

AGENDA

JEFFERSON COUNTY BOARD MEETING

TUESDAY

OCTOBER 22, 2024

7:00 p.m.

**Jefferson County Courthouse
311 S. Center Avenue, Room C2063
Jefferson, WI 53549**

[Livestream on YouTube](#)

Register in advance for this webinar:
https://zoom.us/webinar/register/WN_N2ghwZR3TQenotKF1KEwmQ
After registering, you will receive a confirmation email containing information about joining the webinar.

1. **CALL TO ORDER**
 2. **ROLL CALL BY COUNTY CLERK**
 3. **PLEDGE OF ALLEGIANCE**
 4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
 5. **APPROVAL OF THE AGENDA**
 6. **COMMUNICATIONS**
 7. **PUBLIC COMMENT (agenda items)**
 8. **REPORTS**
 - a. Report – Net New Construction 2024 (Page 1)
 - b. Report – 2024 County Apportionment (Page 2)
 9. **PUBLIC HEARING**
 - a. [2025 Recommended Budget](#) (Public Comment on Budget items)
 10. **SPECIAL ORDER OF BUSINESS**
 - a. Questions and Answers on the 2025 Budget
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **EXECUTIVE COMMITTEE**
 - a. Resolution – Authorizing contract with Executive Search Firm (Page 5)
 12. **FAIR PARK COMMITTEE**
 - a. Resolution- Authorizing the purchase and installation of PA system Fair Park (Page 7)
 13. **HUMAN RESOURCES COMMITTEE**
 - a. Ordinance – Amending Sections of the Jefferson County Civil Service Ordinance (Page 9)
 14. **APPOINTMENT BY COUNTY ADMINISTRATOR** (Page 20)
 - a. Travis Maze, Sheriff’s Representative to the Traffic Safety Commission for an indeterminate term
 15. **PUBLIC COMMENT** (General)
 16. **ANNOUNCEMENTS**
 - a. DNR Learning Sessions for Local Governments on Redevelopment - Sign Up
 17. **ADJOURN**

**NEXT COUNTY BOARD MEETINGS
TUESDAY, NOVEMBER 12, 2024
7:00 P.M.**

NET NEW CONSTRUCTION 2024

COMUN CODE	MUNICIPALITY	2023 EQUALIZED VALUE	2024 NET NEW CONSTRUCTION	PERCENT
28002	TOWN OF AZTALAN	197,160,300	2,277,000	1.15%
28004	TOWN OF COLD SPRING	112,066,300	1,157,000	1.03%
28006	TOWN OF CONCORD	310,559,900	3,518,000	1.13%
28008	TOWN OF FARMINGTON	214,550,500	1,219,800	0.57%
28010	TOWN OF HEBRON	160,921,700	1,632,000	1.01%
28012	TOWN OF IXONIA	751,593,300	3,523,000	0.47%
28014	TOWN OF JEFFERSON	314,879,700	4,187,800	1.33%
28016	TOWN OF KOSHKONONG	615,050,900	9,144,000	1.49%
28018	TOWN OF LAKE MILLS	577,045,800	6,799,000	1.18%
28020	TOWN OF MILFORD	180,116,800	1,386,000	0.77%
28022	TOWN OF OAKLAND	588,993,000	5,951,600	1.01%
28024	TOWN OF PALMYRA	340,565,800	7,038,600	2.07%
28026	TOWN OF SULLIVAN	342,579,700	3,540,300	1.03%
28028	TOWN OF SUMNER	180,769,500	706,500	0.39%
28030	TOWN OF WATERLOO	151,550,800	-343,700	-0.23%
28032	TOWN OF WATERTOWN	318,969,400	4,157,500	1.30%
28111	VILLAGE OF CAMBRIDGE *	9,019,300	0	0.00%
28141	VILLAGE OF JOHNSON CREEK	546,683,800	8,971,700	1.64%
28146	VILLAGE OF LAC LA BELLE *	656,400	0	0.00%
28171	VILLAGE OF PALMYRA	185,016,100	25,700	0.01%
28181	VILLAGE OF SULLIVAN	74,296,800	750,000	1.01%
28226	CITY OF FORT ATKINSON	1,352,486,400	6,101,800	0.45%
28241	CITY OF JEFFERSON	814,604,800	11,678,700	1.43%
28246	CITY OF LAKE MILLS	900,335,500	31,635,400	3.51%
28290	CITY OF WATERLOO	343,581,200	1,330,100	0.39%
28291	CITY OF WATERTOWN *	1,502,696,100	4,716,200	0.31%
28292	CITY OF WHITEWATER *	121,869,300	739,900	0.61%
28999	COUNTY OF JEFFERSON	11,208,619,100	121,843,900	1.09%

* Split districts are summed at the end of the report

JEFFERSON County

2024 County Apportionment

District	Equalized Value Reduced by TID Value Increment	% to Total
Aztalan	218,198,300	.018718092
Cold Spring	120,238,100	.010314598
Concord	335,398,300	.028772068
Farmington	237,549,700	.020378148
Hebron	173,309,900	.014867351
Ixonia	811,318,400	.069598766
Jefferson	338,390,400	.029028744
Koshkonong	684,511,100	.058720631
Lake Mills	613,949,700	.052667537
Milford	197,948,400	.016980959
Oakland	616,754,000	.052908103
Palmyra	380,495,100	.032640686
Sullivan	366,561,800	.031445421
Sumner	196,810,100	.016883310
Waterloo	162,034,800	.013900119
Watertown	346,843,400	.029753883
Town Total	5,800,311,500	.497578416
Cambridge	10,065,200	.000863441
Johnson Creek	574,841,700	.049312666
Lac La Belle	759,900	.000065188
Palmyra	182,272,700	.015636223
Sullivan	75,900,800	.006511133
Village Total	843,840,300	.072388650
Fort Atkinson	1,335,444,400	.114560797
Jefferson	829,469,500	.071155854
Lake Mills	910,294,100	.078089374

JEFFERSON County

2024 County Apportionment

District	Equalized Value Reduced by TID Value Increment	% to Total
Waterloo	354,539,900	.030414125
Watertown	1,460,253,500	.125267518
Whitewater	122,927,000	.010545265
City Total	5,012,928,400	.430032934
County Total	11,657,080,200	1.000000000

District	TID Value Increments			Current Value	Increment
	TID #	YEAR	Base Value		
V . Johnson Creek	004	2021	13,624,700	17,980,500	4,355,800
V . Palmyra	003	2006	442,200	7,578,100	7,135,900
V . Palmyra	004	2023	11,981,000	13,649,200	1,668,200
C . Fort Atkinson	006	2000	1,135,400	8,207,900	7,072,500
C . Fort Atkinson	007	2000	11,239,400	31,307,800	20,068,400
C . Fort Atkinson	008	2009	27,537,000	84,729,700	57,192,700
C . Fort Atkinson	009	2023	23,689,600	24,822,800	1,133,200
C . Fort Atkinson	010	2023	23,751,700	25,729,900	1,978,200
C . Jefferson	005	2001	21,437,300	50,648,500	29,211,200
C . Jefferson	007	2012	18,200	18,676,900	18,658,700
C . Jefferson	008	2015	873,200	9,244,600	8,371,400
C . Jefferson	009	2019	15,100	9,852,300	9,837,200
C . Jefferson	010	2022	7,777,800	6,757,100	*
C . Lake Mills	003	2006	6,036,800	15,140,500	9,103,700
C . Lake Mills	004	2006	7,894,500	32,558,600	24,664,100
C . Lake Mills	005	2014	4,127,600	35,517,400	31,389,800
C . Lake Mills	006	2014	2,947,800	7,166,400	4,218,600
C . Lake Mills	007	2019	9,010,000	14,941,900	5,931,900

JEFFERSON County

2024 County Apportionment

District	TID Value Increments			Current Value	Increment
	TID #	YEAR	Base Value		
C . Lake Mills	008	2021	22,251,400	32,583,200	10,331,800
C . Waterloo	002	2011	6,927,600	16,389,300	9,461,700
C . Waterloo	003	2012	1,574,100	6,496,600	4,922,500
C . Waterloo	004	2014	2,019,900	5,811,000	3,791,100
C . Waterloo	005	2023	7,170,500	8,458,400	1,287,900
C . Watertown	004	2005	1,045,800	55,903,100	54,857,300
C . Watertown	005	2005	37,580,000	62,039,900	24,459,900
C . Watertown	006	2005	225,800	4,581,800	4,356,000
C . Watertown	007	2016	37,025,100	68,501,200	31,476,100
C . Watertown	008	2021	15,938,900	19,856,500	3,917,600
C . Whitewater	010	2021	4,876,300	5,567,600	691,300
C . Whitewater	014	2021	22,919,700	27,860,600	4,940,900

* THIS DISTRICT HAS A ZERO OR NEGATIVE INCREMENT, NO INCREMENT SHOWN

RESOLUTION NO. 2024-_____

Authorizing Contract with Executive Search Firm

Executive Summary

The services of an Executive Search Firm are necessary to recruit qualified candidates for the County Administrator position. An executive search firm will develop a candidate profile and recruitment strategy, recruit and screen candidates and assist in candidate selection.

The County posted a Request for Proposals seeking proposals for executive recruitment services and received five responses. Senior staff and the County Board Chair reviewed the proposals and interviewed the top three candidates. Based on that review, they recommend the contract be awarded to CPS HR Consulting. CPS HR Consulting has extensive experience in recruiting executive-level professionals for public agencies nationwide. They have a broad network of public agency contacts and nationwide reach. Additionally, the proposal offered an all-inclusive flat rate pricing model.

This resolution authorizes the County Administrator to enter into a contract with CPS HR Consulting for executive recruitment services for the County Administrator position. The Executive Committee considered this resolution at its meeting on October 22, 2024, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County is in need of the services of an Executive Search Firm to assist in recruiting a qualified successor for the County Administrator position, and

WHEREAS, Jefferson County published a Request for Proposals and received responses from five vendors:

CPS HR Consulting	\$30,000 flat fee
Charter Oak Recruitment Services	\$12,300+ optional guarantee
MGT (formerly GovHR)	\$25,000+ travel
Public Administration Associates, LLC	\$23,250
Pracademic Partners	\$25,000

WHEREAS, senior staff and the County Board Chair reviewed the proposals and interviewed the top candidates and recommends awarding the contract to CPS HR Consulting, and

WHEREAS, the Executive Committee finds that CPS HR Consulting provided the most advantageous proposal for Jefferson County.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to negotiate and execute a contract with CPS HR Consulting for executive recruitment services.

Fiscal Note: Funding for executive recruitment services shall be allocated from the contingency fund to the County Board budget. The Finance Committee has authorized this transfer at their October 22, 2024, meeting. No budget adjustment is necessary.

Strategic Plan Reference: YES



Transformative Government: Attract and retain a talented and committed County workforce and Board of Supervisors

Referred By:
Executive Committee

10-22-2024

REVIEWED: Corporation Counsel: DHT; Finance Director:

A handwritten signature in blue ink, appearing to be 'DHT', enclosed in a circular scribble.

RESOLUTION NO. 2024-_____

Authorizing the Purchase & Installation of PA System for Fair Park

Executive Summary

In March of 2021, Jefferson County was awarded an ARPA Tourism Grant from the Wisconsin Department of Administration. One of the needs identified during the application process was a reliable Public Address (PA) system on the fairgrounds. Jefferson County Fair Park currently does not have a reliable PA system which causes recurring technical challenges and inconveniences for staff and clients. Jefferson County is upgrading the PA system to streamline operations and ensure clear, high-quality audio across the entire fairgrounds. This investment will not only meet the immediate needs of clients but also position the Fair Park as a more attractive and competitive venue for future events. Approximately \$40,000 of funding was awarded for this project.

Jefferson County Fair Park staff solicited proposals from five companies for the proposed PA system upgrade and received three responses. AVI Systems provided the most reasonable proposal which satisfies the current scope of work and meets the future needs of the Fair Park. Additionally, AVI Systems has committed to completing the work by the end of the year which will satisfy the Tourism Grant requirements.

This resolution authorizes the County Administrator to contract with AVI Systems for the purchase and installation of a comprehensive Public Address (PA) system for Jefferson County Fair Park. The Fair Park Committee considered this resolution at its meeting on October 10, 2024, and recommended forwarding it to the County Board for approval.

WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County applied for and received Tourism Grant Funds, and incorporated those funds into its 2024 budget, and

WHEREAS, Jefferson County solicited proposals from five vendors to upgrade the PA system and received responses from three companies:

AVI Systems	\$38,499.32
Wisconsin Audio Video (<i>with components missing</i>)	\$29,542.01
Audio Contractors (<i>with components missing</i>)	\$38,648.18

WHEREAS, the Fair Park Committee recommends the most advantageous proposal for Jefferson County was submitted by AVI Systems.

NOW, THEREFORE, BE IT RESOLVED that County Administrator is authorized to negotiate and execute a contract with AVI Systems for the purchase and installation of a comprehensive Public Address (PA) system for the Jefferson County Fair Park.

Fiscal Note: Grant funds and related expenses for this project are currently appropriated in the 2024 budget. No budget adjustment is necessary.

Strategic Plan Reference: YES



Highly Regarded Quality of Life: Promote Jefferson County's historical, cultural, and natural assets to attract tourists and stimulate local businesses; Develop tourism-related infrastructure within the county to increase efficiency and maximize impact

Referred By:
Fair Park Committee

10-22-2024

REVIEWED: Corporation Counsel: DHT; Finance Director:

A handwritten signature in blue ink, appearing to be 'M. A.', enclosed in a circular scribble.

ORDINANCE NO. 2024-_____

Amending Sections of the Jefferson County Civil Service Ordinance

Executive Summary

The Sheriff's Office is currently understaffed and needs to recruit and hire for numerous vacancies. There is a need to revise the recruitment process to enhance efficiency and effectiveness. In an effort to align the recruitment and promotional process with the specific needs of the Jefferson County Sheriff's Office, the following amendments to the Civil Service Ordinance are proposed:

1. Changing the recruitment process for Deputy Sheriff positions so that the Sheriff, rather than the Civil Service Commission, is responsible for screening and hiring candidates.
2. Outlining the duties of the Civil Service Commission as it relates to promotional positions.
3. Clarifying the minimum requirements for positions within the Sheriff's Office.
4. Expanding the candidate pool for promotional positions to include external candidates with the requisite years of experience within a law enforcement agency, rather than limiting it to experience within a Sheriff's Office, at the Sheriff's discretion.

The Human Resources Committee reviewed the proposed amendments to the Civil Service Ordinance and recommended forwarding the amendments to the County Board for approval. Pursuant to Wis. Stat. §59.26(8)(d), amendments to the Civil Service Ordinance require an affirmative vote of three-fourths of the members-elect of the County Board.

NOW THEREFORE, BE IT ORDAINED by the Jefferson County Board of Supervisors that the Civil Service Ordinance, is amended as follows:

Civil Service Ordinance

SECTION 1. PURPOSE. This ordinance is promulgated pursuant to Wis. Stat. §59.52(8) and shall apply only to the classifications specified herein, to the exclusion of all other County positions of employment. This ordinance is intended to ensure that all appointments to deputy sheriff and promoted positions are based upon merit and fitness~~bring qualified persons into county law enforcement work~~ by a system of competitive examinations ~~and to ensure continuity in county law enforcement work by virtue of a permanent appointment as deputy sheriff~~ under a civil service ordinance as set forth in sec. 59.26(8) and Chapter 63, Wisconsin Statutes.

SECTION 2. COMMISSION.

- A. There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.

- B. Such Commission shall consist of five (5) members, all of whom shall be legal residents of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.
- C. The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:
 - 1. Death of the incumbent.
 - 2. Resignation of the incumbent in writing.
 - 3. Removal of the incumbent by the County Board.
 - 4. Ceasing to be a resident of Jefferson County.
- D. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.
- E. Each member of the Commission shall take and file the official oath.
- F. Each member of the Commission shall receive such compensation as the County Board shall determine.
- G. The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.
- H. Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

SECTION 3. DUTIES OF THE COMMISSION. It shall be the duty of the Commission:

- A. To prepare and publish such rules and regulations to carry out the provisions of this ordinance as may be necessary to secure the best law enforcement service for the County.
- B. To ensure that all appointments to promoted positions covered by this ordinance are based upon merit and fitness as determined by validated examinations, and that no consideration be given to political preference or other factors which are not a job-related measure of fitness of a person to perform a specific position to which the person is seeking appointment.
- C. To supervise the administration of all processes used to evaluate candidates for promotion.
- D. To certify eligible registers.
- E. To disqualify any person from promotional hiring processes who does not meet qualifications established under this ordinance or who does not pass any part of the promotional process.
- ~~B. To receive applications and conduct examinations of applicants for positions in the~~

~~Sheriff's Office of Jefferson County with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the Sheriff's Office.~~

SECTION 4. RECRUITMENT.

- A. Applicability. To the exclusion of all others in County Employment, this ordinance shall apply to the following ~~The following~~ classifications ~~are created~~ within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriffs, which include Patrol Deputy and Jail Deputy.
- B. Minimum Requirements. In addition to requirements under Section 6, Promotions, with the exception of Jail Deputy, no person shall be eligible to apply for or be appointed to the positions covered by this ordinance, unless:
1. The applicant is a citizen of the United States.
 2. Applicants must have a high school diploma or its equivalent. It is preferred that the applicant has a minimum of sixty (60) college credits or has three (3) years of experience as a paid full-time law enforcement officer (civilian or military). The Jefferson County Sheriff's Office will utilize the Wisconsin Law Enforcement Standards Board hiring practice which allows applicants to obtain their sixty (60) college credits within five (5) years of employment. Applicants hired with fewer than sixty (60) college credits must obtain sixty (60) college credits within five (5) years, or they will no longer be eligible to serve as a Wisconsin law enforcement officer due to not meeting the minimum requirements of the Wisconsin Law Enforcement Standards Board, and are therefore unqualified for continued employment as a Jefferson County Deputy Sheriff.
 3. Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board as a Wisconsin Certified Law Enforcement officer within 12 months of employment unless a waiver is granted by the Wisconsin Law Enforcement Standards Training Board.
 4. The applicant is at least eighteen (18) years of age.
 5. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position. In addition, all new hire Patrol Deputy Sheriff applicants shall be required to pass the entrance standards for the Wisconsin Physical Readiness Testing, except for applicants who are current certified Law Enforcement Officers as set by the Department of Justice, Law Enforcement Standards Training Board. See Addendum A.
 6. The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.
 7. The applicant shall hHave no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.
 8. Those applicants who will be responsible to work in the Jail Division shall hHave no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity

in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601

9. The applicant must be able to serve as a credible witness in a court of law. Any applicant who has received a *Brady* letter, a *Giglio* letter, or is otherwise on the Wisconsin Department of Justice “Brady List” will be disqualified.

8.10. The applicant must possess a valid Wisconsin driver's license at the time of appointment for Deputy Sheriff positions.

- C. ~~The applicant must possess a valid Wisconsin driver's license at the time of appointment of Deputy Sheriff positions. All candidates for the position of Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department.~~ Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in the County’s official newspaper. Such notice may also be given to schools within this state which confer police science degrees as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel, such as the Department of Justice’s WILENET website.
- D. **Detective:** At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff’s Office eligible for the promotional process. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.
- E. **Sergeant:** At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the supervisory opening, along with the salary range. Such notice shall contain the names of those persons within the Sheriff’s Office eligible for the promotional process. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list. The Sheriff shall also have the discretion to solicit and consider applications of qualified promotional candidates from outside law enforcement agencies. The Sheriff shall publish a notice of the Sergeant vacancy containing the required qualifications of the position. All candidates must have at least five (5) years of service with a law enforcement agency.
- F. **Captain:** At least fourteen (14) days prior to the commencement of the examination process, the sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff’s Office eligible for the promotional process. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list. The Sheriff shall also have the discretion to solicit and consider applications of qualified promotional candidates from outside law enforcement agencies.~~If no eligible candidates within the Sheriff’s Office are qualified, T~~he Sheriff shall publish a notice of the captain vacancy containing the required qualifications of the position. All candidates must have at least seven (7) years of service with a law enforcement agency~~sheriff’s Office, including -and-~~ at least three (3) years of supervisory experience with law enforcement agency~~a Sheriff’s Office.~~

- G. **Chief Deputy Position:** In addition to meeting the posting requirements for other ~~s~~Supervisory positions, at least thirty (30) days prior to the commencement of the examination process, the Sheriff shall post a notice of the Chief Deputy vacancy in an area designated by the Sheriff and known and communicated to all staff which shall identify the Chief Deputy opening, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible for the promotional process. Eligible sworn staff intending to participate in the examination process shall so indicate in writing to the Sheriff or designee. The Sheriff shall also have the discretion to solicit and consider applications of qualified promotional candidates from outside law enforcement agencies. If no eligible candidates within the Sheriff's Office are qualified, ~~T~~he Sheriff shall publish a notice of the Chief Deputy vacancy containing the required qualifications of the position. All candidates must have at least ten (10) years of service with a law enforcement agency Sheriff's Office, including and at least five (5) years of supervisory experience with a law enforcement agency Sheriff's Office.
- H. Jefferson County is an Equal Opportunity Employer. No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

SECTION 4.1 RECRUITMENT OF JAIL DEPUTIES.

- A. In addition to requirements under Section 6, Promotions, no person shall be eligible to apply for or be appointed to a Jail Deputy position covered by this ordinance, unless:
1. The applicant is a citizen of the United States.
 2. The applicant is at least eighteen (18) years of age.
 3. The applicant must have a high school diploma or its equivalent.
 - ~~3.4.~~The applicant must possess a valid driver's license.
 - ~~4.5.~~ There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position.
 - ~~5.6.~~ The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.
 - ~~6.7.~~ Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.
 - ~~7.8.~~ Have no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601

SECTION 5. INITIAL APPOINTMENT EXAMINATION.

- A. The Commission shall conduct competitive written and oral examinations. The Commission shall establish passing grades for each phase of examination prior to each phase thereof. Applicants for a Deputy Sheriff position must complete a Jefferson County application form together with all additional documentation required and file the same

with Human Resources by the application deadline. Applications may be accepted on a continual basis as needs require.

~~A.B.~~ The Human Resources Director shall forward all applications to the Sheriff or designee for review. All testing, assessment, evaluation, and selection to a deputy sheriff position will be the responsibility of the Sheriff or his/her designee in consultation with the Human Resources Department. All applicants considered for appointment as a deputy sheriff will undergo a standard selection assessment process in consultation with the Human Resources Department.

~~B.C.~~ The first stage of the assessment process ~~testing procedure~~ will be a written examination, administered and proctored by the Sheriff~~Commission~~ or his/her~~its~~ designee. The test used shall be the current test certified for use by the Sheriff~~Commission~~ or his/her~~its~~ designee. The tests used must be validated and job-related.

~~C.D.~~ The Sheriff's Office shall, ~~upon request of the Commission,~~ conduct a background investigation to determine the character and reputation of applicants. This will be done by the Sheriff's Office Detective Bureau or other trained ~~sworn~~ personnel for new hire applicants.

~~D.E.~~ The Sheriff or his/her designee ~~Commission~~ may refuse to examine a candidate or, after examination, to certify a candidate as eligible who (1) is found to lack any of the established requirements for the position for which that person has applied, or (2) has intentionally made a false statement in any material fact, or (3) is addicted to the habitual use of intoxicating beverages, narcotics or dangerous drugs, or (4) has ever been convicted of a felony without a full pardon, or (5) any other sufficient fact which, because of business necessity, would be a detriment to holding the position of Deputy Sheriff.

~~E.~~ The ~~Commission shall establish a certified eligibility list of candidates who meet the prerequisites of the position, and who have scored a passing grade on the written and oral examinations. The Commission may invite representatives of other law enforcement agencies to participate in the oral interview process. Invitees' scores will be given to the Civil Service Commission for discussion and consideration in accordance with the Commission's rules. Invited law enforcement guests are neutral third parties chosen by their respective departments to participate in the process at the request of the Jefferson County Civil Service Commission. Invitees should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.~~

~~F.~~ Placement on the certified eligibility list for initial appointment shall be by overall score, weighing the scores on the written and oral examinations, 40 percent each, with the remaining 20 percent taken from the applicants file information. For promotional factor weights, see Section 6(B)(1). ~~Veterans of the armed services shall be rated so as to include the effects and provisions~~ Preference points shall be given to veterans of any wars of the United States as provided by sec. 63.08(1)(f) ~~and 230.16 (7),~~ Wisconsin Statutes.

~~G.~~ Every candidate on the eligibility list must, prior to appointment, submit to and pass a psychological, physical and drug test to be conducted by such physician or physicians as may be designated by the Sheriff or his/her designee~~Commission~~. Such physician shall submit a statement that the applicant is of sound health and has the physical ability to perform the duties, with or without reasonable accommodation, of the position to which they seek appointment. The cost of such examination shall be borne by Jefferson County. With the exception of provisions in Section 7(G), the Sheriff or his/her designee~~Commission~~ will also implement a physical readiness test for prospective new Patrol Deputy hires, who will pass a minimum of the entry standards of the Wisconsin Physical Readiness Testing

(PRT).

H. Those who successfully complete all of the selection assessment process may be offered an appointment to a deputy sheriff position at the sole discretion of the Sheriff

I. The Sheriff or his/her designee has the discretion to employ an assessment center process as an additional tool for evaluation of the top candidates for both new and promotional positions as certified by the Commission.

SECTION 6. PROMOTIONS.

Vacancies in promotional positions shall be filed through a competitive screening process which shall be open to deputies within the Jefferson County Sheriff's Office who meet the qualifications set forth below. The positions of Sergeant, Captain, and Chief Deputy may also be open to external candidates at the Sheriff's discretion. With the exception of Captain and Sergeant promotions within the Jail Division, promotional candidates shall be a current certified Law Enforcement Officer as set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board. Promotions and divisional reassignment shall be made according to this ordinance:

A. Promotion Eligibility. Those eligible for promotion shall be limited as follows:

1. With the exception of Captain and Sergeant promotions within the Jail Division, promotional candidates shall be a current certified Law Enforcement Officer as set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board.

~~1.2.~~ **Chief Deputy.** To take the examination for promotion to the position of Chief Deputy, ~~Sheriff's Office internal and external~~ candidates will not have less than ten (10) years of service with ~~the Jefferson County Sheriff's Office~~ a law enforcement agency, and not less than five (5) years supervisory experience therein. The candidate must have a bachelor's degree or the equivalency of 120 college credits. In lieu of College Credits, graduation from a major Law Enforcement Executive Leadership College will be recognized and accepted. The F.B.I. National Academy, The Southern Police Institute, The Northwestern College of Police and Command Staff of Evanston Illinois or the National Command and Staff College will be accepted. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. By the direction and decision of the Sheriff, the background investigation will be completed by a representative of the Human Resources Department, an outside consultant, another law enforcement agency or a combination thereof.

~~2.3.~~ **Captain.** To take the examination for promotion to Captain, ~~the internal and external~~ candidates must have not less than seven (7) years of service with ~~the a law enforcement agency Jefferson County Sheriff's Office~~ and not less than three (3) years supervisory experience therein.

~~3.4.~~ **Sergeant.** To take the examination for promotion to Sergeant, ~~a internal and external~~ candidates must have not less than five (5) years of service with a law enforcement agency.

~~4.5.~~ **Detective.** To take the examination for promotion to Detective, the candidate must have not less than three and one-half (3 ½) years of service with the Jefferson County Sheriff's Office.

B. Education – Experience Credit.

1. An Associate degree from an accredited college/university shall be deemed the equivalent of nine (9) months of service.
2. A Bachelor degree from an accredited college/university shall be deemed the equivalent of 18 months (1-1/2 years) of service.
3. A Master Degree from an accredited college/university shall be deemed the equivalent of 24 months (2 years) of service.
4. These equivalents may be used for a successful promotion to a position enumerated in Section 6 (A)(1-4). Only one equivalent may be used per promotional process.

C. Promotion Examinations.

1. Examinations for the position of Chief Deputy, Captain, and Sergeant will be designed specifically for those levels of supervision, management, and administrative functions. These oral examinations will be selected by the Sheriff or his/her designee. The number of applicants advancing from the law enforcement oral examination panel to the Civil Service Commission interview is unlimited.
2. The examination process to fill an open Sergeant position in another division or for the promotions to positions of Captain, Sergeant, and Detective will be as follows:
 - a. A law enforcement supervisory oral examination, consisting of a panel of a minimum of four (4) law enforcement supervisors, including a minimum of two (2) Jefferson County supervisors and two (2) supervisors from outside law enforcement agencies. The oral examination used shall be the current oral examination certified for use by the Commission or its designee and must be job-related;
 - b. A Civil Service oral interview and file examination scoring;
 - c. Profile questionnaire scoring; and
 - d. Chief Deputy and/or Sheriff oral interview scoring.
3. The process will be scored as follows: the law enforcement oral examination panel shall be given thirty(30) percent weight, the Civil Service oral interview shall be given twenty (20) percent weight, the file score (including job evaluations and other material contained within the employee's personnel file) shall be given twenty (20) percent weight, the profile questionnaire shall be given fifteen (15) percent weight and the Chief Deputy and/or Sheriff interview shall be given fifteen (15) percent weight.
4. The scored "Applicant Profile Questionnaire" will not be available to the Commission prior to oral interviews.
5. All candidates who have not been mathematically eliminated based on the scoring matrix prior to the Chief Deputy and/or Sheriff oral interview will participate in the Chief Deputy and/or Sheriff oral interview.

SECTION 7. APPOINTMENTS.

- A. Whenever a promotional vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission.

The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make the selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligible candidates.

- B. Appointments by the Sheriff should be made within ~~ten (10)~~twenty (20) days after receipt of the certified list from the Commission.
- C. Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.
- D. All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification or a Sergeant seeks to fill an open Sergeant position in another division.
- E. The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.
- F. Appointments made pursuant to this ordinance shall be probationary for a period of eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period.

G. LATERAL TRANSFERS

- 1. The ~~Civil Service~~ Commission recognizes the benefit of being able to appoint new Deputy Sheriffs who are already certified by the Wisconsin Law Enforcement Standards Board as a Law Enforcement (LESB) Officer or as a Jail Officer, and who have Law Enforcement and/or Correctional Officer experience with a Law Enforcement Agency or Correctional Facility.

~~2. The Civil Service Commission agrees to waive the requirements of a written examination and oral examination, by the Civil Service Commission, for candidates who are fully certified Law Enforcement Officers or fully certified Jail Officers, with two (2) years or more of experience with a Law Enforcement Agency or Correctional Facility.~~

~~3.2.~~ The ~~Civil Service Commission~~ Sheriff waives the requirements of needing to meet the entrance standards of the Wisconsin Physical Readiness Test (PRT). In lieu of the PRT, candidate's height and weight shall be in proportion and shall be considered by the physician conducting the medical screening, in determining the applicant's physical fitness for the position, with the final determination made by the Sheriff.

- a. If a Patrol Deputy candidate's certification by the Wisconsin Law Enforcement Standard Board has lapsed and they are required to re-attend the Law Enforcement Academy, then the candidate will need to meet the PRT requirements listed in Section 5.HG

SECTION 8. DISCIPLINARY PROVISIONS.

- A. Any member of the Jefferson County Sheriff's Office covered by this ordinance may be suspended, demoted or discharged in accordance with sec. 59.26(8)(b) Wisconsin Statutes.

- B. The grievance committee required by sec. 59.26(8)(b), Wis. Stats. shall consist of the members of the Human Resources Committee of the Jefferson County Board.

SECTION 9. GENERAL PROVISIONS.

- A. No person holding the position of Deputy Sheriff under this ordinance shall, during duty hours, engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office, nor engage in or appear at any political activity, gathering or profit-making function while off duty and in uniform. This provision is not intended to abridge or interfere with the rights of deputies to engage in political activities during off duty hours, but rather is designed to avoid the appearance of the support of the Jefferson County Sheriff's Office for any political candidate, position or cause.
- B. In the event a Deputy Sheriff is elected Jefferson County Sheriff, the appointment as a Deputy Sheriff shall terminate upon the execution and filing the official bond and official oath as Sheriff, unless requesting prior thereto, in writing from the Commission a leave of absence during the term of office as Sheriff. If such leave of absence is granted, such deputy shall be reinstated in their former classification of Patrol Deputy or Jail Deputy upon completion of the duties as Sheriff.
- C. Policies, rules, regulations and duties of the personnel in the Office shall be established by the Sheriff and incorporated in the Office policy manual.
- D. The Sheriff shall prepare Office rules for the general administration and efficient operation of the Office. Such rules shall be known as the "Office Rules", and Deputy Sheriffs shall be required to conduct themselves in accordance with such rules. Failure so to do shall be cause for discipline.
- E. The rights of a Deputy Sheriff in military service of the United States government shall be governed by applicable federal and state laws.
- F. Pursuant to sec. 59.26(8)(d), Wisconsin Statutes, the County Board has the power to repeal this ordinance at any time by a vote of three-fourths of the members elect.

SECTION 10. SEVERABILITY.

The provisions of this ordinance are severable and provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared repealed and the remainder shall not be affected thereby.

SECTION 11.

All other ordinances in conflict with this ordinance are hereby repealed.

SECTION 12. EFFECTIVE DATE.

This ordinance shall be effective after passage and publication as provided by law.

Adopted: 06-12-2012

Last amended: 04-15-14; 10-14-14; 08-23-22; 06-13-23; 02-13-24

ADDENDUM A

	Vertical Jump	Agility Run	Sit-Ups	300 Meter Run	Push-Ups	1.5 Mile Run
Entrance Standard	11.5 in	23.4 sec	24	82 sec	18	20:20 (13.23/mile)

Fiscal Note: Passage of this Ordinance has no immediate fiscal impact.

Strategic Plan Reference: YES




Highly Regarded Quality of Life: Maintain and improve public health and safety

Transformative Government: Attract and retain a talented and committed County Workforce and Board of Supervisors

Referred By:
Human Resources Committee

10-22-2024

Reviewed By: Corporation Counsel: DHT ; Finance Director 

APPOINTMENTS BY COUNTY ADMINISTRATOR

By virtue of the authority vested in me under Sections 59.18(2)(c) of the Wisconsin Statutes, I respectfully request confirmation of the following appointments:

- a. Travis Maze, Sheriff's Representative, to the Traffic Safety Commission for an indeterminate term