



Campbell County Sheriff's Office 2019 November Monthly Report



Submitted by: Sheriff Mike Jansen

Prepared by: Katrina Armstrong, Clerk

Campbell County Sheriff's Office

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November 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 November security was provided for 1 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 November Deputies and CSO's made 28 trips within the state of Kentucky transporting prisoners. Nine 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 and CSO's traveled approximately 1,194 miles within the state of Kentucky and 2,792 miles outside of the state transporting prisoners. Prisoner transports within the state of Kentucky were made from the counties of Boone, Carter, Jefferson, Kenton, Lee, Mason, and Oldham. Transports were also made throughout the state of Ohio to the cities of Batavia, Chillicothe, Lebanon, and Eaton. Trips were also made to Conway South Carolina, and to Greenwood and Charleston West Virginia. A trip was also made to Cocoa Florida to transport a prisoner back to Campbell County. 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 and issues Citations. During the month of November the Sheriff's Office served eighteen 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 the car. During the month of October 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. During the month of November the Campbell County Sheriff's Office processed 387 papers; processed 54 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 28 individuals; and performed 639 vehicle inspections both at Sheriff's Office locations and off site.

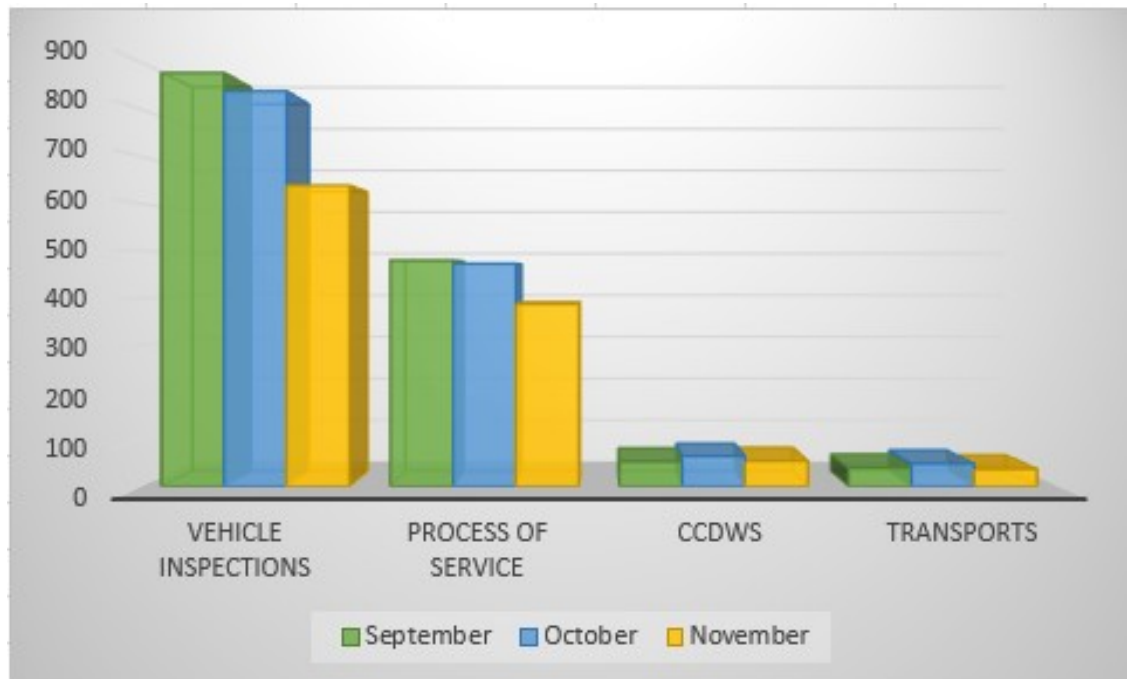
Taxes

The 2019 County Property Tax collection began on November 1st. This first month of tax collection is the period in which property owners can pay their tax bill with a 2% discount. During the month of November 85.71% of the tax bills, totaling \$63,284,1963.53 were collected and processed.

Trainings

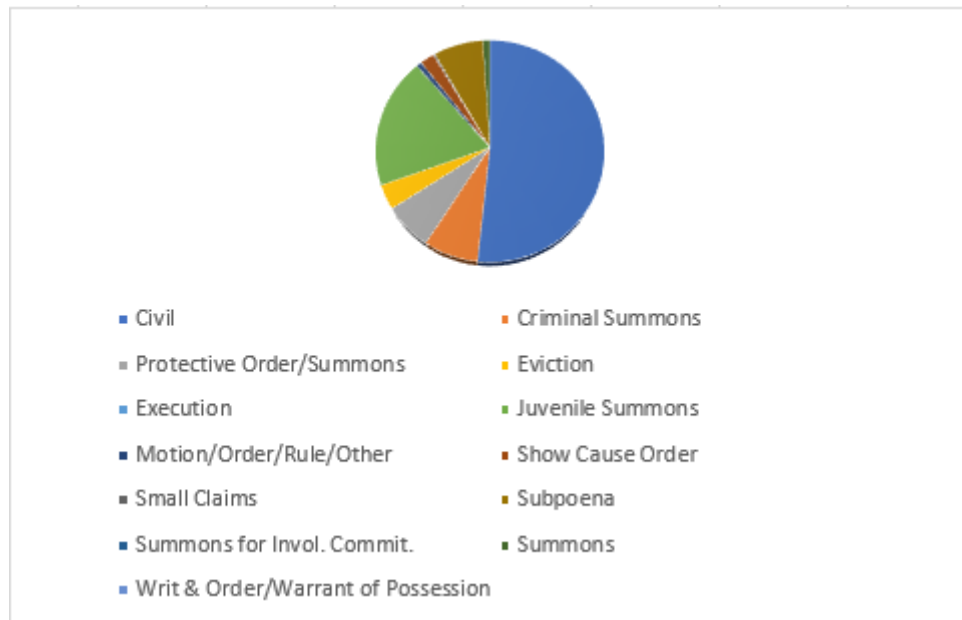
On November 20th training was held for the Northern Kentucky Special Operations Unit (SWAT). The Sheriff's office has two employees on the SWAT Team, Sgt. Mark Grisik and Deputy Jim McKenna.

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



Over the months of September, October, and November there was a decrease in the number of vehicle inspections with 878 inspections being done in September, 839 inspections done in October, and 639 inspections done in November. The number of documents to be served also saw a decline during this time period with 480 documents processed in September, 473 documents processed in October, and 387 documents processed in November. The number of CCDW permits remained fairly steady during this time. In the month of September there were 53 CCDWs processed, 64 CCDWs were processed in October, and 54 CCDWs were processed during November. The number of trips made by Deputies and Court Security Officers also remained relatively steady during this time with 39 trips made in September, 48 trips made in October and 37 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: | 200 | 109 |
| Criminal Summons: | 29 | 14 |
| Order of Protection | 26 | 13 |
| Eviction: | 14 | 14 |
| Execution: | 0 | 0 |
| Garnishment: | 0 | 0 |
| Juvenile Summons: | 74 | 53 |
| Motion/Order/Rule | 3 | 3 |
| Show Cause Order: | 8 | 4 |
| Small Claims: | 1 | 0 |
| Subpoena: | 28 | 23 |
| Summons: | 4 | 2 |
| Sum. for Involuntary Commitment: | 0 | 0 |
| Writ & Warrant of Possession: | 0 | 0 |
| Total | 387 | 235 |

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 November 2019

| Deputy | Long Distance Trans- port | Short Distance Transport |
|--|--------------------------------------|-------------------------------------|
| Sgt. Grisik | 1* | 0 |
| Deputy Kowolonek | 1 | 3 |
| Deputy Harney | 4* | 7 |
| Deputy Caudill | 3* | 2 |
| Deputy Windgassen | 3* | 0 |
| Deputy Schreiner | 1 | 3 |
| Deputy McKenna | 0 | 1 |
| Deputy Stephens | 2* | 6 |
| Deputy Metz | 1* | 3 |
| 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 | 3 |
| Court Security Officer Harber | 0 | 0 |
| Court Security Officer Otto | 0 | 0 |
| | | |

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