

**DODGE COUNTY  
LAW ENFORCEMENT COMMITTEE MEETING  
June 3, 2016**

**Call to order:** Meeting was called to order by Chair, MaryAnn Miller, at 8:00 a.m.; a quorum was established with the following members present:

MaryAnn Miller  
Larry Bischoff  
Larry Schraufnagel  
Dan Hilbert  
Thomas Nickel

**Also Present:** James Mielke, County Administrator; Lynn Hron, Clerk of Courts; Kurt Klomberg, District Attorney; Bob Barrington, District Attorney Managing Attorney; Bernie Mueller, Child Support Agency; Dale Schmidt, Dodge County Sheriff; Scott Smith, Chief Deputy, Sheriff's Office; Patrick Schoebel, Medical Examiner; Steven Seim, Family Court Commissioner; and Lynn Steger, Register in Probate.

Miller certifies compliance with the Open Meeting Law.

**Approval of Agenda and Allow for Deviation:** Motion made by Hilbert to approve Agenda and to allow for deviation; second by Bischoff. Motion carried.

**Public Comment:** None

**Approval of Minutes:** Motion by Schraufnagel to approve Minutes of May 6, 2016, and May 17, 2016; second by Hilbert. Motion carried.

**Communications:** None.

**Announcements:** None.

**Committee Member Reports:** Maryann Miller indicates that she attended the Law Enforcement Memorial Service and she hopes that more of the members can attend next year.

**Circuit Court/Judge's Report:** None.

**Child Support Report:** Bernie Mueller informs that on Tuesday, June 1st, mandatory e.filing started. The positive aspect of this is that the CCAP representatives are very easy to work with and they are trying to fix the issues that arise. The negative part of the new system is that prior to the mandatory e.filing date, the Child Support systems were working great; all the case workers had PIN numbers and were able to work. However, after the switch, CCAP took all the delegations / PIN numbers away. Now in order to have the system work, the case workers need to sign in under the Child Support attorneys' PIN numbers and the two attorneys are not very happy about that. They have not been able to file any Orders since Tuesday because the new system does not take word documents. CCAP is trying to work this out and it is now their #1 priority. Mueller states that she tried using Internet Explorer Browser, but that did not work. She also tried Firefox, which works but the County does not like this program because it does not have the firewalls, etc. needed. Bob Barrington states that delegation is huge and as an

attorney giving your PIN to anyone to use could have an impact on your law license. Hron comments. Mueller states that one of the Child Support attorneys may have come up with a fix in that a number could be issued to the Agency; CCAP is going to investigate that idea. Mueller states that if CCAP cannot fix this problem, that some of the Child Support Offices may pull out. Hron comments that CCAP will need to take a look at how to manage this issue on a global, statewide scale.

**Clerk of Courts Report:** Lynn Hron advises that Judge Bauer asked her to let the Committee know that he was at the Sixth District Meeting today and unable to come to this meeting. The Sixth District Judges meet quarterly to work through various issues affecting their counties.

Hron informs the Committee that Pam Knapp, the Account Clerk for the Clerk of Courts office, recently received an award for victim assistance. Her job is to collect and manage the money that comes in. This year the Clerk of Courts took over the collection of money from the Department of Corrections for restitution for victims. They have implemented procedures to talk to defendants right after their hearings in order to get some money right away and to put them on payment plans, etc. Kayla Her, Victim Witness Coordinator from the DA's office, applied for this award on behalf of Pam Knapp because of all her hard work and dedication in collecting funds for victims. Knapp received Honorable Mention from the State of Wisconsin. Bob Barrington pointed out that there are no 2nd or 3rd places for this award and that the competition for it is mostly DA's. Kurt Klomberg explains the process that the DOC used to collect monies. Klomberg notes that the main issue is to get restitution for victims and Dodge County has once again proven to be a leader in innovation in the justice system. Dodge County should be proud of this accomplishment!

Hron reiterates that the mandatory e.filing started on June 1st. She indicates that there have been a few bumps in the road and that the Child Support issue is the biggest problem. She states that they have been getting calls from law offices panicking, but informs that there were trainings scheduled for weeks and months before this mandatory filing came into effect that law offices were encouraged to attend. CCAP was here last week, this week, and will be here next week or longer if needed until all the issues are resolved.

**District Attorney Report:** Kurt Klomberg notes he has nothing on the Agenda; things are going well. Bob Barrington informs that the summer intern has started. The intern is a 2nd year law student who can do research, briefs, can be in court, etc. In addition, a paralegal intern started recently. The intern program is a very good program for these individuals.

**Medical Examiner Report:** P.J. Schoebel advises he has nothing to report this month; everything is status quo.

**Sheriff Office Report:** Sheriff Schmidt states that he wants to start giving the Committee a monthly operational update so that they know what the Office does. He states that Dodge County has approximately 900 square miles. During May there were the following crashes: 92 property damage, 30 personal injury, 1 fatality, and 38 car versus deer. There were 407 ambulance calls; 45 OWI arrests; 68 ordinance violations and 152 suspicious complaints. Regarding traffic issues, there were 2,112 traffic stops and 361 traffic complaints. Total, there were 7,030 calls for service in Dodge County in May, this includes ambulance, fire, etc.

Schmidt states that he is happy to say that the three new hires have finished their field training, however, yesterday Schmidt received two resignations (one of the new hires and one current

employee). They have just hired two more individuals who just started training and in checking with HR he learned that there are only two applicants in the current recruitment. The Sheriff is frustrated because the resignation of the individual who has been employed longer with the Sheriff's Office is leaving to go to the Walmart Distribution Center where they have indicated they will make more money. Scott Smith also voices his frustration. Jim Mielke comments.

Sheriff Schmidt mentions that there will be some canine issues coming up but that he wants his staff to hear it first; however, he wants the Committee to be aware that there will be some news regarding the canines; he does note that it is good news, not bad.

Sheriff Schmidt distributes a letter concerning the 2015 budget noting that his office returned \$57,589.00 to the General Fund. He recaps that last year he requested \$510,289.00 additional monies, however, they did not need those extra funds due to being proactive. He states that they got the numbers up in November and December and in the end did not need the additional funds. Schmidt advises that from January through May, 2016, there was an average of 272 beds used and they budgeted for 235. Their relationship with ICE is fantastic at this point.

Regarding the sex offender placement meetings and strategies, Sheriff Schmidt states that he is attending a core organizational meeting with the Lomira Police Chief and several other area individuals. There is a tentative community notification meeting date scheduled of June 20th at 6:00 p.m. at the Lomira High School. Schmidt informs the Committee as to all of the restrictions that will be implemented for these two individuals, i.e. they will have to have a chaperone with them if they go anywhere, even work; they cannot work with any children, elderly or disabled individuals. The Sheriff's Office is working on a Mutual Aid Agreement with the Lomira Police Department so they will have authority to do extra patrolling.

Sheriff Schmidt explains the Resolution being presented concerning the termination of the Memorandum of Understanding between Watertown Police and the Sheriff's Office dealing with the Highway 16 Bypass. He states that this is not used much anymore and there is no such agreement like this anywhere else in the County. Motion by Nickel for a Resolution to terminate the Memorandum of Understanding between Watertown Police and Sheriff's Office – Highway 16 Bypass; second by Bischoff. There being no objections, Motion is carried.

Scott Smith describes the proposed Ordinance amending Chapter 9 - Peace & Order - to create Section 9.09. He states that they failed to make clear at the time of the first amendment to Chapter 9 the reporting requirements for pawn brokers and secondhand article and jewelry dealers. This amendment would require that this group of people report electronically. Smith explains the website *Leads Online*. Smith indicates that they are not looking to write more citations for noncompliance, but they are trying to work with the pawn dealers, etc. in order to get them to be compliant. Sheriff Schmidt gives an example of the importance of this requirement. Klomberg states that this is a valuable tool.

Scott Smith addresses the pending amendment to add a mid-level practitioner to the Dodge County Detention Facility healthcare contract. He states that at one point they were not qualified to have chronic care, however they have worked with CCS and with an amendment to the current contract they hope to incorporate that into the new contract after Corporation Counsel's review. They believe the cost will be less than \$50,000.

**Other business:** None.

**Informational Presentation:** Sheriff Schmidt shows the Committee the Unmanned Aerial System (Drone) that the Sheriff's Office has purchased. He indicates that battery life is 17-20 minutes; it has a 400 foot ceiling and can go about 25-30 m.p.h. They intend to use the Drone for accident scenes, manhunt/swat/searches, search & rescue and possibly warrants. The cost was between \$1,300.00 and \$1,400.00. There are nine trained users in the Department.

The Committee recesses at 9:13 a.m. to go outdoors to see the Drone in action.

The meeting reconvenes in front of the Justice Facility at 9:17 a.m. Sheriff Schmidt demonstrates the Drone.

**Next Meeting:** Friday, July 1, 2016, at 8:00 a.m. at the Dodge County Justice Facility.

**Adjournment:** Meeting adjourned at 9:27 a.m. by the Chair, MaryAnn Miller.

**Disclaimer:** The above minutes may be approved, amended or corrected at the next committee meeting.

---

Larry Schraufnagel, Secretary

---

Lynn Steger , Recording Secretary

RESOLUTION NO. \_\_\_\_\_

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

**WHEREAS**, the Dodge County Law Enforcement Committee (Committee) has studied and analyzed staffing needs at the Dodge County District Attorney's Office; and,

**WHEREAS**, as a result of these studies and analyses, the Committee recommends that the Dodge County Board of Supervisors create the following positions in the Dodge County District Attorney's Office, effective January 1, 2017:

1. Create one new, full-time, benefited position of *Paralegal*; and,
2. Create one new, full-time, benefited position of *Legal Assistant*; and,

**WHEREAS**, a job description for the proposed position of *Paralegal* has been marked for identification as Exhibit "A" and has been attached hereto; and,

**WHEREAS**, a job description for the proposed position of *Legal Assistant* has been marked for identification as Exhibit "B" and has been attached hereto; and,

**WHEREAS**, it is reasonably anticipated that the Dodge County Board of Supervisors will appropriate funds in the 2017 Dodge County Budget sufficient to pay wages and fringe benefits for the proposed positions of *Paralegal* and *Legal Assistant* during calendar year 2017;

**SO, NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Supervisors hereby creates the following positions in the Dodge County District Attorney's Office, effective January 1, 2017:

1. Creates one new, full-time, benefited position of *Paralegal*; and,
2. Creates one new, full-time, benefited position of *Legal Assistant*.

All of which is respectfully submitted this 19th day of July, 2016.

**Dodge County Law Enforcement Committee:**

\_\_\_\_\_  
MaryAnn Miller

\_\_\_\_\_  
Dan Hilbert

\_\_\_\_\_  
Thomas Nickel

\_\_\_\_\_  
Larry Schraufnagel

\_\_\_\_\_  
Larry Bischoff

## **New Paralegal Position Justification**

### **District Attorney's Office**

According to several studies conducted by the State of Wisconsin, the Dodge County District Attorney is understaffed with attorneys. Given the State's current posture it is unlikely that this problem will be resolved in the foreseeable future. The State Public Defender office in Dodge County has doubled in size in the last 3 years, however. In addition, the District Attorney's office is faced with new challenges as we move from a traditional prosecutorial model to one requiring evidence-based practice with the need for risk assessments of all defendants prior to charging, intensive monitoring and participation in diversion programs and diversion courts. Cases are no longer 'closed' with a conviction, but generally stay open for an additional year as defendants complete diversion programs and participate in diversion courts. Finally, juries in trials are increasingly expecting sophisticated technology in the courtroom and studies show that videos, Powerpoint presentations and other demonstrative aids help juries understand a prosecutor's case.

Paralegals are commonly found in District Attorney offices. They have specialized training and can perform many of the functions that Dodge County prosecutors currently do, as long as they are supervised by a licensed attorney. Paralegals conduct legal research, draft legal documents, interface with law enforcement during case management, and assist attorneys with trial preparation.

In our particular case we would utilize all of the traditional paralegal skills but would also use the paralegal in the county's new evidence based model. S/he would gather and analyze data from the DA's point of view to help our office run more efficiently and effectively. The paralegal would perform pre-charging risk assessments on all defendants prior to bail hearings. This is necessary as nationwide, counties are being sued for not have an evidence-based rationale for bail amounts.

The paralegal would also oversee all of the new diversion programs implemented in Dodge County. In addition to the Alcohol Court and TAD program, the District Attorney's office here also has diversion programs for persons charged with Operating after Revocation and Operating without a Valid Driver's License. We would also like to develop and implement a pre-charging diversion program, something which is being increasingly done in many counties across Wisconsin. The paralegal would be integral in managing all pre-charging assessments and diversions. Currently the Alcohol and Drug courts require about ¾ of a day each week for an attorney to read staffing reports, participate in team staffings and attend the actual court sessions. Due to time restrictions and workload we are not able to participate in the court sessions. A paralegal would free up attorney time so that a prosecutor could participate fully.

The paralegal would also work with prosecutors in case management and trial preparation. Attorneys do not have the time, nor quite frankly the expertise, to develop and present sophisticated, technical trial aids and demonstrative exhibits that courts and juries now expect.

In short, the paralegal would allow the District Attorney office to meet the expanded responsibilities of it's office in a cost-effective way so that the office is more efficient and better serves the citizens of Dodge County.

June 8, 2016

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range:**

<b>JOB TITLE:</b>	Paralegal	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	District Attorney	<b>REPORTS TO:</b>	Managing Attorney and District Attorney
<b>LOCATION:</b>	Justice Facility	<b>DATE:</b>	DRAFT
<b>LABOR GRADE:</b>	TBD	<b>REVISED:</b>	

**OVERALL PURPOSE/SUMMARY**

Under the direct supervision of the Managing Attorney provides legal research, oversees evidence-based practices and programs, drafts legal documents and produces technology based demonstrative courtroom aids. Assists attorneys with case development and prosecution.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Research/design and oversee Pre-charge Diversion programs.
2. Administer Pre-charge risk assessments to all defendants prior to Initial Appearance.
3. Under supervision of attorneys, recommend charging decisions and draft complaints in misdemeanor and traffic (misdemeanor) cases.
4. Administer Post-charge Operating After Revocation and Operating without a Valid License Diversion programs
5. Identify, develop and maintain local measurements for evidence-based practice, working with local law enforcement and statewide justice partners.
6. Research and analyze law sources such as statutes, recorded judicial decisions, legal articles and caselaw for Prosecutors.
7. Draft legal memoranda for Prosecutors and the Courts.
8. Draft legal briefs based on statutes and caselaw.
9. Monitor the status of cases to ensure appropriate action is taken in a timely manner.
10. Work with law enforcement to prepare Applications for Search Warrants and Subpoenas.
11. May be assigned as the Portal 100 Administrator, authorized by the State of Wisconsin to maintain system users and ensure protocols are adhered to.
12. Prepare trial documents, including trial books, Powerpoints and other demonstrative exhibits to be used at trial.
13. Manages all pre-charging assessments and diversions, participates in team staffings and attends TAD and ATC treatment court sessions.
14. Work with extraditions and detainers, contacting other jurisdictions and drafting documents.
15. Research and implement best practices in evidence-based decisions, diversion programs and office efficiencies from other jurisdictions on ongoing basis.
16. Regular attendance and punctuality required.
17. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of modern office methods and practices.  
 Considerable knowledge of legal terminology and court practices/procedures.  
 Ability to learn and master the State of Wisconsin provided online legal research database.  
 Ability to gather and analyze statistical data  
 Ability to work with law enforcement personnel, attorneys, judges, and prosecutors from other counties, Office of the Attorney General, the United States Attorney, and the public.  
 Ability to treat legal matters confidentially.  
 Ability to establish and maintain effective public and working relationships, at times working with upset or hostile individuals.  
 Ability to work as the member of a team.  
 Ability to maintain accurate/complete records.  
 Ability to work independently.  
 Excellent organizational skills with the ability to be responsible for numerous concurrent tasks.  
 Ability to work under pressure and with time constraints where failure can lead to dismissal of case or loss of case leading to release of defendant.

**EDUCATION AND EXPERIENCE**

A paralegal degree from an accredited institution required. Preference given for work experience in a District Attorney's Office. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Normal office conditions.

**PHYSICAL DEMANDS**

The County of Dodge 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.

<b>ACKNOWLEDGEMENTS</b>	<b>FOR HUMAN RESOURCE USE</b>
<b>EMPLOYEE SIGNATURE:</b>	<b>ANALYST(S):</b>
<b>DATE:</b>	<b>DATE:</b>
<b>SUPERVISOR SIGNATURE:</b>	
<b>DATE:</b>	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

## **Additional Legal Assistant Justification**

### **District Attorney's Office**

Currently all of our Legal Assistants are assigned by case type (Misdemeanor, Felony, Criminal Traffic, Civil Traffic, Juvenile). They are not assigned as assistants to any particular attorney. This position will be more administrative, working as a secretary to the District Attorney, Managing Attorney and to some extent other prosecutors in this office. This Legal Assistant would be assigned to case management in major cases (homicides, sexual assaults, large embezzlements). These only generally occur 5 -6 times per year but would allow one legal assistant to work exclusively on a case without interruption with other cases. This person would assist scheduling (which is now done by attorneys), work with accounts payable, do bank deposits. They would also cover telephone status conferences with the courts and defense attorney secretaries. In addition, this person would assist other legal secretaries, especially in Criminal and Civil Traffic with workload and would fill-in for other legal assistants as determined by caseload, vacation schedules and absences.

June 8, 2016

**DODGE COUNTY JOB DESCRIPTION**

**Wage Range: \$16.66 - \$22.85**

<b>JOB TITLE:</b>	Legal Assistant	<b>FLSA STATUS:</b>	Non Exempt
<b>DEPARTMENT:</b>	District Attorney	<b>REPORTS TO:</b>	Managing Attorney and District Attorney
<b>LOCATION:</b>	Justice Facility	<b>DATE:</b>	7/1/06
<b>LABOR GRADE:</b>	Dodge County Four (4)	<b>REVISED:</b>	1/17/12; 2/5/14

**OVERALL PURPOSE/SUMMARY**

Under the direct direction of the Managing Attorney and assigned attorney provides legal stenographic, typing/word processing, and general office work. Conducts research, drafts legal documents, schedules hearings, and contacts witnesses. Maintains records and files and prepares reports. Responds to inquiries from defense counsel and general public.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Receives telephone/visitor inquiries and gives information or directs inquires.
2. Prepares/drafts legal documents including, among other things, correspondence, Criminal Complaints, Search and Arrest Warrants, Informations, Motions, Stipulations, Subpoenas, and Writs.
3. Opens and closes files by entering pertinent information into data base program, and obtaining required signatures.
4. Maintains calendar and tickler files for district attorneys.
5. Responsible for ensuring that all files scheduled for daily court activity have the necessary documents and witnesses available.
6. Schedules meetings between District Attorney's Office, public, attorneys and law enforcement.
7. Coordinates activities between court and jail including scheduling court hearings.
8. Does criminal history research for attorneys, including CCAP printouts and running CIB teletypes according to Department of Justice guidelines.
9. Prepares files for court hearings including reviewing files for notification to witnesses under severe time constraints.
10. When attorney is unavailable, fills in for attorney and takes phone calls and meets with defendants, social workers, and defense attorneys to answer questions and communicate offers to resolve the case.
11. When Victim Witness Coordinator is unavailable, responsible for canceling subpoenas for all witnesses if hearing is adjourned or cancelled.
12. When attorney is unavailable, responsible for attending status hearing to communicate status of case to judge and defense counsel.
13. Responsible for ensuring that all time limits for things such as preliminary hearing and the filing of informations are complied with, as well as drafting and the proper signing and service of all writs of habeas corpus testificandum and prosequendum, and verifies the location of prisoners, including coordinating transportation with prisons and sheriff department for defendants and witnesses.
14. In juvenile matters, schedules court hearings, sends out all notices, drafts all orders and dispositions of the court, and manages court calendar in compliance with strict statutory time-limits, responsible for coordinating transport needed to secure detention and attends court hearings to coordinate appearance order of the defendants.
15. Responsible for all aspects of prosecuting worthless check cases, including sending letters to defendants, drafting complaints, tracking payments, and scheduling initial appearances.
16. Responsible for proper closure and purging of files, maintenance of closed files as required by Wisconsin Statutes.
17. May be assigned as a Dodge County DA Protect Software Administrator, updating statues, maintain the database and creating/updating templates.
18. May be assigned as the Department's member of the Statewide Protect User Group (PUG) by advising, implementing, and training staff on the Protect computer system.
19. May be assigned as the Portal 100 Administrator; authorized by the State of Wisconsin to maintain system users and ensure protocols are adhered to.
20. May be assigned as the Time Agency Coordinator, ensuring that qualified staff, maintain certifications, monitors user agreements, submits required audits, and maintains security protocols for office staff and visitors.
21. Regular attendance and punctuality required.
22. Performs related duties as may be required or assigned.

**JOB SPECIFICATION**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of modern office methods and practices.  
 Considerable knowledge of legal terminology and court practices/procedures.  
 Ability to accurately enter information into computer/word processor at rate equivalent to 70 wpm.  
 Ability to work with law enforcement personnel, attorneys, judges, and prosecutors from other counties, Office of the Attorney General, the United States Attorney, and the public.  
 Ability to treat legal matters confidentially.  
 Ability to establish and maintain effective public and working relationships, at times working with upset or hostile individuals.  
 Ability to maintain accurate/complete records.  
 Ability to work independently.

**KNOWLEDGE, SKILLS, AND ABILITIES (cont.)**

Excellent organizational skills with the ability to be responsible for numerous concurrent tasks.

Ability to work under pressure and with time constraints where failure can lead to dismissal of case or loss of case leading to release of defendant.

**EDUCATION AND EXPERIENCE**

High school diploma or GED equivalent, including/supplemented by courses in personal computer/ word processing, and four (4) years responsible clerical and stenographic experience, preferably in law office. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**WORKING CONDITIONS**

Normal office conditions.

**PHYSICAL DEMANDS**

The County of Dodge 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.

**ACKNOWLEDGEMENTS**

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

**FOR HUMAN RESOURCE USE**

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (\*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.