



Campbell County Sheriff's Office

2018 August Monthly Report



Sheriff Mike Jansen wishes a happy retirement to Clerk Donna Lange after 21 years of service.

Submitted by: Sheriff Mike Jansen

Prepared by Katrina Armstrong, Clerk

Campbell County Sheriff's Office

Mike Jansen

Sheriff



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August 2018 Monthly Report Summary

Services of the Sheriff's Office

The Campbell County Sheriff's Office has two main divisions. The uniformed division based in the Campbell County Justice Center and the administrative division based in the Campbell County Administration Building. The Sheriff's Office provides courthouse security at the Justice Center during business hours. Deputies and Court Security Officers (CSOs) are present for all court proceedings ranging from arraignments to trials, Family Court and more. During the month of August the Sheriff's office provided security for four jury trials in addition to the daily court schedules.

Deputies and Court Security Officers are also responsible for transporting prisoners to and from court as well as from area detention centers to the Campbell County Justice Center and Campbell County Detention Center. During the month of August Deputies and CSO's made fifty trips within the state of Kentucky transporting prisoners. Eight trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. In the course of these fifty-eight trips, a total of ninety-six prisoners were transported. Sheriff's Deputies and CSOs traveled approximately 1,900 miles within the state of Kentucky and approximately 1,020 miles outside of the state transporting prisoners.

In the administrative division of the Sheriff's Office, services such as the collection of property taxes; management of process of service of papers; processing of Carrying Concealed Deadly Weapons (CCDW) Permits; Finger printing; and Vehicle Inspections are performed.

Notable

On July 31st Donna Lange retired from the position of Clerk with the Campbell County Sheriff's Office after twenty-one years of service. Donna came into each of her shifts with a smile and positive attitude that was extended to employees and the public alike. On August 18th Sheriff's Office employees gathered at the Greyhound Tavern to wish Donna a happy retirement.



On August 14th Sergeant Grisik, Deputy George Schreiner, and Deputy Craig Stephens collaborated with other local law enforcement agencies to provide roadway security for the motorcade of Vice President Mike Pence as he traveled through Northern Kentucky to Cincinnati for a speaking engagement.

On August 27th Deputies Jim McKenna and Craig Stephens were on hand at the BB&T Arena on the Northern Kentucky University campus for the swearing in of a new federal judge.

Respectfully Submitted,

Mike Jansen

Sheriff Mike Jansen
Campbell County Sheriff

Services of the Sheriff's Office

The Campbell County Sheriff's Office performs a variety of services, some of those services performed in the Campbell County Justice Center and some performed in our administrative offices located in the Campbell County Administration Building and annex building in Alexandria.

The Sheriff's Office provides courthouse security at the Campbell County Justice Center; Court Security Officers (CSOs) and Deputies are stationed at the entrance to the Justice Center where visitors must pass through a security and safety checkpoint before proceeding farther into the building. Deputies and Court Security Officers are present for all court proceedings ranging from arraignments to trials, Family Court and more.

Deputies and Court Security Officers are also responsible for transporting prisoners to and from court as well as from detention centers outside of Campbell County to the Campbell County Detention Center, and to institutions such as the Eastern Kentucky Mental Health Hospital and the Kentucky Correctional Psychiatric Center. During the month of August Deputies and CSO's made fifty trips within the state of Kentucky transporting prisoners. Eight trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. During the month of August Sheriff's Deputies and CSO's traveled approximately 1,900 miles within the state of Kentucky and 1,020 miles outside of the state transporting prisoners. Prisoner transports within the state of Kentucky were made from the counties of Boone, Carroll, Floyd, Kenton, Mason, Oldham, Owsley, and the Kentucky Correctional Psychiatric Center. Transports were also made throughout the state of Ohio to the cities of Batavia, Hamilton, and London. Two trips were made to West Virginia during August.

Please note that additional trips may have been made during the month and not counted into monthly totals as there are several counties such as Kenton County in Kentucky and Hamilton County in Ohio that the Sheriff's Office transports prisoners from on a daily, or near daily, and as needed basis. Those trips are not always scheduled and therefore not always counted into monthly totals.

The Campbell County Sheriff's Office also arranges for long distance prisoner transports to be made via a transportation service. In the month of August there was one such transport made with a prisoner coming back to Kentucky from Virginia.

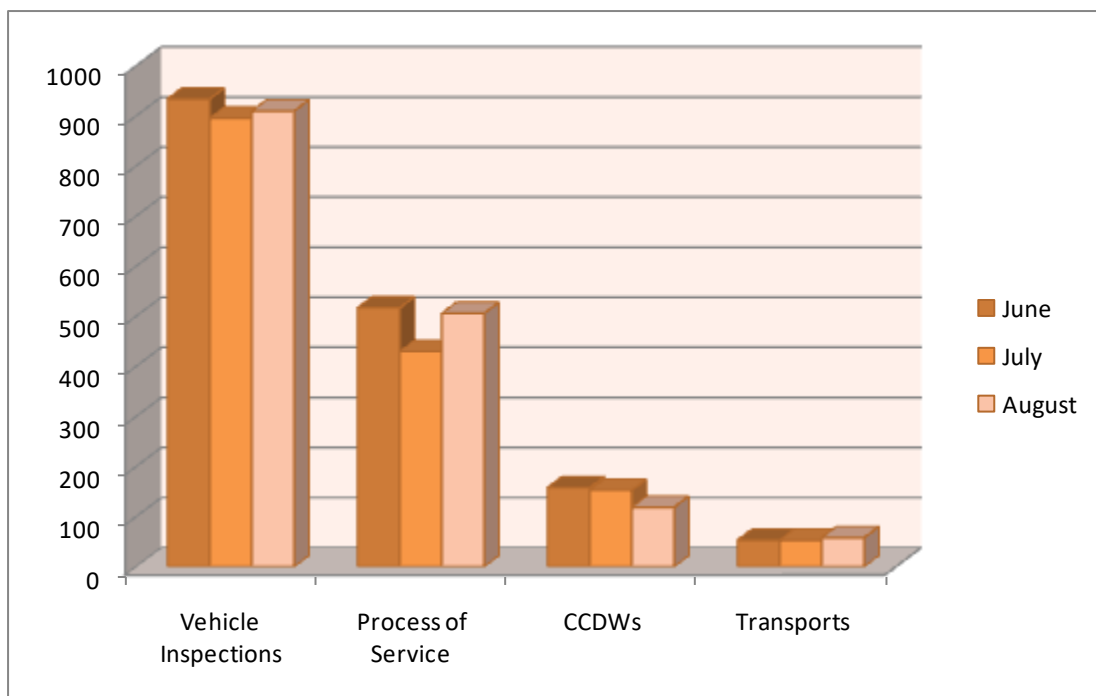
The Sheriff's Office also serves Warrants, issues Citations, and completes Call Response Run Reports. During the month of August the Sheriff's Office served twenty Warrants and one Juvenile Pick-up Order, wrote four Citations, and completed one Call Response Run Report.

Services performed in the administrative offices of the Sheriff's Office include collection of property taxes; processing and service of process papers, these papers include civil and criminal summonses, subpoenas, evictions and various other document types; Carrying Concealed Deadly Weapons (CCDW) Permits; Finger printing; and Vehicle Inspections. During the month of August the Campbell County Sheriff's Office processed 506 papers; processed 119 CCDW applications, renewals, requests for

duplicate licenses, or changes of information; provided fingerprinting for 45 individuals; and performed 910 vehicle inspections both at Sheriff's Office locations and off site.

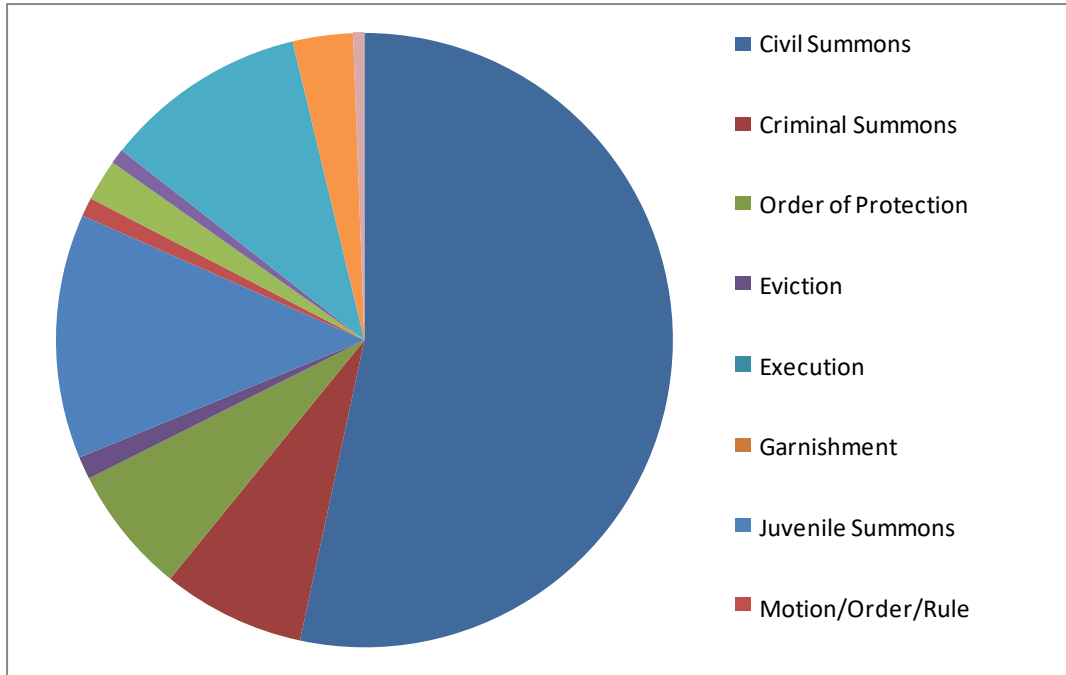
Another service that the Campbell County Sheriff's Office provides outside of the Justice Center and County Administration Building is vehicle lock-outs. When a vehicle owner locks their car keys in their car they are able to contact the Sheriff's office and ask for an available deputy to assist in unlocking their car. During the month of August the Sheriff's Office was able to assist one individual in gaining entry to their vehicle after locking their keys inside of it.

Three Month Comparison of Services Performed by the Campbell County Sheriff's Office



Over the months of June, July and August there was little change in the number of vehicle inspections with 934 inspections being done in June, 896 inspections done in July, and 910 inspections done in August. The number of documents to be served saw a decline during the month of July before raising back up in August; going from 517 documents processed in June to 430 documents processed in July then up to 506 documents processed in August. The number of CCDW permits dropped in August. During the month of June there were 158 CCDWs processed, July saw close to the same number with 153 CCDWs processed, and in August 119 CCDWs were processed. The number of trips made by Deputies and Court Security Officers varied little within the three month period; 53 trips were made in June, 53 trips were made in July, and 58 trips were made in August.

Process of Service Documents Processed by the Campbell County Sheriff's Office



Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of August. The above graphic reflects the volume of the various types of documents received in relation to each other.

<u>Type of Document</u>	<u># of Documents Received</u>	<u># of Documents Served</u>
Civil:	270	144
Criminal Summons:	38	24
Order of Protection	34	16
Eviction:	6	6
Execution:	0	0
Garnishment:	0	0
Juvenile Summons:	65	39
Motion/Order/Rule	5	2
Show Cause Order:	11	1
Small Claims:	4	3
Subpoena:	54	41
Summons:	16	7
Sum. for Involuntary Commitment:	0	0
Writ & Warrant of Possession:	3	3
Total	506	286

Please note that due to situations beyond the control of the Sheriff's Office the recipient of a document may be unable to served because: they have moved, been evicted, be deceased, be incarcerated in another jurisdiction, etc. All documents are taken out for attempts at service at least three times unless during an initial attempt we receive notice that would halt service attempts; such as the recipient does not live there, is deceased, the residence is vacant, etc.

**Prisoner Transports Performed by the
Campbell County Sheriff's Office
in the Month of August 2018**

Deputy	Long Distance Transport	Short Distance Transport
Sgt. Grisik	0	1
Deputy Kowolonek	1	2*
Deputy Harney	1	4*
Deputy Caudill	0	3
Deputy Hart	4*	4*
Deputy Schreiner	5	2*
Deputy McKenna	1	5*
Deputy Stephens	2	8*
Deputy Metz	0	4*
Deputy Ratcliff	0	7*
Court Security Officer Weinel	1*	1
Court Security Officer Sayers	0	0
Court Security Officer Feldman	0	0
Court Security Officer Sheanshang	0	1
Court Security Officer Roderick	0	2*
Court Security Officer Fornash	0	1*
Court Security Officer Harber	1	8*
Court Security Officer Otto	0	0

Prisoner transports within the state of Kentucky were made from the counties of Boone, Carroll, Floyd, Kenton, Mason, Oldham, Owsley, and the Kentucky Correctional Psychiatric Center. Transports were also made in the states of Ohio and West Virginia. Transports with an asterisk next to them denote a trip in which more than one employee was involved. This may have been for reasons such as safety due to multiple prisoners being transported or a female prisoner being transported, etc,