

## SUPPORT SERVICES –SWORN

### COVID 19 – Continuity of Operations Plan

In the event of mass absenteeism, staff assigned above the minimum will be utilized to fill mandatory posts. Supervisors are the largest non-replaceable group and may be utilized to perform tasks normally filled by deputies and civilian staff. This plan does not include the day shift task force, which are assigned to Support Services and trained to fill most positions.

<b>Sworn Mandatory Posts</b>	<b>Assigned</b>	<b>Minimum</b>	<b>Over Minimum</b>
Traffic Court Officer/Extraditions	1	1	0
Criminal Court Officer/Extraditions	1	1	0
Civil Process	5	2	3
Executions	2	1	1
Conveyances	4	Varies	0
Bailiffs	30	Varies	0

Bailiff staffing includes FCC spot and the mandatory Courthouse Security spot, filled anytime the courthouse is open.

<b>Sworn Non-Replaceable Posts</b>	<b>Assigned</b>	<b>Minimum</b>	<b>Over Minimum</b>
Captain	1	0	1
Court Services Lieutenant	1	0	1
Records Lieutenant	1	0	1
Bailiff Sergeant	2	1	1
Support TF Sergeant	1	0	1
Crime Scene Investigators	2	0	2
Child Support Enforcement	1	0	1

In an effort to continue to provide essential law enforcement services to the public during a pandemic, many sworn and non-sworn employees could work from home. Each work group has specific needs in regards to needed electronic/office equipment, cellular phones and access to various software programs.

Each division of the Dane County Sheriff’s Office was tasked with identifying what these needs were and forwarded this information to Support Services. A list of all items being procured will be attached as an Excel spreadsheet.

## SWORN POSITIONS

### CRIMINAL COURT OFFICERS / EXTRADITIONS

Court Services (Criminal Intake and Traffic) can work from home with the appropriate equipment. In doing so, deputies who complete OWI arrests would be required to scan in their paperwork and forward it to the appropriate Court Officer.

Yet to be determined is the process of delivering photo and video discs to the District Attorney's Office. This could be completed by Court Services staff on a scheduled rotation, thereby maintaining social distancing.

We have had discussions with the Dane County District Attorney about limiting Governor's Warrants and only extraditing individuals with a significant threat to the community. *Although this has been agreed to verbally, a meeting to determine this criteria has not yet occurred and will be looked at on a case by case basis.*

<b>Traffic Court Officer/Extraditions (1 Minimum)</b>	<b>Criminal Court Officer /Extraditions (1 Minimum)</b>
<b>Primary</b>	<b>Primary</b>
Brian Wilder	Dawn Leatherberry
<b>Backup</b>	<b>Backup</b>
Shilah Conklin	Shilah Conklin
Brent Norton	Brent Norton
Josh Nordstrom	Josh Nordstrom

### CIVIL PROCESS / CIVIL EXECUTIONS / SHERIFF FORECLOSURES

Civil Process will still take place albeit on a limited basis. Mainly, service of Temporary Restraining Orders and Injunctions will continue. Because many of the Small Claims and Civil Court Cases have been suspended, the amount of legal papers to be served (i.e. Subpoena's, Writs of Restitution, Writs of Assistance) will be reduced significantly.

This reduction will also reduce the number of forced evictions the Sheriff is required to complete. Once filed, we are legally within a restricted time period to post for the evictions and schedule them. As a have consulted Corporation Counsel to ensure e remain in compliance with the WI Statutes.

The reduction in the overall number of civil papers will allow the return of some sworn staff to be utilized elsewhere within the master schedule. We feel we should continue attempts to serve TRO's and Injunctions, on 1<sup>st</sup> and 2<sup>nd</sup> shift, Monday through Friday.

Sheriff Foreclosures have been suspended for a period of 2 weeks, as of March 17, 2020. The duration of the suspension will be contingent on further information from Public Health of Madison and Dane County.

<b>Civil Process (2 Minimum)</b>	<b>Executions (1 Minimum)</b>	<b>Conveyances (Varies)</b>
<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
Roger Finch (1 <sup>st</sup> ) Joe Rauch Brian McKenzie (2 <sup>nd</sup> ) Steve Wittmann Dave Beauchaine	Brian Harter Brian Smith	Chuck Miller Tim Hancock Mike Kitts Bruce Crubaugh
<b>Backup</b>	<b>Backup</b>	<b>Backup</b>
Brian Smith	None	First Shift Task Force
Brian Harter		
Tim Hancock		

## CONVEYANCES

The number of conveyances has already been reduced by the collaboration of the Courts. Because some criminal trials will continue, some inmates will need to be transferred from the WI prison system to the Dane County Jail. Additionally, inmates newly sentenced to the WI Department of Corrections will continue to be transported to Dodge Correctional.

Additionally, current Huber inmates of the Dane County Jail will continue the need to be seen by an outside medical provider. The reduction in the overall number of conveyances should allow some conveyance staff to assist in these medical conveyances.

## BAILIFFS

### **Criminal Courts**

Judges have agreed to eliminate the majority of jury trials effective March 16<sup>th</sup> to April 17<sup>th</sup>, 2020.

All out of custody Initial Appearances have been postponed until after April 17<sup>th</sup>, 2020.

As of March 16<sup>th</sup>, 2020, in custody Initial Appearances are being completed via video conferencing in the Public Safety Building.

The reduction in the overall number of court hearings will allow the return of some sworn staff to be utilized elsewhere within the master schedule. More than likely, this will allow Support to turn over all of 1<sup>st</sup> shift Task Force deputies to Master Scheduling while tending to the Court with the fulltime Bailiff staff.

### **Civil Courts**

Small Claims actions and Civil Trials have been postponed. Hearings which can take place over the telephone may continue. This action will allow Civil Court Judges to assist the Duty Judge with Injunction Hearings and Preliminary Hearings for in custody defendants.

## TASK FORCE DEPUTIES

All deputies assigned to first shift task force are trained to work in the Bailiff's office, but not all are trained specifically in jury trials/deliberations and FCC. As noted previously, this plan does not include the day shift task force, which are assigned to Support Services and trained to fill most positions.

## **SUPPORT SERVICES – NON-SWORN**

### **Mass Employee Absenteeism Plan**

The Support Division's non-sworn staff are highly cross-trained and could continue to function with significant staffing reductions in an emergency situation.

Some areas could temporarily be shut down without drastic consequences. However, tasks that would need to be performed for public-safety reasons, regardless of an emergency, are:

- Entry of felony warrants and capiases (5 trained staff included Admin Manager)
- Entry of TRO's (4 trained staff including Admin Manager)

Other important, but not critical, areas include:

- Conveyances (2 trained staff)
- Processing of in-custody citations and DUI's (4 trained staff)
- Fulfilling record requests

Working remotely is a feasible option for most of the Support positions with the addition of laptops, cellular phones, scanners, printers and access to various software programs. All non-sworn staff identified as being able to work from home have already been issued Entrust Grid Cards which will allow them remote access to Citrix.

<b>Civilian Mandatory Posts</b>	<b>Assigned</b>	<b>Minimum</b>	<b>Over Minimum</b>
Records	3	1	2
Reception	1	1	0
Civil Process	3	1	2
Warrants	4	1	3
Conveyances	1	1	0
Traffic	1	1	0
Evidence	1	0	1

<b>Civilian Posts Non-Replaceable</b>	<b>Assigned</b>	<b>Minimum</b>	<b>Over Minimum</b>
Systems Coordinator	1	0	1
Admin Supervisor	1	0	1

## RECORDS

Records requests are already accepted online and the use of online requests has already been publicly encouraged. Signage will be posted encouraging online submissions as well. Phone calls to Records staff can be forwarded to a cellular phone, which we are currently in the processing of receiving and setting up as of March 17<sup>th</sup>, 2020.

Records staff would need to report to the Public Safety Building up to two times per week to facilitate the movement of requests between staff. Requests completed would be dropped off and any requests needing additional attention could be picked up. Records staff could coordinate these visits to maximize efficiencies while also practicing social distancing.

Some records requests are too large to email and will require staff to fulfill via the USPS. The preparation of these records, as well as medical record requests, will have to be handled at the PSB.

Faxes can be sent to the email address in use by Records staff and returned in the same fashion.

Photo and jail video requests will need to be completed in the Public Safety Building because of the unique equipment needs. These functions can be completed by LTE Steve Houghton and/or Nik Leese on an as needed basis.

## WARRANTS

Once the appropriate equipment is on hand, Warrants staff will be able to work from home. This equipment includes laptops with Portals (PSN transfer) and a department issued cell phone.

A plan is in place for 1 Warrants staff member to come in each morning to close out tasks, which will last about 90 minutes each morning. All other staff will be able to work from home.

## CIVIL PROCESS

Once the appropriate equipment is on hand, one non-sworn Civil Process staff member will be able to work from home. This equipment includes laptops with Portals (PSN transfer), Skype for Business and a department issued cell phone.

A plan is in place for 1 Civil Process person to work from the PSB to address incoming mail and to pick up and route paperwork dropped off daily, child support, DA's stuff, etc to get entered.

## FLEET & ASSET COORDINATOR

Although the Fleet & Asset Coordinator is non-replaceable, this person's role in ensuring fleet needs are met, emergency supplies are maintained/available and equipment is fully functional is critical to the agency. As such, Jenna Shelley has the appropriate equipment available to her to work from home if/when needed.

Hundreds of items have been ordered/purchased by the Fleet & Asset Manager as a result of the COVID-19 issue. These items include and are not limited to

1. Large supply of PPE gowns (200 +)
2. Large supplies of hand sanitizing material
3. Large supply of Clorox type wipes
- 4. A detailed list with amounts spend as well as quantity can be supplied at a later date**

<b>Records (1 Minimum)</b>	<b>Warrants (1 Minimum)</b>	<b>Civil Process (1 Minimum)</b>
<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
Jake Myrland	Dawn Fish	Lisa Laue
Dawn Schwartz	Beth Schultz	Laura Pingel
Celestine Cooper	Rick Godkin	Lora Angeles
	Anna Thor	
<b>Backup</b>	<b>Backup – warrant calls</b>	<b>Backup</b>
Nik Leese		

RECEPTION

There are no plans to close the Public Safety Building lobby at this time. Minimal staff is 1 as long as there is a relief available to assist when and where needed.

CONVEYANCES

*Casey den Daas is already working from home as she had the needed equipment to perform her daily functions.* This consists of a laptop, department issued cell phone and a scanner.

TRAFFIC

Sherry Greco will be able to work from home once the needed office equipment arrives. This consists of a laptop and department issued cell phone. Currently, she plans to continue working out of the PSB and serve as a back-up to several different work areas within Support.

EVIDENCE

Marci Enloe can complete some tasks from home already. Periodic trips to the PSB Evidence Processing Room will be required in order to refresh evidentiary supplies and to clear out and categorize new evidence from intake lockers.

Release of evidence and/or property for safe keeping to the general public has been suspended.

<b>Reception (1 Minimum)</b>	<b>Conveyances (1 Minimum)</b>	<b>Citations (1 Minimum)</b>
<b>Primary</b>	<b>Primary</b>	<b>Primary</b>
Teresa Ward	Casey den Daas	Sherry Greco
<b>Backup</b>	<b>Backup</b>	<b>Backup</b>
Brady Butler (LTE)	Beth Schultz	<i>Can go 2 days w/o backup</i>
Lora Angeles		
Nik Leese		Brady Butler (LTE)
Rick Godkin		
Jake Myrland		

<b>IBR (Can go awhile without a backup)</b>	<b>Evidence (Can go awhile without a backup)</b>
<b>Primary</b>	<b>Primary</b>
Nik Leese	Marci Enloe
<b>Backup</b>	<b>Backup</b>
	LTE- Joan Kamholz LTE- Brad Rollo LTE- Steve Wegner

**EQUIPMENT REQUESTED**

See Excel spreadsheet.