



# **Jackson County Sheriff's Office**

30 N. 3rd Street - Black River Falls, WI 54615 - (715) 284-9009 - Fax: (715) 284-0252

**DUANE M. WALDERA, SHERIFF – MARK J. MOAN, CHIEF DEPUTY**

E-MAIL: sheriff@co.jackson.wi.us

Chuck Jensen called the meeting to order at 9:32 a.m. on Tuesday February 21, 2017 in the Compass Conference Room of the Jackson County Courthouse. Members present were Jeff Amo, Ray Ransom, Ron Carney & Michelle Greendeer-Rave. Also present Sheriff Waldera, Chief Deputy Moan, Kristina Page and Diane Peterson.

## **Previous Minute Approval**

Motion by Ransom 2<sup>nd</sup> by Greendeer-Rave with changes remove Carney from attendance. All in favor; motion carried.

## **Agenda Revisions**

None

## **Next Meeting Date/Time**

Tuesday March 21<sup>st</sup> 9:30 a.m.

## **Divisional Reports**

Written reports submitted. Jail is at max capacity. Medication costs continue to be high. Comstat is almost ready to go. Captain Bakken did a presentation on how it works. Has staffing been ok with the 3 on admin leave? Yes they have filled in as needed. What is captured in the fraud category? Unauthorized use of funds and active cases. Spillman has a lot of categories that don't pertain to Wisconsin. Plan to transition to IBR (Incident based reporting) by August.

## **LEPC Membership Agreement**

Way to realign the requirements for the LEPC quorum. Meets twice a year. Motion by Amo to approve the categories as indicated and adjust rules for LEPC membership 2<sup>nd</sup> by Carney. All in favor. Motion carried.

## **Communications Job Description**

Looked at the requirements of the job description. The current description lists physical demands that may not be appropriate for the Communications job description. Changing language to No hearing deficit in the pure tone thresholds in each ear. Either greater than 25dB in three of the four frequencies 500. Motion by Greendeer-Rave 2<sup>nd</sup> by Amo to approve the communications and LTE Communications description. All in favor; motion carried.

## **Transcription/Dictation Contract**

Detectives have a lot of major cases and are not able to efficiently keep up on their reports. Rose currently provides this service to DHHS. We would like to establish a similar contract for use in the Sheriff's Office as a backup to major cases to get the information processed faster. We would like to use funds that are in the subcontracted service agreement line already. Not certain at this time how much we will need or what the cost will be so will try for a month or so and if it is too much cost we will relook at what we need to do. Motion by Greendeer-Rave 2<sup>nd</sup> by Carney to approve contract as proposed. All in favor; all in favor; motion carried.

## **Staff vacancies and Recruitment Updates**

Had offered communications to applicant and he went to La Crosse County in their dispatch. Have contingent offer to applicant for FTE communications; LTE communications position was offered and accepted. Meeting with potential candidate on Thursday for FTE communications. Patrol – backgrounds are almost complete. Corrections female application period has been extended in order to try to get more than 2 applicants. Have a year to be certified for corrections. There are no residency requirements anymore. Going to schools when they have their career days and job fairs, colleges and technical colleges.

## **Vouchers Payable**

We have gotten 2 of the Durangos in. Motion by Amo 2<sup>nd</sup> by Greendeer-Rave to approve vouchers. All in favor; motion carried.

## **2016 Budget Report**

Meeting with Cindy on the 6<sup>th</sup> to go over numbers. Looking like we are underspent on expenditures but revenue from 2016 may be under achieved.



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## **2017 Budget Report**

2017 budget is on track.

## **Motion to Adjourn**

Motion by Amo 2<sup>nd</sup> by Ransom to adjourn at 11:10 a.m. all in favor; motion carried.