



Campbell County Sheriff's Office

2018 June Monthly Report



The Campbell County Sheriff's Office courthouse office is located in the Campbell County Justice Center at 330 York Street, Newport, Kentucky.

Submitted by: Sheriff Mike Jansen

Prepared by Katrina Armstrong, Clerk

Campbell County Sheriff's Office

Mike Jansen

Sheriff



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June 2018 Monthly Report Summary

Services of the Sheriff's Office

The Sheriff's Office provides courthouse security at the Campbell County Justice Center during business hours. Deputies and Court Security Officers are present for all court proceedings ranging from arraignments to trials, Family Court and more. During the month of June the Sheriff's office provided security for six jury trials in addition to the daily court schedules.

Deputies and Court Security Officers (CSO's) are also responsible for transporting prisoners to and from court as well as from detention centers to the Campbell County Justice Center and the Campbell County Detention Center. During the month of June Deputies and CSO's made thirty-nine trips within the state of Kentucky transporting prisoners. A total of fourteen trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. For the month of June Sheriff's Deputies and CSO's traveled approximately 2,578 miles within the state of Kentucky and 192 miles outside of the state transporting prisoners.

During the month of June the administrative division of the Campbell County Sheriff's Office processed 517 process of service papers; 158 CCDW permit applications, renewals, requests for duplicate licenses or changes of information; provided fingerprinting for 74 individuals; and performed 934 vehicle inspections both at Sheriff's Office locations and off site.

Respectfully Submitted,

A handwritten signature in black ink that reads "Mike Jansen". The signature is written in a cursive, flowing style.

Mike Jansen
Campbell County Sheriff Office

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 the 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 during business hours. Court Security Officers (CSO's) 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 where courtrooms and offices are located. Deputies and Court Security Officers are present for all court proceedings ranging from arraignments to trials, Family Court and more. During the month of June the Sheriff's Office provided security for six 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 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 June Deputies and CSO's made thirty-nine trips within the state of Kentucky transporting prisoners. A total of fourteen trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. For the month of June Sheriff's Deputies traveled approximately 2,570 miles within the state of Kentucky and 192 miles outside of the state transporting prisoners. Please note that additional trips may have been made during the month and not accounted for 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.

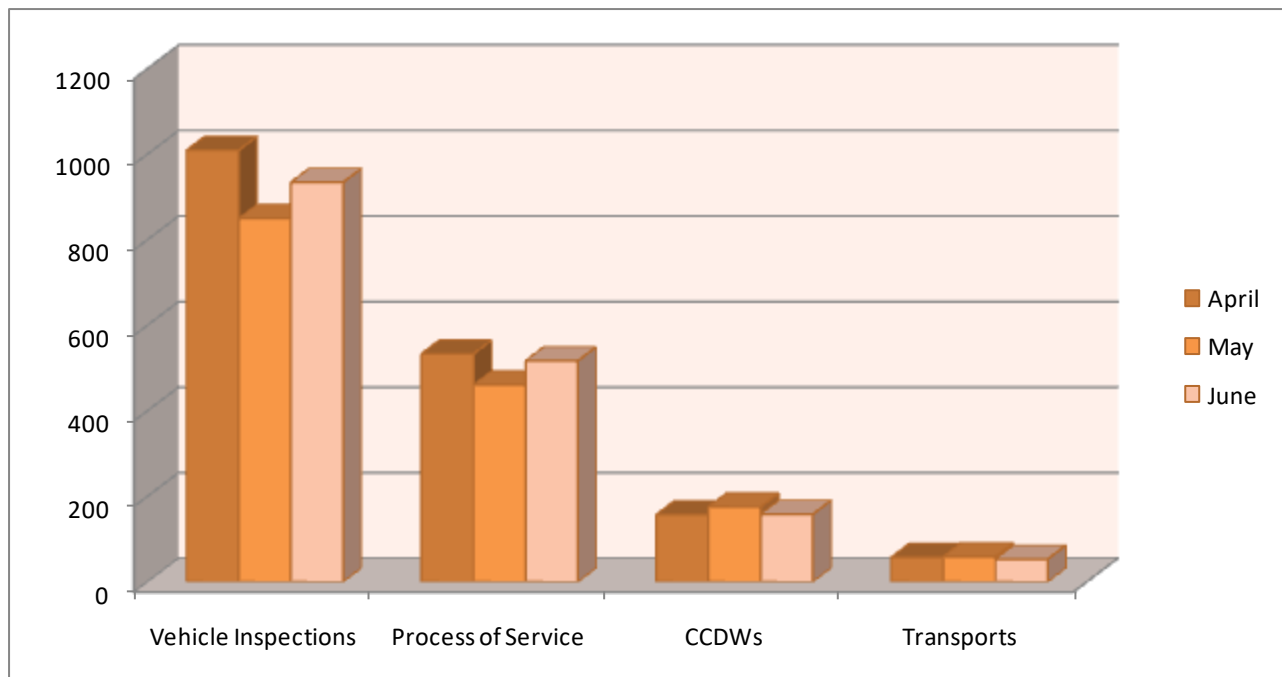
The Campbell County Sheriff's Office also arranges for long distance prisoner transports to be made via a professional prisoner transportation service when it is not fiscally practical for the Sheriff's Office Deputies to perform the transport. In the month of June there were three such transports made with prisoners coming back to Kentucky from other states.

The Sheriff's Office also serves Warrants, issues Citations, and completes Call Response Run Reports. During the month of June the Sheriff's Office served seven Warrants.

Services performed in the administrative offices of the Sheriff's Office include collection of property taxes; managing service of process papers, these papers include civil and criminal summonses, subpoenas, evictions and various other document types; assisting with Carrying Concealed Deadly Weapons (CCDW) Permits; Fingerprinting; and Vehicle Inspections. During the month of June the Campbell County Sheriff's Office processed 517 papers; assisted with 158 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 74 individuals; and performed 934 vehicle inspections both at Sheriff's Office locations and off site.

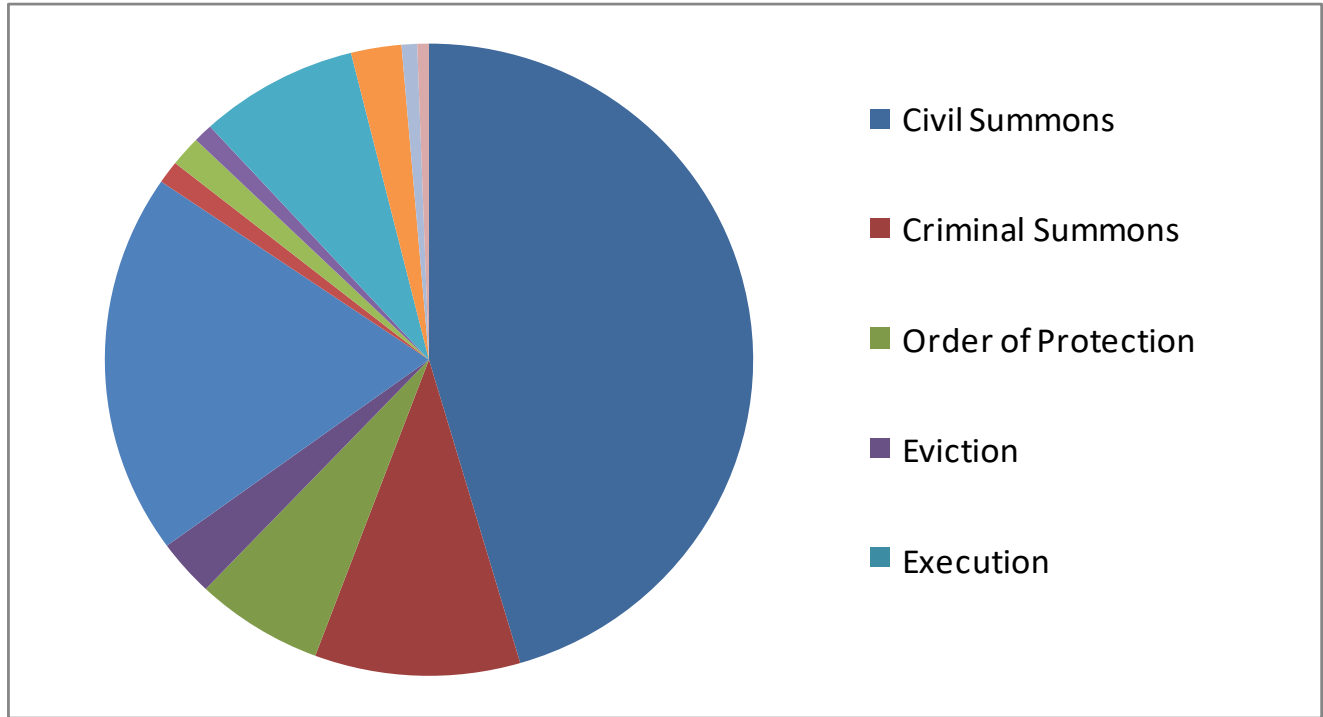
Another service that the Campbell County Sheriff's Office provides outside of the Campbell County Justice Center and County Administration Building is vehicle lock-outs. When a vehicle owner locks their car keys in their car they are able to contact the Sheriff's office and ask for an available deputy to assist in unlocking their car.

Comparison of Services Performed in Campbell County Sheriff's Office Over a Three Month Period



The month of June saw a slight change in vehicle inspections, with inspections spiking at 1,009 inspections in April, then dropping to 850 inspections in May, then rising back up to 934 inspections in June. The number of documents to be served dropped slightly in May then rose again with 533 documents processed in April, 461 documents in May, and 517 documents in June. The number of CCDW permits varied slightly going from 157 CCDWs in April to 175 CCDWs in May then to 158 CCDWs in June. The number of trips made by Deputies and Court Security Officers varied little within the three month period with 57 trips made in April, 59 trips made in May, and 53 trips made in June..

June Process of Service



Below is a breakdown of the document types received by the Campbell County Sheriff's Office for process of service in the month of June. The above graph reflects the volume of the various types of documents received in reference to each other.

<u>Type of Document</u>	<u># of Documents Received</u>	<u># Of Documents Served</u>
Civil:	235	128
Criminal Summons:	53	35
Orders of Protection:	33	23
Eviction:	15	15
Execution:	0	0
Garnishment:	0	0
Juvenile Summons:	101	65
Motion/Order/Rule:	6	4
Show Cause Summons:	8	4
Small Claims:	5	3
Subpoena:	41	32
Summons:	13	7
Summons for Involuntary Commitment:	4	4
Warrant & Writ and Order of Possession:	3	3
Total	520	324

Please note that due to situations beyond the control of the Sheriff's office a recipient of a document may be unable to served because they have moved, been evicted, be deceased, 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 is deceased or the residence is vacant.

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

Deputy	Long Distance Transport	Short Distance Transport
Sgt. Grisik	0	0
Deputy Kowolonek	0	2
Deputy Harney	0	10
Deputy Caudill	1	6
Deputy Hart	4	6
Deputy Schreiner	3	3
Deputy McKenna	0	2
Deputy Stephens	1	0
Deputy Metz	0	2
Deputy Ratcliff	0	4
Court Security Officer Weinel	0	0
Court Security Officer Sayers	0	0
Court Security Officer Feldman	0	0
Court Security Officer Sheanshang	0	1
Court Security Officer Roderick	0	0
Court Security Officer Fornash	0	0
Court Security Officer Harber	0	3
Court Security Officer Otto	0	0

Prisoner transports within the state of Kentucky were made from the counties of Boone, Bourbon, Boyd, Carroll, Davies, Grant, Grayson, Kenton, Jefferson, Madison, Mason, Simpson, and the Kentucky Correctional Psychiatric Center. Transports were also made throughout the state of Ohio. Deputies or CSO's with a "0" number of trips are generally assigned to duties occurring solely with the Justice Center and are not often assigned to transporting prisoners.