at crime and accident scenes, other incidents or disturbances requiring police intervention; advises personnel on enforcement action.
- Prepares news releases; handles public relations activities as directed.
- Counsels employees in their division, provides corrective action and refers employees in their division for disciplinary action.
- Assigns cases to Detectives.
- Oversees the Detective Schedule.
- Oversees the recruitment background check process.
- Serves as the Sheriff's Office Infectious Control Officer.
- In the absence of the Sheriff and Chief Deputy serves as the Incident Commander (ICS) at emergency events.
- Performs any others duties as may be assigned.

#### **SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Ability to comprehend and interpret a variety of documents including booking reports, Court judgments, incident and other reports, legal documents, State statutes and various policy manuals.
- Ability to prepare a variety of documents including training, incident, crime reports, schedules and attendance records.
- Ability to utilize basic math skills.
- Ability to assign, supervise and review the work of others; ability and skill to make recommendations regarding the selection, discipline and discharge of employees.

- Knowledge of state, felony, misdemeanor, forfeiture, ordinance and other laws and regulations.
- Ability to satisfactorily use the equipment required to perform the essential functions of this job as listed above.
- Ability to meet department standards of physical condition.
- Skill in the use of Police vehicles, department issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, Taser, office equipment to include computer and software, PBT, telephone, cuff belt, ankle restraints, recording devices, flash and spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. May be required to carry and answer an assigned cell phone and be subject to call-out.

**QUALIFICATIONS:**

**EDUCATION:** High school graduate or equivalent. 60 college credits required. Criminal Justice degree preferred. Five years of experience as a Detective.

**EXPERIENCE / JOB KNOWLEDGE:** Wisconsin Law Enforcement Standards Board (LESB) certification, plus four or more year's full-time equivalent experience as a sworn Law Enforcement Officer is required. Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities. Must qualify annually or as required by LESB Unified Tactical Concepts. Must obtain CPR/AED and TIME certification within the probationary period and retain said certifications for term in position; must possess and maintain a valid Wisconsin driver's license. Visual acuity must be correctable to 20/20;

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Approximately 75% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching occurs approximately 25% of the time; other actions may be required in unusual or non-regular situations.

**ENVIRONMENTAL DEMANDS:** Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% of the time may be spent outside in possible adverse weather conditions, including but not limited to extreme cold, heat, rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

*Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.*

November 17, 2020; March 2021

# GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** CLERK – CORRECTIONS DIVISION

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** CORRECTIONS ADMINISTRATOR

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## **SUMMARY:**

Under the general supervision of Corrections Administrator, provides support and clerical duties to the Corrections Division of the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

## **DUTIES AND RESPONSIBILITIES:**

- Analyzes and assures that complete and proper information is entered into the Public Safety Software System.
- Transcribes and or analyzes Correction Officer reports as needed for correctness and accuracy
- Prepares for Corrections Division billing and audits by collecting appropriate data, maintaining and retrieval of documents.
- Maintains and balances Inmate accounts, makes deposits, issues checks, receives and disburses bond payments, maintains and reconciles TRIP accounts.
- Schedules inmate visitation
- Performs and is responsible for a wide variety of computer applications.
- Generates monthly and annual State and local reports; maintains Correctional Division filing systems.
- Coordinates inmate programs and visitation.
- Orders supplies and equipment.
- Maintains a high degree of confidentiality in all aspects of job functions.
- Interacts daily with the public, other employees, and the inmate population.
- For the Corrections Division, pays bills, creates invoices and orders supplies using the County Financial Software System
- Verifies and processes valid inmate medical bills.
- Oversees the Becky Young Award (Recidivism Reduction Program. Pays invoices, reconciles reports, sends invoices and prepares for annual audit.
- Performs other duties as assigned.

## **SKILLS AND ABILITIES:**

- Must have thorough knowledge in the use of modern principles, methods, practices, and equipment relating to Corrections records management.
- Thorough knowledge of State and local laws; ability and skill to apply these regulations and make decisions in accordance with same, as appropriate.

- Skill and proficiency in all aspects of computer software programs utilized by the Sheriff's Office.
- Ability to act confidentially, performing assignments with accuracy, patience, tact, integrity, use of good discretion and courtesy; ability to exercise good judgment.
- Ability to retain and follow instructions closely; ability to read, write, add, and subtract.
- Knowledge of acceptable accounting procedures; skilled in data processing.
- Ability to operate a personal computer and other office equipment proficiently with ability to type at least 40 wpm.
- Knowledge of civil and criminal law. Ability to meet department standards of physical condition.
- Skill in the use of general office equipment to include items such as computer, printer, calculator, copy machine, fax machine, scanner, telephone, tape recorder and transcriber
- Ability to establish and maintain effective working relationships with various officials, agencies, and co-workers; ability to communicate effectively orally and in writing in English
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.

**QUALIFICATIONS:**

**EDUCATION:** High school diploma or equivalent. Post high school education preferred.

**EXPERIENCE / JOB KNOWLEDGE:** Minimum of one year experience in a position requiring independent judgment or any combination of education and experience that provides equivalent knowledge, skills, and abilities is required. Visual acuity must be correctable to 20/20. Must obtain CPR, AED and TIME certifications and retain them for term of employment. Experience in the use of Microsoft Word and Excel required.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** About 95% of the time is spent sitting, using near and far vision, hearing, talking, and using medium fingering for typing and data entry. Standing, kneeling, walking, stooping, and crouching are performed about 5% of the time. Other actions may be required in unusual or non-regular situations. The Department reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

**ENVIRONMENTAL DEMANDS:** About 95% of the time is spent inside and will involve contact with other workers, and the general public. Approximately 5% of the time is spent at other locations working on outside programs.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

March 2017; March 2021

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** ~~SERGEANT OF PATROL~~ SERGEANT

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** SHERIFF

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### SUMMARY:

Under direction of the Sheriff and/or Chief Deputy, supervises and directs the activities of the Sheriff's Office, primarily the Patrol Division, provides shift supervision, develops and implements policies and procedures and responds to incidents and emergencies working a schedule in accordance with the needs of the Sheriff's Office, working a schedule in accordance with the needs of the Sheriff's Office.

### DUTIES AND RESPONSIBILITIES: (Illustrative and not inclusive)

- Assumes all duties of a Deputy Sheriff
- Supervises assigned staff; oversees shift operations; ~~trains employees.~~ assists in employee training programs.
- Assists in preparation of the monthly schedule to ensure proper manpower coverage; monitors and approves vacations, attendance and divisional training.
- Reviews deputies' reports, to include criminal, civil and traffic related matters and ensures submission of reports in a timely and accurate fashion; submits State and department reports as ~~required.~~ required. Manages cases for follow-up on traffic patrol requested and house check cases.
- Dictates detailed reports of arrests and investigations according to Department policy; appears as witness in court, provides clear and accurate testimony.
- Assists in preparing and updating division policy and procedures for review.
- Assists in preparing and administering the division budget, ensuring adherence to its guidelines, makes recommendations as appropriate.
- Supervises and performs periodic inspections of one-to-one vehicles, intensive use vehicles and other equipment such as weapons and patrol related equipment, and equipment room; and garage supplies. - Makes request for up-dated vehicles, authorizes repairs and arranges for squad up-fitting and tear-down.
- Oversees updates and changes to division related forms; oversees forms and office supplies stock.
- Oversees the Boat, ATV, and Snowmobile for readiness; oversees the status and operation of the fleet of vehicles and fleet manager program and the K-9 Program.
- Oversees the management of technological and software needs related to the patrol division. Including the oversight of Radar Certification, Body Cam/Squad Video System, TIME Certification, Badger TRACS, MACH and other MDC software, as well as the Departmental When to Work software, and the 10-33 program.

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- Oversees the operation of the Patrol ~~/Detective~~ Field Training Program; attends cadre' meetings as required; maintains records and/or prepares records for these activities; oversees Youth Education Programs, Firearms, DAAT, CTU and EVOC programs, maintaining appropriate records.

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- Coordinates department activities and services with other divisions, the health office, courts, attorneys and other agencies; makes presentations and reports to various community businesses, educational, governmental and civic groups; implements career shadow and intern programs.
- Assumes command at crime and accident scenes, other incidents or disturbances requiring police intervention; advises personnel on enforcement action.
- Reviews squad/body camera videos, makes copies of the videos as requested following open records guidelines.
- Coordinates the Departmental Volunteer, Ride-along, Job Shadow and Intern programs.
- Assists in coordinating transports.
- Prepares news releases; handles public relations activities as directed.
- Counsels employees in their division; provides corrective action and refers employees in their division for disciplinary action.
- Acts in the capacity of Records Management System Administrator for the entire County-wide Law Enforcement and Emergency Response entities.
- In the absence of the Sheriff and Chief Deputy serves as the Incident Command (ICS) at emergency events.
- Provides oversight of the Green Lake County Law Enforcement Standards Board roster, certifications, instructor status and ACADIS training documentation.
- Performs any others duties as may be assigned.

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#### **SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Ability to comprehend and interpret a variety of documents including booking reports, Court judgments, incident and other reports, legal documents, State statutes and various policy manuals.
- Ability to prepare a variety of documents including training, incident, crime reports, schedules and attendance records.

- Ability to utilize basic math skills
- Ability to assign, supervise and review the work of others; ability and skill to make recommendations regarding the selection, discipline and discharge of employees.
- Knowledge of state, felony, misdemeanor, forfeiture, ordinance and other laws and regulations.
- Ability to satisfactorily use the equipment required to perform the essential functions of this job as listed above.
- Ability to meet department standards of physical condition.
- Skill in the use of Police vehicles, department issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, Taser, office equipment to include computer and software, PBT, telephone, cuff belt, ankle restraints, recording devices, flash and spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. May be required to carry and answer an assigned cell phone and be subject to call-out.

**QUALIFICATIONS:**

**EDUCATION:** High school graduate or equivalent. 60 college credits required. Criminal Justice degree preferred.

**EXPERIENCE / JOB KNOWLEDGE:** Wisconsin Law Enforcement Standards Board (LESB) certification, plus four or more year's full-time equivalent experience as a sworn Law Enforcement Officer is required. Civil or military law enforcement work or any equivalent combination of education or experience which provides the necessary knowledge, skills and abilities. Must qualify annually or as required by LESB Unified Tactical Concepts. Must obtain CPR/AED and TIME certification within the probationary period and retain said certifications for term in position; must possess and maintain a valid Wisconsin driver's license. Visual acuity must be correctable to 20/20;

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** Approximately 75% of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing, walking, kneeling, stooping and crouching occurs approximately 25% of the time; other actions may be required in unusual or non-regular situations.

**ENVIRONMENTAL DEMANDS:** Over 75% of the time is spent either inside a climate controlled building or vehicle. Approximately 25% of the time may be spent outside in possible adverse weather conditions, including but not limited to extreme cold, heat,

rain, sleet, snow, wind and noise. It may be necessary to traverse uneven or hilly terrain while in the field.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

*Green Lake County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Green Lake County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Green Lake County has facilities. This policy applies to all terms and conditions of employment.*

November 17, 2020: [March 2021](#)

## GREEN LAKE COUNTY JOB DESCRIPTION

**TITLE:** CHIEF DEPUTY

**DEPARTMENT:** GREEN LAKE COUNTY SHERIFF'S OFFICE

**LOCATION:** GOVERNMENT CENTER

**SUPERVISOR:** SHERIFF

### **SUMMARY:**

Under the supervision of the Sheriff, serves as the Chief Administrative Officer of the Sheriff's Office in policy and personnel matters, working a schedule in accordance with the needs of the Sheriff's Office. In the absence of the Sheriff, oversees the operations of the Sheriff's Office. Acts as the Sheriff in his/her absence.

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### **DUTIES AND RESPONSIBILITIES: (ILLUSTRATIVE AND NOT INCLUSIVE)**

- Supervises and assists in the planning and direction of all office activities, evaluates operations, recommends and implements improvements.
- Prepares for and attends meetings for Crime-Stoppers, Overdose Fatality Review, and Chief's Meetings addresses outcomes from those meetings.
- As required, serves on various Committees and Boards such as the Green Lake County Traffic Safety Commission, and County Loss Control Committee, provides appropriate information as requested.
- ~~and serves as the Sheriff's Office Infectious Control Officer.~~
- Provides oversight of the Green Lake County Sheriff's Office Law Enforcement Standards Board roster, certifications, instructor status and ACADIS training documentation.
- ~~Oversees the Departmental grant program. Assists in the development of the Sheriff's Office budget. Prepares applications for grants.~~
- and manages those awarded.
- Serves as the Sheriff's Office Public Information Officer.
- Provides oversight of e-mails, all recording systems and social media.
- Acts as liaison between other Law Enforcement, Emergency Response and other government agencies and the public
- Acts as the primary resource contact for human resources related issues such as hiring, step increases and promotions for all departmental personnel.
- ~~\_\_\_\_\_~~
- Oversees the administration of employee discipline; investigates and provides responses to employee grievances and complaints.
- Guides, advises and directs staff in the performance of their job duties.
- Creates and maintains confidential correspondence, statistics and legal documents.
- Acts as the Custodian of Records for the Department.
- Oversees all Departmental supervisory staff.

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- Supervises Front Office Clerical Staff, conducts their performance evaluations, oversees their discipline and approves/denies leave requests and overtime.
- Plans, coordinates, assigns, monitors and reviews work flow and work activities in the Front Office Clerical Division.
- Assists in preparing ordinances and resolutions including fiscal impact notes.
- Plans and prepares for new programs.
- Assists in the development, monitoring and administration of the complex departmental operating budget and capital outlay program which includes overseeing of purchasing and contracting activities, using resourcefulness in decreasing expenses and enhancing revenue resources
- 
- Coordinates safety and law-enforcement efforts with other agencies both locally and regionally.
- Assists in all internal personnel matters ranging from interviewing to termination.
- Conducts performance evaluations of all direct subordinates and reviews performance evaluations of all supervisory staff.
- Prepares and, in the absence of the Sheriff, presents reports about the Sheriff's Office to the County Board, the Committee of Jurisdiction and the public.
- Assists in office purchasing and contracting activities involving capital outlays and professional services, responsible for equipment and assets of the Sheriff's Office.
- Addresses all Departmental citizen complaints and internal affairs cases.
- Oversees the creation and modification and enforces ~~Creates, modifies, and enforces all~~ organizational Sheriff's Office policies.
- Oversees various computer related drives in the Sheriff's Office.
- Supervises the Department's Chaplain Program.
- 
- In the absence of the Sheriff, serves as the Critical Incident Commander- (ICS) at emergency events.
- Performs other related duties as assigned.

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**SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with various officials, agencies, co-workers and the general public on a daily basis in a positive manner.
- Ability to communicate effectively orally and in writing in English.
- Ability to understand, retain and follow written oral instruction in English.
- Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.
- Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.
- Ability to maintain a high level of confidentiality in all aspects of job functions.
- Working knowledge of County and Sheriff's Office rules, policies and procedures with the ability and skill to apply them to various situations and to ensure that subordinates know and follow the same.
- Skill to ensure that subordinate personnel are effectively motivated, supervised, counseled and managed, that effective and consistent discipline is administered, that management rights are preserved, and that effective intradepartmental communication is maintained.

- Ability to apply effective problem-solving techniques such as conflict resolution.
- Skill to ensure that long range plans for the Sheriff's Office kept current and that these plans are implemented, as scheduled.
- Knowledge of budget preparation, administration, purchasing and contracting practices.
- Knowledge to ensure the department's pursuit of effective budgetary revenue enhancements, as well as ability to ensure the anticipation of problems regarding budgets and resource allocation and, when not anticipated, handle and resolve issues in a timely manner.
- Broad knowledge of civil and criminal law, effective law enforcement practices, citizen rights and community relations and skill in their application.
- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution.
- Ability to ensure harmonious employee relations are maintained between management and bargaining-unit and non-bargaining unit employees,
- Knowledge to ensure that emergency planning is coordinated with appropriate agencies.
- Knowledge to make recommendations and takes active part in contract negotiations with departmental bargaining units.
- Ability to meet Sheriff's Office standards of physical condition.
- Skill in the use of Police vehicles, departmental issued firearms, bullet resistant vest, handcuffs, radar, police radio, siren, emergency lights, OC spray, fire extinguisher, office equipment, computer and software, PBT, telephone, cuff belt, ankle restraints, Taser, recording devices, flashlight, spot light, car opening tools, pry bar, flares, traffic cones, first aid kit, bio-hazard kit, MDC, TIME System and all other software programs used by the Sheriff's Office, printer, baton, CPR mask and AED. Required to carry and answer an assigned cell phone and be subject to call-out.

**QUALIFICATIONS:**

**EDUCATION:** High School Diploma or equivalent. Bachelor's degree in criminal justice, criminal justice administration, public administration, business administration or a related field; Wisconsin Law Enforcement Board certification

**EXPERIENCE / JOB KNOWLEDGE:** seven or more years full time experience as a sworn Law Enforcement Officer, including supervisory experience OR any equivalent combination of education and experience that provides the necessary knowledge, skills and abilities. Must obtain CPR, AED, TIME System certifications retain said certifications for term in position; must qualify annually in DAAT, Firearms and EVOC. Visual acuity must be correctable to 20/20. Must possess and maintain a valid Wisconsin driver's License.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:** About 95% or more of the time is spent sitting, using near and far vision, hearing, talking and low to medium fingering for typing and data entry. Standing,

walking, kneeling, stooping, and crouching are done about 5% of the time. Other actions may be required in unusual or non-regular situations. Ability to perform most work from a sedentary position. Ability to function primarily in situations encountered in a normal office setting. However, may occasionally perform usual law-enforcement fieldwork under variable climatic conditions and may engage in citizen contact situations requiring physical strength, agility, and endurance. The Sheriff's Office reserves the right to assess the medical and physical fitness of each employee's ability to fully perform the expected duties of the position.

*Management's assignment of essential functions is not designed to limit the manner in which duties may be accomplished. Management shall comply with all applicable workplace laws and shall communicate with any employee with a disability to determine the availability of a reasonable accommodation(s) to allow the employee to perform the essential functions of the job.*

**ENVIRONMENTAL DEMANDS:** Frequently works under distractions and time pressure. Occasionally works in adverse interpersonal situations. Sometimes works in temperature variations, odors, toxic agents, violence, noise, disease, and/or dust and under unsafe and uncomfortable positions. 90% of the time will be inside a climate controlled building or vehicle. 10% of the time could be spent outside of the building while conducting transports or field work.

This is a public service position, and employee is required to be courteous, cooperative and respectful at all times with the public and clients; also establishes and maintains a courteous and cooperative and respectful working relationship with other employees, supervisors and public officials.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its' judgment, to be proper.

June 2019; March 2021



**GREEN LAKE COUNTY**  
**OFFICE OF EMERGENCY MANAGEMENT**

*Gary V. Podoll*  
*Director*

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

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**DATE:** March 1, 2021

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

**FROM:** Gary V. Podoll, Emergency Management Director

**SUBJECT:** Monthly Report

1. I completed one online FEMA course for the 2021 Plan of Work credit.
2. I have been assisting Public Health at the Mass Vaccination Clinics that are held at the Berlin National Guard Armory. I am doing ongoing work on Personal Protective Equipment PPE distribution to all emergency services, long term care facilities, hospital and other qualified facilities.
3. I am working on putting together and sending out update requests to the Hazardous Material Planning Facilities in our County. I will then update the plans and forward them on to the state.

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

Sincerely,

A handwritten signature in cursive script that reads "Gary".

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

March 4, 2021

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

- COVID related procedures remain intact.
- The second round of COVID vaccinations have been completed for the individuals that wanted them.
- Fatal Fire on Old Green Lake Road
- Deputy exposure to an unknown controlled substance.
- Deputy Kuklinski returned to full-duty
- Dr. Javidi Training for county wide training day
- 2 vehicle pursuits in the last week.

See you at the meeting,

*Mark A. Podoll, Sheriff*

**Sheriff Mark A. Podoll**



**Accidents and Complaints for Patrol**

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	22	28	28	0	21	7	24	8	24	25	15	19		221	17
Feb	15	23	23	7	16	7	13	25	19	18	15	24		205	16
March														0	0
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	37	51	51	7	37	14	37	33	43	43	30	43		426	33
Avg/Month	19	26	26	4	19	7	19	17	22	22	15	22		213	16

**Paper Service for Patrol**

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	18	1	10	0	19	8	2	16	21	10	7	10		122	9
Feb	0	1	2	0	4	0	3	2	1	2	3	6		24	2
March														0	0
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	18	2	12	0	23	8	5	18	22	12	10	16		146	11
Avg/Month	9	1	6	0	12	4	3	9	11	6	5	8		73	6

**Citations for Patrol**

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	5	0	10	0	3	5	9	5	8	13	2	3		63	5
Feb	4	2	8	1	11	0	2	10	2	18	6	0		64	5
March														0	0
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
<b>Total</b>	<b>9</b>	<b>2</b>	<b>18</b>	<b>1</b>	<b>14</b>	<b>5</b>	<b>11</b>	<b>15</b>	<b>10</b>	<b>31</b>	<b>8</b>	<b>3</b>		<b>127</b>	<b>10</b>
<b>Avg/Month</b>	<b>5</b>	<b>1</b>	<b>9</b>	<b>1</b>	<b>7</b>	<b>3</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>16</b>	<b>4</b>	<b>2</b>		<b>64</b>	<b>5</b>

**Warnings for Patrol**

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan	5	0	5	0	2	2	22	3	4	45	1	0		89	7
Feb	0	1	8	6	7	4	15	6	7	23	3	0		80	6
March														0	0
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
<b>Total</b>	<b>5</b>	<b>1</b>	<b>13</b>	<b>6</b>	<b>9</b>	<b>6</b>	<b>37</b>	<b>9</b>	<b>11</b>	<b>68</b>	<b>4</b>	<b>0</b>		<b>169</b>	<b>13</b>
<b>Avg/Month</b>	<b>3</b>	<b>1</b>	<b>7</b>	<b>3</b>	<b>5</b>	<b>3</b>	<b>19</b>	<b>5</b>	<b>6</b>	<b>34</b>	<b>2</b>	<b>0</b>		<b>85</b>	<b>7</b>

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

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Total Annual Contacts	69	56	94	14	83	33	90	75	86	154	52	62	0	868	67
Avg. per Month	35	28	47	7	42	17	45	38	43	77	26	31	0	434	33

**BOAT LAUNCH/MUNICIPAL ORDINANCE CITATIONS**

2021	Colhouer	Hanson	Hoerig	Kuklinski	Majeskie	Manning	Prachel	Preuss	Schroeder	Wallace	Weiner	Young		Total	Avg/Officer
Jan														0	0
Feb														0	0
March														0	0
April														0	0
May														0	0
June														0	0
July														0	0
Aug														0	0
Sept														0	0
Oct														0	0
Nov														0	0
Dec														0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0		0	0
Avg/Month	0	0	0	0	0	0	0	0	0	0	0	0		0	0

**Accidents and Complaints for Detectives**

2021	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	6	0	2	6	7	0
Feb	2	0	2	6	1	0
March						
April						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	8	0	4	12	8	0
Average	4	0	2	6	4	0

**Arrests for Detectives**

2021	Cody	Holdorf	Ward	Cohl	Roky	Tess
Jan	1	0	0	3	2	0
Feb	0	0	0	2	0	0
March						
April						
May						
June						
July						
Aug						
Sept						
Oct						
Nov						
Dec						
Total	1	0	0	5	2	0
Average	1	0	0	3	1	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 March 2021**

Deputy contacts for this month	373
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Types of Contacts this month	Number of Contacts
911 Follow Up	32
Traffic Misc.	29
Agency Assistance, Mutual Aid	16
Medical Emergency	13
Information Report	11
Traffic Accident w/Damage	11
Adult T4ransport	10
Citizen Assist	8
Computer Agency Assist	7
Lockout	7
Traffic Accident w/Injuries	7
Welfare Check	7
Alarm	6
Traffic Violation	6
Failure to Report to Jail	5
K-9 Assist	5
Agency Assist Person Charged	4
Animal Problem	4
Fire	4
Suspicious Person/Circumstance	4
Car/Deer Accident	3
Dead Body	3
Drugs - Controlled Substance Problem	3
Theft	3
Drone - Unmanned Aircraft System	2
Fraud	2
K-9 Person Charged	2

**Sheriff Mark A. Podoll**



Green Lake County

**Sheriff**

571 County Road A

Green Lake, WI 54941-0586

Ph. 920-294-4000 · Fax. 920-294-3850

**Types of Contacts this month continued**

Obstructing	2
OWI Alcohol	2
Records Check	2
Trespassing	2
Wanted Person	2
Computer Forensics	1
Domestic Situation	1
Drugs - Agency Assist	1
Jail Incident	1
Juvenile Transport	1
Noise Complaint	1
OWI - Drugs	1
Property Damage, Non Vandalism	1
Sex Assault	1
Threatening	1
Time System Entry	1
Traffic Hazard	1

**Sheriff Mark A. Podoll**

**GREEN LAKE COUNTY JAIL MONTHLY STATISTICS**

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE	LOCK DOWN	MEALS	EMP	GL INMATES TRANSFERREC	Brown Co. Days SAFEKEEPERS	Billed for Brown Co. Safekeepers	Calumet Co Days Safekeepers	Billed for Calumet Safekeepers
Jan-21	60	0	\$2,035.00	15	43	4803	4	1			370	\$ 15,910.00
Feb-21	63	0	\$2,084.00	16	45	4706	4	1			339	\$ 14,577.00
Mar-21												
Apr-21												
May-21												
Jun-21												
Jul-21												
Aug-21												
Sep-21												
Oct-21												
Nov-21												
Dec-21												
Totals												
Average	62	0	\$2,059.50	15	44	4755	4	1	0	\$ -	709	\$ 30,487.00

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

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**Sheriff's Office Judicial/Law Enforcement Committee  
Report for the Month of March 2021  
Correctional Facility**

Average Daily Population in the Jail for this month	62
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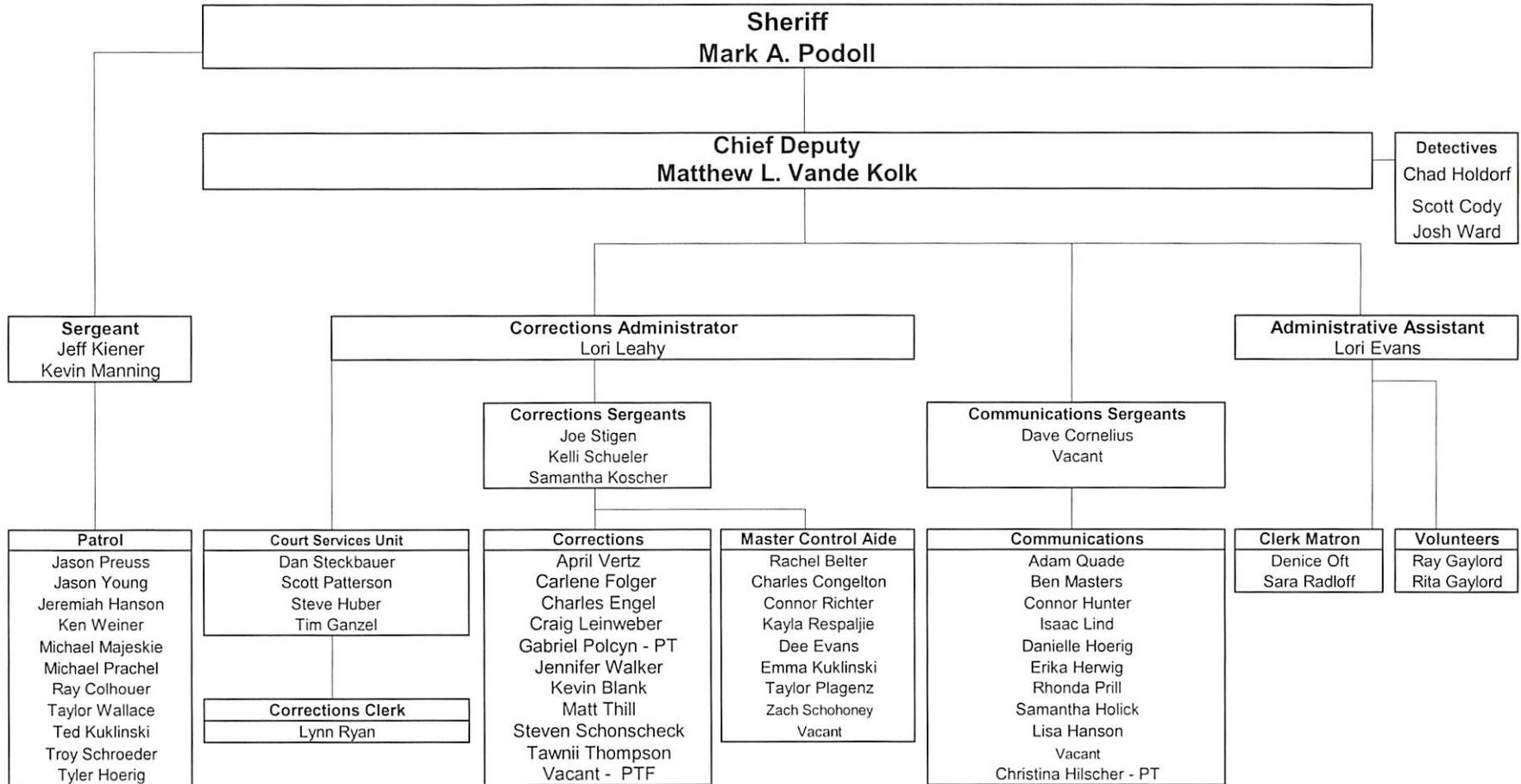
**Inmates in custody for (some inmates have more than one charge)**

Charge	Number of Charges
Drug related	17
Probation/Parole	14
Disorderly Conduct	12
Assault	9
Obstructing	8
Resisting/Interfering w/Police	8
Warrants	7
DUI	4
Traffic Offense	4
Bail Jumping	3
Sex Offense	3
Destruct/Damage/Vandalize Prop	2
Burglary	1
ES Sanction Hold	1
Trespass of Real Property	1
Weapon Offense	1

**Sheriff Mark A. Podoll**



**GREEN LAKE COUNTY SHERIFF'S OFFICE 2020**





# *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*

## 2020 ANNUAL REPORT - CLERK OF CIRCUIT COURT

TO: The Honorable Chairman and Board of Supervisors for Green Lake County.

Please accept this letter as the annual report for the Clerk of Circuit Court's Office.

### STAFF

Clerk of Circuit Court - Amy S. Thoma  
Chief Deputy Court Records Clerk - Cindy Werch  
Deputy Court Records Clerk - Joy Schwark  
Deputy Court Records Clerk - Brandi Schreiber  
Deputy Court Records Clerk (part-time) - Allison Kavanaugh

The office of Clerk of Circuit Court is the custodian of record. Record keeping for the courts is governed by state statute and Wisconsin Supreme Court rule. These require that clerks maintain records of all documents filed with the courts, keep a record of court proceedings and collect various fees, fines and forfeitures ordered by the court or specified by statute. A sampling of the responsibilities, but not inclusive, include:

File circuit court cases and provide proper case maintenance of said cases through the Wisconsin Consolidated Courts Automation Program (CCAP). This includes preparation of court notices and distribution; review files as to the status of each case; preparation of court orders/judgments at the direction of the Circuit Court Judge; receipt filing fees, fines/forfeitures, court costs, and various surcharges.

Clerk hearings - swear in all witnesses called to testify; follow through on any court orders/directives given by the Circuit Court Judge; mark all exhibits offered and received into evidence and maintain said exhibits through the appropriate appeal time period.

Jury - annual change in juror lists; summons jurors; prepare vouchers for payment of jurors, bailiffs, and misc. expenses; submit an annual jury analysis pursuant to Wisconsin Supreme Court Rule 73.01.

Miscellaneous responsibilities - file various tax warrants, liens, and satisfactions; monitor for collection reimbursements for Guardians ad Litem and Court Appointed Counsel; prepare monthly disbursements to the county and municipalities; prepare quarterly interpreter and juvenile reimbursement report; and prepare an annual report of costs to the Supreme Court of Wisconsin.

### COVID-19 PANDEMIC

2020 certainly was a year like no other. Although the courts of the State of Wisconsin remained open, the Supreme Court suspended all in-person proceeding and Court's were required to use remote technology. Green Lake County also closed the building to the public and all non-essential staff were ordered to work from home. Our office continued to remain open on a daily basis throughout the closure. We were able to still fully function as an office and provide all services to the public, while following all Covid-19 safety precautions. My staff is commended for accepting, and adapting to, changes to the office and courtroom due to the pandemic. We are all certainly looking to put this pandemic behind, while looking forward to a new normal.

### JURY TRIALS

By order of the Supreme Court, jury trials were suspended during part of 2020. There were no jury trials held in Green Lake County.

### COLLECTION OF UNPAID DEBT

Our office began our contractual service with State Debt Collection (SDC) in March of 2017. This service is at no cost to the County. Any debt over \$50.00, and at least 90 days old, can be submitted to SDC.

SDC continues to be a great resource in collection of unpaid debts, some of which are paid to the County. Since 2017, SDC has collect approximately \$253,700.00 on our behalf.

### CASE COMPARISON & FINANCIAL INFORMATION

I have attached a 10-year case filing comparison. You will note that most case type filings are down as compared to 2019 and can most likely be attributed to the Covid-19 pandemic.

I have also attached financial information for 2020 that outlines costs and fees our office received, along with expenditures, payment received by the State of Wisconsin and payments collected for, and submitted to the State of Wisconsin, and to county municipalities.

My staff and I look forward to continuing to provide excellent customer service to all.

Respectfully submitted,



Amy S. Thoma  
Clerk of Circuit Court

## 2020 FINANCIAL INFORMATION

### COSTS AND FEES RECEIVED

Circuit Court Filing Fees	\$ 17,681.22
Mailing Fees	\$ 404.00
Other Clerk Fees	\$ 3,782.30
Copy Fees	\$ 3,076.75
Interest on Judgments	\$ 5,042.83
Municipal Service Fee	\$ 120.00
Search Fees	\$ 35.00
Transmittal Fees	\$ 45.00
Non-Sufficient Funds Fees	\$ -
Witness Fees	\$ 98.18
FCC Mediation Fees	\$ 1,690.00
Child Support Fee	\$ 240.00
Jury Fees	\$ 1,008.00
Driver Improvement Surcharge	\$ 16,294.88
Forfeitures - State	\$ 15,873.30
Forfeitures/Fines - State	\$ 1,005.62
Forfeitures - County	\$ 43,079.58
Jail Surcharge	\$ 8,741.69
Ignition Interlock Surcharge	\$ 2,693.82
Costs for Extradition	\$ 221.22
District Attorney Assessment	\$ 2,208.98
Mediation Fee Reimbursement	\$ 20.00
Court Apptd Atty Reimbursement	\$ 21,934.90
GAL Reimbursement	\$ 29,611.33
Interpreter Reimbursement	\$ 5,715.00
Bail Forfeiture	\$ 2,500.00
Blood Test Cost Reimbursement	\$ 2,229.27
Payment Plan Fee	\$ 1,800.00
Drug Reimbursement Buy Money	\$ 19.34
Medical/Psych. Reimbursement	\$ 1,771.26
<b>TOTAL</b>	<b>\$ 188,943.47</b>

### Fines, Costs & Fees collected

and paid to the State of Wisconsin \$ 377,152.13

### Forfeitures collected and paid to:

City of Berlin	\$ 1,808.10
City of Markesan	\$ 155.00
City of Princeton	\$ 281.08

### EXPENDITURE VOUCHERS ISSUED

Guardian ad Litem	\$ 52,578.03
Court Appointed Counsel	\$ 42,372.95
Bailiffs	\$ -
Dues	\$ 125.00
Interpreters	\$ 4,563.54
Jury Expense	\$ -
Law Library	\$ 992.69
Psychological Evaluations	\$ 10,312.65
Office Supplies	\$ 1,522.88
Registration/Conferences	\$ 992.69
Transcripts	\$ 675.25
Print Management	\$ 65.96
Mileage	\$ -
Witness Expense	\$ 435.00
<b>TOTAL</b>	<b>\$ 114,636.64</b>

### GRANTS/PAYMENTS RECEIVED FROM THE STATE

Guardian ad Litem	\$ 7,906.50
Court Support Payment	\$ 14,725.00
<b>TOTAL</b>	<b>\$ 22,631.50</b>

## CASE FILING COMPARISON

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Criminal Misdemeanor	234	287	218	252	281	332	369	308	289	225
Criminal Felony	98	138	121	144	130	151	185	205	161	134
Crimnal Traffic	95	95	96	121	119	113	129	124	127	103
Traffic	2103	1485	1640	1788	1902	1932	1576	1582	1290	930
Forfeiture	202	215	191	140	143	146	95	147	129	156
Juvenile Ordinance	14	13	10	1	7	4	6	6	6	14
Civil	237	184	160	138	124	187	159	125	142	118
Small Claims	376	394	405	382	357	338	354	416	403	272
Complex Forfeiture	1	10	14	5	2	6	4	5	4	34
Family	104	105	122	114	96	102	101	101	78	68
Paternity	32	42	37	65	18	33	45	29	13	11



# OFFICE OF THE DISTRICT ATTORNEY GREEN LAKE COUNTY

571 County Road A  
Green Lake, WI 54941  
Phone: (920) 294-4046  
Fax: (920) 294-4150

**ANDREW J. CHRISTENSON**

*District Attorney*

**GERISE M. LASPISA**

*Assistant District Attorney*

**MITZI S. PUTZKE**

*Paralegal/Office Manager*

**MEGAN I. STRAHAN**

*Legal Clerk*

**BRANDI L. SCHREIBER**

*Victim/Witness Program Coordinator*

March 1, 2021

Green Lake County Board of Supervisors  
Green Lake County Justice Center  
571 County Road A  
Green Lake, WI 54941

RE: 2020 Annual Report of the District Attorney's Office

Dear Supervisors:

Please accept this letter as the annual report for the Green Lake County District Attorney's Office for 2020.

In 2020, the district attorney's office received 999 referrals, which includes all criminal violations, contested civil traffic/ordinance violations, juvenile delinquencies, children in need of protection or services, requests for review for charges, death reviews, search warrants, and civil asset forfeitures. We receive referrals from all of the law enforcement agencies within Green Lake County and the Department of Health and Human Services. By comparison, in 2019 we received 1100 referrals, and in 2018 we received 1250 referrals.

The cases that stand out for purposes of public interest are as follows: 184 drug-related charges, 81 domestics, 47 OWI cases (civil, misdemeanor, and felony), 15 sexual assaults, 12 burglaries, 3 robberies, and one homicide. The remaining cases were various misdemeanor, felony, criminal traffic, delinquency, children in need of protection or services, forfeiture traffic, and county ordinance violations.

Due to the COVID-19 pandemic, there were no jury trials held in 2020, though many are expected later in 2021. In the court of appeals, two cases was argued through written briefs; in each case the court ruled in the state's favor. There were 5 juvenile delinquency cases and 8 CHIPS cases filed in 2020.

Thank you for your support of the Green Lake County District Attorney's office, as the office plays an important role in maintaining a safe community by holding offenders accountable within the criminal justice system.

Sincerely,

Andrew J. Christenson  
District Attorney

## ANNUAL REPORT GREEN LAKE CORONER

Deaths in Green Lake County 304

Deaths investigated 100

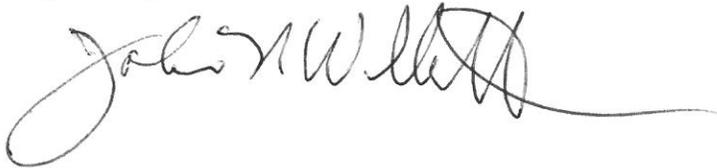
Death Charts signed 303

Autopsies 13

There was a significant uptick in deaths in the county, at least some of which were Covid 19. The community is definitely aging as well and the preponderance of deaths were in the ages of 76-95.

Ages at death: 0-5	6-25	26-50	51-75	76-95	96-100	Greater than 100
3	0	19	87	160	30	5

Respectfully submitted: John Willett GLCC

A handwritten signature in black ink, appearing to read "John Willett", with a long horizontal flourish extending to the right.

# Sheriff's Office Administration 2020

Sheriff Mark A. Podoll (left) and Chief Deputy Matthew Vande Kolk (right)



The Green Lake County Sheriff's Office is a proactive public service agency dedicated to excellence through quality customer service. We shall ensure quality service for everyone by way of our responsiveness and accountability. We shall maintain a quality of professionalism through training and development of our staff. We are committed to serving and working together with the community, in a problem-solving partnership, to prevent crime, enforce laws, and resolve conflicts, thereby improving the quality of life for all citizens.

## 2020 Activities at the Green Lake County Sheriff's Office



Deputy Colhouer, Chief Vande Kolk, Sgt. Kiener and Deputy Schroeder holding a cake from Thedastar for Law Enforcement Week!

Sheriff Mark Podoll receives a K9 Donation from a local student.



Green Lake County Sheriff's Office teamed up with Adams and Waushara Counties to make a K9 charitable Calendar with all of the K9's from each county.



## 2020 GREEN LAKE COUNTY SHERIFF'S OFFICE

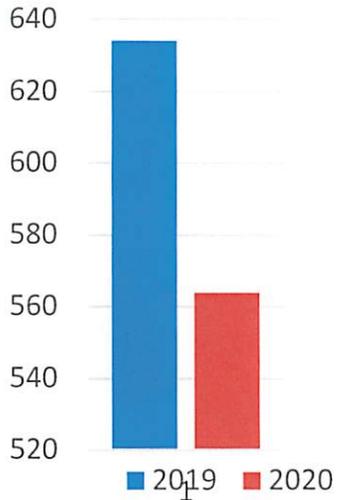
### Civil Process (Papers Served)

Civil Process	2019	2020
Papers Served & Attempts	634	564

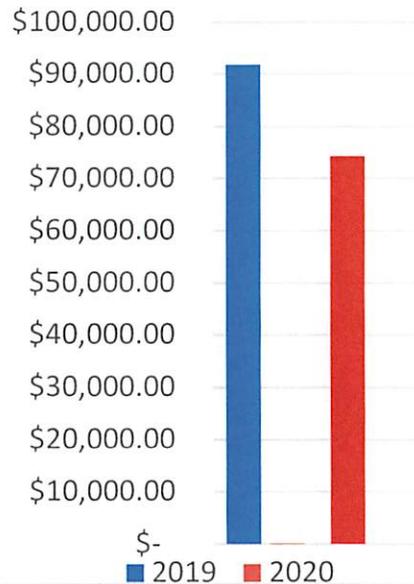
### Values of Property Stolen and Recovered

Values	2019	2020
Value of Property Stolen	\$ 91,821.00	\$ 74,348.00
Value of Property Recovered	\$ 38,718.00	\$ 7,308.00

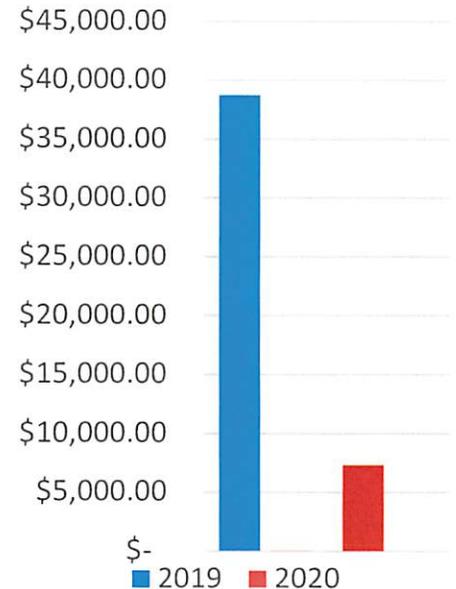
Paper Service  
Comparison



Value of Property  
Stolen



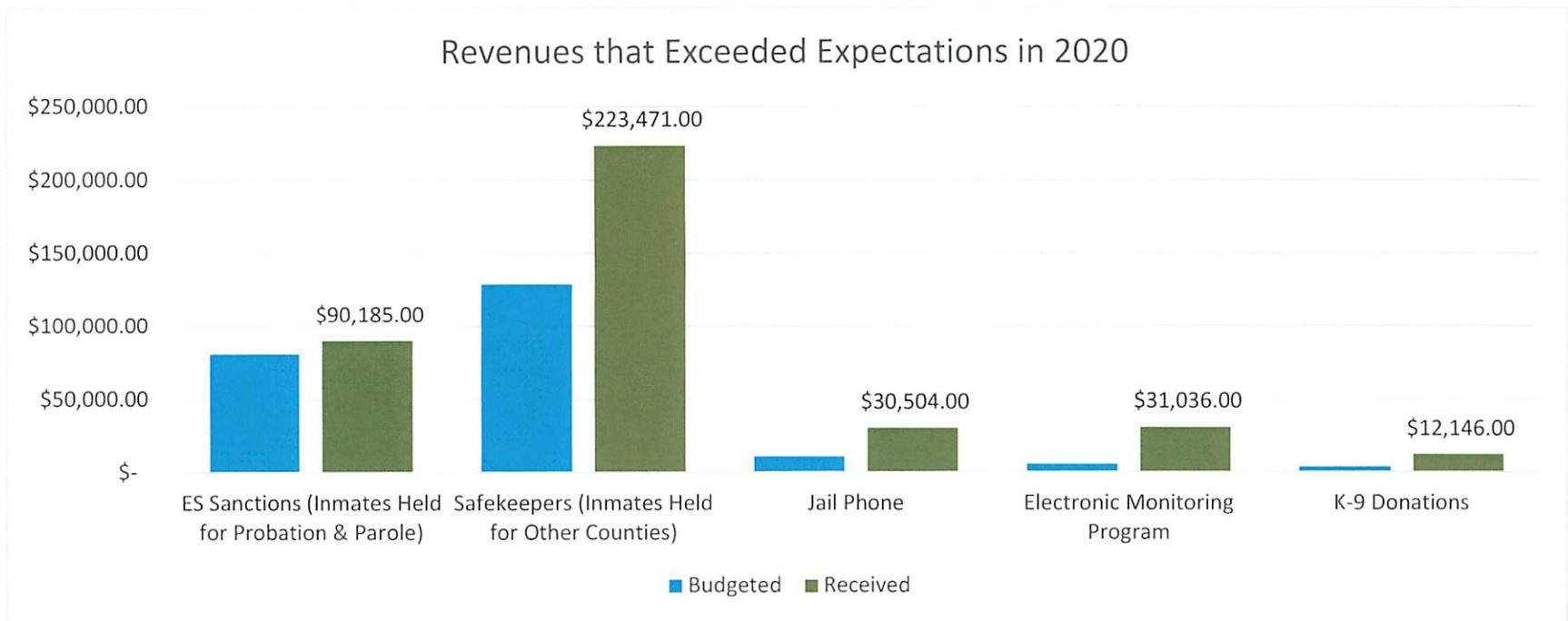
Value of Property  
Recovered



Green Lake County Sheriff's Office Revenues Exceeding Expectations for 2020

Revenue Source	Budgeted	Received
ES Sanctions (Inmates Held for Probation & Parole)	\$ 81,000.00	\$ 90,185.00
Safekeepers (Inmates Held for Other Counties)	\$ 129,000.00	\$ 223,471.00
Jail Phone	\$ 11,000.00	\$ 30,504.00
Electronic Monitoring Program	\$ 5,600.00	\$ 31,036.00
K-9 Donations	\$ 3,713.00	\$ 12,146.00
	\$ 230,313.00	\$ 387,342.00

Revenues that Exceeded Expectations in 2020



**Green Lake County Sheriff's Office Calls for Service-Comparison between 2019 and 2020**

<b>Nature of Incident</b>	<b>2019</b>	<b>2020</b>
911 Follow up	269	598
Adult Transport	298	125
Agency Assistance, Mutual Aid	325	311
Agency Assist Person Charged	50	52
Alarm	90	62
Alcohol Offense	2	3
Animal Noise	2	4
Animal Problem	147	99
Assault	0	2
Attempted Burglary	1	0
ATV Complaint	3	2
Bail Jumping	13	10
Boat Complaint	11	5
Burglary	3	9
Cancel call	2	6
Car/Deer Accident	178	121
Car/Deer No Officer Sent	1	1
CERT call for jail	1	0
Child Abuse or Neglect	6	1
Check on Huber inmate	13	1
Citizen Assist	262	213
Citizen Dispute	14	11
Combined Tactical Unit GLSO	5	13
Computer Agency Assist/Forensics	35	26
Computer Crime	1	4
Custodial Interference	4	3
Controlled Substance Problem	41	51
Court Disturbance	1	0
Dead Body	17	21
Deliver Message	2	3
Disorderly Conduct	8	3
Disturbance	37	30
Domestic Situation	13	10

<b>Nature of Incident</b>	<b>2019</b>	<b>2020</b>
Drowning	0	0
Drugged Driving	19	18
Drugs-Agency Assist	17	7
EMP Check	20	7
Emergency Detention Involuntary	14	10
Voluntary Diversion Plan	4	4
Emergency Detention Voluntary	1	0
Elder Abuse	1	0
Escort	2	1
Failure to Report to Jail	3	3
Family Fight	3	3
Fire	81	72
Fire Arm Surrender	1	0
Fireworks	10	21
Found Property	19	11
Fraud	19	19
Gas Drive Off	2	1
Harassment	28	17
House Check	12	6
Huber Walk Away	0	0
Ice Rescue	0	4
Illegal Burning	0	2
Information Report	57	62
Internal Invest	0	1
Int Crimes Against Children	8	9
Investigation death	4	4
Jail Incident	22	11
Juvenile Problem	20	18
Juvenile transport	11	0
Juvenile Runaway	0	0
K-9 Assist	166	78
K-9 Misc	1	0
K-9 Person Charged	39	41

**Green Lake County Sheriff's Office Calls for Service-Comparison between 2019 and 2020**

<b>Nature of Incident</b>	<b>2019</b>	<b>2020</b>
K-9 Presentation	14	4
K-9 School Search	10	2
K-9 Search and Rescue	0	0
Litter/Pollution/Public Health	14	11
Lockout	102	84
Lost Property	3	4
Medical Emergency	278	195
Miscellaneous	7	12
Missing Person	1	1
Mutual Aid for Fire Dept.	0	0
Noise Complaint	27	18
Obstructing	7	1
Odor complaint	2	4
Offender Release Authorization	0	0
Officer Errand	2	3
Open Door	4	1
OWI Alcohol	67	43
Parking Problem	5	2
Prisoner Escort to Court	0	0
Probation/Parole Violation	16	6
Property Damage, Non Vandalism	6	13
Records Check	61	52
Recovered Stolen Vehicle	2	2
Resisting/Interfering /Officer	3	5
Scam	14	17
Search Warrant	1	1
Security	0	0
Sex assault	8	8
Sex Offender Registration	0	0
Sex Offense	1	2
Snowmobile Complaint	1	2
Stalking	2	0
Suspicious Person/Circumstance	112	90

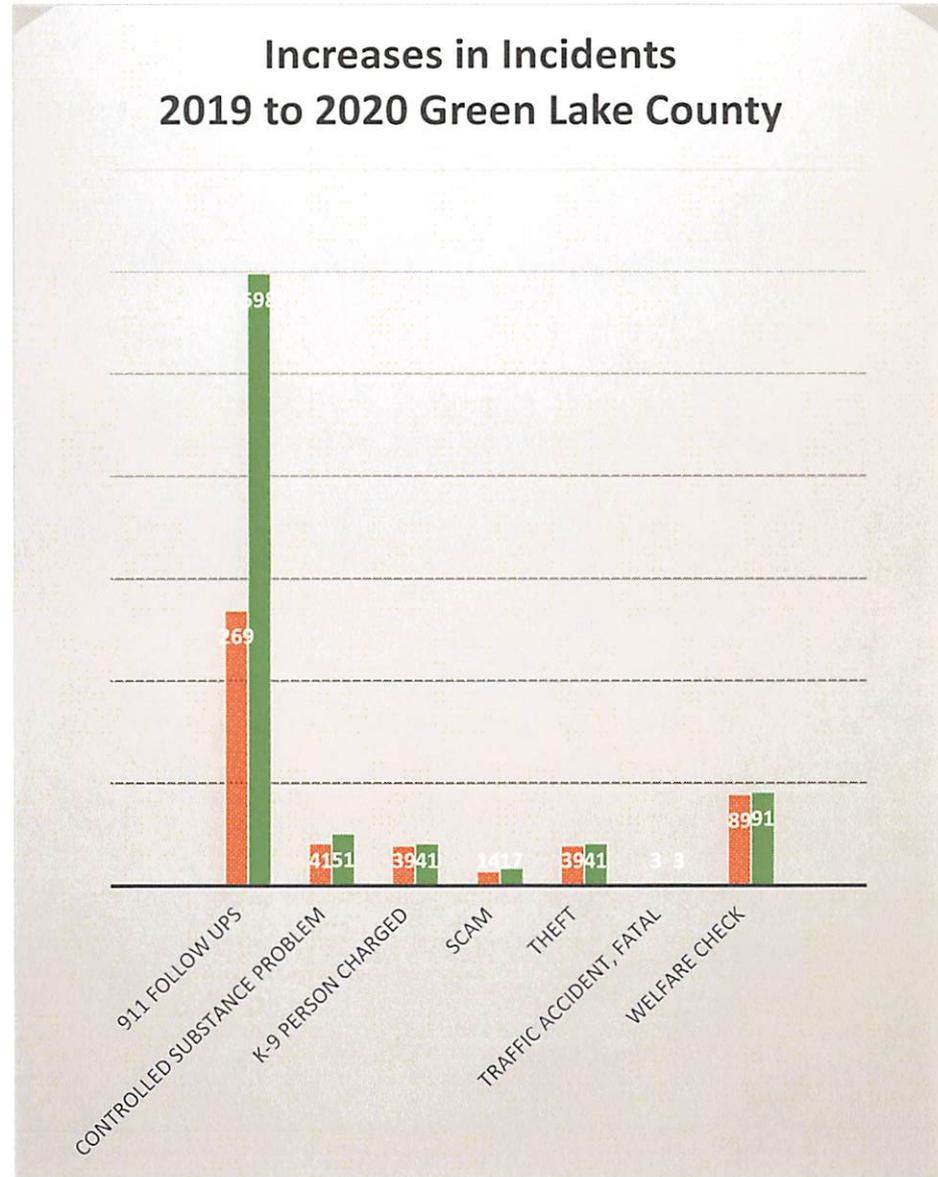
<b>Nature of Incident</b>	<b>2019</b>	<b>2020</b>
Temporary Restraining Order	20	17
Theft	39	41
Theft-Automobile	5	3
Theft-Identity	5	5
Theft - Truck/Bus	0	0
Threatening	12	9
Time System Entry	9	22
Traffic Accident w/ Damage	136	92
Traffic Accident, Fatal	3	3
Traffic Accident, w/ Injuries	46	42
Traffic Hazard	34	15
Traffic Misc.	128	87
Traffic Patrol Requested	33	28
Traffic Violation	61	38
Trespassing	24	22
Truancy	0	0
Unmanned Aircraft System	20	11
Vandalism	30	23
Varda Alarm	0	0
Violation of court orders	4	3
Wanted Person	39	26
Warrant Pick Up Out of County	6	2
Weapon Offense	5	2
Welfare Check	89	91
<b>Total</b>	<b>3954</b>	<b>3395</b>

Green Lake County Sheriff's Office Increased Incident Comparisons 2019 - 2020

**Increases in Incidents**

Nature of Incident	2019	2020
911 Follow ups	269	598
Controlled Substance Problem	41	51
K-9 Person Charged	39	41
Scam	14	17
Theft	39	41
Traffic Accident, Fatal	3	3
Welfare Check	89	91
	494	842

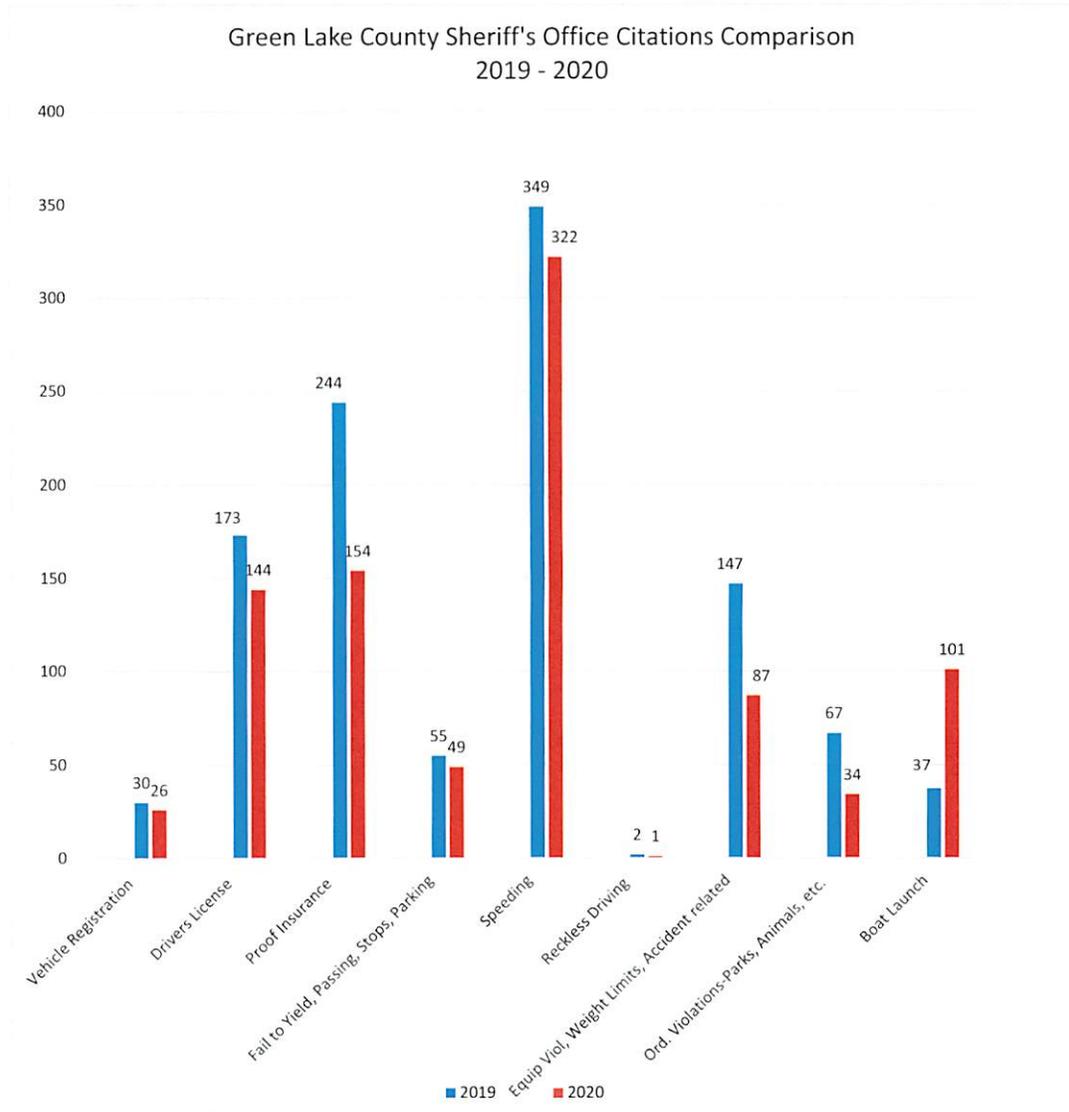
**Increases in Incidents  
2019 to 2020 Green Lake County**



**Green Lake County Sheriff's Office Citations 2019 - 2020**

	2019	2020
<b>TYPE</b>	<b>CITATIONS</b>	<b>CITATIONS</b>
Vehicle Registration	30	26
Drivers License	173	144
Proof Insurance	244	154
Fail to Yield, Passing, Stops, Parking	55	49
Speeding	349	322
Reckless Driving	2	1
Equip Viol, Weight Limits, Accident related	147	87
Ord. Violations-Parks, Animals, etc.	67	34
Boat Launch	37	101
Alcohol Non-Driving	12	54
OWI related are also found in the UCR info.	132	87
<b>Total</b>	<b>1248</b>	<b>1059</b>

	2019	2020
<b>BY LOCATION</b>	<b>CITATIONS</b>	<b>CITATIONS</b>
<u><i>Townships:</i></u>		
Berlin	183	138
Brooklyn	330	299
Green Lake	171	196
Kingston	26	30
Mackford	61	47
Manchester	91	59
Marquette	47	37
Princeton	125	84
St. Marie	9	16
Seneca	79	49
<u><i>City/Village</i></u>		
Berlin	51	48
Green Lake	12	14
Markesan	9	2
Princeton	22	17
Kingston	22	8
Marquette	3	2
<u><i>Lakes/Rivers</i></u>		
Big Green	7	13
Little Green		
Puckaway		
Fox		
<b>Total</b>	<b>1248</b>	<b>1059</b>

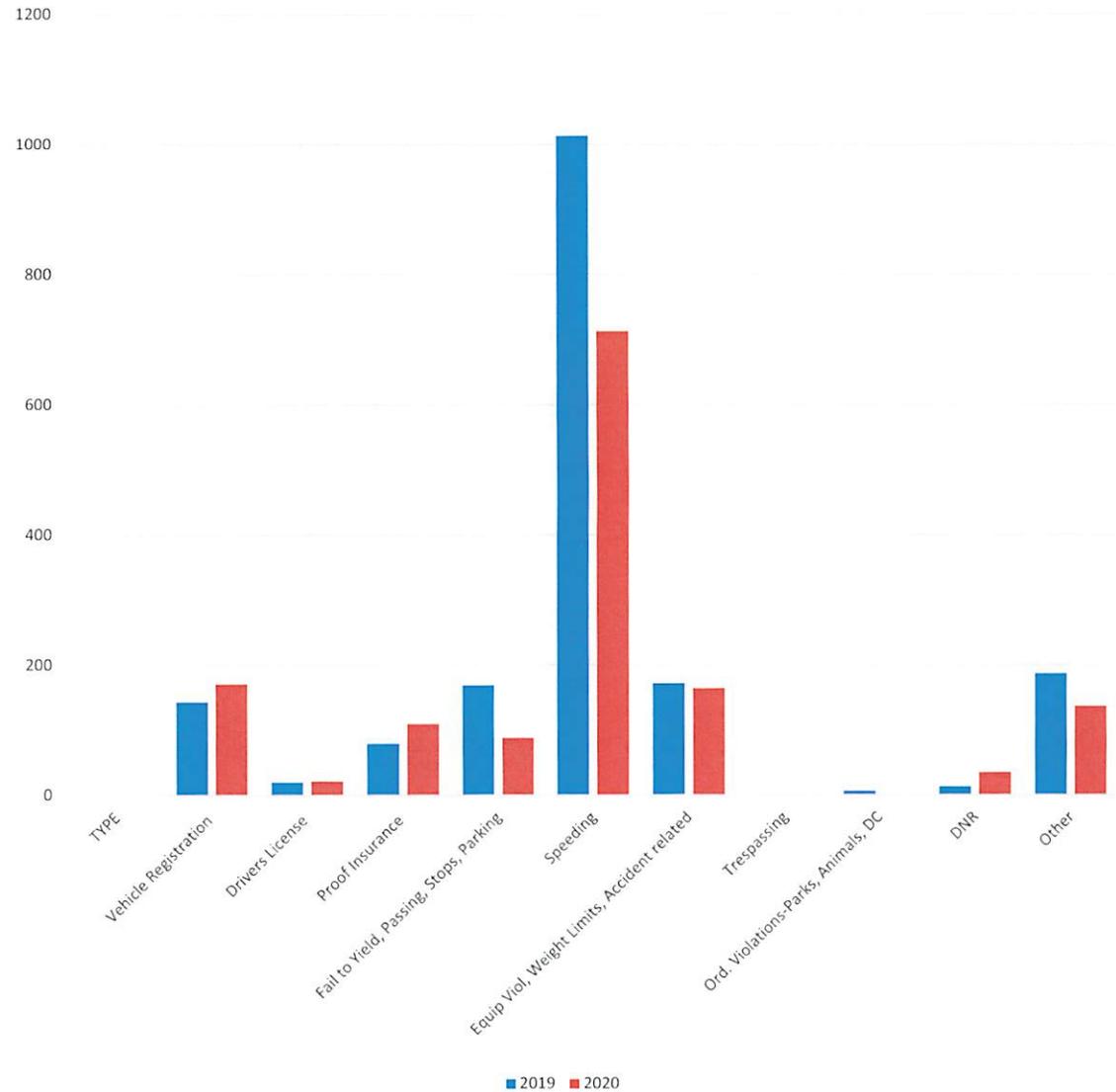


## Green Lake County Sheriff's Office Warnings 2019 - 2020

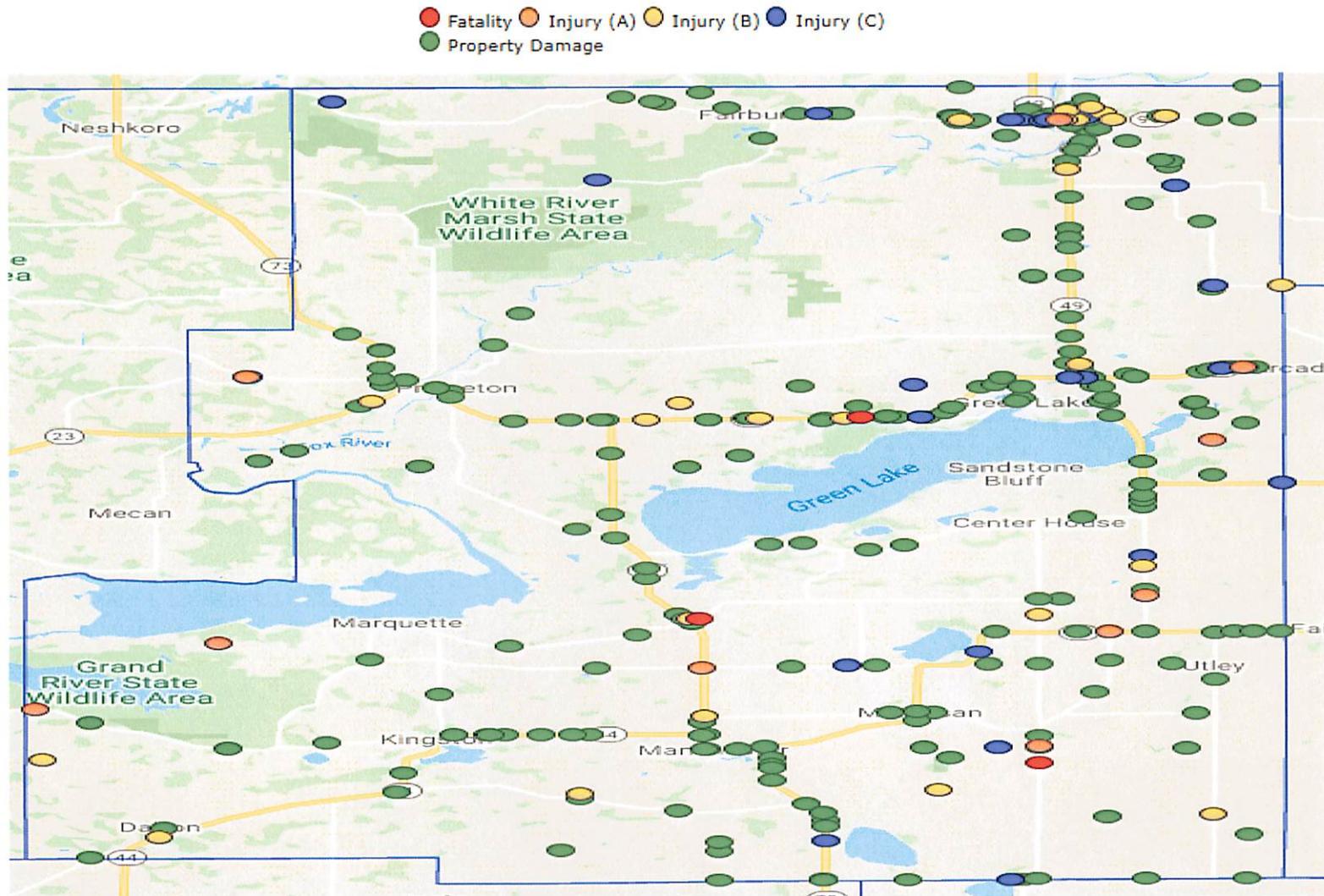
	2019	2020
TYPE	Warnings	Warnings
Vehicle Registration	143	171
Drivers License	20	22
Proof Insurance	79	109
Fail to Yield, Passin	169	88
Speeding	1,013	713
Equip Viol, Weight	171	163
Trespassing	1	1
Ord. Violations-Par	6	1
DNR	13	35
Other	187	136
<b>Total</b>	<b>1802</b>	<b>1439</b>

	2019	2020
BY LOCATION	Warnings	Warnings
<i><u>Townships:</u></i>		
Berlin	218	221
Brooklyn	559	388
Green Lake	239	157
Kingston	24	37
Mackford	84	86
Manchester	145	103
Marquette	93	70
Princeton	176	102
St. Marie	7	14
Seneca	80	68
<i><u>City/Village:</u></i>		
Berlin	61	89
Green Lake	32	10
Markesan	8	11
Princeton	48	40
Kingston	11	8
Marquette	4	0
<i><u>Lakes/Rivers:</u></i>		
Big Green	13	35
Little Green		
Puckaway		
Fox		
<b>Total</b>	<b>1802</b>	<b>1439</b>

Green Lake County Sheriff's Office Warnings Comparison  
2019-2020



## 2020 Crashes Green Lake County

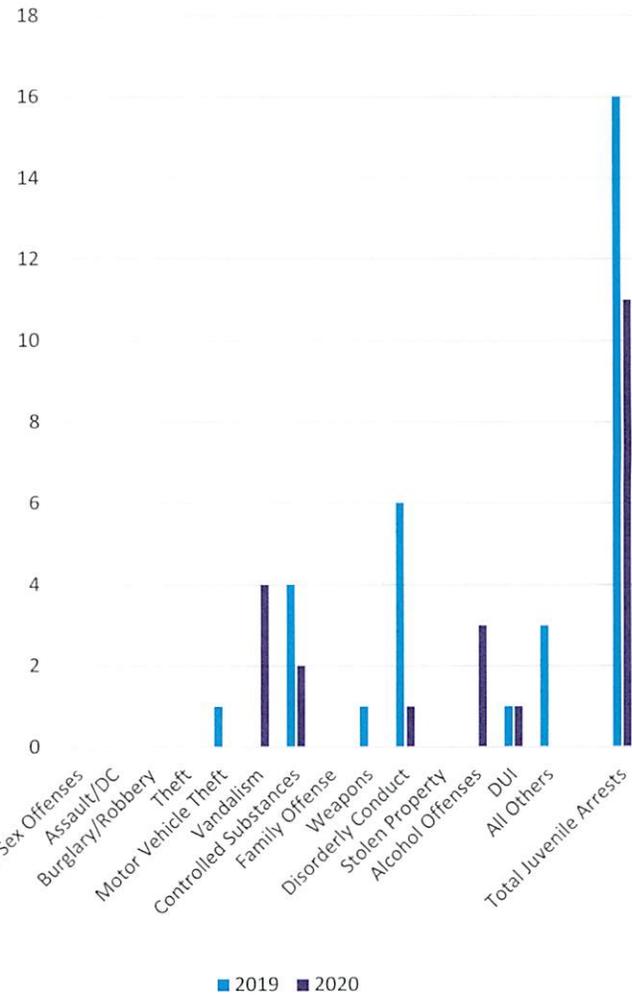


There were **338** total crashes reported resulting in **3** fatalities and **72** injuries. Approximately 130 of these were deer crashes.

**Green Lake County Sheriff's Office Uniform Crime Reporting (UCR) Related Juvenile Arrests**

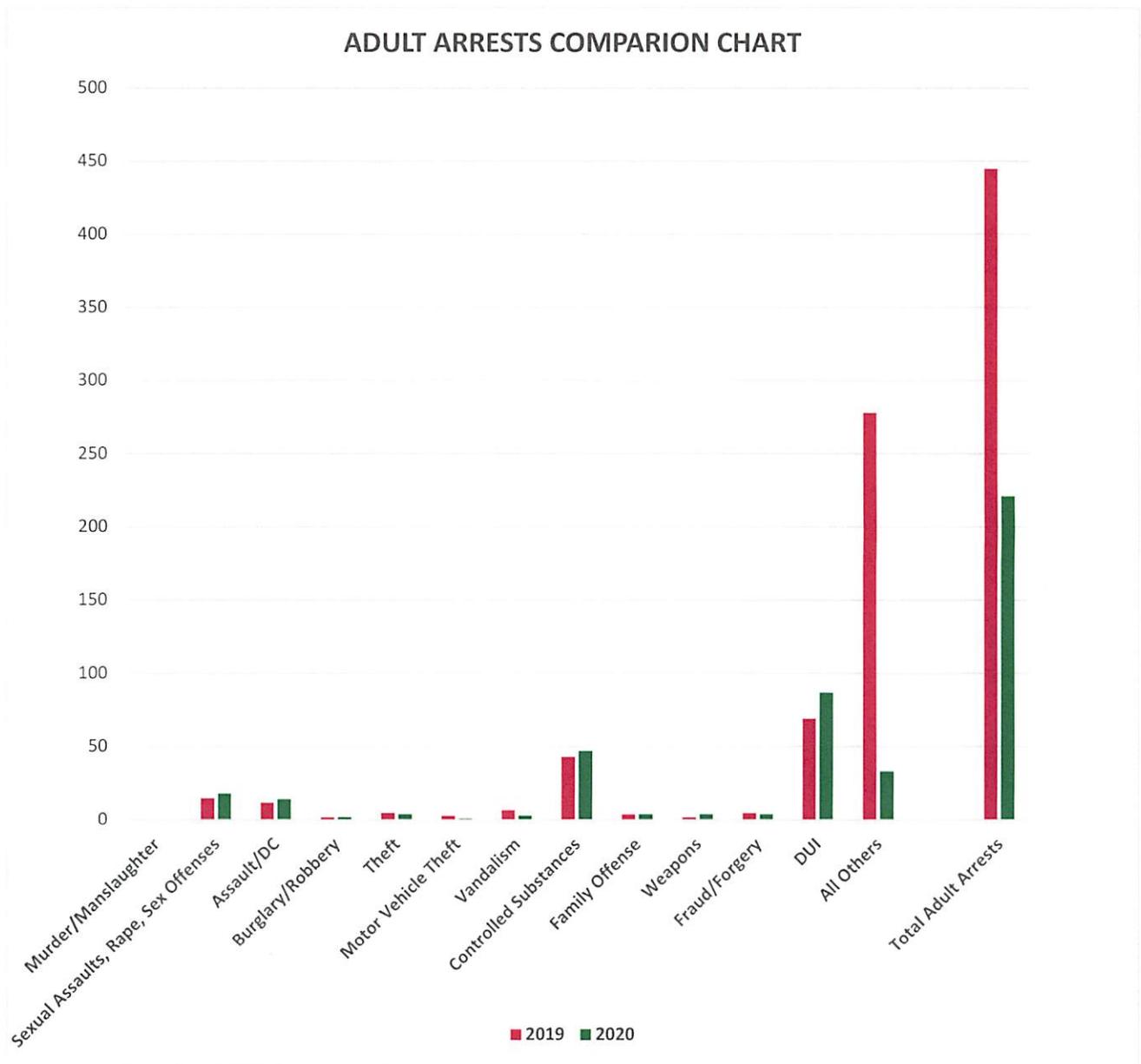
<b>Criminal Arrests Juvenile (UCR)</b>	2019	2020
Murder/Manslaughter		
Sexual Assaults, Rape, Sex Offenses		
Assault/DC		
Burglary/Robbery		
Theft		
Motor Vehicle Theft	1	
Vandalism		4
Controlled Substances	4	2
Family Offense		
Weapons	1	
Disorderly Conduct	6	1
Stolen Property		
Alcohol Offenses		3
DUI	1	1
All Others	3	
<b>Total Juvenile Arrests</b>	<b>16</b>	<b>11</b>

**JUVENILE ARRESTS COMPARISON CHART**



**Green Lake County Sheriff's Office Uniform Crime Reporting (UCR) Related Adult Arrests**

<b>Criminal Arrests Adult (UCR)</b>	2019	2020
Murder/Manslaughter		
Sexual Assaults, Rape, Sex Offenses	15	18
Assault/DC	12	14
Burglary/Robbery	2	2
Theft	5	4
Motor Vehicle Theft	3	1
Vandalism	7	3
Controlled Substances	43	47
Family Offense	4	4
Weapons	2	4
Fraud/Forgery	5	4
DUI	69	87
All Others	278	33
<b>Total Adult Arrests</b>	<b>445</b>	<b>221</b>



# Green Lake County Sheriff's Office Correctional Facility Administration 2020



## Correctional Facility Statistics

Average Daily Population	68
Total Bookings: Male	756
Female	291
Total Meals Served	64,628
Income - Inmates Housed for Brown County	\$4,859.00
Income - Inmates Housed for Calumet County	\$164,991.00
Income - Electronic Monitoring Program	\$31,036.65
Huber Income	\$12,792.21

**GREEN LAKE COUNTY JAIL MONTHLY STATISTICS**

MONTH/ YEAR	ADP	HUBER	HUBER/EMP INCOME	FEMALE DOWN	LOCK	MEALS	EMP	GL INMATES TRANSFERRED	Brown Co. Days SAFEKEEPERS	Billed for Brown Co. Safekeepers	Calumet Co Days Safekeepers	Billed for Calumet Safekeepers
Jan-20	75	7	\$5,451.00	18	50	6316	4	1.2	43	\$ 4,859.00	300	\$ 12,900.00
Feb-20	81	8	\$5,861.42	16	55	6366	4	2	0	\$ -	339	\$ 14,577.00
Mar-20	82	0	\$5,900.53	16	52	6730	6	3	0	\$ -	475	\$ 20,425.00
Apr-20	68	0	\$5,258.15	11	43	4978	8	3	0	\$ -	406	\$ 17,458.00
May-20	64	0	\$3,001.00	11	41	4896	8	3	0	\$ -	399	\$ 17,157.00
Jun-20	70	8	\$4,292.50	12	48	5120	8	3	0	\$ -	343	\$ 14,749.00
Jul-20	65	0	\$3,012.10	12	46	5190	6	2	0	\$ -	364	\$ 15,652.00
Aug-20	69	0	\$2,404.00	12	53	5557	5	1	0	\$ -	315	\$ 13,545.00
Sep-20	70	0	\$2,728.25	9	57	5394	4	1	0	\$ -	220	\$ 9,460.00
Oct-20	62	0	\$2,767.00	5	49	5003	5	1	0	\$ -	205	\$ 8,815.00
Nov-20	57	0	\$1,826.00	7	43	4333	4	2	0	\$ -	233	\$ 10,019.00
Dec-20	58	0	\$1,327.00	11	45	4745	3	2	0	\$ -	238	\$ 10,234.00
<b>Totals</b>			<b>\$43,828.95</b>			<b>64,628</b>				<b>\$ 4,859.00</b>		<b>\$ 164,991.00</b>
Average	68	2	\$3,652.41	12	48	5386	5	2	4		320	

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

## Green Lake County Correctional Facility Bookings

Bookings		
Statute Description	2019	2020
PROBATION VIOLATION/ES Sanctions	238	158
Sentenced/Court App./Waiting for sentence/Commitments/Bonds	229	136
Warrant/Criminal or Contempt/Extradition	155	70
Court Appearances	75	17
Electronic Monitoring	6	27
Safekeepers	65	37
Animal Violations	13	8
Truancy	9	4
Curfew	35	24
DISORDERLY CONDUCT	192	171
Negligence, Endangering, Firearms	21	13
Tobacco Use in Schools	3	1
Underage Alcohol	36	23
Ordinance violations	13	10
FALSE EMERGENCY (911) PHONE US	2	0
Operate Boat/ATV While Intoxicated	2	2
DNR Violations	2	2
minor possessing tobacco	17	10
FAIL/MAINTAIN SEX OFFENDER REG	2	5
Driver's License Violations	165	117
Fleeing/Reckless Driving/Hit & Run	9	8
OWI Related	199	104
OWI - Cause Injury	0	2
IGNITION INTERLOCK DEVICE TAMP	62	41
POSSESS/ILLEGALLY OBTAINED PRE	1	5
CONTEMPT OF COURT - DISOBEY OR	1	1
Violate Injunction or Restraining Order	16	5
Battery, Abuse, Sexual Assault	80	71
Homicide by Negligent Use	0	1
CRIMINAL DAMAGE TO PROPERTY /TRESSPASS	54	74
Burglary/Theft/Robbery/Fraud	88	132
Lewd Behavior	2	0
Resisting/Obstructing/Fail to Report	50	40
Bail Jumping	145	109
Threats and Harassment	10	3
Crimes involving Neglect/Abuse of a child	51	14
Child Support/Custody	5	9
Drug Related, Possess, Manufacture, Sale, Paraphernalia	343	291
<b>Total</b>	<b>2396</b>	<b>1745</b>

The Key to understanding this comparison is that these numbers represent what people were booked for. They did not necessarily spend time in jail. Sometimes people are booked on violations of the law so that charges can be referred up to the DA. Not all cases result in jail time served. Often times people are booked on multiple charges. This comparison does not count the number of people booked. It counts violations they were booked for. This comparison includes people committing violations in the rural area of the County as well as those booked for violations by the City Police Departments.