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**WOOD COUNTY ORDINANCE #232
CIVIL SERVICE**

The Wood County Civil Service Ordinance adopted September 15, 1965 as amended, and further amended on September 09, 1975, and in 1978, is hereby repealed and recreated to read as follows:

Passage of this ordinance by the Wood County Board of Supervisors shall become the effective date of this ordinance.

Chapter 232 .01 CIVIL SERVICE COMMISSION

There is hereby created a Civil Service Commission consisting of five members who shall be appointed by the Chairman of the County Board of Wood County, Wisconsin, subject to confirmation by the Wood County Board of Supervisors. Initial appointments shall be for one, two, three, four, and five years, respectively, from the date of appointment and until a successor is appointed and qualifies. In December of each year immediately preceding the expiration of the term of a Commissioner, the Wood County Board of Supervisors shall elect one member of the Commission to hold office for the term of five years from the 1st of January next succeeding his appointment and until his successor is elected and qualifies.

Every person appointed a member of the Commission shall take and file the official oath. No member shall hold any elective or appointive public position or office of any sort in the government of Wood County. All members shall be residents of Wood County.

The Commission shall meet, organize, elect a chairman and secretary and formulate rules of procedure.

The County shall provide such space and staff as is necessary for functioning of said Commission.

The Commission shall receive the same per diem and mileage as the County Board members.

It shall be the duty of the Civil Service Commission to conduct all (1) written examinations and (2) oral examinations; appraise said examinations, and choose the three best-qualified candidates who shall be certified to the Sheriff as eligible to fill the position which has been declared vacant. Employment will be contingent upon passage of the medical, physical, and the pre-employment drug screening test.

The Civil Service Commission may at its option delegate the Wisconsin Department of Administration, Department of Employment Relations to conduct the administering and the grading of all the written examinations. Employment will be contingent upon passage of the background investigation, Sheriff's Department interview, medical exam, psychological exam and pre-employment drug screening test.

Chapter 232 .02 WHO IS COVERED

To the exclusion of all others in County employment, the following from the Wood County Sheriff's Department are included under this Ordinance:

- Chief Deputy
- Inspector - Deputy Sheriff
- Captain - Deputy Sheriff
- Lieutenant - Deputy Sheriff
- Sergeant - Deputy Sheriff
- Corporal - Deputy Sheriff
- Deputy - Sheriffs
- Investigator - Deputy Sheriff
- Traffic Officer - Deputy Sheriff
- Jail Administrator - Deputy Sheriff
- Assistant Jail Administrator - Deputy Sheriff
- Juvenile Officer Investigator - Deputy Sheriff
- Jailer - Deputy Sheriff
- Process Server - Deputy Sheriff

All the above positions for purposes of ascertaining job duties shall be governed by the job description now in effect and shall, from this date forward, be part of said ordinance, subject to revision and update, as necessary, to meet the needs of the Wood County Sheriff's Department. Promotions to the above positions will be decided by the Sheriff. The promotional procedure is addressed in the contract of the Wood County Deputy Sheriff's Association and will be adhered to as described and further negotiated.

Chapter 232 .03 DUTIES OF THE SHERIFF

The Sheriff shall fill a vacancy from the three (3) names certified to him by the Civil Service Commission and upon his so doing, shall certify to the County Clerk the name and such other data on the employee as the Clerk may need.

The Sheriff may, with the approval of the Sheriff and Traffic Committee of the Wood County Board of Supervisors, promote any permanent personnel within the Department

with an examination for a probationary term of six months. In like manner, such personnel may, during said probationary term, be returned to his/her former position. After six (6) months, if not removed, the promotion shall become permanent; however, such probationary period may be extended by the Sheriff one additional six (6) month period, if deemed in the best interests of the Department. The officer shall receive a review and written notice from the Sheriff for reason of extension.

Chapter 232 .04 PERSONNEL COMMITTEE

The number of Deputies and their salaries shall be under the jurisdiction of the Wood County Personnel Committee, all in keeping with the budget and policies as provided by the County Board and the Wisconsin Statutes.

Chapter 232 .05 SUSPENSION, DEMOTION, DISMISSAL

Persons appointed hereunder shall hold office on good behavior with tenure from the last date of hire. Charges of incompetence and/or misconduct in office may be filed by the Sheriff, the Civil Service Commission, or the Grievance Committee; and proceedings shall be had as provided by statute and ordinance.

INCOMPETENCE is defined as a demonstrated continuing inability to perform those duties routinely required of a Deputy Sheriff.

MISCONDUCT IN OFFICE is defined as a criminal activity of such a nature that it would form the basis for prosecution under Wisconsin Statute 946.12.

Any officer dismissed or suspended under these provisions who is tried and/or subsequently acquitted shall be returned to his former position without prejudice and with full back pay.

Chapter 232 .06 THE GRIEVANCE COMMITTEE

The Personnel Committee of the Wood County Board of Supervisors is hereby designated as the Grievance Committee to act in the capacity as set up by statute. It shall conduct all hearings, hear all grievances, and make findings in relation to disciplinary action.

The Grievance Committee may suspend an officer with, or without, pay for a period

within its discretion, discharge, or take such other action as it deems in the best interests of the Department and the County. A disciplined officer may appeal a determination of the Grievance Committee, as provided by statute.

Chapter 232 .07 SPECIAL DUTIES OF THE GRIEVANCE COMMITTEE

The Grievance Committee is specifically authorized to hear any and all complaints of the officers and others interested in the proper administration of the Department, to take such action as is within its power, and to make recommendations to the Wood County Board of Supervisors.

Chapter 232 .08 PROBATIONARY STATUTES

An applicant hired for the position of Deputy Sheriff or other paid positions under the authority of the Sheriff shall serve a one-year probationary period from the first day of employment. This probationary period may be extended by the Sheriff for one additional six-month period, if deemed in the best interests of the Department.

Probationary status may be extended or a probationary employee terminated only after review and written notice by the Sheriff to said employee.

A probationary employee may be terminated by the Sheriff at any time during the probationary period without a hearing.

Chapter 232 .09 MISCELLANEOUS PROVISIONS

Wisconsin Statute 895.46 governs the payment of judgments and legal expenses on behalf of Deputy Sheriffs who are the subjects of a claim. Special or Reserve Deputies are appointed by the Sheriff and serve at the pleasure of the Sheriff. Special Deputies are also covered under Wisconsin Statute 895.46(1)(a).

Specific language relating to Special Deputies can be found in Wood County Board Resolution dated 4/19/83 complying with Assembly Bill 36, 1983.

Wood County Deputies will comply with the Annual Wellness Program as dictated by the Wood County Sheriff and the cost of said program shall be borne by Wood County.

This ordinance is adopted pursuant to 59.26 of the Wisconsin Statutes. If any section, clause, or division of this ordinance be declared by the court to be invalid, the same shall not affect the validity of the ordinance as a whole or any part thereof, other than the part so declared to be invalid.

Chapter 232 .10 RULES AND REGULATIONS

The following rules and regulations governing the Deputy Sheriffs in the Wood County Sheriff's Department shall apply to all full-time personnel; and all previous rules, written or otherwise, are hereby rescinded.

These rules will also apply to part-time Deputy Sheriffs appointed by the Wood County Sheriff.

- (1) All Deputy Sheriffs so employed shall comply with all requirements of the Wisconsin Law Enforcement Standards Board or be removed from employment as a Deputy.
 - (2) Deputy Sheriffs shall devote their attention to the service of the Department and shall not engage in other occupations so as to interfere with the operation of the Department unless approved by the Sheriff.
 - (3) All Deputy Sheriffs shall direct and coordinate their efforts in such a manner as to establish and maintain the highest standards of efficiency. Each officer shall understand that the service and reputation of the Department is in his/her keeping, and shall act accordingly, being courteous and considerate, giving information and assistance when necessary, and always acting as an officer and gentleman/lady.
 - (4) All officers shall keep themselves informed concerning county ordinances and state laws - criminal, civil, and traffic - which they are required to enforce. They shall at all time preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property, and serve all civil and criminal papers which the Sheriff deems necessary for expediting this work.
- Whenever an officer is without proper information or is in doubt as to his duty in any particular or unusual circumstance, he shall apply to his/her immediate superior for instructions.
- (5) All officers of the Department shall treat as confidential the official business of the Department. Officers shall not impart official business to anyone, except those for whom it is intended or as directed by the Sheriff or under due process of law.

~~(6) The personal use of county-owned squads by the Deputy Sheriffs shall be restricted to Wood County, Wisconsin and use of the squad cars is prohibited by the Deputies during vacation periods. Repealed effective 1/1/03 per Ordinance 02-1-16~~

(7) No officer shall release or divulge any information for publication concerning the Department unless delegated to do so.

(8) No officer shall engage in any private or unauthorized investigations. All investigations shall be discussed and cleared by the Sheriff, or in his absence, the Undersheriff.

(9) All officers shall be under the direct supervision of the Sheriff, and in his absence, the Undersheriff or other designated officer.

(10) All Deputies shall adhere to the written policies in the Official Policy Book as well as all aspects of their current and updated job descriptions.

Chapter 232 .11 PROMOTIONS

Promotion to rank by the Sheriff with the approval of the Sheriff and Traffic Committee

Promotion to rank shall be regulated by the provisions of the Wood County Deputy Sheriff Contract. Specific guidelines are spelled out and will be adhered to by the Sheriff in promoting Deputies to rank and specialty positions within the Wood County Sheriff's Department.

Promotion of said Deputy to such position shall be for a six-month probationary period; and if not returned to his/her former position before expiration of the six-month period, such promotion shall become permanent; however, such probationary period may be extended by the Sheriff for one additional six-month period, if deemed in the best interests of the Department.

The officer shall receive a review and written explanation by the Sheriff as to the reasons for the extension of the probationary period.

Chapter 232 .12 VARIOUS DUTIES DEFINED

Duties of Patrol, Investigations, Civil Process, Correctional Staff, and all other areas of

the Wood County Sheriff's Department shall be delineated in job descriptions. Job descriptions will be kept current within the Wood County Sheriff's Department and will be revised periodically.

All Deputy Sheriffs will be responsible for adhering to every area that the job description describes. It will be their responsibility to keep abreast of any changes and to participate in all areas of the job description concerning the position that they hold.

Chapter 232 .13 DUTY HOURS

- (1) All officers will work the days and hours per week as directed to do so by the Sheriff, including all holidays, if it is deemed necessary by the Sheriff.
- (2) All officers shall be scheduled by the appropriate supervisor designated in each division of either Patrol, Investigations, or the Jail.
- (3) The change of shift and hours may be permitted provided it is requested by the Deputy and approved by the Sheriff, Undersheriff, or in the absence of the above, the Commanding Officer. The Deputy requesting the shift change, shall secure his/her replacement.
- (4) Any absence from duty during the scheduled eight (8) hours shall be in violation of this policy, with only an emergency as a tolerable excuse.

Chapter 232 .14 RESIDENCY REQUIREMENT

- (1) All deputies of the Wood County Sheriff's Department shall maintain their domicile and principal place of residence within a Wood County School District or within ten miles from the contiguous boundary of Wood County during the period of their employment with the Wood County Sheriff's Department.
- (2) Any person affected by the terms of this Ordinance who does not now maintain his/her domicile and principal place of residence within the boundaries of Wood County shall move his/her domicile and principal place of residence within the boundaries of said County within a period of twelve (12) months from the date of this Ordinance; and in the absence of such compliance, said deputy shall be immediately discharged and terminated in his/her employment with Wood County.
- (3) Newly employed deputies, who do not maintain their domicile and principal place of residence within the County at the time of their employment, shall move their domicile and principal place of residence into the boundaries of Wood County within a period of

six (6) months from their date of hire or be dismissed from employment with the Wood County Sheriff's Department."

(4) All ordinances, or parts thereof, in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this Ordinance shall be in effect from and after its passage and publication.