



# Campbell County Sheriff's Office

## 2019 August Monthly Report



Sheriff Clerk Sharon Gosney in our Alexandria Office.

**Submitted by: Sheriff Mike Jansen**

Prepared by: Katrina Armstrong, Clerk

Campbell County Sheriff's Office

Mike Jansen

*Sheriff*



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## August 2019 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.

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.

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.

Respectfully Submitted,

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

Sheriff Mike Jansen  
Campbell County Sheriff

## **Services of the Sheriff's Office**

Deputies and Court Security Officers provide security for court hearings and operations. During the month of August security was provided for one jury trial in addition to all of the standard court dockets. Deputies and Court Security Officers also transport 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 forty-seven 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 3,107 miles within the state of Kentucky and 552 miles outside of the state transporting prisoners. Prisoner transports within the state of Kentucky were made from the counties of Boone, Bourbon, Bullitt, Carroll, Fayette, Grant, Henderson, Kenton, Larue, Mason, Meade, Oldham, and the Kentucky Correctional Psychiatric Center. Transports were also made throughout the state of Ohio to the cities of Batavia, Georgetown, and Mount Orab. Trips were also made to Lawrenceburg, Versailles and Union County Indiana. Approximately 87 prisoners were transported in these trips.

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 Sheriff's Office also serves Warrants and issues Citations. During the month of August the Sheriff's Office served twenty-four Warrants and wrote three Citations.

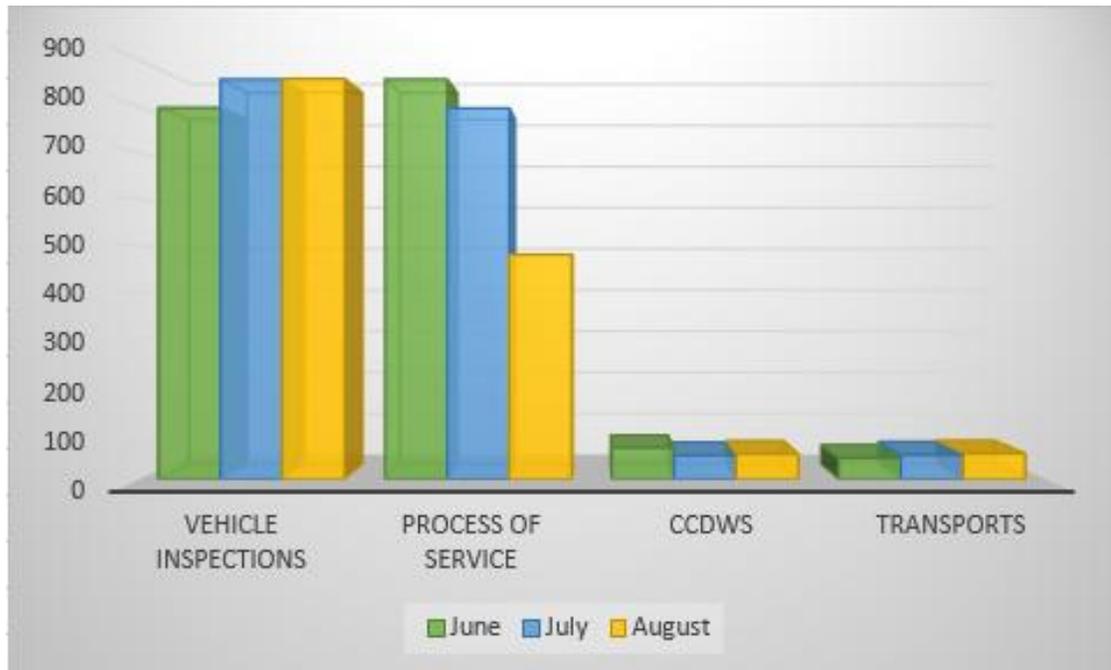
When Deputies are available, they are able to assist citizens with vehicle lock-outs within the county. When a vehicle owner locks their car keys in their car they are able to contact the Sheriff's office and ask for an available deputy to assist in unlocking and getting back into the car. During the month of August the Sheriff's Office was able to assist two individual in gaining entry to their vehicle.

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. The property tax collection for the 2018 tax year ended on April 15, 2019. During the month of August the Campbell County Sheriff's Office processed 506 papers; processed 54 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 21 individuals; and performed 859 vehicle inspections both at Sheriff's Office locations and off site.

## **Training**

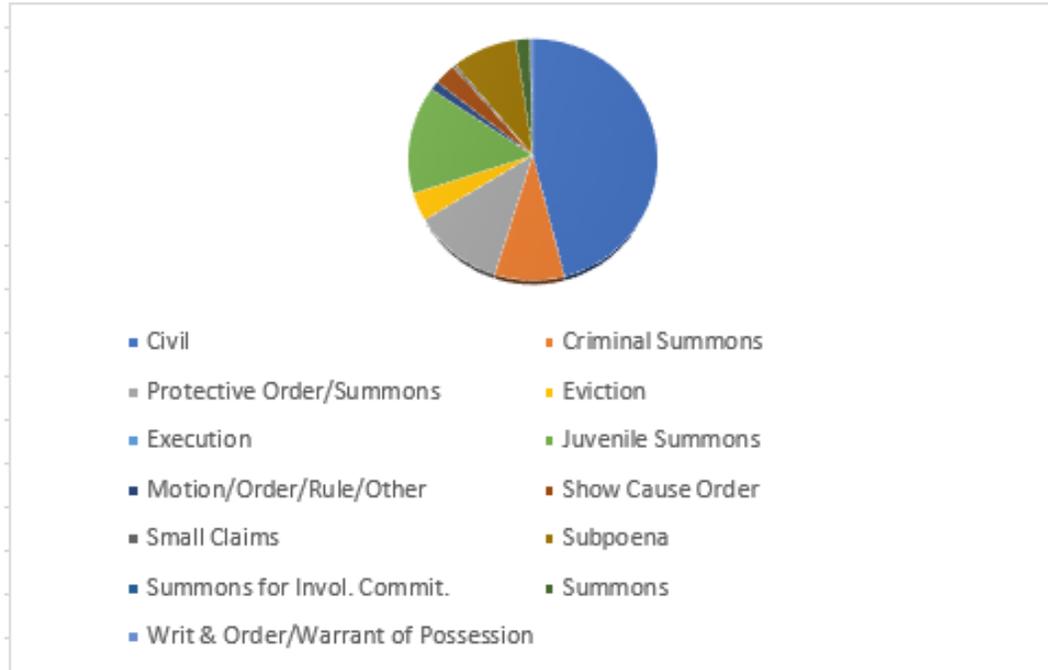
Deputy Craig Stephens attended a training entitled "Leadership is a Behavior" offered through the Department of Criminal Justice Training Center . This was a forty hour course held at the Boone County Sheriff's Office. This course is designed to be an introduction to basic leadership principles for patrol officers. It is designed to be extremely beneficial for those who are assigned leadership responsibility in their agency as Police Training or Field Training officers. Attendees receive assignments that require them to perform activities during hours outside the normal classroom times. The learning outcomes for this course are to be able to identify the characteristics and principals of a good leader, to learn how values can create conflict and how to effectively resolve those conflicts.

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



Over the months of June, July and August there was a slight increase in the number of vehicle inspections with 797 inspections being done in June, 858 inspections done in July, and 859 inspections done in August. The number of documents to be served saw a substantial decline, going from 858 documents processed in June to 796 documents processed in July then 482 documents processed in August. The number of CCDW permits remained fairly even. During the month of June there were 67 CCDWs processed, 51 CCDWs were processed in July, and 54 CCDWs were processed during August. The number of trips made by Deputies and Court Security Officers also remained fairly steady within this period; 45 trips were made in June, 52 trips were made in July, and 55 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:	222	121
Criminal Summons:	42	30
Order of Protection	55	26
Eviction:	18	18
Execution:	0	0
Garnishment:	0	0
Juvenile Summons:	70	56
Motion/Order/Rule	6	3
Show Cause Order:	14	4
Small Claims:	2	0
Subpoena:	42	29
Summons:	9	3
Sum. for Involuntary Commitment:	0	0
Writ & Warrant of Possession:	2	2
<b>Total</b>	<b>482</b>	<b>292</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, 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 2019**

<b>Deputy</b>	<b>Long Distance Transport</b>	<b>Short Distance Transport</b>
<b>Sgt. Grisik</b>	<b>0</b>	<b>0</b>
<b>Deputy Kowolonek</b>	<b>1</b>	<b>2</b>
<b>Deputy Harney</b>	<b>6</b>	<b>7</b>
<b>Deputy Caudill</b>	<b>2*</b>	<b>5</b>
<b>Deputy Windgassen</b>	<b>0</b>	<b>3</b>
<b>Deputy Schreiner</b>	<b>1</b>	<b>0</b>
<b>Deputy McKenna</b>	<b>0</b>	<b>0</b>
<b>Deputy Stephens</b>	<b>1</b>	<b>6</b>
<b>Deputy Metz</b>	<b>1</b>	<b>3</b>
<b>Deputy Ratcliff</b>	<b>4*</b>	<b>8</b>
<b>Court Security Officer Weinel</b>	<b>0</b>	<b>1</b>
<b>Court Security Officer Feldman</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Sheanshang</b>	<b>0</b>	<b>1</b>
<b>Court Security Officer Roderick</b>	<b>0</b>	<b>1</b>
<b>Court Security Officer Fornash</b>	<b>0</b>	<b>3</b>
<b>Court Security Officer Harber</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Otto</b>	<b>0</b>	<b>0</b>

Transports with an asterisk next to them donate 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, distance of transport, etc,