

**WASHBURN COUNTY BOARD OF SUPERVISORS AGENDA – DRAFT**

July 19, 2016

6:00 p.m.

County Board Room, Elliott Building, Shell Lake, Wisconsin

1. Call Meeting to Order – Chair Mackie
2. Moment of Silent Meditation and Pledge of Allegiance – Supv. Ricci
3. Notice of Meeting - County Clerk Olson
4. Roll Call – County Clerk Olson
5. Approval of Agenda
6. Approval of June 21, 2016 County Board Proceedings
7. Certificate of Appreciation for Youth Representative – Nathaniel Wingle
8. Proclamation of Support for Law Enforcement Officers – Chair Mackie
9. Concerned Citizens
10. Ratification of Declaration of State of Emergency in Response to Flooding – Chair Mackie
11. Update on Flooding Emergency – Carol Buck, Emergency Management
12. Presentation by Washburn County Homeless Coalition – Bill Holden
13. Zuercher Technologies Software Demo (Law Enforcement) – Dean Gutzke
14. Budget Performance Report Update – Jane Dvorak, Finance Director
- 15. Consent Agenda Resolutions:**
  - A. Rezoning Petitions and Amendatory Ordinance
  - B. Resolution Updating Employee Handbook Section 6.02 Travel Reimbursement
- 16. Other Resolutions and Ordinances:**
  - A. Resolution to Transfer Funds from the 2016 Non-Lapsing Fund Balance to the 2016 Register of Deeds Budget – Scanning Projects – Supv. Fiedler
  - B. Resolution to Increase the 2016 Emergency Government Dept Budget – Grant Award – Supv. Fiedler
  - C. Resolution Amending Washburn County Code of Ordinances – Chapter 50 – Supv. Fiedler
  - D. Request for New Position – Real Estate Tax Lister/GIS Technician - Land Information – Supv. Bobin
  - E. Request for Change from PT to FT Administrative Assistant Position for 2017 Budget – Law Enforcement – Supv. Bobin
  - F. Request for New FT Patrol Captain Position for 2017 Budget – Law Enforcement – Supv. Bobin
  - G. Request for New FT Patrol Deputy Position for 2017 Budget – Law Enforcement – Supv. Bobin
17. Committee Reports
18. Chair Appointments:
19. Citizen Comments
20. Chair Comments
21. Possible Future Agenda Items
22. Audit Per Diems
23. Adjourn

Respectfully submitted this 15<sup>th</sup> day of July 2016  
Lolita Olson, County Clerk

Copy via Email: County Clerk; Department Heads; News Media. Individuals with qualifying disabilities under the Americans with Disabilities Act, in need of accommodations, should contact the County Clerk's office at 468-4600 at least 24 hours prior to the meeting.

## **A PROCLAMATION IN SUPPORT OF LAW ENFORCEMENT OFFICERS**

**WHEREAS**, there are more than 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Washburn County Sheriff's Department; and

**WHEREAS**, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

**WHEREAS**, since the first recorded death in 1791, over 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, yet none of the Washburn County Sheriff's Department; and

**WHEREAS**, the names of these dedicated public servant are engraved on the walls of the National Law Enforcement Officers Memorial in Washington D.C.; and

**WHEREAS**, recent events in our nation in which law enforcement officers have been injured or lost their lives in the line of duty remind us of the vital service and sacrifice given; and

**WHEREAS**, we must never forget that the officers, not only of the Washburn County Sheriff's Department but also nationwide, put their lives on the line every day for the safety and protection of our citizens; and

**THEREFORE BE IT PROCLAIMED** on this day, July 19, 2016, that the entire Board of Supervisors of Washburn County, with the utmost respect and gratitude, do hereby publicly salute the service of law enforcement officers in our county and in all communities across the nation.

On behalf of the Washburn County Board of Supervisors,

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Thomas Mackie, Chair

**DISASTER PROCLAMATION**

WHEREAS, a disaster, namely 7-11-16 FLOOD has struck the County of Washburn; and

WHEREAS, excessive rainfalls caused widespread flooding to much of the Northern half of Washburn County causing many roads to be closed or impassable occurred on July 11, 2016. Significant damage was sustained in the Towns of Casey, Chicog, Frog Creek, Gull Lake, Minong, Springbrook, Stinnett, Washburn County Highway and Washburn County Forestry Roads and Trails.

WHEREAS, such storms resulted in record rainfall causing flooded rivers and streams to reach or exceeded flood stage and waters levels to be extremely high; rushing water and flooded roads washed shoulders and eroded pavement away in areas; several roads were closed and some remain closed until repairs can be made; increased the lake levels behind dams; and causing the Colten Dam to fail;

WHEREAS, these conditions continue to pose a threat to the affected citizens and have already caused damage to public and private property; threatened the public safety; and the county provided protective services;

WHEREAS, Washburn County Emergency Management is closely monitoring the situation in conjunction with other appropriate local and county officials;

WHEREAS, because of such emergency conditions, the County Board is unable to meet with promptness:

NOW THEREFORE, pursuant to State Statute 66.325 and State Statute 323, as Chief Elected Official of the County of Washburn, I do hereby proclaim a state of emergency in effect until further notice.

IN TESTIMONY WHEREOF I have hereunto set my hand and have caused the great seal of the County of Washburn to be affixed.

Done at the County Seat this 14<sup>th</sup> day of July, 2016.

  
Thomas Mackie, Washburn County Board Chair

Ratified by Resolution No. \_\_\_\_\_ of the County Board on the \_\_\_\_\_ day of 2 \_\_\_\_\_ by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against.



Sample

# Budget Performance Report

Date Range 01/01/16 - 06/30/16

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
<b>Fund 100 - General Fund</b>									
<b>REVENUE</b>									
Department 51100 - County Board									
41110	Real Estate Tax Revenue	41,239.00	4,000.00	45,239.00	6,872.00	.00	41,239.00	4,000.00	91
Department 51100 - County Board Totals		\$41,239.00	\$4,000.00	\$45,239.00	\$6,872.00	\$0.00	\$41,239.00	\$4,000.00	91%
<b>REVENUE TOTALS</b>		<b>\$41,239.00</b>	<b>\$4,000.00</b>	<b>\$45,239.00</b>	<b>\$6,872.00</b>	<b>\$0.00</b>	<b>\$41,239.00</b>	<b>\$4,000.00</b>	<b>91%</b>
<b>EXPENSE</b>									
Department 51100 - County Board									
50120	Wages-Regular	22,254.00	.00	22,254.00	3,766.02	.00	19,859.26	2,394.74	89
50141	Per Diems	.00	.00	.00	300.00	.00	770.00	(770.00)	+++
50151	Social Security	1,679.00	.00	1,679.00	288.08	.00	1,548.07	130.93	92
50152	Retirement	330.00	.00	330.00	1.65	.00	205.76	124.24	62
50156	Workers Compensation Insurance	67.00	.00	67.00	15.75	.00	85.28	(18.28)	127
50310	Office Supply	806.00	.00	806.00	161.71	.00	529.36	276.64	66
50320	Publication, Subscription, Dues	5,211.00	.00	5,211.00	.00	.00	5,517.35	(306.35)	106
50330	Travel	9,502.00	3,000.00	12,502.00	1,856.87	.00	9,539.35	2,962.65	76
50331	Staff Training/Education	1,004.00	1,000.00	2,004.00	675.00	.00	975.00	1,029.00	49
50335	Meals	254.00	.00	254.00	26.19	.00	52.98	201.02	21
50340	Operating Supply	150.00	.00	150.00	.00	.00	.00	150.00	0
Department 51100 - County Board Totals		\$41,257.00	\$4,000.00	\$45,257.00	\$7,091.27	\$0.00	\$39,082.41	\$6,174.59	86%
<b>EXPENSE TOTALS</b>		<b>\$41,257.00</b>	<b>\$4,000.00</b>	<b>\$45,257.00</b>	<b>\$7,091.27</b>	<b>\$0.00</b>	<b>\$39,082.41</b>	<b>\$6,174.59</b>	<b>86%</b>
<b>Fund 100 - General Fund Totals</b>									
REVENUE TOTALS		41,239.00	4,000.00	45,239.00	6,872.00	.00	41,239.00	4,000.00	91
EXPENSE TOTALS		41,257.00	4,000.00	45,257.00	7,091.27	.00	39,082.41	6,174.59	86
<b>Fund 100 - General Fund Totals</b>		<b>(\$18.00)</b>	<b>\$0.00</b>	<b>(\$18.00)</b>	<b>(\$219.27)</b>	<b>\$0.00</b>	<b>\$2,156.59</b>	<b>(\$2,174.59)</b>	
<b>Grand Totals</b>									
REVENUE TOTALS		41,239.00	4,000.00	45,239.00	6,872.00	.00	41,239.00	4,000.00	91
EXPENSE TOTALS		41,257.00	4,000.00	45,257.00	7,091.27	.00	39,082.41	6,174.59	86
<b>Grand Totals</b>		<b>(\$18.00)</b>	<b>\$0.00</b>	<b>(\$18.00)</b>	<b>(\$219.27)</b>	<b>\$0.00</b>	<b>\$2,156.59</b>	<b>(\$2,174.59)</b>	

## REZONING PETITIONS

Washburn County Board of Supervisors

Rezoning petitions were filed with the Washburn County Zoning Office for changes in the Zoning districts. Notices were sent that a public hearing would be held on June 28, 2016.

The Zoning Committee did conduct the public hearings, considered the following and recommend as:

Stone Lake Township: James Gerig, Stone Lake WI. PROPERTY: Map# SL678/Record ID#:27294, to rezone 2.85(+/-) acres of Agriculture to 2.85(+/-) acres Residential Recreation 1, PT SW NW, Section 35-39-10, to be able to split off and sell.

The Zoning Committee recommends APPROVAL of the request to rezone 2.85 (+/-) acres of Agriculture to Residential Recreation 1.

Casey Township: Mark Regner Spooner WI. PROPERTY: Map# CA642/Record ID#:8835, to rezone 2.1 acres of Residential Recreation 2 to 2.1 acres Residential Recreation 1. Map# CA642/Record ID#:8835, PT GOV L8, Section 25-40-13, to be able to split off and sell the 15 acres of land.

The Zoning Committee recommends APPROVAL of the request to rezone 2.1 acres from Residential Recreation 2 to Residential Recreation 1.

Interested persons were given the opportunity to be heard.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Micheal Bobin, Chair  
Washburn County Zoning Committee

Rezonepetitions062816

Resolution No. \_\_\_\_\_

Resolution to Update Employee Handbook - 6.02 Travel Reimbursement Policy

WHEREAS, from time to time County policies need to be revised and updated to ensure currency with law, best practices and language updates, and

WHEREAS, it has been determined that the language in the Employee Handbook, Section 6.02, needed clarification regarding reimbursement of travel expenses, in particular for meal and mileage reimbursements;

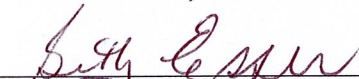
THEREFORE BE IT RESOLVED, that the Personnel Committee approves updates to the Employee Handbook, Section 6.02, Travel Reimbursement, as indicated in the attached policy.

FISCAL IMPACT: \$0

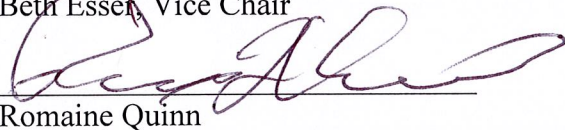
Recommended for adoption this 11<sup>th</sup> day of July, 2016, by the Personnel Committee.



\_\_\_\_\_  
Micheal Bobin, Chair

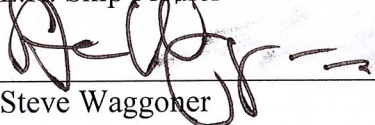


\_\_\_\_\_  
Beth Essen, Vice Chair



\_\_\_\_\_  
Romaine Quinn

\_\_\_\_\_  
I.H. Skip Fiedler



\_\_\_\_\_  
Steve Waggoner

## 6.02 TRAVEL REIMBURSEMENT

All employees and elected officials shall be compensated for travel expenses under these guidelines. Travel reimbursement requests shall be made on the appropriate county form. **Itemized, dated receipts** must be shown for **all** expenses, excluding alcoholic beverages, which are not subject to reimbursement. All requests for reimbursement, with supporting documentation, must be submitted within sixty (60) days after the expense is incurred.

### Meal Expenses:

When employees and elected officials are authorized and required by the employer to travel ~~outside of Washburn County~~, the County shall reimburse up to the allowed maximums as provided by the Finance Department, providing appropriate receipts are furnished. ~~Please see Current maximums are located on the "S" Drive-~~ **indicated on the reimbursement request form.**

**If a meal is provided, no additional reimbursement will be made for meals purchased in lieu of the provided meal. No company credit card shall be used to purchase meals. The maximum tip to be eligible for reimbursement consideration shall be 15%; the tip is included in the current maximum meal allowance.**

Expenses may be paid in aggregate under the following guidelines:

- To be eligible for the breakfast meal, the County requires the employee to leave home prior to 6:30 a.m.
- To be eligible for the noon meal, the County requires the employee to leave their place of work prior to 10:30 a.m. and return home after 2:30 p.m.
- To be eligible for the dinner meal, the County requires the employee to return home after 7:00 p.m.

Department Heads are allowed some flexibility from the Meal Reimbursement guidelines on the hour of the day rules.

### Lodging:

Lodging will be paid up to the state rate currently in effect or an amount preapproved. When making lodging reservations, consideration should be given to safety, security and proximity to the event. Employees will note on lodging invoices the purpose of the lodging. If the lodging is for training, indicate the title of the training.

### Mileage:

All employees will be required to try to first use a County vehicle for traveling before using personally owned vehicles. If there is not a County vehicle available for use and an employee must use their personally owned vehicle, an employee will be reimbursed for mileage at rates established periodically by the Finance Committee with current proof of insurance at the level recommended by the County's insurance carrier. (Currently \$100K per person/\$300K per Accident/\$50K Property Damage or \$300K combined single limit.) **Normal commuting miles shall be deducted from the mileage to be reimbursed unless travel takes place on a day for which no work has been scheduled.**

### Other:

Miscellaneous expenses will be paid on a case-by-case basis with **itemized, dated** receipts.

**RESOLUTION # \_\_\_\_\_**

RESOLUTION TO TRANSFER FUNDS FROM THE 2016 NON-LAPSING FUND BALANCE TO THE 2016 REGISTER OF DEEDS BUDGET – TRACT BOOKS SCANNING/COLOR TRACT HOSTING PROGRAM BACK SCANNING/INDEXING RECORD BOOKS.

WHEREAS, Washburn County is dedicated to expanding public access of documents, and is expanding the public access to documents being stored electronically; and,

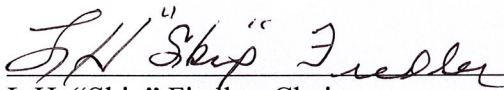
WHEREAS, funds have been accumulated in the PEA fund balance, (Public Electronic Access), as part of the fees charged by the Register of Deeds office from real estate recordings; and,


WHEREAS, the purpose of the withheld funds is for continually preserving records and having them available to the public electronically.

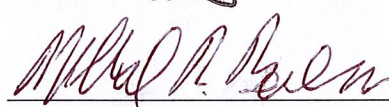
THEREFORE BE IT RESOLVED; that \$ 40,000 be transferred from the 2016 Non-lapsing fund balance to the 2016 Register of Deeds budget.

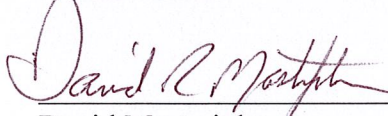
**FISCAL IMPACT: Transfer of Funds \$ 40,000 -**

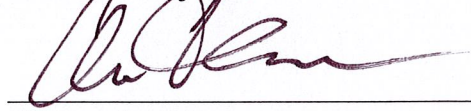
Recommend for adoption by the Washburn County Finance Committee this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

  
\_\_\_\_\_  
L.H. "Skip" Fiedler, Chair

  
\_\_\_\_\_  
Steven Waggoner, Vice Chair

  
\_\_\_\_\_  
Michael Bobin

  
\_\_\_\_\_  
David Masterjohn

  
\_\_\_\_\_  
Christopher Thompson



**RESOLUTION # \_\_\_\_\_**

**RESOLUTION TO INCREASE THE  
2016 EMERGENCY GOVERNMENT DEPARTMENT BUDGET ADJUSTMENT  
DUE TO GRANT AWARD FOR FISCAL YEAR 2016**

**WHEREAS**, the Emergency Management Department has received an Enbridge Community Preparedness grant funding in the amount of \$814.00 to purchase a tent for use in emergency preparedness & response functions; and,

**WHEREAS**, Emergency Management budgeted for a potential grant award from Enbridge in the estimated amount of \$750.00 for Fiscal Year 2016; and

**WHEREAS**, Emergency Management was awarded \$64.00 more than budgeted in the approved 2016 Budget Process; and

**WHEREAS**, the Law Enforcement/Emergency Management Committee approved the Emergency Management's application and receipt of award from Enbridge; and

**THEREFORE, BE IT RESOLVED** that the 2016 Emergency Government (#52910) budget be increased \$64.00 for this grant award.

**FISCAL IMPACT: Grant Received \$64.00**

Recommended for adoption by the Washburn County Finance Committee this \_\_\_\_\_ day of July 2016.

\_\_\_\_\_  
L.H. "Skip" Fiedler, Chair

\_\_\_\_\_  
Steven Waggoner, Vice Chair

\_\_\_\_\_  
Micheal Bobin

\_\_\_\_\_  
David Masterjohn

\_\_\_\_\_  
Chris Thompson

Washburn County Board of Supervisors Resolution No. \_\_\_\_\_  
A Resolution Amending Washburn County Code of Ordinances

WHEREAS, Washburn County manages approximately 149,000 acres of County Forest Lands along with numerous recreational trails and facilities; and

WHEREAS, public uses of these lands and facilities are regulated by Chapter 50 of the Washburn County Municipal Code; and

WHEREAS, the Forestry, Parks and Recreation Committee has identified a need to regulate specific recreational uses on certain trails and on specific areas; and

WHEREAS, the Forestry, Parks and Recreation Committee has deemed it most feasible to be granted authority to regulate recreational uses through the adopted of policy where conditions of user conflict, environment damage, or public safety exist

THEREFORE, BE IT RESOLVED that the Washburn County Board of Supervisors hereby grants authority to the Washburn County Forestry, Parks and Recreation Committee to adopt policy regulating non-motorized recreational uses on specific recreational trails and areas of the Washburn County Forest program; and

THEREFORE, BE IT FUTHER RESOLVED that Chapter 50 of the Washburn County Code is hereby amended by the addition of the Sec. 50-37 (19) and Sec. 50-38 (26), identified as the underlined text in the attached "Exhibit A".

Submitted for adoption this 19th day of July, 2016  
Fiscal Impact: none

Forestry, Parks & Recreation Committee:

\_\_\_\_\_  
Lester Fiedler, Chairman

Motion for adoption by:  
Supervisor \_\_\_\_\_

\_\_\_\_\_  
James Dohm, Vice Chair

Seconded by:  
Supervisor \_\_\_\_\_

\_\_\_\_\_  
Romaine Quinn

\_\_\_\_\_  
Hank Graber

Ayes \_\_\_\_\_, Noes \_\_\_\_\_, Absent \_\_\_\_\_

\_\_\_\_\_  
Del Stoll

I, Lolita Olson, County Clerk, do hereby certify that the Foregoing is a true and correct copy of a resolution adopted by the Washburn County Board of Supervisors at its meeting held on July 19th, 2016.

\_\_\_\_\_  
Lolita Olson

**“EXHIBIT A” to Resolution \_\_\_\_\_**

*Revision to Sec. 50-37 – State Funded or County Designated ATV Trails*

Sec. 50-37. – Prohibited actions in class 4 areas.

No person shall within a class 4 area:

50-37 (19) Operate any motorized or non-motorized vehicle, or utilize any class 4 area in a manner prohibited by rule that is adopted by the Washburn County Forestry, Parks and Recreation Committee.

*Revision to Sec. 50-38 - all other county-owned and county forest lands not designated as class 1, class 2, class 3 or class 4.*

*Sec. 50-38. – Prohibited actions in class 5 areas.*

No person shall within a class 5 area:

50-38 (26) Operate any motorized or non-motorized vehicle, or utilize any class 5 area, or trail within a class 5 area, in a manner prohibited by rule that is adopted by the Washburn County Forestry, Parks and Recreation Committee.

RESOLUTION # \_\_\_\_\_

RESOLUTION AUTHORIZING THE CREATION OF A NEW FULL TIME EQUIVALENT POSITION  
REAL ESTATE TAX LISTER/GIS TECHNICIAN – LAND INFORMATION

WHEREAS, the previously vacant position of Land Records Technician-II (Tax Lister-Treasurer's Office) was filled in December of 2015 by the Mapping & Field Technician (Land Information Office); and

WHEREAS, review of the position had been recommended to be done at three months; and

WHEREAS, it has been determined that this position has evolved into a new position to be supervised by the County Surveyor; and

WHEREAS, discussions and review of this position have been undertaken by the Committees of Jurisdiction (AG/LCC and Finance); and

WHEREAS, a reclass of the position has been approved by the Personnel Committee; and

WHEREAS, the changes will be absorbed by the Surveyor's budget and will not impact the 2016 budget;

THEREFORE, BE IT RESOLVED, that the new full time position of Real Estate Tax Lister/GIS Technician for the Land Information Department be transferred from the Treasurer's Office/Budget to the Surveyor's Office/Budget.

FISCAL IMPACT: Net Impact on 2016 Budget is Zero

Recommended for adoption by the Personnel Committee this 19<sup>th</sup> day of July 2016.

\_\_\_\_\_  
Micheal Bobin, Chair

\_\_\_\_\_  
Beth Esser, Vice Chair

\_\_\_\_\_  
Romaine Quinn

\_\_\_\_\_  
L. H. "Skip" Fiedler

\_\_\_\_\_  
Steve Waggoner

# Washburn County Personnel Requisition Form

Date: 7/18/2016      New Position:       Replacing/Changing Position:

Reason position is available:    termination     transfer     Retirement     resignation     death

Why is position required or why can't present employees complete the work or why can't position be contracted?

**POSITION INFORMATION:**

Position Title: Real Property Lister/GIS Technician    Department: Surveyor

Effective Date: 7/19/2016      Union: No

Position Type:    Full-time     Part-time

Duration of employment of requisitioned personnel: From:    ongoing    To:

Will this position require 600 hours of work per year?  YES     NO

If this is for additional staff please state reason:

Is office space, furniture and office equipment available? Yes    If not, explain plan to obtain:

**WAGES/BENEFITS/FUNDING:**

Starting yearly wage: P2016-11-1950 step M - \$24.51/hr = \$47,794

Total benefit costs: \$27,788

Total cost for other equipment and/or training?

Is this request budgeted?  YES     NO    List the funding source by percent: 100% levy

Are funds available to cover said request?  YES     NO    If not, explain plan to fund request:

**FISCAL ANALYSIS (from above):**

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	\$75,582
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	New position description is attached.
What are the major functions or examples of work performed of the proposed position?	See attached
Minimum Educational Requirements and minimum experience for this position?	See attached
Knowledge Skills and Abilities?	See attached
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Duties for the position have changed due to technology and range of services performed by the employee.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Information will come from the public, Treasurer's Office, Land Information Office/Surveyor.
Is this work currently being performed by someone else? If yes, how and by whom?	Current employee
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	See attached
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Supervision of the position will be transferred from the Treasurer to the Surveyor.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Treasurer's Office/Land Information Office
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Position is required
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	All duties are required
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes/Land Information-Treasurer's office
How does this position fit into the long-range and strategic plans of the Department and/or County?	Provision of up-to-date services

Justification for request or general remarks/comments about the position:

Position of Land Records Technician-II has been reviewed after the vacancy was filled in December 2015. Position was deemed to be a new position/title due to the revised duties being performed.

Approvals:

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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Committee of Jurisdiction:

<b>COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
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HUMAN RESOURCE DIRECTOR APPROVAL:

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Comments:  Human Resource Director: _____ Date: _____
--

COUNTY ADMINISTRATOR APPROVAL:

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Comments:  County Administrator: _____ Date: _____
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COMMITTEE APPROVALS:

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied Comments	<b>DATE:</b>	

<b>POSITION DESCRIPTION</b>		UNION: No	Job Code: 5152.320.01
CLASS TITLE: Real Property Lister/GIS Technician		REPORTS TO: COUNTY SURVEYOR	
DEPARTMENT: LAND INFORMATION		LOCATION: COURTHOUSE	Wage Range: 9 11

**POSITION PURPOSE:**

This position deals with a variety of individuals and county departments including clerks, treasurers, attorneys, abstractors, realtors, surveyors, utilities, mortgage companies, and the Departments of Revenue, Assessment Practices, Natural Resources, and Transportation. The incumbent is responsible for interacting **professionally** with the public in providing information and/or answering questions **related to property ownership, boundaries, and property valuations. The main responsibility of this position is the accurate listing of Real Property, which is derived from the comprehension and interpretation of legal descriptions in real estate documents recorded in the office of the Register of Deeds. This position also acts as the counties addressing coordinator, oversees the work of a part time Land Records Technician with duties associated with Real Property Listing, and coordinates the development of the Washburn County Plat Book.**

**EXAMPLES OF DUTIES PERFORMED (Illustrative Only):**

- Researches, develops, and updates data to establish accurate ownership, description, **and assessment** information for all parcels of real property in the county.
- Coordinates and maintains county and local taxation district **lists and descriptions of real property tax parcels for use by assessors and city, village, town, and county officials.**
- Comply with appropriate Wisconsin Statutes impacting property taxes
- **Perform and/or oversee** computer data entry **related** to the assessment roll, notice of assessments, summary reports, tax rolls, tax bills, personal property assessment, or any other data deemed necessary for tax purposes.
- **Assist with updating and the** maintenance of county parcel maps.
- Notify Zoning Administrator and other appropriate individuals of new or changing parcels and any existing or potential violations
- Assist local surveyors, abstractors, attorneys, treasurers, and the general public with questions related to land information.
- **Assigns 911 address numbers to rural properties.**
- Assists County Treasurer with county land sales.
- **Maintains and updates the Master Street Address Guide, and notify appropriate agencies when changes occur.**



- Manage office policies and operations and provide oversight of office functions, procedures, and processes, including electronic data transfers with assessors, The Department of Revenue, businesses and individuals
- **Work with the GIS/Mapper to maintain the GIS datasets associated with the county Addressing/E911 system.**
- Attend meetings and **continuing educational** seminars as appropriate.

#### ESSENTIAL KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of law, regulations and procedures relating to property descriptions and surveys, taxation and assessment process; ability to interpret legal descriptions and other legal documents and keep complex records thereof; knowledge of **GIS systems**, abstracting and appraisal concepts; skill in interpreting maps and plats accurately, knowledge of legal descriptions; knowledge of and ability to use various computer systems and software. Ability to establish and maintain effective working relationships with county staff, officials, businesses, and **the general** public.

#### EXPERIENCE AND TRAINING REQUIRED:

**Associates degree or equivalent from a two year college or technical school is preferred**, or a minimum of **two years' experience** in Geographic Information Systems, surveying, assessing, abstracting, or a related field, or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.

#### **Physical and Environmental Factors:**

- Ability to work in office setting, using appropriate office equipment (copy/fax machines, computer, printer, telephone, calculator, etc.)
- Ability to walk, sit, stand, bend, twist, stoop, push, pull, carry and lift as needed
- Ability to travel to various offices within the courthouse and/or outside of building.

**2/25/16**

RESOLUTION # \_\_\_\_\_

RESOLUTION AUTHORIZING THE CREATION OF A NEW FULL TIME EQUIVALENT POSITION FOR THE  
2017 BUDGET - ADMINISTRATIVE ASSISTANT – SHERIFF’S DEPARTMENT

WHEREAS, the Administrative Assistant position in the Sheriff’s Department currently is a part-time position; and

WHEREAS, Law Enforcement has determined the need for the Administrative Assistant to become a full time position due to increased levels of services needed and expected per the additional duties as listed on the enclosed job description; and

WHEREAS, this is a position request for the 2017 budget and will require passage by 2/3 vote of the County Board of Supervisors prior to final budget review; and

WHEREAS, the Law Enforcement and Personnel Committees of Washburn County have recommended the approval of the creation of this new position;

THEREFORE, BE IT RESOLVED, that the new full time position of Administrative Assistant for the Sheriff’s Department be approved for inclusion in the 2017 budget.

FISCAL IMPACT: \$28,324.21 for 2017 Budget

Recommended for adoption by the Personnel Committee this 19<sup>th</sup> day of July 2016.

\_\_\_\_\_  
Micheal Bobin, Chair

\_\_\_\_\_  
Beth Esser, Vice Chair

\_\_\_\_\_  
Romaine Quinn

\_\_\_\_\_  
L. H. “Skip” Fiedler

\_\_\_\_\_  
Steve Waggoner

## Washburn County Personnel Requisition Form

Date: 06/10/2016      New Position:      Replacing/Changing Position: XX  
Reason position is available:    termination      transfer  
   Retirement      resignation      death  
Why is position required or why can't present employees complete the work or why can't position be contracted?

### POSITION INFORMATION:

Position Title: ADMINISTRATIVE ASSISTANT      Department: Sheriff  
Effective Date: 01/01/2017      Union: No  
Position Type:    Full-time XX    Part-time      Limited Term Employment  
Duration of employment of requisitioned personnel: From: present      To: permanently  
Will this position require 600 hours of work per year?     YES     NO  
If this is for additional staff please state reason: not additional staff – making position full time from part time  
Is office space, furniture and office equipment available? Yes    If not, explain plan to obtain: 2017 Budget

### WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position?    \$59,171.67  
Total cost for other equipment and/or training?    N/A  
Is this request budgeted?    YES    NO    List the funding source by percent: 100% Levy  
Are funds available to cover said request?    YES    NO    If not, explain plan to fund request: Budget 2017

### FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	0
Wages and Benefits	\$59,171.67
Personal Equipment (e.g. tools, uniforms, safety equipment)	0
Mileage & Meals	0
Training Expenses (Including memberships)	0
Computer Equipment (e.g. hardware, software, wiring, etc.)	0
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
<i>Revenues (Use Negative #)</i>	-\$30,847.46 This position is already budgeted at part-time
<b>TOTAL:</b>	<b>\$28,324.21</b>

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes
What are the major functions or examples of work performed of the proposed position?	Transcription, Counteract, SART/DART, Backup to LE Assistant and Receptionist
Minimum Educational Requirements and minimum experience for this position?	N/A
Knowledge Skills and Abilities?	Highly proficient in computers and transcription
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Additional duties - See attached job description
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Sheriff's Office Staff
Is this work currently being performed by someone else? If yes, how and by whom?	Yes
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Support Staff
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	N/A
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Support Staff
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes – current office
How does this position fit into the long-range and strategic plans of the Department and/or County?	It is a necessary position to continue with creating Sheriff's Office documents and records

Justification for request or general remarks/comments about the position:

This position is currently a part-time position. Making this a full-time position would create a fiscal impact of \$28,324.21.

**Approvals:**

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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**Committee of Jurisdiction:**

<b>COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
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**HUMAN RESOURCE DIRECTOR APPROVAL:**

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
Human Resource Director: _____ Date: _____

**COUNTY ADMINISTRATOR APPROVAL:**

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Comments:
County Administrator: _____ Date: _____

**COMMITTEE APPROVALS:**

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied Comments	<b>DATE:</b>	

<b>POSITION DESCRIPTION</b>		Job Code: 270	
Class Title: Administrative Assistant - Sheriff		Full-Time	
Department: SHERIFF'S	Location: SHELL LAKE	Date: 06/10/2016	

**GENERAL STATEMENT OF DUTIES:** Under the close direction of and directly responsible to the Law Enforcement Assistant, maintains fiscal accounts and performs related clerical work as required in the department.

**DISTINGUISHING FEATURES OF THE CLASS:** This position performs varied work involving transcription, bookkeeping, accounting, and related tasks in the department. The work requires the ability to exercise judgment in the application of prescribed procedures and methods. Some judgment is required in establishing and adapting work procedures to new and unusual situations.

**EXAMPLES OF DUTIES PERFORMED:** (Illustrative only)

- Transcribes reports and correspondence prepared by Sheriff's Office Staff.
- Transcribes Investigative recordings
- Prepares billing statements, civil judgments and insurance billings.
- Assist in monitoring expenses for training and supplies in the department.
- Prepares monthly summary of account activities
- Provides back up for Receptionist or LE Assistant as requested.
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values
- Performs other duties as requested and assigned.

**ADDED DUTIES FOR FULL-TIME POSITION**

- *Maintains and processes evidence seized, and any other items in the care of the sheriff*
- *Assists investigators in maintaining/ordering supplies for evidence*
- *Assists juvenile officer with AODA programs in the schools and truancies within the county*
- *Liaison between Timeout Advocacy Center and Washburn County Sheriff's Office*
- *Works with Advocacy Staff to assist victims of domestic and sexual assaults*
- *Transports victims of sexual assault to appropriate facility for a Sexual Assault Nurse Exam (SANE) and collection of evidence*
- *Grant writing; seek out and write grants*
- *Assist the sheriff in Public Relation efforts throughout the county*
- *Serve on the Washburn County Sexual Assault Response Team (SART) and Domestic Assault Response Team (DART)*

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of office terminology, procedures and equipment of bookkeeping, business arithmetic and English; grammar; punctuation; skill in the operation of computer, keyboard (45 nwpm) and other office machines; highly proficient in transcription; experience with standard office software packages; ability to

H:\PDS\Administrative Assistant- Sheriff

Approval: \_\_\_\_\_  
Administrative Coordinator/  
Director of Personnel

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Supervisor's Signature

Effective Date:

Revision History: 06/2016

RESOLUTION # \_\_\_\_\_

RESOLUTION AUTHORIZING THE CREATION OF A NEW FULL TIME EQUIVALENT POSITION FOR THE  
2017 BUDGET - PATROL CAPTAIN – SHERIFF’S DEPARTMENT

WHEREAS, Law Enforcement has determined the need for an additional Patrol Captain position; and

WHEREAS, this position will allow more flexibility within the Sheriff’s Department for staffing and supervision of shifts; and

WHEREAS, this is a position request for the 2017 budget and will require passage by 2/3 vote of the County Board of Supervisors prior to final budget review; and

WHEREAS, the Law Enforcement and Personnel Committees of Washburn County have recommended the approval of the creation of this new position;

THEREFORE, BE IT RESOLVED, that the additional full time position of Patrol Captain be approved for inclusion in the 2017 budget.

FISCAL IMPACT: \$146,037.60 for 2017 Budget

Recommended for adoption by the Personnel Committee this 19<sup>th</sup> day of July 2016.

\_\_\_\_\_  
Micheal Bobin, Chair

\_\_\_\_\_  
Beth Esser, Vice Chair

\_\_\_\_\_  
Romaine Quinn

\_\_\_\_\_  
L. H. “Skip” Fiedler

\_\_\_\_\_  
Steve Waggoner



## Washburn County Personnel Requisition Form

Date: 06/10/2016      New Position: XX      Replacing/Changing Position:  
Reason position is available: Termination      Transfer  
Retirement      Resignation      Death

Why is position required or why can't present employees complete the work or why can't position be contracted?  
This position is to fill a new position. This position requires the individual to be a sworn officer, as well as good faith bargaining between Washburn County and the WPPA Union.

### POSITION INFORMATION:

Position Title: PATROL CAPTAIN      Department: Sheriff  
Effective Date: TBD      Union: No  
Position Type: X Full-time    Part-time      Limited Term Employment  
Duration of employment of requisitioned personnel: From: present      To: permanently  
Will this position require 600 hours of work per year?  YES     NO  
If this is for additional staff please state reason:  
Is office space, furniture and office equipment available? Yes If not, explain plan to obtain:

### WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position? \$91,037.60  
Total cost for other equipment and/or training?  
Is this request budgeted?  YES     NO List the funding source by percent: 100% levy  
Are funds available to cover said request?  YES     NO If not, explain plan to fund request: Budget for 2017

### FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$2,000.00 (estimate)
Wages and Benefits	\$91,037.60
Personal Equipment (e.g. tools, uniforms, safety equipment)	\$ 50,000.00
Mileage & Meals	Included w/training expense
Training Expenses (Including memberships)	\$3,000 (estimate) Depending on qualifications of applicant
Computer Equipment (e.g. hardware, software, wiring, etc.)	\$
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	<b>146037.60</b>

## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes
What are the major functions or examples of work performed of the proposed position?	Yes – job description
Minimum Educational Requirements and minimum experience for this position?	Yes – job description
Knowledge Skills and Abilities?	Yes – job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	The need is supervision of patrol operations from outside of the Union. The County's liability and risk management should be separated from the labor union's perspective.
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	Public and The Sheriff's Office
Is this work currently being performed by someone else? If yes, how and by whom?	Some of these duties were performed by the Patrol Sergeant prior to his resignation.
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	This will be the lead position in The Patrol Division
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	This position will be a parallel to The Sheriff's Office lead positions in Jail, Investigations, and Administrative Support. Patrol Captain will supervise 10 Deputies, schedule patrol coverage, and oversee all training for the patrol personnel. Captain will lead C.I.T. for response to mental health crisis.
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	Duties shared by Jail & Investigations Captains and Chief Deputy
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	The supervision will need to be maintained through the Sergeant position, however this does not meet the current needs of the county.
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	Yes, the Sergeant position will not be filled if the Captain position is approved.
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes, Office space and equipment are present in the Sheriff's Office.
How does this position fit into the long-range and strategic plans of the Department and/or County?	This position will provide administrative supervision to Patrol operations, where some of the highest risk practices in the County occur. The C.I.T. duties will begin a strategic process to address mental health emergencies in a more comprehensive manner.

Justification for request or general remarks/comments about the position:

<p><b>See Attached</b></p>
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**Approvals:**

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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**Committee of Jurisdiction:**

<b>COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
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**HUMAN RESOURCE DIRECTOR APPROVAL:**

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Comments:  Human Resource Director: _____ Date: _____
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**COUNTY ADMINISTRATOR APPROVAL:**

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Comments:  County Administrator: _____ Date: _____
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**COMMITTEE APPROVALS:**

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied Comments	<b>DATE:</b>	

**Washburn County  
Position Description**

**Job Title:** Captain  
**Department:** Washburn County Sheriff's Office  
**Reports To:** Sheriff  
**Committee:** Law Enforcement  
**Approval Date:** 06/01/16  
**Revised Date:**  
**Work Hours:** 40+ hours per week  
**FLSA:** Exempt  
**Bargaining Unit:** None

**Position Purpose:** To assist the Sheriff in planning, directing, supervising and coordination law enforcement activities and personnel at the Washburn County Sheriff's Office and assume command of the department in the absence of the Sheriff and Chief Deputy. The incumbent performs a wide variety of administrative and supervisory duties using independent judgment. This position works under the general supervision of the Sheriff and Chief Deputy.

**Examples of Essential Job Functions:**

- Assume command of the Sheriff's Office in the absence of the Sheriff or Chief Deputy.
- Assume command and oversee major crime scenes, accidents, disasters and other emergency situations as directed by the Sheriff/Chief Deputy.
- Assign cases to patrol and investigations.
- Supervise evidence system and property management.
- Participate in the recruitment and selection process for Sheriff's Office personnel.
- Recommend transfers, promotions, discipline and discharge for Sheriff's Office personnel.
- Evaluate employee performance by preparing annual employee evaluations for Sheriff's Office personnel as required.
- Review incident/accident reports of patrol and assign follow up to patrol
- Participate in Sheriff's Office policy and procedure development and implementation.
- Assist Sheriff/Chief Deputy in developing annual Sheriff's budget, determining staffing levels and purchasing equipment.
- Supervise the Field Training Officer Program for new patrol deputies
- Assist in preparation and administration of grant applications (State, Federal and private).
- Perform all delegated duties essential to the efficient administration and operation of the Sheriff's Office as ordered by the Sheriff or Chief Deputy.
- Maintain knowledge of patrol, investigation and jail rules, regulation, laws, policies and procedures.
- Coordinate operations with other agencies as appropriate.

- Oversee Crisis Intervention Team
- Participate in Washburn County M – Team
- Oversee Project Lifesaver Program
- Assist with Special Response Team as directed
- Monitor Sheriff's Office vehicles for maintenance
- Participate in on-going professional training, meetings and seminars as appropriate.
- Promote teamwork, productivity and morale within department.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Knowledge of practices and principles of various laws, rules, regulations, standards and ethics governing public sector law enforcement.
- Ability to effectively manage and supervise subordinate employees.
- Knowledge of budgets, service contracts and grant planning and preparation.
- Ability to develop long and short range operational planning goals.
- Ability and skill in interpersonal relations required to manage, direct and command individuals in a manner which obtains maximum cooperation.
- Ability to properly assess a situation in order to take appropriate action and keep a mental memory of events for submission of reports.
- Ability to communicate well orally (includes public speaking) and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to make appropriate decisions quickly and accurately interpret individual's mental and physical conditions.
- Ability to perform effectively under continuing stressful situations.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices.
- Ability to operate a motor vehicle and other related police related equipment (cameras, weapons, radios).
- Knowledge of all areas of law enforcement including patrol, jail operations, dispatch and investigations.

**Education and Experience:**

- Associates Degree in Law Enforcement, Criminal Justice, or related OR meet Wisconsin 60 College credit requirement. Five years of Law Enforcement with supervisory experience. Wisconsin Law Enforcement Standards Board Certification. Must have a Valid Wisconsin Drivers license. No felony convictions in any jurisdiction unless the judgment of conviction has been reversed or a complete pardon granted.

**Physical and Environmental Factors:**

- Ability to sit in an automobile resulting in a physically confined work space exposed to continuous vibrations and hazards of fast moving vehicles.
- May be exposed to outdoor elements, extreme temperatures, and wet or humid conditions
- Due to the nature of law enforcement positions, a significantly higher level of physical activity is exerted and may require running, transporting heavy objects and employing physical force in unusual or emergency situations.
- Ability to walk, sit, stand, bend, twist, stoop, push, pull, carry and lift as needed.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements, such as surveillance, gathering information, assessing the scene of an incident, typing, etc.

RESOLUTION # \_\_\_\_\_

RESOLUTION AUTHORIZING THE CREATION OF A NEW FULL TIME EQUIVALENT POSITION FOR THE  
2017 BUDGET – PATROL DEPUTY – SHERIFF’S DEPARTMENT

WHEREAS, Law Enforcement has determined the need for an additional Patrol Deputy position; and

WHEREAS, this position will allow more flexibility within the Sheriff’s Department for security and safety of residents as well as backup support for other deputies on a 24/7 coverage status; and

WHEREAS, this is a position request for the 2017 budget and will require passage by 2/3 vote of the County Board of Supervisors prior to final budget review; and

WHEREAS, the Law Enforcement and Personnel Committees of Washburn County have recommended the approval of the creation of this new position;

THEREFORE, BE IT RESOLVED, that the additional full time position of Patrol Deputy be approved for inclusion in the 2017 budget.

FISCAL IMPACT: \$143,731.93 for 2017 Budget

Recommended for adoption by the Personnel Committee this 19<sup>th</sup> day of July 2016.

\_\_\_\_\_  
Micheal Bobin, Chair

\_\_\_\_\_  
Beth Esser, Vice Chair

\_\_\_\_\_  
Romaine Quinn

\_\_\_\_\_  
L. H. “Skip” Fiedler

\_\_\_\_\_  
Steve Waggoner

## Washburn County Personnel Requisition Form

Date: 06/10/2016      New Position: XX      Replacing/Changing Position:  
Reason position is available: Termination      Transfer  
Retirement      Resignation      Death

Why is position required or why can't present employees complete the work or why can't position be contracted?  
This position is to fill a new position. This position requires the individual to be a sworn officer, as well as good faith bargaining between Washburn County and the WPPA Union.

### POSITION INFORMATION:

Position Title: PATROL DEPUTY      Department: Sheriff  
Effective Date: 01/01/2017      Union: Yes  
Position Type: X Full-time    Part-time      Limited Term Employment  
Duration of employment of requisitioned personnel: From: present      To: permanently  
Will this position require 600 hours of work per year?  YES     NO  
If this is for additional staff please state reason: See attached justification  
Is office space, furniture and office equipment available? Yes If not, explain plan to obtain:

### WAGES/BENEFITS/FUNDING:

Total wage and benefit costs for position? \$82,731.93  
Total cost for other equipment and/or training? Approximately \$3,000 depending on qualifications of applicant.  
Is this request budgeted?  YES     NO List the funding source by percent: 100% levy  
Are funds available to cover said request?  YES     NO If not, explain plan to fund request: Budget for 2017

### FISCAL ANALYSIS (from above):

CATEGORIES	BUDGET ESTIMATES (EST.)
Other operating expenditures (include costs to hire – advertising, interviewing, testing/reviewing applicants)	\$2,000.00 (estimate)
Wages and Benefits	\$82,731.93
Personal Equipment (e.g. squad, uniforms, firearms, radios, safety equipment)	\$50,000
Mileage & Meals	Included w/training expense
Training Expenses (Including memberships)	\$3,000 (estimate) Depending on qualifications of applicant
Computer Equipment (e.g. mobile data computer, modems)	\$8,000
Office Furniture and Supplies	0
Renovation/Relocation Costs	0
Revenues (Use Negative #)	0
<b>TOTAL:</b>	<b>\$143,731.93</b>



## DISCUSSION AND JUSTIFICATION OF PROPOSED POSITION

*Cells will expand as you type.*

Does this position already have a position classification and position description? If yes, please attach appropriate documentation. If no, has a <i>Position Questionnaire</i> been completed?	Yes
What are the major functions or examples of work performed of the proposed position?	Yes – job description
Minimum Educational Requirements and minimum experience for this position?	Yes – job description
Knowledge Skills and Abilities?	Yes – job description
What caused the need for this position? (i.e. State or Federal initiatives/mandates, increased workload, etc.)	Increased Workload
What/Who generates the work which is to be done? The public? The department itself? Another department within the County?	The public, crime
Is this work currently being performed by someone else? If yes, how and by whom?	Full time deputies
How does this position fit into the organizational structure of the Department? (Please attach an organizational chart.)	Needed for security and safety reasons
How will this position affect other employees in the department? (e.g. supervision, subordinates, etc.)	Back up support for other deputies, 24/7 coverage
Who would perform the duties of this position when the incumbent is on vacation or using sick time?	LTE or overtime
Are there alternatives to the services that this individual would provide? If yes, explain.	No
What will be the effect or where would the impact be felt if this position is not created or not replaced? Please explain.	Service to the public through loss of patrol coverage and services; Officer safety; Overtime
Can the position costs be offset by eliminating or reducing a lower priority function? Please explain.	No
Is there a workspace available for this employee? If yes, where? If no, what needs to be done to accommodate the requested position?	Yes
How does this position fit into the long-range and strategic plans of the Department and/or County?	It is a necessary position

**Justification for request or general remarks/comments about the position:**

**See Attached**

**Approvals:**

<b>DEPARTMENT HEAD:</b>	I hereby certify that the above information is correct.	<b>DATE:</b>	
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**Committee of Jurisdiction:**

<b>COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
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**HUMAN RESOURCE DIRECTOR APPROVAL:**

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Comments:  Human Resource Director: _____ Date: _____
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**COUNTY ADMINISTRATOR APPROVAL:**

Filling of position is: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Comments:  County Administrator: _____ Date: _____
---

**COMMITTEE APPROVALS:**

<b>PERSONNEL COMMITTEE:</b>	Approved                      Denied Comments	<b>DATE:</b>	
<b>COUNTY BOARD (IF NECESSARY)</b>	Approved                      Denied Comments	<b>DATE:</b>	

<b>POSITION DESCRIPTION</b>		Union: Yes	
Class Title: Deputy Sheriff		Job Code: 210	
Department: Sheriff	Location: Shell Lake	Wage Range:	Date: Rev 06/01/16

**PURPOSE OF POSITION:**

Performs general police work to maintain public safety through the enforcement of State, Federal and County laws; does related work as required by the sheriff.

**DISTINGUISHING FEATURES OF THIS POSITION:**

Employee in this class performs a wide variety of duties connected with law enforcement work. These include investigation, enforcement and various types of assistance to the public. Assigned duties are performed in accordance with State and Federal law and the Sheriff's rules and regulations. General supervision is received from the Sheriff, Chief Deputy and Patrol Sergeant and the deputy is expected to exercise independent judgment and initiative when faced with emergency situations. This work involves an element of danger.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned or required.

- Enforces the laws of the county and all pertinent local, state and federal laws;
- Patrols an assigned area of the county enforcing all pertinent laws;
- Investigates incidents and accidents;
- Prepares reports and other paperwork in a timely manner;
- Provide first aid to those in need;
- Issue citations and warnings;
- Makes arrests and apprehends suspects;
- Testifies in court and assists with the prosecution of criminal charges;
- Respond to citizens complaints;
- Inspects and maintains issued vehicle and equipment;
- Demonstrates professional, courteous customer service to clients and other staff, consistent with County Core Values;
- Directs traffic.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

Graduation from an accredited high school or equivalent. Associate Degree in Police Science or 60 college level credits and certification. **Must meet the minimum requirements of the State Law Enforcement Standards Board and possess a valid motor vehicle driver's license.**

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the principles and practices of law enforcement; ability to communicate well orally and in writing; good knowledge of laws governing law enforcement; good knowledge of county roads and geography; good first aid skills; ability to establish and maintain an effective working relationship with the general public and co-workers; self motivated; ability to understand and carry out complex oral and written directions; ability to prepare clear and concise reports; dependable; have good judgment; integrity and tact.

## **PHYSICAL REQUIREMENTS:**

Due to the nature of law enforcement positions, a significantly higher level of physical activity is exerted which frequently requires running, transporting heavy objects and employing sufficient physical force to subdue or restrain individuals in the performance of duties.

Ability to operate equipment and machinery requiring complex and rapid adjustments, such as motor vehicle, firearms, restraint devices, two-way radio, chemical sprayers.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as operating a firearm and physical restraint devices. The employee frequently is required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Ability to operate a variety of office equipment including, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, dictation equipment and photocopiers.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks and to sustain prolonged visual concentration. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move in excess of 100 pounds.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, irate individuals, intimidation and/or violence may cause discomfort and where there is a risk of injury. May require long periods of confinement in a motor vehicle or other restrictive environments.

The noise level in the work environment is usually moderately loud.

## **SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Successful completion of a pre-employment physical including drug/alcohol testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Washburn County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approval: \_\_\_\_\_  
Administrative Coordinator/  
Personnel Director

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Supervisor Signature

Effective Date: 11/00

Revision History: 06/01/16