



Campbell County Sheriff's Office

2020 April Monthly Report

Submitted by: Sheriff Mike Jansen

Prepared by: Katrina Armstrong, Clerk

Campbell County Sheriff's Office

Mike Jansen

Sheriff



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April 2020 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 black ink that reads "Mike Jansen".

Sheriff Mike Jansen
Campbell County Sheriff

Services of the Sheriff's Office

Please note that during the month of April Kentucky State and County offices were closed to walk-in business due to the Covid-19 pandemic. Sheriff's office employees were still reporting to the Courthouse and County Administration Buildings for work daily. However, the number of reported tasks performed by Sheriff's office employees will appear to be significantly reduced as a result of the postponement of many court activities, closure to in-person transactions in the office, and minimalization of prisoners being moved from facility to facility.

Deputies and Court Security Officers provide security for court hearings and trials as well as transport prisoners to and from court, 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 April Deputies and CSO's made one trip within the state of Kentucky transporting prisoners. Four trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. Deputies traveled 78 miles within the state of Kentucky and 788 miles outside of the state. Prisoner transport within the state of Kentucky was made from the Roederer Correctional Complex in La Grange to the Campbell County Detention Center. Transports out of state were made to Batavia, Leavittsburg, and West Union Ohio. Six prisoners were transported in the course of 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 April the Sheriff's Office served 2 warrants.

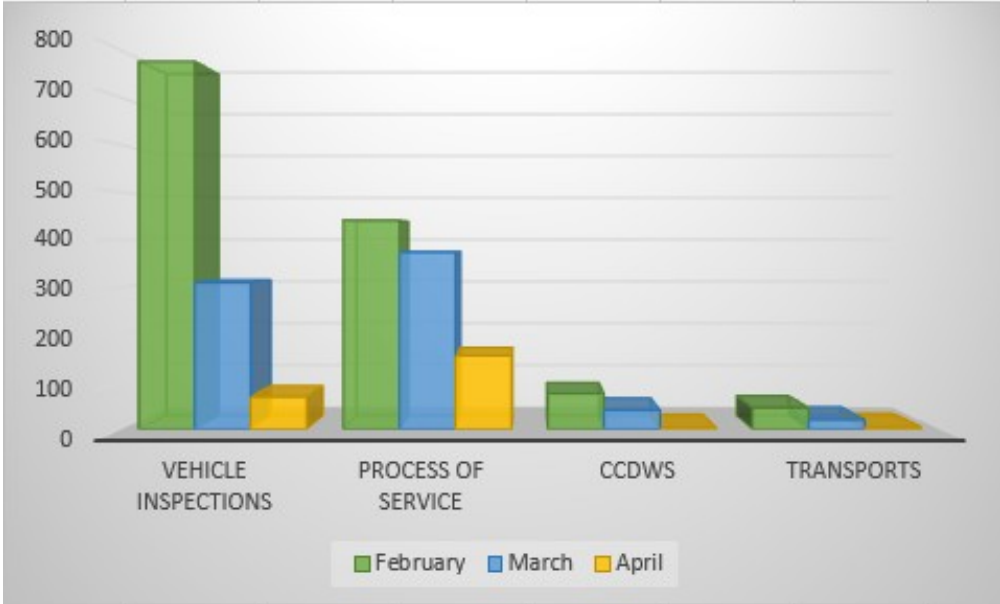
When Deputies are available, they are able to assist citizens with vehicle lock-outs within the county. When a vehicle owner locks their car keys in their car they are able to contact the Sheriff's office and ask for an available deputy to assist in unlocking and getting back into their car. During the month of April the Sheriff's Office was able to assist one 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. Throughout the month of April the Campbell County Sheriff's Office processed 155 papers; processed 3 CCDW applications, renewals, requests for duplicate licenses, or changes of information; and performed 68 vehicle inspections both at the Sheriff's Office location and off site.

Taxes

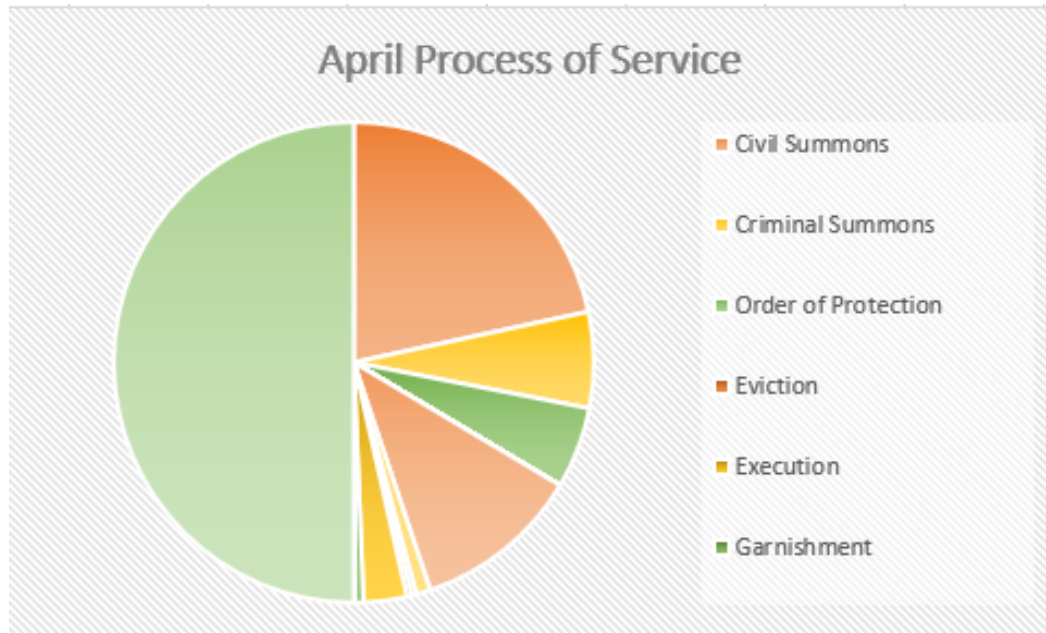
The 2019 County Property Tax collection began on November 1, 2019. During the first month of tax collection property owners may pay their tax bill with a 2% discount. During the month of December the base, or regular, amount of the tax bill may be paid. In the month of January the state imposes a late fee on property taxes for failure to pay by the regular deadline of December 31st. The period between February 1st and April 15th is usually the final period in which taxes may be paid at the Sheriff's Office. Due to the situation caused by the Covid-19 pandemic the state of Kentucky extended the period in which Sheriff's offices collect property taxes to May 15, 2020. After May 15th any tax bills not paid will be transferred to the County Clerk's Office for processing as delinquent bills. During the month of April the Sheriff's Office collected \$604,522.29 in state and county property taxes.

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



Nearly all services listed here experienced a decrease in activity during the months of March and April as the state of Kentucky attempted to address the Covid-19 pandemic. A routine number of vehicle inspections were done in February with 776 inspections. Then in March that number began to decline with 309 inspections done in March and then 68 inspections done in April. There were 441 documents processed in February, 373 processed in March, and 155 processed in April. In February 73 CCDWs were processed, 40 CCDW permits were processed in March, and 3 CCDW permits were processed in April. Deputies and Court Security Officers made 45 trips transporting prisoners in February, 20 trips in March, and 5 trips in April.

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 April. 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:	67	35
Criminal Summons:	20	3
Order of Protection	17	7
Eviction:	0	0
Execution:	0	0
Garnishment:	0	0
Juvenile Summons:	35	14
Motion/Order/Rule	3	1
Show Cause Order:	1	0
Small Claims:	1	1
Subpoena:	9	3
Summons:	2	2
Sum. for Involuntary Commitment:	0	0
Writ & Warrant of Possession:	0	0
Total	155	69

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. Additionally, during the month of March protective measures began to be implemented due to COVID-19. For a period at the end of the month the number of attempts made at serving papers was reduced while determining how to safely proceed with this service.

**Prisoner Transports Performed by the
Campbell County Sheriff's Office
in the Month of April 2020**

Deputy	Long Distance Transport	Short Distance Transport
Sgt. Grisik	0	0
Deputy Kowolonek	0	0
Deputy Harney	0	1
Deputy Caudill	0	1
Deputy Windgassen	0	0
Deputy Schreiner	2	0
Deputy McKenna	0	0
Deputy Stephens	0	0
Deputy Metz	1	0
Deputy Garnick	0	0
Court Security Officer Weinel	0	0
Court Security Officer Feldman	0	0
Court Security Officer Sheanshang	0	0
Court Security Officer Roderick	0	0
Court Security Officer Fornash	0	0
Court Security Officer Harber	0	0
Court Security Officer Otto	0	0