

**Campbell County Sheriff's Office  
2022 March Monthly Report**



**Submitted by: Sheriff Mike Jansen**

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Campbell County Sheriff's Office

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*Sheriff*



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## March 2022 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

## **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 39 trips within the state of Kentucky traveling approximately 1,408 miles transporting 57 prisoners to the Campbell County Detention Center and/or Justice Center. These trips were made to Boone, Bourbon, Carroll, Clay, Grant, Fayette, Hardin, Jefferson, Kenton, and Mason Counties. Seven 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 1,110 miles outside of the state. Transports outside of Kentucky were made to Batavia, Caldwell, Hamilton, Jackson, and Marysville.

Deputies also serve warrants, issue citations, and complete Call Response Run Reports. During the month of March Deputies and Court Security Officers served out 10 warrants and wrote 1 Citation. The Sheriff's Office offers the service 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. This month Deputies were able to assist 2 people get back into their vehicles.

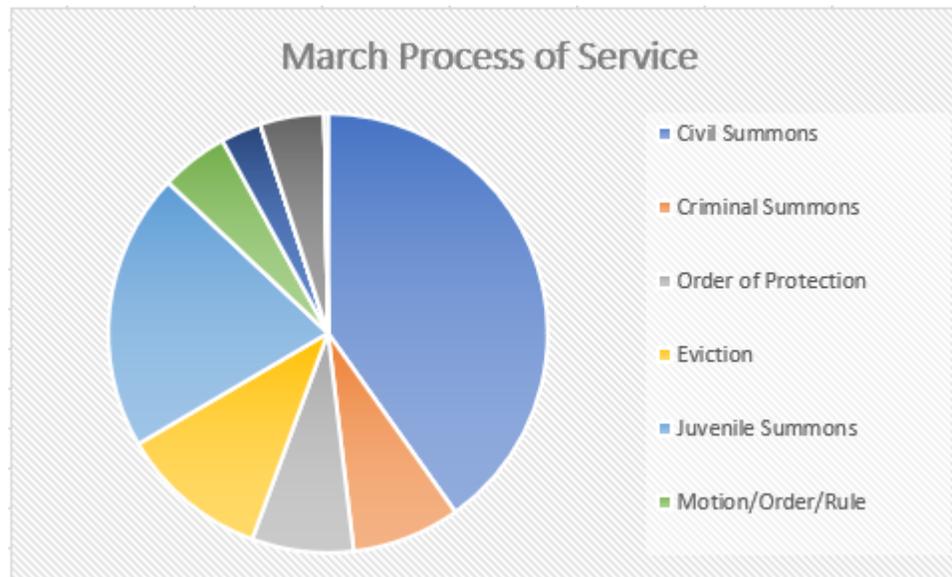
Services performed in the administrative offices of the Sheriff's Office include collection of property taxes during the time period of November 1st through April 15th of the following year. November is consistently the month in which the majority of tax bills are paid due to the fact that the State offers a 2% discount of the bill total if paid in November. If a bill is paid in the month of December the face amount, or actual amount, of the taxes are due. After December late fees begin to be assessed. In the month of March \$506,032.32 was collected in taxes. The office also handles processing and serving 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 March the Campbell County Sheriff's Office processed 401 documents for Service of Process; 95 CCDW applications, renewals, requests for duplicate licenses, or changes of information; did 11 sets of fingerprints; and performed 716 vehicle inspections both at the Sheriff's Office location and off site.

## **Training**

During the week of March 7th Sgt. Mark Grisik attended the Digital Photography course through the Department of Criminal Justice Training (DOCJT). This is a 40-hour course designed for patrol officers and investigators who need advanced training in police photography. Instructions included Exposure and Metering, Low-Light and Flash Photography, Depth of Field, White Balance, and more. The Nikon D-7100 camera system was used for all of the exercises.

The week of March 21st Lt. Nick Chaplin, Deputies Dean Windgassen and Craig Stephens, and Court Security Officers Tony Fornash and Mike Sheanshang completed the DOCJT course Court Security Officer In-service. This was a 40 hour course held at the Boone County Sheriff's Office. The course covers material relevant to work in the court setting. Topics include drug recognition, threat groups, defensive tactics update, legal update and other topics. Instruction from the Administrative Office of the Courts is included for courtroom equipment, courtroom situations, front door screening, active shooter response and conduct in court.

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

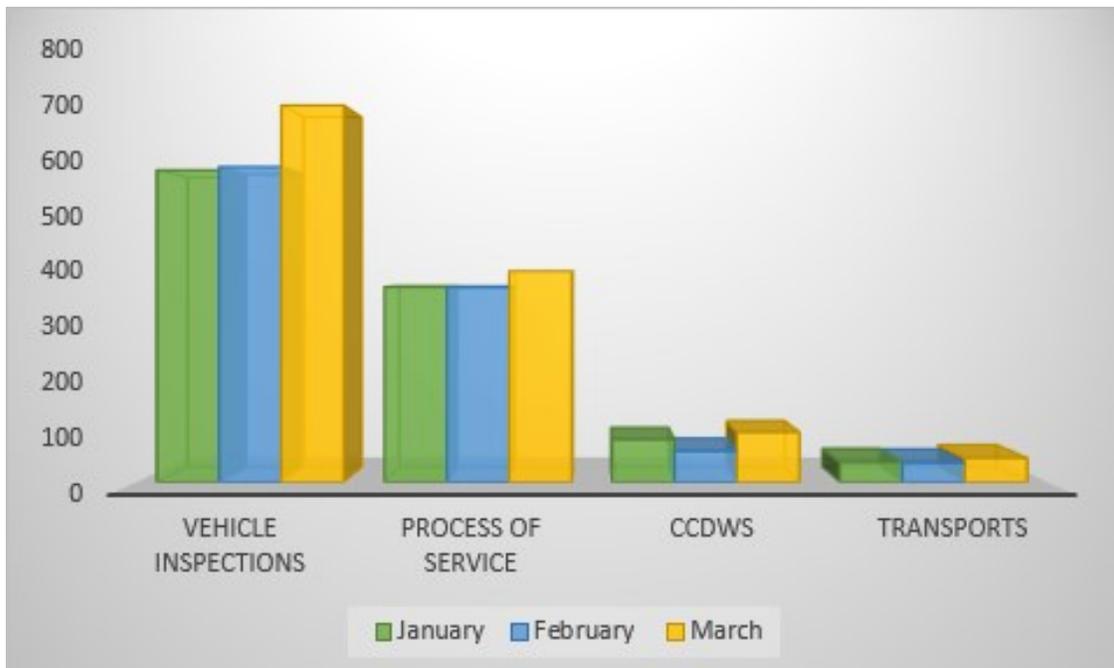


Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of March. The above graphic reflects the volume of the various types of documents received in relation to each other.

<b><u>Type of Document</u></b>	<b><u># of Documents Received</u></b>	<b><u># of Documents Served</u></b>
Civil:	161	86
Criminal Summons:	32	15
Order of Protection	30	17
Eviction:	44	43
Juvenile Summons:	82	42
Motion/Order/Notice/Other	20	4
Show Cause Order:	12	4
Small Claims:	0	0
Subpoena:	19	12
Sum. for Involuntary Commitment:	0	0
<u>Writ &amp; Warrant of Possession:</u>	<u>1</u>	<u>1</u>
<b>Total</b>	<b>401</b>	<b>224</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. 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 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 January was 593, in February was 599, and in March was 716. The number of documents received for Process of Service in January was 371, in February was 370, and in March was 401. The number of CCDWs licenses processed in the month of January was 81, in February was 59, and in the month of March was 95. As for prisoner transports, in January 38 transports were made, in February 37 transports were made, and in March 46 transports were made.

**Prisoner Transports Performed by the  
Campbell County Sheriff's Office  
in the Month of March 2022**

<b>Deputy</b>	<b>Long Distance Transport</b>	<b>Short Distance Transport</b>
<b>Sgt. Grisik</b>	<b>0</b>	<b>0</b>
<b>Deputy Garnick</b>	<b>0</b>	<b>2*</b>
<b>Deputy Harney</b>	<b>2</b>	<b>3*</b>
<b>Deputy Caudill</b>	<b>4</b>	<b>3</b>
<b>Deputy Windgassen</b>	<b>2</b>	<b>4</b>
<b>Deputy Schreiner</b>	<b>5*</b>	<b>3*</b>
<b>Sgt. McKenna</b>	<b>0</b>	<b>2</b>
<b>Deputy Stephens</b>	<b>3</b>	<b>7*</b>
<b>Deputy Metz</b>	<b>0</b>	<b>0</b>
<b>Deputy Selby</b>	<b>1*</b>	<b>1</b>
<b>Deputy Strange</b>	<b>0</b>	<b>2*</b>
	<b>0</b>	<b>0</b>
<b>Court Security Officer Sheanshang</b>	<b>0</b>	<b>1*</b>
<b>Court Security Officer Weinel</b>	<b>0</b>	<b>0</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.

## INCIDENT ANALYSIS - DAY

Agency    **CC Sheriff's Office**  
 Dates      **03/01/2022**                      **Thru**      **03/31/2022**

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total	
Agency: <b>CCSO</b> <b>CC Sheriff's Office</b>									
00008	Business Check.Sig12	0	0	1	0	0	1	0	2
00019	Property (Found/Dispute)	0	0	0	0	0	1	0	1
00025	Traffic Direction	0	0	1	0	0	0	0	1
00026	Traffic Stop	0	1	0	0	1	2	1	5
00031	Warrants	0	0	2	0	1	0	0	3
00032	Miscellaneous	0	5	2	0	3	2	0	12
00036	Assist Other Agency	0	0	0	0	1	1	0	2
00037	Disabled Motorist	0	0	0	1	0	0	0	1
00045	Transporting	0	3	0	0	1	2	0	6
00046	Detail	0	0	1	0	0	0	0	1
00048	Investigation/Follow Up	0	0	1	0	0	0	0	1
00066	Paper Service	0	70	37	83	46	45	0	281
00073	Lockout	0	1	1	0	0	0	0	2
00078	Eviction	0	3	4	2	3	5	0	17
<b>CC Sheriff's Office Agency Total</b>		<b>0</b>	<b>83</b>	<b>50</b>	<b>86</b>	<b>56</b>	<b>59</b>	<b>1</b>	<b>335</b>
<b>Total</b>		<b>0</b>	<b>83</b>	<b>50</b>	<b>86</b>	<b>56</b>	<b>59</b>	<b>1</b>	<b>335</b>

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 March that involved calling into Dispatch.