



# **Campbell County Sheriff's Office**

## **2019 October 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)

## October 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 October security was provided for three 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 October Deputies and CSO's made 40 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 October Sheriff's Deputies and CSO's traveled approximately 1,833 miles within the state of Kentucky and 1,1640 miles outside of the state transporting prisoners. Prisoner transports within the state of Kentucky were made from the counties of Boone, Bourbon, Carroll, Clark, Hardin, Jefferson, Kenton, Lewis, Mason, Scott, Shelby, Powell, and the Kentucky Correctional Psychiatric Center. Transports were also made throughout the state of Ohio to the cities of Batavia, Dayton, Mansfield, Marysville, and Mechanicsburg. Approximately 8 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 October the Sheriff's Office served twenty-nine Warrants, completed one Call Response Run Event, and wrote one incident report.

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 six 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 October the Campbell County Sheriff's Office processed 473 papers; processed 64 CCDW applications, renewals, requests for duplicate licenses, or changes of information; provided fingerprinting for 23 individuals; and performed 839 vehicle inspections both at Sheriff's Office locations and off site.

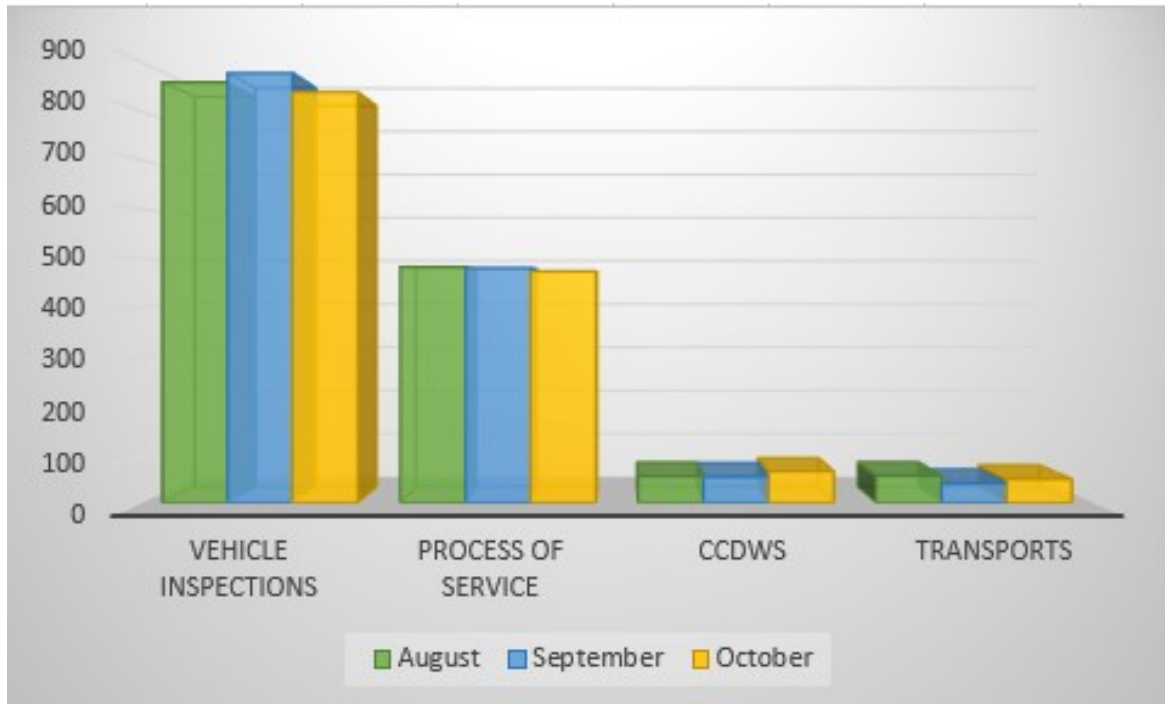
## **Trainings**

Deputy Ray Metz attended a training through the Department of Criminal Justice Training Center entitled Crisis Intervention Team (C.I.T.) Training. This 40 hour course took place from October 14th through October 18th at the Boone County Sheriff's Office. This course is designed to train law enforcement officers on how to safely and effectively interact with individuals with psychiatric disabilities. The learning goals for this course are for the student to identify "verbal de-escalation techniques" and active listening skills, techniques that increase officer safety and the safety of others when interacting with people with psychiatric disabilities and to identify medications used to treat people with psychiatric disabilities. C.I.T. is also designed to familiarize officers with social services and mental health facilities located in their area.

Deputy Dean Windgassen attended a 24 hour training class through the Department of Criminal Justice Training Center entitled Legal Update: Penal Code. This class is a "review" of the Basic Training Academy training on Penal Code offenses and other offenses outlined in the Kentucky Revised Statutes. This class meets the statutory requirements regarding Domestic Violence Response training. In this class, students will be able to define legal terms specific to statutes, discuss elements of statutes in the Kentucky Penal code and will be able to determine what offense has occurred by applying elements to a given set of facts.

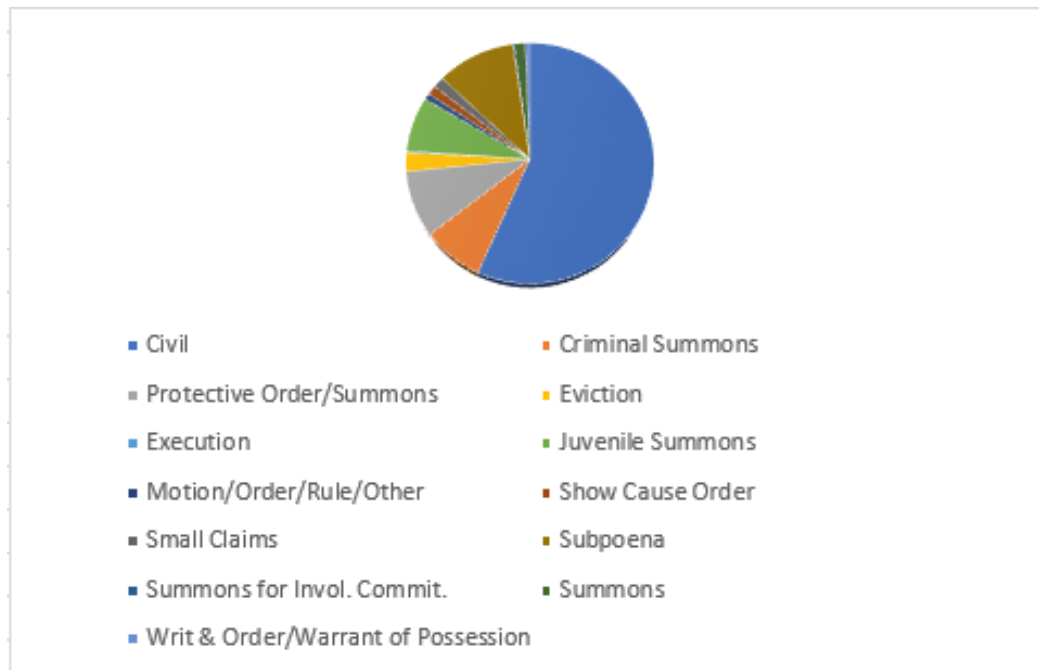
During the month of October two trainings were held for the Northern Kentucky Special Operations Group (SWAT). The first session held on October 2nd involved training exercises on building, room, and staircase clearing tactics. The second training, held on October 16th involved hostage rescue tactics. The Sheriff's office has two deputies 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 August, September and October there was a slight fluctuation in the number of vehicle inspections done. In August there were 859 inspections, in September there were 878 inspections, and in October 839 inspections were performed. The number of documents to be served did not vary much with 482 documents processed in August, 480 documents processed in September and 473 documents processed in October. The number of CCDW permits increased slightly. During the month of August there were 54 CCDWs processed, 53 CCDWs were processed in September, and 64 CCDWs were processed during October. The number of trips made by Deputies and Court Security Officers also varied a little with 55 trips made in August, 39 trips made in September, and 48 trips made in October.

## 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 October. 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:	268	158
Criminal Summons:	37	23
Order of Protection	42	20
Eviction:	12	11
Execution:	1	1
Garnishment:	0	0
Juvenile Summons:	35	20
Motion/Order/Rule	4	3
Show Cause Order:	6	1
Small Claims:	7	4
Subpoena:	50	40
Summons:	7	2
Sum. for Involuntary Commitment:	1	1
Writ & Warrant of Possession:	3	3
<b>Total</b>	<b>473</b>	<b>286</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 October 2019**

<b>Deputy</b>	<b>Long Distance Trans- port</b>	<b>Short Distance Transport</b>
<b>Sgt. Grisik</b>	<b>0</b>	<b>0</b>
<b>Deputy Kowolonek</b>	<b>0</b>	<b>0</b>
<b>Deputy Harney</b>	<b>2</b>	<b>7</b>
<b>Deputy Caudill</b>	<b>5</b>	<b>3</b>
<b>Deputy Windgassen</b>	<b>1</b>	<b>1</b>
<b>Deputy Schreiner</b>	<b>6</b>	<b>2</b>
<b>Deputy McKenna</b>	<b>0</b>	<b>0</b>
<b>Deputy Stephens</b>	<b>3</b>	<b>8</b>
<b>Deputy Metz</b>	<b>3</b>	<b>0</b>
<b>Deputy Ratcliff</b>	<b>1</b>	<b>3</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>0</b>
<b>Court Security Officer Roderick</b>	<b>0</b>	<b>1</b>
<b>Court Security Officer Fornash</b>	<b>0</b>	<b>2</b>
<b>Court Security Officer Harbor</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Otto</b>	<b>0</b>	<b>0</b>