

# **Campbell County Sheriff's Office**

## **2021 February Monthly Report**



**Submitted by: Sheriff Mike Jansen**

Prepared by: Katrina Armstrong, Clerk

Campbell County Sheriff's Office

Mike Jansen

*Sheriff*



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## February 2021 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; 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 court operations 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 (KCPC). This month Deputies and CSO's made seven trips within the state of Kentucky traveling approximately 466 miles transporting nine prisoners to the Campbell County Detention Center and/or Justice Center. These trips were made to Boone, Bourbon, Kenton, Jefferson, Oldham, and Whitley Counties. Three trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. In the course of these trips Deputies traveled 710 miles outside of the state. Transports outside of Kentucky were made to Batavia; Caldwell and Marysville, Ohio.

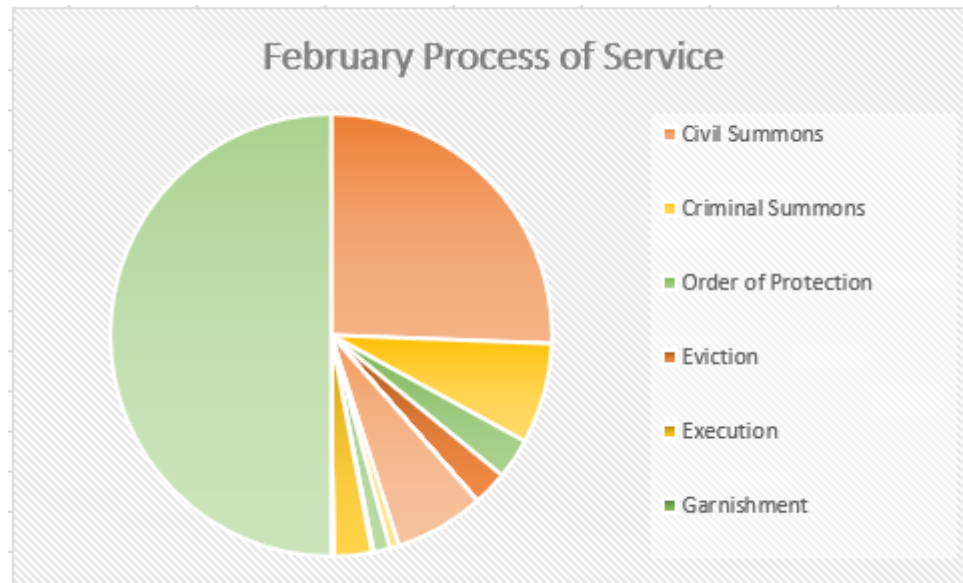
The Campbell County Sheriff's Office Deputies and CSO's also serve warrants issued through court cases. During the month of February four such warrants were served. A service issued by the Sheriff's office is that of assisting individuals who have locked their keys in their car. If a deputy is available he can meet the vehicle owner at the locked vehicle and assist in opening a door to retrieve the keys. In the month of February deputies were able to assist one individual with gaining entry to their car.

Services performed in the administrative offices of the Sheriff's Office include collection of property taxes; processing and servicing Service of Process documents, these documents include civil and criminal summonses, subpoenas, evictions and various other document types; Carrying Concealed Deadly Weapons (CCDW) Permits; and Vehicle Inspections. Throughout the month of February the Campbell County Sheriff's Office processed 393 documents for Service of Process; 150 CCDW applications, renewals, requests for duplicate licenses, or changes of information; and performed 596 vehicle inspections both at the Sheriff's Office location and off site.

## **Taxes**

The Campbell County Sheriff's Office collects annual property taxes on behalf of the county and the state. The Kentucky Revenue Cabinet sets the collection periods dictating when taxes can be paid with the 2% early discount, the face value, and the delinquent periods. If taxes are paid late, late fees are assessed. If taxes are paid after the actual due date of December 31st late fees are assessed in January at the face value of the taxes plus a 5% late fee. For the remainder of the collection period ranging from February through April 15th the amount due becomes the face value plus a 21% late fee. During the month of February the total amount of property and tangible taxes collected was \$540,982.75. Franchise Corporation taxes are also paid during the property tax payment periods and during this month \$74.67 in franchise corporation taxes was collected by the Sheriff's Office.

## Process of Service Documents Processed by the Campbell County Sheriff's Office

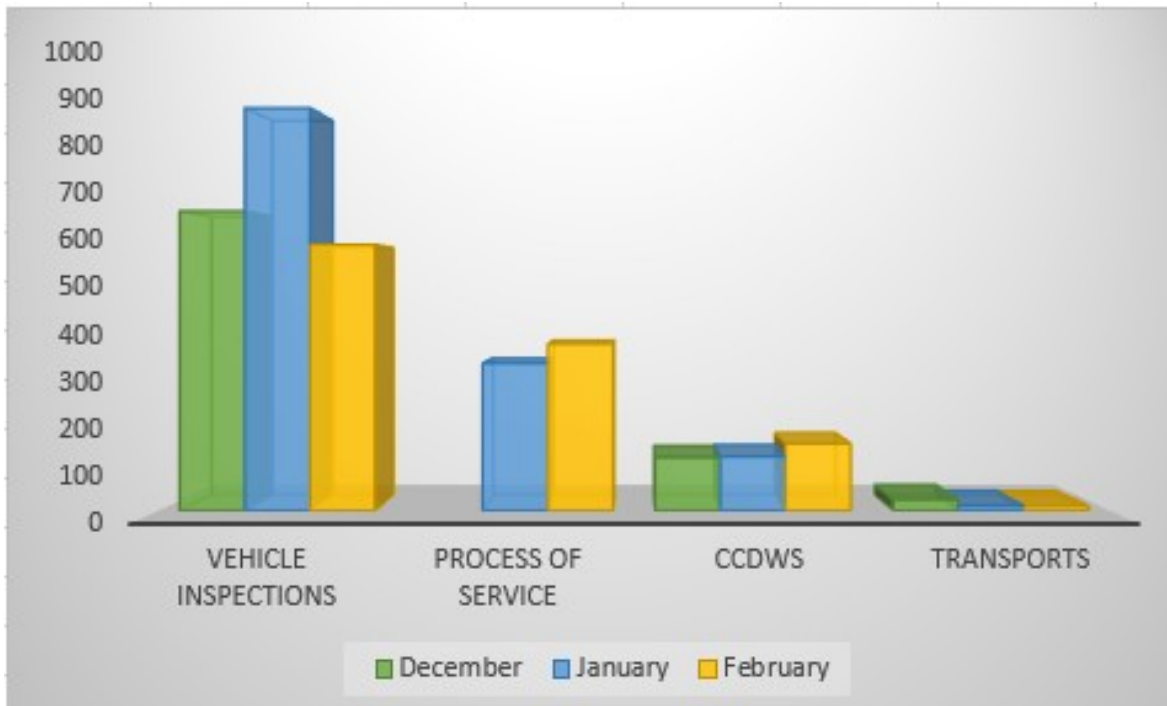


Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of February. The above graphic reflects the volume of the various types of documents received in relation to each other.

<b><u>Type of Document</u></b>	<b><u># of Documents Received</u></b>	<b><u># of Documents Served</u></b>
Civil:	191	91
Criminal Summons:	55	30
Order of Protection	22	12
Eviction:	19	19
Garnishment:	0	0
Juvenile Summons:	49	38
Motion/Order/Notice/Other	5	1
Show Cause Order:	9	4
Small Claims:	1	1
Subpoena:	21	16
Sum. for Involuntary Commitment:	0	0
Writ & Warrant of Possession:	1	1
<b>Total</b>	<b>373</b>	<b>213</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, the address listed by the petitioner is an old address, etc.

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



The above graph represents a comparison of the main services performed by the Campbell County Sheriff's Office. The specific numbers for each service are broken down here. The number of Vehicle Inspections performed in December was 671, in January 902 inspections were performed, and in February 596. Due to software issues and a subsequent change the totals for the number of documents processed for Process of Service could not be retrieved for December. New software was in place to be able to track the numbers in January and so we have a total of 330 documents received and processed for January, and 373 documents processed for service in February. The number of CCDWs licenses processed in the month of December was 119, in January 121 CCDW's were processed, and in February 150 CCDW's were processed. There was a good deal of fluctuation in the number of prisoners transported each month throughout 2020 due to the pandemic. At the end of the year 2020 there was a slight increase from previous months with 25 transports made in December. Going into 2021 we saw a decrease again with 11 prisoner transports made in January and 10 transports made in February



# Prisoner Transports Performed by the Campbell County Sheriff's Office in the Month of February 2021

Deputy	Long Distance Transport	Short Distance Transport
Sgt. Grisik	0	0
Deputy Garnick	1*	0
Deputy Harney	1	0
Deputy Caudill	1	0
Deputy Windgassen	1	0
Deputy Schreiner	2	1*
Sgt. McKenna	0	0
Deputy Stephens	0	0
Deputy Metz	1*	1
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	1*
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.