

Human Resources Committee Agenda
Jefferson County Courthouse
Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549

Thursday, February 8, 2024, at 2:30 p.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

One tap Mobile: **1-312-626-6799**

Committee Members: James Braughler, Chair; Joan Fitzgerald, Vice-Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of January 3, 2024, Minutes
7. Communications
8. Discussion and possible action to establish salaries for the constitutional elected officers for the County Clerk, Register of Deeds, and Treasurer for 2025, 2026, 2027, and 2028
9. Discussion and possible action on amendments to the Civil Service Ordinance
10. Update and discussion regarding 2024 market compensation data and considerations to current pay plan and pay policies
11. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee(s) or person(s) licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter" for the purpose of discussing a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
12. Reconvene into open session for possible action on items discussed in closed session
13. Review of December 2023 monthly financial reports for Human Resources and Safety
14. Report from Human Resources Director
 - a. Requests to fill vacant positions
 - b. Emergency Help requests
 - c. Extra steps and/or benefits for new hires and current positions
 - d. Approvals of Leaves of Absences
 - e. Update on Human Resources Department activities
15. Set next meeting date and agenda items
16. Adjournment

Next scheduled meetings:

Tuesday, February 20, 2024, at 8:30 a.m.

Tuesday, March 19, 2024, at 8:30 a.m.

A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, January 3, 2024
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by Vice Chair Fitzgerald at 3:00 p.m.
2. Roll Call: Present: James Braughler, Chair (at 3:05 p.m.); Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke. Karl Zarling, excused. **Quorum established.** Others present: Patricia Cicero, Land and Water Conservation Director; Staci Hoffman, Register of Deeds; Chief Deputy Don Hunter; Colton Hutchinson, Water Resource Management Specialist; Michael Luckey, Assistant County Administrator; Audrey McGraw, County Clerk; Sheriff Paul Milbrath; Terri Palm-Kostroski, Human Resources Director; Kelly Stade, Treasurer; Danielle Thompson, Corporation Counsel; Benjamin Wehmeier, County Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: **No action taken.**
5. Public Comment: None.
6. Approval of October 24, 2023, Human Resources Committee Minutes. **Motion by M. Wineke, to approve the Human Resources Committee October 24, 2023, minutes. Seconded by M. Turville-Heitz. Motion passed 3:0.**
7. Communications: Quarterly retirement recognitions. **No action taken.**
8. Discussion and possible action amending Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, to define the applicability of the Personnel Ordinance versus the provisions in the Sworn, Represented Contract for Sworn, Non-presented Law Enforcement Employees. **Motion by M. Wineke, to recommend amending Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees to County Board. Seconded by M. Turville-Heitz. Motion passed 4:0.**
9. Discussion and possible action to recommend the creation of a pool of as needed, Female Jail Support Officers, and the creation of a Jail Deputy intern position in the Sheriff's Office in the 2024 budget. **Motion by J. Fitzgerald to approve recommending resolution to County Board to create a pool of Female Jail Support Officers and Jail Deputy Intern positions in the Sheriff's Office in 2024. Motion seconded by M. Wineke. Motion passed 4:0.**
10. Discussion and possible action to recommend the creation of a paid summer Intern positions to implement the Clean Boats Clean Water grant in the Land and Water Conservation Department. **Motion by J. Fitzgerald to approve recommending resolution to County Board to create a paid Intern positions in the Land and Water Conservation Department. Seconded by M. Turville-Heitz. Motion passed 4:0.**
11. Discussion and possible action to establish salaries for the constitutional elected officers for the County Clerk, Register of Deeds, and Treasurer for 2025, 2026, 2027, and 2028. Discussion only. **No action taken.**
12. Review of November 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
13. Report from Human Resources Director. T. Palm-Kostroski provided update on update of vacant positions and emergency help requests; additional steps and/or benefits; approvals of leaves of absences; and activities since the October 24, 2023, meeting. **No action taken.**
14. Set next meeting date and agenda items. Meeting tentatively scheduled first week of February 2024 to include consideration of elected official salaries. **No action taken.**
15. Adjournment. **Motion by M. Turville-Heitz to adjourn. Second by J. Fitzgerald. Motion passed 4:0. Meeting adjourned at 4:04 p.m.**

ORDINANCE NO. 2019-_____

Amending Ordinance 2015-30, Establishing a Procedure to set Elected Official Salaries

Executive Summary

Jefferson County had a Compensation Study conducted by Carlson Dettman Consulting for all County employees in 2012 (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the elected positions: County Clerk, Grade 12; Clerk of Court, Grade 12; Register of Deeds, Grade 10; Treasurer, Grade 10; and Sheriff, Grade 16. This Compensation Study did not recommend the step within the pay structure that these positions should be placed. After consideration by the Human Resources Committee and County Board in 2014, these positions were all placed in Step 6 of their respective grade in the Jefferson County pay structure which consists of 11 steps. In 2016, the Human Resources Committee conducted a review of these elected officials' salaries for the purpose of establishing future compensation. After reviewing comparables from various Wisconsin counties, the Human Resources Committee determined that these elected positions are more appropriately placed in Step 7 of the Jefferson County pay structure and amended Ordinance No. 2013-26 and established compensation at Step 7 for the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court.

In 2020, a review was again conducted on the elected positions of County Clerk, Register of Deeds and Treasurer by The Austin Peters Group, Inc. with a recommendation that the pay grades be assigned as follows: County Clerk, Grade 12; Register of Deeds, Grade 12; and Treasurer, Grade 12. The Austin Peters Group also conducted a study in 2018 for all non-represented employees and recommended that grades be established to compete at the 60th percentile of the comparable market. This means four employers will pay more than the County and six employers will pay less than the County. On March 2, 2020, the Human Resources Committee reviewed the recommendations from The Austin Peters Group of grade placement and the current salaries of comparable Wisconsin counties. The Human Resources Committee determined that to maintain the 60th percentile throughout a four-year term for the elected constitutional officers, that the base salary be established by utilizing the step of the applicable pay grade that is as close to, but not less than, the 70th percentile of the comparable markets for the year preceding the four-year term. This ordinance amends Ordinance No. 2015-30 and establishes the base compensation at the 70th percentile of comparable counties, at the applicable grade and step for each position of Clerk of Courts, County Clerk, Register of Deeds, Sheriff and Treasurer, using current data for the year immediately preceding the beginning of the four-year term. If positions are more than one step above the 70th percentile, salaries may be frozen during the term to gradually make necessary adjustments. Compensation may be adjusted by the County Board for cost of living before the earliest time for filing nomination papers for said office in each election cycle.

WHEREAS, the Jefferson County Register of Deeds, County Clerk, Treasurer, Sheriff and Clerk of Court are elected to four-year terms with the Sheriff and Clerk of Court elections being in 2022, and the County Clerk, Register of Deeds and Treasurer next elected in 2020, and

WHEREAS, Section 59.22(1), Wisconsin Statutes, requires the Board to establish the compensation for these elective offices before the earliest time for filing nomination papers prior to each election cycle, and

WHEREAS, compensation needs to be established for the County Clerk, Treasurer and Register of Deeds before April 15, 2020, which is the earliest time for filing nomination papers in this cycle, and

WHEREAS, the Human Resources Committee through many election cycles has sought an objective method of establishing salaries for these offices, and

WHEREAS, the County had a Compensation Study done in 2012 for all County employees (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Clerk of Court	Grade 12
Register of Deeds	Grade 10
Treasurer	Grade 10
Sheriff	Grade 16

AND WHEREAS, the County had a review completed in 2020 which re-evaluated the elected positions of County Clerk, Register of Deeds and Treasurer and, based on the duties of said positions and the 60th percentile of comparable positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Register of Deeds	Grade 12
Treasurer	Grade 12

AND WHEREAS, for these offices the Human Resources Committee recommends establishing base salaries by assigning all elected officials to the step of their respective paygrade that places the position at the step that is closest to, but not less than, the 70th percentile of comparable counties' salaries, with possible salary adjustments pre-determined for any or all of the years of the four-year term, and

WHEREAS, if salaries are above the step that is closest to, but not less than, the 70th percentile of the salaries of comparable counties, the salaries may be frozen during part or all of the four-year term, and

WHEREAS, said salaries for each year of the four-year term shall be established prior to the day before the earliest time for filing nomination papers for said office in each election cycle, and said salaries shall remain unchanged during the balance of the four-year term.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN THAT ORDINANCE NO. 2015-30 SHALL BE AMENDED AS FOLLOWS:

Section 1. Pursuant to Section 59.22(1), Wisconsin Statutes, base salaries for each upcoming term of the elected offices of County Clerk, Clerk of Court, Register of Deeds, Treasurer and Sheriff shall be determined by reference to the step of the salary grade closest to, but not less than, the 70th percentile of comparable counties, with pre-determined annual adjustments during the four-year term as set forth above for each office as of the day before the

earliest time for filing nomination papers for said office in each successive election cycle, which shall remain unchanged for said four-year term.

BE IT FURTHER ORDAINED that County elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay its share of contributions required by law.

AND BE IT FURTHER ORDAINED that the aforementioned County officials are entitled to participate in the County's health, dental, vision, disability, life insurance, Section 125B and other programs on the same terms and conditions as may be modified from time to time which apply to nonrepresented managerial employees with such variances as may be applicable to the Sheriff based on his law enforcement status.

BE IT FURTHER ORDAINED that the foregoing elected officials may request a cost of living adjustment or salary grade review prior to the year of election for their office in the same manner as is applicable to other County employees requesting salary grade reviews.

Section 2. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: The cumulative compensation increase for the three elected officials (County Clerk, Register of Deeds and Treasurer) that are up for election in 2020, subject to this change in the ordinance, would be \$109,862.44 over the next four-year term. The remaining two elected officials (Clerk of Courts and Sheriff) would be an undetermined amount since they are not up for election until 2022. This compensation increase includes a cost of living adjustment recommended by the Human Resources Committee of 2.0% for the Treasurer and 2.0% for the Register of Deeds for each of the years of 2021, 2022, 2023 and 2024 and 0% in 2021, 1.432% in 2022, 2.0% in 2023, and 2.0% in 2024 for the County Clerk. The cost of living adjustments for the Sheriff and Clerk of Courts will be considered in the year before their next term of office.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

03-10-20

REVIEWED: County Administrator _____; Corporation Counsel _____; Finance Director _____

RESOLUTION NO. 2019-_____

**Establishing Total Annual Compensation for County Elected Officials
pursuant to Wis. Stat. § 59.22**

Executive Summary

On Tuesday, March 2, 2020, the Jefferson County Board of Supervisors adopted an ordinance establishing a procedure to set elected official salaries. The ordinance establishes compensation for constitutional elected officials at the 60th percentile of comparable Wisconsin counties of the appropriate grade as recommended by the County's classification and compensation consultant. The ordinance further establishes the ability for the County Board to adjust the salary during the four-year term based on the analysis of several factors. The salaries for all four years must be determined prior to April 15, 2020, the earliest time for filing nomination papers for the county elective office.

On Tuesday, March 2, 2020, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the County Clerk, Register of Deeds and the Treasurer. After analyzing this information, the Human Resources Committee is recommending a 2% increase in each year of the four-year term (2021, 2022, 2023, and 2024) of the Register of Deeds; a 2% increase in each year of the four-year term (2021, 2022, 2023, and 2024) of the Treasurer; and a 0% increase in 2021, a 1.432% increase in 2022, and a 2% increase in 2023 and 2024 of the County Clerk; based on the starting salary of the step that is at close to, but not less than, the 70th percentile of comparable counties of the appropriate recommended grade placement (Grade 12 for the County Clerk, Register of Deeds, and Treasurer).

WHEREAS, the Executive Summary is incorporated by reference, and

WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials, other than County Board Supervisors, prior to April 15, 2020, which is the earliest time for filing nomination papers for county elective offices, and

WHEREAS, the Board desires to establish the total annual compensation for certain county elected officials not including fringe benefits which are subject to increase or decrease during the official's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees, and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions.

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officials under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of the term of office that begins after the date of this resolution:

Elective Official	2021 Rate	2022 Rate	2023 Rate	2024 Rate
County Clerk	\$79,913.60	\$81,057.60	\$82,680.80	\$84,344.00
Register of Deeds	\$79,476.80	\$81,057.60	\$82,680.00	\$84,344.00
Treasurer	\$79,476.80	\$81,057.60	\$82,680.00	\$84,344.00

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with state law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County’s health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees.

Fiscal Note:

Fiscal impact from 2020 to 2021: County Clerk, \$0.00; Register of Deeds, \$9,779.83; Treasurer, \$9,779.83.

Fiscal impact from 2021 to 2022: County Clerk, \$1,308.74; Register of Deeds, \$1,808.44; Treasurer, \$1,808.44.

Fiscal impact from 2022 to 2023: County Clerk, \$1,856.03; Register of Deeds, \$1,856.03; Treasurer, \$1,856.03.

Fiscal impact from 2023 to 2024: County Clerk, \$1,903.62; Register of Deeds, \$1,903.62; Treasurer, \$1,903.62.

The total cumulative fiscal impact for the four-year term, from 2021 to 2024, is: County Clerk, \$9,541.88; Register of Deeds, \$50,160.28; Treasurer, \$50,160.28. Total cumulative fiscal impact for the four-year term is \$109,862.44.

Federal Insurance Contributions Act (FICA)tax, Wisconsin Retirement System employer contribution, health and other eligible fringe benefits will be as stated in this resolution and will be part of the budget process for each budget year.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Referred By:
Human Resources Committee

03-10-20

REVIEWED: County Administrator: _____; Corporation Counsel: _____; Finance Director: _____

JEFFERSON COUNTY
12/31/2023

Grade	Minimum			Control Point							Maximum	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	
26A	\$ 73.2417	\$ 75.1055	\$ 77.0171	\$ 78.9766	\$ 80.9959	\$ 83.0511	\$ 85.1658	\$ 87.3284	\$ 89.5509	\$ 91.8208	\$ 94.1508	
22	\$ 60.2899	\$ 62.0105	\$ 63.7308	\$ 65.4395	\$ 67.1720	\$ 68.9044	\$ 70.6370	\$ 72.3454	\$ 74.0662	\$ 75.7865	\$ 77.5071	
21	\$ 58.1392	\$ 59.7881	\$ 61.4490	\$ 63.1095	\$ 64.7705	\$ 66.4311	\$ 68.0800	\$ 69.7526	\$ 71.4136	\$ 73.0743	\$ 74.7353	
20	\$ 55.9408	\$ 57.5418	\$ 59.1310	\$ 60.7321	\$ 62.3330	\$ 63.9342	\$ 65.5229	\$ 67.1362	\$ 68.7372	\$ 70.3262	\$ 71.9392	
19	\$ 53.7783	\$ 55.3194	\$ 56.8608	\$ 58.3902	\$ 59.9315	\$ 61.4728	\$ 63.0021	\$ 64.5434	\$ 66.0727	\$ 67.6139	\$ 69.1436	
18	\$ 51.6275	\$ 53.0972	\$ 54.5668	\$ 56.0363	\$ 57.5059	\$ 58.9877	\$ 60.4571	\$ 61.9386	\$ 63.4203	\$ 64.8900	\$ 66.3714	
17B	\$ 52.2608	\$ 53.6706	\$ 55.1044	\$ 56.5143	\$ 57.9123	\$ 59.3221	\$ 60.7321	\$ 62.1537	\$ 63.5637	\$ 65.0257	\$ 66.5212	
17	\$ 49.4530	\$ 50.8511	\$ 52.2608	\$ 53.6706	\$ 55.1044	\$ 56.5143	\$ 57.9123	\$ 59.3221	\$ 60.7321	\$ 62.1537	\$ 63.5637	
16C	\$ 49.9787	\$ 51.3288	\$ 52.6790	\$ 54.0292	\$ 55.3792	\$ 56.7293	\$ 58.0795	\$ 59.4298	\$ 60.7916	\$ 62.1899	\$ 63.6202	
16B	\$ 48.3658	\$ 49.7397	\$ 51.1198	\$ 52.4996	\$ 53.8917	\$ 55.2718	\$ 56.6457	\$ 58.0257	\$ 59.4057	\$ 60.7917	\$ 62.1776	
16	\$ 47.2785	\$ 48.6286	\$ 49.9787	\$ 51.3288	\$ 52.6790	\$ 54.0292	\$ 55.3792	\$ 56.7293	\$ 58.0795	\$ 59.4298	\$ 60.7916	
15S	\$ 54.1247	\$ 55.4151	\$ 56.7176	\$ 58.0080	\$ 59.3421	\$ 60.7070						
15B	\$ 46.3944	\$ 47.6967	\$ 48.9872	\$ 50.2776	\$ 51.5679	\$ 52.8463	\$ 54.1247	\$ 55.4151	\$ 56.7176	\$ 58.0080	\$ 59.3421	
15	\$ 45.1039	\$ 46.3944	\$ 47.6967	\$ 48.9872	\$ 50.2776	\$ 51.5679	\$ 52.8463	\$ 54.1247	\$ 55.4151	\$ 56.7176	\$ 58.0080	
14	\$ 42.9413	\$ 44.1721	\$ 45.4026	\$ 46.6452	\$ 47.8639	\$ 49.0826	\$ 50.3132	\$ 51.5438	\$ 52.7745	\$ 53.9933	\$ 55.2240	
13S	\$ 48.9274	\$ 50.0983	\$ 51.2453	\$ 52.4041	\$ 53.6094							
13B	\$ 41.9497	\$ 43.0966	\$ 44.2675	\$ 45.4385	\$ 46.6095	\$ 47.7564	\$ 48.9274	\$ 50.0983	\$ 51.2453	\$ 52.4041	\$ 53.6094	
13	\$ 40.7788	\$ 41.9497	\$ 43.0966	\$ 44.2675	\$ 45.4385	\$ 46.6095	\$ 47.7564	\$ 48.9274	\$ 50.0983	\$ 51.2453	\$ 52.4041	
12B	\$ 39.7035	\$ 40.8145	\$ 41.9257	\$ 43.0251	\$ 44.1243	\$ 45.2235	\$ 46.3227	\$ 47.4218	\$ 48.5330	\$ 49.6323	\$ 50.7739	
12	\$ 38.6160	\$ 39.7035	\$ 40.8145	\$ 41.9257	\$ 43.0251	\$ 44.1243	\$ 45.2235	\$ 46.3227	\$ 47.4218	\$ 48.5330	\$ 49.6323	
11S	\$ 43.7299	\$ 44.7694	\$ 45.8089	\$ 46.8722	\$ 47.9503							
11C	\$ 39.5601	\$ 40.6234	\$ 41.6629	\$ 42.6784	\$ 43.7299	\$ 44.7694	\$ 45.8089	\$ 46.8722	\$ 47.9503	\$ 49.0531	\$ 50.1814	
11B	\$ 37.5169	\$ 38.4729	\$ 39.4525	\$ 40.4562	\$ 41.4836	\$ 42.5352	\$ 43.6223	\$ 44.7333	\$ 45.8686	\$ 47.0395	\$ 48.2344	
11	\$ 36.4176	\$ 37.4811	\$ 38.5326	\$ 39.5601	\$ 40.6234	\$ 41.6629	\$ 42.6784	\$ 43.7299	\$ 44.7694	\$ 45.8089	\$ 46.8722	
10B	\$ 36.2265	\$ 37.2182	\$ 38.2098	\$ 39.1656	\$ 40.1456	\$ 41.1252	\$ 42.1170	\$ 43.0966	\$ 44.0764	\$ 45.0901	\$ 46.1272	
10	\$ 34.2671	\$ 35.2708	\$ 36.2265	\$ 37.2182	\$ 38.2098	\$ 39.1656	\$ 40.1456	\$ 41.1252	\$ 42.1170	\$ 43.0966	\$ 44.0764	
9C	\$ 33.9325	\$ 34.8405	\$ 35.7846	\$ 36.6806	\$ 37.5885	\$ 38.5326	\$ 39.4406	\$ 40.3606	\$ 41.2565	\$ 42.2055	\$ 43.1763	
9B	\$ 33.1916	\$ 34.0402	\$ 34.9002	\$ 35.7963	\$ 36.7044	\$ 37.6364	\$ 38.5922	\$ 39.5720	\$ 40.5877	\$ 41.6152	\$ 42.6665	
9	\$ 32.1165	\$ 33.0006	\$ 33.9325	\$ 34.8405	\$ 35.7846	\$ 36.6806	\$ 37.5885	\$ 38.5326	\$ 39.4406	\$ 40.3606	\$ 41.2565	
8C	\$ 31.6505	\$ 32.4988	\$ 33.3710	\$ 34.2073	\$ 35.0554	\$ 35.9278	\$ 36.7760	\$ 37.6246	\$ 38.4966	\$ 39.3821	\$ 40.2878	
8B	\$ 30.8020	\$ 31.6505	\$ 32.4988	\$ 33.3710	\$ 34.2073	\$ 35.0554	\$ 35.9278	\$ 36.7760	\$ 37.6246	\$ 38.4966	\$ 39.3821	
8	\$ 29.9299	\$ 30.8020	\$ 31.6505	\$ 32.4988	\$ 33.3710	\$ 34.2073	\$ 35.0554	\$ 35.9278	\$ 36.7760	\$ 37.6246	\$ 38.4966	
7B	\$ 28.5679	\$ 29.3684	\$ 30.1450	\$ 30.9576	\$ 31.7341	\$ 32.5346	\$ 33.3352	\$ 34.1236	\$ 34.9122	\$ 35.7248	\$ 36.5465	
7	\$ 27.7673	\$ 28.5679	\$ 29.3684	\$ 30.1450	\$ 30.9576	\$ 31.7341	\$ 32.5346	\$ 33.3352	\$ 34.1236	\$ 34.9122	\$ 35.7248	
6B	\$ 27.0743	\$ 27.7912	\$ 28.5319	\$ 29.2608	\$ 30.0017	\$ 30.7304	\$ 31.4473	\$ 32.2002	\$ 32.9170	\$ 33.6741	\$ 34.4487	
6	\$ 25.6049	\$ 26.3336	\$ 27.0743	\$ 27.7912	\$ 28.5319	\$ 29.2608	\$ 30.0017	\$ 30.7304	\$ 31.4473	\$ 32.2002	\$ 32.9170	
5	\$ 23.4182	\$ 24.0992	\$ 24.7683	\$ 25.4493	\$ 26.1066	\$ 26.7757	\$ 27.4567	\$ 28.1139	\$ 28.7947	\$ 29.4520	\$ 30.1212	
4B	\$ 22.4863	\$ 23.0835	\$ 23.7049	\$ 24.3023	\$ 24.9117	\$ 25.5210	\$ 26.1304	\$ 26.7279	\$ 27.3491	\$ 27.9781	\$ 28.6216	
4	\$ 21.2675	\$ 21.8889	\$ 22.4863	\$ 23.0835	\$ 23.7049	\$ 24.3023	\$ 24.9117	\$ 25.5210	\$ 26.1304	\$ 26.7279	\$ 27.3491	
3	\$ 20.0490	\$ 20.5625	\$ 21.0885	\$ 21.6260	\$ 22.1757	\$ 22.7373	\$ 23.3108	\$ 23.9083	\$ 24.5174	\$ 25.1388	\$ 25.7721	
2	\$ 18.8303	\$ 19.3559	\$ 19.8815	\$ 20.4432	\$ 20.9689	\$ 21.4947	\$ 22.0562	\$ 22.5817	\$ 23.1195	\$ 23.6571	\$ 24.1948	
1	\$ 17.7309	\$ 18.1849	\$ 18.6509	\$ 19.1290	\$ 19.6187	\$ 20.1206	\$ 20.6345	\$ 21.1602	\$ 21.6976	\$ 22.2473	\$ 22.8089	

ORDINANCE NO. 2023-_____

Amending Ordinance 2012-06, the Civil Service Ordinance, to change the promotional process used for promotions to Detective, Sergeant, Captain and Chief Deputy

Executive Summary

The Sheriff's Office has been utilizing a commercial written exam, since 2021, through Stanard & Associates, Inc., for the promotional processes for the positions of Detective, Sergeant, Captain and Chief Deputy. All of the exam questions are created through approximately 2000+ pages of source materials. Much of this material is theoretical and in the case of the Sergeant and Captain exams, not specific to any job duties. The material is also not specific to Jefferson County Sheriff's Office or Wisconsin. In an effort to align the promotional process with the specific needs of the Jefferson County Sheriff's Department, the following amendments to the Civil Service Ordinance are proposed:

1. Changing the initial step of the promotional process from the written examination to an oral examination conducted by four to five person Law Enforcement Supervisory Panel.
2. Adjusting the weights of the steps in the promotional process on the scoring matrix to account for the Law Enforcement Supervisory Panel oral examination and Chief Deputy and/or Sheriff interviews.
3. Opening candidate selection for the Captain promotional process to individuals outside of Jefferson County Sheriff's Office personnel in the event that no eligible candidates within the Sheriff's Office are qualified.
4. Adding the requirement for candidates to have a high school diploma or its equivalent.

On February 8, 2024, the Civil Service Commission and the Human Resources Committee reviewed the proposed amendments to the Civil Service Ordinance and both recommended forwarding to the County Board for approval. Pursuant to Wis. Stat. §59.26(8)(d), amendments to the Civil Service Ordinance require an affirmative vote of three-fourths of the members-elect of the County Board.

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

SECTION 1. PURPOSE. This ordinance is intended to bring qualified persons into county law enforcement work by a system of competitive examinations and to ensure continuity in county law enforcement work by virtue of a permanent appointment as deputy sheriff under a civil service ordinance as set forth in sec. 59.26(8) and Chapter 63, Wisconsin Statutes.

SECTION 2. COMMISSION.

- A. There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.
- B. Such Commission shall consist of five (5) members, all of whom shall be legal residents

of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.

- C. The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:
 - 1. Death of the incumbent.
 - 2. Resignation of the incumbent in writing.
 - 3. Removal of the incumbent by the County Board.
 - 4. Ceasing to be a resident of Jefferson County.
- D. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.
- E. Each member of the Commission shall take and file the official oath.
- F. Each member of the Commission shall receive such compensation as the County Board shall determine.
- G. The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.
- H. Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

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

- A. To prepare and publish such rules and regulations to carry out the provisions of this ordinance as may be necessary to secure the best law enforcement service for the County.
- B. To receive applications and conduct examinations of applicants for positions in the Sheriff's Office of Jefferson County with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the Sheriff's Office.

SECTION 4. RECRUITMENT.

- A. The following classifications are created within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriffs, which include Patrol

Deputy and Jail Deputy.

B. In addition to requirements under Section 6, Promotions, with the exception of Jail Deputy, no person shall be eligible to apply for or be appointed to the positions covered by this ordinance, unless:

1. The applicant is a citizen of the United States.
2. Applicant must have a high school diploma or its equivalent. It is preferred that the applicant has a minimum of sixty (60) college credits or has three (3) years of experience as a paid full-time law enforcement officer (civilian or military). The Jefferson County Sheriff's Office will utilize the Wisconsin Law Enforcement Standards Board hiring practice which allows applicants to obtain their sixty (60) college credits within five (5) years of employment. Applicants hired with fewer than sixty (60) college credits must obtain sixty (60) college credits within five (5) years, or they will no longer be eligible to serve as a Wisconsin law enforcement officer due to not meeting the minimum requirements of the Wisconsin Law Enforcement Standards Board, and therefore unqualified for continued employment as a Jefferson County Deputy Sheriff.
3. Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board as a Wisconsin Certified Law Enforcement officer within 12 months of employment unless a waiver is granted by the Wisconsin Law Enforcement Standards Training Board.
4. The applicant is at least eighteen (18) years of age.
5. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position. In addition, all new hire Patrol Deputy Sheriff applicants shall be required to pass the entrance standards for the Wisconsin Physical Readiness Testing. See Addendum A.
6. The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.
7. Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.
8. Have no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601

C. The applicant must possess a valid Wisconsin driver's license at the time of appointment of Deputy Sheriff positions. All candidates for the position of Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department. Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in the County's official newspaper. Such notice may also be given to schools within this state which confer police science degrees as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel, such as the Department of Justice's WILENET website.

D. **Detective:** At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible ~~for the promotional process to write the examination.~~ Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

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E. **Supervisory positions of Sergeant and Captain:** At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the supervisory ~~and/or administrative opening and classification,~~ along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible ~~for the promotional process to write the examination.~~ Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.

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F. **Captain:** At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice in an area designated by the Sheriff and known and communicated to all staff, which notice shall identify the administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible for the promotional process. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list. If no eligible candidates within the Sheriff's Office are qualified, the Sheriff shall publish a notice of the Captain vacancy containing the required qualifications of the position. All candidates must have at least seven (7) years of service with a Sheriff's Office and at least three (3) years of supervisory experience with a Sheriff's Office.

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G. **Chief Deputy Position:** In addition to meeting the posting requirements for other Supervisory positions, at least thirty (30) days prior to the commencement of the examination process, the Sheriff shall post a notice of the Chief Deputy vacancy in an area designated by the Sheriff and known and communicated to all staff which shall identify the Chief Deputy opening, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible ~~for the promotional process to write the examination.~~ Eligible sworn staff intending to participate in the examination process shall so indicate in writing to the Sheriff or

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designee. If no eligible candidates within the Sheriff's Office are qualified, the Sheriff shall publish a notice of the Chief Deputy vacancy containing the required qualifications of the position. All candidates must have at least ten (10) years of service with a Sheriff's Office and at least five (5) years of supervisory experience with a Sheriff's Office.

~~G.H.~~ Jefferson County is an Equal Opportunity Employer. No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

SECTION 4.1 RECRUITMENT OF JAIL DEPUTIES.

A. In addition to requirements under Section 6, Promotions, no person shall be eligible to apply for or be appointed to a Jail Deputy position covered by this ordinance, unless:

1. The applicant is a citizen of the United States.

~~2.~~ The applicant is at least eighteen (18) years of age.

~~2-3.~~ The applicant must have a high school diploma or its equivalent.

~~3-4.~~ There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position.

~~4-5.~~ The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted

~~5-6.~~ Have no convictions of a misdemeanor crime of domestic violence as defined in 18 USC 921(a)(33), convictions of domestic abuse as defined in § 968.075(1)(a), Wis. Stats., or convictions of a crime subject to the imposition of the domestic abuse surcharge under § 973.055(4), Wis. Stats.

~~6-7.~~ Have no substantiated allegations of sexual abuse in a confinement facility; have no convictions of engaging or attempting to engage in nonconsensual sexual activity in the community; and have not been civilly or administratively adjudicated to have engaged in activity described above as per 28 C.F.R § Part 115.17 of the Prison Rape Elimination Act of 2003 in 42 U.S.C.A. §15601

SECTION 5. EXAMINATION.

A. The Commission shall conduct competitive written and oral examinations. The Commission shall establish passing grades for each phase of examination prior to each phase thereof.

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

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- C. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. This will be done by the Sheriff's Office Detective Bureau or other trained sworn personnel for new hire applicants.
- D. The Commission may refuse to examine a candidate or, after examination, to certify a candidate as eligible who (1) is found to lack any of the established requirements for the position for which that person has applied, or (2) has intentionally made a false statement in any material fact, or (3) is addicted to the habitual use of intoxicating beverages, narcotics or dangerous drugs, or (4) has ever been convicted of a felony without a full pardon, or (5) any other sufficient fact which, because of business necessity, would be a detriment to holding the position of Deputy Sheriff.
- E. The Commission shall establish a certified eligibility list of candidates who meet the prerequisites of the position, and who have scored a passing grade on the written and oral examinations. The Commission may invite representatives of other law enforcement agencies to participate in the oral interview process. Invitees' scores will be given to the Civil Service Commission for discussion and consideration in accordance with the Commission's rules. Invited law enforcement guests are neutral third parties chosen by their respective departments to participate in the process at the request of the Jefferson County Civil Service Commission. Invitees should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.
- F. Placement on the certified eligibility list for initial appointment shall be by overall score, weighing the scores on the written and oral examinations, 40 percent each, with the remaining 20 percent taken from the applicants file information. For promotional factor weights, see Section 6 (B)(1). Preference points shall be given to veterans of any wars of the United States as provided by sec. 63.08(1)(f) and 230.16 (7), Wisconsin Statutes.
- G. Every candidate on the eligibility list must, prior to appointment, submit to and pass a psychological, physical and drug test to be conducted by such physician or physicians as may be designated by the Commission. Such physician shall submit a statement that the applicant is of sound health and has the physical ability to perform the duties, with or without reasonable accommodation, of the position to which they seek appointment. Cost of such examination shall be borne by Jefferson County. With the exception of provisions in Section 7(G), the Commission will also implement a physical readiness test for prospective new Patrol Deputy hires, who will pass a minimum of the entry standards of the Wisconsin Physical Readiness Testing (PRT).
- H. The Sheriff has the discretion, to employ an assessment center process as an additional tool for evaluation of the top candidates for both new and promotional positions as certified by the Commission.

SECTION 6. PROMOTIONS.

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

according to this ordinance:

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

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

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2. **Captain.** To take the examination for promotion to Captain, the candidate must have not less than seven (7) years of service with the Jefferson County Sheriff's Office and not less than three (3) years supervisory experience therein.

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3. **Sergeant.** To take the examination for promotion to Sergeant, a candidate must have not less than five (5) years of service with the Jefferson County Sheriff's Office. [Ord. No. 2014-22, 10-14-14]

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

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B. **Education – Experience Credit.**

1. An Associate degree from an accredited college/university shall be deemed the equivalent of nine (9) months of service.

2. A Bachelor degree from an accredited college/university shall be deemed the equivalent of 18 months (1-1/2 years) of service.

3. A Master Degree from an accredited college/university shall be deemed the equivalent of 24 months (2 years) of service.

4. These equivalents may be used for a successful promotion to a position enumerated in Section 6 (A)(1-4). Only one equivalent may be used per promotional process.

C. **Promotion ~~Written~~ Examinations.**

1. Examinations for the position of Chief Deputy, Captain, and Sergeant will be designed specifically for those levels of supervision, management, and administrative functions. These oral examinations will be selected by the Sheriff or his/her designee. The number of applicants advancing from the law enforcement oral examination panel to the Civil Service Commission interview is unlimited.

2. The examination process to fill an open Sergeant position in another division or for the promotions to positions of Captain, Sergeant, and Detective will be the following:

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- a. A law enforcement supervisory oral examination, consisting of a panel of a minimum of four (4) law enforcement supervisors, including a minimum of two (2) Jefferson County supervisors and two (2) supervisors from outside law enforcement agencies. The oral examination used shall be the current oral examination certified for use by the Commission or its designee and must be job-related;
- b. A Civil Service oral interview and file examination scoring;
- c. Profile questionnaire scoring; and
- d. Chief Deputy and/or Sheriff oral interview scoring.

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~~1.—The process to consider a Sergeant for assignment to a different division or for the promotions to the positions of Captain and Sergeant will be scored as follows: the law enforcement oral examination panel shall be given thirty (30) percent weight, the Civil Service oral interview shall be given twenty (20) percent weight, the file score (including job evaluations and other material contained within the employee's personnel file) shall be given twenty (20) percent weight, the profile questionnaire shall be given fifteen (15) percent weight and the Chief Deputy and/or Sheriff interview shall be given fifteen (15) percent weight. The written test and the oral test shall be given thirty (30) percent weight each. Twenty (20) percent of the final grade shall be based on the job evaluations and other material contained within the employee's personnel file, and another twenty (20) percent of the final score shall be from the "Applicant Profile Questionnaire."~~

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~~2.—Written examinations for the position of Chief Deputy, Captain, and Sergeant will be designed specifically for those levels of supervision, management, and administrative functions. These written exams will be selected by the Sheriff or his/her designee. If an individual already holding the rank of Sergeant desires to be eligible for a Sergeant's position in another division, and their Sergeant written exam score is older than six (6) months, that Sergeant must take the written examination for the Sergeant's vacancy in that division. The number of applicants advancing from the written test to the Civil Service Commission interview is unlimited, as long as a passing score has been received.~~

~~3.—Written examinations for the position of Detective will be scored as follows:- The written test and the oral test shall be given forty (40) percent weight each with the remaining Twenty (20) percent of the final grade being based on the job evaluations and other material contained within the employee's personnel file.~~

~~4.—Written test scores will be valid for a period of 6 months.~~

~~5-4. Written test scores and T~~the scored "Applicant Profile Questionnaire" will not be available to the Commission prior to oral interviews.

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5. All candidates who have not been mathematically eliminated based on the scoring

matrix prior to the Chief Deputy and/or Sheriff oral interview will participate in the Chief Deputy and/or Sheriff oral interview.

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SECTION 7. APPOINTMENTS.

- A. Whenever a vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make the selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligible candidates.
- B. Appointments by the Sheriff should be made within twenty (20) days after receipt of the certified list from the Commission.
- C. Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.
- D. All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification or a Sergeant seeks to fill an open Sergeant position in another division.
- E. The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.
- F. Appointments made pursuant to this ordinance shall be probationary for a period of eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period. [Ord. No. 2014-03, 04-15-2014]
- G. LATERAL TRANSFERS
 - 1. The Civil Service Commission recognizes the benefit of being able to appoint new Deputy Sheriffs who are already certified by the Wisconsin Law Enforcement Standards Board as a Law Enforcement (LESB) Officer or as a Jail Officer, and who have Law Enforcement and/or Correctional Officer experience with a Law Enforcement Agency or Correctional Facility.
 - 2. The Civil Service Commission agrees to waive the requirements of a written examination and oral examination, by the Civil Service Commission, for candidates who are fully certified Law Enforcement Officers or fully certified Jail Officers, with two (2) years or more of experience with a Law Enforcement Agency or Correctional Facility.
 - 3. The Civil Service Commission agrees to waive the requirements of needing to meet the entrance standards of the Wisconsin Physical Readiness Test (PRT). In lieu of the PRT, candidate's height and weight shall be in proportion and shall be considered by the physician conducting the medical screening, in determining the applicant's

physical fitness for the position, with the final determination made by the Sheriff.

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

SECTION 8. DISCIPLINARY PROVISIONS.

- A. Any member of the Jefferson County Sheriff's Office covered by this ordinance may be suspended, demoted or discharged in accordance with sec. 59.26(8)(b) Wisconsin Statutes.
- B. The grievance committee required by sec. 59.26(8)(b), Wis. Stats. shall consist of the members of the Human Resources Committee of the Jefferson County Board.

SECTION 9. GENERAL PROVISIONS.

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

SECTION 10. SEVERABILITY.

The provisions of this ordinance are severable and provisions or sections which may hereinafter be

declared to be illegal or unconstitutional shall be declared repealed and the remainder shall not be affected thereby.

SECTION 11.

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

BE IT FURTHER ORDAINED, this ordinance amendment shall be effective after passage and publication as provided by law.

Fiscal Note:

Referred by:
HR Committee

2-13-2024

REVIEWED: Corp. Counsel ____; Finance Director ____

ADDENDUM A

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

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Jefferson County
FLEXIBLE PERIOD REPORT
DECEMBER 2023

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FROM 2023 01 TO 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 Human Resources							
12301 411100 General Property Taxes	-503,321	0	-503,321	-503,321.40	.00	-.05	100.0%
12301 421001 22101 State Aid	0	0	0	.00	.00	.00	.0%
12301 424001 22217 Federal Grants	0	0	0	.00	.00	.00	.0%
12301 424001 22219 Federal Grants	-93,136	0	-93,136	-72,888.47	.00	-20,247.30	78.3%
12301 451002 Private Party Photocopy	-40	0	-40	-41.00	.00	1.00	102.5%
12301 451034 Badge Replacement Fee	-40	0	-40	-28.56	.00	-11.44	71.4%
12301 451200 Records & Reports	0	0	0	.00	.00	.00	.0%
12301 484005 Insurance Training Reimburse	-3,000	0	-3,000	-3,000.00	.00	.00	100.0%
12301 486010 Rebates	-6,990	0	-6,990	.00	.00	-6,990.00	.0%
12301 511110 Salary-Permanent Regular	188,492	0	188,492	189,382.40	.00	-889.99	100.5%
12301 511110 22101 Salary-Permanent Regula	0	0	0	.00	.00	.00	.0%
12301 511110 22219 Salary-Permanent Regula	0	0	0	33,905.50	.00	-33,905.50	.0%
12301 511210 Wages-Regular	52,259	0	52,259	53,911.41	.00	-1,651.93	103.2%
12301 511210 22101 Wages-Regular	0	0	0	.00	.00	.00	.0%
12301 511210 22219 Wages-Regular	65,612	0	65,612	28,156.06	.00	37,455.62	42.9%
12301 511220 Wages-Overtime	31	0	31	526.41	.00	-495.63	%
12301 511220 22219 Wages-Overtime	0	0	0	.00	.00	.00	.0%
12301 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511240 22101 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12301 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12301 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12301 511330 Wages-Longevity Pay	339	0	339	353.75	.00	-15.00	104.4%
12301 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12301 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12301 512141 Social Security	16,617	0	16,617	16,791.01	.00	-174.16	101.0%
12301 512141 22101 Social Security	0	0	0	.00	.00	.00	.0%
12301 512141 22219 Social Security	4,653	0	4,653	4,698.18	.00	-44.76	101.0%
12301 512142 Retirement (Employer)	16,396	0	16,396	16,611.67	.00	-215.41	101.3%
12301 512142 22101 Retirement (Employer)	0	0	0	.00	.00	.00	.0%
12301 512142 22219 Retirement (Employer)	4,462	0	4,462	2,240.34	.00	2,221.25	50.2%
12301 512144 Health Insurance	85,756	0	85,756	70,274.16	.00	15,482.22	81.9%
12301 512144 22101 Health Insurance	0	0	0	.00	.00	.00	.0%
12301 512144 22219 Health Insurance	17,293	0	17,293	3,748.69	.00	13,544.39	21.7%
12301 512145 Life Insurance	74	0	74	78.60	.00	-4.32	105.8%
12301 512145 22101 Life Insurance	0	0	0	.00	.00	.00	.0%
12301 512145 22219 Life Insurance	12	0	12	7.63	.00	4.37	63.6%
12301 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT
DECEMBER 2023

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FROM 2023 01 TO 2023 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/ ADJSTMTS	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP		BUDGET			BUDGET	USED
12301 512151 HSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512151 22219 HSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12301 512153 HRA Contribution	0	0	0	1,514.17	.00	-1,514.17	.0%
12301 512173 Dental Insurance	3,312	0	3,312	2,774.06	.00	537.94	83.8%
12301 512173 22101 Dental Insurance	0	0	0	.00	.00	.00	.0%
12301 512173 22219 Dental Insurance	1,104	0	1,104	109.96	.00	994.04	10.0%
12301 521218 Arbitrator	400	0	400	400.00	.00	.00	100.0%
12301 521219 Other Professional Serv	17,300	84,880	102,180	106,967.38	.00	-4,787.38	104.7%
12301 521219 22101 Other Professional Serv	0	0	0	.00	.00	.00	.0%
12301 521220 Consultant	0	0	0	.00	.00	.00	.0%
12301 521225 Section 125	39,300	0	39,300	34,378.25	2,892.25	2,029.50	94.8%
12301 521226 Ergonomics	400	0	400	.00	.00	400.00	.0%
12301 521227 Position Classifications	1,000	0	1,000	.00	.00	1,000.00	.0%
12301 521228 Labor Negotiations	22,500	20,000	42,500	27,321.50	.00	15,178.50	64.3%
12301 521229 Recruitment Related	10,670	0	10,670	4,078.58	.00	6,591.42	38.2%
12301 521229 22101 Recruitment Related	0	0	0	.00	.00	.00	.0%
12301 521296 Computer Support	0	0	0	.00	.00	.00	.0%
12301 531105 Flex Plan Surplus	0	0	0	.00	.00	.00	.0%
12301 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12301 531298 United Parcel Service	0	0	0	.00	.00	.00	.0%
12301 531303 Computer Equipmt & Software	6,946	0	6,946	5,116.77	.00	1,829.49	73.7%
12301 531311 Postage & Box Rent	400	0	400	457.93	.00	-57.93	114.5%
12301 531312 Office Supplies	800	0	800	685.03	.00	114.97	85.6%
12301 531312 22101 Office Supplies	0	0	0	.00	.00	.00	.0%
12301 531313 Printing & Duplicating	50	0	50	18.70	.00	31.30	37.4%
12301 531313 22101 Printing & Duplicating	0	0	0	.00	.00	.00	.0%
12301 531314 Small Items Of Equipment	0	0	0	261.47	.00	-261.47	.0%
12301 531320 22101 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301 531320 22217 Safety Supplies	0	0	0	.00	.00	.00	.0%
12301 531322 Subscriptions	6,395	0	6,395	4,284.65	.00	2,110.35	67.0%
12301 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12301 531324 Membership Dues	790	0	790	748.61	.00	41.39	94.8%
12301 531326 Advertising	8,200	0	8,200	979.93	.00	7,220.07	12.0%
12301 531351 Gas/Diesel	150	0	150	.00	.00	150.00	.0%
12301 531357 Employee Recognition	6,990	0	6,990	10,143.67	.00	-3,153.67	145.1%
12301 531357 22101 Employee Recognition	0	0	0	.00	.00	.00	.0%
12301 532325 Registration	2,525	0	2,525	2,498.00	.00	27.00	98.9%
12301 532332 Mileage	500	0	500	748.40	.00	-248.40	149.7%
12301 532334 Commercial Travel	450	0	450	.00	.00	450.00	.0%
12301 532335 Meals	250	0	250	373.54	.00	-123.54	149.4%
12301 532336 Lodging	1,670	0	1,670	1,700.00	.00	-30.00	101.8%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532339 Other Travel & Tolls	100	0	100	19.50	.00	80.50	19.5%
12301 532350 Training Materials	7,525	45,000	52,525	12,654.42	.00	39,870.58	24.1%
12301 533225 Telephone & Fax	0	0	0	235.70	.00	-235.70	.0%
12301 535242 Maintain Machinery & Equip	650	0	650	894.79	.00	-244.79	137.7%
12301 571004 IP Telephony Allocation	318	0	318	380.52	.00	-62.52	119.7%
12301 571005 Duplicating Allocation	417	0	417	22.11	.00	394.89	5.3%
12301 571007 MIS Direct Charges	0	0	0	.00	.00	.00	.0%
12301 571009 MIS PC Group Allocation	7,208	0	7,208	6,317.25	.00	890.75	87.6%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,640	0	2,640	2,812.74	.00	-172.74	106.5%
12301 591519 Other Insurance	3,570	0	3,570	3,135.31	.00	434.69	87.8%
12301 591520 Liability Claims	0	0	0	.00	.00	.00	.0%
12301 592006 WRS Interest	0	0	0	17.45	.00	-17.45	.0%
12301 594813 Capital Office Equip	0	0	0	.00	.00	.00	.0%
12301 594818 Capital Computer	0	0	0	.00	.00	.00	.0%
12301 699999 Budgetary Fund Balance	0	-27,880	-27,880	.00	.00	-27,880.00	.0%
TOTAL Human Resources	0	122,000	122,000	73,456.77	2,892.25	45,650.98	62.6%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12302 Safety							
12302 411100 General Property Taxes	-125,229	0	-125,229	-125,228.64	.00	-.02	100.0%
12302 474106 Intergovt Shared Services	0	0	0	.00	.00	.00	.0%
12302 485200 Donations Restricted	0	0	0	.00	.00	.00	.0%
12302 511110 Salary-Permanent Regular	75,688	0	75,688	.00	.00	75,688.45	.0%
12302 511210 Wages-Regular	0	0	0	.00	.00	.00	.0%
12302 511240 Wages-Temporary	0	0	0	.00	.00	.00	.0%
12302 511310 Wages-Sick Leave	0	0	0	.00	.00	.00	.0%
12302 511320 Wages-Vacation Pay	0	0	0	.00	.00	.00	.0%
12302 511340 Wages-Holiday Pay	0	0	0	.00	.00	.00	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	.00	.00	.00	.0%
12302 511380 Wages-Bereavement	0	0	0	.00	.00	.00	.0%
12302 512141 Social Security	5,424	0	5,424	.00	.00	5,424.30	.0%
12302 512142 Retirement (Employer)	5,147	0	5,147	.00	.00	5,146.81	.0%
12302 512144 Health Insurance	22,821	0	22,821	.00	.00	22,821.10	.0%
12302 512145 Life Insurance	12	0	12	.00	.00	12.00	.0%
12302 512150 FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512151 HSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512152 Limited FSA Contribution	0	0	0	.00	.00	.00	.0%
12302 512153 HRA Contribution	0	0	0	.00	.00	.00	.0%
12302 512173 Dental Insurance	1,104	0	1,104	.00	.00	1,104.00	.0%
12302 531243 Furniture & Furnishings	0	0	0	.00	.00	.00	.0%
12302 531303 Computer Equipmt & Software	0	0	0	.00	.00	.00	.0%
12302 531311 Postage & Box Rent	30	0	30	.00	.00	30.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	30	0	30	.00	.00	30.00	.0%
12302 531314 Small Items Of Equipment	900	0	900	.00	.00	900.00	.0%
12302 531320 Safety Supplies	850	0	850	63.64	.00	786.36	7.5%
12302 531322 Subscriptions	3,600	0	3,600	3,204.67	.00	395.33	89.0%
12302 531323 Subscriptions-Tax & Law	0	0	0	.00	.00	.00	.0%
12302 531324 Membership Dues	810	0	810	385.00	.00	425.00	47.5%
12302 531326 Advertising	0	0	0	.00	.00	.00	.0%
12302 532325 Registration	750	0	750	.00	.00	750.00	.0%
12302 532332 Mileage	150	0	150	.00	.00	150.00	.0%
12302 532335 Meals	210	0	210	.00	.00	210.00	.0%
12302 532336 Lodging	570	0	570	.00	.00	570.00	.0%
12302 532339 Other Travel & Tolls	0	0	0	.00	.00	.00	.0%
12302 532350 Training Materials	4,500	0	4,500	7,600.00	.00	-3,100.00	168.9%
12302 535242 Maintain Machinery & Equip	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12302 571004 IP Telephony Allocation	0	0	0	.00	.00	.00	.0%
12302 571005 Duplicating Allocation	0	0	0	.00	.00	.00	.0%
12302 571009 MIS PC Group Allocation	1,201	0	1,201	1,052.88	.00	148.12	87.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	401.82	.00	-24.82	106.6%
12302 591519 Other Insurance	1,004	0	1,004	773.66	.00	230.34	77.1%
12302 594820 Capital Other	0	0	0	.00	.00	.00	.0%
12302 699999 Budgetary Fund Balance	0	0	0	.00	.00	.00	.0%
TOTAL Safety	0	0	0	-111,746.97	.00	111,746.97	.0%
TOTAL General Fund	0	122,000	122,000	-38,290.20	2,892.25	157,397.95	-29.0%
TOTAL REVENUES	-731,756	-27,880	-759,636	-704,508.07	.00	-55,127.81	
TOTAL EXPENSES	731,756	149,880	881,636	666,217.87	2,892.25	212,525.76	