

HAND COUNTY SHERIFF'S OFFICE

415 West First Avenue, Suite 102
Miller, South Dakota 57362-1371

Newsletter & Commission Report December 2016

PERSONNEL:

- O.M. Chelsea Kendrick has reached her one year anniversary. Her evaluation resulted in an "Exceeds Expectations". Her normal step increase is \$0.25 per hour. This would move her from \$10.75. I am again asking (as I did for her 6 month review) to add a \$0.25 per hour merit raise for performing her duties at a level of someone who has been here a multitude of years. This additional merit raise would be \$520 additional hours on normal (2080 hour) year. This does not reflect the raise which the commission approved for all employees. **I am asking the commission to approve the \$0.25 per hour step increase and then the \$0.25 merit raise.** If approved her resulting wage would be \$11.25 per hour (again, excluding the raise granted in the budget process).
- P.T. Deputy Tala Sandness continues to update her training needs. There is a chance that she will be short on training hours as required by statute and administrative rule. We are working to iron that out. If she fails to acquire the needed hours, her certification will go through revocation.
- I am looking for feedback as it relates to the psychological examinations for deputy sheriffs. The cost is estimated at \$650 per person.
- **I am requesting an executive session review the candidates for deputy sheriff.** There are presently five applicants remaining of the original seven. One was removed because he was not presently certifiable, another decided to go back to college and the third recently took a job elsewhere. Three of the applicants already live in the county. **I requesting permission** to offer employment to the top candidate or the next in line. I also **request permission** to re-advertise if I am unable to fill the position from this pool. The entry wage Deputy Flanagan was hired at (in August of 2016) was \$16.12 per hour.
- While visiting with the Auditor about the salary amounts for unscheduled part-time employees it was decided to terminate the employment and revoke the appointments of those employees who have not and will not be working within the last 12 months. This includes Shannon Speck, Jim Henson, Chris Henrickson and Wayne Ames. PT employees Sandness and Keeter will remain. Ames is the only one listed who worked a couple hours at the beginning of 2016, the remainder haven't worked for years. **The commission may need a motion to formalize this action.**

TRAINING:

- **I would like to ask whether the commission would approve** an hourly adjustment for employees who take and successfully pass the EMT course being offered soon and in the future. Having EMTs employed at the county is a huge asset for the community and within our work environments. I would ask the commission to consider an hourly adjustment of \$0.50 per hour. Additionally, the raise would be upon completion and during their licensed period. If a person loses the certification, they would also lose the adjustment.
- All employees who have access and work on the **FBI / National Crime Information Center (NCIC) terminal** now need two levels of advanced training above "operator". These certifications are both required every other year. It also requires those with "occasional" access

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to be reviewed and certified. This could mean that the custodial staff, the emergency manager and possibly other employees in the courthouse would need to become certified on their security measures. I am still learning more about this process. Presently all but one of my employees have completed the training which is to be completed by January 10, 2017.

- O.M. Kendrick completed the IS-100, IS-200, IS-700, ICS-300 and recently the ICS-400 level training on Incident Command Systems. All other employees have completed the first three levels. Many people overlook the importance of call takers and dispatchers in the functioning of disasters and emergency calls. The completion of this training another reason I believe O.M. Kendrick is deserving of a merit raise. She is the first O.M. to do so.

EQUIPMENT:

- The 2017 Ford vehicle arrived in early December. It is presently in Pierre at the Communications Center having the equipment installed. The Communications Center will be installing more of the equipment than PT Deputy Keeter and I would have in order to maintain some warranty on the vehicle. Ford does not make it easy for equipment installers to do so. The end cost will be more than expected but I expect this vehicle will last 10 years barring any serious damage.
- I was able to get our new server up and running the first weekend of December. It took about seven hours to prepare and move data to the server. This was a new computer which was "refurbished" by an HP authorized vendor and sold through Wal-Mart. We realized a huge savings by doing it this way instead of buying brand new and paying someone to set it up.
- CK Welding submitted a bid on the construction of the prisoner holding cage. He is building it locally and it will seat one person. He has designed it so if another is needed they can be pieced together. The holding cell will also be constructed so that it can be taken outside the building when it needs cleaning (from puke, urine or excrement). I am requesting the county approve purchase of the holding cell at a cost of \$1469. This will be a "jail" budget expenditure.

GRANTS

- **2016-2017 Highway Safety Grant:** We are currently in the "Holiday Mobilization" period which runs several days throughout the Christmas and New Year holidays. As a reminder, the grant pays the wages of the deputy (Currently Deputy Flanagan) to do speed, seatbelt and impaired driving enforcement. The goal is to reduce injury and fatality accidents associated or attributable to the three violations mentioned.
- **Bullet Proof Partnership Grant:** Not current open for applications.

IMPORTANT ACTIVITIES:

My **YEAR TO DATE** activity report is attached to this newsletter. This information is also uploaded to the sheriff's page on the Hand County Website. It can be reviewed at any time.

Marsy's Law: The Attorney General released an opinion about how this law impacts the release of information as it relates to the public's "need to know". It basically restores the delivery of information with a few tweaks of little consequence. The opinion will serve as our guideline until the courts or the legislature review or modify the law or its implications. We are already seeing an increase of activity resulting from the field notification process.

Hand County Sheriff's Office, Report of Monthly Activity (2004 to Present)														
Activity by period:	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015 (Year to Date)	2016	Average
Case Reports / Responses	456	480	483	306	488	553	461	558	580	416	485	474	665	492.69
Sheriff's Returns (Process Served)	234	207	254	260	262	391	246	260	199	204	235	239	266	250.54
Pistol Permit Applications	76	78	80	98	99	109	105	100	145	180	92	127	198	114.38
Accidents (No injury)	115	97	101	87	90	98	101	99	112	76	96	104	68	95.69
Accidents (w/Injury)	7	11	13	1	2	10	12	10	13	11	13	13	14	10.00
Accidents (w/Fatality)	4	1	0	0	3	0	0	0	1	2	0	3	1	1.15
Traffic Tickets Issued	77	84	67	61	16	51	107	157	87	132	72	147	310	105.23
Traffic Warning Tickets Issued	60	23	40	28	10	25	138	268	117	341	139	46	110	103.46
Writs of Execution / Judgment	40	30	24	25	28	43	51	71	69	46	20	20	5	36.31
Distress Warrants for Taxes	2	2	2	5	2	3	4	6	5	4	0	2	0	2.85
Unattended Deaths	4	2	2	0	3	3	3	2	4	2	3	5	3	2.77
Hand County Warrants Open			44	2	50	55	62	54	51	57	55	61	62	50.27
Totals	1075	1015	1110	873	1053	1341	1290	1585	1383	1471	1210	1241	1702	1257.62
Persons in Held in Jail or Detention														
Adult Prisoners	50	41	4	6	20	18	0	21	17	13	16	12	15	17.92
Juveniles in Detention	2	0	2	0	1	2	1	0	1	0	1	1	0	0.85
Prisoner Days	675	855	774	186	-	-	-	180	UNK	288	256	168	184	396.22
Financial Report														
Accounts Receivable from Inmates	\$14,515.00	\$21,202.12	\$28,377.12	\$27,409.62	\$27,437.12	\$28,907.12	\$30,753.80	\$1,125.74	\$1,375.74	\$1,065.74	-\$310.00	\$650.00	\$0.00	\$14,039.16
Jail Restitution Received	\$2,820.00	\$4,325.00	\$3,545.00		\$4,805.00	\$1,980.00	\$1,413.62	\$1,820.00	\$350.00	\$1,885.00	\$2,535.00	\$865.00	\$500.00	\$2,236.97
Revenue from Sheriff's / Other fees			\$4,153.18	\$4,730.76	\$4,166.51	\$6,662.54	\$5,055.89	\$4,553.75	\$3,305.01	\$3,901.23	\$6,305.54	\$4,306.75	\$5,999.12	\$4,830.93
Accident Damage Information (Does not include medical expenses)(Sheriff's Office Only)														
2004 Vehicle Accident Property Damage		\$351,357.60												
2005 Vehicle Accident Property Damage		\$344,269.90												
2006 Vehicle Accident Property Damage		\$439,364.90												
2007 Vehicle Accident Property Damage		\$396,975.67												
2008 Vehicle Accident Property Damage		\$280,457.52												
2009 Vehicle Accident Property Damage		\$433,199.00												
2010 Vehicle Accident Property Damage		\$394,084.34												
2011 Vehicle Accident Property Damage		\$384,380.41												
2012 Vehicle Accident Property Damage		\$490,103.99												
2013 Vehicle Accident Property Damage		\$282,716.57												
2014 Vehicle Accident Property Damage		\$640,356.76												
2015 Vehicle Accident Property Damage		\$311,244.00												
2016 Vehicle Accident Property Damage		\$297,157.00												
2004 to Present Property Damage:		\$5,045,667.66												

When "UNK" appears this is because the records can not be validated yet. Some records were maintained correctly or information was loaded in the wrong area.

The Accounts Receivable to Jail is showing a negative number because one inmates account does not match between what the amount charged and the amount collected. I suspect there was an invoice which was not applied to this person.