1. CALL TO ORDER BY CHAIRMAN
2. ROLL CALL
3. CITIZEN COMMENTS
4. SUPERVISOR COMMENTS
5. CHAIRMAN COMMENTS
6. APPROVAL OF MINUTES FROM JUNE 1ST, 2022
7. RESOLUTIONS FROM THE KENOSHA COUNTY SHERIFF’S DEPARTMENT:
   - A Resolution to Approve the Appointment of Brooks Litz to serve as a member of the Kenosha County Local Emergency Planning Committee (Group #4 – Community Group)
   - A Resolution to Approve the 2022 Walmart Foundation Grant – Discharge Planner Program

Documents:
RESOLUTION WALMART FOUNDATION GRANT.PDF
RESOLUTION LEPC FOR B LITZ GROUP 4.PDF

8. PRESENTATION AND REVIEW OF THE KENOSHA SHERIFF’S DEPARTMENT TAKE-HOME SQUAD POLICY

Documents:
KSD TAKE-HOME SQUAD POLICY.PDF
9. ANY OTHER BUSINESS ALLOWED BY LAW

10. ADJOURNMENT

A Quorum of Other Committees or of the County Board May be Present.
# Kenosha County
## Administrative Proposal Form

### 1. Proposal Overview
**Division:** Law Enforcement  
**Department:** SHERIFF

**Proposal Summary (attach explanation and required documents):**

A resolution to accept $1,500 of grant funds offered through the Walmart Foundation. This grant was applied by DSO Edward Hartnell who is also the Discharge Coordinator for the department. The funds will be used to buy supplies inmates may need upon release from custody.

**Dept./Division Head Signature:**  
**Date:** 05/18/22

- **CAPTAIN HORACE STAPLES**

### 2. Department Head Review
**Comments:**

- **Recommendation:** Approval [ ] Non-Approval [ ]

**Department Head Signature:**  
**Date:** 5/18/22

- **SHERIFF DAVID BETH**

### 3. Finance Division Review
**Comments:**

- **Recommendation:** Approval [x] Non-Approval [ ]

**Finance Signature:**  
**Date:** 5/20/22

- **DARRE BENG CS PATRICIA MERRILL**

### 4. County Executive Review
**Comments:**

- **Action:** Approval [x] Non-Approval [ ]

**Executive Signature:**  
**Date:** 5/20/22

- **SAMANTHA KEEKMAN**

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Revised 01/11/2001 (5/10/01)  
DISTRIBUTION
• Original Returned to Requesting Dept.
• Department attaches the Original to the Resolution to County Board
• Copy to Secretary of Oversight Committee to distribute in packets with Resolution
• Copy to Requesting Department File
WHEREAS, the Kenosha County Sheriff's Department has been awarded $1,500.00 from the Walmart Foundation to assist the Discharge Planner program, and

WHEREAS, the Kenosha County Sheriff's Department Discharge Planner program helps individuals suffering from addictions and receive treatment through the County's Health Department including therapy and medically assisted treatment, and

WHEREAS, the funds will enable the program to buy supplies that the inmates may need upon release from custody, for example, clothing, snacks, etc., and

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

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors accept the this grant and approve the revenue and expenditure budget modifications, to the 2022 budget, as per the budget modification form, which is incorporated herein by reference, and

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

Note: This resolution requires no funds from the general fund. It increases revenues by $1,500 and increases expenditures by $1,500.
Subject: 2022 Walmart Foundation Grant – Discharge Planner Program

<table>
<thead>
<tr>
<th>Original</th>
<th>Corrected</th>
<th>2nd Correction</th>
<th>Resubmitted</th>
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</thead>
</table>

Date Submitted: Date Resubmitted

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

Respectfully Submitted, JUDICIARY AND LAW ENFORCEMENT COMMITTEE

<table>
<thead>
<tr>
<th>Aye</th>
<th>No</th>
<th>Abstain</th>
<th>Excused</th>
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Supervisor Zach Rodriguez, Chair

Supervisor Brian Bashaw, Vice Chair

Supervisor Erin Decker

Supervisor Mark Nordigian

Supervisor Laura Belsky

Supervisor John Franco

Supervisor Jeff Wamboldt

FINANCE/ADMINISTRATION COMMITTEE

<table>
<thead>
<tr>
<th>Aye</th>
<th>No</th>
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Supervisor Terry Rose, Chair

Supervisor Dave Geertsen, Vice Chair

Supervisor John Poole

Supervisor Erin Decker

Supervisor Tim Stocker
KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

DEPT/DIVISION: SHERIFF  2022

PURPOSE OF BUDGET MODIFICATION (REQUIRED):
To modify Sheriff Detentions 2022 budget to recognize grant funding from the Walmart Foundation to assist the Discharge Planner Program

<table>
<thead>
<tr>
<th>MAIN ACCOUNT DESCRIPTION</th>
<th>FUND</th>
<th>DIVISION</th>
<th>SUB-DIVISION</th>
<th>MAIN ACCT</th>
<th>PROJECT</th>
<th>SUB-PROJECT</th>
<th>EXPENSE INCREASE (+)</th>
<th>EXPENSE DECREASE (-)</th>
<th>ADOPTED BUDGET (5)</th>
<th>CURRENT BUDGET (6)</th>
<th>ACTUAL EXPENSES (7)</th>
<th>REVISED BUDGET</th>
<th>EXPENSE BAL. AVAIL. (9)</th>
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<tbody>
<tr>
<td>Grant Program Payment</td>
<td>100</td>
<td>210</td>
<td>2130</td>
<td>571580</td>
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<td></td>
<td>1,500</td>
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<td>0</td>
<td>0</td>
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EXPENSE TOTALS 1,500 0

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<tr>
<th>REVENUES</th>
<th>FUND</th>
<th>DIVISION</th>
<th>SUB-DIVISION</th>
<th>MAIN ACCT</th>
<th>PROJECT</th>
<th>SUB-PROJECT</th>
<th>REVENUE DECREASE (-)</th>
<th>REVENUE INCREASE (+)</th>
<th>ADOPTED BUDGET</th>
<th>CURRENT BUDGET</th>
<th>REVISED BUDGET</th>
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<td>Sundry Dept Revenue</td>
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<td>210</td>
<td>2120</td>
<td>448520</td>
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<td></td>
<td>1,500</td>
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REVENUE TOTALS 0 1,500

COLUMN TOTALS (EXP TOTAL + REV TOTAL)

EXPENSE TOTALS: 1,500

REVENUE TOTALS: 1,500

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

DEPARTMENT HEAD: [Signature]  5/1/22  DATE: 5/9/22
FINANCE DIRECTOR: [Signature]  5/17/22  DATE: 5/20/22
COUNTY EXECUTIVE: [Signature]  5/20/22  DATE: 5/20/22

SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.
Kenosha County Sheriffs Department
47778th Ave
Kenosha WI 53144

IN PAYMENT OF INVOICES TO

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice Number</th>
<th>Store Number</th>
<th>Document Number</th>
<th>Type Code*</th>
<th>Gross Amount</th>
<th>Discount/Allowances</th>
<th>Net Amount</th>
</tr>
</thead>
<tbody>
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<td>05-06-22</td>
<td>76470795</td>
<td>05-09000</td>
<td>112057433</td>
<td></td>
<td>1500.00</td>
<td>0.00</td>
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Vendor: 79999999975 Kenosha County Sheriffs Department

* Vendor: Deduction codes are described on the reverse side of this statement.

Pay One Thousand Five Hundred Dollars and No Cents

To the Kenosha County Sheriffs Department

Order 47778th Ave

Of Kenosha WI 53144

Walmart, Inc.

Treasurer

Wells Fargo Bank, N.A.
Charlotte, NC 28288-0013

Non-Negotiable After 180 Days

1387281

$ 1,500.00

Net Amount of Check
MEMORANDUM
Communication to Kenosha County Board of Supervisors
(For Informational Purposes Only)

COMMUNICATION TO APPEAR ON COUNTY BOARD MEETING AGENDA: 06/07/2022

SUBJECT: Resolution to Accept 2022 Walmart Foundation Grant – Discharge Planner Program

COMMITTEE: Judiciary and Law

SUBMITTED BY: Angela Khabbaz, Kenosha County Sheriff’s Fiscal Services Manager

RESOLUTION TO BE PRESENTED AT Judiciary and Law COMMITTEE ON 07/06/2022

ADDITIONAL INFORMATION (optional): Full Resolution Text Attached
KENOSHA COUNTY
BOARD OF SUPERVISORS

RESOLUTION NO. ____________________

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Resolution to Approve the Appointment of Brooks Litz to serve as a member of the Kenosha County Local Emergency Planning Committee (Group #4 – Community Group)</th>
</tr>
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<tr>
<td>Date Submitted:</td>
<td>June 7, 2022</td>
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<tr>
<td>Submitted By:</td>
<td>Judiciary &amp; Law Committee</td>
</tr>
<tr>
<td>Fiscal Note Attached</td>
<td>☐</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Lt. Horace J. Staples, MSCI Director of Emergency Management</td>
</tr>
</tbody>
</table>

WHEREAS under County Executive Appointment #2020/21-24, the County Executive has appointed Brooks Litz to serve as a three-year term as a member of the Local Emergency Planning Committee, to succeed Mr. Rick Dodge (Group #4 – Community Group), and;

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

BE IT FURTHER RESOLVED, that the Kenosha County Board of Supervisors approve the appointment of Brooks Litz to serve as a member of the Local Emergency Planning Committee beginning on July 1, 2022 after confirmation by the County Board and continuing until the 30th day of June 2025, or until a successor is appointed by the County Executive and confirmed by the Kenosha County Board of Supervisors.

Respectfully submitted,

<table>
<thead>
<tr>
<th>Judiciary &amp; Law Committee</th>
<th>Aye</th>
<th>No</th>
<th>Abstain</th>
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<tbody>
<tr>
<td>Supervisor Zach Rodriguez, Chairperson</td>
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<td>Supervisor Brian Bashaw, Vice-Chairperson</td>
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<td>Supervisor Laura Belsky, 2nd Vice-Chair</td>
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<td>Supervisor Mark Nordigian</td>
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<td>Supervisor Erin Decker</td>
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</tbody>
</table>
Supervisor John Franco

Supervisor Jeff Wamboldt
MEMORANDUM
Communication to Kenosha County Board of Supervisors
(For Informational Purposes Only)

COMMUNICATION TO APPEAR ON COUNTY BOARD MEETING AGENDA: 06/07/2022

SUBJECT: Resolution to Approve the Appointment of Brooks Litz to serve as a member of the Kenosha County Local Emergency Planning Committee (Group #4 – Community Group)

COMMITTEE: Judiciary and Law

SUBMITTED BY: Cpt. Horace Staples, Kenosha County Sheriff’s Emergency Management

RESOLUTION TO BE PRESENTED AT Judiciary and Law COMMITTEE ON 07/06/2022

ADDITIONAL INFORMATION (optional): Full Resolution Text Attached
Vehicle Use

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

705.2 POLICY
The Kenosha County Sheriff’s Department provides vehicles for Department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

705.3 USE OF VEHICLES

705.3.1 SHIFT ASSIGNED VEHICLES
The Shift Commander 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.

705.3.2 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 Commander. 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.

705.3.3 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 Department 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.
Vehicle Use

All Department 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.

705.3.4 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.

705.3.5 MOBILE DATA COMPUTER
Members assigned to vehicles equipped with a Mobile Data Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify Dispatch. Use of the MDC is governed by the Mobile Data Computer Use Policy.

705.3.6 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 Division Commander approval.

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

705.3.7 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.
705.3.8 AUTHORIZED PASSENGERS
Members operating Department 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.

705.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any Department 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.

705.3.10 PARKING
Except when responding to an emergency or when urgent Department-related business requires otherwise, members driving Department vehicles should obey all parking regulations at all times. Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to Department 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.

705.3.11 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the support services manager.

705.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department 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.

705.4.1 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 Department members at the discretion of the Sheriff or the authorized designee.

705.4.2 UNSCHEDULED TAKE-HOME USE
Circumstances may arise where Department vehicles must be used by members to commute to and from a work assignment. Members may take home Department 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 Department.
(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 Kenosha County limits.
Vehicle Use

(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.

705.4.3 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 Kenosha is a prime consideration for assignment of a take-home vehicle. Members who reside outside the County of Kenosha may be required to secure the vehicle at a designated location or the Department at the discretion of the Sheriff.

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 Division Commander 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 Division Commanders and there is a high probability that the member will be called back to duty.

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 Division Commanders.

4. When the vehicle is being used by the Sheriff, Chief Deputy, Division Commanders 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.
Vehicle Use

(e) The two-way communications radio, MDC 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 Department 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 unsecured firearms and kinetic impact weapons shall be removed and properly secured in the members residence (see the Firearms Policy regarding safe storage of firearms at home). These security provisions also include; Narcan, AED, MDC and related equipment.

(h) Vehicles are to be secured at the member's residence or the appropriate Department facility, at the discretion of the Department 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 Department shall have access to the vehicle.
   2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

(j) At least once per month the member is required to fuel the vehicle utilizing the PSB fuel pumps for mileage accountability.

705.4.4 ENFORCEMENT ACTIONS
When driving a take-home vehicle to and from work outside of the jurisdiction of the Kenosha County Sheriff's Department 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).

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

705.4.5 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 Department.
Vehicle Use

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 Joint Services Fleet Maintenance’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 Department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and, in cooperation with Joint Services Fleet Maintenance, approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle and radio repair form explaining the service or repair, and submit it to a supervisor (See attachment: Policy 703 - Veh and Radio Repair.pdf).

(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.

705.5 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 Commander on the shift assignment roster.

705.6 DAMAGE, ABUSE AND MISUSE

When any Department 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 Department 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 Commander. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

705.7 ATTIRE AND APPEARANCE

When operating any Department 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 Department.
Vehicle Use

705.8 I-PASS USAGE
As a public safety agency it is necessary that certain Kenosha County Sheriff’s Department vehicles will travel outside of the State of Wisconsin to areas where toll road highway systems are in place. The Department will maintain an account with the Illinois Department of Transportation Tollway system and maintain a number of I-PASS transponders will be used to allow for more efficient travel.

(a) I-PASS Transponders will be placed and remain in department vehicles that have frequent assignments outside of Wisconsin.

(b) As needed, an extra I-PASS transponder(s) will be available in the Patrol Supervisors and Conveyance Sergeant’s Office, issued to on duty KSD personnel when required. Any KSD employee needing a transponder will need supervisory approval prior to usage.

(c) I-PASS transponders shall be used for KSD official travel and only by on-duty personnel.

705.8.1 ACCOUNT MANAGEMENT
The Fiscal Services Manager will maintain the I-PASS account including but not limited to: any needed vehicle or equipment updates, payment waivers or government agreements or notifications.
Attachments
Policy 703 - Veh and Radio Repair.pdf