

Campbell County Sheriff's Office
2023 April Monthly Report



Submitted by: Sheriff Mike Jansen

Prepared by: Katrina Gough, Clerk

Campbell County Sheriff's Office

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Sheriff



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April 2023 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 black ink that reads "Mike Jansen". The signature is written in a cursive style.

Sheriff Mike Jansen
Campbell County Sheriff

Training

This month Deputy TJ Selby and Deputy Joe Strange completed a two-hour online training course offered through the Kentucky Department of Criminal Justice Training Center (DOCJT) entitled Police Mandatory Training. This course is designed to provide the officer with the best practices related to intimate partner violence investigations and includes information on how to utilize a trauma-informed, victim-centered approach when interviewing victims.

Sergeant Dave Garnick completed a 40 hour in-person training through DOCJT entitled Current Leadership Issues for Mid-Level Executive held in Bowling Green. This course is designed for Kentucky Lieutenants, Captains, and Majors. The curriculum addresses the most current leadership, administrative and legal issues confronting law enforcement mid-level executives. This course meets the statutory requirements regarding Asset Forfeiture Training. Utilizing currently available technology to deliver content, this course consists of in-person classroom instruction, an online Podcast assignment, and a discussion board writing assignment.

Court Security Officer Tony Fornash completed the Kentucky Motor Vehicle Inspectors Re-certification class. This is a two-hour online class and test through the KY Department of Transportation Cabinet required for certified vehicle inspectors as a refresher on the information and requirements for performing motor vehicle inspections on vehicles being transferred into Kentucky from other states as well as for salvage vehicles applying for rebuilt titles.

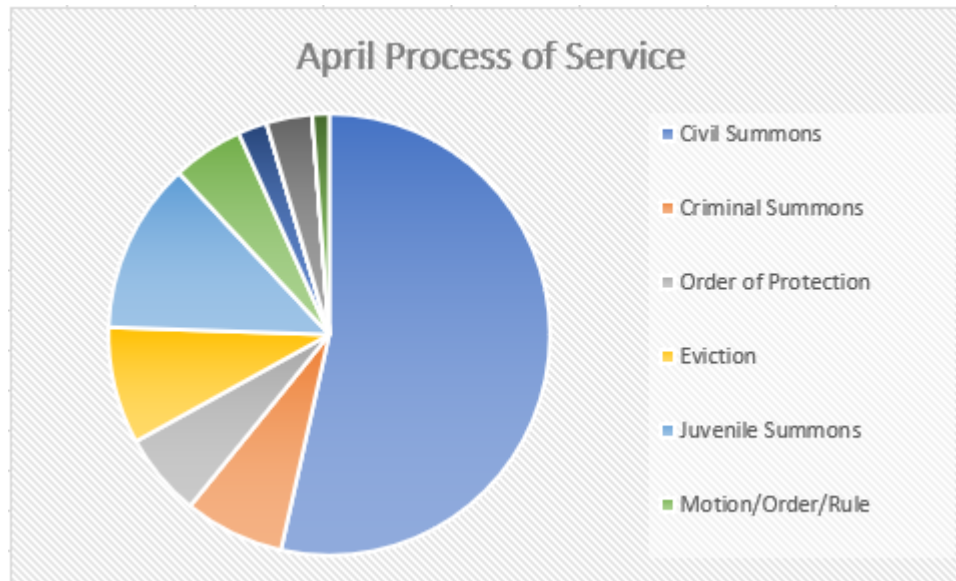
Services of the Sheriff's Office

Deputies and Court Security Officers (CSO's) provide security for court hearings, trials, and daily court operations. Deputies and CSO's also 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 22 trips within the state of Kentucky traveling approximately 737 miles transporting 34 prisoners to the Campbell County Detention Center and/or Justice Center. These trips were made to Adair, Boone, Kenton, Mason, and Jefferson Counties. Five 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 1,164 miles outside of the state. Transports outside of Kentucky were made to the cities of Columbus, Dayton, Lebanon, and Portsmouth in Ohio as well as to Lewiston, Idaho and Detroit, Michigan.

Deputies also serve warrants, issue citations, and complete Call Response Run Reports. During the month of April Deputies and Court Security Officers served out 13 warrants and wrote 1 Citation.

Services performed in the administrative offices of the Sheriff's Office include collection of property taxes during the time period of November 1st through April 15th of the following year. During the month of November property owners can pay with a 2% discount, the actual, base amount of the tax bill is due in December, and then late fees are accrued following that period. In April the Sheriff's Office processed \$368,461.22 in taxes. The Sheriff's office also performs the processing and serving of 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 April the Campbell County Sheriff's Office processed 327 documents for Service of Process; 86 CCDW applications, renewals, requests for duplicate licenses, or changes of information; did 12 sets of fingerprints; and performed 743 vehicle inspections both at the Sheriff's Office location and off site.

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

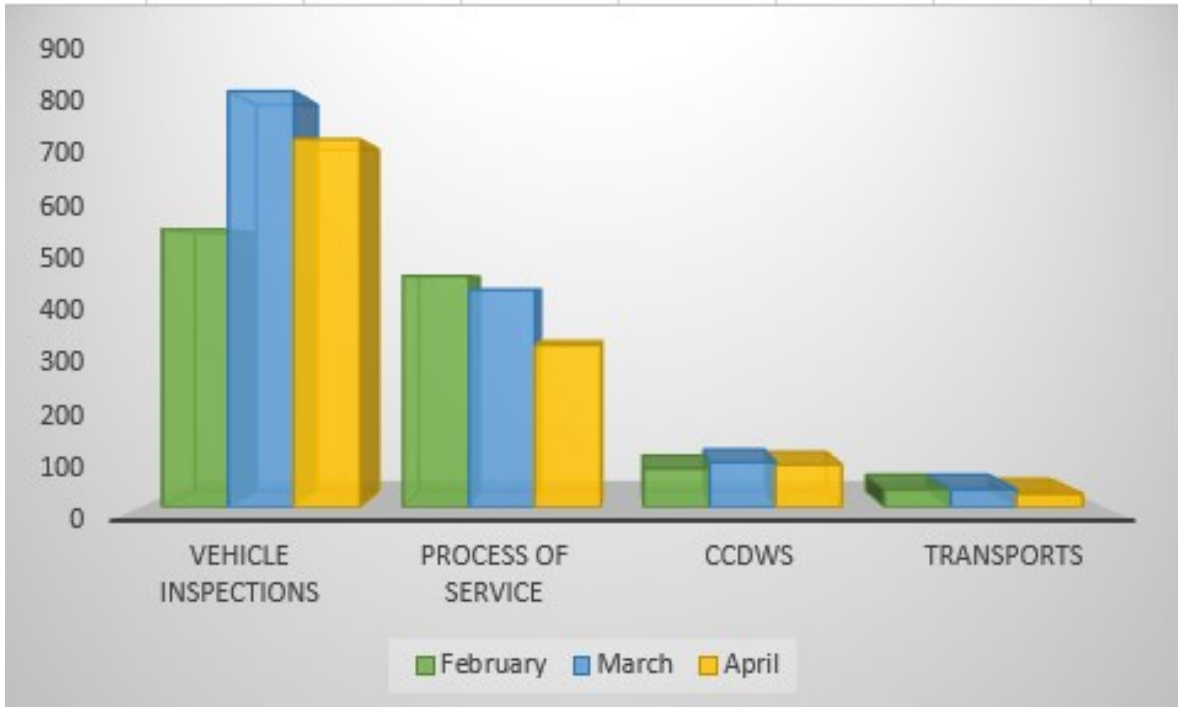


Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of April. The above graphic reflects the volume of the various types of documents received in relation to each other.

<u>Type of Document</u>	<u># of Documents Received</u>	<u># of Documents Served</u>
Civil:	175	82
Criminal Summons:	24	11
Order of Protection	20	8
Eviction:	28	28
Juvenile Summons:	41	28
Motion/Order/Notice/Other	17	8
Show Cause Order:	0	0
Small Claims:	7	6
Subpoena:	11	6
Sum. for Involuntary Commitment:	0	0
<u>Writ & Warrant of Possession:</u>	<u>4</u>	<u>4</u>
Total	327	178

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. Additionally, attempts at service continue past the month the document is received in so it may be served in the following month.

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



The above graph represents the main four quantifiable services performed by the Campbell County Sheriff's Office per month, comparing each service over a period of three months to show consistency and/or variance on a month to month basis. The specific numbers for each service are broken down below.

Vehicle Inspections:

February: 561
 March: 840
 April: 743

CCDWS:

February: 78
 March: 91
 April: 86

Process of Service:

February: 467
 March: 439
 April: 327

Transports:

February: 36
 March: 36
 April: 27

**Prisoner Transports Performed by the
Campbell County Sheriff's Office
in the Month of April 2023**

Deputy	Long Distance Transport	Short Distance Transport
	0	0
Sgt. Garnick	0	0
Deputy Windgassen	2	2*
Deputy Schreiner	1	2
Deputy Harney	2	1*
Deputy Stephens	3*	2
Deputy Metz	1*	2*
Deputy Selby	0	8*
Court Security Officer Strange	0	2
Court Security Officer Sheanshang	0	0
Court Security Officer Weinel	0	0
Court Security Officer Fornash	0	1*
Court Security Officer Harber	0	0
Court Security Officer Timmons	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.

INCIDENT ANALYSIS - DAY

Agency CC Sheriff's Office
 Dates 04/01/2023 Thru 04/30/2023

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency: CCSO CC Sheriff's Office								
00026 Traffic Stop	0	0	0	3	1	1	0	5
00031 Warrants	0	0	0	1	0	0	0	1
00037 Disabled Motorist	0	1	0	0	1	0	0	2
00043 Welfare Check	0	0	0	0	0	1	0	1
00055 Public Contact	0	1	5	4	2	1	0	13
00066 Paper Service	0	88	127	89	60	35	0	399
CC Sheriff's Office Agency Total	0	90	132	97	64	38	0	421
Total	0	90	132	97	64	38	0	421

The above listed information is taken from the Multi Data Computer System (MDC) utilized by deputies in their cruisers. When a deputy performs a task that involves calling in to the Campbell County Consolidated Dispatch Center to report where they are or what they are doing, that information is logged into the shared system and totals can be tracked. The listing above breaks down the various tasks that Deputies performed during the month of April that involved calling into Dispatch.