



Campbell County Sheriff's Office 2018 November Monthly Report



***County Property Tax Collection
begins November 1st***

Submitted by: Sheriff Mike Jansen

Prepared by Katrina Armstrong, Clerk

Campbell County Sheriff's Office

Mike Jansen

Sheriff



1098 Monmouth Street

Newport, Kentucky 41071

(859) 292-3833

www.campbellcountysheriffky.org

November 2018 Monthly Report Summary

Training

During the week of November 12th through 16th Deputy George Schneider attended a training entitled Current Issues for Patrol through the Department of Criminal Justice Training Center. This training was held at the Boone County Sheriff's Office

On November 14th Campbell County Sheriff's Deputy Jim McKenna participated in the monthly training exercises of the Northern Kentucky Special Operations Group (SWAT). This month's training included practicing hostage rescue tactics involving persons being held in vehicles and practice at the shooting range.

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 (CSO's) are present for all court proceedings ranging from arraignments to trials, to Family Court and more. During the month of November the Sheriff's office provided security for a jury trial in addition to the multitude of daily cases on the court schedules.

Deputies and Court Security Officers are also responsible for transporting prisoners to and from the Campbell County Justice Center as well as from other detention centers in other jurisdictions. During the month of November Deputies and CSO's made trips throughout the state of Kentucky transporting prisoners, as well as trips out of state transporting prisoners from facilities outside of Kentucky, to the Campbell County Justice Center and the Campbell County Detention Center. During the month of November Sheriff's Deputies traveled approximately 1,782 miles within the state of Kentucky and 1,726 miles outside of the state transporting prisoners.

In the month of November the administrative division of the Campbell County Sheriff's Office performed the duties of collecting county property taxes, managing process of service papers, these papers include civil and criminal summonses, subpoenas, evictions and various other document types; processing Carrying Concealed Deadly Weapons (CCDW) Permits paperwork; Fingerprinting; and Vehicle Inspections.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Mike Jansen".

Mike Jansen, 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 where Court Security Officers and Deputies are stationed at the entrance to the Justice Center where visitors must pass through a security and safety checkpoint before proceeding on to the courtrooms and offices located in the building. Deputies and Court Security Officers are present for all court proceedings ranging from arraignments to trials, Family Court hearings and more.

Deputies and Court Security Officers are also responsible for transporting prisoners to and from court as well as from detention centers in other jurisdictions 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 November Deputies and CSO's made 48 trips within the state of Kentucky, transporting approximately 56 prisoners. Twelve 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 November Sheriff's Deputies traveled approximately 1,782 miles within the state of Kentucky and 1,726 miles outside of the state transporting prisoners. Prisoner transports within the state of Kentucky were made from the counties of Adair, Boone, Clinton, Fayette, Grant, Jefferson, Kenton, Leslie, Mason, and Oldham. Transports were also made throughout the state of Ohio to or from the cities of Batavia, Columbus, Georgetown, Lebanon, London, Orient, and Xenia. An out of state trip was also made to Knoxville, TN. Also during the month of November the prisoner transportation service, Texas Prisoner Transport, was utilized by the Campbell County Sheriff's Office for long distance prisoner transportation from Orange County Florida to the Campbell County Detention Center.

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 Sheriff's Office also serves Warrants and issues Citations. During the month of November the Sheriff's Office served 11 Warrants, and wrote three Citations.

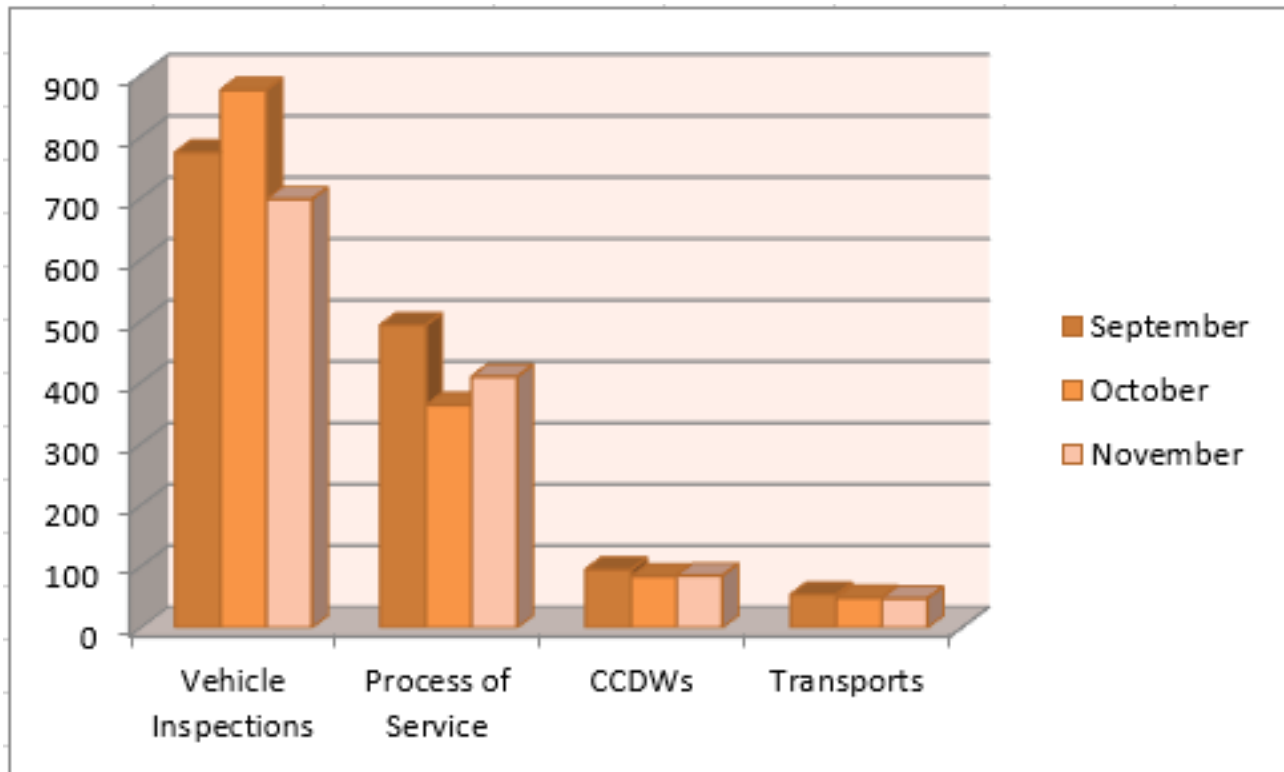
Services performed in the administrative offices of the Sheriff's Office include collection of property taxes; processing and service of legal documents to be served, these papers include civil and criminal summonses, subpoenas, evictions and various other document types; Carrying Concealed Deadly Weapons (CCDW) Permits; Fingerprinting; and Vehicle Inspections. November 1st began the 2018 County Property Tax collection period in Campbell County. During the month of November the Sheriff's Office collected and processed \$52,148,435.20 in county and state taxes. This is a large undertaking for

the staff in the office as all of the tax bills are processed by hand by the staff whether the taxes be received via mail, in person, or through third party escrow account process companies. Sheriff's Office employees open and review all incoming tax bills to sort out bills paid correctly from bills paid incorrectly—i.e. written out for the wrong amount or not signed. Bills paid correctly are then keyed into a processing software for payment, all tax payment drawers are then hand balanced by clerks to balance to the exact amount of the taxes processed into that drawer. Bills paid incorrectly are re-searched in an attempt to determine why the property owner may have adjusted their tax bill, for example if a residence was vacant they may have subtracted the 911 fee. If the adjustment was made correctly the bill may then be processed. If the bill was paid incorrectly or not signed a form is filled out notifying the property owner of the problem with the bill, copies are made of the tax bill, the form, and the check for office records and the originals including the check are mailed to the property owner. Online payments and credit card payments are reviewed and balanced separately by the Assistant Finance Director. The Finance Director for the Sheriff's Office handles many of the more involved tasks during the tax collection period such as working with banks and escrow companies to receive and process bulk payments, processing franchise taxes, processing refunds, and managing disbursements to the various taxing districts.

Also during the month of November the Campbell County Sheriff's Office administrative staff continued with their daily tasks that are performed throughout the year and processed 409 papers; processed 85 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 43 individuals; and performed 698 vehicle inspections both at Sheriff's Office locations and off site.

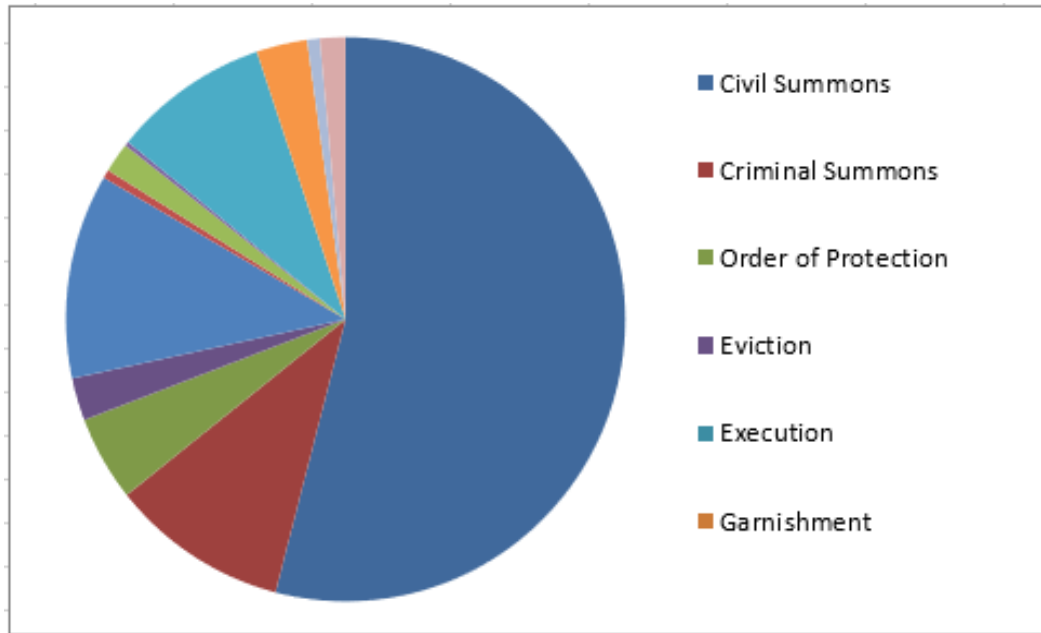
Another service that the Campbell County Sheriff's Office provides outside of the Justice Center and County Administration Building includes vehicle lock-outs. When a vehicle owner locks their car keys in their car they are able to contact the Sheriff's office and ask for an available deputy to assist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

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



The month of November saw the number of vehicle inspections decrease slightly from the months of September and October; going from 774 inspections in September, to 876 inspections in October, to 698 inspections in November. The number of documents to be served increased slightly from October to November; going from 493 documents processed in September, to 363 documents in October, then up slightly to 409 documents processed in November. The number of CCDW permits held relatively steady. During the month of September 95 CCDWs were processed, during the month of October 84 CCDWs were processed, and in November 85 CCDWs were processed. The number of trips made by Deputies and Court Security Officers also held steady within this three month period with 54 trips made in September, 49 trips made in October, and 48 trips made in November.

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 November. 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:	221	117
Criminal Summons:	42	20
Order of Protection:	20	11
Eviction:	10	10
Execution:	0	0
Garnishment:	0	0
Juvenile Summons:	48	30
Motion/Order/Rule:	1	0
Other:	1	0
Show Cause Order:	7	4
Small Claims:	1	1
Subpoena:	37	29
Summons:	12	4
Sum. for Involuntary Commitment:	3	2
<u>Writ & Warrant of Possession:</u>	<u>6</u>	<u>6</u>
Total	409	234

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, or the address given by the plaintiff may be an address that does not exist in this county. 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 November 2018

Deputy	Long Distance Trans- port	Short Distance Transport
Sgt. Grisik	0	1
Deputy Kowolonek	1	2
Deputy Harney	9*	6
Deputy Caudill	5*	11
Deputy Hart	2	1
Deputy Schreiner	0	0
Deputy McKenna	1	2
Deputy Stephens	2	0
Deputy Metz	1	0
Deputy Ratcliff	1	0
Court Security Officer Weinel	0	0
Court Security Officer Sayers	0	0
Court Security Officer Feldman	0	0
Court Security Officer Sheanshang	0	0
Court Security Officer Roderick	0	4
Court Security Officer Fornash	0	3
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 Adair, Boone, Clinton, Fayette, Grant, Jefferson, Kenton, Leslie, Mason, and Oldham. Transports were also made throughout the state of Ohio to the cities of Batavia, Columbus, Georgetown, Lebanon, London, Orient, and Xenia. A trip was also made to Knoxville, TN.

* Denotes more than one Deputy involved in one or more of the listed transports.