



Judiciary and Law Enforcement Committee Agenda
Kenosha County Job Center
8600 Sheridan Rd., Kenosha, WI 53143
Commons Area - Entrance D
Wednesday, May 5th, 2021 at 6:30 p.m.

NOTE: UNDER THE KENOSHA COUNTY BOARD RULES OF PROCEDURE ANY REPORT, RESOLUTION, ORDINANCE OR MOTION APPEARING ON THIS AGENDA MAY BE AMENDED, WITHDRAWN, REMOVED FROM THE TABLE, RECONSIDERED OR RESCINDED IN WHOLE OR IN PART AT THIS OR AT FUTURE MEETINGS. NOTICE OF SUCH MOTIONS TO RECONSIDER OR RESCIND AT FUTURE MEETINGS SHALL BE GIVEN IN ACCORDANCE WITH SECTION 2 C OF THE COUNTY BOARD RULES. FURTHERMORE, ANY MATTER DEEMED BY A MAJORITY OF THE BOARD TO BE GERMANE TO AN AGENDA ITEM MAY BE DISCUSSED AND ACTED UPON DURING THE COURSE OF THIS MEETING AND ANY NEW MATTER NOT GERMANE TO AN AGENDA ITEM MAY BE REFERRED TO THE PROPER COMMITTEE. ANY PERSON WHO DESIRES THE PRIVILEGE OF THE FLOOR PRIOR TO AN AGENDA ITEM BEING DISCUSSED SHOULD REQUEST A COUNTY BOARD SUPERVISOR TO CALL SUCH REQUEST TO THE ATTENTION OF THE BOARD CHAIRMAN

1. CALL TO ORDER BY CHAIRMAN
2. ROLL CALL
3. CITIZEN COMMENTS
4. SUPERVISOR COMMENTS
5. CHAIRMAN COMMENTS
6. APPROVAL OF MINUTES FROM APRIL 7TH, 2021
7. RESOLUTION FROM THE KENOSHA COUNTY SHERIFF'S DEPARTMENT

- Resolution Approving Kenosha County Civil Disturbance Unit Memorandum of Understanding/Intergovernmental Agreement with Other Agencies
- Resolution Approving 2020 Grant Awards – Homeland Security – Wisconsin Emergency Management. HS ALERT BOMB Explosive Breaching Training
- Resolution 5-18-21 Approving Clement Abongwa appointment to the Local Emergency Planning Committee
- Resolution 5-18-21 Approving Joseph Potente appointment to the Local Emergency Planning Committee
- Resolution 5-18-21 Approving Peter Wicklund appointment to the Local Emergency Planning Committee

Documents:

[RESOLUTION FY20 GRANT AWARD HS ALERT BOMB EXPLOSIVE BREACHING TRAINING.PDF](#)
[RESOLUTION APPROVING CIVIL DISTURBANCE UNIT MEMORANDUM.PDF](#)
[RESOLUTION 5-18-21 APPROVING ABONGWA- LEPC.PDF](#)
[RESOLUTION 5-18-21 APPROVING POTENTE - LEPC.PDF](#)
[RESOLUTION 5-18-21 APPROVING WICKLUND - LEPC.PDF](#)

8. KENOSHA SHERIFF'S DEPARTMENT BODY CAMERA POLICIES FOR REVIEW

Documents:

[PORTABLE_AUDIO_VIDEO_RECORDERS CUSTODY.PDF](#)
[PORTABLE_AUDIO_VIDEO_RECORDERS SWORN.PDF](#)

9. ANY OTHER BUSINESS ALLOWED BY LAW

10. ADJOURNMENT

A Quorum of Other Committees or of the County Board May be Present.

Kenosha County
Administrative Proposal Form

1. Proposal Overview

Division: Law Enforcement Department: SHERIFF

Proposal Summary (attach explanation and required documents):

Resolution: To accept \$4,600 of grant funds from the Wisconsin Emergency Management (Fed 97.067) - Homeland Security ALERT Bomb Explosive Breaching Training Program. The awarding agency is not requiring a hard match for this award, therefore, no additional tax levy dollars are requested to implement this grant award.

Dept./Division Head Signature: Capt [Signature]

Date: 4/13/21

2. Department Head Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Department Head Signature: Chief [Signature]

Date: 4-13-21

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: [Signature]

Date: 4/20/21

4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: [Signature]

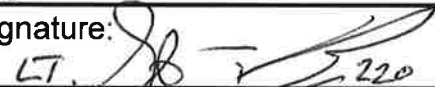
Date: 4/25/21

Revised 01/11/2001 (5/10/01)

DISTRIBUTION

- Original Returned to Requesting Dept.
- Department attaches the Original to the Resolution to County Board
- Copy to Secretary of Oversight Committee to distribute in packets with Resolution
- Copy to Requesting Department File

**KENOSHA COUNTY
BOARD OF SUPERVISORS
RESOLUTION NO. _____**

Subject: 2020 Grant Award – Homeland Security – Wisconsin Emergency Management/ HS ALERT BOMB Explosive Breaching Training			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted:		Date Resubmitted	
Submitted By: Judiciary & Law Enforcement Committee & Finance/Administration Committee			
Fiscal Note Attached X		Legal Note Attached <input type="checkbox"/>	
Prepared By: Lt. Steven T. Beranis, Lieutenant of Patrol		Signature: 	

WHEREAS, the Kenosha County Sheriff's Department, as the Agency in charge of the Kenosha County Sheriff's Bomb Squad, has been awarded \$4,600 from the State of Wisconsin Emergency Management through the Homeland Security-WEM/HS Alert Bomb Explosive Breaching Training 2020 program cover registration and travel costs for Tactical Explosive Breacher Certification in Will county, IL, and

WHEREAS, the Kenosha County Sheriff's Department Bomb Squad is a regional response team that responds to and processes Hazardous Device Incidents in Kenosha County and the Southeast Wisconsin Region, and

WHEREAS, the training will cover charge calculation, charge construction, target analysis, proper deployment, tactical considerations, and issues pertaining to liability, and

WHEREAS, the awarding agency is not requiring a hard match for this award, therefore, no additional tax levy dollars are requested to implement this grant award, and

WHEREAS, the project funding period for this grant begins April 5, 2021 and expires August 31, 2021.

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors accept the this grant and approve the revenue and expenditure budget modifications, to the 2021 budget, as per the budget modification form, which is incorporated herein by reference, and

BE IT FURTHER RESOLVED, that any unobligated grant funds remaining available at year end be hereby authorized for carryover to subsequent years until such time as the grant funds are expended in accord with the grant requirements.

Note: This resolution requires no funds from the general fund. It increases revenues by \$4,600 and increases expenditures by \$4,600.

Subject: 2020 Grant Award – Homeland Security – Wisconsin Emergency Management/ HS ALERT BOMB Explosive Breaching Training

Original ☒

Corrected ☐

2nd Correction ☐

Resubmitted ☐

Date Submitted:

Date Resubmitted

Submitted By: **Judiciary & Law
Enforcement Committee &
Finance/Administration Committee**

Respectfully Submitted,
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Boyd Frederick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor David Celebre, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Laura Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Mark Nordigian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Sharon Pomaville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jerry Gulley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCE/ADMINISTRATION COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
Supervisor Terry Rose, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeffrey Gentz, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Ron Frederick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Ed Kubicki	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor Monica Yuhas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisor John Franco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

DEPT/DIVISION: **SHERIFF** **2021**

DOCUMENT # _____	G/L DATE _____
BATCH # _____	ENTRY DATE _____

PURPOSE OF BUDGET MODIFICATION (REQUIRED): To modify 2021 budget to recognize grant funding from Wisconsin Emergency Management DMA HLS for the Bomb Explosive Breaching Training Grant

(1) MAIN ACCOUNT DESCRIPTION EXPENSES	(2)						BUDGET CHANGE REQUESTED		(5) ADOPTED BUDGET	(6) CURRENT BUDGET	(7) ACTUAL EXPENSES	AFTER TRANSFER	
	FUND	DIVISION	SUB-DIVISION	MAIN ACCT	PROJECT	SUB-PROJECT	EXPENSE INCREASE (+)	EXPENSE DECREASE (-)				(8) REVISED BUDGET	(9) EXPENSE BAL AVAIL
Grant Program Payment	100	210	2130	571580			4,600		0	0	0	4,600	4,600
EXPENSE TOTALS							4,600	0	0	0	0	4,600	4,600

REVENUES	FUND	DIVISION	SUB-DIVISION	MAIN ACCT	PROJECT	SUB-PROJECT	REVENUE DECREASE (+)	REVENUE INCREASE (-)	ADOPTED BUDGET	CURRENT BUDGET	REVISED BUDGET
WI DMA-HS Program	100	210	2130	442605				4,600	0	0	4,600
REVENUE TOTALS							0	4,600	0	0	4,600

COLUMN TOTALS (EXP TOTAL + REV TOTAL)

PREPARED BY: Jasleen Jaine

DIVISION HEAD: Chief Deputy DATE: 4-13-21

DEPARTMENT HEAD: _____ DATE: _____

FINANCE DIRECTOR: _____
(required)

COUNTY EXECUTIVE: [Signature] DATE: 4/28/21

SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.

- Please fill in all columns:
- (1) & (2) Main Account information as required
 - (3) & (4) Budget change requested
 - (5) Original budget as adopted by the board
 - (6) Current budget (original budget w/past mods.)
 - (7) Actual expenses to date
 - (8) Budget after requested modifications
 - (9) Balance available after transfer (col 8 - col 7).

WISCONSIN EMERGENCY MANAGEMENT

Applicant Hereby Applies to the WEM for Financial
Support for the Within-Described Project:

SUBGRANT #: 12370

WEM USE ONLY

Receipt Date	Award Date	Subgrant Number(s)
3/4/2021		2020-HSW-02B 12370

SHORT TITLE: HS ALERT Bomb Explosive Breaching Training

1. Type of Funds for which you are applying.	Homeland Security - WEM (Fed. 97.067 HSW) HS ALERT Bomb Explosive Breaching Training 2020		
2. Applicant	Name Of Applicant:		County: Kenosha
	Kenosha County Sheriff's Department		
	Street Address: 1000 55th Street		
	Address Line 2:		Address Line 3:
	City: Kenosha	State: WI	Zip: 53140-3794
3. Recipient Agencies	Kenosha County Sheriff's Department		
4. Signatory	Name:		Title: Sheriff
	Sheriff David G. Beth		Agency: Kenosha County
	Street Address: 1010 56th Street		
	Address Line 2:		Addr Line 3:
	City: Kenosha	State: WI	Zip: 53140-3707
	Phone: 262-605-5101	Fax: 262-653-6903	Email: david.beth@kenoshacounty.org
5. Financial Officer	Name:		Title: Fiscal Services Manager
	Ms Jasleen Kaur		Agency: Kenosha County Sheriff's Department
	Street Address: 1000 55th Street		
	Address Line 2:		Addr Line 3:
	City: Kenosha	State: WI	Zip: 53140-3794
	Phone: 262-605-5178	Fax:	Email: Jasleen.Kaur@kenoshacounty.org
6. Project Director	Name:		Title: Lieutenant
	Lt. Steven T Beranis		Agency: Kenosha County Sheriff's Department
	Street Address: 1000 55th Street		
	Address Line 2:		Addr Line 3:
	City: Kenosha	State: WI	Zip: 53140-3794
	Phone: 262-605-5124	Fax:	Email: steven.beranis@kenoshacounty.org
7. Brief Summary of Project (Do Not Exceed Space Provided)	<p>Short Title (may not exceed 50 characters) HS ALERT Bomb Explosive Breaching Training</p> <p>This grant will allow the Kenosha County ALERT Bomb Squad to send two bomb technicians to explosive breaching training. The training will provide an explosive breaching certification when completed. The operational explosive breachers will be able to respond to calls for that advanced skill in the Kenosha County Bomb Squad ALERT region. This course is required to make them operational explosive breachers.</p>		

8. SubGrant Budget

Categories	Sources	
	Federal	Category Total
Travel (Including Training)	4,600.00	4,600.00
Source Total	4,600.00	4,600.00

9. Project Start Date: 4/5/2021

Project End Date: 8/31/2021

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Kenosha County Sheriff's Department	4,600.00	4,600.00
Total:	4,600.00	4,600.00

Allocation/Recipient Agency: Kenosha County Sheriff's Department

Category:	Year 1	Total
Travel (Including Training)	4,600.00	4,600.00
Total:	4,600.00	4,600.00

11. Budget Details:

Master Budgets:

Line Item Details for Kenosha County Sheriff's Department

YEAR 1

TRAVEL (INCLUDING TRAINING)

Briefly describe the overall use of the funds for this budget category:	This grant will cover the registration and travel costs for Tactical Explosive Breacher Certification in Will County Illinois. This is a 6 day hands on course that will cover charge calculation, charge construction, target analysis, proper deployment, tactical considerations, and issues pertaining to liability. The course is taught by certified instructors who possess real world operational experience in field of explosive breaching.	<u>COST</u>
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Purpose of Travel Tactical Explosive Breacher Certification Course

Location Joliet, IL

Item Lodging

Description of your computation: 1150

Source: Federal 1,150.00

Purpose of Travel Tactical Explosive Breacher Certification Course

Location Joliet, IL

Item Registration

Description of your computation: 3050

Source: Federal 3,050.00

Purpose of Travel Tactical Explosive Breacher Certification Course

Location Joliet, IL

Item Meals

Description of your computation: 400

Source: Federal 400.00

Travel (Including Training)

Year 1 Total:

4,600.00

YEAR 1 TOTAL: 4,600.00

Notice of Funding Opportunity

HS ALERT Bomb Explosive Breaching Training 2020

**Applications must be submitted through
Egrants on or before March 12, 2021**

Contact Information for this Notice of Funding Opportunity

Program Manager: Rod Stearns (608) 381-8010
Rod.Stearns@wisconsin.gov

Grants Specialist: Rebecca Thompson (608) 242-3236
Rebecca2.Thompson@wisconsin.gov

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-616-0020 or WEMEgrants@egrants.us

The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: <https://wem.egrants.us>

Requirements for Federally Funded Grants

Data Universal Numbering System (DUNS) Number:

The federal government requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/egrants/How to Register in SAM.GOV.pdf](https://dma.wi.gov/DMA/divisions/wem/egrants/How%20to%20Register%20in%20SAM.GOV.pdf)

WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.

Notice of Funding Opportunity: HS ALERT Bomb Explosive Breaching Training 2020

Description: WEM will provide grant funds for members of the Aligned Law Enforcement Response Teams (ALERT), specifically the Bomb Squads, to attend training out of state for an established training course for explosive breacher certification. The explosive breacher training should be specific to law enforcement to teach the necessary skills required to become operational breachers.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: March 12, 2021

Project Start Date: April 5, 2021

Project End Date: August 31, 2021

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted as a final only.

Financial Reports Frequency must be submitted as a final only.

Anticipated Funding Amount: As approved by the Homeland Security Funding Advisory Working Group, the total grant amount of \$9,200.00 for the following agencies in the amounts specified: Each of the ALERT agencies will be allowed \$2,300.00 for their designated Bomb Technician to attend the training in Will County, Illinois June 14-19, 2021.

Dane Co \$2300 - Milwaukee Co \$2300 - Kenosha County \$4600

Match/Cost Sharing Requirement: There is not match but the agency is responsible for any costs that are not covered for lodging, meals, and travel in excess of the amount provided.

Eligibility: The only eligible agencies are the Dane County Sheriff's Office, Kenosha County Sheriff's Office, and the Milwaukee County Sheriff's Office.

Eligible Expenses: Funding may be used for Travel/Training expenses including tuition for the class, lodging, meals and some of the travel expenses.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Notice of Funding Opportunity: HS ALERT Bomb Explosive Breaching Training 2020

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Approval Checklist

Answer Yes, No, or N/A (not applicable) to each question.

3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training:

Guidelines for Travel and/or training costs for an individual with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change.

Mileage/Fuel: \$0.51/mile for personal vehicles used. If a government vehicle is used, only fuel cost is reimbursed and must have original receipts for all fuel costs.

The maximum lodging rates are for single-night stays in standard rooms and **exclude** all applicable sales and lodging taxes, although tax exempt should be requested when available. Original receipts from the hotel must include the name of the person(s) occupying that room on the original hotel receipt/folio.

Meals:

In-state rate: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.). Original Receipts for meals must be provided.

Out-of-state rate \$10/breakfast (leaving before 6 a.m.); \$15/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$25/dinner (returning after 7 p.m.). Original Receipts for meals must be provided.

4. Free Style Questionnaire- Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Reimbursement for Travel

Reimbursement for Travel and Training expenses must represent actual costs and contingent upon submission of an agenda and receipts to support each expense including fuel, meals, registration and hotels. Hotel receipts/folios must include the name of the person(s) occupying that room. The Travel Status used to determine eligibility for meals and mileage is the time the individual departs their home or headquarters, whichever is closest. Meals provided by another entity are not eligible for reimbursement, regardless if the individual did not take the meal; this includes hotels that provide "Continental Breakfast" of any variation. On a day an individual is entitled to reimbursement for two or more consecutive meals, the individual may exceed the maximum for one or more meals,

provided that the total amount claimed does not exceed the maximum reimbursement rate for all eligible meals; each day is considered separately for application of this policy. Travel costs are reimbursed within current state rates and uniform travel guidelines as listed in the Notice of Funding Opportunity and

[https://dpm.wi.gov/Documents/BCER/Compensation/Section F 19-21.pdf](https://dpm.wi.gov/Documents/BCER/Compensation/Section_F_19-21.pdf). The Grants Specialist is available to answer questions before costs are incurred.

2. Grant modification

Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

3. Course Completion

Verification Required Reimbursement of costs will be contingent on submission of a certificate, email or other document demonstrating completion of the course. Upload the correct roster into Egrants in the program report. Each roster must only contain one course.

4. Course Registration

Agencies are required to register all personnel from their agency attending the course.

5. SAM Requirement

SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.

Jasleen Kaur

From: Justin Miller
Sent: Saturday, February 27, 2021 3:01 PM
To: Steven Beranis
Cc: Bill Beth; Jasleen Kaur
Subject: Re: Explosive Breacher

If it's grant covered go ahead and put in a request

Captain Justin Miller
Administrative Services Division

On Feb 27, 2021, at 10:36 AM, Steven Beranis <Steven.Beranis@kenoshacounty.org> wrote:

Yes sir, two of our people and when I estimated the full cost with registration, hotel and meals was 2200 per person. Class is in Will Co IL

From: Justin Miller <Justin.Miller@kenoshacounty.org>
Sent: Saturday, February 27, 2021 10:08 AM
To: Steven Beranis <Steven.Beranis@kenoshacounty.org>
Cc: Bill Beth <Bill.Beth@kenoshacounty.org>; Jasleen Kaur <Jasleen.Kaur@kenoshacounty.org>
Subject: Re: Explosive Breacher

So if I'm reading it correct there's only two spots for Kenosha techs correct? And the cost will be all covered by the grant? If approved?

Captain Justin Miller
Administrative Services Division

On Feb 27, 2021, at 8:59 AM, Steven Beranis <Steven.Beranis@kenoshacounty.org> wrote:

This is in reference to a basic explosive breaching class that would be funded by a WEM ALERT grant. We have 3 techs who need this training. I am confident I can get the grant application paperwork done in the short timeline. I am not sure about the other moving parts that would be required.

The class registration is \$1500 and the rest is for rooms and meals. If the KSD training request is approved, can I register them for training before final board approval?

This is my first time doing a grant for training only.

R/

STB220

From: Stearns, Rod - DMA <Rod.Stearns@wisconsin.gov>
Sent: Saturday, February 27, 2021 6:27 AM
To: Immel, Charles (Dane Co) <Immel.Charles@danesherriff.com>; Mazurczak Joseph <joseph.mazurczak@milwaukeecountywi.gov>; Steven Beranis <Steven.Beranis@kenoshacounty.org>
Subject: Explosive Breacher

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize and trust the sender.

Good Morning

I have completed the grant announcement for training in June for the Explosive breacher class (Jun 14-19). My intent is to allow two Kenosha County, one Dane, and one Milwaukee Co for this round. Chuck will look more into the Madison class as well. However, the dates on this grant are as follows...due Mar 12, start date April 5. Let me know if there will be any issues with those dates and to get registered.

I wanted to upload this yesterday but it was slowed down in WEM so hopefully I can get it uploaded Monday and ready for you to apply by Tuesday or Wednesday. Total for each agency is 2300 per person.

Let me know your thoughts?

Rodney P. Stearns
ALERT Program Manager
Wisconsin Emergency Management
608-381-8010



Kenosha County
Administrative Proposal Form

1. Proposal Overview

Division: Law Enforcement Department: SHERIFF

Proposal Summary (attach explanation and required documents):

This is an MOU in reference to a Civil Disturbance Unit consisting of sworn members of the Sheriff's Department as well as other Kenosha County police agencies and defines the roles and responsibilities of the participating agencies.

Wages, benefits, sick days, vacation days, etc. will be paid to the officers by their parent agency along with any workman's compensation claims for injuries sustained while performing civil disturbance duties and/or training. Officers assigned to the Unit will be considered to be working under the "mutual aid" provision of the Wisconsin State Statutes.

Dept./Division Head Signature: *Chief Deputy [Signature]*

Date: 4-5-21

2. Department Head Review

Comments:

Recommendation: Approval ☐ Non-Approval ☐

Department Head Signature: _____

Date: _____

3. Finance Division Review

Comments:

Recommendation: Approval ☒ Non-Approval ☐

Finance Signature: *Gatuna Merrill*

Date: 4/14/2021

4. County Executive Review

Comments:

Action: Approval ☒ Non-Approval ☐

Executive Signature: *Tim Kruse*

Date: 4/15/21





**KENOSHA COUNTY
BOARD OF SUPERVISORS
RESOLUTION NO. _____**

**Subject: Resolution Approving Kenosha County Civil Disturbance Unit
Memorandum of Understanding/Intergovernmental Agreement with Other
Agencies**

Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted:		Date Resubmitted	
Submitted By: Judiciary & Law Enforcement Committee			
Fiscal Note Attached:		Legal Note Attached <input type="checkbox"/>	
Prepared By: Chief Deputy Marc Levin		Signature:	

WHEREAS, Wisconsin State Statute § 66.0301 governing Intergovernmental Agreements provides that two or more public agencies may enter into a cooperative agreement with one another for the joint exercise of any power or duty required or authorized by law; and

WHEREAS, after the riots in Kenosha County in 2020, the Kenosha County Sheriff's Department has determined it would be beneficial to form and maintain a Civil Disturbance Unit consisting of sworn members from the Sheriff's Department as well as sworn officers from other Kenosha County Police Agencies to allow for a coordinated and effective response to civil disturbances in Kenosha County; and

WHEREAS, Kenosha County Sheriff's Department is following the model used by other law enforcement agencies in Wisconsin for the creation of this Civil Disturbance Unit; and

WHEREAS, Kenosha County Sheriff's Department has had success in maintaining and operating joint law enforcement units in the past such as the Kenosha Drug Operations Group; and

WHEREAS, the attached Memorandum of Understanding defines the roles and responsibilities of the participating agencies and is consistent with the relevant statutory provisions addressing law enforcement requests for mutual assistance set forth in Wis. Stats. §§ 66.0313 and 66.0513; and

WHEREAS, respective police agencies have reviewed the language in the Memorandum of Understanding, determined it complies with applicable law and believe it is in the best interest of the law enforcement agencies involved for the operation of the Civil Disturbance Unit and will be asking their respective counsels and municipal boards to approve this Memorandum of Understanding to allow participation in the Civil Service Disturbance Unit; and

WHEREAS, the formation and operation of the Civil Disturbance Unit will not require any budget adjustment or additional levy-funded costs for 2021.

NOW, THEREFORE, BE IT RESOLVED, that the Kenosha County Board of Supervisors hereby supports, authorizes and approves the formation of the Civil Disturbance Unit and execution of the attached Memorandum of Understanding between Kenosha County and other Police Agencies in Kenosha County; and

BE IT FURTHER RESOLVED, by the Kenosha County Board of Supervisors, that the Sheriff of Kenosha County and/or his or her authorized representative are authorized to execute this Memorandum of Understanding and any document necessary to carry out the intent of this resolution.

**Subject: Resolution Approving Kenosha County Civil Disturbance Unit
Memorandum of Understanding/Intergovernmental Agreement With Other
Agencies**

Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2 nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted:		Date Resubmitted	
Submitted By: Judiciary & Law Enforcement Committee			

Respectfully Submitted,
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Excused</u>
_____ Supervisor Boyd Frederick, Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor David Celebre, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Laura Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Mark Nordigian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Sharon Pomaville	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Supervisor Jerry Gulley	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kenosha County Civil Disturbance Unit

Memorandum of Understanding

Kenosha County Police Agency Participation within the Kenosha County Civil Disturbance Unit

Purpose: The Kenosha County Sheriff's Department shall maintain a Civil Disturbance Unit consisting of sworn members from the Sheriff's Department as well as sworn officers from other Kenosha County police agencies. This memorandum of understanding defines the roles and responsibilities of the participating agencies.

Command and Management: The command, management and operation of the Civil Disturbance Unit shall be defined and controlled by the policies and procedures of the Kenosha County Sheriff's Department and shall act under the authority of the Sheriff. The Kenosha County Sheriff's Department shall provide the command and supervisory resources for the management of the Civil Disturbance Unit. The Sheriff shall also provide sufficient operational members to meet the needs of the Unit taking into consideration the level of police participation and the needs of the community. Participating agency members agree to participate in accordance with the policies and procedures of the Civil Disturbance Unit. Agencies participating under the terms of this MOU will have ongoing opportunities to provide input to the policies, procedures and operations of the Civil Disturbance Unit.

On-Scene Command: For municipalities participating in this MOU, the Sheriff or designated command officer shall serve as the overall Incident Commander. During civil disturbance incidents, the Civil Disturbance Unit Commander shall follow the Incident Command System and work under the Incident Commander to resolve incidents. The Civil Disturbance Unit Commander shall have full command and control of the Civil Disturbance Unit personnel and Civil Disturbance operations. If discrepancies between the Incident Commander and the Civil Disturbance Unit Commander arise the Sheriff reserves the right to exercise his authority under Wisconsin State Statute § 59.28 and any other applicable state statutes.

Wages, benefits, insurance and authority: During the period an officer is assigned to the Civil Disturbance Unit, all wages and benefits will be paid to the officers by their parent agency. Use of sick days, vacation days, etc. will be subject to the labor agreements of the officer's parent agency. During the performance of duties, the officers or agents will be considered employees of their respective agencies and shall be covered by insurance policies their employers provide. Workman's compensation claims for injuries sustained while performing civil disturbance duties and/ or training shall be managed/ compensated by the parent agency. Officers assigned to the Civil Disturbance Unit will be considered to be working under the "mutual aid" provisions of the Wisconsin State Statutes. Pursuant to Wisconsin Statutes §§ 66.0301, 66.0313 and 66.0513, law

enforcement personnel who provide mutual aid assistance shall be deemed an employee of the requesting agency for the purpose of Wisconsin Statutes § 895.35 and § 895.46. Officers will be subject to the rules and regulations of their parent agencies during the period of their assignments to the Civil Disturbance Unit, in addition to the policies and procedures of the Kenosha County Sheriff's Office as they relate to the Civil Disturbance Unit.

Liaison: Participating police agencies shall assign a command/supervisory officer to act as liaison to the Civil Disturbance Commander. This liaison shall be the point of contact to coordinate day-to-day activities such as scheduling, training, equipment maintenance and other operational issues.

Equipment: Participating agencies that join the Sheriff's Civil Disturbance Unit and provide equipment and/ or vehicles for the Unit, will retain ownership of those assets. Maintenance of vehicles and insurance for vehicles shall remain the responsibilities of the owning agency unless otherwise agreed to by the parties. Initial assignment of personal equipment such as body protection systems, helmets, shields, batons, APR masks, and uniforms, absent other agreement shall be provided by the Kenosha County Sheriff's Department. Personal equipment issued by KSD remains the property of the Kenosha County Sheriff's Department.

Training: Team members will participate in regular on-going training and are expected to maintain performance and fitness levels to be capable of performing essential duties for the Unit. To properly perform civil disturbance duties, basic, proficiency and specialty training is required at a minimum level. All members of the Civil Disturbance Unit shall participate in an initial basic training approved by the Civil Disturbance Unit Commander. Basic and Proficiency training shall be funded by the Kenosha County Sheriff's Department. Specialized training schools that are required for the Civil Disturbance Unit may be funded by the Kenosha County Sheriff's Department. To maintain minimum proficiency requirements, it is expected that every effort will be made to attend on-going training. Repeated absences will be reviewed by the Civil Disturbance Unit Commander on a case by case basis. Participating agencies agree to ensure that officers comply with established training and attendance guidelines.

Termination: This MOU shall remain in effect until terminated by any party upon 90 days written notice to the other parties. This notice is intended to give the affected agencies the opportunity to implement alternate considerations to an emergency response.

This agreement is effective on the participant's signatory date and includes the following participants:

Sheriff David G. Beth, Kenosha County Sheriff's Department

Date

Date

Date

Date

Date

Date

Date

IN WITNESS HERETO, THE DULY AUTHORIZED AGENTS OF THE PARTIES AFFIX THEIR SIGNATURES.

CITY OF KENOSHA:

BY: _____

DATE: _____

NAME/TITLE: _____

BY: _____


DATE: _____

NAME/TITLE: _____



KENOSHA COUNTY BOARD OF SUPERVISORS

RESOLUTION NO. _____

Subject: Resolution to Approve the Appointment of Clement Abongwa to Serve as a Member of the Local Emergency Planning Committee (Group 2)			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: May 18, 2021		Date Resubmitted:	
Submitted By: Judiciary & Law Committee			
Fiscal Note Attached <input type="checkbox"/>		Legal Note Attached <input type="checkbox"/>	
Prepared By: Lt. Horace J. Staples, MSCJ Director of Emergency Management		Signature: 	

WHEREAS, under County Executive Appointment #2021/22-1, the County Executive has appointed Clement Abongwa to serve as a three-year term as a member of the Local Emergency Planning Committee (Group 2), and;

WHEREAS, the Judiciary & Law Committee has reviewed the County Executive's request for review and approval of his appointment of the above named to serve on this Committee and is recommending to the County Board the approval of this appointment, and;

BE IT FURTHER RESOLVED, that the Kenosha County Board of Supervisors approves the appointment of Clement Abongwa to serve as a member of the Local Emergency Planning Committee (Group 2) immediately upon confirmation of the County Board and to continue until the 1st day of May 2024 or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Respectfully submitted,

Judiciary & Law Committee

	<u>Aye</u>	<u>No</u>	<u>Abstain</u>
_____ Boyd Frederick, Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ David Celebre, Vice-Chairperson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Jeff Wamboldt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Laura Belsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ Mark Nordigian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sharon Pomaville

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Jerry Gulley

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------



COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

1010 – 56th Street, Third Floor

Kenosha, Wisconsin 53140

(262) 653-2600

Fax: (262) 653-2817

ADMINISTRATIVE PROPOSAL

COUNTY EXECUTIVE APPOINTMENT 2021/22-1

RE: KENOSHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

Placing special trust in his judgment and based upon his qualifications, I hereby submit to the honorable Kenosha County Board of Supervisors for its review and approval the name of

Clement Abongwa
19600 75th Street
Bristol, WI 53104

to serve a three-year term on the Kenosha County Local Emergency Planning Committee as a transportation representative (Group 2), beginning immediately upon the confirmation of the County Board and continuing until the 1st day of May 2024 or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Mr. Abongwa will serve without pay.

Mr. Abongwa will be filling a vacancy on the Committee.

Respectfully submitted this 14th day of April 2021.

Jim Kreuser

Kenosha County Executive

COUNTY OF KENOSHA
OFFICE OF THE COUNTY EXECUTIVE
JIM KREUSER

APPOINTMENT PROFILE
KENOSHA COUNTY COMMISSIONS, COMMITTEES, & BOARDS

(Please type or print)

Name: Clement Abongwa
First Middle Last

Residence Address: _____

Previous Address if above less than 5 years: _____

Occupation: Kenosha County Director of Highways
Company Title

Business Address: 19600 75th Street Bristol, WI 53104

Telephone Number: Residence _____ Business (262) 653-1872

Daytime Telephone Number: _____

Mailing Address Preference: Business (☒) Residence (☐)

Email Address: Clement.Abongwa@kenoshacounty.org

Do you or have you done business with any part of Kenosha County Government in the past 5 years? Yes (☐) No (☒)

If yes, please attach a detailed document.

Affiliations: List affiliations in all service groups, public service organizations, social or charitable groups, labor, business or professional organization, and indicate if it was a board or staff affiliation.

1. Wisconsin County Highway Association
2. American Public Works Association

Special Interests: Indicate organizations or activities in which you have a special interest but may not have been actively involved.

Not Applicable

*If more space is needed, please attach another sheet.

Kenosha County Commissions, Committees, & Boards
Appointment Profile - Page 2

Nominee's Supervisory District _____

Governmental Services: List services with any governmental unit.

Director of Highways

Additional Information: List any qualifications or expertise you possess that would benefit the Board, Committee, Commission, etc.

Kenosha County Traffic Safety Commission

Conflict Of Interest: It would be inappropriate for you, as a current or prospective appointee, to have a member of your immediate family directly involved with any action that may come under the inquiry or advice of the appointed board, commission, or committee. A committee member declared in conflict would be prohibited from voting on any motion where "direct involvement" had been declared and may result in embarrassment to you and/or Kenosha County.


Signature of Nominee

03 - 23 - 2021
Date

Please Return To: Kenosha County Executive
1010 - 56th Street
Kenosha, WI 53140

(For Office Use Only)

Appointed To: _____
Commission/Committee/Board

Term: Beginning _____ Ending _____


Confirmed by the Kenosha County Board on: _____

New Appointment _____ Reappointment _____

Previous Terms: _____

**KENOSHA COUNTY
BOARD OF SUPERVISORS**

RESOLUTION NO. _____

Subject: Resolution to Approve the Appointment of Joseph Potente to Serve as a Member of the Local Emergency Planning Committee (Group 3)			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: May 18, 2021		Date Resubmitted:	
Submitted By: Judiciary & Law Committee			
Fiscal Note Attached <input type="checkbox"/>		Legal Note Attached <input type="checkbox"/>	
Prepared By: Lt. Horace J. Staples, MSCJ Director of Emergency Management		Signature: 	

WHEREAS, under County Executive Appointment #2021/22-2, the County Executive has appointed Joseph Potente to serve as a three-year term as a member of the Local Emergency Planning Committee (Group 3), and;

WHEREAS, the Judiciary & Law Committee has reviewed the County Executive's request for review and approval of his appointment of the above named to serve on this Committee and is recommending to the County Board the approval of this appointment, and;

BE IT FURTHER RESOLVED, that the Kenosha County Board of Supervisors approves the appointment of Joseph Potente to serve as a member of the Local Emergency Planning Committee (Group 3) immediately upon confirmation of the County Board and to continue until the 1st day of May 2024 or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Respectfully submitted,

Judiciary & Law Committee

Boyd Frederick, Chairperson

David Celebre, Vice-Chairperson

Jeff Wamboldt

Laura Belsky

Mark Nordigian

Aye No Abstain

☐ ☐ ☐

☐ ☐ ☐

☐ ☐ ☐

☐ ☐ ☐

☐ ☐ ☐

Sharon Pomaville

☐☐☐

Jerry Gulley

☐☐☐



COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

1010 – 56th Street, Third Floor

Kenosha, Wisconsin 53140

(262) 653-2600

Fax: (262) 653-2817

ADMINISTRATIVE PROPOSAL

COUNTY EXECUTIVE APPOINTMENT 2021/22-2

RE: KENOSHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

Placing special trust in his judgment and based upon his qualifications, I hereby submit to the honorable Kenosha County Board of Supervisors for its review and approval the name of

Joseph Potente
1010 56th Street
Kenosha, WI 53140

to serve a three-year term on the Kenosha County Local Emergency Planning Committee as a Social Media Representative, (Group 3) beginning immediately upon the confirmation of the County Board and continuing until the 1st day of May 2024 or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Mr. Potente will serve without pay.

Mr. Potente will be filling a vacancy on the Committee.

Respectfully submitted this 14th day of April 2021.

Jim Kreuser

Kenosha County Executive

COUNTY OF KENOSHA
OFFICE OF THE COUNTY EXECUTIVE
JIM KREUSER

APPOINTMENT PROFILE
KENOSHA COUNTY COMMISSIONS, COMMITTEES, & BOARDS

(Please type or print)

Name: Joseph Gene Potente
 First Middle Last

Residence Address: _____

Previous Address if above less than 5 years: N/A

Occupation: Kenosha County Communications Manager
 Company Title

Business Address: 1010 56th St., Kenosha, WI 53140

Telephone Number: Residence _____ Business 262-653-2802

Daytime Telephone Number: 262-653-2802

Mailing Address Preference: Business (☒) Residence ()

Email Address: Joe.Potente@kenoshacounty.org

Do you or have you done business with any part of Kenosha County Government in the past 5 years? Yes () No (☒)

If yes, please attach a detailed document.

Affiliations: List affiliations in all service groups, public service organizations, social or charitable groups, labor, business or professional organization, and indicate if it was a board or staff affiliation.

Kenosha Creative Space Inc., Board of Directors member, 2017-present

Special Interests: Indicate organizations or activities in which you have a special interest but may not have been actively involved.

N/A

*If more space is needed, please attach another sheet.

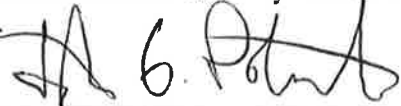
Kenosha County Commissions, Committees, & Boards
Appointment Profile - Page 2

Nominee's Supervisory District 16th

Governmental Services: List services with any governmental unit.
N/A

Additional Information: List any qualifications or expertise you possess that would benefit the Board, Committee, Commission, etc.
I am an experienced communicator, working presently for Kenosha County and formerly as a journalist.

Conflict Of Interest: It would be inappropriate for you, as a current or prospective appointee, to have a member of your immediate family directly involved with any action that may come under the inquiry or advice of the appointed board, commission, or committee. A committee member declared in conflict would be prohibited from voting on any motion where "direct involvement" had been declared and may result in embarrassment to you and/or Kenosha County.


Signature of Nominee

3/31/21
Date

Please Return To: Kenosha County Executive
1010 – 56th Street
Kenosha, WI 53140

(For Office Use Only)

Appointed To: _____
Commission/Committee/Board

Term: Beginning _____ Ending _____

Confirmed by the Kenosha County Board on: _____

New Appointment _____ Reappointment _____

Previous Terms: _____

Joe Potente

Objective

- Experienced journalist, now working in the world of government communications.

Skills & Abilities

- Versatile in many aspects of communications, including reporting, writing, editing and social media management
- Knowledgeable about local government and its inward- and outward-facing communications needs
- Easily adaptable to new technologies

Experience

COMMUNICATIONS MANAGER | KENOSHA COUNTY | MAY 2017-PRESENT

- Duties include the crafting, editing and distribution of communications for external and internal uses, social media management and website administration.
- Accomplishments
 - Oversaw the successful establishment of the county's social media presence on various platforms including Facebook, Twitter and Instagram
 - Continual work with local and regional media outlets to facilitate the communication of county programs, events and initiatives
 - Continual work as a member of the Division of Information Technology staff on the development and execution of strategies to facilitate effective communications externally and internally

FREELANCE WRITER/EDITOR | NOVEMBER 2016-MAY 2017

- Projects included pieces published in Milwaukee magazine and the editing of a magazine for the nonprofit Kenosha Creative Space.

EDITOR/REPORTER | KENOSHA NEWS | FEBRUARY 2004-NOVEMBER 2016

- Worked as a reporter for roughly nine years, covering several beats including city, county, state and federal government.
- Served as Assignment Editor, overseeing the daily local news report, supervising a staff of roughly 12 journalists and producing a twice-daily video newscast.
- Served as Editor in Chief, directing the newspaper's editorial operation, overseeing the editorial department budget and managing the newsroom leadership staff.
- Accomplishments
 - Led the newspaper through continually challenging times in the industry, adjusting to budget and staff reductions
 - Adjusted to changing technologies in the industry, including the establishment of video and web products and social media channels
 - Directed and edited a series on poverty in Kenosha County that won a national Inland Press Association award

REPORTER | THE CAPITAL TIMES | 2003-2004

- Worked as a part-time, general-assignment city desk reporter

Education

BACHELOR OF ARTS | 2003 | UNIVERSITY OF WISCONSIN-MADISON

- Majors: Journalism and Mass Communications, History



Kenosha County Board of Supervisors
“New Supervisor” Orientation
Mon, April 19 & Wed, April 21, 2021
8:30AM – 10:30AM
Via Microsoft Teams



Extension
UNIVERSITY OF WISCONSIN-MADISON
KENOSHA COUNTY

Supervisor Lewis received the Powerpoint slides prior to the, orientation. The orientation via Teams primarily focuses on highlights and answering questions.

April 19, 2021

8:30 –	Welcome!!		
8:50 AM	“County Government 101” <ul style="list-style-type: none">○ County Government○ County Executive function○ County Organization Chart○ County Board Chair/Supervisors Function	<i>(slides 3-20)</i>	John O’Day, County Board Chair Bev Baker, UW-Madison Extension Regi Bachochin, County Clerk
	County Board Meetings <ul style="list-style-type: none">○ Procedures with County Clerk’s office○ Who to contact if unable to attend a meeting (County Board or committee)○ How to vote using electronic system○ Mileage reimbursement○ Attending conferences	<i>(slides 28)</i>	
	County Clerk’s Office	<i>(slide 34)</i>	
	County Buildings	<i>(slides 29-30)</i>	
	Youth In Governance (YIG)	<i>(slide 83)</i>	
8:55 -	Kenosha County Board of Supervisors (30 min)		
9:30 AM	Roles and Procedures <ul style="list-style-type: none">○ Committee roles/Policy role○ Department/Division staff roles/Operations role○ Corporation Counsel role○ County Board Procedures○ Ethics○ Review “typical” County Board meeting agenda○ Robert’s Rules of Order○ Open Meetings & Closed Meetings○ Public Records	<i>(slides 21-27)</i>	Joseph Cardamone Corporation Counsel
	County Departments/Divisions – located at KCAB		
9:30 -	<ul style="list-style-type: none">• Finance & Administrative Services	<i>(slides 49-58)</i>	Patty Merrill
9:50 AM	<ul style="list-style-type: none">○ County Budget	<i>(slide 55-58)</i>	Finance Director
9:55 –	Human Resources Functions, Employment Matters		Clara Tapa, Human
10:10 AM	and Risk Management	<i>(slides 95-98)</i>	Resources Director
10:10-	Resources and Information	<i>(slide 99-101)</i>	Bev Baker,
10:30 AM			UW-Extension

UW-Extension and the Local Government Center, County
Officials Workshop -
<https://localgovernment.extension.wisc.edu/county-officials-workshops/>

IT – iPad; HR - ID badge


Questions, Next Session on April 21, 8:30 AM

April 21, 2021

8:30 – 8:35 AM	Welcome/Check-in	Bev Baker
8:35 - 8:55 AM	Elected Officials - located at KCAB County Executive Jim Kreuser - County Executive Offices (15 min) (slide 32) Treasurer (5 min) (slide 46) Register of Deeds (5 min) (slides 43-44)	Jim Kreuser or Jennie Tunkieicz Teri Jacobson JoEllyn Storz
8:55 - 9:15 AM	Elected Officials - located at the Courthouse/Molinaro Building • Clerk of Courts (slides 35-37) (10 min) • District Attorney (slides 38-42) (10 min)	Rebecca Matoska- Mentick Michael Graveley
9:20 – 9:40 AM	Elected Official - located at the Public Safety Building • Sheriff David Beth (slide 45) (10 minutes) • Division of Emergency Management (slides 85-93) (10 minutes)	Sheriff Beth Lt. Horace Staples
9:40 – 10:00 AM	County Departments/Divisions • Department of Human Services – located at KCJC (slides 60-67)	John Jansen, Director
10:00 - 10:20 AM	• Department of Public Works & Development Services located at KCC (slides 69-79, UW-Extension 79-82)	Ray Arbet, Director Andy Buehler, P&D Bev Baker, UW Madison-Extension
10:20 – 10:30 AM	Questions/Evaluation	Bev Baker

**KENOSHA COUNTY
BOARD OF SUPERVISORS**

RESOLUTION NO. _____

Subject: Resolution to Approve the Appointment of Peter Wicklund to Serve as a Member of the Local Emergency Planning Committee (Group 3)			
Original <input checked="" type="checkbox"/>	Corrected <input type="checkbox"/>	2nd Correction <input type="checkbox"/>	Resubmitted <input type="checkbox"/>
Date Submitted: May 18, 2021		Date Resubmitted:	
Submitted By: Judiciary & Law Committee			
Fiscal Note Attached <input type="checkbox"/>		Legal Note Attached <input type="checkbox"/>	
Prepared By: Lt. Horace J. Staples, MSCJ Director of Emergency Management		Signature: 	

WHEREAS, under County Executive Appointment #2021/22-6, the County Executive has appointed Peter Wicklund to serve as a three-year term as a member of the Local Emergency Planning Committee (Group 3), and;

WHEREAS, the Judiciary & Law Committee has reviewed the County Executive's request for review and approval of his appointment of the above named to serve on this Committee and is recommending to the County Board the approval of this appointment, and;

BE IT FURTHER RESOLVED, that the Kenosha County Board of Supervisors approves the appointment of Peter Wicklund to serve as a member of the Local Emergency Planning Committee (Group 3) immediately upon confirmation of the County Board and to continue until the 1st day of May 2024 or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Respectfully submitted,

Judiciary & Law Committee

Boyd Frederick, Chairperson

David Celebre, Vice-Chairperson

Jeff Wamboldt

Laura Belsky

Mark Nordigian

Aye No Abstain

☐ ☐ ☐

☐ ☐ ☐

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☐ ☐ ☐

☐ ☐ ☐

Sharon Pomaville

☐☐☐

Jerry Gulley

☐☐☐



COUNTY OF KENOSHA

OFFICE OF THE COUNTY EXECUTIVE

Jim Kreuser, County Executive

1010 – 56th Street, Third Floor

Kenosha, Wisconsin 53140

(262) 653-2600

Fax: (262) 653-2817

ADMINISTRATIVE PROPOSAL

COUNTY EXECUTIVE APPOINTMENT 2021/22-6

RE: KENOSHA COUNTY LOCAL EMERGENCY PLANNING COMMITTEE

TO THE HONORABLE KENOSHA COUNTY BOARD OF SUPERVISORS:

Placing special trust in his judgment and based upon his qualifications, I hereby submit to the honorable Kenosha County Board of Supervisors for its review and approval the name of

Peter J. Wicklund
Kenosha, WI 53144

to serve a three-year term on the Kenosha County Local Emergency Planning Committee as a Print Media Representative, (Group 3) beginning immediately upon the confirmation of the County Board and continuing until the 1st day of May 2024 or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Mr. Wicklund will serve without pay.

Mr. Wicklund will be filling a vacancy on the Committee.

Respectfully submitted this 14th day of April 2021.

Jim Kreuser
Kenosha County Executive

COUNTY OF KENOSHA
OFFICE OF THE COUNTY EXECUTIVE
JIM KREUSER

APPOINTMENT PROFILE
KENOSHA COUNTY COMMISSIONS, COMMITTEES, & BOARDS

(Please type or print)

Name: Peter James Wicklund
First Middle Last

Residence Address: _____

Previous Address if above less than 5 years: _____

Occupation: Lee Enterprises/Kenosha News Managing editor
Company Title

Business Address: 6535 Green Bay Road, Kenosha, WI 53140

Telephone Number: Residence _____ Business 262-656-6337

Daytime Telephone Number: _____

Mailing Address Preference: Business (☒) Residence ()

Email Address: pwicklund@kenoshanews.com

Do you or have you done business with any part of Kenosha County Government in the past 5 years? Yes () No (☒)

If yes, please attach a detailed document.

Affiliations: List affiliations in all service groups, public service organizations, social or charitable groups, labor, business or professional organization, and indicate if it was a board or staff affiliation.

Somers Fire and Rescue Department
Somers Fire and Rescue Association Inc. (Board position)

Special Interests: Indicate organizations or activities in which you have a special interest but may not have been actively involved.

Wisconsin State Firefighters Association, Wisconsin State Fire Inspectors Association

*If more space is needed, please attach another sheet.

Kenosha County Commissions, Committees, & Boards
Appointment Profile - Page 2

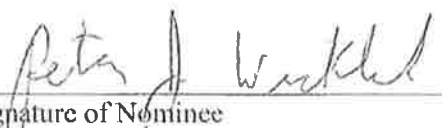
Nominee's Supervisory District 5

Governmental Services: List services with any governmental unit.

Former employee of the Town of Somers

Additional Information: List any qualifications or expertise you possess that would benefit the Board, Committee, Commission, etc.

Conflict Of Interest: It would be inappropriate for you, as a current or prospective appointee, to have a member of your immediate family directly involved with any action that may come under the inquiry or advice of the appointed board, commission, or committee. A committee member declared in conflict would be prohibited from voting on any motion where "direct involvement" had been declared and may result in embarrassment to you and/or Kenosha County.


Signature of Nominee

APRIL 14, 2021
Date

Please Return To: Kenosha County Executive
1010 - 56th Street
Kenosha, WI 53140

(For Office Use Only)

Appointed To: _____
Commission/Committee/Board

Term: Beginning _____ Ending _____

Confirmed by the Kenosha County Board on: _____

New Appointment _____ Reappointment _____

Previous Terms: _____

PETER JAMES WICKLUND

EDUCATION

Bachelor of science in journalism, University of Kansas, 1985. (Served on school's daily newspaper).

Associate degree of arts, William Rainey Harper College, Palatine, Ill., 1982. (Served as editor of the school's weekly newspaper).

Graduate studies in library and information science, Dominican University, River Forest, Ill., 1992-1993.

State of Wisconsin certified Firefighter I and II and state-licensed emergency medical technician, Gateway Technical College, Burlington and Racine, Wis., 1997-1998, 2004.

EMPLOYMENT

Managing Editor, The Kenosha News, Kenosha, WI, 2020-present.

Assistant Managing Editor: The Journal Times, Racine, WI, 2016-2020

Copy editor, reporter, page designer, columnist, bureau chief, photographer: The Journal Times, Racine, WI, 1999-2016.

Editor, chief correspondent: Wisconsin Fire Journal (Publication of the Wisconsin State Firefighters Association) 2008-2021.

Assignment editor: Community Newspapers Inc., New Berlin, WI, 1998-1999.

Managing editor: Southern Lakes Newspapers, Burlington, WI, 1995-1998. (freelancer/reporter 1993-95).

Assistant editor: Kalmbach Publishing Co., Waukesha, WI, 1993-1995.

Business reporter/copy editor: Daily Herald, Arlington Heights, Ill., 1990-1993.

Bureau editor/reporter: Pioneer Press, Glenview, Ill., 1986-1990. Helped launch new editions in Lake County, Illinois.

Reporter: Miami County Republican and Western Spirit, Paola, Kan., 1985-1986.

CIVIC SERVICE

Washington Island Observer newspaper, Washington Island, Wis.: Member of ownership team, member of the advisory Editorial Committee, correspondent, 2013-present

Volunteer firefighter/EMT, Somers Fire and Rescue Dept., Somers, Wis., 2003-2016 (Promoted to lieutenant in January, 2012).

Somers Fire and Rescue Association Inc.: President, 2006-2012; Treasurer, 2012-2016.

Member, Wisconsin State Firefighters Association, 1997-present

Member, Wisconsin State Fire Inspectors Association

City of Burlington Volunteer Fire Dept.: 1997-2003.

Burlington, Wis., Rotary Club: 1995-1998; 1999-2003.

Board of Directors, Love, Inc. Community Center, Burlington, Wis., 2001-2003.

School bus driver, Thomas Bus Service, Burlington, Wis., 1998-2003.

Palatine, Illinois Jaycees: 1986-1990.

Paola, Kansas Lions Club: 1985-86.

OTHER EXPERIENCE

Attended Federal Emergency Management Agency Institute on Emergency Management, Emmitsburg, Md., 1998. (Racine County disaster drill).

Wisconsin Association of School Boards Media Honor Roll, 2003 and 2004.

Friend of Farm Bureau, Racine County Farm Bureau honor, 2000.

Wisconsin Newspaper Association award for spot news photography, 1997.

Portable Audio/Video Recorders

526.1 PURPOSE AND SCOPE

Agency Content

This policy provides guidelines for the use of portable audio/video recording devices by members of this Department while in the performance of their duties. Portable audio/video recording devices include all recording systems, whether body-worn, hand-held, or integrated into portable equipment (Wis. Stat. § 165.87).

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Kenosha County Sheriff's Department facility, authorized undercover operations, wiretaps, or eavesdropping (e.g., concealed listening devices).

526.2 POLICY

Agency Content

The Kenosha County Sheriff's Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the Department's mission by accurately capturing contacts between members of the Department, inmates, and the public. Only authorized Department issued recorders are allowed inside of secure areas of Department facilities.

526.3 MEMBER PRIVACY EXPECTATIONS

Agency Content

All recordings made by members on any Department-issued device at any time, and any recording made while acting in an official capacity of this Department regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

526.4 MEMBER RESPONSIBILITIES

Agency Content

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is worn in the manufacturer described manner, unobstructed in any way consistent with training, and is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable.

Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable. Members should notify persons that they are being recorded unless doing so would be unsafe, impractical, or impossible.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording

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in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Full-time security employees (FTE's) shall be issued a portable recorder. Casual Correctional Employees (CCE) shall obtain and utilize a device on an assigned basis. In such a circumstance, CCE's shall record his/her name, KSD identification number, and the current date and time at the beginning and the end of the shift, regardless of whether any activity was recorded.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

526.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Agency Content

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time they engage in work-related interactions as indicated below or any time members believe it would be appropriate or valuable to record an incident.

The portable recorder shall be activated in any of the following situations:

- (a) During interactions with inmates or when in any area where there is a potential for visual or physical inmate contact. This includes but is not limited to:
 - 1. Inmate housing units/dorms/blocks
 - 2. Officer station in inmate housing units/dorms/blocks
- (b) During interactions with the public

Members should remain sensitive to the dignity of all individuals being recorded. When inmates are showering, performing bodily functions, are changing or exchanging clothing, or during medical escorts, strategic aiming of the device (NOT OBSTRUCTING) by security staff may address these concerns while acknowledging the existence of a legitimate interest in recording

All staff utilizing the portable audio/video recording system shall successfully complete instruction and training on this policy and the use/care of equipment and media. There shall be periodic training to ensure continued and effective use of the equipment.

526.6 CESSATION OF RECORDING

Agency Content

Once activated, the portable recorder should remain on continuously. Recording may be stopped during authorized work breaks. It is of the utmost importance in such a circumstance that staff remembers to reactivate the recording device upon return to work. A failure to reactivate the recording device after cessation of recording is a serious infraction and liability, violations may result in progressive disciplinary action, up to and including suspension or termination.

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Portable Audio/Video Recorders

526.7 EXPLOSIVE DEVICE

Agency Content

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

526.8 PROHIBITED USE OF PORTABLE RECORDERS

Agency Content

Members are prohibited from using Department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on duty. Members shall not duplicate or distribute such recordings, except for authorized legitimate Department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from reproducing any visual or sound recording of a "Strip Search" of an inmate. (Wis. Stat. § 968.255 (2) (c))

Members are prohibited from using personally owned recording devices while on duty.

Recordings shall not be used by any member for the purpose of embarrassment, harassment, or ridicule.

Recordings may be utilized for training purposes upon the approval of the Division Commander.

526.9 IDENTIFICATION AND PRESERVATION OF RECORDINGS

Agency Content

To assist with identifying and preserving data and recordings, members should upload, tag, or mark the recordings in the specified system in accordance with procedure, and document the existence of the recording in any related case report.

A member should transfer, tag, or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim, or witness has requested non-disclosure.
- (c) A complainant, victim, or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Public Records Law (Wis. Stat. § 19.31 et seq.).

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Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., hostile contact, meritorious conduct, misconduct, etc.), the member should promptly notify a supervisor of the existence of the recording.

The transfer, tagging or marking of recordings shall not alter the retention period for the records, but will assist members in determining what records or portions of a record can be released.

526.10 REVIEW OF RECORDED MEDIA FILES

Agency Content

When preparing written reports, members may review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made to write a less detailed report.

Supervisors or members of the Human Resources Department are authorized to review relevant recordings any time they investigate alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance or for training purposes.

Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the department participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (b) By a member of the Human Resources Department or the Corporation Counsel's Office who is involved in any personnel matter, complaint, or investigation where it is determined by Human Resources or the Corporation Counsel's Office that the recordings may be relevant or necessary to the personnel matter, complaint or investigation.
- (c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (d) By media personnel with permission of the Sheriff or the authorized designee.
- (e) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy. All public records requests regarding the review of recorded media files will be referred to the Captain of Administration or designee.

Non-Supervisory staff shall not utilize the recording system's resources without a legitimate and objective purpose. A system audit trail exists and may be utilized to ensure compliance with this section.

Recordings shall not be shared by security staff with inmates or anyone other than Security Personnel, KSD Supervision, and Administration.

To maintain the ability to conduct thorough and effective investigations and incident reviews involving sexual abuse, sexual harassment, and other misconduct, appropriately trained internal and external investigators and senior facility and agency administrators are not prohibited from

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Portable Audio/Video Recorders

viewing any cross-gender recorded camera footage in conjunction with an investigation or incident review.

The Custodian of Records should review all recordings before public release. Data from recording devices are subject to the right of inspection and copying under Wis. Stat. § 19.35 (1), except as provided for in Wis. Stat. § 165.87 (3)(c), as may be amended from time to time. Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court (Wis. Stat. § 165.87(3)). Redaction of video may be made as reasonably justified to maintain the dignity or privacy of anyone.

526.11 COORDINATOR

Agency Content

The Sheriff or the authorized designee should designate a coordinator and a backup coordinator responsible for (Wis. Stat. § 165.87):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Coordinating with the Training Sergeant to provide training on this policy to:
 - 1. Officers who are authorized to use portable audio/video recorders.
 - 2. Members of the Department who use, maintain, store, or are responsible for the release of records and recordings.
- (f) Every five years reviewing the Department's practices relating to the use, maintenance, and storage of body cameras and data to confirm compliance with this policy.
- (g) Ensuring this policy is available to the public on the Department's website.
- (h) The Sheriff or the authorized designee shall consult with the Kenosha County Division of Information Technology (IT) to ensure proper coordination between the Department, IT, and any outside vendor/parties responsible for carrying out the provisions of this policy.

526.12 RETENTION OF RECORDINGS

Agency Content

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 120 days (Wis. Stat. § 165.87).

526.12.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Agency Content

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Portable Audio/Video Recorders

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

526.12.2 EXCEPTIONS TO RETENTION REQUIREMENTS FOR BODY-WORN CAMERAS

Agency Content

The member recordings shall be retained for a minimum of 120 days after the date of the recording. Exceptions to the 120-day retention period for body-worn cameras, where records may be kept longer than 120 days, are as follows (Wis. Stat. §165.87):

- (a) Recordings should be retained until the final disposition of any investigation, case, or complaint to which the recordings pertain to any of the following:
 - 1. An encounter that resulted in the death of any individual Death or actual or alleged physical injury to any person in the recording.
 - 2. An encounter resulting in custodial arrest
 - 3. A search during a temporary detention pursuant to Wis. Stat. § 968.25
 - 4. An encounter resulting in the use of force by a law enforcement officer or detentions staff.
- (b) Recordings used in any criminal, civil, or administrative proceeding may not be destroyed except upon a final disposition from the court or hearing officer after a determination the recordings are no longer needed, or by an order from the court or hearing officer.
- (c) Recordings may be retained for a period beyond 120 days if a request or directive to preserve the recordings is made before the expiration of that time period by the Department Administration, a deputy from this Department or another law enforcement agency, member of a board of fire and police commission, prosecutor, defendant, or a court.

Portable Audio/Video Recorders

425.1 PURPOSE AND SCOPE

State MODIFIED

This policy provides guidelines for the use of portable audio/video recording devices by members of this Department while in the performance of their duties. Portable audio/video recording devices include all recording systems, whether body-worn, hand-held, or integrated into portable equipment (Wis. Stat. § 165.87).

This policy does not apply to vehicle/mobile audio/video recordings, interviews, or interrogations conducted at any Kenosha County Sheriff's Department facility, authorized undercover operations, wiretaps, or eavesdropping (concealed listening devices).

425.2 POLICY

Best Practice MODIFIED

The Kenosha County Sheriff's Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

425.3 MEMBER PRIVACY EXPECTATION

Best Practice

All recordings made by members on any Department-issued device at any time, and any recording made while acting in an official capacity of this Department regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

425.4 MEMBER RESPONSIBILITIES

Discretionary MODIFIED

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is worn in the trained manner for their assignment, and is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Members should notify persons that they are being recorded unless doing so would be unsafe, impractical, or impossible.

Any member assigned to a non-uniformed position shall carry an approved portable recorder at any time the member is engaging in activity that would require the activation of the recorder. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

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Portable Audio/Video Recorders

When using a portable recorder, the assigned member shall record his/her name, KSD identification number, and the current date and time in the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

425.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

Best Practice **MODIFIED**

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time they engage in work-related interactions with any members of the public or any time members believe it would be appropriate or valuable to record an incident. This requirement does not require members working in an undercover capacity to activate a camera.

The portable recorder shall be activated in any of the following situations:

- (a) All enforcement and investigative contacts including, calls for service, and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance, and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording
- (e) Search warrant entry and execution; and
- (f) While escorting, transporting, or guarding inmates and arrestees. (i.e., hospital guard, court escorts, and proceedings)

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. If the member of the public refuses to be recorded this refusal should be recorded on camera. The member shall have the discretion to stop the recording if the member deems that the information being obtained is of greater importance than a video record of the interview. The recording should resume when privacy is no longer an issue unless the circumstances no longer fit the criteria for recording.

Members have the discretion not to activate the recorder during potentially sensitive events or circumstances. (e.g, victims of sexual assault, child victim statements/interviews, nude persons who are not the target of enforcement action.)

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At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder. However, the recorder should be activated in the situations described above as soon as reasonably practicable.

425.5.1 CESSATION OF RECORDING

Best Practice **MODIFIED**

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing, tactical discussion outside of the presence of members of the public, or other breaks from direct participation in the incident.

425.5.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

State

Wisconsin law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Wis. Stat. § 968.31(2)(b)).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another Department member without a court order unless lawfully authorized by the Sheriff or the authorized designee.

425.5.3 EXPLOSIVE DEVICE

Best Practice **MODIFIED**

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

Members assigned to the Bomb Squad are exempt from the body camera use requirement while actively deployed at the scene of the Bomb Squad-related incident.

425.6 PROHIBITED USE OF PORTABLE RECORDERS

Best Practice

Members are prohibited from using Department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with Department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate Department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Commander. Any member who uses a personally owned recorder for

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Department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

425.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS

Best Practice **MODIFIED**

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag, or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim, or witness has requested non-disclosure.
- (c) A complainant, victim, or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Public Records Law (Wis. Stat. § 19.31 et seq.).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

The transfer, tagging, or marking of recordings shall not alter the retention period for the records but will assist members in determining what records or portion of a record can be released.

425.8 REVIEW OF RECORDED MEDIA FILES

State **MODIFIED**

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors or members of the Human Resources Department are authorized to review relevant recordings any time they are investigating alleged misconduct, or reports of meritorious conduct, or whenever such recordings would be beneficial in reviewing the member's performance, or for training purposes

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Recorded files may also be reviewed:

- (a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (b) By any member of the Human Resources Department or the Corporation Counsel's Office who is involved in any personnel matter, complaint, or investigation where it is determined by Human Resources or the Corporation Counsel's Office that the recordings may be relevant or necessary to the personnel matter, complaint or investigation
- (c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (d) By media personnel with permission of the Sheriff or the authorized designee.
- (e) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Data from recording devices are subject to the right of inspection and copying under Wis. Stat. § 19.35 (1), except as provided for in Wis. Stat. § 165.87 (3)(c), as may be amended from time to time. Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court (Wis. Stat. § 165.87(3)).

425.9 COORDINATOR

State **MODIFIED**

The Sheriff or the authorized designee should designate a coordinator and a backup coordinator responsible for (Wis. Stat. § 165.87):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
- (b) Establishing procedures for accessing data and recordings.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Coordinating with the Training Sergeant to provide training on this policy to:
 - 1. Deputies who are authorized to use portable audio/video recorders.
 - 2. Members of the Department who use, maintain, store, or are responsible for the release of records and recordings.
- (f) Every five years reviewing the Department's practices relating to the use, maintenance, and storage of body cameras and data to confirm compliance with this policy.
- (g) Ensuring this policy is available to the public on the Department's website.

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Portable Audio/Video Recorders

- (h) The Sheriff or the authorized designee shall consult with the Kenosha County Division of Information Technology (IT) to ensure proper coordination between the Department, IT, and any outside vendor/parties responsible for carrying out the provisions of this policy.

425.10 RETENTION OF RECORDINGS

State

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 120 days (Wis. Stat. § 165.87).

425.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Best Practice

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

425.10.2 EXCEPTIONS TO RETENTION REQUIREMENTS FOR BODY-WORN CAMERAS

State **MODIFIED**

The member recordings shall be retained for a minimum of 120 days after the date of the recording. Exceptions to the 120-day retention period for body-worn cameras are as follows, where recordings may be kept longer than 120 days, (Wis. Stat. § 165.87):

- (a) Recordings shall be retained until the final disposition of any investigation, case, or complaint to which the recordings pertaining to any of the following:
 - 1. Death or actual or alleged physical injury to any person in the recording
 - 2. An encounter resulting in custodial arrest
 - 3. A search during temporary detention pursuant to Wis. Stat. § 968.25
 - 4. An encounter resulting in the use of force by a law enforcement officer except when the only use of force involves the use of a firearm by the officer to euthanize an injured or wild animal.
- (b) Recordings used in any criminal, civil, or administrative proceeding may not be destroyed except upon a final disposition from the court or hearing officer after a determination the recordings are no longer needed, or by an order from the court or hearing officer.
- (c) Recordings may be retained for a period beyond 120 days if a request or directive to preserve the recordings is made before the expiration of that time period by a deputy from this Department or another law enforcement agency, member of a board of fire, and police commission, prosecutor, defendant, or a court.