

## Newsletter & Commission Report August 7, 2018

### PERSONNEL:

- So far there have been no applicants for deputy sheriff. It closes on August 15. After that, it will be “open until filled”.
- Response to the chairman about Sheriff’s DeBoer’s departure / timeline (see attached letter).
  - When to announce the search for a new sheriff.
  - Setting of position requirements.
  - Use of others sheriffs in hiring process. The following sheriffs have offered to help:
    - Todd Holtz, Edmunds County: 605-426-6262
    - Kevin Schurch, Spink County: 605-472-4575
    - Jason Weber, Jerauld County: 605-539-1311
- **Steve Flanagan** has not returned to work since last August. I believe we should remove him from the payroll. He does have some pending case work but we can work other arrangements for compensation and travel, like witness fees.

### TRAINING:

- Deputy Anderson and Reggie attended a day in-service in Moberge. These are monthly training sessions with other dog handlers and dogs to keep their skill set in check.
- PT Deputy Tala Sandness attended a multi-day training called “instructor development” This is a prerequisite for becoming a firearms instructor. Having an “in house” firearms instructor will make it much easier to maintain firearms qualifications and training for new staff. Deputy Sandness will attend firearm instructor training in August.
- **Deputy Anderson** has requested to attend a two-day training course in Sisseton. The training tuition is paid by a grant but room and board is on the agency. I am asking permission for two nights of lodging and for him to attend.

### OPERATIONS:

- We are working a modified schedule because we are short handed.

### EQUIPMENT:

- **Shotgun:** I have not found the “right” deal on a new shot gun, but I have purchased the “orange”, “Non-lethal” stock and front stock for the old shot gun. This shot gun shoots bean bags, similar to getting hit with 100mph fast ball.
- **Tires:** I would spend approval to purchase four new tires for the 2017 Ford patrol car. The tires that came on the car are not “all weather” and have worn enough that they would be useless this winter. I expect the tires to run between \$150 and \$175 each (\$600 to \$700) unless I can find a super sweet deal.
- **Cellular Phones:** FirstNet Public Safety Network with AT&T (pricing sheet)

### GRANTS:

- Chelsea Kendrick has submitted the reimbursement requests and we have started to receive payment.

### 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.

<b>Hand County Sheriff's Office, Report of Monthly Activity (2004 to Present)</b>																
Activity by period:	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	Average
<b>Case Reports / Responses</b>	456	480	483	306	488	553	461	558	580	416	485	474	675	661	362	<b>495.87</b>
<b>Sheriff's Returns (Process Served)</b>	234	207	254	260	262	391	246	260	199	204	235	239	266	257	142	<b>243.73</b>
<b>Pistol Permit Applications</b>	76	78	80	98	99	109	105	100	145	180	92	127	200	144	60	<b>112.87</b>
<b>Accidents (No injury)</b>	115	97	101	87	90	98	101	99	112	76	96	104	71	57	39	<b>89.53</b>
<b>Accidents (w/Injury)</b>	7	11	13	1	2	10	12	10	13	11	13	13	9	13	3	<b>9.40</b>
<b>Accidents (w/Fatality)</b>	4	1	0	0	3	0	0	0	1	2	0	3	1	0	1	<b>1.07</b>
<b>Traffic Tickets Issued</b>	77	84	67	61	16	51	107	157	87	132	72	147	315	379	114	<b>124.40</b>
<b>Traffic Warning Tickets Issued</b>	60	23	40	28	10	25	138	268	117	341	139	46	109	59	23	<b>95.07</b>
<b>Writs of Execution / Judgment</b>	40	30	24	25	28	43	51	71	69	46	20	20	13	2	2	<b>32.27</b>
<b>Distress Warrants for Taxes</b>	2	2	2	5	2	3	4	6	5	4	0	2	8	0	0	<b>3.00</b>
<b>Unattended Deaths</b>	4	2	2	0	3	3	3	2	4	2	3	5	3	3	1	<b>2.67</b>
<b>Hand County Warrants Open</b>			44	2	50	55	62	54	51	57	55	61	61	64	54	<b>51.54</b>
<b>Totals</b>	<b>1075</b>	<b>1015</b>	<b>1110</b>	<b>873</b>	<b>1053</b>	<b>1341</b>	<b>1290</b>	<b>1585</b>	<b>1383</b>	<b>1471</b>	<b>1210</b>	<b>1241</b>	<b>1731</b>	<b>1639</b>	<b>801</b>	<b>1259.85</b>
<b>Persons in Held in Jail or Detention</b>																
<b>Adult Prisoners</b>	50	41	4	6	20	18	0	21	17	13	16	12	15	18	9	<b>17.33</b>
<b>Juveniles in Detention</b>	2	0	2	0	1	2	1	0	1	0	1	1	0	0	1	<b>0.80</b>
<b>Prisoner Days</b>	675	855	774	186	-	-	-	180	UNK	288	256	168	184	248	36	<b>350.00</b>
<b>Financial Report</b>																
<b>Accounts Receivable from Inmates</b>	\$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	\$650.00	\$0.00	\$0.00	<b>\$12,210.61</b>
<b>Jail Restitution Received</b>	\$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	\$1,100.00	\$0.00	<b>\$1,995.97</b>
<b>Revenue from Sheriff's / Other fees</b>			\$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	\$8,461.33	\$5,829.15	<b>\$5,186.98</b>
<b>Accident Damage Information (Does not include medical expenses)(Sheriff's Office Only)</b>																
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														
2017 Vehicle Accident Property Damage		\$326,834.00														
2018 Vehicle Accident Property Damage		\$153,985.00														
2004 to Present Property Damage:		\$5,526,486.66														

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.

# HAND COUNTY SHERIFF'S OFFICE

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

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July 23, 2018

Hand County Board of County Commissioners  
c/o: Hand County Auditor's Office  
415 West 1<sup>st</sup> Avenue  
Miller, South Dakota 57362

Re: End of Sheriff's Term / Orientation in Auditor's Office

Commissioners:

I was asked to provide the commission with an outline of what to expect by way of my departure as sheriff and the beginning of my term as auditor.

South Dakota Codified Law, 7-7-1 says, "Except when otherwise expressly provided, the regular term of office for all county officers, when elected for a full term, shall commence on the first Monday in January next succeeding their election, except the office of county auditor, the term of which shall begin on the first Monday of March next succeeding his election."

This means that my term as sheriff would expire on the Sunday proceeding the Monday listed above, but in reality, I suspect it best to hand over the keys on the Monday the new sheriff would take office.

The auditor does not take office until Monday, March 4<sup>th</sup>. This leaves two months in which I can help train the next sheriff and also receive training as the county's new auditor. I can envision spending one month mentoring the sheriff (through January) and being mentored as auditor through February, if you are so inclined.

As sheriff, I will need this time to wrap all of my open work, prepare it for transition and deal with the evidence in storage that can be disposed of prior to ending my term. Some of these items will have to carry over.

Please let me know if this presents any questions you might have.

Sincerely,  
Doug DeBoer - Sheriff



**Subscriber Paid Users**

**FirstNet Mobile – Responder & FirstNet Mobile – Responder Unlimited Plans**

**NOW AVAILABLE ON THE FIRSTNET EVOLVED PACKET CORE \***

Exclusively for qualified Subscriber Paid Users of eligible Public Safety Entities

Get unlimited talk & text plus a monthly data allowance or unlimited data

**All FirstNet Mobile – Responder & FirstNet Mobile – Responder Unlimited plans include:**

- No data roaming charges in the Pacific Territories<sup>1</sup>, Canada and Mexico
- First Priority™, which enables (a) priority access to the AT&T domestic 4G LTE network and the 4G LTE networks of AT&T's domestic rural providers connected to the FirstNet Evolved Packet Core; (b) preemption of other lower priority users' use of such network; and (c) prioritized treatment of select data traffic transmitted over such network. Preemption and prioritization are subject to restrictions established for and by your Public Safety Entity.<sup>2</sup>

**FirstNet Mobile – Responder plans for phones & FirstNet Mobile – Responder Unlimited plans for smartphones also include:**

- Unlimited Talk & Text within the United States, Puerto Rico, the U.S. Virgin Islands, the Pacific Territories, Canada and Mexico
- Unlimited Talk from the United States, Puerto Rico and U.S. Virgin Islands to the Pacific Territories<sup>1</sup>, Canada & Mexico<sup>3</sup>

<sup>1</sup> American Samoa, Guam and the Commonwealth of the Northern Mariana Islands.

<sup>2</sup> Requires a 4G LTE-compatible, FirstNet Capable device using a FirstNet Trio Subscriber Identification Module (SIM) card and provisioned with an Approved Application. Limited to Approved Application data traffic originated on and traversing over the AT&T domestic 4G LTE network and the 4G LTE networks of AT&T's domestic rural providers connected to the FirstNet Evolved Packet Core. First Priority usage on the FirstNet Mobile – Responder Unlimited plans is limited to 22GB per month for three consecutive months. If you exceed this usage limitation, AT&T reserves the right to move you to a FirstNet Mobile – Responder plan and bill you the appropriate monthly fees. If you are using an AT&T SIM card on the AT&T commercial core, you will instead have the priority and preemption capabilities of AT&T Dynamic Traffic Management – Public Safety; see Important Information: AT&T Commercial Core on page 3 for details.

<sup>3</sup> Pay-per-use rates apply to calls made to all other countries.

**FirstNet Mobile - Responder Plans\* <sup>1</sup>**

DATA Choose your plan <sup>2</sup>	100MB	2GB	5GB
<b>FirstNet Mobile – Responder Plans for smartphone<sup>3</sup></b> Data plus unlimited talk & text		\$28.50/mo.	\$41/mo.
<b>FirstNet Mobile – Responder Plan for feature phone</b> Data plus unlimited talk & text	\$19/mo.		
<b>FirstNet Mobile – Responder Plans for tablet</b> Data		\$21.50/mo.	\$34/mo.

**Data Coverage:** Pay-per-use rate of \$0.00009536/KB applies.

<sup>1</sup> Your Public Safety Entity may have negotiated discounts to the pricing shown in the table. If available, the discount will appear as a monthly credit on your bill.

<sup>2</sup> Each qualified Subscriber Paid User is limited to one FirstNet Mobile – Responder Plan or one FirstNet Mobile – Responder Unlimited Plan.

<sup>3</sup> Prices after \$20/mo. plan discount, which requires a smartphone purchased at full price, purchased with a qualified installment agreement, bring your own, or on a month-to-month term. If you qualify, discount will appear as a credit on your bill. **If your smartphone is on a 2-year agreement, your monthly service charge is \$48.50/mo. for the 2GB plan and \$61/mo. for the 5GB plan.**

**FirstNet Mobile - Responder Unlimited Plans\* <sup>1</sup>**

Choose your plan <sup>2</sup>	
<b>FirstNet Mobile – Responder Unlimited Smartphone Plan</b> Unlimited data, talk & text	\$39.99/mo
<b>FirstNet Mobile – Responder Unlimited with Tethering Smartphone Plan</b> Unlimited data, talk & text plus unlimited mobile hotspot & tethering	\$44.99/mo
<b>FirstNet Mobile – Responder Unlimited with Tethering Tablet Plan</b> Unlimited data plus unlimited mobile hotspot & tethering	\$36.80/mo

<sup>1</sup> Your Public Safety Entity may have negotiated discounts to the pricing shown in the table. If available, the discount will appear as a monthly credit on your bill.

<sup>2</sup> Each qualified Subscriber Paid User is limited to one FirstNet Mobile – Responder Plan or one FirstNet Mobile – Responder Unlimited Plan. If it is determined that you are not a valid Subscriber Paid User or have more than one plan, AT&T reserves the right to switch you to another plan for which you qualify and bill you the appropriate monthly fees.

\* FirstNet Mobile – Responder and FirstNet Mobile – Responder Unlimited plans are also available for use on the AT&T commercial core, rather than on the FirstNet Evolved Packet Core. You may use your FirstNet Mobile plan on the AT&T commercial core only if your Public Safety Entity is extensively using the AT&T commercial core. Customers using the AT&T commercial core will have different coverage and network capabilities than customers using the FirstNet Evolved Packet Core; for example, First Priority™ is only available on the FirstNet Evolved Packet Core. Customers using the AT&T commercial core may be required to migrate to the FirstNet Evolved Packet Core at an appropriate time. See Important Information: AT&T Commercial Core on page 3 for details on coverage and capabilities.

## **Deputy Sheriff Job Description**

Open until filled. Must be currently certified in the State of South Dakota as a law enforcement officer or must be certifiable. Other requirements: no felony convictions; no current civil or criminal proceedings and ability to meet state fitness requirements. Must have the ability to lift and carry 100 pounds a distance of 100 feet; operate four-wheel drive vehicles, all-terrain vehicles, snowmobiles and motorcycles. Must be able to type, produce meaningful reports, interpret data and offer explanations to the public. Ability to do public speaking, prepare presentations and offer testimony. Functional knowledge of Microsoft Office software programs, computers and recorders. Demonstrated ability to shoot firearms, including hand-guns, shot-guns and rifles. You must be a U.S. Citizen, able to pass a physical, eye exam, and have a valid driver's license. Will enforce law and order and serve legal processes of courts, plus other duties as assigned.

Wage DOEQ. High school diploma or GED. Preference given to those who possess two years of college or vocational school; two years work experience as a certified law enforcement officer; two years of active, full-time military experience; four years of military reserve experience; or four years of comparable education and experience. Must be age 21 at the time of hiring. Basic knowledge of the principles, policies, procedures, codes, laws, and statutes of law enforcement operations.

A Sheriff performs a variety of functions in providing general law enforcement work to maintain law and order throughout Hand County. Responsibilities include investigating illegal or suspicious activities and completing and maintaining accurate records and reports. Other essential functions include but are not limited to the following: Exercises general supervision over assigned law enforcement and clerical personnel assigned to the sheriff's office. Assists with schedules and verifies attendance of subordinates. Relays orders and messages from administrative superiors. Supervises the service of warrants, subpoenas and summonses as well as the location and arrest of person for whom there are outstanding warrants. Coordinates the maintenance of accurate and timely law enforcement and administrative records. Makes periodic reports to administrative superiors as requested. Interprets policy and procedures to staff. Participates in the training of other staff. Assists with compliance with and improvement to policies and procedures. Assists in creating policy and procedure manual with updates and changes. Keeps current of laws, rules, ordinances or statutes as they affect law enforcement or corrections activities. Working knowledge of the principles, policies, procedures, codes, laws and statutes of law enforcement operations. Ability to make appropriate decisions quickly and with tact and impartiality. Ability to plan and direct the work of others. Must be a credible witness in court. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with coworkers and the public. Ability to maintain a professional appearance and demeanor. Oversees inmate services including prisoner intake, served time and release. Guards prisoners in custody, assuming responsibility for all needs of prisoners during detention. Transports or escorts prisoners between courtrooms, prison and medical facilities. Assesses inmates by obtaining and analyzing criminal history, behavioral history, and related background checks. Determines appropriate inmate

housing placement in one of several contractual jail facilities. Makes arrangements for inmates according to their needs. Moves and secures inmates accordingly. Reviews and approves or denies prisoner requests. Performs security checks of the perimeter and checks of the buildings and grounds.

Applicants with a National Career Readiness Certification (NCRC) are preferred. For more information on how to acquire a National Career Readiness Certificate, contact a South Dakota Department of Labor and Regulation (DLR) Local Office.

Supervisor level position

### **Police Captain Job Description**

South Dakota Law Enforcement Certificate required or must be able to obtain one within (12) months. Must have a valid SD Driver's License. Must have no prior state or federal convictions.

**PRIMARY OBJECTIVE OF POSITION:** Under the general direction of the Chief of Police or Deputy Chief of Police, is responsible for directing and coordinating activities of sworn Police Officers. Provides direction to on-duty police telecommunicators. Work varies considerably, often requiring judgment in variation from established procedures and standards.

**ESSENTIAL JOB FUNCTIONS:** Must be able to perform those duties normally associated with law enforcement work. Included are abilities to investigate, interrogate, evaluate, and document evidence in accidents, crimes, and other incidents within the police department operations. The physical requirements include sitting, walking, stooping, bending, running, restraining, talking and hearing with clarity, viewing, climbing, crawling, ability to handle stress, and may be required to lift up to 75 pounds (greater with assistance). In the event of an emergency, must be able to lift up to own weight; May be exposed to dangerous life-threatening situations, hazardous materials and infectious disease.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:** Performs the duties of a Patrol Shift Supervisor; assigns personnel and resources as needed; patrols area, inspects public establishments requiring licenses, responds to domestic calls; may assist in the development of the department budget; directs, supervises, and reviews the activities of department personnel in the performance of law enforcement activities in maintaining law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest, and detention of law violators; informs officers of any changes in regulations, policies, implication of new or amended laws or techniques of police work; enforces directions from the State and Federal Court Systems; shall meet the same physical and professional standards and certifications of the police officer; performs other duties as may be assigned. May evaluate, review, and recommend discipline; may investigate complaints against the department and its personnel; May work nights, odd shifts, and during emergencies. Initiates reports and records reflecting daily, weekly, monthly, and annual activities; prepares reports on crime and traffic

incidents as necessary; has access to information restricted to specific persons requiring confidentiality and discretion; responsible for equipment requiring accountability; contacts with fellow employees, the public, and other agencies are constant and involves communication of complex information requiring tact and diplomacy; work requires contact with unpredictable and uncontrollable physical conditions requiring care and use of proper personal safety equipment and procedures to prevent injury.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** Supervises Sergeants, Police Officers. In the Absence of the Chief and/or the Deputy Chief may be responsible for all department employees.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Bachelor's Degree in criminal justice or closely related field, five (5) years of progressively responsible law enforcement experience, including one (1) year in the grade of Sergeant or above and supplemental continuing education courses in administration, law enforcement or related subjects. Other combinations of applicable education, training and experience may be acceptable.

Administrative level

### **Police Chief Job Description**

Must have a valid SD Driver's License. Must have no prior state or federal convictions.

**PRIMARY OBJECTIVE OF POSITION:** Under administrative direction is responsible for the planning, directing and supervising of the work of the Police Department, to include Police E-911 Communications operations. Interpretive judgment in variation from established procedures and standards may be required.

**ESSENTIAL JOB FUNCTIONS:** Must be able to perform those duties normally associated with law enforcement work. Included are abilities to investigate, interrogate, evaluate, and document evidence in accidents, crimes, and other incidents within the police department operations. Must meet the Certification requirements of the SD Law Enforcement with 6 months. The physical requirements include sitting, walking, stooping, bending, running short distances, restraining, talking and hearing with clarity, viewing, climbing, crawling, ability to handle stress, and may be required to lift up to 75 pounds (greater with assistance). In the event of an emergency, must be able to lift up to own body weight. May be exposed to dangerous life-threatening situations, hazardous materials and infectious disease.

**MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:** Plans and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, and apprehension, arrest, and detection of law violators, and the maintenance of police records; determines departmental policies and major procedures; identifies law enforcement needs and problems in the community and determines revised policies and corrective action; establishes department goals and objectives, defines alternatives,

chooses course of action and monitors achievement; coordinates departmental functions, activities, and objectives with other local, state, and federal criminal justice agencies including State Attorney, prosecutors, courts and court services and detention facilities. Recommends and assists in the development of ordinances regarding public safety; prepares, recommends, and administers department budget; determining training needs and directs the implementation of the training program and evaluates the impact of all training; investigates complaints against the department and its personnel; with others, screens applicants, recommends the hiring of, evaluates performance, and administers the discipline of department personnel; supervises the selection processes of officers and dispatchers; preserves order at meetings of the City Commission; meets the same physical and professional standards of the police officer; manages, directs and oversees the E-911 Communication Center in receiving emergency or non-emergency calls; and performs other related duties. Develops and implements records and report systems reflecting daily, weekly, monthly, and annual reports; directs preparation of reports on crime and traffic incidents often requiring original data; has access to and possesses information restricted to specific persons; supervises equipment requiring accountability; is responsible for funds of a high amount; contacts with fellow employees, the public and other agencies is frequent and involves communication of complex and confidential information often requiring tact and diplomacy; work requires contact with unpredictable and uncontrollable physical conditions requiring care and use of proper personal safety equipment and procedures to prevent injury.

**EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:** Graduation from a College or University with a Degree in Criminal Justice or a closely related field, preferred and Nine years of progressively responsible law enforcement experience, including three years in a supervisory combination of training or experience will be acceptable. Maintain all required Certifications throughout Employment.