



Agenda
General Government Committee
Thursday, May 4, 2023 – 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 89996258699
Passcode: 163823
<https://us02web.zoom.us/j/89996258699>
Community Room
303 W. Chapel St
Dodgeville, Wisconsin 53533

**Iowa
County
Wisconsin**

For information regarding access for the disabled, please call 935-0399.

Any subject on this agenda may become an action item.

- | | |
|----|---|
| 1 | Call to order. |
| 2 | Roll Call. |
| 3 | Approve the agenda for this May 4, 2023 meeting. |
| 4 | Approve the minutes of the April 6, 2023 meeting. |
| 5 | Report from committee members and an opportunity for members of the audience to address the committee. No action will be taken. |
| 6 | Consider Policy Number xxxx Donations to Sheriff's Office. |
| 7 | Consider Revisions to Sections 5.4 (Performance Evaluation Reviews and Pay for Performance) of the Employee Handbook. |
| 8 | Consider Revisions to Policy 426 and 426.1 Background Checks. |
| 9 | Consider Removal of Policy 414.1 Families First Coronavirus Response Act. |
| 10 | Consider Reclassification of Jail Administrator to Sheriff's Operational Lieutenant. |
| 11 | Employment Activity Report. |
| 12 | Set date and time for next meeting. (June 8, 2023 at 5:00 p.m.) |
| 13 | Adjournment. |

Posting verified by the County Clerk's Office: Kris Spurley Date: 4-27-23 @ 10:30 am Initials: kks

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No.	Date/Time	Destination	Times	Type	Result	Resolution/ECM
001	04/27/23 10:39	Dodge Chronicle	0°00'08"	FAX	OK	200x100 Normal/On
002	04/27/23 10:40	WDMP	0°00'47"	FAX	OK	200x100 Normal/Off



Minutes

General Government Committee
Thursday, April 6, 2023 - 5:00 pm
Conference Call 1-312-626-6799
Zoom Meeting ID: 89996258699

Passcode: 163823

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Community Room
303 W. Chapel St
Dodgeville, Wisconsin 53533

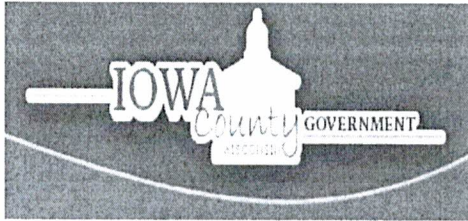
**Iowa
County
Wisconsin**

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Any subject on this agenda may become an action item.

1	Call to order. Chair Peterson called meeting to order at 5:00 p.m.
2	Roll Call. Members present: Sups. Curt Peterson, Don Gander, Mike Peterson, Ingmar Nelson (5:01 pm), Roger Geisking and John Meyers Remotely: None Excused: None. ~ Others present: Mel Masters, Joan Davis, Larry Bierke, Kris Spurley, Allison Leitzinger Jamie Gould, Debi Heisner and Taylor Campbell. ~ Remotely:
3	Approve the agenda for this April 6, 2023 meeting. Motion by Sup. Geisking seconded by Sup. Meyers to approve the agenda of this April 6, 2023 meeting. Motion carried unanimously.
4	Approve the minutes of the March 28, 2023 meeting. Motion by Sup. M. Peterson seconded by Sup. Geisking to approve the minutes of the March 28, 2023 meeting. Motion carried unanimously.
5	Report from committee members and an opportunity for members of the audience to address the committee.
6	Election of a Secretary. Sup. M. Peterson moved to nominate Sup. Nelson as Secretary. Sup. Geisking seconded. Sup. Nelson was elected Secretary of the General Government Committee by unanimous consent.
7	12-31-2022 Financial Reports for the General Government Committee.

8	Classification and Compensation Study Presentation and discussion by Carlson Dettmann staff, Jenna Bindwell, Heather Murray and Matt Shefchik. Allison gave a presentation and presented the committee with a Resolution to Approve a New Classification and Compensation Pay Plan Structure for Iowa County Non-Represented Employees. Discussion followed. Motion by Sup. M. Peterson seconded by Sup. Geisking to approve the resolution with the implementation date changed to February 25, 2023 and to forward to the County Board for consideration. Motion carried unanimously.
9	Consider Resolution Establishing Staffing for Kitchen at the Iowa County Law Enforcement Center. Motion by Sup. M. Peterson seconded by Sup. Nelson to approve Establishing Staffing for Kitchen at the Iowa County Law Enforcement Center and to forward to the Executive Committee. Motion carried unanimously.
10	Employment Activity Report. Allison reviewed and answered questions.
11	Set date and time for next meeting. The next General Government Committee meeting will be May 4, 2023 at 5:00 p.m.
12	Adjournment. Motion by Sup. M. Peterson seconded by Sup. Geisking to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:31 p.m.
	Minutes by Kris Spurley, County Clerk



DONATIONS TO SHERIFF'S OFFICE

Date Originated: ??/?/23

Date of Modifications:

Policy Number: xxxx

1. **PURPOSE:** The Iowa County Sheriff's Office occasionally receives donations from the public that are both designated for specific purposes and undesignated. The purpose of this policy is to set how the County Board wants those donations handled, collected, recorded, tracked, and spent.
2. **ORGANIZATIONS AFFECTED:** This policy specifically impacts the Iowa County Sheriff's Office, the Finance Department, and the County Administrator.
3. **POLICY:** It is the policy of Iowa County to accept donations from the public, businesses, non-profit entities, or any other donor so long as the purpose of the donated funds and the donor of said funds meet the terms of this policy and ethical guidelines. Funds donated to the Iowa County Sheriff's Office shall be spent at the sole discretion of the Iowa County Sheriff, however they **MUST** meet the terms of this policy.
4. **REFERENCES:** Iowa County Ordinance No. 701 (Ethics Code) and the Wisconsin Statutes cited therein; Iowa County Policy 406
5. **PROCEDURES:** The following steps and restrictions hereby exist on funds proposed for and accepted as donated funds.
 - A. Iowa County will not accept donations, either cash or in-kind contributions, that were generated or are perceived by the Sheriff to have been generated by any illegal means.
 - B. Iowa County will not accept donations, either cash or in-kind contributions, that would violate any law, statute, regulation, ordinance, resolution, or policy.
 - C. Iowa County will not accept donations, either cash or in-kind contributions, that violate any individual rights, that advance or inhibit religion, or that improperly advance political views or messages.
 - D. Iowa County will not accept donations, either cash or in-kind contributions, from businesses, organizations, or individuals on a national watch list.
 - E. Iowa County will not accept donations, either cash or in-kind contributions, and no county official or employee may solicit or accept donations, if it could reasonably be expected to influence official actions or judgment; or could reasonably be considered as a reward for any official action or inaction on the part of the county official or employee.
 - F. Cash funds received by any Iowa County employee as a donation must be submitted to the Iowa County Treasurer to be recorded and deposited into the proper account.
 - G. Should a donation be restricted for any reason, the donor must provide a letter expressing the purposes allowed. The Sheriff and the Finance Director will both receive copies of said letter and be responsible for ensuring that funds donated are used for the purposes specified.

- H. If there are any questions about the legality or propriety of accepting a donation, the Corporation Counsel and/or Ethics Board will be consulted.
- I. Unspecified donations made to the Iowa County Sheriff's Office are hereby donated for use by the Iowa County Sheriff as he or she deems appropriate, with the following restrictions:
 - i. If an employee of the department receives a benefit from said donations account, ALL department employees must have the opportunity to receive the same benefit. For example: if new outerwear is purchased for the K9 officer, new outerwear must be purchased for all staff; or if lunch is catered in for staff, all staff must have the opportunity to participate. No singular employee shall get benefits not afforded to others.
 - ii. If it is not possible to have all employees benefit from a particular donation because of reasons such as shift schedules and logistics, the Iowa County Sheriff will ensure that donations are not used in a way that would discriminate based on rank or position.

AGENDA ITEM COVER SHEET

Title:Revisions to Section 5.4 of the Employment Handbook Policy 401

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Looking to update Section 5.4 Performance Evaluation Reviews and Pay for Performance. Looking to add in language that defines how market adjustments work for employees within the Step program (1-6) of the structure and how it works for employees who are in the Pay for Performance area of the Pay Structure.

Currently, staff in the pay for performance part of the structure - revert back into the Pay Plan when the market adjusts. Looking to add language that allows employees who are in the pay for performance to continue to receive a portion of employees exceeds expectations review compensation when market adjusts.

Three options to consider for Pay for Performance Market Adjustment process:

Option 1: Employees in Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January - December) and the market adjusts; exceeds expectations review employees will receive half of the market adjustment rate added to the employee's base rate of pay.

Option 2: Employees in Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January - December) and the market adjusts; exceeds expectations review employees will receive the full market adjustment rate added to the employee's base rate of pay.

Option 3: Employees in Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January - December) and the market adjusts; exceeds expectations review employees will receive the full market adjustment rate a lump sum bonus. If employee falls back into the Step program - they would receive the adjustment to the step and then the remaining would be a lump sum bonus.

RECOMMENDATIONS (IF ANY):

County Administration is recommending Option 1 listed above.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

Section 5.4 of Policy 401

FISCAL IMPACT:

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED: ☐ Yes ☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

5.4 Performance Evaluation Reviews and Pay for Performance

Iowa County provides annual performance evaluations with all employees. Performance evaluations are designed to acknowledge employees' achievements and assist employees in improving their job performance.

Managers and Department Heads are responsible for conducting annual performance evaluations with employees whom they supervise.

Employee performance is evaluated annually on employee's date of hire. Management employees who were promoted into a management position prior to October 5, 2014 will use their status date instead of hire date. All employees are evaluated on the following core competencies:

- Attendance
- Job Knowledge
- Job Performance
- Communication and Customer Service
- Attitude, Professionalism, and Teamwork
- Safety and Following Policies and Procedures
- Goal Setting

In addition to the above core competencies, management employees are evaluated on the following leadership core competencies:

- Coaching and Delegation
- Team Leadership and Facilitating Change
- Budget Management

Employees shall complete a self-evaluation and submit to their manager no more than a month prior, but at least two weeks before evaluation date. Failure to complete self-evaluation is reflected in performance review. Managers complete and review a separate performance evaluation with the employee. The manager submits the completed evaluation and status change form to Employee Relations before the end of the payroll week in which the evaluation date occurred. Employee Relations provides the status change form to Finance/Payroll.

Status change forms are not processed until Employee Relations receives the completed performance evaluation review.

Performance Factor Rating

Step Process (Minimum- Step 1 up to Control Point-Step 6):

Non-Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 20 points to 28 points get a "Meets Expectations" rating, which includes a pay increase to the next

step. Employees receiving a rating of 19 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 29 points or more get an “Exceeds Expectation” rating, which results in a pay increase of two steps.

Managers that do not have Budget responsibilities:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 26 points to 37 points get a “Meets Expectations” rating, which includes a pay increase to the next step. Employees receiving a rating of 25 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 38 points or more get an “Exceeds Expectation” rating, which result in a pay increase of two steps.

Management Employees:

Employees within the step portion of the Iowa County Wage Structure receiving a rating of 28 points to 41 points get a “Meets Expectations” rating, which includes a pay increase to the next step. Employees receiving a rating of 27 points or below get a “Does not Meet Expectation” rating, which provides no step increase. Employees receiving a rating of 42 points or more get an “Exceeds Expectation” rating, which result in a pay increase of two steps.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating need to be discussed and approved by the County Administrator.

Pay for Performance (Control Point – Step 6 to Maximum):

Employees who receive a rating of “Exceeds Expectations” are eligible for Pay for Performance. An “Exceeds Expectations” rating is 29 points or more for non-management employees, 38 for management employees with no budget responsibilities and 42 points or more for management employees.

Employees will receive a two (2%) performance bonus of current base rate in a lump sum payment plus a two (2%) base wage increase.*

When an employee is on Step 5 and receives an “Exceeds Expectations”, employee will receive a one and a half (1.5%) performance bonus of current base rate in a lump sum payment plus a one (1%) base wage increase of Step 6.*

All pay including base wage and bonus pay cannot exceed the maximum step unless approved by County Board. If an employee is near maximum, they will earn the base wage increase before the performance bonus pay.

All performance evaluations including management and non-management reviews that get an “Exceeds Expectations” rating needs to be discussed and approved by the County Administrator.

*Lump Sum payment is not added to the base wage and is a one time payment

Market Adjustments:

Every year, the County Board will review recommendations from the Employee Relations Director on shifts in the market. County Board will decide if the Iowa County Pay Structure needs to be adjusted based on market.

If County Board adopts a market adjustment:

Employees within Step 1 – Step 6 will receive the new market adjustment to the Step they are currently being paid at.

Employees in the Pay for Performance section of the Pay Structure will remain at current rate of pay. Instances where an employee received an exceeds expectations review within the last fiscal year (January – December) and the market adjusts; exceeds expectations review employees will receive half of the market adjustment rate added to employees' base rate of pay.

AGENDA ITEM COVER SHEET

Title: Consider Revision to Policy 426 and Policy 426.1

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Updates are recommend to Policy 426 - that captures the following:

1. Allowing applicants the right to obtain background check if any criminal background is disclosed,
2. Indicating when Federal Criminal History Record Information is no longer needed, how the county is to dispose of the records, and
3. Adding language in regarding Securix and Authorized Users

Theses changes were suggested by Dept of Justice after the County went through an audit process.

Policy 426.1 - is specific for Child Support Background checks - changes were made to be compliant with recent year changes.

RECOMMENDATIONS (IF ANY):

Recommened to adopt changes in Policy 426 and 426.1

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

Policy 426 and Policy 426.1

FISCAL IMPACT:

NA

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☒ Yes

☐ No

How much time is needed? 10

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



BACKGROUND CHECKS

Date Originated:
Date of Modifications:
Policy Number: 426

1. PURPOSE:

To ensure that Iowa County provides services in a safe environment, complies with those laws and regulations which require Iowa County to conduct criminal background checks on applicants as a condition of employment for certain positions and complies with those laws and regulations which prohibit discrimination against job applicants and current employees based upon arrest and conviction records which cannot be lawfully considered when making employment decisions.

2. ORGANIZATIONS AFFECTED:

This policy applies to all Iowa County employees and volunteers.

3. POLICY:

A criminal background check shall be performed on each new hire for an Iowa County position or volunteer. Criminal background checks shall be conducted on candidates recommended for hire prior to the extension of an offer of employment or volunteer assignment by the Employee Relations Director or his/her designee.

A. Definitions

- a. Arrest Record: Information indicating that an individual has been arrested, apprehended, taken into custody, detained, questioned, held for investigation, charged, or tried.
- b. Conviction Record: Information indicating that, pursuant to any law enforcement or military authority, an individual has been:
 - i. Convicted of any felony, misdemeanor or other offense;
 - ii. Less than honorably discharged
 - iii. Fined;
 - iv. Imprisoned;
 - v. Paroled;
 - vi. Placed on probation;
 - vii. Placed in a Deferred Prosecution Program or
 - viii. Placed on extended Supervision
- c. Criminal Charge: A Criminal complaint, information or indictment filed in a state, federal, tribal or military court of law.

- d. Criminal Conviction: A conviction punishable by a state, federal, military, tribal, or local law enforcement or correction agency.

B. Wisconsin Caregiver Law

Wisconsin law requires criminal history background checks on persons responsible for care, safety, and security of children, and vulnerable adults. This mandate includes licensed individuals, employees, prospective employees and other specified persons affiliated with care giving entities or providers. Criminal convictions related to the harm of another human being are generally a bar from employment for positions within health care settings. Iowa County is bound to check applicant's criminal history before hire and the criminal history of current employees at least every four (4) years. Iowa County requires to conduct caregiver criminal background checks of applicants who, if hired, will have unsupervised access to vulnerable populations due to their positions with Iowa County.

C. Special Circumstances

Certain Iowa County departments, such as the Iowa County Sheriff's Office, District Attorney's Office and Information Technology Department have developed an enhanced background check process.

4. REFERENCES:

Wisconsin Statute: 111.335

The Caregiver Law: Wisconsin Statute 50.065

5. PROCEDURES:

A. Notices on Job Postings

Employee Relations will be responsible for including the following notice in job positions: "Applicants are subject to a criminal background check".

B. Conducting Criminal Background Checks

Criminal background checks will be conducted and managed within the Employee Relations Department. Background checks will be completed by utilizing the Wisconsin Department of Justice, Crime Information Bureau electronic database.

Out of State Background Checks: Iowa County will check out-of-state backgrounds if the applicant is not a resident of Wisconsin, or if at any time within three (3) years preceding the date of search, the applicant has not been a resident of Wisconsin, Iowa County shall make a good faith effort to obtain from any state in which the applicant is a resident or was a resident.

Fingerprint Background: When Fingerprint background checks need to be completed, Iowa County will provide this check.

Iowa County recognizes that databases may include information that is irrelevant to the employment decision-making process. For example, some databases include information about arrests where the charges have been dismissed/dropped as well as information about civil cases such as divorces and financial suits. However, it is the policy of Iowa County not to consider such information when making employment decisions.

C. Determining if a Criminal Record is Substantially Related to the Position
Everyone is presumed innocent until guilt is proven beyond a reasonable doubt, Iowa County will not hold arrests that do not result in a conviction or a plea agreement against an employee or applicant. Furthermore, Iowa County recognizes that the existence of a conviction is not always an automatic exclusion from employment. Therefore, it is the policy of Iowa County to review each applicant's/employee's criminal background on an individual, case-by-case basis, using the following factors to determine whether there is a substantial relationship between the pending charge or conviction and the position.

- a. The offense(s) themselves, in particular, the nature and severity of the offense(s), including but not limited to:
 - i. The statutory elements of the offense(s) (including the requisite level of intent) and where these elements are related to the position;
 - ii. The amount of time which has elapsed since the last offense occurred;
 - iii. The number of offense(s) and whether there is a pattern;
 - iv. The type(s) of offense(s) (i.e. felony, misdemeanor, traffic, other);
 - v. Whether the State or Federal government has determined that the nature of the offense(s) must be or may be treated as a complete bar to employment in the position.
- b. The position itself, and in particular, the duties, responsibilities and circumstances of the position, including, but not limited to:
 - i. Whether the duties, responsibilities and circumstances of the position offers opportunities to commit new offenses;
 - ii. The level and scope of the position's autonomy/discretionary authority and supervision by superiors;
 - iii. The level and scope of the position's responsibility to supervise subordinate staff;
 - iv. The level and nature of the position's contact with the general public;
 - v. The extent to which the job requires the trust and confidence of the general public and/or public officials;
 - vi. The sensitivity of the data or records for which the position is responsible and/or to which the position has access.

- c. The individual himself/herself, and in particular, the individual's age at the time of the offense(s), his/her record of behavior in other circumstances, and performance in other recent jobs.

Once the criminal background check is completed, is the policy of Iowa County to review the results and act as follows:

1. If no criminal, record found, then the applicant progress to the next stage of the application process. Iowa County may offer an appointment contingent upon the successful completion of a criminal background check; in these contingent offers, it does need to be stated that the offer will be withdrawn or terminated if the results of the individual's criminal background check are unacceptable.
2. If the criminal background check discloses a criminal history, but, using the criteria set forth in Section 3 (C), there is not a substantial relationship between the offense(s) and the position, then the applicant progresses to the next stage of the hiring process.
 - a. If a criminal background check is disclosed, the Employee Relations Director will inform the applicant/individual of his or her right to obtain and challenge that record by providing them the resource of CIB Form DJ-LE-247 which is available on the Wisconsin Department of Justice website or by calling 608-266-7314.
3. If the criminal background check discloses a criminal history, and, using, the criteria set forth in Section 2 (C), there is a substantial relationship between the offense(s) and the position, the Employee Relations Director or his/her designee will inform the applicant of the contents of the record check, inform the applicant that Iowa County has determined that there is a substantial relationship between the offense(s) and the position and inform the application of the non-selection decision.
4. Recordkeeping. All information gathered during a criminal background check will be shared on a "need to know" basis and will be kept in the recruitment folder and/or personnel file. If a Federal Criminal History Record Information (CHRI) is no longer needed, the documents will be shredded by authorized personnel.

D. Security and Authorized Users

- a. Training: Individuals who are authorized to perform the background checks are required to participate in the Basic Security training with six months of initial assignment and every two years after initial assignment. Completion of training needs to be filed with the Employee Relations Director.
- b. Use of Computer: Individuals who have access to perform background checks will only be allowed to access background checks on Iowa County computers in secure settings. No personally owned or publicly accessible devices for accessing, processing, storing or transmitting CHRI.
- c. Misuse of Criminal History Record Information: Using CHRI for any purpose other than what is allowed by state statute or federal code is prohibited.
 - i. If misuse of CHRI is suspected, Iowa County will start an investigation.
 - ii. If misuse of CHRI is substantiated, the Iowa County authorized user who committed the misuse, will lose his/her usage privileges and may be subject to disciplinary action including up to termination.
 - iii. Iowa County is authorized to report all misuse of CHRI to the Wisconsin Department of Justice. FBI CJIS Security Policy 5.12.4 Personnel Sanctions, FBI-CJIS Security Policy 5.1.1.1 Information Handling.
 - iv. Individuals who observe or are aware of misuse of CHRI, need to provide notice to the Employee relations Director and the County Administrator.



Child Support Background Check

Date Originated: 6/18/2019
Date of Modifications:
Policy Number: 426.1

1. **PURPOSE:** This policy outlines the requirements for a personnel security program for child support staff and other personnel who access to Federal Tax Information (FTI)
2. **ORGANIZATIONS AFFECTED:** This policy applies to all employees of the Iowa County Child Support Agency
3. **POLICY:** Before permitting access to Federal Tax Information (FTI) and, at least, every 5 years thereafter, the CSA or an agency designated under Wis. Stats. s. 66.05015 must complete an IRS Pub.1075 compliant background investigation and apply the identified favorable adjudication standards to make the suitability determination required by IRS Pub.1075.

Currently Employed Subjects:

1. Initial IRS Pub. 1075 compliant background investigations for current subjects must be conducted and completed by September 30, 2019, which is twelve months after the effective date of 2017 Wisconsin Act 154 (October 1, 2018). The FBI fingerprint criminal background checks component of a required IRS Pub.1075 compliant background investigation may begin on the publication date of Child Support Bulletin (CSB) 18-11, released December 6th, 2018.
2. Subsequent IRS Pub.1075 compliant background investigations for subjects must be initiated at least every 4 years and 6 months from the completion date of the previous IRS Pub.1075 compliant background investigation. The CSA or an agency designated under Wis. Stat. s.6605015 shall be responsible for monitoring when a subsequent IRS Pub.1075 compliant background investigation is due for subjects.

New Subjects:

In recognition of the transition period that CSAs will need to implement the "Background Investigation Process," any new subject hired after October 1, 2018, will be considered a current subject in terms of the required timeline; therefore, their background investigation must also be completed no later than September 30, 2019. However, when a CSA has established their "Background Investigation Process," and it is fully functional, then new subjects hired after that date, will need to be successfully adjudicated before they are granted access to FTI. Favorably adjudicated background investigations must be completed before submitting the Request for Access to FTI.

4. **REFERENCES:**
Policy 426, Wisconsin State Statutes 11 and 66.0515, and IRS publication 1075

5. PROCEDURES:

The IRS requires Minimum Protection Standards (MPS) to include two barriers or more between the FTI and those not authorized FTI access. By complying with the MPS standards, CSAs can assure that any individual who is not authorized FTI access and is co-located in the CSA will not have access to FTI. Therefore, providing a CSA maintains MPS those without FTI access will not need to participate in the background investigation process.

A. Each CSA will need a Background Check Coordinator, who is a CSA designated individual that facilitates the background investigation process. The Background Check Coordinator will serve as a point of contact for BCS for future communication. The coordination of the background investigation process may involve multiple people: Human Resources, Legal, etc. The Background Check Coordinator will likely not complete all the tasks involved in the process they will help facilitate the process to ensure that the process is completed. Once it has been determined that the subject/individual will have access to FTI, then all information necessary to conduct the Pub.1075 compliant background investigation must be obtained from the subject or potential subject as detailed in the steps below.

1. Obtain Federal Bureau of Investigations (FBI) and Department of Justice (DOJ) background checks by submitting fingerprints to DOJ and the FBI via the vendor (currently FieldPrint). The Background Check Coordinator will provide necessary fingerprint submission information to the subject or potential subject for whom the Pub.1075 compliant background investigation is being conducted.

2. Check with local law enforcement agencies for any non-Wisconsin jurisdictions in which the subject or potential subject has lived, worked, or attended school within five years from the date of the Pub.1075 compliant background investigation by utilizing processes appropriate to the candidate's circumstances.

3. Determine eligibility to work in the United States.

- a) For new employees only, validate the candidate's eligibility to work legally in the United States (e.g., a United States citizen or foreign citizen with the necessary authorization). This will include:

- i) Completion of USCIS Form I-9.

- ii) Within three (3) days of completion of Form I-9, process the newly hired employee through E-Verify.

- b) For new contractors or subcontractors, the contracting agency will be required to provide documentation validating the candidate's eligibility to work legally in the United States.

B. Suitability Determination

The IRS does not identify the specific background check favorability standards to which agencies must adhere. The Wisconsin Fair Employment Act (Wisconsin §111.31) does not allow discrimination based on arrests, convictions, or pending charges unless a substantial relationship exists between a conviction, pending charge, and the duties of the job. As outlined below, CSAs should consider a

multitude of factors when assessing returned results. A subject shall be determined suitable to have FTI access if all of the following inquiries are favorably adjudicated by the Background Check Coordinator and/or Human Resource representative, according to the related favorable adjudication standards:

1. FBI criminal background check.

a) A subject's FBI criminal background check will be favorably adjudicated if the subject has no criminal history substantially related to the position for which they are being considered, as determined pursuant to Wis. Stat. § 111.335.

b) A subject may not be discriminated against on the basis of a pending charge and/or conviction record unless there is a substantial relationship between the circumstances of the pending charge and/or conviction and the duties and responsibilities that the position requires.

c) The purpose of the substantial relationship test is to assess whether the subject's tendencies and inclinations to behave in a certain way within a particular context are likely to reappear later in a related context, based on the traits revealed in the test.

2. In determining whether a substantial relationship exists, the following factors can be considered, along with other factors relevant to a specific position:

i. The Position:

1. The nature and scope of public or client contact required by the position. The nature and scope of the position's discretionary authority and degree of independence in judgment relating to decisions or actions that affect the public or clients.
2. The extent to which acceptable job performance requires public or client trust or confidence.
3. The amount and type of supervision received in the position.
4. The amount and type of supervision provided by the position to subordinate staff, if any.
5. The sensitive nature of the data or records maintained.
6. Whether the position includes fiduciary responsibilities.
7. Whether the position is one that the Legislature has determined that certain offense(s) bar the subject from employment.
8. The nature and scope of the position, including key access to facilities, access to cash, or access to vulnerable populations.

ii. The Offense:

1. Whether intent is an element of the offense.
2. Whether the elements of the offense are substantially related to the job duties.

3. Whether the circumstances of the pending charge or conviction arose out of an employment situation.
4. Whether the offense is one that under Federal or State law is a bar to employment for the specific job.
5. The statutory elements of the offense.

iii. The Person:

1. The age of the person at the time of the offense.
2. How recent the offense occurred.
3. Whether there are patterns or reoccurrences of offense(s).
4. Whether the person completed a rehabilitation program.
5. The seriousness and nature of the violation in relation to the duties and responsibilities of the position.

3. Check with local law enforcement agencies for any identified arrests.

a) For subjects who have lived, worked, or attended school **only** in Wisconsin for the past five years, information obtained through the WI-DOJ criminal background check will be considered, along with information obtained from the FBI background check and any supplemental information obtained by the Background Check Coordinator and/or Human Resource representative in determining whether there is a substantial relationship between the circumstances of a pending charge and/or conviction and the duties and responsibilities of the position.

b) For subjects who have lived, worked or attended school in states **other than** Wisconsin during the past five years, the Background Check Coordinator and/or Human Resource representative must check with local law enforcement agencies that are the equivalent of DOJ, in each state where the candidate has lived, worked or attended school or obtain that information from a third party vendor. Information obtained about arrests with pending charges or convictions in other states will be considered along with information obtained from the FBI background check and any supplemental information obtained by the Background Check Coordinator and/or Human Resource Personnel in determining whether there is a substantial relationship between the circumstances of a pending charge and/or conviction and the duties and responsibilities of the position.

c) Only information about arrests related to currently pending charges and/or convictions may be considered.

4. This applies only to new employee's eligibility to work legally in the United States.

a) Determination that the individual is a United States citizen; or

b) Determination that the individual is legally eligible to work in the United States.

C. Providing Background Investigation Results to a Subject

1. The Background Check Coordinator or Human Resource representative, if requested, will provide the subject for whom a Pub.1075 compliant background investigation is conducted with all information required by law about the results of a component of the background investigation. Under the Fair Credit Reporting Act an employer must provide a candidate against whom they intend to take adverse action with a copy of their report.
2. The Background Check Coordinator, or Human Resource representative, will provide the subject for whom a Pub.1075 compliant background investigation is conducted with timely information about challenge or appeal rights available for each component of the investigation that may preclude the Background Check Coordinator and/or Human Resource representative from determining that the subject is suitable to access FTI.

AGENDA ITEM COVER SHEET

Title: Remove Policy 414.1 Families First Coronavirus Response Act

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

This policy and Federal Act is no longer an active Act/law.

RECOMMENDATIONS (IF ANY):

Remove Policy 414.1

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☒ No

If yes, please list below:

NA

FISCAL IMPACT:

NA

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:

AGENDA ITEM COVER SHEET

Title: Consider Reclassification of Jail Administrator to Sheriff's Operations Lieut

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

DESCRIPTION OF AGENDA ITEM (Please provide detailed information, including deadline):

Currently the Sheriff's Office has had a vacant Jail Administrator position since the first of the year. Sheriff's Office Management would like to reclassify the Jail Administrator to a Lieutenant position as it will encompass all operations of the Sheriff's Office to include Dispatch, Jail and Patrol divisions.

Lieutenant position was classified as a Grade N

RECOMMENDATIONS (IF ANY):

Approve the Lieutenant reclassification at Grade N

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description

FISCAL IMPACT:

No 2023 budget increase, an increase in Jail Admin position on new class/comp Study.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: Allison Leitzinger

DEPT: Employee Relations

2/3 VOTE REQUIRED:

☐ Yes

☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Operations Lieutenant

DEPARTMENT / SECTION: Sheriff's Office

DATE REVIEWED: Nov. 2022

TITLE OF IMMEDIATE SUPERVISOR: Iowa County Sheriff

GRADE:

JOB SUMMARY:

This is a non-represented, sworn supervisory and administrative position. Under the direction of the Iowa County Sheriff or Chief Deputy, the Operations Lieutenant supervises and directions the operations of the Iowa County Jail, Dispatcher and oversees Patrol Division.

The Operations Lieutenant is directly accountable to the Sheriff and under direct supervision of the Chief Deputy for the implementation of all Sheriff's orders, policy implementation, and direction convening the operation of the Sheriff's Office, which includes authority to direct and assign work in the Sheriff's Office.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Responsible for detecting and preventing crime and enforcing Federal, State and Local Laws and/or Ordinances		
2	Directs operations of the Patrol, Corrections, and Dispatch Divisions under the direction of the Sheriff or Chief Deputy.		
3	Perform any other duties and complete any special assignments as directed by Sheriff and/or Chief Deputy.		
4	Reviews Briefings and incident/accident reports.		
5	Participates in the hiring, evaluation, promotion, and discipline of staff under their command.		
6	Writes orders, directives, and memos to Patrol, Corrections and Dispatch Division Staff		
7	Oversees Patrol, Corrections and Dispatch scheduling and staffing, including payroll and authorizing leave/vacation time.		
8	Manages and coordinates the highway safety grants.		
9	Makes necessary court appearances, making appropriate preparation as necessary, including court testimony.		
10	Directs and controls investigations confidentially.		
11	Cooperates with local, state & federal law enforcement agencies and		

	departments in order to facilitate and coordinate pending case work.		
12	Serves Criminal Process and Civil Process documents, including Summons, Warrants, and Court Orders.		
13	Act as a liaison with the District Attorney's Office, Attorney General's Office the Department of Social Services or other intake agencies in order to ensure proper case preparation and prosecution.		
14	Reviews and compares work performance and or products of subordinate staff with established standards to determine employee production levels, training needs and to recommend and approve appropriate personnel actions such as promotions, commendations, discipline, status changes, discharge. Hears, resolves or refers labor grievances. Conduct internal and public complaint investigations.		
15	Manage contracted services within division. These contracts include: out of county inmate housing, mental health, inmate food service, health care, inmate commissary service and alcohol and drug abuse screening.		
16	Assists in budget development and recommendations. Analyzes manpower, supply and equipment needs. Projects inmate population and budget impacts.		
17	Shall respond to recall to work outside of their regular schedule of work hours.		
18	Attends training and meetings as assigned or mandated.		
19	Consults with regional jail inspector regarding jail security issues and providing written response to annual jail inspection reports.		
20	Oversee and ensure that inmates are informed of jail rules, proper inmates release dates are accomplished and inmates are properly classified.		
21	Oversees prisoner escorts and transports to and from the Iowa County Law Enforcement Center or other facilities and court.		
22	Demonstrates consistent ethical behavior.		
23	Represents the department in various meetings and conferences when required.		
24	Must demonstrate regular and dependable attendance.		
25	Makes policy and procedure decision when questions arise in the absence of the Sheriff or Chief Deputy.		
26	Perform any other duties and complete any special assignments as directed by Sheriff and/or Chief Deputy.		
	<u>Demonstrated Experience and Skills Required.</u> 1. No convictions of any Federal Felony or an offense which if committed in Wisconsin could be punished as a felony unless the applicant has been granted an absolute and unconditional pardon. 2. No convictions of a domestic related offense. 3. Free from any physical or mental conditions which might adversely affect performance of duties as a law enforcement officer. 4. Must not be prohibited from possessing a firearm by state or federal laws. 5. Demonstrates consistent ethical behavior. 6. Must possess valid Wisconsin Driver's License. 7. Must be able to maintain automobile liability insurance. 8. Must be bondable. 9. Must have considerable knowledge of the rules of evidence, laws or arrest, search and seizure and all relevant statutory and constitutional guidelines and		

	issues. 10. Must have considerable knowledge of Federal, State, County and local statutes and Ordinances. 11. Must have ability to safely use firearms and <u>MUST</u> qualify for firearms courses offered throughout the year while continuing employment with Department. 12. Ability to work under stress and pressure. 13. Ability to handle and control suspects, prisoners and other persons. 14. Must have knowledge of social conditions of a rural-urban setting. 15. Ability to establish and maintain effective working relationship with peers, subordinates, supervisors other law enforcement officials and the public. 16. Ability to exercise and demonstrate professionalism, appropriate dress, positive attitude, good judgment, integrity, discretion, dependability and enthusiasm. 17. Ability to follow direction from a person assigned as a supervisor or the District Attorney when involving a case investigation. 18. Ability to plan, organize, prioritize and follow through on an appropriate course of action. 19. Excellent verbal and written communication skills. 20. Ability to gather information and to compile clear and concise reports. 21. Ability and willingness to supervise others. 22. Ability and skill to manage, direct and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and without creating hostility or rebellion. 23. Ability to make appropriate decisions quickly. 24. Ability to think and act quickly, accurately and calmly under ever-present stressful emergency situations. 25. Knowledge of federal, state, and county laws relating to jail operations. 26. Certification in CPR and CCR and other basic first aid techniques. 27. Knowledge and proficiency in the use of all patrol, corrections and dispatch equipment. Mathematical Ability • Ability to calculate percentages, fractions and decimals. • Ability to calculate volume, ratios, spatial relationships. • Ability to interpret basic descriptive statistical reports. Judgment and Situational Reasoning Ability • Ability to use functional reasoning development in proposing policies and performing functions within influence systems such as associated with leading, teaching, directing and controlling. • Ability to apply situational reasoning by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against sensory judgmental criteria.		
	<u>Minimum Qualifications</u> A minimum of 2 year Associate Degree from an accredited Technical School or 60 credit hours from a College or University in Police Science, Criminal Justice or waiver of requirement by State of Wisconsin Department of Justice-Training and Standards.		

	A minimum of 5 years' experience as a corrections officer/dispatcher; or 2 years of correctional officer experience with associates degree in police science or a degree in criminal justice. A minimum of 2 years of Law Enforcement experience. Must be certified or certifiable as a Jail Officer. Must be certified or certifiable by Wisconsin Training and Standards for a Patrol Deputy position. Supervisory experience preferred. Must be a citizen of the United States.		
	<u>Conditions of Employment</u> Physical Requirements Ability to operate equipment and machinery requiring simple, periodic adjustments, such as motor vehicles, two way radio and other communications devices, computer keyboard, photocopier, restraint devices, intoxilyzer, records management and other computer software programs and common tools. Ability to exert moderate to heavy physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to escalate physical exertion from minimum to maximum instantaneously when necessary to subdue/restrain individuals. Ability to recognize and identify degrees of similarity or difference between characteristics of colors, forms, sounds tastes, odors and textures associated with job-related objects, materials and ingredients. Environmental Adaptability Ability to work under potentially unsafe and uncomfortable conditions where variations or extremes in environmental factors such as temperature, smoke, toxic agents, violence, noise, vibrations, wetness, disease and or dust that can cause discomfort and where there is a risk of injury. Iowa County is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.		

DATE: _____		EMPLOYEE SIGNATURE: _____	
DATE: _____		DEPARTMENT HEAD SIGNATURE: _____	
DATE: _____		COUNTY ADMINISTRATOR APPROVAL: _____	



Iowa County Employee Relations

222 N Iowa Street - Dodgeville, WI 53533 - 608.935.0374 – Fax: 608.935.0325

Allison.leitzinger@iowacounty.org

TO: General Government Committee
FROM: Allison Leitzinger, Employee Relations Director
DATE: April 27, 2023
RE: Employment Activity Report

Outlined below is the employment activity for April;

- Sheriff's Office Patrol Deputy: Candidate in Sheriff's Office Background process
- Sheriff's Office Correctional Officer (Out of County Reserve Account): Interviews scheduled for May 2.
- Sheriff's Office Correctional Officer (Upcoming vacancy): Interviews scheduled for May 2.
- Highway Section Maintenance Patrol (2 vacancies) – New hire starting May 1;
- Child Support Director – Scheduling interviews for week of May 1.
- Highway Equipment Operator (Paint Crew) – First review of applications scheduled for May 3.
- UW Extension Summer Internship – Scheduling interviews for May 5.
- IT Technical Support Specialist – First review scheduled for May 10.
- Highway LTE – First review scheduled for May 1.