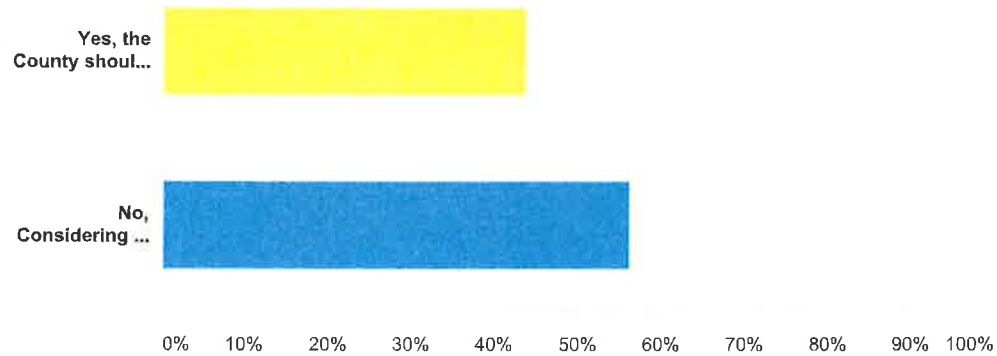


Q1 Should the County consider providing a COLA for 2015?

Answered: 224 Skipped: 0



Answer Choices	Responses	
Yes, the County should provide a COLA for 2015.	43.75%	98
No, Considering the budgetary issues, the County should not provide a COLA for 2015.	56.25%	126
Total		224

Q2 Should the County consider a plan design change to our health insurance? The following is a link that explains the difference of the designs:
http://etf.wi.gov/employers/bulletins_local/ebl20140807.pdf.

Answered: 202 Skipped: 31

No, do not
change curre...

Yes, the
County shoul...

Yes, the
County shoul...

Yes, the
County shoul...

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Answer Choices

Responses

64.85%

131

No, do not change current plan. I am willing to pay a higher premium to maintain current coverage.

35.15% 71

Yes, the County should consider a low deductible plan. I would rather have lower premiums and take the risk of paying \$500 single/\$1000 family deductible.

0.00% 0

Yes, the County should consider the low deductible/co-insurance plan of paying 10% of all costs until the \$500 single/\$1000 family deductible is fulfilled. (These premiums are expected to be 5% less than our current premiums)

0.00% 0

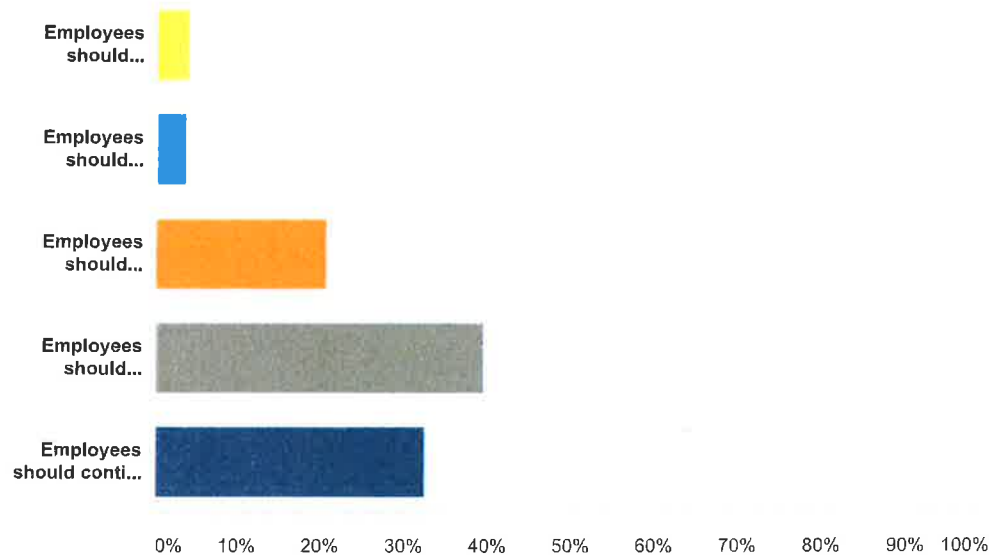
Yes, the County should consider the high deductible/co-insurance plan of paying a \$1500 single/\$3000 family deductible and then 10% of costs until the full deductible of \$2500/\$5000 is met.

Total

202

Q3 What do you consider to be a FAIR premium contribution that employees should make towards their health insurance, assuming the current plan with no deductibles? This may be different than what you want the contribution to be.

Answered: 198 Skipped: 35



Answer Choices

Responses

Employees should contribute at least 20% of the lowest cost HMO available in Jefferson County.

4.04% 8

Employees should contribute between 15 - 20% of the lowest cost HMO available in Jefferson County.

3.54% 7

Employees should contribute between 10 - 15% of the lowest cost HMO available in Jefferson County.

20.71% 41

Employees should contribute between 5 - 10% of the lowest cost HMO available in Jefferson County.

39.39% 78

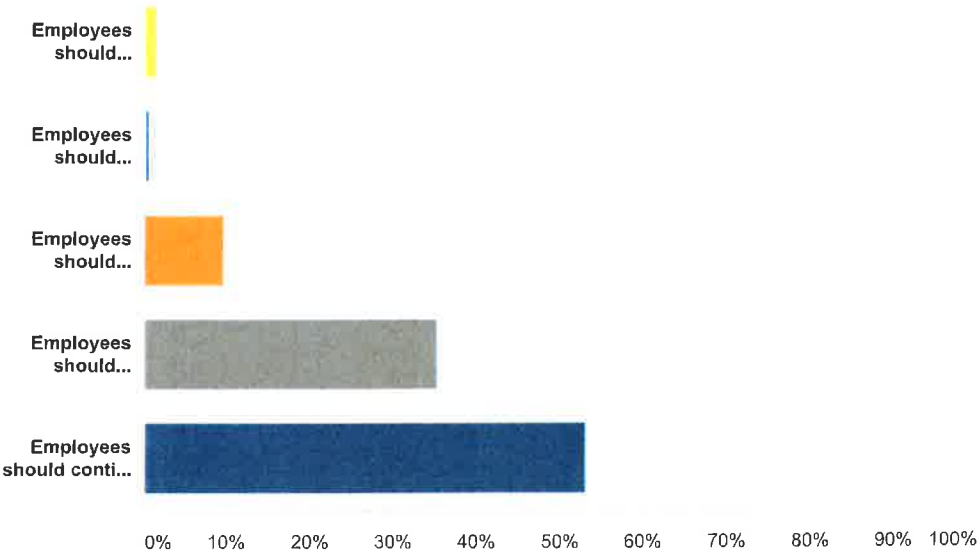
Employees should continue to have a no-cost plan available to choose from.

32.32% 64

Total 198

Q4 What do you consider to be a FAIR premium contribution that employees should make towards their health insurance for a LOW DEDUCTIBLE PLAN (\$500 single/\$1000 family)? This may be different than what you want the contribution to be.

Answered: 196 Skipped: 37



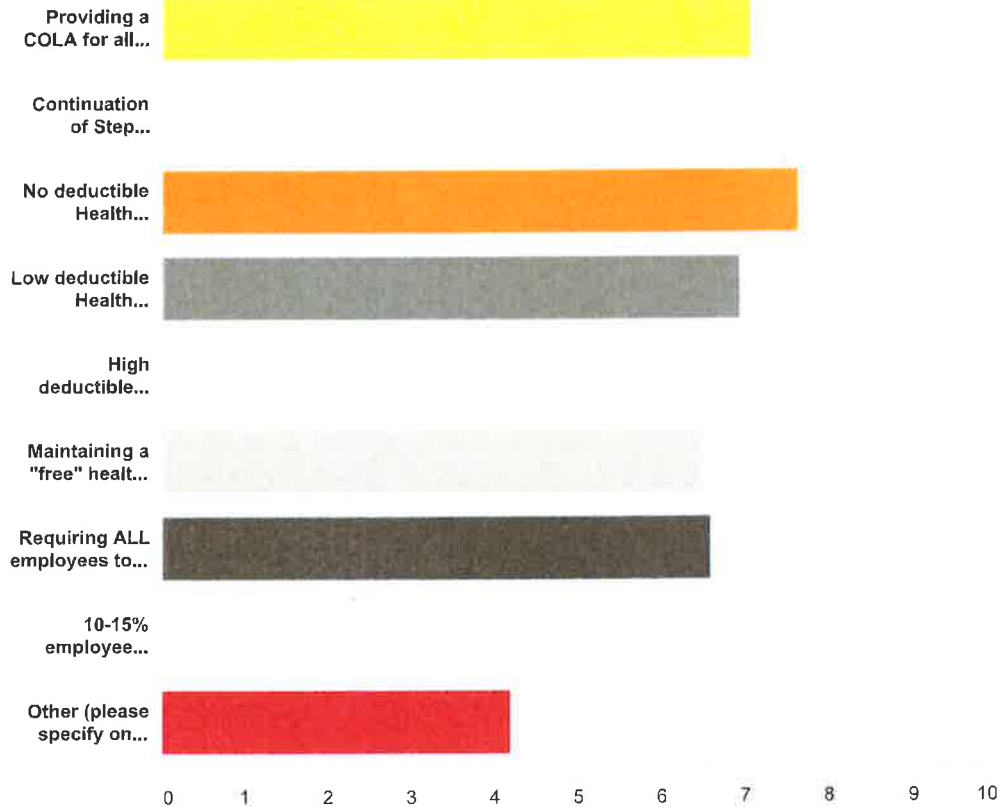
Answer Choices	Responses	
Employees should contribute at least 20% of the lowest cost HMO available in Jefferson County.	1.53%	3
Employees should contribute between 15 - 20% of the lowest cost HMO available in Jefferson County.	0.51%	1
Employees should contribute between 10 - 15% of the lowest cost HMO available in Jefferson County.	9.69%	19
Employees should contribute between 5 - 10% of the lowest cost HMO available in Jefferson County.	35.20%	69
Employees should continue to have a no-cost plan available to choose from.	53.06%	104
Total		196

Q5 At this time, are there any other cost-saving ideas that you would like to share?

Answered: 91 Skipped: 142

Q6 Please rank the following options in order of importance to you for 2015. PLEASE NOTE THAT ONCE YOU CHOOSE YOUR ITEM OF MOST IMPORTANCE, IT WILL AUTOMATICALLY MOVE TO THE TOP.

Answered: 202 Skipped: 31



	1	2	3	4	5	6	7	8	9	Total	Average Ranking
Providing a COLA for all employees	28.86% 58	15.42% 31	17.91% 36	15.42% 31	19.90% 40	2.49% 5	0.00% 0	0.00% 0	0.00% 0	201	7.10
Continuation of Step increases	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
No deductible Health insurance plan design	31.19% 63	27.72% 56	22.28% 45	14.85% 30	2.97% 6	0.99% 2	0.00% 0	0.00% 0	0.00% 0	202	7.66
Low deductible Health insurance plan design	4.95% 10	26.73% 54	35.64% 72	24.26% 49	8.42% 17	0.00% 0	0.00% 0	0.00% 0	0.00% 0	202	6.96
High deductible Health insurance plan design	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Maintaining a "free" health plan option for employees	16.34% 33	13.37% 27	8.91% 18	29.21% 59	29.21% 59	2.97% 6	0.00% 0	0.00% 0	0.00% 0	202	6.50

Employee Feedback Survey

SurveyMonkey

Requiring ALL employees to make some premium contribution, even if only 5-10%	17.82% 36	16.34% 33	14.85% 30	12.87% 26	35.15% 71	2.97% 6	0.00% 0	0.00% 0	0.00% 0	202	6.60
10-15% employee premium contribution	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0	0.00
Other (please specify on final page)	0.99% 2	0.50% 1	0.50% 1	3.47% 7	4.46% 9	90.10% 182	0.00% 0	0.00% 0	0.00% 0	202	4.20

**Q7 The following questions are voluntary,
but are necessary if you would like to be
followed up personally with a
representative from Human Resources.**

Answered: 31 Skipped: 202

Answer Choices	Responses	
Name:	54.84%	17
Department:	70.97%	22
Other item of importance from Question 6	41.94%	13
Address 2:	0.00%	0
City/Town:	0.00%	0
State:	0.00%	0
ZIP:	0.00%	0
Country:	0.00%	0
Email Address:	0.00%	0
Phone Number:	0.00%	0

ORDINANCE NO. 2014-____

Amending the Personnel Ordinance to change the procedure for promoting Deputies and Detectives to Sergeants at the Sheriff's Department and for adjusting wages for four current Sergeants

Executive Summary

Historically, sergeants at the Sheriff's department have been promoted from a deputy or detective position. The current language in the County Personnel Ordinance states that following a promotion, an employee will be placed in the corresponding pay grade and step that provides a minimum of a 5% increase. Over time, the following inequities have occurred:

First, during the last 15 years, promotions have been implemented differently. Before 2003 and between 2004 and 2011, employees receiving a promotion would be placed into the appropriate pay grade and step that provided a pay increase, but not the minimum 5 percent. This increase could be as little as \$.01. Between 2003 and 2004, and beginning in early in 2012, employees received the minimum of a 5% increase.

Second, because the rate of pay for a deputy and a detective is significantly different, there is internal inequity when a newly promoted detective starts out making more than an experienced sergeant (who was promoted from a deputy position).

Therefore, the Human Resources Committee recommends the following changes to address the current internal pay inequity issue when a deputy or detective is promoted to a Sergeant position and to prevent this from recurring in the future.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0120, Differences for Sworn, Non-Represented Law Enforcement Employees shall be amended to create Section C as follows:

HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES.

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except as it relates to employee contribution to WRS, health insurance premium contributions in the State Health plan, and accruals for vacation, sick, holiday, shift differentials and hazardous pay, to which the current LAW contract language shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1st of each year and the sick leave payout being paid on the first pay period following the employees retirement date. Sergeants shall be granted compensatory time and receive uniform allowance as set forth in the current LAW union contract. [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31]
- B. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31; am. ord 2012-21, 12/11/12]
- C. Notwithstanding any other provision of this ordinance, in the case of the promotion to Sergeant, such employee shall receive the rate of compensation into the next higher step that provides a minimum of a 5% increase above the top step of the Detective position. In no

case will a pay adjustment allow an employee's pay to exceed the established range maximum for the Sergeant position.

Section 2. WHEREAS, there is presently less than an average of a 5% pay differential between Detectives and the four Sergeants and the Human Resources Committee recommends a step wage adjustment for each of the four Sergeants to create a minimum of a 5% hourly differential, to be effective June 29, 2014.

Section 3. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: The cost to adjust four current sergeants for 2014 is \$8,749, inclusive of WRS and FICA. This is a budget amendment which requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

09-09-14

Terri M Palm: 08-26-14: J. Blair Ward: 09-03-14

APPROVED: Administrator _____; Corp. Counsel _____; Finance Director _____

RESOLUTION NO. 2014-_____

Wage adjustment for Sworn, Non-Represented Sheriff's Department Employees for 2014

Executive Summary

The Human Resources Committee has discussed the issue of pay compression within the Sheriff's department, in particular, between Sergeant and Deputy pay. At the July 15, 2014 HR Committee meeting, Carlson Dettmann Associates presented its analysis of pay compression within the Sheriff's department. The recommendation was that presently there is not a pay compression issue when looking at annual salaries. However, with the pay raises established for 2014, 2015 and 2016 that were negotiated for deputies and detectives, wage compression between sergeants and deputies/detectives may develop if the non-represented pay plan is not adjusted. Therefore, the County Administrator requests, and the HR Committee recommends, a one-time non-cumulative lump sum wage adjustment for non-represented, sworn employees at the rate of 0.96% based on regular base hourly earnings. This one-time adjustment is equal to the adjustment provided to other non-represented (general municipal) employees in 2011, when these employees began contributing to the Wisconsin Retirement System.

WHEREAS, it has been customary to review and adjust wages for non-represented employees, and

WHEREAS, in 2011, a one time, non-cumulative lump sum wage adjustment for non-represented (general municipal) employees (excluding Sheriff's department sworn staff and elected officials) at the rate of 0.96% based on the employees' regular base hourly earnings was provided to off-set newly mandatory WRS employee contributions, and

WHEREAS, the Human Resources Committee recommends the same one time, non-cumulative lump sum wage adjustment for non-represented Sheriff's Department sworn staff at the rate of 0.96% based on the employees' regular base hourly earnings in 2014 exclusive of shift differential, overtime or other premiums, payable with the final paycheck in 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the recommendation of the Human Resources Committee to make a one time lump sum payment to non-represented Sheriff's Department Sworn employees of 0.96% as calculated above.

Fiscal Note: The estimated cost of this proposal is \$15,881.20. Funds are available from ????
This is a budget amendment which requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

09-09-14

Terri M Palm: 08-26-14; 09-03-14; J. Blair Ward: 09-03-2014

Adjust pay for four Highway Foremen in response to wage compressionExecutive Summary

The County conducted a classification/compensation study in 2012, which was adopted and implemented throughout 2013. Early in 2013 employees had the opportunity to appeal recommendations of the study. At that time, Highway workers were awarded placement into grade 4 (Range \$17.02 - \$21.88), the same pay grade as Equipment Operators. In addition, the Highway Foreman positions were granted a grade 6 placement (\$20.49 - \$26.35). In April 2013, the County Board adopted an amendment to Personnel Ordinance Section HR0360, Hours of Work, Compensatory Time and Overtime, that provided additional pay of \$1.00/hour or \$2.00/hour to Highway Workers and Equipment Operators when operating certain pieces of heavy equipment.

In May, 2013, the Highway Foremen expressed concern to the Human Resources Committee that at times the employees they were supervising made more per hour than the Foremen, i.e. that there was a wage compression issue. (Note, although rare, when it is necessary for a Foreman to operate heavy equipment, that Foreman does not receive the \$1.00/\$2.00 differential.) At that time the Human Resources Committee determined that not enough information was available to make an informed decision and decided to revisit the issue after a year passed and everyone had moved into the new pay system. Jefferson County Human Resources staff reviewed the pay data in May, 2014. It appears that pay compression was a concern between Highway Foreman and Highway Workers/Equipment Operators and staff requested to have Carlson Dettmann Associates (CDA) review the data. CDA's analysis concurred and agreed that an adjustment in pay steps for the four Foremen would alleviate the pay compression issue while maintaining the integrity of the pay grade system.

WHEREAS, there is less than an average of a 5% pay differential between Highway Workers/Equipment Operators and Highway Foreman, resulting in a wage compression, and

WHEREAS, the Human Resources Committee recommends a two-step wage adjustment for each of the four Highway Foremen to rectify the wage compression issue.

NOW, THEREFORE, BE IT RESOLVED that the wages for the four Highway Foreman be adjusted by two pay steps, to be effective **June 29, 2014**.

Fiscal Note: The annual cost of providing two additional steps for four Highway Foreman is \$5,475.89, inclusive of WRS and FICA, for 2014. Due to the GIS/Engineering Technician position being vacant for six-months, there are sufficient funds in the wages, WRS and FICA Highway accounts to fund the increase. Therefore, no budget amendment or transfer is required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by

Human Resources Committee

08-11-14

Terri M. Palm: 06-13-14; Phil Ristow: 06-13-14

APPROVED: Administrator ; Corp. Counsel ; Finance Director 

Sgt Steps	Sgt Pay	2014 Deputy FTO \$29.09	2015 Deputy FTO \$29.77	2016 Deputy FTO \$30.60	2014 Detective OIC \$31.38	2015 Detective OIC \$32.11	2016 Detective OIC \$33.01
11	\$33.03	13.5%	11.0%	7.9%	5.3%	2.9%	0.1%
10	\$32.30	11.0%	8.5%	5.6%	2.9%	0.6%	-2.2%
9	\$31.56	8.5%	6.0%	3.1%	0.6%	-1.7%	-4.4%
8	\$30.83	6.0%	3.6%	0.8%	-1.8%	-4.0%	-6.6%
7	\$30.09	3.4%	1.1%	-1.7%	-4.1%	-6.3%	-8.8%
6	\$29.36	0.9%	-1.4%	-4.1%	-6.4%	-8.6%	-11.1%
5	\$28.63	-1.6%	-3.8%	-6.4%	-8.8%	-10.8%	-13.3%

Rate of Compression

Sgt	Step
Miller	11
Groshek	11
Rue	11
Behm	11
Handrow	11
Olson	11
Brost	11
Hacht	11
Hunter	9
Gray	9
Maze	9
Behselich	9
Novotny	8
Scheinkoenig	6
Gailbrath	5

OIC/FTO Pay

Results of Sergeants not Receiving Same Increase as the Deputies/Detectives
Assumes both Represented and Non-Represented making equal WRS contributions

Effective Date Union Increase	Years in position	Dep	Sgt P/J wage %	Sgt P/J Prom	Sgt Step	Det	Sgt Det wage %	Sgt Det Prom	Sgt Step
1/1/2013	start	\$ 23.21	-1.90%	\$ 27.89	4	\$ 27.86	0.55%	\$ 30.83	8
	0.5	\$ 23.93				\$ 28.31			
	1		0.70%	\$ 28.63	5		2.94%	\$ 31.56	9
	1.5	\$ 24.75				\$ 28.43			
	2		3.27%	\$ 29.36	6		5.35%	\$ 32.30	10
	2.5	\$ 25.50				\$ 28.54			
	3		5.84%	\$ 30.09	7		7.73%	\$ 33.03	11
Det/Dep Top Pay	3.5	\$ 28.43				\$ 30.66			
	4		8.44%	\$ 30.83	8				
	5		11.01%	\$ 31.56	9				
	6		13.61%	\$ 32.30	10				
	7		16.18%	\$ 33.03	11				
Effective Date Union Increase	Years in position	Dep	Sgt P/J wage %	Sgt P/J Prom	Sgt Step	Det	Sgt Det wage %	Sgt Det Prom	Sgt Step
12/29/2013	start	\$ 23.79				\$ 28.55			
	0.5	\$ 24.52				\$ 29.02			
	1		-1.58%	\$ 28.63	5		0.57%	\$ 31.56	9
	1.5	\$ 25.37				\$ 29.14			
	2		0.93%	\$ 29.36	6		2.93%	\$ 32.30	10
	2.5	\$ 26.14				\$ 29.26			
	3		3.44%	\$ 30.09	7		5.26%	\$ 33.03	11
Det/Dep Top Pay	3.5	\$ 29.09				\$ 31.38			
	4		5.98%	\$ 30.83	8				
	5		8.49%	\$ 31.56	9				
	6		11.03%	\$ 32.30	10				
	7		13.54%	\$ 33.03	11				
Effective Date Union Increase	Years in position	Dep	Sgt P/J wage %	Sgt P/J Prom	Sgt Step	Det	Sgt Det wage %	Sgt Det Prom	Sgt Step
12/28/2014	start	\$ 24.38				\$ 29.26			
	0.5	\$ 25.13				\$ 29.75			
	1								
	1.5	\$ 26.00				\$ 29.87			
	2		-1.38%	\$ 29.36	6		0.59%	\$ 32.30	10
	2.5	\$ 26.79				\$ 29.99			
	3		1.07%	\$ 30.09	7		2.87%	\$ 33.03	11

OIC/FTO Pay

Results of Sergeants not Receiving Same Increase as the Deputies/Detectives
Assumes both Represented and Non-Represented making equal WRS contributions

Det/Dep Top Pay	3.5	\$ 29.77				\$ 32.11			
	4		3.56%	\$ 30.83	8				
	5		6.01%	\$ 31.56	9				
	6		8.50%	\$ 32.30	10				
	7		10.95%	\$ 33.03	11				
Effective Date Union Increase	Years in position	Dep	Sgt P/J wage %	Sgt P/J Prom	Sgt Step	Det	Sgt Det wage %	Sgt Det Prom	Sgt Step
12/27/2015	start	\$ 25.11				\$ 30.14			
	0.5	\$ 25.88				\$ 30.64			
	1								
	1.5	\$ 26.78				\$ 30.77			
	2								
	2.5	\$ 27.59				\$ 30.89			
	3		-1.67%	\$ 30.09	7		0.06%	\$ 33.03	11
Det/Dep Top Pay	3.5	\$ 30.60				\$ 33.01			
	4		0.75%	\$ 30.83	8				
	5		3.14%	\$ 31.56	9				
	6		5.56%	\$ 32.30	10				
	7		7.94%	\$ 33.03	11				

Compression 1/1/13 to 1/1/16
For Sergeants at top pay OIC/FTO

Sgt P/J
wage %
8.24%

Sgt Det
wage %
7.67%

Jefferson County – 2010 Non-Represented Pay Structure – Grade 10 (Effective 7/4/2010)											
Step	0	1	2	3	4	5	6	7	8	9	10
	\$25.427	\$26.159	\$26.886	\$27.617	\$28.335	\$29.065	\$29.795	\$30.523	\$31.243	\$31.974	\$32.701
Jefferson County – 2013 NEW Pay Structure – Grade 9 (Effective 1/1/2013)											
Step	1	2	3	4	5	6	7	8	9	10	11
	\$ 25.69	\$ 26.42	\$ 27.16	\$ 27.89	\$ 28.63	\$ 29.36	\$ 30.09	\$ 30.83	\$ 31.56	\$ 32.30	\$ 33.03
Change in Pay	\$ 0.26	\$ 0.26	\$ 0.27	\$ 0.27	\$ 0.29	\$ 0.29	\$ 0.29	\$ 0.31	\$ 0.32	\$ 0.33	\$ 0.33

**Jefferson County
Job Description Questionnaire (JDQ)**

This is an electronic format. The cells will expand as you type.

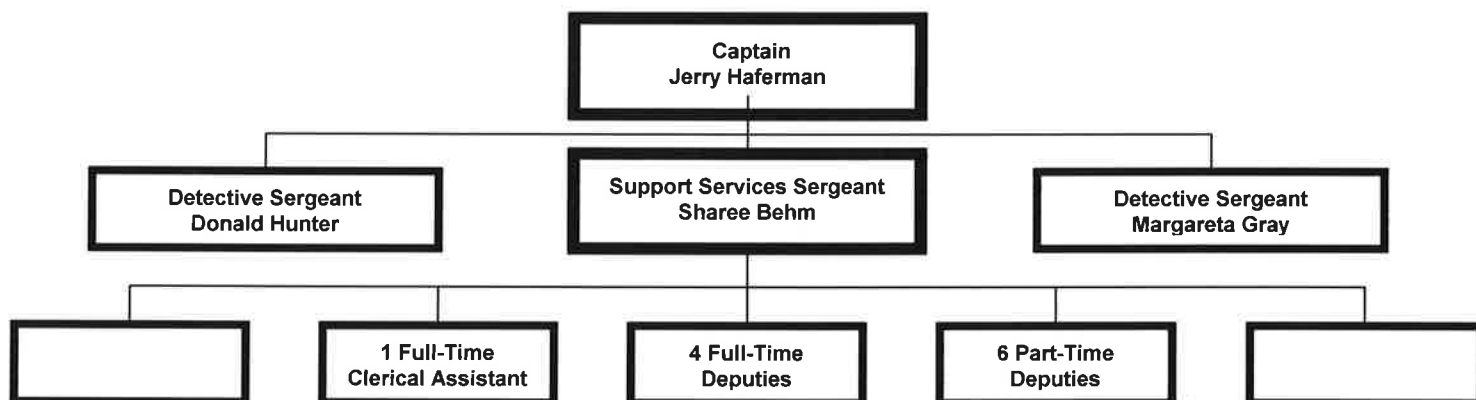
Name: Sharee L. Behm	Date: April 24, 2014
Title: Support Services Sergeant	Department: Jefferson County Sheriff's Office
Work Location: 411 S. Center Ave, Jefferson, WI 53549	Phone: 920-674-8627
Immediate Supervisor: Jerry Haferman	Supervisor's Title: Administrative Captain

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months		5 years 2 months
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months		5 years 2 months
TOTAL EMPLOYMENT WITH YOUR ORGANIZATION: in years and months		20 years 10 months
WORK HOURS (Start/Finish): 7:00am-3:00pm		
FULL TIME: X	REGULAR PART-TIME (%):	
OTHER		

OUTLINE OF ORGANIZATION CHART

COMPLETE THE FOLLOWING SECTION OR ATTACH AT END OF DOCUMENT.

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider its most important impact on the organization.

The Support Services Sergeant is responsible for the direct supervision and scheduling of four (4) full-time deputies, six (6) part-time deputies, and one (1) clerical assistant. My position directly supervises the deputies assigned to provide courthouse security, transporting inmates from other facilities for court appearances, transporting inmates or arrestees to hospitals, clinics, mental health facilities, or juvenile detention centers. I schedule and staff these transports. I am also responsible for overseeing and assisting with the service and execution of paper service in the Civil Process Division. I directly supervise the one (1) clerical and assistant and one (1) full-time deputy assigned to the Civil Process Division. These positions require a great deal of responsibility of ensuring that civil process paperwork is prepared, served, and processed according to statutory requirements. I am also responsible for preparing the annual evaluations for all those assigned to the Support Services Division and budgeting for equipment and services to this division.

The most important impact of the Support Services Sergeant is ensuring the safety and security of the employees and citizens that frequent the courthouse, reducing the risk of civil liability in the Civil Process Division, and ensuring inmates appear in court and on time when ordered by the judge. My position facilitates positive and working relationships with many people and organizations including: Jefferson County Sheriff's Office personnel, courthouse personnel, attorneys, probation and parole officers, Human Services staff, medical staff, Department of Corrections, Department of Immigration, municipal, County, State, and Federal Law Enforcement agencies, and the general public.

II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Then explain how the outcomes could be measured. Indicate the approximate percentage of time spent annually on those activities.

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
100%	Supervision of Courthouse Deputies, Civil Process Deputy, and Civil Process Clerical Assistant.	The courthouse security station is staffed during all hours the courthouse is open and particular hearings have a bailiff present. Transports are completed. Civil process paperwork is processed and served in a timely manner.
50%	Scheduling of Support Services Deputies	The required amount of deputies are working to complete the tasks for the Support Services Division including courthouse activities, transports, and civil process.
20%	Completing 6 month and yearly employee performance evaluations on Deputies and Clerical Assistant	Reviewed by administration for promotional processes and for goal setting.
2%	Prepare a budget each year for equipment and services for Support Services Division.	Services are continued for equipment and new items are ordered.
1%	Review reports completed by deputies.	Reports are thorough and complete.
1%	Scheduling/attend training	Make sure each deputy has the required 24 hours of training each year to maintain law enforcement certification.
10%	Attend meetings	Information is passed on and exchanged between various groups, law enforcement agencies, and courthouse staff.
50%	Executing writs and paper service	The supervisor assists/completes these tasks when Civil Process deputy takes time off or has large workload.
20%	Phone calls	Answering questions from other law enforcement agencies, attorneys, citizens. Also on my time off I receive phone calls from deputies reference the daily operations of Support Services.
1%	Citizen Complaints	Resolving complaints/concerns regarding courthouse security and civil process
20%	Assist with security in court hearings	Maintain safety and security in courtroom and also increase number of deputies within a courtroom in these situations.
10%	Assist with patrol complaints/15 day notices/warrant arrests in the lobby	The Support Services Sergeant's assistance allows the patrol deputies and sergeant to remain on active patrol rather than driving to the office for complaints that require minimal investigation and time involvement.

III. FORMAL PREPARATION / EXPERIENCE

Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.

1. Formal preparation/education (or equivalent) necessary to qualify for the position. **Support Services Sergeant position requires a candidate to have a two (2) year associates degree in police science with five (5) years of law enforcement experience , or any combination of education that provides equivalent knowledge, skills, and abilities.**
2. Relevant experience required to qualify for the position (number of years of relevant experience needed) **To qualify for Support Services Sergeant, a candidate must have five (5) years of service with the Jefferson County Sheriff's Office.**
3. Note any other training/certifications, etc. which is needed for the position. **Possess a valid Wisconsin driver's license and be a State Certified Law Enforcement Officer.**
4. Please indicate additional education, experience or training that is *desired* for the position. **For the Support Services Sergeant position a candidate should have working knowledge of all types of court proceedings, be familiar with civil process and statutory requirements, and have strong written and verbal communications skills.**
5. Please indicate your education, experience, etc. that you have. **I have a two (2) year Associates Degree of Science from the University of Wisconsin Extension-Rock County and then transferred to the University of Wisconsin-Plattville and obtained my four (4) year Bachelor of Arts Degree in Criminal Justice. I have 21 years of Law Enforcement experience with the Jefferson County Sheriff's Office and 13 of those years have been as a Sergeant. I have worked in the Jail, Patrol, and Support Services Division and have been a Sergeant in all of those divisions. I was a Field Training Officer in the Jail for two (2) years and once promoted, I was a Field Training Supervisor in the Jail for six (6) years. I have received extensive training in a variety of areas including: Correctional Emergency Response Team (CERT) basic certification, Jail Administrator Conferences, 40 hours of Supervision of Police Personnel, Narcotic Identification, Field Training Officer and Supervisor Course, OWI Detection and Standardized Field Sobriety Testing, Intoximeter Operator Certification, 40 hours Leadership and Mastering Management Course, 72 hours of Courthouse Security training, 16 hours Statement Analysis Training, 96 hours of Civil Process Training and Conferences, Interviewing and Body Language Techniques, Landlord/Tenant Law for Law Enforcement, and several hours of department training.**

IV. JUDGEMENTS MADE

Please identify what you believe are the most important judgment you make in performing jobs.

EXAMPLES OF JUDGEMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGEMENTS	WHAT IS THE IMPACT OF THESE JUDGEMENTS
Executing Writ of Restitutions or Assistances and allowing evictees extra time to move on their own while still meeting statutory time requirements.	Plaintiff Attorney	Allows people the opportunity to move their own property rather than a moving company.
What part time staff will be called in to complete a task		How efficient a task is completed and what part time staff receives hours.

Assisting administration in selecting employees to work in the Support Services Division	Administration	Having dedicated and hard working employees assigned to this division.
Supervising the bailiffs on decisions regarding arrests made at the courthouse		Ensuring lawful arrests
Disseminating cautionary notices to county employees in regards to people that have caused reason to believe they may cause harm or disturbances at the courthouse		Making employees aware of certain people that have caused problems in the past and notifying bailiffs when these people enter the courthouse

V. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.

TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Finding enough staff to complete daily tasks with the amount of staff that are assigned to me.	Support Services/Jail/Patrol Sergeants
Unplanned transports of subjects to mental health/detox facilities	Support Services/Jail/Patrol Sergeants
Completing multiple evictions before time expires	Civil Process Deputy/Support Services Sergeant
Complaints/concerns from Circuit Court Judges regarding bailiffs or security issues	Administrative Captain/Support Services Sergeant
Locating inmates for writ purposes	DA office
Requests for a deputy's assistance for court proceedings or meetings	Support Services Sergeant

VI. SUPERVISION / MANAGEMENT

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Responsibility for others:

a. Number of People: **11**

b. Their Position Titles: **4 Full-Time Deputies, 6 Part-Time Deputies, 1 Full-Time Clerical Assistant**

c. Which, if any, of the following do you perform?:

1. Directly Supervise? **11 positions**

2. Train / Instruct? **Yes-Assist with training**

3. Give Work Direction? **Yes-All above listed personnel**

4. Do Project Management? **Yes- All above listed personnel**

5. Conduct Performance Reviews? **Yes-All above listed personnel**

6. Discipline? **Yes-All above listed personnel**

7. Hire? **Assist with interviews and give recommendations**

d. Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:

VII. WORK RELATIONSHIPS	
Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.	
Typical Work Relationships	Purpose of Relationship
Citizens	Answer questions regarding transports and questions related to civil process being served
Attorneys	Answer questions about when their clients will be transported and also about the procedure/process for civil process
District Attorney/Victim Witness Coordinator	Discuss security for court hearings and also writ preparations for transport
Human Services	Discuss transports
Probation and Parole	Discuss transports and apprehension requests for those attending court hearings
Circuit Court Judges and Commissioners	Discuss security issues and concerns for court proceedings
Clerk of Courts personnel	Prepare for jury trials, preparation of writs, and civil process paperwork
Land Information Personnel	Verify land information for sheriff sales
Department of Corrections	Scheduling and completion of transports
Other Sheriff's Departments	Scheduling and completion of transports and also civil process inquiries
Immigration and Naturalization Department	Scheduling transports for court appearances
Jail/Patrol Sergeants	Completion of transports and civil process when short staffed
Administrative Captain	Keep administration advised of activities in the Support Services Division
Corporation Counsel	Scheduling of mental health hearings and also discussing civil liability with civil process
Civil Process Clerical Assistant	Discuss and make sure civil process paperwork is prepared and served according to statute in a timely manner
Deputies	Assign tasks and duties, complete performance evaluations, supervise and coach for ongoing development of skills

VIII. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS				
% Inside (sheltered) 75%	% Noise 5%	% Travel Required 5%		
& Outside Work 25%	% Fumes, Odor 25%	% Temperature extremes		
% Hazards 25%	% Other (note)			
Are there any unusual requirements for your position? (Y/N) Y				
If yes, please explain: The Support Services Sergeant needs to be available while on time off to the deputies and other sergeants to answer questions.				

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS
Does your position require any unusual or unique mental requirements?

This position often requires the Sergeant to assist the civil process deputy on evictions and seizing property from citizens. These procedures are often emotional and can become volatile as people are not willing to leave their home and give up property. Also, many evictions involve exposure to hoarding and uncleanly situations. Evictions can involve exposure to mold, fleas, urine, feces and other extremely unhealthy situations. In regards to courthouse security, sequestered jury trials and change of venue hearings do not happen very often, but when they do occur, a great deal of planning and preparation is required to ensure the appropriate amount of security is provided for all involved.

X. ADDITIONAL DATA/NOTABLE INFORMATION

Please identify any other information, which would help someone else understand your position more clearly:

The position of Support Services Sergeant not only requires one to be proficient in the daily operations of courthouse security and civil process, but also must remain proficient in handling complaints, conducting investigations, and the various other duties related to patrol. This position also requires knowledge of jail procedures as courthouse deputies are often assisting the jail with court proceedings, emergencies, and transports.

XI. SUPERVISOR'S REMARKS

TYPE IN YOUR NAME(S) AND EMAIL TO SUPERVISOR/DEPARTMENT HEAD. REMEMBER TO SAVE A COPY!

EMPLOYEE SIGNATURE: Sergeant Sharee Behm

DATE: 04/24/2014

SUPERVISOR SIGNATURE:

DATE:

DEPARTMENT HEAD SIGNATURE:

DATE:

HUMAN RESOURCES DIRECTOR SIGNATURE:

THIS PAGE IS LEFT BLANK TO INSERT ANY ADDITIONAL INFORMATION (Organizational Chart; Specific information per employee, if more than one person is submitting this JDQ; etc.)

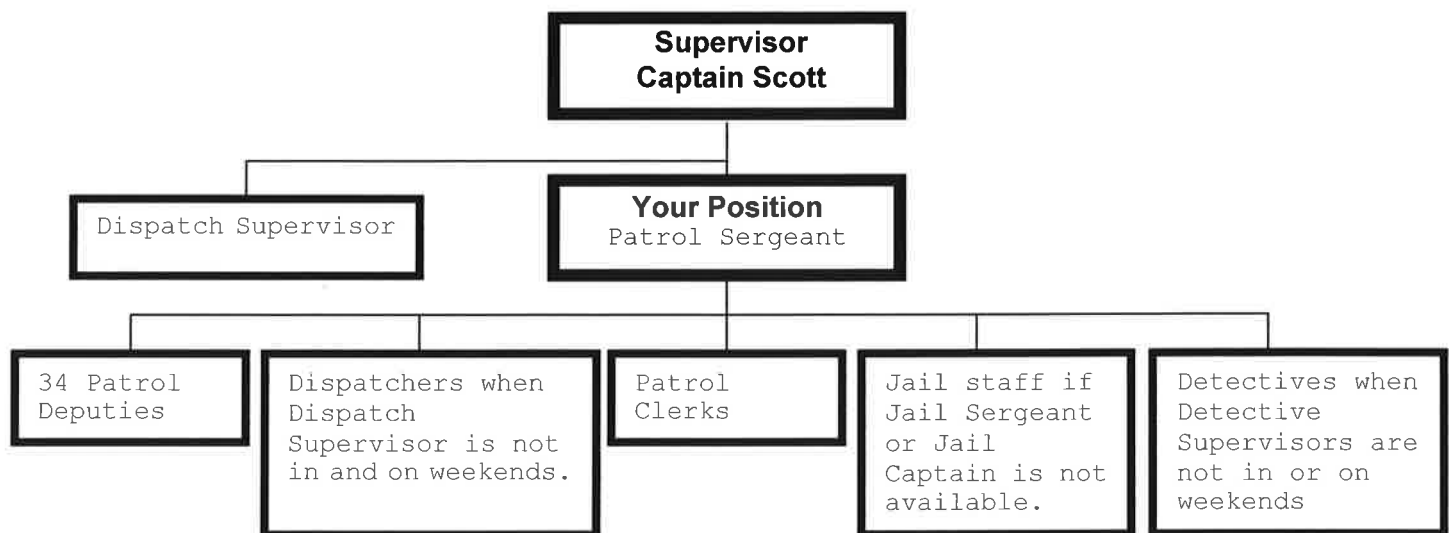
**Jefferson County
Job Description Questionnaire (JDQ)**

Name: 1-Thomas Rue 2-Leon Groshek 3- Matthew Miller 4- Brian Olson 5-Robert Scheinkoenig 6-Travis Maze	Date: April 24, 2014
Title: Patrol Sergeant	Department: Patrol
Work Location: 411 S. Center Ave. Jefferson, WI 53549	Phone: 920-674-7355
Immediate Supervisor: Duane Scott	Supervisor's Title: Patrol Captain

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	1- 15 y 9 m 2- 19 y 2 m 3- 19 y 3 m 4- 11 y 9 m 5- 3 y 6 m 6- 1 y
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	1- 23 y 2- 26 y 3- 24 y 4- 19 y 6 m 5- 14 y 6 m 6- 5 y
TOTAL EMPLOYMENT WITH YOUR ORGANIZATION: in years and months	1- 28 y 2- 27 y 3- 25 y 4- 22 y 5- 17 y 6- 15 y
WORK HOURS (Start/Finish): 1 & 6 - 5:30 am - 4 pm, 7 days on/7 days off 2 & 3 - 1:30 pm - 12 am, 7 days on/7 days off 4 & 5 - 9:30 pm - 8 am, 7 days on/7 days off	
FULL TIME: 40 hours +	REGULAR PART-TIME (%) :
OTHER	

OUTLINE OF ORGANIZATION CHART

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider its most important impact on the organization. Rue-Patrol sergeants manage day to day operations of the patrol division. We are responsible for direct supervision and evaluation of subordinates and work units. We administer and supervise department operations, planning, scheduling. We coordinate and evaluate workers and specialized programs. We personally manage and coordinate critical and/or major situations. (i.e. Fatal Accidents, Shootings, plane crashes, etc.). We are the liaison and public relations officers for news media and the public. All patrol sergeants manage one or more specialty units within the Patrol Division. On most occasions other than in the jail; supervisors work Monday-Friday dayshift; as Patrol Sergeants we are also called upon to manage and supervise Dispatch, take care of process, transports, and any other personnel needed after hours or on weekends. We are often placed in critical situations where a quick decision must be made that will impact property, welfare, and possibly the life of other individuals. We must have a large basis of knowledge and experience, and be able to effectively think on our feet. Patrol Sergeants see that deputies do not violate the rights of citizens, which are granted through the Constitutions of the United States and the State of Wisconsin. Violations of which has cost some agencies large amounts of money in damages. All this while ensuring that the citizens of Jefferson County receive the best Law Enforcement services that the Sheriff's Office Patrol Division can provide.

Scheinkoenig- Patrol sergeants manage day to day operations of the patrol division. We are responsible for direct supervision and evaluation of Deputies and others we supervise. We administer and supervise department operations, planning and scheduling. We coordinate and evaluate workers and specialized programs within patrol. We personally manage and coordinate critical and/or major situations. (i.e. Fatal Accidents, Shootings, plane crashes, etc.). We are the liaison and public relations officers for news media and the public. All patrol sergeants manage one or more specialty units within the Patrol Division. I am assigned 3rd shift when there are no other administrators or supervisors present. I supervise dispatchers, detectives if they are in, Jail staff if necessary and they do not have a Sergeant available. We work directly with Human services arranging the safe transport of individuals to detoxification or mental health facilities. We maintain staffing levels so that the county has consistent coverage and manpower. When we do not have proper manpower or coverage we need to make scheduling changes to ensure that coverage. Patrol Sergeants see that deputies do not violate the rights of citizens, which are granted through the Constitutions of the United States and the State of Wisconsin, violations of which has cost some agencies large amounts of money in damages. We must have the knowledge and experience to think quickly and effectively to make a split second judgment call that can affect a person's liberties, property or life. We ensure that the citizens of Jefferson County receive the best Law Enforcement services that the Sheriff's Office Patrol Division can provide.

II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Then explain how the outcomes could be measured. Indicate the approximate percentage of time spent annually on those activities.		
% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
100	Administrative duties that include preparing for patrol briefing. Brief patrol deputies on what has occurred on previous shifts to keep them updated. Include areas, assignments, and follow up they need to do. Often include roll call training on legal updates, policies or procedures that have changed. Prepare and submit budgets. Review and stay current of federal, state, and local laws. Distribute paperwork from dispatch. (27's, 28's, TTY's on missing endangered persons, Amber Alerts, ATL's on dangerous wanted felons etc.) Daily squad and equipment check	Well prepared, organized deputies that are confident in their duties. Well informed personnel leads to more efficient personnel. Well maintained equipment limiting liability also limiting liability through knowledge that leads to informed decisions.
100	Direct Supervision - which includes reviewing all deputy incident reports, citations, crash reports. Arriving on scene to assist Deputies on complaints and advise them on resolutions.	Organized paperwork streamlines efficiency and productivity of an agency.
40	Schedule future areas assigned to deputies, review and approve or deny requests for time off. Post overtime, schedule special assignments. Schedule training for sworn personnel.	Well structured, consistent scheduling leads to better organizational structure. Fewer complaints from personnel.
35	Field numerous phone calls for dispatch from the public, organizations, other departments on various topics etc.	Takes work load off of dispatch and allows for better public service.
15	Make many decisions for deputies that pertain to liability situations that they normally are not to make (i.e. Use of spike system on pursuits, mutual aid requests, kicking in doors, call out of the Air Wing, SWAT call out, MAIT call out etc.)	Knowledgeable and timely decisions limit personal and organizational liability.
5%	Research, review and rewrite policy for command staff approval.	Assisting command staff review policy lends to those that use policy and procedures regularly to make valuable contributions to the process therefore allowing for even more useful policies that will assist in limiting department liability.
5%	Download audio and video evidence deputies turn in at shift end.	Saving data and evidence to prevent liability claims.
50%	Training - I schedule all deputies that come from the jail for their 12 week Patrol Field Training. Review all daily, weekly, and step DOR's. I meet with FTO's and PO's to assess progress and determine need for extension, performance improvement plan, or continuation and graduation from the program. If the assessment shows they have not passed the program they are given documentation showing cause. I maintain the FTO manual with nearly weekly changes. Conduct training in DAAT, POSC, FIREARMS, DIVE and other areas mentioned above for our	Proper organization and management of the FTO program will prepare all new deputies that pass the program, to reach their full potential and provide knowledgeable, professional policing for years to come. Training is an invaluable resource, and prepares the deputies to handle any type of incident from critical to minimal as second nature. This will limit deputy injuries, complaints against deputies, and liability.

	training purposes as well as County Wide Training. Prepare lesson plans, PowerPoint presentations and do scheduling.	
5%	Review cases with the DA's Office and testify in court	Proper preparation and handling of cases leads to a professional image and the desired outcome in court.
20%	Use critical thinking in problem solving for daily occurrences whether it is situations deputies, dispatchers, or I as a Sergeant personally encounter.	Allows for me to assist deputies and other staff to decide whether a claim is always true, sometimes true, partly true, or false. This in turn allows for the proper outcome in a given situation, which in turn allows the organization to function at its most efficient level.
10%	Manage special units such as the Dive Team, FTO Cadre, Snowmobile Patrol, Boat Patrol, and use of ATV and UTVs.	Professional personnel will be assigned to all units and they will conduct business in an efficient professional manner.
5%	Fill out reports. First Report of Injury if claimed. Fill out reports on damage to squads. All are important for insurance purposes. Pursuit report forms for the State of WI	All important forms that will organize and streamline needed claims for deputies and the Sheriff's Office as well as the State of WI.
2%	Review and distribute court notices for patrol deputies to make sure then make their dates.	Smoother running more efficient court system.
15%	I set up and update TraCs computer program issued by the State of WI for electronic traffic enforcement. I maintain the database and fix issues as they arise. I arrange training and ensure that the deputies are up-to-date on changes in the use of the program.	Making sure that program is running properly and training allows deputies to use program with confidence, effectively and efficiently.
10%	Prepare for patrol briefing. Brief patrol deputies on what has occurred on previous shifts to keep them updated. Include areas, assignments, and follow up they need to do. Often include roll call training on legal updates, policies or procedures that have changed.	Well prepared, organized deputies that are confident in their duties.
15%	I set up and update TraCs computer program issued by the State of WI for electronic traffic enforcement. I maintain the database and fix issues as they arise. I arrange training and ensure that the deputies are up-to-date on changes in the use of the program.	Making sure that program is running properly and training allows deputies to use program with confidence, effectively and efficiently.
10%	I manage and review the squad video system. This includes periodically reviewing deputy actions on video making sure they are using the equipment as instructed. Video is downloaded and providing video for open record requests.	Server is functioning. When repairs or equipment is needed they are scheduled for repair or ordered to ensure constant and proper function of squad video. Open records requests are completed within required time. Deputies are trained in usage of equipment and use it properly.
5%	Distribute paperwork from dispatch. (27's, 28's, TTY's on missing endangered persons, Amber Alerts, ATL's on dangerous wanted felons etc.)	Well informed personnel lends to more efficient personnel.
5%	Daily squad and equipment check	Well maintained equipment limiting liability
15%	Review all deputy incident reports, citations, crash reports.	Organized paperwork streamlines efficiency and productivity of an agency.

10%	Schedule future areas assigned to deputies, review and approve or deny requests for time off. Post overtime, schedule special assignments. Schedule training for sworn personnel.	Well structured, consistent scheduling leads to better organizational structure. Fewer complaints from personnel.
15%	Field numerous phone calls for dispatch from the public, organizations, other departments on various topics etc.	Takes work load off of dispatch and allows for better public service.
5%	Manage range building, cleaning, schedule use, maintenance, etc.	A better more organized training facility lends itself to better more efficient training.
5%	Prepare and submit budgets	Assisting command staff will speed up the budget process and provide for fresh needs and ideas.
10%	Review and stay current of federal, state, and local laws.	Limiting liability through knowledge that leads to informed decisions.
5%	Confer with Human Services on detoxes, ED's, CHIPS cases etc.	Better care for those in need of special services.
10%	Often make the final decision for deputies on what defendants will be charged with.	More efficient decision making thus a better legal system.
5%	Sergeant's logs and press releases and any major incident.	Keeps all members of the Sheriff's Office as well as the public better informed on what is occurring in their community.
5%	I am a member of the Use of Force Review Committee. We review nearly all force used by deputies from Control alternatives through Deadly Force, or anytime medical assistance is needed or requested.	Keeps track of force situations so that all force is kept within proper guidelines, therefore eliminating what could otherwise be an injustice to the public and a costly liability for the county.
5%	Attend Sergeant's meetings, Staff meetings, FTO meetings, Boat Patrol meetings, Snowmobile patrol meetings etc.	Staying informed and passing information on is an essential part of law enforcement as it is with an business, community etc.
5%	Research, prepare, and present evaluations to deputies.	Allow deputies to know what they need to work on as well as informing supervisors and superiors the current status of personnel in the Sheriff's Office. Also allows for adaption of training to improve on any areas that are seen as weaknesses in the Office.

III. FORMAL PREPARATION / EXPERIENCE

Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.

1. Formal preparation/education (or equivalent) necessary to qualify for the position.
60 college credits. All sworn personnel must complete the Wisconsin Law Enforcement Academy. You must pass the Patrol Sergeant test written by the state of Wisconsin.
2. Relevant experience required to qualify for the position (number of years of relevant experience needed)
You must be employed with the Sheriff's Office 3.5 years minus educational credits in you have them, to write for sergeant.
3. Note any other training/certifications, etc. which is needed for the position. **When hired you must pass 12 weeks of field training in the jail. Then to go to patrol you must pass another 12 week Patrol Field training program. If you do not pass the 12 week training in the jail you are fired. You then still have to pass the 12 week for patrol. If you fail the patrol training you will not be allowed to leave the jail. All Law Enforcement Officers, including Sergeants have to attend 24 hours of mandatory training each year to**

	keep their Certification as an Officer in the State of Wisconsin. We also must attend Vehicle Pursuit training every other year.
4.	Please indicate additional education, experience or training that is <i>desired</i> for the position. Supervisory training/education and Field Training Officer training and experience. Nearly every Sergeant has been promoted from the FTO ranks where they have had experience training and relaying their knowledge to other Deputies. The ability to impart you knowledge to others, and oversee what they are doing on a daily basis is an integral part of being a Supervisor.
5.	Please indicate your education, experience, etc. that you have. Rue-I was confirmed at St. John's Lutheran school in Jefferson. I graduated from Lakeside Lutheran High School in Lake Mills. I received an Associate degree in Police Science from MATC in Madison. I have attended many schools and have received Law Enforcement certifications as an instructor in Defensive and Arrest Tactics (DAAT), Position of Subject Control (POSC), Firearms, Tactical Rifle, Vehicle Contacts, Emergency Vehicle Operations Course (EVOC), Corrections Emergency Response Team (CERT) With those certifications I attended more classes and received my part time teaching degree and taught for 6 years at MATC Madison in the Recruit Academy. I also am a SCUBA instructor and certify all of our Dive Team members in I have 14 ½ years of supervisory experience at the Sheriff's Office. I attended several supervisory and management seminars. While working as a patrol deputy I was a Field Training Officer for 6 years; the training for which included developing a training program, evaluation of deputy's performance, documentation procedures of deputy's performance, and evaluation of how to improve the field training program. I am now the Supervisors of all the FTO's. Scheinkoenig- I graduated from Waukesha North High school. I have a 4 year Bachelor of Science degree from UW Stevens Point in Resource Management and Environmental Law. I have been in management roles in most of my jobs either on full time or temporary basis, at times supervising groups of people, ensuring quality and quantity of work from my teams. I have been a Field training officer with this department training others on statutes, policy and procedure. I have been on the SWAT Team for almost 12 years and have acted as a Squad leader when necessary. I have and often look for any training opportunity that may increase my knowledge in this field both through the Sheriff's office and many times on my own.

IV. JUDGEMENTS MADE		
Please identify what you believe are the most important judgment you make in performing jobs.		
EXAMPLES OF JUDGEMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGEMENTS	WHAT IS THE IMPACT OF THESE JUDGEMENTS
Do we have the constitutional authority to arrest a person.	The courts (to include the Supreme Court), Lawyers, citizens, and the news media.	Arresting someone without constitutional authority can result in litigation costing thousands to hundreds of thousands of dollars.
Authorizing and directing deputies to use Deadly Force in situation as dictated by Sheriff's Office's Policies and Procedures. (i.e. High Speed Chases)	The courts (to include the Supreme Court), Lawyers, citizens, and the news media.	Taking someone's life has dramatic and long lasting impacts on everyone involved and the public as a whole. Unjustified use of Deadly Force costs millions of dollars, can destroy the credibility of a law enforcement agency, divide the public, and in some cases has resulted in Riots.
Course of action to be taken during incident investigations/situations.	The courts (to include the Supreme Court), Lawyers, citizens, and the news media.	Enforcement of laws and prosecution of the offenders brings satisfaction to victims which allow the healing process to begin, which allows victims to get past their personal trauma. The constitution, laws, and court procedures must be adhered to if a conviction is going to be

		obtained. Failure to obtain evidence or violating the procedural guidelines will jeopardize the investigation and case; which will result in the offender being able to terrorize more victims.
Dealing with armed/dangerous subjects and dangerous situations.	The courts (to include the Supreme Court), Lawyers, citizens, and the news media.	The safety of Citizens, deputies, and even the offender must be considered. Using too much force or not enough force could result in unnecessary injury or death; as well as costing the County monetary damages in civil actions from victims or offenders.

V. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.

TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Deployment of deputies to cover calls; while providing deputy and citizen safety requirements.	Patrol Sergeant
Compliance with the Constitutions of the United States and Wisconsin, Supreme Court Rulings, and other regulatory documentation/requirements in dealing with; investigations, monitoring deputies actions, authorizing/ordering deputies to take action, and the rights/needs of the public.	Patrol Sergeant,
Project Management for specifically assigned Specialty Units. (including but not limited to; budget, training, staffing, protocols/procedures, and deployments)	Sergeant Assigned to specific Specialty Unit.
Questions and concerns of the Public related to law enforcement procedures and actions. Citizen Complaints about deputy's actions.	Patrol Sergeant. (Finding forwarded to Patrol Captain when required by Policy and Procedure or as warranted)
Review and evaluation of deputy performance and activities. Commencement of discipline procedure as warranted.	Patrol Sergeant
Review/critique of all reports done by patrol deputies.	Patrol Sergeant
Coordinate activities with other agencies and jurisdictions	Patrol Sergeant

VI. SUPERVISION / MANAGEMENT

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Responsibility for others:

a. Number of People: 44

b. Their Position Titles: Deputies, Dispatchers, Clerks

c. Which, if any, of the following do you perform?:

1. Directly Supervise? Yes

2. Train / Instruct? Yes

3. Give Work Direction? Yes

4. Do Project Management? Yes

5. Conduct Performance Reviews? Yes

6. Discipline? Yes

7.	Hire? No
<p>d. Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:</p> <p>Rue- 1.) Dive Team budget. I research equipment for safety, quality and expense. I prepare and submit a budget based on the need, cost, and applicability of each item. When approved I purchase the item if it is a low cost item. If not I need to prepare a purchase order etc. The Dive Team has a Dive Bus and nearly \$5000.00 dollars of equipment provided to each of 13 divers. 2.) Project manager for Lake Mills Range building. I am responsible for building logistics and construction oversight. I was given \$10,000.00 for the last fiscal budget. I have prepared and submitted the 2013 budget. I am responsible for the oversight of the utilities, cable, phone, internet, and general upkeep of the building. 3) Boat Patrol budget. I submit a yearly budget for the Boat Patrol. I also have to review daily logs to make sure all information such as gas purchases are correct. I purchase new equipment and repair damages. I tabulate the costs of patrol including Deputies wages, mileage, fuel costs and depreciation of equipment. I review daily logs and transfer them to weekly reports, then on to monthly reports and finally onto a yearly. I then go to Madison to meet with the DNR to submit this budget which we may receive up to 90% reimbursement. We have one Boston Whaler with a 225hp Honda motor, 1 zodiac with a 90hp Evinrude and 1 small alumacraft boat. 4) Snowmobile Patrol budget. I submit a yearly budget and have to follow all the same procedures as for boat patrol with accounting. I also have to submit the same financial paperwork to the DNR. We have two snowmobiles and various equipment for this unit. 5) ATV budget. I am responsible for the upkeep and maintenance of the two ATV, s and one UTV that JESO has. 6) I budget for training for my Field Training Officers (FTO's).</p> <p>Schoekoenig- I have some degree of accountability for the Squad video server, training deputies on new fleet systems and computer programs. Maintaining computer programs associated for TraCS, Coban, and Vidmic along with record keeping within these systems. The first thing the public sees is our fleet. Making sure that that fleet is in good condition inside and out provides a good image of the Sheriff's Office to the public. Maintaining the fleet it is also important to make sure that the deputies have proper and functioning equipment that is up to date and useful to them.</p>	

VII. WORK RELATIONSHIPS	
Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.	
Typical Work Relationships	Purpose of Relationship
Public	Respond to calls and assist in crisis. May issue citations, warn, arrest, or release without action depending on the fact situation. We meet with victims of crimes, witnesses, and defendants. Sergeants often field calls answering questions on what is taking place on a complaint a Deputy handled. We also field complaints on Deputies and decide what follow or actions need to take place if any. We also have times that we can make casual contact as Public Relations or host classes such as the Citizen Police Academy where I often have the chance to instruct.
Judges	We testify in their courts. We often respond to courts to assist with security.
Private employees - kitchen staff, maintenance, secretaries etc.	Supervise in the absence (weekends, nights) of their usual supervisors.
Jefferson County Emergency Communications	Schedule, call in, supervise, and train.
Other Agencies - Watertown Pd, Jefferson Pd, Whitewater Pd, UW Whitewater PD, Johnson Creek PD, Lake Mills Pd, and Fort Atkinson PD, State Patrol, and many agencies outside our jurisdiction.	Back up when needed assist. I train these departments yearly in a County Wide Training program that includes, and is not limited to; Defensive and Arrest Tactics, Vehicle Contacts, Emergency Vehicle Operations, and

	Pursuit Driving. Often times there is not a supervisor in on later shifts in many of the jurisdictions and they look to the Sheriff patrol Sergeants to provide guidance and input in situations that they may have.
Patrol Deputies	Schedule, manage, supervise, train, do reviews, initiate discipline, brief. Backup in emergencies and day to day patrol activities when needed.
Jail Deputies	Train and assist with inmates as needed.
Support Services Deputies	Train, assist with process by assigning to patrol deputies.
Detectives	Train. Initial investigations and review of complaints they follow up on.
Superiors - Captain, Chief, Sheriff	Initiate, recommend and administer corrective and/or disciplinary action involving subordinate employees, consistent with department policy and procedures. Train.
Vendors	Review products, recommendations, and purchase from companies when warranted.
Emergency Government	Coordinate with during emergencies such as but not limited to the 2008 severe flooding. Assist in running command posts. Work together on grant suggestions. I have received a new boat motor and trailer through a grant due to working with Emergency government. I also have made our Lake Mills Range a secondary Emergency Government command post.
DA	We often confer with the District Attorney as to charges, elements of crimes, search warrants, victims' rights; follow up needed etc. so that all cases may be handled in the best possible way.

VIII. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS		
% Inside (sheltered) 50%	% Noise 10%	% Travel Required 5%
& Outside Work 50%	% Fumes, Odor 15%	% Temperature extremes 30%
% Hazards 20%	% Other (note)	
Are there any unusual requirements for your position? (Y/N) Yes		
If yes, please explain: We are often exposed to blood born pathogens, toxic fumes, violent persons and high stress critical situations. We often work overtime and swing shifts as needed to cover.		

IX. UNUSUAL/UNIQUE MENTAL REQUIREMENTS
Does your position require any unusual or unique mental requirements? Rue-We are forced to make critical decisions in a moment's notice with very often limited information to base our decision. A wrong outcome could cause severe liability on us, other individuals and out department as a whole. We therefore are depended on to have exceptional judgment skills. Scheinkoenig-Need to be able to quickly assess and give instruction to officers and citizens in sometimes high stress, time sensitive and emotionally charged situations. These decisions must be quick and abide by Policy, procedure, state and federal Laws

X. ADDITIONAL DATA/NOTABLE INFORMATION
Please identify any other information, which would help someone else understand your position more clearly: Our job as Supervisors at Jefferson County Sheriff's Office is in a constant state of transformation from day to day and shift to shift. We deal with extremes not only temperatures, hours worked, and personalities encountered, but also in decisions to be made. In most cases we as Sergeants do not have the luxury of time or research but only split second decisions based on knowledge and experience. We have to protect and serve the

citizens of the county and also assure the safety of our deputies while making sure they are properly performing their jobs. We OFTEN deal with death and gore that the common public very seldom sees. We counsel deputies on problems and make sure they get professional counseling if needed.

XI. SUPERVISOR'S REMARKS

The 6 Sergeants are responsible for the general areas listed in the JDQ; however, each Sergeant has specialty areas that they are required to deal with above and beyond their normal duties. These areas include SWAT, EVOC, Firearms, Motorcycle patrol, maintaining defibrillators, squad camerss, TRACS, DAAT, Dive team, Boat patrol, Snowmobile patrol, OWI arrests, K-9 unit, Crash Investigation Team, Fleet , Special events, Training facility and Truck enforcement. Each of these specialty areas requires: training time, budgeting considerations and documentation above their normal supervision of their daily shifts.

EMPLOYEE SIGNATURE: Tom Rue/ Robert Scheinkoenig/Travis Maze

DATE: 04/25/14

SUPERVISOR SIGNATURE:

DATE:

DEPARTMENT HEAD SIGNATURE:

DATE:

HUMAN RESOURCES DIRECTOR SIGNATURE: Terri M Palm, 8/6/12

Note: Current JD requirements are:

Two year Associate degree in police science with five years law enforcement experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Possess a valid Wisconsin driver's license.

To take the examination for promotion to Sergeant, a candidate must have not less than five (5) years of service with the Sheriff's Department.

THIS PAGE IS LEFT BLANK TO INSERT ANY ADDITIONAL INFORMATION (Organizational Chart; Specific information per employee, if more than one person is submitting this JDQ; etc.)

Sergeant Matthew Miller

Sergeant Leon Groshek

Sergeant Brian Olson

Sergeant Robert Scheinkoenig

Sergeant Travis Maze

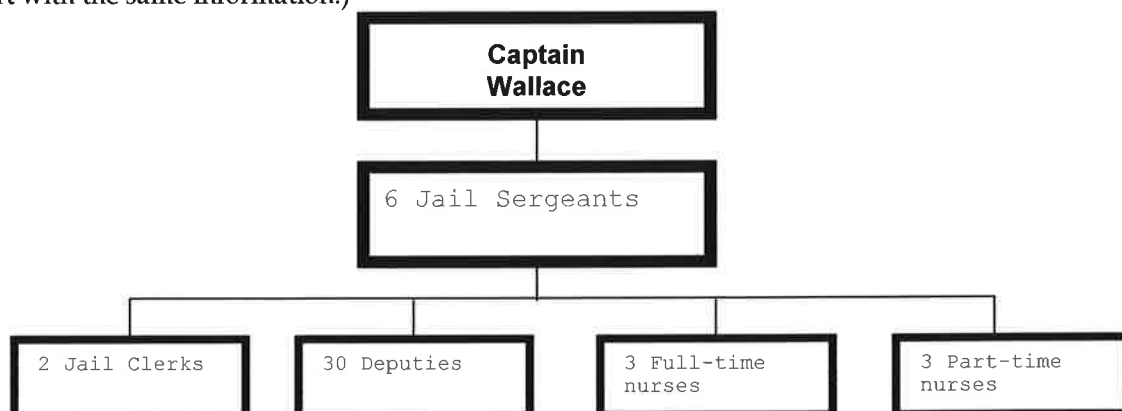
**Jefferson County
Job Description Questionnaire (JDQ)**

Name: 1-Lisa Handrow 2-Kevin Brost 3- Jason Hacht 4- Heather Novotny 5-Steve Ganser 6-Jeffery Galbraith	Date: April 24, 2014
Title: Jail Sergeant	Department: Jail
Work Location: 411 S. Center Ave. Jefferson, WI 53549	Phone: 920-674-7364
Immediate Supervisor: Paul Wallace	Supervisor's Title: Jail Captain

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	1- 12 y 7 m 2- 8 y 7 m 3- 8 y 3m 4- 5 y 3 m 5- 1 y 11m 6- 1 y 1 m
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	1- 18 y 2- 18 y 6 m 3- 16 y 6 m 4- 9 y 5- 17 y 6- 15 y
TOTAL EMPLOYMENT WITH YOUR ORGANIZATION: in years and months	1- 18 y 2- 21 y 3- 17 y 4- 12 y 5- 19 y 6- 15 y
WORK HOURS (Start/Finish): 7am-7pm or 7pm-7am	
FULL TIME: X	REGULAR PART-TIME (%) :
OTHER	

OUTLINE OF ORGANIZATION CHART

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider its most important impact on the organization. Jail Sergeants primary job duties include direct, 24/7, supervision of approximately 6 Deputies per shift, 2 Jail Clerks and the medical staff. Also to ensure the safety and security of the Jefferson County Jail Deputies, Civilian Staff and inmates. Another important duty is to ensure that the Wisconsin State Statute 302 is being followed as well and the Jefferson County Jail Policies and Procedures and the rules of the Department of Corrections 350. The Jail Sergeant is responsible for the scheduling of Deputies to meet the needs of the Jail Division, as well as scheduling mandatory training.

II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Then explain how the outcomes could be measured. Indicate the approximate percentage of time spent annually on those activities.

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
	ADMINISTRATIVE FUNCTIONS	
5	Complete 6 month and yearly reviews on the Deputies and Clerks.	Used for promotional processes and training purposes
5	Draft and review Jail Policies and Procedures.	New/updated policies are reviewed and then put into place.
5	Prepare a yearly budget based on the needs of the Jail Division.	Yearly, an amount is given for the items requested. An order is then placed.
40	Scheduling of Deputies to ensure the Jail is staffed properly.	Sufficient number of Deputies working to complete tasks
40	Coordinate Inmate Programming; GED, Religious services, AA, seminars, Guest speakers, jail literacy, and other misc jail volunteer groups.	Attendance of such classes, completion of GED testing. Inmate feedback.
25	Oversee Inmate medical issues, appointments and transports. Follow up with the nursing staff and make necessary arrangements.	Less illness in the Jail, number of transports to medical or dental appointments.
10	Order and maintain Jail equipment and Supplies; Inmate hygiene products, gloves, books, medical supplies, drug tests, linens, inmate commissary.	A well-stocked, well maintained Jail.
30	Attend meetings both within the Sheriff's Office and outside agencies. Sergeants attend training updates and seminars. One sergeant is a current member of the Jefferson County Literacy Council committee to reduce recidivism in Jefferson County. Attend Victim Impact Panel Seminars to obtain information and recruit guest speakers to come into Jail for seminars, attend Jail Ministry meetings, Nurse meetings. One sergeant is a current member of the State Training and Standards training committee.	Numerous programs have been developed. Information is shared at the meetings and then gets passed along to the Jail Staff to implement. Having a sergeant on the State of Wisconsin Training and Standards Committee offers the Sheriff's Office training opportunities that others are not offered.
	SUPERVISORY FUNCTIONS	
100	Supervision; review and monitor the Deputies and Inmates daily activity.	Evaluate job duties completed, evaluate inmate conduct
5	Civil Process Paper service within the jail, arresting those with outstanding warrants or active Probation warrants, and sign equipment repair notices of subjects in the jail lobby or Sheriff's Office lobby.	Detaining those arrested, and have to forward any paperwork in regards to repair notices or civil process to the correct location.

5	Working Post (Central, Pod, Booking)	It is important to work the post from time to time to keep familiar with the day to day work that the deputies are performing.
	TRAINING FUNCTIONS	
10	Oversee training; Cell Extraction Response Team, Defense and Arrest Tactics, Medical training and updates.	Attendance and reduced amount of inmate and staff injuries or major incidents.
5	Attend training to maintain certification and to remain up to date on changes within Law Enforcement.	Certification continues and new updates are implemented.

III. FORMAL PREPARATION / EXPERIENCE

Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.

1.	Formal preparation/education (or equivalent) necessary to qualify for the position. The Jail Sergeant position requires a two year associate's degree and five years of Law enforcement experience.
2.	Relevant experience required to qualify for the position (number of years of relevant experience needed) To qualify for a Jail Sergeant position, possess a valid Wisconsin Driver's License, successful completion of the State of Wisconsin Law Enforcement Academy 13 weeks, 520 total hours, State of Wisconsin Basic Jail Academy 160 hours. A Deputy must have five years of service with the Jefferson County Sheriff's Office and must take and pass a promotional written exam.
3.	Note any other training/certifications, etc. which is needed for the position possess a Valid Driver's License and be Jail certified. CPR certifications, Emergency Vehicle Operations (EVOC) certification, Maintain Law Enforcement Standards Board certification.
4.	Please indicate additional education, experience or training that is <i>desired</i> for the position. Prior Field Training Officer experience, leadership courses, and to have the ability to make good sound decisions under pressure.
5.	Please indicate your education, experience, etc. that you have. As far as education for the Jail Sergeants' it ranges from 60 College Credits to a Bachelors' Degree. Graduates of a State Certified Police academy, which included becoming firearms certified as well as CPR certified. To have a better understanding of managing and to gain experience in supervising you should attend schools/classes/seminars for such things as including; Supervisory, Field training Officer, Managing under pressure, Spanish, Jail Administrator conferences, Identifying Deceptive Behavior.

IV. JUDGEMENTS MADE

Please identify what you believe are the most important judgment you make in performing jobs.

EXAMPLES OF JUDGEMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGEMENTS	WHAT IS THE IMPACT OF THESE JUDGEMENTS
Administrative Confinement/Inmate write-ups	Jail Captain	If an inmate remains in a cell by him/herself. If the inmate is disciplined for his/her behavior.
Medical/emergency occurrences	Jail Medical staff/ Jail Captain	Medical transports via squad car or ambulance. Medical appointments made and transportation provided.
Special Duties assigned to Deputies	Jail Captain	If a Deputy is assigned to a special task such as a medical transport or courtroom security.
Civilian entrance into the Jail facility	Jail Captain	If certain civilians are allowed into the Jail setting for meetings.

Contacting the members of Correctional Entry Response Team (CERT) to make a cell entry	Jail Captain	Lowens the risk of injury to both the inmate and the Deputies involved with a combative subject.
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V. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.

TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Scheduling conflicts/shortages	Jail Sergeant
Prioritization of Duties	Jail Sergeant
Computer/software issues	Jail Sergeant, Todd Lindert, MIS personnel
Staff mediation/counseling	Staff/Jail Sergeant/Jail Capain
Inmate resolution	Deputies/Jail Sergeant

VI. SUPERVISION / MANAGEMENT

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Responsibility for others:

a. Number of People: (37) 30 Deputies, 2 Jail Clerks, 3 Full-time nurses, 3 part-time nurses

b. Their Position Titles: Deputies, Nurses, Jail Clerks and Inmates

c. Which, if any, of the following do you perform?

1. Directly Supervise? Yes

2. Train / Instruct? Yes

3. Give Work Direction? Yes

4. Do Project Management? Yes

5. Conduct Performance Reviews? Yes

6. Discipline? Yes

7. Hire? Not Applicable

d. Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability: We are responsible for yearly budgets. Also order supplies on a weekly basis and submit Requisition orders for items not covered under the yearly budget. We are responsible for Jail equipment such as Inmate equipment, Jail keys, Video conferencing material, Medical supplies, CERT supplies, Bank bags

VII. WORK RELATIONSHIPS

Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.

Typical Work Relationships	Purpose of Relationship
Jail Captain	Keep him informed of the Daily operations of the Jail and any disciplinary issues.
Detective Division	Refer inmates/ cases to them for investigative purposes.
Patrol Division	Work closely with them to ask for or assist with transports.

Dispatch	Obtain and give information to them regarding warrants, subjects being brought to Jail or transferred out.
Jail Clerks	Work with the Clerks concerning monetary issues, commissary orders and Jail Stats.
Clerk of Courts	To maintain communication regarding inmate sentences and court hearings.
District Attorney Personnel	Forward complaints and reports to the DA's Office. Assist them with court activity/paperwork.
Human Services	Work together in providing the best treatment/environment for the mentally ill or suicidal subjects that are brought to the Jail.
Public Defenders Office	Allow them access to their clients in the Jail setting for representation purposes for court. Deliver correspondence between the Public Defender's Office and the inmate. Also deliver court paperwork to them for hearing purposes.
Jefferson County Literacy Council	Part of a committee entitled "Reducing Recidivism"; work with the members to continue to provide programs and seminars for the Jail.
Work Force Development	Along with the Huber Deputies, we work with them to assist the inmates in obtaining employment and maintaining employment upon release.
Child Support Office	Assisting both the Child Support Office and the inmate in obtaining the purge amount in order for the inmate to pay and/or attend a court hearing to begin child support payments.
General Public	Answer their questions and assist them in regards to family members incarcerated.
State Jail Inspector, U.S. Marshall Inspector	It's important to stay in contact with the Inspectors to assure that the jail is staying within the standards set by the State and U.S. Marshalls.
Other Sheriff Offices and Law Enforcement Agencies	Important the information is shared between agencies to keep the most accurate up to date information of inmates. Jail inmate photos are shared to identify possible suspects in other agencies investigations.

VIII. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS		
% Inside (sheltered) 75%	% Noise 40%	% Travel Required 10%
& Outside Work	% Fumes, Odor	% Temperature extremes
% Hazards 25%	% Other (note) Harassment: from angry/uncooperative inmates and family members of the inmates. 50%	
Are there any unusual requirements for your position? (Y/N)Y		
If yes, please explain: You must have the ability to report to work when called, any time of the day or night. You need to have the proper mental ability to handle stressful situations. Overtime may be required on very short notice. Working weekends and Holidays are required. Additional training takes place on your scheduled days off.		

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS

Does your position require any unusual or unique mental requirements? In position you must be able to handle stressful situations. You must have the mental/physical ability to intervene and break up physical fights and be prepared to make immediate cell entrance on subjects who may be physically larger than you. Working in the Jail environment you are subjected to harassment and name calling from the inmates. You must be able to handle uncooperative inmates and develop a good rapport with them, especially those with a mental illness, and those who have illegal drugs in their system when they are brought into the jail.

X. ADDITIONAL DATA/NOTABLE INFORMATION

Please identify any other information, which would help someone else understand your position more clearly: This position not only requires mental alertness and quick decision making it also requires a great deal of empathy and patience. As a Jail Sergeant our job is to not only keep the community safe by housing the inmates, we must also ensure the safety and security of them while incarcerated. The inmates come from various backgrounds and are now in an environment they don't want to be in. This becomes a stressful environment for everyone. As a Sergeant your priorities are ensuring the Deputies perform their tasks in a safe environment while at the same time ensuring the inmates are following the Jail rules and being treated fairly without prejudice.

XI. SUPERVISOR'S REMARKS

EMPLOYEE SIGNATURE: Sergeant Lisa Handrow, Kevin Brost, Jason Hacht,
Heather Novotny, Steve Ganser, Jeffrey Galbraith

DATE: April 24, 2014

SUPERVISOR SIGNATURE:

DATE:

DEPARTMENT HEAD SIGNATURE:

DATE:

HUMAN RESOURCES DIRECTOR SIGNATURE:

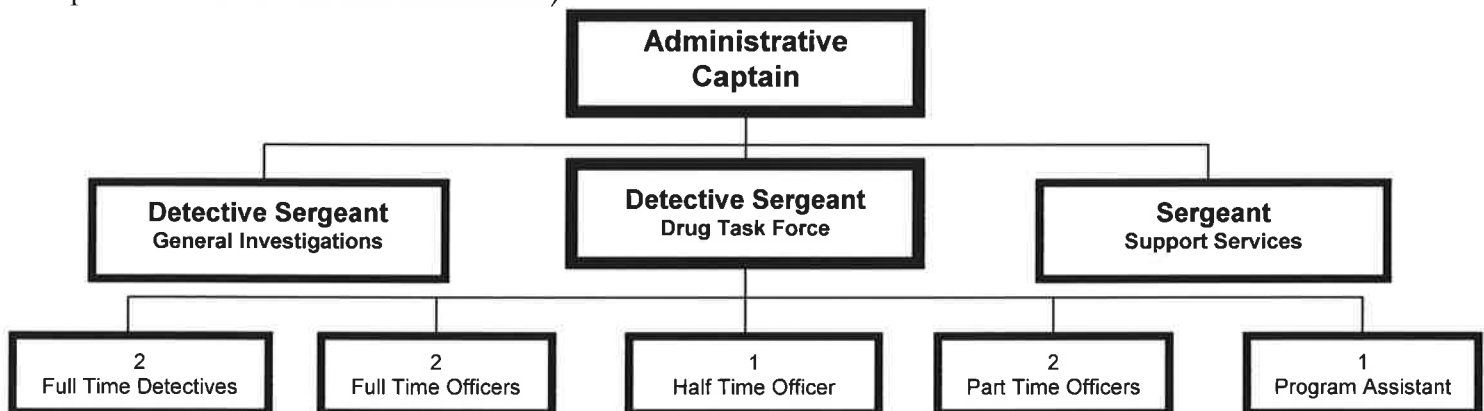
**Jefferson County
Job Description Questionnaire (JDQ)**

Name: Margareta Gray	Date: April 24, 2014
Title: Detective Sergeant	Department: Jefferson County Sheriff Office - Drug Task Force
Work Location: Annex Building -CTH N-Town of Koshkonong	Phone: (920)568-2580 Office (920)285-2588 Cell
Immediate Supervisor: Jerry Haferman	Supervisor's Title: Administrative Captain

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	2 Y 3 m
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	14 Y 8 m
TOTAL EMPLOYMENT WITH YOUR ORGANIZATION: in years and months	19 Y 5 m
WORK HOURS (Start/Finish): 8:00am - 4:00pm	
FULL TIME: X 40 + hours per week	REGULAR PART-TIME (%) :
OTHER	

OUTLINE OF ORGANIZATION CHART

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider its most important impact on the organization.

The Jefferson County Sheriff's Office Detective Sergeant position assigned to the Jefferson County Drug Task Force functions as the Project Director. The Drug Task Force is a multi-jurisdictional agency funded by the Jefferson County Sheriff's Office, participating municipal agencies, and Federal/State Grant Funding. In addition, each municipality assigns officers to the unit or provides wages to employ limited term officers. The Detective Sergeant is responsible to supervise all officers assigned to the Drug Task Force by the Jefferson County Sheriff's Office and each of the municipalities. In addition, the Detective Sergeant is responsible for managing all funding that supports the day to day operations of the Drug Task Force supplied by the municipalities, Federal and State Grants, as well as all forfeitures and seizures. This funding pays for drug buy money, operating supplies, fuel costs, under cover vehicles, maintenance of undercover vehicles, building maintenance and fees, and other purchases necessary to support and operate the Drug Task Force Unit.

The most important impact of the Detective Sergeant assigned to the Drug Task Force is to make the Jefferson County Drug Task Force a fully functioning unit that is available to each and every agency that is an active participant in the Drug Task Force. This includes making themselves and other Drug Task Force officers available to respond to calls from municipalities during evening and weekend hours when assistance is requested. In addition, the Detective Sergeant must file appropriate paperwork and records to continue receiving grant funds.

II. ESSENTIAL ACCOUNTABILITIES

Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Then explain how the outcomes could be measured. Indicate the approximate percentage of time spent annually on those activities.

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
	ADMINISTRATIVE FUNCTIONS	
25	Grant Paperwork - Quarterly Documents	Generate required quarterly documents for grant reporting to include the G-2 Financial Report/Fund Request showing quarterly expenses, funds requested for reimbursement, and quarterly program income earned. The Asset Seizure Log showing all US Currency and property seized during the quarter and shows what percentage of the seizures need to be reported as earned income after utilizing mathematical formulas. The Forfeiture Expenditure Log showing how the US Currency and property seized and forfeited is then converted into Task Force use. The Quarterly Performance Measures Report which breaks down both Felony and Misdemeanor arrests, the number of cases initiated, the quantity of each drug purchased/seized during the quarter, as well as other performance related information. The Semi-Annual Progress Report reviewing the progress of the Task Force to accomplish previously set goals, documenting any problems while attempting to attain the set goals, and any changes to previously set goals.
25	Officer Investigation Report Review	Review all Task Force Officer incident reports and Jefferson County Officer reports related to drug investigations. Ensure that all information is documented to include the required elements of the crime. Assign Task Force Officers to additional follow-up which may generate additional drug charges, an informant, or drug information.
15	Review Case Files - ACISS	Review all Jefferson County Drug Task Force entries into the Statewide ACISS database. <u>All</u> cases generated by Task Force are entered into ACISS for all state agencies to have access to for investigative purposes. Access ACISS to determine if other agencies have drug information on targets of the Jefferson County Drug Task Force.
15	Grant Accounting - Purchases	Determine which purchases made for the Task Force should be deducted from the Grant Account Funds. Determine if the purchases should be applied to the Federal portion or the State portion of the Grant Funds. Follow all strict guidelines for Grant purchases. Keep accounting records utilizing excel spreadsheets.
20	Oversee Officer Informant Management - Assign Cases for Follow-up	Have daily contact with each Task Force Officer to ensure proper and appropriate informant management. Troubleshoot problems with the Task Force Officer if the informant is having issues. Assign cases for follow-up to develop possible informants to conduct future controlled buys.
15	Phone Calls - Public and Law Enforcement	Answer public requests for assistance related to drug offenses. Take drug information from citizens and other law enforcement agencies. Communicate with Prosecutors and Defense Attorneys in reference to pending and filed charges. Contact other Law Enforcement Agencies requesting or offering assistance.
10	Steering Committee Meetings	Meet bi-monthly with the Jefferson County Drug Task Force Steering Committee members and review prior meeting minutes, previous two months' worth of expenditures, review charges pending and filed, current purchases, search warrants anticipated and executed, State and Federal Seizures, and any other Task Force related matters.

5	Scheduling - Time Off/Training	Schedule time off for Task Force Officers utilizing Schedule Soft program. Schedule training for Task Force Officers and the Program Assistant and a yearly basis.
5	Sheriff's Account - Purchases	Utilize the Task Force Funds requested through the Sheriff's Office Budget to pay expenses related to building maintenance, utilities, equipment repair, and confidential buy funds. Keep accounting records utilizing excel spreadsheets.
5	Forfeiture/Seizure Paperwork	Complete the Forfeiture Complaint, Forfeiture Summons, and Forfeiture Affidavit to be filed with the County Circuit Courts for State Forfeiture Proceedings. Complete Federal Forfeiture DAG-71 Form, obtain money order of seized funds, and complete related packet of forms for the Federal Forfeiture procedures. Hand-deliver Federal Forfeiture paperwork to the DEA Office in Madison. Ensure that all paperwork for State and Federal Forfeitures are filed within the set times limits.
5	Forfeiture/Seizure, Restitution, & Reimbursement Accounts - Purchases	Utilize the Forfeitures and Drug Restitution for the appropriate purchases. Ensure Federal Guidelines are being followed for purchases made utilizing the Federal Forfeiture Account. Reimburse local Task Force Agencies for DARE programs each school year. Utilize appropriate accounts for Task Force Fuel purchases and Vehicle Maintenance/Repairs. Keep accounting records utilizing excel spreadsheets.
5	Update Drug Task Force Forms & Policies	Review Policies and Procedures of the Jefferson County Drug Task Force and ensure all are up to date. Review Task Force forms and update if needed.
5	Open Records Requests	Review all Open Records Requests prior to being disseminated to individual(s) requesting reports.
5	Confidential Funds - Purchase Verification	Dispense Confidential Funds to all Task Force Officers on a regular basis. Each month verify the expenditures of each Task Force Officer on purchases of evidence and informant payments. Ensure that each purchase of evidence or informant payment is cross referenced with a Task Force Incident Report.
2	Building Maintenance	Maintain building and keep in operational order. Ensure surveillance camera's and alarm system are functioning. Contact vendors for maintenance of equipment. Ensure cleanliness and safety of building since there is no cleaning service or on site maintenance crew.
2	Vehicle Maintenance	Arrange with Jefferson County Sheriff's Office Mechanic regular maintenance of Task Force Vehicles. Schedule repairs with other local businesses that can not be done by department mechanic.
	SUPERVISORY FUNCTIONS	
100	Supervision of Drug Task Force Officers/Program Assistant	Review each officer's reports on investigations they participate in to ensure they are clear, complete, and concise. This includes investigations which are self-initiated or requests for assistance from other agencies. Supervise officers during field work - controlled buys and search warrants. Ensure each officer is following proper protocol and all search and seizure guidelines. Ensuring each officer is completing assigned cases in a timely manner and properly disposing of case and evidence. Evaluate information that is being compiled and entered into the departmental databank, the Criminal Information System (CIS), for accuracy. Complete yearly officer/program assistant evaluations.

60	Participate in Controlled Buys & Search Warrants	Supervise Controlled Buys and Search Warrants. Evaluate each situation for potential civilian and officer safety issues and provide alternative options. Be a participating officer in controlled buys and search warrants. Review search warrants to confirm all information is accurate to include the residence or object to be searched and the items to be search for are properly documented. Prepare appropriate reports after participation and forward to program assistant for transcription. Assist with interviews, surveillance, searching, and evidence collection. Prepare recorded reports for Program Assistant to transcribe.
50	Participate in Investigations	Initiate investigations and assist officers with investigations. This includes conducting interviews, surveillance, writing search warrants, writing forfeiture/seizure documents, conducting garbage picks, generating informants, and arresting drug violators. Respond to other agencies to assist with investigations when requested to do so. Prepare recorded reports for Program Assistant to transcribe.
10	Review/Sign Criminal Complaints	Review all Requests for Criminal Complaints prior to being submitted to the District Attorney's Office. Ensure all elements of the crime are documented, the appropriate charges are being requested, the appropriate enhancers are added, and the appropriate individual is being referred. Once the criminal complaints have been drafted by the District Attorney's Office, review and sign prior to filing with the court.
5	Drug Talks	Arrange community drug talks by assigning a Drug Task Force Officer or Canine Officer to conduct drug presentations. Sometimes will conduct the drug presentation or assist other officers with presentation. Ensuring all information is up to date and accurate.

III. FORMAL PREPARATION / EXPERIENCE	
Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.	
1.	Formal preparation/education (or equivalent) necessary to qualify for the position. Detective Sergeant position requires a candidate to have a two year associate's degree and five (5) years of law enforcement experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
2.	Relevant experience required to qualify for the position (number of years of relevant experience needed) To qualify for Detective Sergeant, the candidate must have five (5) years of service with the Jefferson County Sheriff's Office and must take and pass a promotional written exam.
3.	Note any other training/certifications, etc. which is needed for the position Possess a valid Wisconsin Driver's License, successful completion of the State of Wisconsin Law Enforcement Academy 13 weeks, 520 total hours, State of Wisconsin Basic Jail Academy 160 hours. Twenty-Four (24) hours of annual training mandated by the Law Enforcement Standards Board to maintain Law Enforcement Certification.
4.	Please indicate additional education, experience or training that is <i>desired</i> for the position. For the Detective Sergeant position assigned to the Jefferson County Drug Task Force, it is important to have a good understanding of all drug related offenses and drug enhancers, how to manage informants, search and seizure laws, entrapment issues, and current drug trends. The Detective Sergeant should have experience in preparing complaints for the District Attorney's Office, overdose death investigations, writing search warrants, writing forfeitures, informant management, and evidence procedures. The Detective Sergeant needs to understand the risks associated with working informants during controlled buys and needs to be able to foresee and avoid any risks to officers and civilians. The Detective Sergeant has to be available to Task Force Officers and other law enforcement agencies at a moment's notice during all hours of the day and night, to include weekends. The Detective Sergeant has to understand and be willing to sacrifice personal and sometimes family time to be successful as a supervisor assigned to the Task Force.

5. Please indicate your education, experience, etc. that you have.
 Associates Degree in Liberal Arts, First Line Supervisors On-Line Course through UW-Platteville, almost 18 years sworn law enforcement experience with approximately 13 years as a Detective, 5 ½ years assigned to the Jefferson County Drug Task Force as a Detective, additional duty of Crisis Negotiator for 15+ years, additional 3 ½ years civilian correctional officer in Walworth County, and 8 years prior military experience as Army Reservist.

IV. JUDGEMENTS MADE

Please identify what you believe are the most important judgment you make in performing jobs.

EXAMPLES OF JUDGEMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGEMENTS	WHAT IS THE IMPACT OF THESE JUDGEMENTS
Purchases for Task Force Day to Day operations - supplies, training, utilities, fuel, etc.	Administrative Captain, Chief Deputy, and Steering Committee	Keeps the Drug Task Force Officers trained and the building and vehicles operational.
Review Operational Procedures for each controlled buy of drugs and search warrants prior to execution.	Administrative Captain	Ensures the safety of the Drug Task Force Officers, non-involved civilians, and targeted individuals.
Provide direction to Drug Task Force Officers throughout criminal drug investigation from onset to final disposition.	Administrative Captain	Ensures targeted individuals are not wrongly detained and all elements of the crime are met.
Determine validity of information being provided to Drug Task Force about individuals involved with sale and manufacture of drugs.	Administrative Captain	Prioritizing the drug information that is called into the Drug Task Force is important to ensure the appropriate amount of resources and time is spent investigating reliable and not just assumed drug information.
Review and approve Open Records requests	Administrative Captain and Records Secretary	Potential litigation for Jefferson County. Fulfillment of open records requests.
Determine whether it is beneficial to utilize a previously charged individual as an informant to apprehend additional individuals involved in the sale of controlled substances.	Administrative Captain and District Attorney's	Utilizing previously charged individuals as informants allows the Drug Task Force to target and apprehend individuals involved in dealing larger amounts of controlled substances.
Make decisions when requested by Drug Task Force Officers and Other Municipal Law Enforcement Agencies about search and seizure issues.	Administrative Captain, District Attorney's , and other Municipal Agency Administration	Search and Seizure laws change on a regular basis and making the wrong decision could result in the loss of the criminal case and the potential for civil litigation.

V. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.

TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Informant Management Issues	Detective Sergeant and Case Agent Officer
Direction on Criminal Drug Investigations & Charging	Detective Sergeant, Case Agent Officer, District Attorney's Office, at times a citizen informant
Equipment Issues - to include surveillance equipment and computer related items	Detective Sergeant, Drug Task Force Officers, Drug Task Force Program Assistant/Secretary, Administrative Captain.
Vehicle Issues - Maintenance problems or trade out	Detective Sergeant, Drug Task Force Officers, Sheriff's Office Mechanic, Administrative Captain.
Open Records Issues - Whether they are to be released or held	Detective Sergeant, Records Secretary, Administrative Captain, Corporation Counsel
Scheduling - Time-off and training	Detective Sergeant, Drug Task Force Officers

VI. SUPERVISION / MANAGEMENT	
Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".	
Responsibility for others: Yes - Supervisor	
a.	Number of People: Eight (8) - Seven (7) sworn personnel and one (1) civilian, plus municipality officers.
b.	Their Position Titles: Two (2) Detective, five (5) officers, and one (1) program assistant
c.	Which, if any, of the following do you perform?:
1.	Directly Supervise? Yes - all above personnel
2.	Train / Instruct? Yes - Assist with training
3.	Give Work Direction? Yes - all above personnel
4.	Do Project Management? Yes - oversee entire function of Drug Task Force
5.	Conduct Performance Reviews? Yes - all above personnel
6.	Discipline? Yes
7.	Hire? Yes - assist with limited term part-time hires
d. Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability:	
The Detective Sergeant assigned to the Jefferson County Drug Task Force is considered the Project Director of the unit. The Detective Sergeant is responsible for budgeting and managing all funds that support the operation of the Drug Task Force. As well as equipment, undercover vehicle sales and purchases.	

VII. WORK RELATIONSHIPS	
Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.	
Typical Work Relationships	Purpose of Relationship
Jefferson County Drug Task Force Steering Committee - Chiefs from City of Fort Atkinson, City of Jefferson, City of Lake Mills, Town of Lake Mills, City of Waterloo, City of Watertown, Jefferson County District Attorney, and the Sheriff of Jefferson County	Keep informed of the operations of the Drug Task Force and to receive majority vote approval and direction for unit operations.
South East Area Drug Operations Group (SEADOG) - Jefferson, Dodge, Kenosha, Racine, and Walworth Counties	Meet quarterly to relay drug related information about investigations and trends in each unit. Compile information to be submitted yearly for the Byrne Grant to ensure funding for the SEADOG Drug Task Forces.
District Attorney's Office	Discuss legal questions on criminal investigations, submit, review and sign Criminal Complaints. Testify in court as needed.
Administrative Captain	Apprise of ongoing activities of the Drug Task Force. Review the operational expenses of the Drug Task Force and project future budgets.
Detective Sergeant - General Investigations	Discuss investigations both criminal and drug related investigations. Sharing of personnel in major investigations to carry out investigations such as search warrants and death investigations.
Drug Task Force Officers	Assign and monitor drug complaints, informant management, complete performance evaluations, direct, coach and mentor ongoing development of the Drug Task Force Officers.
Patrol Sergeants	Discuss patrol generated drug complaints and investigations. Request assistance from patrol officers to conduct surveillance on targets and/or stop suspect vehicles.
Drug Task Force Secretary/Program Assistant	Monitor transcription and preparation of criminal complaints for the DA. Monitor entry into state database, ACISS, drug related information. Obtain yearly figures from drug investigations to be utilized for Byrne Grant funding.
Patrol/Jail Officers	When requested, assist with drug related investigations and traffic stops. Assist with drug identification, evidence collection, and interviews. Assist with obtaining search warrants when necessary.

Confidential Informants	Utilize confidential informants to purchase controlled substances from individuals selling. Receive additional information from informants that assists with identifying others involved in the sales of controlled substances.
Citizens	Receive drug related information from citizens and provide guidance on how to deal with drug issues.
School Administrations	Arrange for searches of schools following school policies and procedures. When requested by School Administrations, provide drug talks to students.

VIII. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

% Inside (sheltered) 70%	% Noise 5%	% Travel Required 20%
& Outside Work 30%	% Fumes, Odor 5%	% Temperature extremes 5%
% Hazards 30%	% Other (note)	
Are there any unusual requirements for your position? (Y/N) Y		
If yes, please explain: The Drug Task Force Detective Sergeant needs to make themselves available to all county municipal agencies as much as possible, this includes nights and weekends. This means at times the Detective Sergeant may have to sacrifice personal time to assist these agencies. The Drug Task Force Sergeant also is present at almost all controlled buys and search warrants, most of these types of activities occur during the evening hours.		

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS

Does your position require any unusual or unique mental requirements?
The Drug Task Force Detective Sergeant is a position that requires an individual that is self-motivated and can work with little direction. The Task Force offices are located in a location away from the main Sheriff's Office, meaning the highest ranking individual with an office in the Task Force building is the Detective Sergeant. The Detective Sergeant has to be able to make decisions without relying on the Administrative Captain all the time and feel confident in the decisions that are being made. While participating in investigations, the Detective Sergeant is exposed to making decisions that can ultimately change a person's life forever; this sometimes involves getting human services to take children out of drug houses to ensure their safety. Some of the more mentally taxing investigations the Detective Sergeant is involved in are drug related overdoses resulting in death. Finally, the Detective Sergeant also has to have mental toughness when preparing for high risk search warrants. The Detective Sergeant knows that at any time an entry into a suspect's home can become a fatal situation and the Detective Sergeant has to ensure all search warrants are prepared for properly by all officers involved.

X. ADDITIONAL DATA/NOTABLE INFORMATION

Please identify any other information, which would help someone else understand your position more clearly:
Without the Drug Task Force Detective Sergeant properly overseeing the day to day operations of the Task Force and properly handling the funding of the Drug Task Force, the unit wouldn't not be as successful as it has become. In fact, improper handling by the Detective Sergeant could cause the unit to fail and not exist, causing drugs to become an even bigger problem. Drugs in the Jefferson County Area will always be an issue, without the Drug Task Force, the sale and use of controlled substances and the overdose deaths would spiral out of control. As a Drug Task Force Detective Sergeant, the understanding has to be there that drug use is related to a majority of property related crimes, therefore, it is important for the Drug Task Force Sergeant to be able to work with all individuals in law enforcement to combat drugs and crime in general.

XI. SUPERVISOR'S REMARKS

Margareta Gray's documentation on this questionnaire is an accurate description of the position of Task Force Detective Sergeant. The position of Task Force Detective Sergeant is very demanding. Even though there are set work hours, this position requires the sergeant to have to be very flexible with their schedule. Working undercover and with drug informants requires a strong mental sense and officer safety skills because of the people you are dealing with. Besides supervising, Sgt. Gray does some case work. Not only does she have to be mentally prepared during work hours, since he is the only Task Force Detective Sergeant, she must be prepared 24/7 to be called in at any time if a major drug incident takes place. It is not uncommon for her to get called off duty on a regular basis even on smaller drug incidents to get her opinion.
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EMPLOYEE SIGNATURE: Margareta Gray

DATE: 04/24/14

SUPERVISOR SIGNATURE: Captain Jerry Haferman

DATE:

DEPARTMENT HEAD SIGNATURE:

DATE:

HUMAN RESOURCES DIRECTOR SIGNATURE:

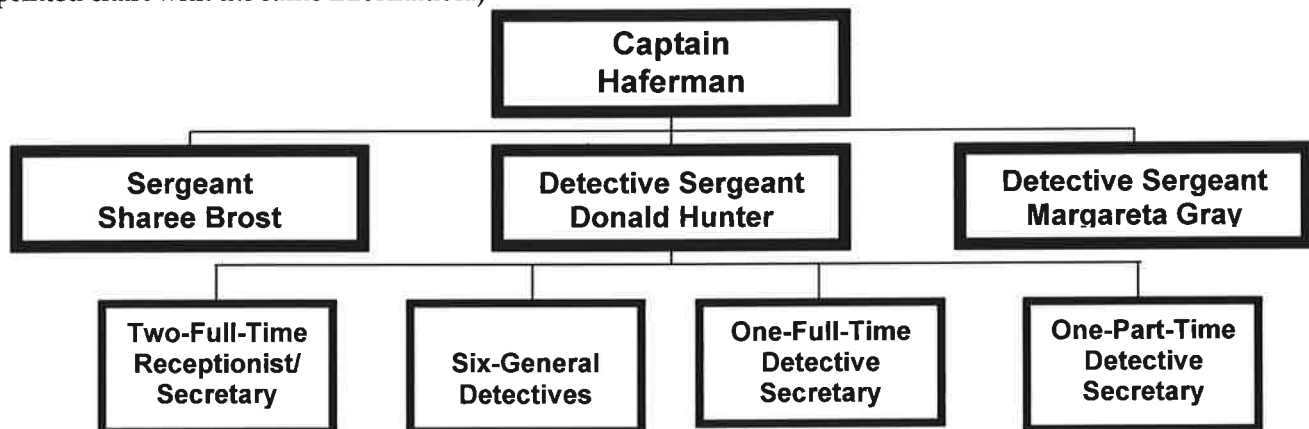
**Jefferson County
Job Description Questionnaire (JDQ)**

Name: Donald C. Hunter	Date: April 23, 2014
Title: Detective Sergeant	Department: Jefferson County Sheriff's Office
Work Location: 411 S. Center Ave, Jefferson, WI 53549	Phone: 920-674-7317
Immediate Supervisor: Jerry Haferman	Supervisor's Title: Administrative Captain

TIME EMPLOYED IN CURRENT JOB TITLE: in years and months	3 yr 1mo
TIME EMPLOYED IN CURRENT DEPARTMENT: in years and months	19 yrs 7 mo
TOTAL EMPLOYMENT WITH YOUR ORGANIZATION: in years and months	23 yrs 2 mo
WORK HOURS (Start/Finish): 7 am – 3 pm, subject to telephone calls 24/7, available for response 24/7 unless out on vacation and of immediate area.	
FULL TIME: <input checked="" type="checkbox"/> 40+ per week	REGULAR PART-TIME (%) :
OTHER	

OUTLINE OF ORGANIZATION CHART

Using the chart below, please fill in the job titles of (1) your immediate supervisor, (2) the jobs of employees you work with who also report to your supervisor and (3) the jobs of any employees you supervise. (If you prefer, attach a printed chart with the same information.)



I. POSITION SUMMARY

Briefly state why your position exists and what you consider its most important impact on the organization. My primary job position is to manage the day to day operations of the General Detective Division to ensure that the detectives are sufficiently trained and have the necessary equipment needed to provide citizens of Jefferson County with the highest level of service. To ensure that the statutes of the United States Constitution, the Wisconsin Constitution and the Ordinances of Jefferson County are upheld in a fair and impartial manner. Oversee compliance with Wisconsin Open Records requests and ensure that requests of citizens at the reception window are handled accurately and timely. Failure to comply in an accurate and timely manner places the Jefferson County at risk for potential litigation. To provide guidance to detectives, deputies and Sheriff's Office Administration to help mitigate any potential litigation for improper police actions. Manage and oversee pre-planning and on-site operations, including investigations, surveillance and search warrant operations. Decisions must be made in an accurate and timely manner to help mitigate the potential for harm or loss of life to deputies, detectives and citizens. Conduct complete and critical review of Detective Cases which are sent to the District Attorney's Office and other Law Enforcement Agencies. Preparing annual evaluations of detective positions, Detective Secretaries, and Reception positions. Coordinate scheduling of Detectives to ensure that the provisions of the Union and seniority issues are handled appropriately. Research, analyze, seek bids, and submit budgetary items for equipment, training and operation of the General Detective Division. Provide direct supervision of six (6) General Detectives, through assigning cases for continuing investigation, monitoring

Detective Case Loads and monitoring Detectives progress on cases to ensure that complaints of citizens are fully investigated in an accurate, transparent and timely manner to maintain a positive relationship between the citizens of Jefferson County and the Sheriff's Office. I am also responsible for completely and critically reviewing all cases from Deputies in other Divisions, to determine whether they are assigned to a detective or the Deputy who originally investigated the case. Completely and critically review complaints of deputies from other divisions that have requests for charges and are submitted to the District Attorney's Office. Ensure that complaints of citizens against members of the Sheriff's Office, resulting in an internal investigation, are fully investigated in an accurate, transparent and timely manner to maintain a positive relationship between the citizens of Jefferson County and the Sheriff's Office. I am responsible the direct supervision of one (1) full-time and one (1) part-time Detective Secretary, as well as two (2) full-time Receptionists/secretaries to ensure that complaints, citations and accident reports are accurately transcribed, assembled and directed to the appropriate area. Impact on the organization is to ensure that the Jefferson County Sheriff's Office has a positive relationship with the public and that we are in compliance with Federal and State Statutes, to avoid possible litigation.

II. ESSENTIAL ACCOUNTABILITIES		
Please identify the essential accountabilities of your position, which should be the most important responsibilities of the job. Then explain how the outcomes could be measured. Indicate the approximate percentage of time spent annually on those activities.		
% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
	ADMINISTRATIVE FUNCTIONS	
50	Evaluate the requests and distribution of open records. Redact Audio and Video files when needed.	Talk with receptionist/secretary who is currently responsible for compiling open records requests to evaluate my abilities in this area. Review reports related to open records that I have signed off on.
10	Responsible for researching, analyzing, seeking bids, and submitting budgetary items for equipment, training and operation of the General Detective Division.	Review past submissions of budget request items. Look at expenditures of budget approved items.
50	Prepare cases for prosecution. Review criminal complaints and evidence for accuracy. Work with DA's Office. Sign complaints. Testify in court. Prepare press release.	Evaluate the amount of cases submitted to the DA that require additional DA requested follow-up. Talk with DA personnel to evaluate ability to testify in court. Look at past press releases to determine accuracy and completeness.
80	Evaluate work performance of detectives and clerical staff. Maintain scheduling for on-call, training, vacations, sick time, etc. On-call 24 hours per day. Supervise hostage negotiators.	Evaluate the reports and other materials that detective and clerical staff produce. Evaluate the Schedule Soft system for accuracy of scheduling. Determine the availability of responding to calls 24 hours a day. I have no responsibilities of hostage negotiators.
30	Take phone calls from public and other Law Enforcement Officers	Speak with other Officers who have sought opinions
10	Attend and arrange training.	Review materials from past trainings that I have attended as well as looking at my performance for more formal training, such as DCI Death Investigation School, Front Line supervisory training and Leadership in Police Organizations, on line training.
60	Maintain knowledge in criminal law and drug enforcement.	Review materials that I have prepared for training that I have presented in the past. Evaluate criminal complaints that have been submitted to the DA office for accuracy and applicability of cited statutes
5	Direct County wide Programs.	I oversee Det. Petig who is responsible for facilitating County Wide Detective meetings. I am involved in the Jefferson County Child Death Review Team and the County Wide Coordinated Community Response Team for Domestic Abuse; I am currently a member of the policy subcommittee of this group.
10	Monitor equipment, supplies and structural facility needs.	I maintain a catalogue of equipment assigned to the Detective Division. I

		monitor the evidence room and evidence search garage to ensure that there are no structural problems.
10	Attend various meetings	I am involved in organizing and attending a number of meetings that occur both within the Jefferson County Sheriff's Office and through other County Organizations.
20	Maintain and investigate a case load of criminal complaints.	Review reports I have completed from the investigation of criminal complaints.
20	Meet with Patrol and Jail Sgts to discuss Patrol and Jail Division report issues.	Talk with Patrol and Jail Sgts to evaluate the effectiveness and accuracy of my advice.
30	Perform other duties as requested by supervisors	Talk with current and past supervisors to evaluate my ability to complete duties requested by supervisors.
5	Oversee and organize, confidential police informant system	I currently track the identity and use of the limited number of informants by detectives assigned to the General Detective Unit.
	SUPERVISORY FUNCTIONS	
80	Review, evaluate and assign criminal complaints	Evaluate the percentage of Arrests in relation to the total amount of criminal complaints assigned for follow-up.
80	Monitor progress of investigation. Conduct internal investigations, prepare reports and interviews. Develop and deal with outside sources.	Evaluate the clearance rate of criminal complaints assigned to each Detective. Review past reports that I have prepared.
20	Oversee the collection, processing, handling and chain of custody of evidence.	Evaluate the evidence collected for criminal complaints that have been submitted to the DA for prosecution.
20	Advise Patrol and Jail Deputies on strategies for charging and investigating criminal complaints.	Talk with Patrol and Jail Deputies to evaluate the effectiveness and accuracy of my advice.

III. FORMAL PREPARATION / EXPERIENCE

Please answer the following based on the most representative combination of formal preparation and relevant experience to qualify for position.

1. Formal preparation/education (or equivalent) necessary to qualify for the position. **The Detective Sergeant position requires that a person has a two year associate's degree in police science and five years of law enforcement experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.**
2. Relevant experience required to qualify for the position (number of years of relevant experience needed). **To qualify for the Detective Sergeant position, a person must have five (5) years of service with the Jefferson County Sheriff's Office and must take and pass a promotional written exam.**
3. Note any other training/certifications, etc. which is needed for the position. **Possess a valid Wisconsin Driver's License, successful completion of the State of Wisconsin Law Enforcement Academy 13 weeks, 520 total hours, State of Wisconsin Basic Jail Academy 160 hours. Twenty-Four (24) hours of annual training mandated by the Law Enforcement Standards Board to maintain Law Enforcement Certification. Bi-Annual recertification in Emergency Vehicle Operations**
4. Please indicate additional education, experience or training that is *desired* for the position. **For a person to be successful as a Detective Sergeant, it is important that the person has significant experience in**

investigating a variety of criminal offenses. They should have significant experience in the processing of crime scenes. They should have significant experience in preparing criminal complaints for the DA and direct participation in the successful prosecution of criminal offenses. Strong knowledge in photography, and computer equipment would be very helpful. Ability to handle the emotional toll that a person in this position is exposed to by a variety of criminal offenses, such as Homicide, sexual assaults, Sexual and physical abuse of children, suicides and other death scenes. Strong written and verbal communication skills and strong personal skills. Participating in ongoing management and supervisory training in order to address any personnel issues that arise.

5. Please indicate your education, experience, etc. that you have. I have a four (4) year Bachelor of Arts Degree in Sociology with an emphasis in Criminal Justice from the University of Wisconsin-Madison. I have 23 years of Law Enforcement Experience, working in Jail, Patrol and Detective Divisions of the Jefferson County Sheriff's Office. With 19 ½ years of experience in the Detective Division. I completed a two and one-half (2 ½) year assignment with the Jefferson County Drug Task Force. I have received extensive training in a variety of areas including: the documentation and processing of Crime Scenes, Evidence Tech Training including the identification, collection and processing of evidence, photography training, interview and interrogation, DCI Death Investigation School, Forensic Examination of Computer Systems using Access Database Forensic Tool Kit, 80 hour First-line Supervisory Training for Criminal Justice Professionals and the 160-hour Leadership in Police Organizations, on-line courses, which are administered through UW-Platteville, Mastering Performance Management, Managing Criminal Investigations and Investigators. I have personally been involved in the active investigation of hundred of crimes over the years. I have been involved in the successful investigation and prosecution of eight (8) homicide cases.

IV. JUDGEMENTS MADE

Please identify what you believe are the most important judgment you make in performing jobs.

EXAMPLES OF JUDGEMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGEMENTS	WHAT IS THE IMPACT OF THESE JUDGEMENTS
Determination of the use of Deadly Force and other levels of force found in the Use of Force Continuum.	District Attorney, Circuit Court Judges, Appellate Court Judges and Wisconsin and US Supreme Court Justices.	Loss of human life whether it be the victim or the perpetrator. If these decisions are not accurately made the result can be high monetary litigation, loss of criminal convictions and inability to bring criminals to a successful prosecution.
Decisions involving the 4 th , 5 th and 6 th amendments of the United States Constitution. Involving search and seizure and right to legal counsel.	District Attorney, Circuit Court Judges, Appellate Court Judges and Wisconsin and US Supreme Court Justices.	If these decisions are not accurately made the result can be high monetary litigation, loss of criminal convictions and inability to bring criminals to a successful prosecution.
Decisions on arresting and taking a person's personal liberties and freedoms away.	District Attorney, Circuit Court Judges, Appellate Court Judges and Wisconsin and US Supreme Court Justices.	If these decisions are not accurately made the result can be high monetary litigation, loss of criminal convictions and inability to bring criminals to a successful prosecution.
Decisions on the protection of juveniles through the use of the Child in Need of Protection Services (CHPS) system. Placing children into protective custody to ensure their safety.	Human Services personnel, District Attorney, Circuit Court Judges, Appellate Court Judges and Wisconsin and US Supreme Court Justices.	Ongoing physical, psychological and sexual trauma to juveniles.
Assignment of Criminal Complaints	Administrative Captain	Determining the best use of resources in deciding who gets assigned to complete the

		investigation.
Provide direction and guidance on criminal complaint investigations as well as the collection of evidence.	Administrative Captain	Crime victims are impacted by quality of the investigation. Investigations need to be managed in order to ensure that the investigations are completed in a professional and fiscally responsible manner. In cases that result in the request for criminal complaints, District Attorney personnel are affected.
Review materials that are compiled in response to Open Records request. Process and redact video and audio materials to ensure compliance with Federal Driver's Privacy Protection Act (DPPA) and Wisconsin State Statutes 19.35 regarding Open Records.	Records Secretary & Administrative Captain	Potential litigation for Jefferson County. Fulfillment of open records requests.
Provide direction and guidance on in-custody arrests vs. summons and complaint. Determining when to physically arrest someone and hold them in jail to appear in court versus sending a request for criminal complaint to the DA asking for charges to be filed.	DA personnel	Protection of victims by physically removing a defendant from the scene of the crime and holding them in court until they appear. At that time the Judge can decide whether to release a person on a signature or cash bond and can order conditions of bond to afford the victim further protection.

V. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis in performing your job. Also include information on who else may be involved in helping with problem resolution.

TYPE/EXAMPLE OF PROBLEMS YOU SOLVE	INDIVIDUALS INVOLVED IN SOLVING PROBLEM
Managing and directing detectives and deputies to ensure that complaints are investigated in an accurate, transparent and timely manner. Ensuring that compliance with the US and Wisconsin Constitutions, Wisconsin State Statutes and Jefferson County Ordinances is maintained.	Citizens, Deputies, Detectives, Sergeants, District Attorney Personnel.
Prioritization of duties assigned to detectives to ensure that detectives are completing their case loads in an accurate, transparent and timely manner	Detective Sgt., Secretaries and Detectives.
Determining what records are releasable under Wisconsin Open Records.	Records Secretary, Corporation Counsel, Administrative Captain.
Handling the scheduling of detectives to ensure that staffing levels are maintained and that time off is granted in accordance with the provisions of the Union Contract. Ensuring that detective's shifts are modified when workloads and investigative needs call for modification.	Detectives and Administrative Captain.
Computer hardware and software issues. Ensuring that the hardware and software issues of detectives and	Detectives, Deputies, Secretaries, outside Law Enforcement Agencies and MIS personnel

support staff are met. Coordinating with vendors such as Coban, Infograph, Digital Intelligence and Olympus to ensure that non-MIS software and hardware issues are addressed.	
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VI. SUPERVISION / MANAGEMENT

Where it applies answer the following. Otherwise, put "Not Applicable" or "Don't Know".

Responsibility for others:

a. Number of People: 10

b. Their Position Titles: **6-Detectives, 1-full-time Detective Secretary, 1-part-time Detective Secretary, 2-Full-time Receptionist/Secretaries**

c. Which, if any, of the following do you perform?:

1. Directly Supervise? **10 positions annotated above.**

2. Train / Instruct? **Provide coaching and mentoring. Provide training regarding equipment.**

3. Give Work Direction? **10 positions annotated above**

4. Do Project Management? **10 positions annotated above**

5. Conduct Performance Reviews? **10 positions annotated above**

6. Discipline? **6-Detective Positions**

7. Hire? **Participate in interviews, oversee extensive background investigations and make recommendations.**

d. Note assets, facilities, equipment or funds, if any, for which you have some degree of accountability: **I am responsible for equipment utilized by the Detective Division, justification for acquisition and expenditures for Detective Division budgetary items, expenditures of confidential funds used for covert operations or informant expenses. Responsibility for maintenance of the chain of custody for evidence in the evidence room as well as monitoring structural needs of the Detective Division, main evidence room and Sheriff's Annex evidence room areas.**

VII. WORK RELATIONSHIPS

Please identify the most typical work relationships of your position with other persons, functions or organizations, inside or outside of your own organization.

Typical Work Relationships	Purpose of Relationship
Citizens and complainants	To act as a liaison between the complainant and the detective or deputy as well as the District Attorney's Office
Administrative Captain	Apprise of ongoing activities of the detective division, plan for future needs of division such as the budget process, training and other personnel needs.
Detective Sergeant (Drug Task Force)	Discuss investigations that bridge criminal and drug related investigations. Sharing of personnel to carry out investigations such as search warrants and controlled buys.
Detective	Assign and monitor criminal complaint, complete performance evaluations, direct, coach and mentor ongoing development of the detectives.
Patrol Sergeants	Discuss patrol generated reports and ongoing investigations. Coordinate complaints needing specialized attention.
Detective Secretary	Monitor transcription and preparation of criminal complaints for the DA. Coordinate clerical needs of the detective division and records.
Receptionist/secretary	Monitor open records requests, data entry of accident,

	citation and 15-day warning/equipment notices. Coordinate front window coverage.
District Attorney Personnel	Discuss legal questions on criminal investigation, submit, review and sign Criminal Complaints. Testify in court as needed.
Corporation Counsel	To discuss possible civil liabilities of determining course of action on criminal complaints and open records requests.

VIII. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS			
% Inside (sheltered) 75%	% Noise 5%	% Travel Required 10%	
& Outside Work 25%	% Fumes, Odor 5%	% Temperature extremes	
% Hazards 25%	% Other (note)		
Are there any unusual requirements for your position? (Y/N)			
If yes, please explain: You must have the ability to be on call 24 hours a day; you always have the possibility of being called. You need to have the proper mental ability to handle extremely graphic crime scenes and being exposed to scenes that contain blood and other potentially hazardous materials. You need to have the training and experience to make command decisions that have the potential to take human life.			

IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS
Does your position require any unusual or unique mental requirements? This position exposes you to extremely stressful situations, whether you are dealing with graphic crime scenes, situations involving life or death decisions and emotionally taxing situations based on the types of crimes you are exposed to. Content of the types of complaints that are handled or that I am exposed to has a cumulative psychological effect.

X. ADDITIONAL DATA/NOTABLE INFORMATION
Please identify any other information, which would help someone else understand your position more clearly: The Detective Sergeant Position is a pivotal position that assures that information collected from the various divisions of the Sheriff's Office is compiled, assembled and disseminated to a variety of sources; to successfully accomplish our organizational goals.

XI. SUPERVISOR'S REMARKS
Don Hunter's documentation on this questionnaire is an accurate description of the position of Detective Sergeant. The position of Detective Sergeant is very demanding. Nearly every report that is completed by all divisions are reviewed by him to determine whether additional follow-up should be completed or if a criminal charge should be pursued. Besides supervising, Sgt. Hunter also investigates his own cases and also supervises the civilian support staff. Not only does he have to be mentally prepared during work hours, since he is the only general Detective Sergeant, he must be prepared 24/7 to be called in at anytime if a major crime is committed. It is not uncommon for him to get called off duty on a regular basis even on smaller incidents to get his opinion.

EMPLOYEE SIGNATURE: Detective Sergeant Donald C. Hunter	DATE: 4/23/14
SUPERVISOR SIGNATURE: Captain Jerry Haferman	DATE:
DEPARTMENT HEAD SIGNATURE:	DATE:
HUMAN RESOURCES DIRECTOR SIGNATURE:	