



# **Campbell County Sheriff's Office**

## **2020 February Monthly Report**

**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](http://www.campbellcountysheriffky.org)

## February 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**

Deputies and Court Security Officers provide security for court hearings and operations. During the month of February security was provided for 2 jury trials 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 February Deputies and CSO's made 40 trips within the state of Kentucky transporting prisoners. Five trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. Sheriff's Deputies and CSO's traveled approximately 2,897 miles within the state of Kentucky and 1,422 miles outside of the state. Prisoner transports within the state of Kentucky were made from the counties of Boone, Bourbon, Clark, Grant, Henderson, Kenton, Lewis, Mason, and Oldham. Transports were also made to Batavia, Marysville, and Portsmouth Ohio as well as Erie County New York. Approximately 68 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, completes Call Response Runs and issues Citations. During the month of February the Sheriff's Office served eight warrants.

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 February the Campbell County Sheriff's Office processed 441 papers; processed 75 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 27 individuals; and performed 776 vehicle inspections both at Sheriff's Office locations and off site.

## **Taxes**

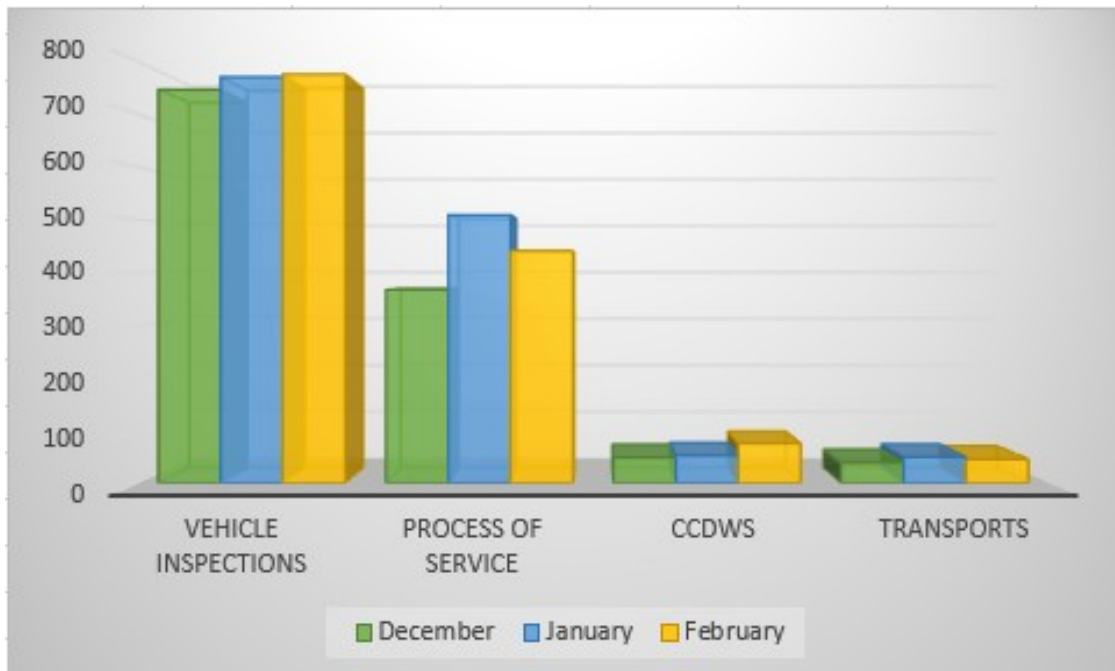
The 2019 County Property Tax collection began on November 1st. During the first month of tax collection property owners may pay their tax bill with a 2% discount. During the month of December the base, or regular, amount of the tax bill may be paid. During the month of January the state imposes a late fee on property taxes for failure to pay by the regular deadline of December 31st. The period between February 1st and April 15th is the final period in which taxes may be paid at the Sheriff's Office. Any tax bills not paid between November 1st and April 15th are transferred to the County Clerk's Office for processing as delinquent bills. During the month of February the Sheriff's Office collected \$380,815.20 in state and county property taxes.

## **Training**

This month Court Security Officer Fred Otto attended a course entitled Domestic Abuse Investigation. This course is a 40 hour training offered through the Department of Criminal Justice Training Center. This training was held at the Boone County Sheriff's Office and is designed to address law enforcement response to domestic violence. Topics covered in the course include domestic abuse, protective orders, State and Federal law related to domestic abuse, evidence collection, intimate partner sexual abuse, and policy issues.

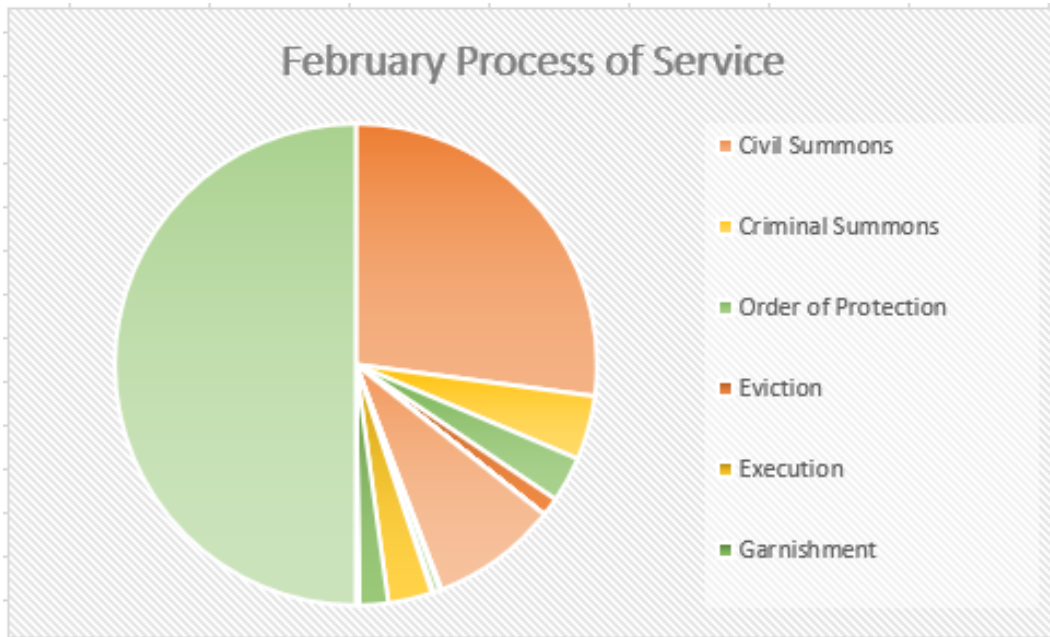
The Campbell County Sheriff's Office has two members on the Northern Kentucky Special Operations Team (SWAT), Sgt. Mark Grisik and Deputy Jim McKenna. Members of the SWAT team meet to train twice monthly as a unit. This month's training exercises included building/room clearing tactics, operations planning, written tests, and firing range training, drills, and a quarterly qualification shoot.

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



Over the months of December, January, and February the number of vehicle inspections remained fairly steady with 747 inspections done in December, 771 inspections done in January and 776 inspections done in February. The number of documents to be served saw some fluctuation during this time period with 367 documents processed in December, 509 documents processed in January, and 441 documents processed in February. The number of CCDW permits saw an increase during this time. In the month of December 48 CCDWs were processed, 73 CCDWs were processed in January, and 75 CCDWs were processed in February. The number of trips made by Deputies and Court Security Officers remained fairly steady from January to February, with 38 trips made in December, 49 trips made in January, and 45 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.

<b><u>Type of Document</u></b>	<b><u># of Documents Received</u></b>	<b><u># of Documents Served</u></b>
Civil:	239	114
Criminal Summons:	38	25
Order of Protection	27	16
Eviction:	11	11
Execution:	0	0
Garnishment:	0	0
Juvenile Summons:	75	55
Motion/Order/Rule	1	0
Show Cause Order:	4	4
Small Claims:	1	0
Subpoena:	26	19
Summons:	17	9
Sum. for Involuntary Commitment:	1	0
Writ & Warrant of Possession:	1	1
<b>Total</b>	<b>441</b>	<b>254</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 February 2020**

<b>Deputy</b>	<b>Long Distance Transport</b>	<b>Short Distance Transport</b>
<b>Sgt. Grisik</b>	<b>1*</b>	<b>0</b>
<b>Deputy Kowolonek</b>	<b>2</b>	<b>2</b>
<b>Deputy Harney</b>	<b>0</b>	<b>0</b>
<b>Deputy Caudill</b>	<b>1</b>	<b>2</b>
<b>Deputy Windgassen</b>	<b>3</b>	<b>2</b>
<b>Deputy Schreiner</b>	<b>1</b>	<b>3</b>
<b>Deputy McKenna</b>	<b>2*</b>	<b>5</b>
<b>Deputy Stephens</b>	<b>3</b>	<b>10</b>
<b>Deputy Metz</b>	<b>1*</b>	<b>2</b>
<b>Deputy Garnick</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Weinel</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>1</b>
<b>Court Security Officer Roderick</b>	<b>0</b>	<b>1</b>
<b>Court Security Officer Fornash</b>	<b>0</b>	<b>1</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>

\* Denotes that a trip included in this count involved two deputies traveling together. Deputies are teamed together for transports for reasons such as safety.