



# Campbell County Sheriff's Office 2019 February Monthly Report



Submitted by: Sheriff Mike Jansen

Prepared by Katrina Armstrong, Clerk

Campbell County Sheriff's Office

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*Sheriff*



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## February 2019 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 (CSO's) are present for all court proceedings ranging from arraignments to trials, to Family Court and more. During the month of February the Sheriff's office provided security for four jury trials 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 February 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 February Sheriff's Deputies traveled approximately 940 miles within the state of Kentucky and 3,642 miles outside of the state transporting prisoners.

In the month of February 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".

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 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 February Deputies and CSO's made 30 trips within the state of Kentucky, transporting approximately 55 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 February Sheriff's Deputies traveled approximately 940 miles within the state of Kentucky and 3,642 miles outside of the state transporting prisoners. Prisoner transports within the state of Kentucky were made from the counties of Boone, Kenton, Mason, Nelson, Scott, and Oldham Transports were also made throughout the state of Ohio to or from the cities of Chillicothe, Connecticut, Dayton, Georgetown, Hamilton, Lebanon, and London. An out of state trip was also made to Ft. Lauderdale Florida to pick up and transport a prisoner back to Campbell County.

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 February the Sheriff's Office served eight Warrants, and wrote two 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 February the Sheriff's Office collected and processed \$254,296.58 in county and state taxes, \$182,096.66 in Franchise Corporation Taxes, and \$19,32.00 in the 911 Service Fees. 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

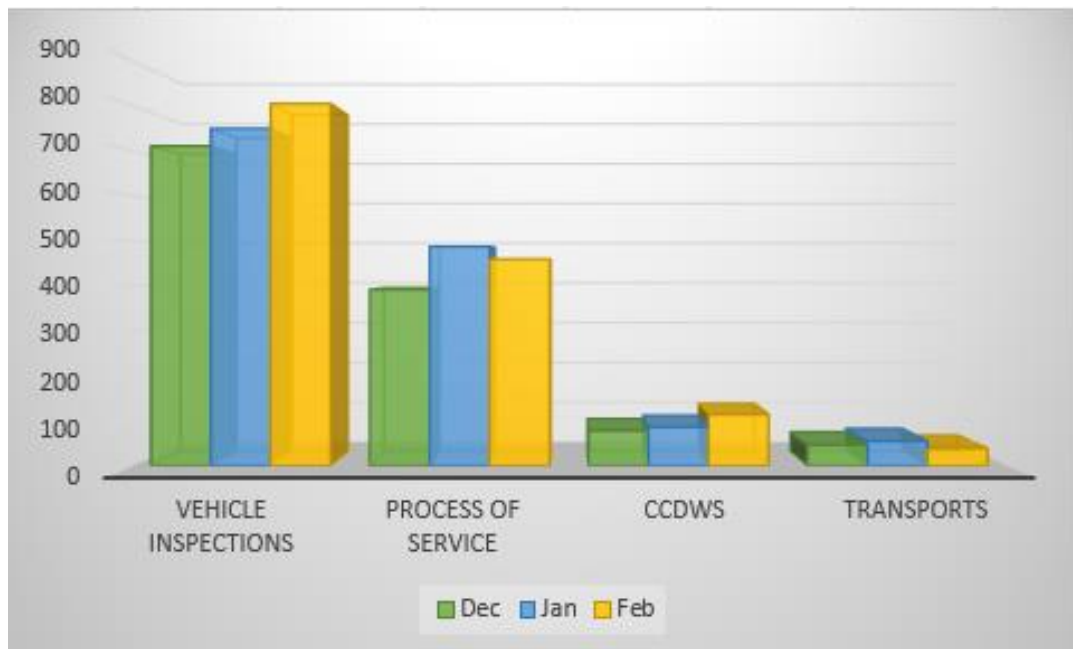
Office employees open and review all incoming tax bills to sort out bills paid correctly from bills paid incorrectly—i.e. written out for the wrong amount or not signed. Bills paid correctly are then keyed into a processing software for payment, all tax payment drawers are then hand balanced by clerks to balance to the exact amount of the taxes processed into that drawer. Bills paid incorrectly are researched 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 February the Campbell County Sheriff's Office administrative staff continued with their daily tasks that are performed throughout the year and processed 459 papers; processed 114 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 22 individuals; and performed 804 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 February deputies were able to assist with two vehicle lock outs.

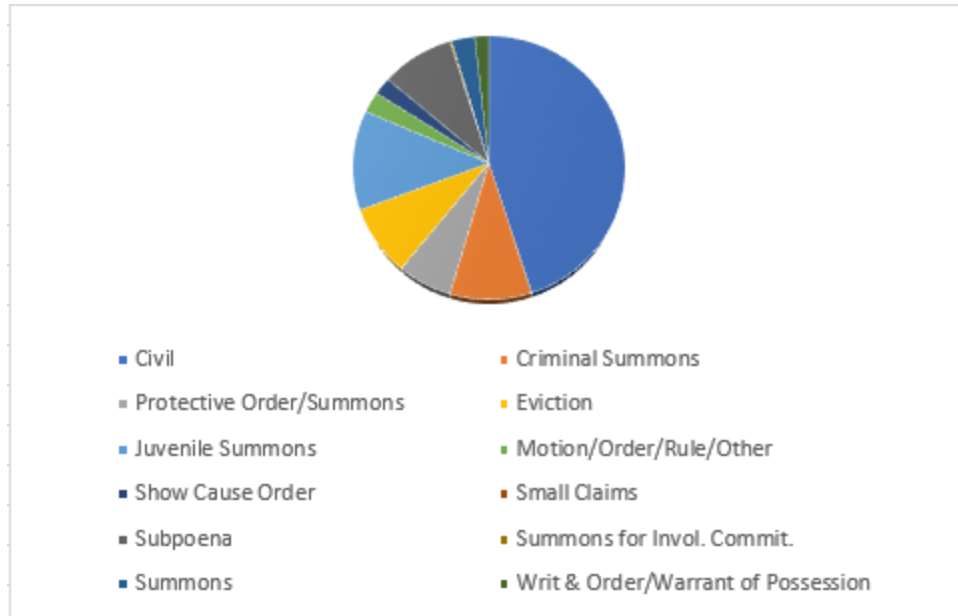
During the month of February Sgt. Mark Grisik participated in the Northern Kentucky Special Operations Group (SWAT) monthly training. This month's training involved room clearing techniques and firing range drills.

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



The month of February saw the number of vehicle inspections increase from the months of December and January; going from 710 inspections in December, to 749 inspections in January, up to 804 inspections in February. The number of documents to be served rose then dipped slightly; going from 391 documents processed in December, to 487 documents in January, then to 459 documents processed in February. The number of CCDW permits held saw a sizeable increase in February. During the month of December 78 CCDWs were processed, during the month of January 86 CCDWs were processed, and in February 114 CCDWs were processed. The number of trips made by Deputies and Court Security Officers also rose slightly before declining within this three month period, with 46 trips made in December, 54 trips made in January, and 38 trips made in February.

# 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 February. 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:	207	125
Criminal Summons:	43	22
Order of Protection:	29	11
Eviction:	39	39
Execution:	0	0
Garnishment:	0	0
Juvenile Summons:	56	34
Motion/Order/Rule/Other:	12	0
Show Cause Order:	10	5
Small Claims:	0	0
Subpoena:	41	32
Summons:	13	7
Sum. for Involuntary Commitment:	1	0
Writ & Warrant of Possession:	8	8
<b>Total</b>	<b>459</b>	<b>284</b>

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 February 2019

Deputy	Long Distance Transport	Short Distance Transport
<b>Deputy Kowolonek</b>	<b>1</b>	<b>4</b>
<b>Deputy Harney</b>	<b>3*</b>	<b>2</b>
<b>Deputy Caudill</b>	<b>1*</b>	<b>0</b>
<b>Deputy Windgassen</b>	<b>0</b>	<b>0</b>
<b>Deputy Schreiner</b>	<b>5</b>	<b>4</b>
<b>Deputy McKenna</b>	<b>3*</b>	<b>0</b>
<b>Deputy Stephens</b>	<b>1*</b>	<b>3</b>
<b>Deputy Metz</b>	<b>1</b>	<b>3</b>
<b>Deputy Ratcliff</b>	<b>1</b>	<b>4</b>
<b>Court Security Officer Weinel</b>	<b>0</b>	<b>2</b>
<b>Court Security Officer Sayers</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Feldman</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Sheanshang</b>	<b>0</b>	<b>3</b>
<b>Court Security Officer Roderick</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Fornash</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Harber</b>	<b>0</b>	<b>3</b>
<b>Court Security Officer Otto</b>	<b>0</b>	<b>0</b>

Prisoner transports within the state of Kentucky were made from the counties of Boone, Kenton, Mason, Nelson, Scott, and Oldham. Transports were also made throughout the state of Ohio to the cities of Chillicothe, Connecut, Dayton, Georgetown, Hamilton, Lebanon, and London. A trip were also made to Ft. Lauderdale, FL to transport an inmate.

An \* denotes more than one Deputy involved in one or more of the listed transports for safety and security purposes.