



Agenda
General Government Committee
Thursday, October 3, 2024 - 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 October 3, 2024 meeting.
4	Approve the minutes of the September 5, 2024 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 Vehicle Use Policy 416.
7	Consider adding the new position(s) of Sheriff's Office Master Control.
8	Employment Activity Report.
9	Set date and time for next meeting, October 31, 2024 at 5:00 pm.
10	Adjournment.
	Posting verified by the County Clerk's Office. Kris Spurley Date: 9-27-24 @ 10:30 am Initials: kks



Minutes

General Government Committee
Thursday, September 5, 2024 - 5:00 pm
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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, Joan Davis, Mike Peterson and John Meyers-seated for Tim Lease. Absent: Excused: Tim Lease Remotely: Andrea Larson ~ Others present: Larry Bierke, Allison Leitzinger, Jamie Gould, Austin Durst, Scott Godfrey, Katie Abbott, Nikki Mumm and Kris Spurley.
3	Approve the agenda for this September 5, 2024 meeting. Motion by Sup. Meyers, seconded by Sup. Davis to approve the agenda of this September 5, 2024 meeting. Motion carried unanimously.
4	Approve the minutes of the August 8, 2024 meeting. Motion by Sup. Davis, seconded by Sup. Meyers to approve the minutes of the August 8, 2024 meeting. Motion carried.
5	Report from committee members and an opportunity for members of the audience to address the committee. None.
6	Consider Audit Policy 303. Motion by Sup. Davis, seconded by Sup. Meyers to approve the updated Audit Policy 303 and to forward to the County Board for consideration. Motion carried unanimously.
7	Consider Vehicle Use Policy 416. Motion by Sup. Gander, seconded by Sup. M. Peterson to approve the amended Policy 416 and to forward to the County Board for consideration. Motion carried unanimously.

8	Consider Pay Plan Structure Market Adjustment Resolution. Motion by Sup. M. Peterson, seconded by Sup. Davis to approve the Resolution for the County to implement a 3% wage increase and to forward to the Executive Committee for consideration. Motion carried unanimously.
9	Consider 2025 Health Insurance. Motion by Sup. M. Peterson seconded by Sup. Meyers to approve Resolution for the County to pay 77% on Low-Deductible Plan and to forward to the Executive for consideration. Motion carried unanimously.
10	Consider 2025 Dental Insurance. Motion by Sup. Meyers seconded by Sup. Gander to approve the Dental Insurance recommendations and to forward to the Executive Committee for consideration. Motion carried unanimously.
11	Amend 12-1211 Sheriff's Part-Time On-Call Road Deputy/Correctional Officer Compensation. Motion by Sup. M. Peterson seconded by Sup. Davis to approve the amendment and to forward to Executive Committee for consideration. Motion carried unanimously.
12	Employment Activity Report.
13	1 st Quarter Financial Reports for the General Government Committee.
14	Set date and time for next meeting. (October 3, 2024 at 5:00 p.m.)
15	Adjournment. Motion by Sup. Davis, seconded by Sup. M. Peterson to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 6:30 pm
	Minutes by Kris Spurley, County Clerk

AGENDA ITEM COVER SHEET

Title: Vehicle Use Policy

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Iowa County has a Vehicle Use Policy that was adopted in 2018. This policy is proposed to be amended to remove the Sheriff's position from the policy. The Sheriff and Badger State Sheriff's Association have opined that the Sheriff's position (as a constitutional officer) includes an amount of management discretion that this policy could be infringing upon. The proposal removes the Sheriff from the Iowa County Vehicle Use policy.

RECOMMENDATIONS (IF ANY):

Please consider the revision as proposed.

ANY ATTACHMENTS? (Only 1 copy is needed)

☐ Yes

☐ No

If yes, please list below:

Attached is a revised Policy for consideration. Also attached is a department policy that governs how the Sheriff instructs his staff on vehicle use.

FISCAL IMPACT:

None.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed? _____

COMPLETED BY: Larry Bierke

DEPT: County Administrator

2/3 VOTE REQUIRED:

☐ Yes

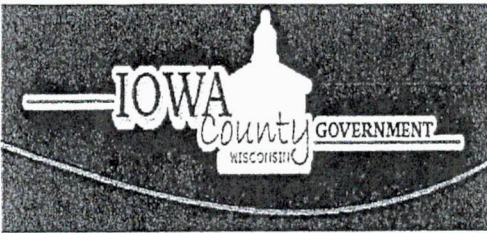
☒ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



Vehicle Use Policy

Date Originated: -08/21/2018
Date of Modifications: 03/19/2024, 08/??/2024
Policy Number: 416

1. PURPOSE:

The purpose is to establish guidelines for the use of County owned and non-County owned vehicles on County business.

2. ORGANIZATIONS AFFECTED:

This policy applies to all non-represented Iowa County Employees and Elected Officials, except for the Iowa County Sheriff.

The Iowa County Board of Supervisors recommends that the Iowa County Sheriff have a department policy in place that applies to vehicles assigned to all sworn deputies under their command.

3. POLICY:

The vehicle use policy shall be directed as stated herein by various employees of the County. The general intent of this policy is to establish guidelines for employees, who are using county owned vehicles, personally assigned a county owned vehicles and use personal vehicles while on official county business.

All Iowa County owned vehicles shall be equipped with an Emergency Response/Safety Kit. Department Heads shall be responsible for making sure the vehicle is equipped with an Emergency Response/Safety Kit and that it is inspected annually.

All Iowa County owned vehicles shall have an Iowa County logo on the side of the driver's side door. Sheriff's Office shall have limited discretion for vehicles needing to remain unmarked.

Smoking, vaping, and tobacco use is prohibited in all county vehicles.

The following Management level positions have personally assigned vehicles:

- Highway Commissioner
- Highway Operation Manager
- Sheriff
- Chief Deputy
- Operations Lieutenant

All personally, assigned vehicles shall be used for official county business only, with the exception of de minimis personal use. De Minimis personal use is minimal personal use, such as a stop at a convenience store on the way to or from county business.

4. REFERENCES:

Policy 401, Section 5.10 Expense Reimbursement
Internal Revenue Service
Policy 412 Tobacco and Smoking Use

Ordinance 600.26 Regulating Smoking

5. PROCEDURES:

A. Who May Drive a County Vehicle

Only county employees who sign a Vehicle Use Agreement (VUA) may drive a county vehicle for official business. They may only use a county vehicle if they are on official business, meet minimum driving standards and are authorized by the department head. VUA's will be documented and kept on file in the County's Employee Relations Office.

County employees may be allowed to drive a county vehicle if the following minimum standards are met:

- Must have a valid operator's license,
- Must have a minimum of two years licensed driving experience, and
- Must be eighteen (18) years of age

Drivers denied the use of a county vehicle based on an unsatisfactory driving record may appeal to the county's Employee Relations Director.

B. Use of a Personal Vehicle for County Business

This section applies to all employees who drive their personal vehicle for official county business.

If employee's department has fleet available, they are required to use county owned vehicles, before use of personal vehicle.

Employees authorized to use their personal vehicle for official county business must follow policy 401, Section 5.10 Expense Reimbursement of the Iowa County Employment Handbook.

In addition, a Vehicle Use Agreement (VUA) must be received in order for Iowa County to reimburse mileage.

C. Vehicle Use Agreement

All drivers must sign a Vehicle Use Agreement (VUA) and submit the completed VUA to their supervisor for approval prior to operating a county vehicle. The VUA shall be reviewed and forwarded to the county Employee Relations Office. If an employee refuses to sign their VUA, they will not be allowed to drive a county vehicle or receive reimbursement for mileage for use of their personal vehicle for official business. All drivers who use county vehicles are subject to annual review of their driving records. Frequent drivers will have their driver's licenses ran through the Department of Motor Vehicle Public Abstract Request System annually to verify they meet the County's driving requirements. It is the driver's responsibility to immediately notify their supervisor and the County's Employee Relations Director of any changes or updates in their driving record.

Commercial Drivers Licenses (CDL) employees will have theirs driver's licenses ran through the Department of Motor Vehicle Public Abstract Request system continuously.

Any failure to comply with the Vehicle Use Policy will be reviewed by the employee's Department Head and may be considered a violation of work rules resulting in a loss of county vehicle privileges and possible discipline, up to and including discharge or dismissal.

D. Drivers Disqualification

County employees may not drive a county vehicle or drive a private vehicle on official business if their driving record reflects any of the following conditions:

- Three or more moving violations and/or at-fault accidents in the past two years.
- An Operating While Intoxicated (OWI)/Driving under the Influence (DUI) citation within 12 months.
- Suspension or revocation of driver's license.

The violation occurs when the citation is issued, not when the final court decision is made. Exceptions to this policy are subject to a review. Drivers denied the use of a county vehicle based on an unsatisfactory driving record may appeal to the County Employee Relations Director.

Drivers must inform their supervisors and the County Employee Relations Director in writing whenever they become disqualified under these policies. Changes include, but are not limited to, OWI/DUI citation, license revocation, restriction or suspension. Any change in the status of a driver's record resulting in disqualification or the failure to report such changes may result in revocation of the privilege of driving a county vehicle and/or discipline up to and including discharge or dismissal.

E. Riding in a County Vehicle

Non-county employees may ride in a county vehicle if on official business. Drivers are responsible to ensure that the clients they are transporting adhere to the rules in this policy.

F. Personally Assigned Vehicles

All employees who are assigned a personal vehicle shall provide the Finance Department a monthly log to include daily usage and mileage. The monthly log needs to be submitted within one week of the end of the previous month.

The Highway Commissioner and Highway Operations Manager and any other non-emergency personnel shall be charged a minimum standard daily fee for each day of usage in accordance with the Internal Revenue Service standards. The amount shall be recorded as a quarterly imputed income amount and itemized on the employee payroll statements.

G. Accidents and Liability

Employees are responsible for immediately reporting all accidents or any damage to their Department Head for county owned vehicles.

Damages to the employee's personal vehicles or damage to another vehicle is covered by the employees' own auto insurance and the employee is responsible for the

insurance deductible. Under no circumstances, will the county's property program pay for the employee's vehicle repairs.

Vehicle Use

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure office vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of office vehicles and shall not be construed to create or imply any contractual obligation by the County of Iowa County to provide assigned take-home vehicles.

702.2 POLICY

The Iowa County Sheriff's Office provides vehicles for office-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Office, requirements for tactical deployments and other considerations.

702.3 USE OF VEHICLES

702.3.1 SHIFT ASSIGNED VEHICLES

The Shift Sergeant shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

702.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Sergeant. A notation will be made on the shift assignment roster indicating the member's name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

702.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this office should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

Iowa County Sheriff's Office

Policy

Vehicle Use

All office vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

702.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Deputies who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

702.3.5 MOBILE DATA TERMINAL

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify Iowa County Communications Center. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

702.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Sheriff, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Chief Deputy approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

702.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

Iowa County Sheriff's Office

Policy

Vehicle Use

702.3.8 AUTHORIZED PASSENGERS

Members operating office vehicles shall not permit persons other than County personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

702.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any office vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

702.3.10 PARKING

Except when responding to an emergency or when urgent office-related business requires otherwise, members driving office vehicles should obey all parking regulations at all times.

Office vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to office vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

702.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

702.3.12 NON-SWORN MEMBER USE

Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Non-sworn members shall prominently display the "out of service" placards or light bar covers at all times. Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

702.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Office vehicles may be assigned to individual members at the discretion of the Sheriff. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

702.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other office members at the discretion of the Sheriff or the authorized designee.

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Vehicle Use

702.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where office vehicles must be used by members to commute to and from a work assignment. Members may take home office vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Office.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Iowa County County limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

702.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the County of Iowa County is a prime consideration for assignment of a take-home vehicle. Members who reside outside the County of Iowa County may be required to secure the vehicle at a designated location or the Office at the discretion of the Sheriff.

Office members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a County vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Sheriff or a Chief Deputy gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
 - 1. In circumstances when a member has been placed on call by the Sheriff or Chief Deputies and there is a high probability that the member will be called back to duty.

Iowa County Sheriff's Office

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2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 3. When the member has received permission from the Sheriff or Chief Deputy.
 4. When the vehicle is being used by the Sheriff, Chief Deputy or members who are in on-call administrative positions.
 5. When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
 2. All weapons shall be secured while the vehicle is unattended.
 3. All office identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Sheriff or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles are to be secured at the member's residence or the appropriate office facility, at the discretion of the Office when a member will be away (e.g., on vacation) for periods exceeding one week.
1. If the vehicle remains at the residence of the member, the Office shall have access to the vehicle.
 2. If the member is unable to provide access to the vehicle, it shall be parked at the Office.
- (i) The member is responsible for the care and maintenance of the vehicle.

702.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Iowa County Sheriff's Office or while off-duty, a deputy shall not initiate enforcement actions except in those circumstances where a potential threat to life or of bodily harm exists (Wis. Stat. § 175.40(6m)(a)) (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Deputies may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Iowa County Sheriff's Office

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Vehicle Use

Deputies driving take-home vehicles shall be armed, appropriately attired and carry their office-issued identification. Deputies should also ensure that office radio communication capabilities are maintained to the extent feasible.

702.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Office. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the office supervisor in charge of vehicle maintenance.
- (d) The Office shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

702.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the division for that purpose. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Sergeant on the shift assignment roster.

702.6 DAMAGE, ABUSE AND MISUSE

When any office vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Response and Reporting Policy).

Damage to any office vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Shift Sergeant. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

Iowa County Sheriff's Office

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702.7 ATTIRE AND APPEARANCE

When operating any office vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Office.

AGENDA ITEM COVER SHEET

Title: Consider adding new Mast Control position(s) to the Sheriff's Office

☒ Original

☐ Update

TO BE COMPLETED BY COUNTY DEPARTMENT HEAD

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

Sheriff's Office would like to add three new part-time positions to the Sheriff's Office. These positions of Master Control would work 12 hours each month and would help out in the Jail monitoring and controlling security of jail, inmates and staff.

Job has been classified as a Grade F classification.

In 2024, this will cost \$1,564.91. In 2025, this will add \$9669.96 to the budget.

RECOMMENDATIONS (IF ANY):

ANY ATTACHMENTS? (Only 1 copy is needed)

☒ Yes

☐ No

If yes, please list below:

Job Description

FISCAL IMPACT:

\$1564.91 in 2024; and \$9,669.96 in 2025.

LEGAL REVIEW PERFORMED:

☐ Yes

☒ No

PUBLICATION REQUIRED:

☐ Yes

☒ No

STAFF PRESENTATION?:

☐ Yes

☒ No

How much time is needed?

COMPLETED BY: _____

DEPT: _____

2/3 VOTE REQUIRED:

☒ Yes

☐ No

TO BE COMPLETED BY COMMITTEE CHAIR

MEETING DATE:

AGENDA ITEM #

COMMITTEE ACTION:



IOWA COUNTY POSITION DESCRIPTION

JOB TITLE: Master Control Aide

DEPARTMENT / SECTION: Sheriff's Office

DATE REVIEWED: 10/2023

TITLE OF IMMEDIATE SUPERVISOR: Iowa County Sheriff

GRADE: F

JOB SUMMARY:

This part-time position under the general supervision of the Chief Deputy, Operations Lieutenant or his/her designee maintains and oversees the operations of the master control room of the Iowa County Jail, working a schedule in accordance with the needs of the Iowa County Sheriff's Office.

TASK NO.	DESCRIPTION	FREQUENCY	BAND/ GRADE
1	Maintains jail log; performs required data entry		
2	Monitors activity of all inmates.		
3	Operates radio, video/audio recording systems, monitors alarm systems and door controls.		
4	Maintains confidentiality and secrecy regarding certain information and documents.		
5	Answers general jail questions from both the public (via phone) and inmates (via intercom or phone).		
6	Efficiently operate a multi-line telephone system.		
7	Shall report for duty within the guidelines established for dress, time, physical and mental condition.		
8	Verify the court calendar for inmates' appearance.		
9	Answer inmate requests.		
10	Schedule inmate visits.		
11	Shall become proficient within professional established uses of aids, equipment, materials, and training, department work rules, Policies, Procedures, and jail regulations.		
12	Shall maintain those records and documents that are required of the position by the Sheriff's Department or by statute.		

13	Thorough knowledge of the operations and requirements of a Sheriff's Office to ensure efficient and effective operation at all times.		
14	Ability to meet office standards of physical condition.		
15	Skill in the use of general office equipment, including but not limited to, computer, all software programs used by the Sheriff's Office, fax machine, telephone, video/audio recording systems, alarm systems and radio/audio communications system.		
16	Perform such other duties as may be assigned.		
	Additional Duties and Responsibilities: 1. Maintain public order, and act as a liaison between public officials and the public. 2. Must have regular and dependable attendance and be available to work any shift, weekends or holidays as required		
	<u>Demonstrated Experience and Skills Required.</u> • Ability to make legal and ethical decisions without input from fellow staff members or supervisory staff when those staff members or supervisors are unable to be contacted. • Ability to work independently in a confined area for an extended period of time. • Knowledge of appropriate safeguards for confidential information and ability to maintain confidentiality. • The ability to work well with other staff, County employees and citizens. • Ability to effectively communicate orally and in writing. • Skill in dealing with various situations with tact, understanding and clarity. • Ability to react quickly, efficiently and calmly in an emergency situation and adopt an effective course of action.		
	<u>Minimum Qualifications</u> • High school diploma or G.E.D. • Minimum of 18 years of age. • Possession of valid WI driver's license. • Ability to read, write and speak English fluently. • No felony or domestic abuse related crime convictions. • Computer and typing skills with a minimum of 20 wpm. • Must obtain CPR and AED certifications and retain them for term of employment. • Visual acuity must be correctable to 20/20. <u>Preferred Qualifications</u> • Post high school credits in law enforcement, or telecommunications.		

	• Prior Law Enforcement • Prior experience utilizing emergency services equipment such as lifesaving equipment, defibrillator, self-contained breathing apparatus, etc. • Fluency in foreign languages. • Prior experience in Fire or Emergency Medical Services.		
	<u>Conditions of Employment</u> Work Environment: Master Control Aide typical working environment is within a non-smoking, temperature-controlled building and deals often with the public. Master Control Aide operates from a temperature-controlled room involving personal telephone contact with victims, suspects, of crimes as well as contact with the public. Physical Requirements: Ability to exert moderate, and up to a high degree of physical effort in daily work activities, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing, and pulling. Ability to operate standardized office equipment such as a computer terminal (for an extended time), calculator, photocopier, multi-line telephone, radio dispatch equipment, etc. This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed for compliance with the Americans with Disabilities Act. It is not intended as a complete list of job duties, responsibilities, and/or essential functions, is not exhaustive, and may be supplemented as necessary. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Iowa County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgement, to be proper.		
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: September 26, 2024
RE: Employment Activity Report

Outlined below is the employment activity:

- Highway Shop Operations Lead – Interviews were held week of September 9.
- Social Services Social Worker – current recruitment.
- Highway Parts and Inventory Specialist – Interviews were held week of September 16.
- Highway Crew Lead – First review scheduled for October 4.