

**WASHINGTON COUNTY CODE**

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## CHAPTER 5

### SHERIFF'S DEPARTMENT

#### SUBCHAPTER I - CIVIL SERVICE

**5.01 CIVIL SERVICE SYSTEM.** (1) **Authority.** This subchapter is adopted pursuant to the authority of §59.26(8), Wis. Stats.

(2) **Purpose.** This subchapter is intended to implement §59.26(8)(a) and (b), Wis. Stats., so as to provide that all positions in the classified service of the Washington County Sheriff's Department shall be filled by appointment by the Sheriff with candidates who have been certified by the County Civil Service Commission in accordance with these regulations and the Wisconsin Statutes regulating civil service administration.

It is also intended to establish eligibility to participate in the recruitment qualification and training program, as set forth in §165.85, Wis. Stats., and administrative rules adopted pursuant thereto.

(3)(AM 00-24)(AM 11-19) **Scope.** Appointments to and promotions in the classified service of the Washington County Sheriff's Department shall be made only according to merit and fitness, which unless otherwise provided shall be ascertained so far as practicable by examination which so far as practicable, shall be competitive.

The classified service of the department comprises all full time Deputy Sheriff positions as authorized and classified by the Washington County Board of Supervisors.

**5.02 CIVIL SERVICE COMMISSION ORGANIZATION AND MEMBERSHIP.** (1) **Establishment.** There is hereby established, pursuant to §§59.26(8)(a) and 63.01, Wis. Stats., a County Civil Service Commission which shall administer these civil service regulations and be charged with the duty of conducting competitive examinations as hereinafter provided. The Commission shall consist of 5 members who shall be legal residents of Washington County. Commission members shall be elected on the basis of recognized and demonstrated interest in and knowledge of the problems of civil service. No person holding any elective or appointive public position or office of any kind in Washington County government shall be elected thereto.

(2) **Terms.** In the month of December of each year the County Board of Supervisors shall elect one member to the Commission to hold office for a term of 5 years from the first day of January next succeeding his or her appointment and until his or her successor is elected and qualifies.

(3) **Oath.** Every person elected a member of the Commission shall take and file an official oath.

(4) **Compensation.** Each member of the Commission shall be compensated for services and mileage as provided in sec. 4.20 of this Code.

(5) **Organization.** The Commission shall promptly organize and shall elect from its membership a Chairperson, Vice Chairperson and Secretary whose terms of office shall be one year from the date of election or until successors have been duly elected and qualified. Minutes of all meetings of the Commission shall be in writing and shall be preserved in a proper record book for that purpose. Such Secretary shall preserve all reports made to the Commission, keep a record of all examinations held under its direction, keep the eligible lists of candidates for appointment, and perform such other duties as the Commission may from time to time prescribe. All meetings of the Commission shall be at the call of the Chairperson or upon written request of any 2 Commissioners directing the Chairperson to hold such a meeting. Three Commissioners shall constitute a quorum.

(6) **Supplies.** The County Board shall provide suitable office furniture, stationery, light, heat, telephone and all other necessary supplies and conveniences to enable the Commission to perform its duties.

(7)(AM 99-12) **Director of Human Resources, Member.** The Washington County Director of Human Resources shall serve as an ex-officio member of the Commission and shall make the services of his or her office available to the Commission. In addition the Director of Human Resources shall, at the direction of the Commission serve as recording Secretary during Commission meetings.

(8) **Records.** A copy of all official Civil Service Commission minutes shall be kept on file in the County Clerk's office.

**5.03 DUTIES AND POWERS OF THE COMMISSION.** (1) **Rules.** The Commission shall prepare and adopt rules of procedure and other administrative regulations which will implement §§63.05 to 63.17, Wis. Stats., except §§63.065 and 63.15, Wis. Stats., so far as the same shall be consistent with §59.26(8), Wis. Stats., together with such other rules and regulations as shall, in the judgment of the Commission, be necessary to secure the best service for the Sheriff's Department and shall tend to promote expedition and speed the elimination of all unnecessary formality in making appointments. Such rules and regulations shall be printed and distributed in such manner as will reasonably inform the public of the County as to their purpose, and shall take effect 10 days after they have been published.

(2) **Examinations.** The Commission shall receive applications and conduct examinations of applicants for the various positions in the classified service of the department with that frequency necessary to meet the needs of the department. The time and place of such examinations, together with the requirements of the position, and all other necessary information shall be sufficiently advertised by the Commission in such manner as the Commission shall by its rules determine. The examination shall include written tests, reports, and an oral interview, as may be required by Ch. LES 2 Wis. Admin. Code, and may include other reports or tests as the Commission may by its rules determine. The comparative weights, if any, to be given to previous

experience, training, written or demonstration test, oral test, and the various other phases or elements of the examination to which the applicant may be subjected, shall be provided for in advance by the rules of the Commission. The Commission may, at its option, request the assistance of the Wisconsin Department of Administration or any other personnel agency, company or person in preparing and conducting the examinations. The County shall pay the cost of any such assistance.

(3)(AM 09-6) **Eligible List.** The Commission shall place upon an eligible list the names of all candidates who have, within a period of time to be specified in the rules of the Commission, passed an examination appropriate to the position in question. If a candidate is not selected for a position within one year from being placed on the list, the candidate's name will be removed.

(4)(AM 09-6) **Appointments.** The Secretary of the Commission shall, if an eligible list as hereinbefore provided is in existence, certify to the Sheriff the names of the 3 candidates standing highest on that list when the Sheriff requests the same for the purpose of filling a vacancy in any position in the classified service of the department. Pending the holding of such examination and the creation of an eligible list, the position in question may be filled temporarily by the Sheriff as hereinafter provided.

**5.04 QUALIFICATIONS, CLASSIFIED SERVICE APPOINTMENTS.** (1)(AM 11-21) No person shall be eligible to apply for an initial appointment to the classified service of the Sheriff's Department unless he or she meets the following qualifications:

(a) The applicant must be a United States citizen for at least 1 full year prior to the date of the Civil Service examination.

(b) The applicant shall not be younger than 21 years of age prior to the last date for filing an application to take the Civil Service examination, except as hereafter provided.

(c) The applicant must possess a high school diploma or the equivalent of a high school diploma and an associate degree or 60 college credits from an accredited technical school, college or university. "Equivalent" shall be deemed to mean a diploma issued by an out of State high school accredited by the appropriate agency of the State concerned, or the passing of the General Education Development test or any other test recommended by the Wisconsin Department of Public Instruction as indicating high school graduation level.

(d) The applicant shall not have been convicted of a criminal offense equivalent to a felony or a serious misdemeanor under Wisconsin law, unless such judgment of the conviction has been reversed or a pardon granted.

(2)(AM 99-12)(AM 05-10) In accordance with §63.05(2), Wis. Stats., the Commission shall impose no restrictions as to age in the case of veterans, and in the certification of candidates, other conditions being equal, shall give preference to veterans of any of the wars of the United

States as defined in §§45.001 and 45.34, Wis. Stats., or as currently or subsequently defined by the congress of the United States or executive order. "Preference" means that whenever an honorably discharged veteran competes in an original entrance examination before the Commission and passes the minimum grade, he or she shall be accorded the appropriate points to which he or she is eligible as provided in §63.08 through §63.17, and §230.16, Wis. Stats.

**5.05 APPOINTMENTS TO CLASSIFIED SERVICE.** (1)(AM 09-6) **Sheriff's Authority.** The Sheriff shall make all appointments to and promotions in the classified service of the Sheriff's Department. Except as otherwise provided, the Sheriff shall fill a vacancy by appointing from among the 3 candidates certified as eligible for appointment by the Secretary of the Commission. The Sheriff shall make appointments to fill vacancies with reference solely to merit and fitness from the candidates certified, unless he or she shall make an objection to one or more of the candidates named and such objection is sustained by the Commission, in which case the Secretary of the Commission shall remove that name from the list. Any candidate who has been considered by the Sheriff for appointment for three separate vacancies without being appointed shall be dropped from the list.

(a) The Sheriff shall acknowledge §59.26(10), Wis. Stats., and have the ability to make appointments to the classified service consistent with said statute. Appointments pursuant to §59.26(10), Wis. Stats., are not required, however.

(b) When making all appointments, the Sheriff may offer experienced candidates after successful completion of the requisite probationary period up to the fourth pay step consistent with the candidate's years of experience.

(2) **Transfers.** The Sheriff may transfer an employee with permanent status in the classified service of the department from a position in one classification to a position in another classification on the same compensation level, provided the employee is first certified by the Commission, in accordance with its rules, as having the qualifications for the position in the new classification.

(3) **Voluntary Demotion.** In the event that an employee with permanent status in the classified service of the department voluntarily requests a demotion, the Sheriff may transfer such employee from the position in the employee's current classification to a vacancy in a position in another classification in a lower compensation level, provided the employee is first certified by the Commission, in accordance with its rules, as having the qualifications for the position in the new classification.

(4) **Reinstatement.** Any employee with permanent status in the classified service of the department who voluntarily terminates his or her employment in the department by written resignation, shall be eligible for reinstatement by the Sheriff for a period of one year from the date of separation. Longevity, sick leave and seniority rights shall not accumulate during said period of separation. Reinstatement may be to a vacancy at any classification level, up to and including the highest level last achieved by said person prior to such separation. Upon the expiration of said one year period, such person shall have no rights to reinstatement to the department; however, he

or she shall be eligible to apply to the Commission for an initial appointment to the department, regardless of age, so long as he or she has not yet reached mandatory retirement age. Employees separated from the department pursuant to sec. 5.06 of this chapter shall not be eligible for reinstatement.

(5)(AM 09-6) **Residence.** (a) Every person who is hired prior to July 1, 1979, and who gains permanent status in the classified service of the department as hereinafter provided, must establish and maintain residence in Washington County within 2 months from the date of gaining such permanent status. In the event said appointee does not establish and maintain residence in Washington County within said 2-month period, he or she shall be dismissed by the Sheriff unless the Sheriff is satisfied that special circumstances require a reasonable extension of time in which to establish residence.

(b) Employees appointed to the classified service after July 1, 1979, shall be required to establish and maintain residence within Washington County or its six contiguous counties, by the end of the probationary period. In the event said appointee does not establish and maintain residency as prescribed herein, he or she shall be dismissed by the Sheriff. No extensions of the time limit shall be allowed.

(c) For purposes of this subsection, residence shall be required of employees during all periods of regular employment and approved leaves of absence.

(6) **Temporary and Emergency Appointments.** When there is a need to fill a position in the classified service of the department for a period of not to exceed 6 months' duration, the Sheriff may make an emergency appointment for such period from the proper eligible list, if there be one. Should no proper eligible list be available, the Sheriff may make an emergency appointment subject to such rules and restrictions as the Commission may adopt, in which case the person so appointed shall not have Civil Service status or rights. Such appointments may be extended once, but not to exceed 6 months, by resolution of the County Board after receipt by it of a recommendation for such extension from the Commission. The acceptance or refusal of a temporary appointment by a person on an eligible list shall not affect his or her standing on the eligible list for permanent employment, nor shall the period of service of any temporary appointment be counted as a part of the probationary period hereinafter established. This subsection shall apply to a position created on a temporary basis, or to a temporary appointment to a position created on a permanent basis.

(7) **Bond.** In accordance with §59.21(4), Wis. Stats., every appointee of the Sheriff shall be included in the public employee blanket position bond provided for in sec. 4.01 of this Code.

(8) **Probation.** Candidates who are appointed to the classified service of the department shall hold conditional appointments for a probationary period of 1 year.

Upon the successful completion of the probationary period, the appointee shall gain permanent status in the classified service of the department. If at any time during the probationary period of one year, the progress in training, work or character of the appointee is found to be

unsatisfactory, or if, in the opinion of the Sheriff, the appointee is incompetent or unqualified to perform the duties of the position to which he or she has been certified, the Sheriff may discharge the appointee from his or her position prior to the completion of the probationary period. The Sheriff shall within 5 days of the date of discharge, submit to the Commission and the discharged appointee a written statement of his or her reasons for such discharge.

(9) **Promotions.** Employees who are promoted in the classified service of the department shall hold conditional appointments for a trial period of 3 months. Upon successful completion of said trial period, the person so promoted shall gain permanent status in his or her promoted position. If a person so promoted fails to gain permanent status in his or her promoted position, he or she shall revert to a position similar to, or the same as the one previously held by him or her in the department.

(10) **Tenure in Office.** The provisions of this chapter with respect to the examination and appointment of persons to offices or positions in the department shall be applied prospectively from January 1, 1971.

Members of the department on January 1, 1971 who, by the terms of these civil service regulations come within their jurisdiction shall each continue to have tenure in office and permanent status in their respective position and/or rank or a position with equivalent rank.

**5.06 SUSPENSION, DEMOTION OR DISMISSAL.** (1) Persons appointed in conformity with the provisions of these civil service regulations shall hold office on good behavior and shall not be suspended, demoted or dismissed except as provided by §59.26(8) (b), Wis. Stats., provided, however, that the same shall not apply to the discharge or demotion of an appointee pursuant to sec. 5.05(7) of this chapter.

(2) The Sheriff shall formulate and make available to all members of the Sheriff's Department, a Manual of Standard Operating Procedures, the violation of which may be cause for suspension, demotion or dismissal pursuant to §59.26(8)(b), Wis. Stats. A complete set of such rules shall be kept current by the Sheriff and made available to all members of the department at any time, at several locations within the department designated by the Sheriff.

**5.07 SHERIFF'S GRIEVANCE COMMITTEE.** (AM 99-45) The Public Safety Committee shall perform the function of a grievance committee as set forth in §59.26(8)(b), Wis. Stats.

**5.08 POLITICAL ACTIVITY.** (1) This chapter shall in no way be construed as prohibiting any employee in the classified service of the Sheriff's Department from seeking or becoming a candidate for a political office or otherwise engaging in political activity. Such employee shall not, however, engage in such activity during the hours when he or she is on duty, nor shall he engage in any political activities when not on duty to such an extent that his or her efficiency during working hours will be impaired or that he or she will be tardy or absent from work.

(2) A temporary leave of absence, without pay, for the purpose of becoming a candidate for the office of Sheriff or other full time public office, shall be granted by the Commission to any employee with permanent status who requests it. Such request shall be filed in writing with the Commission not later than July 15 of the election year. Such temporary leaves of absence shall be for a period of at least 14 consecutive days and not more than 6 months, commencing not more than 6 months prior to the date of the general election. Determination of the Commission shall be final with respect to the dates of such leaves of absence. If a candidate for public office who was granted a leave of absence is defeated in a primary election, he or she may apply to the Commission for termination of his or her leave of absence forthwith. The Commission shall reinstate him or her to the position which he or she held prior to securing the leave of absence. If a candidate for public office who was granted a leave of absence is defeated in the general election, his or her leave of absence shall immediately terminate and he or she shall be reinstated to the position which he or she held prior to the leave of absence. Any employee taking a leave of absence to become a candidate for Sheriff or other full time public office shall not thereby lose any seniority rights.

(3) In the event an employee, while a candidate for public office, has not applied for a leave of absence, and his or her political activity becomes detrimental to the general welfare of the department, the Sheriff or any member of the department may petition the Commission for a determination of such fact. The Commission shall hold a hearing upon notice to such candidate, the petitioners and other interested parties. Determinations of the Commission shall be final and the Commission shall be empowered to impose upon such candidate a mandatory leave of absence, without pay consistent with this section, if it finds that his or her political activity is detrimental to the general welfare of the department and that such a mandatory leave of absence will be for the good of the department.

(4)(AM 05-16) Any employee of the department who is elected to the office of Sheriff, commencing with the election of 1970, shall be separated from the classified service of the department upon taking the oath of that office. Such person shall, for a period of 6 years, be eligible for reinstatement as set forth in sec. 5.05(4) of this chapter. The time spent serving as Washington County Sheriff shall count as tenure as though such Deputy Sheriff had not been on such leave, provided that his/her tenure in the Office of sheriff is not terminated for reasons of conduct unbecoming an officer or for improperly performing his/her duties as an officer of the law.

**5.09 DEPUTY SHERIFFS, NUMBER.** (1) The Board of Supervisors shall fix the number of Deputy Sheriffs to be appointed and the salaries to be paid, but the number shall not be less than required by law.

(2) Should it be determined by the Board of Supervisors at any time that the number of authorized positions in the classified service of the Sheriff's Department must be reduced for any reason, employees shall be dismissed by classification in order of seniority. If the number of positions is thereafter increased by the County Board, any person so dismissed shall be eligible for reinstatement without further civil service examination at any time within 2 years from date of dismissal. Such person must, however, meet the physical requirements established by the Commission to be eligible for reinstatement.



**SUBCHAPTER II - COUNTY JAIL ADMINISTRATION**

**5.10 (RR 02-17) MAINTENANCE AND BOARD FOR COUNTY JAIL PRISONERS.**

(1) **Authority and Intent.** Pursuant to the authority provided by §§302.372, 302.38, 302.381, 302.388, 302.425, 302.43, 303.08 and 303.19, Wis. Stats., it is the intent of these provisions that incarcerated persons be held responsible for paying the cost of incarceration and any related expenses, to the extent permitted by law.

(2)(CR 13-23) **Convicted Prisoners.** (a) Every prisoner who is sentenced to the Washington County Jail serving straight time shall pay a one-time processing fee (Booking Fee) of \$30 and shall reimburse the County for the same in accordance with the law.

(b) Every prisoner sentenced to Wisconsin Department of Corrections probation who is placed on Hold Status in the Washington County Jail, shall pay a one-time processing fee (Booking Fee) of \$30 and shall reimburse the County for the same in accordance with the law.

(c) Every prisoner requesting a transfer to or from the Washington County Jail shall be charged a fee of \$50 per request to cover the administrative costs of background investigation and coordination of transfer and shall reimburse the County for same in accordance with the law.

(3) (AM 03-32)(AM 04-19)(AM 07-21)(AM 09-11)(AM 10-15)(AM 13-23) **Huber Law Prisoners.** (a) Every prisoner who is sentenced to the Washington County Jail under the provisions of §303.08(4), Wis. Stats., (Huber Law) and is gainfully employed, shall be liable to Washington County for per capita maintenance and board costs at the rate of \$20 per day and a one-time processing fee of \$30 and shall reimburse the County for the same in accordance with the law.

(b) Inmates granted release for purposes of conducting the self-employed occupation of housekeeping or attending the needs of a person's family shall be established at the rate of \$20 per day and a one-time processing fee of \$30 and shall reimburse the County for the same in accordance with the law.

(c) Inmates granted release to pursue educational studies, other than required high school attendance, shall be established at the rate of \$20 per day and a one-time processing fee of \$30 and shall reimburse the County for the same in accordance with the law.

(d) Inmates are subject to random drug screening during incarceration and shall be charged \$25 for each positive result.

(e) Non-working inmates granted Huber privileges for which the fees set forth at (a), (b), (c) or (d) above are not applicable shall be charged \$5.00 per day.

(4)(AM 04-19)(AM 07-21)(AM 09-11)(AM 13-23) **Electronic (Home) Monitoring.** Inmates placed in the home monitoring program under §302.425, Wis. Stats., shall be established at a rate of \$26 per day plus an additional \$5 per day if inmate is placed on the "Mims" Program and a one-time processing fee of \$25 and shall reimburse the County for same in accordance with the law. The Sheriff may require prepayment of the expenses set forth herein as a requirement for participation in this program.

(5) (AM 13-23) **Medical Expenses.** Inmates shall be responsible for the actual costs of medical expenses incurred by Washington County as set forth in §302.38, Wis. Stats., and the County may seek reimbursement for same in accordance with the law. The Sheriff may establish a system of co-payments for the services of the Jail Nurse and Jail Doctor.

(6) (AM 13-23) **Prisoner Reimbursement.** (a) Financial Status Form. Every person confined to the Washington County Jail shall complete a financial disclosure form containing the information set forth in §302.372(2)(b), Wis. Stats.

(b) Action for Reimbursement. Within 12 months after the release of a prisoner from jail, Washington County may commence an action in Circuit Court to recover the expenses under this ordinance plus the costs to investigate the financial status of the prisoner and the expenses of collection not otherwise recovered or be barred as permitted by §302.372(6), Wis. Stats.

(7) (AM 13-23) **Institutional Accounts.** The Sheriff may charge a prisoner for the expenses set forth above, while he/she is a prisoner; plus the costs to investigate the financial status of the prisoner and the expenses of collection.

(a) If the Sheriff maintains an institutional account for a prisoner's use for payment of items from canteen, vending, or similar services, the Sheriff may make deductions from the account to pay for the expenses set forth above. If the prisoner has a balance due for expenses under this ordinance, from prior incarcerations, any institutional account created as part of a subsequent incarceration may be used to recover the sums due from the prior incarceration.

(b) If the Sheriff maintains an account of a Huber prisoner pursuant to §303.08(3), Wis. Stats., the Sheriff may make deductions from the account to pay for the expenses set forth in this ordinance subject to the limitations of §303.08(5), Wis. Stats.

(8) (AM 13-23) **Prisoner Cooperation.** A prisoner in a jail shall cooperate with the County in seeking reimbursement under this section for expenses incurred by the County. A prisoner who intentionally refuses to cooperate may not earn good time credit under §302.43, Wis. Stats., or diminution of sentence under §303.19(3), Wis. Stats.

(9) (AM 13-23) **No Duplication of Expenses.** Washington County shall not recover the same expenses twice.

**5.11 COUNTY JAIL - MEALS, LAUNDRY.** Pursuant to §59.22(3), Wis. Stats., the Sheriff shall be responsible for the meals served to prisoners in the jail and the laundry of the jail without additional compensation.

**5.12 MUNICIPAL COURT PRISONERS.** (1)(AM 10-15) **Rate Established.** Pursuant to §800.095(6), Wis. Stats., the daily rate for the expenses of prisoners of any municipal court system within Washington County is \$20 per day.

(2) **Juvenile Prisoners.** The rate for juvenile prisoners shall be the County's direct and actual expense for detention of the juvenile, including transportation costs if not provided by the municipality directly.

(3) **Scheduling.** In order to minimize the displacement of prisoners occupying the County Jail at a higher rate, municipal authorities are encouraged to schedule the detention of municipal prisoners in advance, where possible.

(4) **Medical and Dental Expenses.** As provided by law, medical, dental and related expenses remain the responsibility of the municipality and the prisoner. If possible, the Sheriff shall contact the municipality in advance of the incurring of any such expense, however, failure to contact the municipality shall not release the municipality's responsibility for any such expense so incurred.

### **SUBCHAPTER III - MISCELLANEOUS PROVISIONS**

**5.13 STRAY DOGS.** The Sheriff is authorized to make arrangements with kennels, to comply with the Wisconsin Statutes, for the caring of and disposing of stray dogs which come into the possession of the Sheriff's Department and in accord with sec. 14.05 of this Code. The costs of caring for and disposing of such animals shall be paid out of the dog license fund as provided by Wisconsin Statutes.

#### **5.14(R 11-8) (Reserved)**

**5.15 ENHANCED 911 TELEPHONE SERVICE SYSTEM.** (1) An Enhanced 911 telephone system for the County is hereby authorized and created.

(2) The County Board Chairperson and County Clerk are authorized to execute an agreement whereby the County will release, indemnify, defend and hold harmless the Public Service Commission and the State of Wisconsin for any injuries or damages arising out of the E911 System.

(3) The County will provide for the receiving of emergency calls from telecommunication devices for the deaf (TDD) for deaf users.

(4) An E911 plan of operation, to include the following subjects, will be maintained by the 911 coordinator, who shall be designated by the County Board Chairperson:

- (a) Service area.
- (b) Public safety answering point.
- (c) Public safety answering point alerting methods.
- (d) List of responding agencies.

- (e) Advanced features.
- (f) Non-emergency telephone numbers.

(5) County authorizes the levy of a charge on all service users in the County to finance the costs related to the establishment of an E911 system, including nonrecurring and recurring charges, within the County, said charge to be determined as set forth in §146.70(3), Wis. Stats.

(6) The County Board Chairperson and the County Clerk are authorized to enter into a contract with Wisconsin Bell and GTE North for the installation and maintenance of an E911 system for a basic period of 5 years, with automatic one-year extensions.

(7) The provisions of Resolution No. 14-89-90 authorizing participation in a 911 emergency response system are incorporated herein by reference.

**5.16 EXPENSES OF EXTRADITION.** (1) Agents of the State of Wisconsin, acting on behalf of Washington County under the Uniform Criminal Extradition Act, shall be entitled to the compensation set forth in §976.03(24), Wis. Stats., and to the actual and necessary expenses incurred in the performance of this duty. Where the agent is an employee of Washington County, the employee agent shall be entitled to receive his or her actual salary in lieu of the statutory compensation. Actual and necessary expenses shall be allowed to employees as provided for in sec. 4.17(3) of this Code.

(2) As provided in §976.03(25), Wis. Stats., where the District Attorney certifies in writing that it is necessary or desirable, one or more peace officers may accompany and assist the agent and shall be compensated at the rate set in said statute. Actual and necessary expenses shall be claimed and allowed as provided in said statute. Where the assistant is an employee of Washington County, compensation and expenses shall be as allowed to employees in sub. (1) above of this section.

(3) It is the express policy of this Board that the District Attorney seek restitution of the compensation and expenses incurred under this section from the person subject to the extradition.

**5.17 AUTHORIZATION TO CONDUCT RECORD CHECKS.** (1) The Sheriff's Department is authorized to conduct National Crime Institute Center (NCIC), Crime Information Bureau (CIB), and local arrest and conviction record checks for the governments of the towns, cities and villages which require record checks as part of a local or state licensing procedure or where required by charitable, non-profit or volunteer agencies where record checks are essential to health and safety as further determined by the Sheriff. Records checks are specifically authorized, but are not limited to the following circumstances or agencies: as part of an operator's or bartender's license application procedure, as required by public and private nursing homes for employee screening, as required by adoption agencies or foster care agencies, as required by charitable organizations, non-profit social agencies and other volunteer agencies providing health care or supervision services.

(2) The Sheriff is also specifically authorized to conduct record checks where required by court order or on behalf of any employer or agency where an agent or employee is required by law or custom to be bonded.

(3) Nothing in this section shall be construed to limit the Sheriff's traditional authority to do record checks in the ordinary course of law enforcement.

**5.18(CR 04-20) SHERIFF'S DEPARTMENT – FEES FOR SERVICES PROVIDED.**

(1) **Authority and Intent.** Pursuant to the authority provided in Chapter 814 of the Wisconsin Statutes, County Boards are authorized to establish fees higher than the statutory amounts for certain services provided by the Sheriff. It is the intent of this section to set forth actual, reasonable and necessary costs of the Sheriff Department services, to the extent permitted by law.

(2)(AM 07-21)(AM 17-2) **Service of Process.** For each service or attempted service of a summons, or any other process for commencement of an action, a writ, an order of injunction, subpoena, or any other order, a flat fee of \$75 that includes 3 attempts shall be collected unless waived or reduced by the Sheriff. The flat fee includes three separate attempts and additional attempts thereafter shall be charged \$25 per attempt, pursuant to §§814.70(1) and 814.705(1), Wis. Stats.

(3)(AM 17-2) **Mileage.** Mileage for any of the services provided herein is included in the flat fee.

(4)(AM 17-2) **Execution of Judgment.** For serving an execution on a judgment or other writ not provided for, \$20 per attempt, plus Deputy Sheriff's top hourly rate of pay and billable benefits, pursuant to §§814.70(2) and 814.705(1), Wis. Stats.

(5)(AM 17-2) **Sale of Real Estate.** For conducting sale of real estate, a charge of \$150 for posting and for conducting the sale, if needed, shall be required pursuant to §§814.70(9) and 814.705(2), Wis. Stats.

(6) **Seizure of Property or Evictions.** Deputy Sheriffs services will be charged at the top hourly rate of pay plus billable benefits and a flat fee of \$40 to cover all necessary administrative and mileage expenses for the following services, pursuant to §§814.70(8) and 814.705(3), Wis. Stats.

(a) Serving any writ or other process.

(b) Seizure and inventory of property on attachment, replevin, execution or eviction on a writ of restitution or writ of assistance.

(7)(CR 09-11)(AM 13-23) **Execution of Warrant.** A charge of \$30 shall be paid for the execution of a warrant, pursuant to §§814.70(1) and 814.705(1), Wis. Stats.