

EAU CLAIRE COUNTY
MEETING NOTICE/AGENDA

COMMITTEE: Committee on Human Resources
DATE: June 14, 2019 **TIME:** 8:30 AM
PLACE: Eau Claire County Courthouse, Room 1301/1302
721 Oxford Avenue, Eau Claire, WI

REASON FOR MEETING: REGULAR

1. Call to Order and Certify Compliance with Open Meetings Law
2. Public Comment
3. Review and approve minutes of the May 10, 2019 meeting
4. Finance and Human Services: Information/Discussion on the Department of Human Services Funding Sources and position allocations.
5. Information/Discussion/Action to the following Eau Claire County policies –
 - a. **Information/Discussion/Action** 709 Identification and Key Card (County Administration and Sheriff's Office)
 - b. **Information/Discussion** 203 Concerns and Complaints (Human Resources)
6. Human Resources: HR Updates
7. Future Agenda Items

Adjourn

COPIES TO:

County Clerk J. Loomis
County Administrator K. Schauf
Corporation Counsel T. Sullivan
Committee on Human Resources: M. Beckfield/S. Miller/C. Russell/J. Gatlin/K. Stelljes

Future Meeting Dates-

July 19, 2019 at 10:30am
August 9, 2019
September 13, 2019 – The meeting will focus on 2020 position changes only.

Human Resources Department

DATE NOTICE POSTED AND SENT:

PREPARED BY: Jill Mangus, Human Resources Department

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

Motion Connie Russell to approve the resolution as presented. Motion carried 5-0.

Human Resources: Information/Discussion HR Department Quarterly Report

The Human Resources Director provided the quarterly report to the committee.

Future Meeting Dates-

July 19, 2019 at 10:30am

August 9, 2019

September 13, 2019 – The meeting will focus on 2020 position changes only.

Adjourn

Chair Mark Beckfield adjourned the meeting at 9:57a.m.

Respectfully submitted,

Jill Mangus, Acting Committee Clerk

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
Economic Support Specialist	14.1%	85.9%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Social Work Manager	96.9%	3.1%				
CCS Service Facilitator		100.0%				
Social Worker	96.9%	3.1%				
Mental Health Professional		100.0%				
Lead Economic Support Specialist	14.1%	85.9%				
Fiscal Associate III	49.0%	51.0%				
Social Worker	96.9%	3.1%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Social Work Manager	46.6%	53.4%				
Fiscal Associate III		100.0%				
Registered Nurse	46.6%	53.4%				
Family Services Administrator	96.9%	3.1%				
Economic Support Specialist	14.1%	85.9%				
Fraud Investigator		100.0%				
Administrative Specialist I	49.0%	51.0%				
Social Worker	96.9%	3.1%				
CCS Service Facilitator		100.0%				
Social Worker	39.9%	60.1%				
Administrative Specialist I		100.0%				
Fiscal Associate III	49.0%	51.0%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
CCS Supervisor		100.0%				
Economic Support Specialist	14.1%	85.9%				
Economic Support Specialist	14.1%	85.9%				
Human Services Director	49.0%	51.0%				
Senior Social Worker	39.9%	60.1%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
CCS Service Facilitator		100.0%				
Social Work Manager	96.9%	3.1%				
Administrative Specialist I	49.0%	51.0%				
Social Worker	46.6%	53.4%				
Administrative Specialist I	49.0%	51.0%				
Outpatient Clinical Services Therapist	63.3%	22.9%	12.4%	1.4%		BH Clinic - Private Ins/Ability to Pay and CCS Services to Other Counties
CCS Service Facilitator		100.0%				
Economic Support Manager	14.1%	85.9%				
Outpatient Clinical Services Therapist	63.3%	22.9%	12.4%	1.4%		BH Clinic - Private Ins/Ability to Pay and CCS Services to Other Counties
Social Worker	46.6%	53.4%				
Mental Health Professional		100.0%				
CCS Service Facilitator		100.0%				
Registered Nurse	46.6%	53.4%				
Economic Support Specialist	14.1%	85.9%				
Administrative Specialist I	49.0%	51.0%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
AODA Case Manager	83.0%	17.0%				
CCS Service Facilitator		100.0%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Juvenile Detention Manager	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Social Worker	96.9%	3.1%				
Clinic Manager	63.3%	22.9%	12.4%	1.4%		BH Clinic - Private Ins/Ability to Pay and CCS Services to Other Counties
Social Worker	69.3%	25.8%	4.9%			WATTS Reviews for Other Counties
Administrative Specialist I	49.0%	51.0%				
Economic Support Specialist	14.1%	85.9%				
Economic Support Specialist	14.1%	85.9%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
CCS Service Facilitator		100.0%				
Social Worker	96.9%	3.1%				
Fiscal Services Manager	49.0%	51.0%				
Social Worker		100.0%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
AODA Case Manager	46.6%	53.4%				
Social Work Supervisor					100%	TAD Grant - Ends 12/31/19 and is renewable yearly (has been in place since approximately 2007)
CCS Service Facilitator		100.0%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Administrative Specialist I	49.0%	51.0%				
Juvenile Intake Worker	96.9%	3.1%				
AODA Case Manager		100.0%				
Contract Coordinator	24.5%	75.5%				
Social Worker	7.5%	92.5%				
CCS Service Facilitator		100.0%				
AODA Case Manager		100.0%				
Social Worker	96.9%	3.1%				
Social Worker	7.5%	92.5%				
Administrative Specialist I	49.0%	51.0%				
CCS Service Facilitator		100.0%				
Social Worker	96.9%	3.1%				
Social Work Manager	69.3%	25.8%	4.9%			WATTS Reviews for Other Counties
Lead Economic Support Specialist	14.1%	85.9%				
CCS Supervisor		100.0%				
Senior Social Worker	96.9%	3.1%				
Social Worker	96.9%	3.1%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
CCS Service Facilitator		100.0%				
CCS Service Facilitator		100.0%				
Social Worker	21.2%	78.8%				
Social Work Manager	96.9%	3.1%				
Economic Support Specialist	14.1%	85.9%				
AODA Case Manager		100.0%				
Social Worker	96.9%	3.1%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Social Worker	46.6%	53.4%				
180 Program Coordinator	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Mental Health Professional		100.0%				
Administrative Specialist II	49.0%	51.0%				
AODA Case Manager	7.5%	92.5%				
Economic Support Specialist	14.1%	85.9%				
Administrative Specialist I	49.0%	51.0%				
CCS Service Facilitator		100.0%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Social Worker	96.9%	3.1%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Economic Support Specialist	14.1%	85.9%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
Economic Support Specialist	14.1%	85.9%				
Quality Assurance Specialist		100.0%				
CCS Service Facilitator		100.0%				
Juvenile Detention Supervisor	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Case Manager	96.9%	3.1%				
Administrative Specialist I	49.0%	51.0%				
Coordinator of Child Care		85.5%	14.5%			Charges to other Counties for Child Care Certifications
Fiscal Associate III	49.0%	51.0%				
Economic Support Specialist	14.1%	85.9%				
CCS Service Facilitator		100.0%				
Quality Assurance Specialist		100.0%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Fiscal Associate III	49.0%	51.0%				
Lead Economic Support Specialist	14.1%	85.9%				
Senior Social Worker	46.6%	53.4%				
Fiscal Associate III	49.0%	51.0%				
Data Specialist	49.0%	51.0%				
Social Worker	69.3%	25.8%	4.9%			WATTS Reviews for Other Counties
CCS Service Facilitator		100.0%				
Mental Health Professional		100.0%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
Social Worker	69.3%	25.8%	4.9%			WATTS Reviews for Other Counties
Economic Support Specialist	14.1%	85.9%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
AODA Case Manager		100.0%				
CCS Service Facilitator		100.0%				
Economic Support Manager	14.1%	85.9%				
CCS Service Facilitator		100.0%				
Social Worker	96.9%	3.1%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Quality Assurance Specialist		100.0%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
Social Worker	46.6%	53.4%				
Social Worker	96.9%	3.1%				
Administrative Specialist I	49.0%	51.0%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Social Worker	96.9%	3.1%				
Crisis Support Supervisor	7.5%	92.5%				
Social Worker	96.9%	3.1%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
Social Worker	69.3%	25.8%	4.9%			WATTS Reviews for Other Counties
Fiscal Associate III		100.0%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	69.3%	25.8%	4.9%			WATTS Reviews for Other Counties
Mental Health Professional		100.0%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties
CCS Service Facilitator		100.0%				
Administrative Specialist I	49.0%	51.0%				
Social Worker	83.0%	17.0%				
Social Worker	96.9%	3.1%				
Organizational Services Manager	49.0%	51.0%				
Administrative Specialist I	49.0%	51.0%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Administrative Specialist I	49.0%	51.0%				
Social Worker	21.2%	78.8%				
Social Worker	21.2%	78.8%				
Registered Nurse	46.6%	53.4%				
Social Worker	96.9%	3.1%				
CCS Program Manager		100.0%				
Accountant I	49.0%	51.0%				
Social Worker	10.0%	5.0%			85%	JAG Grant - Ends 12/31/22
Social Worker	46.6%	53.4%				
CCS Service Facilitator		100.0%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
Administrative Specialist I	49.0%	51.0%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				
Economic Support Specialist	14.1%	85.9%				
CCS Service Facilitator		100.0%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	21.2%	78.8%				
Economic Support Specialist	14.1%	85.9%				
CCS Service Facilitator		100.0%				
CCS Supervisor		100.0%				
Social Worker	46.6%	53.4%				
Social Worker	96.9%	3.1%				
Quality Assurance Specialist		100.0%				
Social Worker	96.9%	3.1%				
Outpatient Clinical Services Therapist	63.3%	22.9%	12.4%	1.4%		BH Clinic - Private Ins/Ability to Pay and CCS Services to Other Counties
Juvenile Intake Worker	96.9%	3.1%				
Social Worker	83.0%	17.0%				
CCS Service Facilitator		100.0%				
Economic Support Consortium Manager	14.1%	85.9%				
CCS Service Facilitator		100.0%				
Social Work Manager	96.9%	3.1%				
Mental Health Professional		100.0%				
Deputy Director	49.0%	51.0%				
Behavioral Health Administrator	32.0%	68.0%				
Social Worker	7.5%	92.5%				
Administrative Specialist I		100.0%				
Economic Support Specialist	14.1%	85.9%				
Social Worker	96.9%	3.1%				

Job Title	Levy	State/Fed	Other Counties	Public Chgs	Grants	Comments
Fiscal Associate III	49.0%	51.0%				
Juvenile Detention Worker	18.5%		81.5%			Juvenile Detention Fees to Other Counties

Fact Sheet

Changes to POLICY 709 IDENTIFICATION AND KEY CARDS

Beginning July 1st, 2019, Security Screening will take place for those entering the 2nd floor of the Eau Claire County Courthouse. Individuals with employee key card access will be able to enter through the secure doors.

Eau Claire County has contracted with a security firm to provide these services. Although the screening begins on July 1, 2019, a “soft opening” will begin on June 17th which will allow a trial period to test the equipment, run through the screening process, notify and educate the public and employees.

Changes to the Policy includes:

- added Courthouse Security to the policy title
- added a security screening process to Section 8
- indicated that those with authorized key cards have access through secure entry doors and are not required to go thru the screening
- employees are not allowed to let others accompany them through secure doors

Notices to the media/public and training for employees are scheduled.

If approved, changes to this Policy 709 become effective July 1, 2019.

Cost: No additional cost to the key card program. Cost for the security firm services are included in the 2019 budget.

Respectfully,

Frank Draxler

Administration Operations Manager

POLICY 709 IDENTIFICATION AND KEY CARDS AND COURTHOUSE SECURITY

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1. Purpose. To provide a safe and secure workplace for the public and all County staff, photo identification cards (ID cards) or key cards are issued to all Eau Claire County employees. The ID and key cards serve to identify those who work for the County and in County buildings.

2. Responsible Party: Administration

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2.3. Definitions.

2.13.1 Identification Card (ID Card). A hard plastic card used to identify employees of Eau Claire County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name.

2.23.2 Key Card. A hard plastic card used to identify employees of Eau Claire County. The face of the card reflects the county name, an accurate photograph of the employee, and the employee's name. Key cards are differentiated from ID cards in that they are programmed to allow authorized employees access to designated Eau Claire County buildings and facilities outside of normal working hours or areas that are secured during normal working hours.

3.3 Courthouse Security ID and Key Card Review Committee. A Committee appointed by the Courthouse Security and Facility Committee which primarily consists of the County Administrator, Jail Captain, Human Resources Director (or designee) and Information Systems Director. Depending on the request, others may be asked to attend the meeting. This Committee meets one time per month as needed to review all requests for exceptions to the approved parameters for issuing Identification Cards, Key Cards, and granting access to locations secured by the Key Card Security System.

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2.3 2.4 Second Floor Screening. The second floor of the Courthouse house to include all most of the court related offices and functions. There is a screening process for people entering the floor. See section 87.0 for more information

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3.4. Policy.

3.14.1 Human Resources or the Sheriff's Office will photograph each new employee and issue an ID or key card to each new employee on the first day of employment.

3.24.2 Employees and non-employees must sign the Identification/Key Card Policy Acknowledgement Form prior to receiving their ID or key cards.

POLICY 709 IDENTIFICATION AND KEY CARDS

Effective Date: January 1, 2012

Revised Date: December 2016

Eau Claire County
Employee Policy Manual

~~3.34.3~~ The ID or key card must be carried at all times and be visibly displayed at waist height or above unless doing so risks personal safety.

~~3.3.14.3.1~~ Department heads may temporarily suspend the requirement for an employee to display the ID or key card if there is a significant chance of loss due to the nature of the work being done.

~~3.44.4~~ Employees will not give or lend their ID or key card to another individual.

~~3.54.5~~ Any misuse, alteration, or fabrication of the card will subject the holder to disciplinary action by the County.

~~3.64.6~~ Cards may also be issued to non-employee persons participating in special programs sponsored by the County, and will be issued to all elected officials serving Eau Claire County.

4.5. Key Cards.

~~4.15.1~~ Regular Employees.

~~4.1.15.1.1~~ All regular employees will be issued a key card through either the Human Resources Department or Sheriff's Office.

~~4.1.25.1.2~~ Even if not a County employee, all paid employees of the following agencies will be issued a key card through either the Human Resources Department or Sheriff's Office:

~~4.1.2.15.1.2.1~~ Try Mediation

~~4.1.2.25.1.2.2~~ City/County Health Department

~~4.1.2.35.1.2.3~~ City of Eau Claire Police Department

~~4.1.2.45.1.2.4~~ State employees working in the District Attorney's Office and Circuit Courts

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~~4.1.35.1.3~~ Key cards will be programmed to allow employees into areas within the control of their respective department heads and/or work requirements.

~~4.1.3.15.1.3.1~~ Requests for access to areas outside the control of the areas of their respective department heads will require

POLICY 709 IDENTIFICATION AND KEY CARDS

Effective Date: January 1, 2012

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review and approval by the Courthouse Security ID and Key Card Review Committee. A "Request for Courthouse Building Access" form must be completed and submitted to the Human Resources Director to be placed under consideration at the next regularly scheduled meeting of the Courthouse Security ID Card Review Committee. Incomplete requests will not be considered.

5.1.4 Employees will not use a key card to allow an unauthorized person entry or exit from County buildings or other County property.

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4.1.45.1.5 Employees are allowed to access the second floor of the Courthouse as permitted by their key card. Employees shall not allow any persons, clients or relatives access to the second floor during working hours unless screened or given approval by a bailiff for special reasons. Employees are not permitted and to allow access to non-employees during non-working hours.

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4.25.2 Non-Employees.

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4.2.15.2.1 All non-county employees approved for an ID card will not be provided key cards or access to locations secured throughout the courthouse by the Key Card Security System.

4.2.25.2.2 Department heads may request review and approval by the Courthouse Security ID and Key Card Review Committee for a key card to be issued to a non-county employee. A "Request for Courthouse Building Access" form must be completed and submitted to the Human Resources Director to be placed under consideration at the next regularly scheduled meeting of the Courthouse Security ID Card Review Committee. Incomplete requests will not be considered.

5-6. Replacing Lost or Damaged Cards.

5.16.1 Employees will contact Human Resources immediately to replace lost, stolen or damaged ID or key cards. Human Resources will issue a replacement ID or key card only with approval of the employee's department head.

5.26.2 If the ID or key card should become damaged or lost, one new ID or key card will be issued by Human Resources per calendar year at no charge.

5.36.3 If the second ID or key card issued is damaged or lost within the calendar year, the employee will be charged \$10 for a replacement ID or key card.

POLICY 709 IDENTIFICATION AND KEY CARDS

Effective Date: January 1, 2012

Revised Date: December 2016

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5.46.4 If, at no fault of the employee, a key card should stop working, Human Resources will issue a new card to the employee at no charge. The old key card must be returned before a new one will be issued.

6.7. Separation from County Employment.

6.17.1 Employees leaving employment with Eau Claire County must return their ID or key card to Human Resources upon separation.

6.27.2 Cards issued to persons participating in special programs sponsored by the County, or having completed seasonal or temporary employment **must be returned** to Human Resources upon completion of the program.

7.3 Anyone issued keys to any County building, office, etc. by the Maintenance Department must return all issued keys to their supervisor or department head. Upon receipt, the supervisor or department head must return all keys to the Maintenance Director within 48 hours of separation.

8. Second Floor Screening

8.1 All employees shall use their key card for access

8.2 Employees shall not allow non-county employees anyone else to access to the second floor within area when while the employee enters or exit the second floor. they exit or enter during working and non-working hours.

8.3 9.3 Employees shall comply with direction given to them by the Eau Claire County Sheriff, D and contracted security staff and this policy for access to the second floor or other restricted areas. department Office procedures or this policy for access to the second floor or other restricted areas.

6.3 building

8.4 Non-county employees and visitors to this area are required to go through the screening.

8.5 Special Events on 2nd floor, such as the youth mock-trial event, shall obtain approval from the Sheriff's Department to hold this event at least two weeks in advance. As with the regular work week, screening will be required of non-county employees.

7.9. Appendices.

7.19.1 Identification/Key Card Acknowledgement Form (Appendix 709-A)

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POLICY 709 IDENTIFICATION AND KEY CARDS

Effective Date: January 1, 2012
Revised Date: December 2016

Eau Claire County
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7.2 9.2 Request for Courthouse Building Access Form (Appendix 709-B)

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POLICY 709 IDENTIFICATION AND KEY CARDS

Effective Date: January 1, 2012

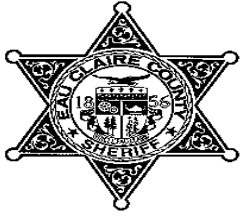
Revised Date: December 2016

Eau Claire County
Employee Policy Manual

Timeline for 2nd floor Security Screening –2019
Eau Claire County Courthouse

- June 12th - Inform all staff that the security screening on 2nd floor is formally scheduled to begin July 1st, but there will be a “soft opening” from June 17th thru June 29th where the equipment will be set-up and trial periods of screening the public will occur.
(Employees will not be screened and the revised Key card Policy does not take effect until July 1st).
- June 14th - HR Committee – Schedule to Review and Approve changes to the Employee Key Card policy 709
- June 14th - Send Media release #1
- June 17th - Send updated policy to Dept Heads
- June 19th - Review updated policy and the security screening process with department heads
- June 20th – List of Q&A developed and sent to department heads to review with their employees.
- June 25th and June 27th 8am to 9am - Q&A sessions for employees that may want more information. To be scheduled in the County Board Room.
- June 25th – Send Media release #2.
- **July 1st** – Security Screening Begins ***

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- July 17th - Obtain feedback from department heads
 - July 29th - Obtain feedback from the Security and Facility Committee
 - July 31st – Review screening operations and make adjustments. Inform administration and staff as needed.



Eau Claire County Sheriff's Office



Policy Manual

Subject: Second Floor Screening		Policy #: 8.6
Division: COURT SERVICES/BAIL POLICIES	Effective Date: July 1, 2019	Pages: 7

PURPOSE

The Eau Claire Government Center is a multi-purpose building which also functions as the County Courthouse. The intent of this policy is to increase safety by screening access to the Second Floor Court Facility.

Authorization: Wisconsin Supreme Court Rule 68.06 (2) Entrances (a) Public Entrance:

A court facility should have a single entrance with appropriate screening mechanisms in place to screen persons, carry-in items and packages. Screening stations should be equipped with a magnetometer, x-ray for packages and carry-in items, duress alarms, and video surveillance. Entrances other than the public entrance should be secured, and access limited.

POLICY

The Second Floor Court Facility will have a single entrance with appropriate screening mechanisms in place to screen persons, carry-in items and packages.

Unauthorized items will not be allowed past the screening station of the Second Floor. At the discretion of the screening personnel, additional items other than those listed below may be disallowed. Those items used by law enforcement officers, jail staff and prison officials while on duty at the facility are exempt.

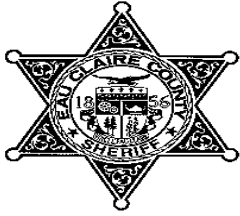
The Eau Claire County Sheriff will provide the security screening of the Government Center.

1. Definitions

1.1 **Illegal Items:** items that are against the law to possess or conceal.

1.2 **Unauthorized Items:** (additional items may be disallowed at the discretion of screening personnel)

- Guns of any kind including pellet, BB, replica and toy
- Ammunition
- Explosives
- Electric Weapons
- Martial Arts Weapons



Eau Claire County Sheriff's Office



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Batons
Brass Knuckles
Mace
Pepper Spray
Hammers
Gun Case (empty)
Knives of any kind
Sharp Objects
Ax/Hatchet
Bow/Crossbow

1.3 **Continuously Escorted** means never leaving the sight and control of designated security staff.

1.4 **Designated Security Staff** includes deputy sheriffs, civilian security staff or anyone specifically tasked by the sheriff to assist in maintaining the security of the Government Center as part of their official duties and has pre-approved security clearance.

1.5 **Pre-approved Security Clearance** is granted to individuals who qualify for and have passed a County sanctioned background screening investigation sufficient to reveal past criminal behavior, current criminal behavior or a pattern of behavior that suggests the individual is likely to or has engaged in dishonest, untrustworthy or otherwise questionable behavior and has agreed to this policy

1.6 **Exceptions to Screening** are granted to any individual who is exempted under WI Stat §175.60(16) (b) or to individuals identified by the Eau Claire County Sheriff or designee whose safety may be jeopardized by presenting themselves at the public screening station. All exceptions must be reviewed and approved by the Sheriff. The identities of exempted individuals will not be released for security reasons.

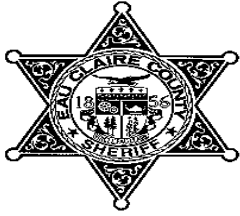
2. Implementation

A weapons screening station will be located at the main entrance of the second floor of the Government Center and will be operated on regular workdays from 7:30 a.m. to 4:30 pm After-hours screening will be conducted as needed when the building is scheduled to be open to the public after hours or court continues in session after 4:30 p.m.

Personnel will be trained to work at the main entrance of the second floor of the Eau Claire County Government Center. Personnel will monitor walk-through magnetometers, x-ray imaging machines and hand wands to screen the public for weapons and unauthorized items before allowing them access to the second floor. Personnel training and supervision will be overseen by the Security Company and Eau Claire County Sheriff's Office.

3. Standard Operating Procedure

All public entering the Second Floor shall submit to screening. Individuals accessing the Second Floor outside of their security authorization could be subject to criminal prosecution and/or disciplinary action.



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Screening measures may include but are not limited to, passing through a magnetometer, x-ray of parcels, packages, purses, or other articles carried by an individual, or search with a hand-held magnetometer. Pat down type searches of persons or searches of articles carried by an individual may also be conducted. Individuals failing to comply with established screening procedures may be denied access to the facility or cited/arrested presuming that the individual's conduct warrants such action.

Any object considered to be illegal shall be confiscated and Law Enforcement will take possession of the object, and the person possessing the object will be denied access to the Second Floor unless cleared by Law Enforcement.

People attempting to enter the building with unauthorized items that are not considered illegal will have the following options;

1. Dispose of the unauthorized items in a receptacle located at the screening station. Items will not be returned.
2. Return unauthorized items to their personal vehicle or elsewhere outside the building and re-enter the building.

4. Screening

4.1 Non-County Personnel

Whenever the screening station is being operated, all persons will be screened. Any individual that leaves the confines of the secure area of the Second Floor must be re-screened upon re-entry. County personnel will not be allowed to escort the public onto the second floor through alternate entrance points.

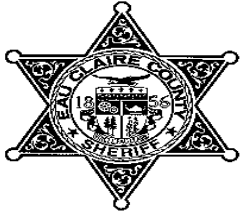
4.2 County Personnel

All authorized Eau Claire County Personnel will be allowed to enter and exit the Second Floor without being screened. When personnel are entering or exiting onto the Second Floor utilizing key card entrances personnel shall not allow any non-authorized persons to enter with them. All non-authorized individuals will be directed to the main screening entrance. Please see Eau Claire County Policy 709 Identification and key cards for authorized personnel and Appendix 709-B for request outside of County Policy.

The State Public Defenders Office will be issued a Green Access Badge that will allow them to be moved to the front of the screening line when applicable. They will also be allowed to exit the second floor at alternate locations, however, must be screened prior to re-entry.

County Personnel will follow all weapons restrictions required of the general public who enter the Government Center.

4.3 Law Enforcement Personnel



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On-duty law enforcement officers will be allowed to bypass security screening. Off-duty law enforcement personnel, and qualified retired law enforcement personnel may bypass screening upon presenting proper identification, under HR218, providing they are not attending a court proceeding as a party to said action. If any of the above are entering the Second Floor for personal or non-work-related reasons they are processed as a civilian and therefore must be screened and no weapons permitted.

Magnetometer

All persons will be asked to empty their pockets of all objects and pass through a magnetometer. People who set off the alarm will be asked to check their pockets and pass through again. If they pass through successfully, they may retrieve their belongings and proceed. If they do not pass through successfully, they will be asked again to remove any metal that may set off the alarm and pass through. People setting off the alarm a second time will be taken aside, and a hand-held screening device will be used to screen them. If they fail this, a pat down search will be conducted. If possible, a pat down search will be conducted by a same-sex screener. If they fail this procedure, they may be denied access to the building by screening personnel. If there is a question on allowing access if someone fails the screening process, the questions should be directed to the Sheriff's Office Bailiff's Division.

X-ray Imaging Machine

All hand bags, attaché cases, packages, boxes and cell phones will be sent through an x-ray imaging machine. If by use of the x-ray imaging machine any item appears to contain a dangerous weapon or explosive, the conveyor shall be stopped, and the item retained in the machine until law enforcement personnel respond. If any item appears to contain some other unauthorized object or if further inspection is necessary to determine if it contains an unauthorized object, weapon screening staff are authorized to open the item and make an assessment.

4.4 Exceptions to Unauthorized Items

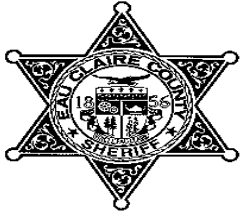
Kitchen utensils including knives or large forks for example must be approved by the Sheriff's Office Bailiff Division prior to being brought onto the second floor. Office supplies such as letter openers or scissors for example may be brought onto the second floor by employees, however they should be kept out of view or access to the public. Maintenance personnel who bring tools onto the second floor will always maintain possession of the tools and will secure tools in a locked storage device if out of sight. Persons wishing to bring in an unauthorized item through weapons screening may do so for a legitimate work purpose if approved by the Sheriff's Office Bailiff Division.

5. Access After Hours

If authorized staff are accessing the second-floor afterhours, they are not permitted to bring non-authorized public onto the Second Floor. (Staff are defined in Eau Claire County Policy 709 Identification and key cards for authorized personnel)

6. Law Enforcement Response

Screening personnel will notify dispatch/911 whenever additional assistance is needed at the Second-Floor entrance screening station. Eau Claire County Dispatch/911 staff will dispatch



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appropriate law enforcement personnel. Eau Claire County Sheriff's Office Security Services Deputies are the primary responders in situations requiring the services of a sworn law enforcement officers inside the Government Center.

7. First Responder Screening

Law enforcement, fire department and fire rescue personnel responding to a dispatched call for assistance will have immediate and unrestricted access to the Second Floor.

8. Deliveries

Delivery personnel (i.e. Fed Ex, UPS, US Mail etc.) may make their deliveries via the Second Floor. Delivery personnel who decide to make deliveries via the Second-Floor entrance will be screened and the materials being delivered will be sent through the x-ray imaging machine if possible. Screening personnel, at their discretion, will use the hand wand or visually check items that cannot be sent through the x-ray imaging machine. If items are too large for the screener or not require special delivery options a member of maintenance along with a Bailiff will determine the best approach for delivery.

9. Contracted Services

If an individual performing contracted services for the County needs to bring in materials or equipment where it is not practical to enter through the screening station, the contractor shall be screened and the Facilities or Information System Management staff shall be contacted to escort the contractor to retrieve the materials and equipment for entry onto the second floor.

10. Special Procedures

a. People with Disabilities and Service Animals

Screening staff will be instructed to ensure that people with disabilities will be thoroughly screened while being sensitive to each person's condition.

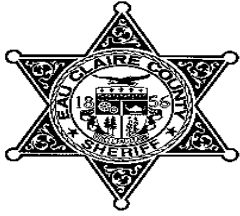
If a person cannot walk through the magnetometer, a hand-held detector search will be conducted. If neither of these options is possible, upon receiving permission from the person, an attendant of the same gender will conduct a pat down search. If the person does not permit a pat down search, access to the building will be denied. Any and all packages, bags, etc. will be screened in accordance with standard operating procedures.

Service animals will be visually inspected by screening staff.

b. Strollers and Child Carriers

People with strollers or child carriers will be screened by standard procedures. Children in this equipment will either walk through or be carried through by the person accompanying the child. If the person with the child cannot or prefers not to remove a child from the stroller or carrier, a pat down search will be conducted. The pat down search will be conducted by screening staff of the same gender, if possible. Any and all packages, bags, etc. will be screened in accordance with standard operating procedures.

c. Juries



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Juries are the responsibility of the Eau Claire County Sheriff's Office and/or the Civilian Bailiff in charge. Jury members who leave the building in the presence of a Civilian Bailiff or law enforcement officer will not have to be screened when they re-enter the building.

d. T.V. Cameras

T.V. cameras used by media outlets will not be put through the x-ray imaging machine but will be visually inspected. All media personnel and all other media equipment will be screened using standard operating procedures.

11. Building Egress

Unless there is an emergency, public must exit the building through the main entrance. All other doors are for emergency exit only. An alarm will sound when the emergency exit doors are utilized. Persons are subject to citations if emergency exit doors are used inappropriately. Re-entry must be made by going through the screening station.

12. Detection of Explosives/Weapons

If screening staff, while using the x-ray machine/magnetometer find a potential weapon/explosive, the machine will be shut down immediately with the item in question being held inside the machine. The machine will not be restarted until approval is received by Law Enforcement Staff. Law enforcement will request the lobby be cleared and notify other building occupants to leave their work areas until such time as it is safe to return.

13. Turning in Weapons/Unauthorized Items

Individuals under a court order to turn in weapons or other unauthorized items to the Sheriff's Office should make an appointment with the Sheriff's Office to turn in the weapons. If the person shows up at the Government Center without an appointment, they should bring the items to the Sheriff's Office service window on the first-floor entrance of the Government Center. If items which are to be turned in to the Sheriff's Office are brought to the Second Floor entrance and the individual approaches the screening station and states they have weapon(s) or what is considered an unauthorized item(s), they will be requested to remain in the lobby area and screening staff will contact the Sheriff's Office who will come to the main entrance to take possession of the item(s).

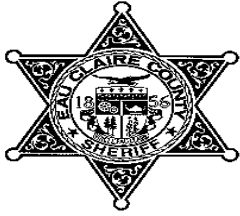
14. Lost & Found

Item(s) left at the screening station will be handled in accordance the Eau Claire County Abandoned Property Ordinance.

15. Policy and Procedure Approval and Review

This policy was developed by staff in the Sheriff's Office, Courts, Administration, and Facilities with final review and approval by the Sheriff and Corporation Counsel.

Concerns, complaints, comments, and suggestions will be reviewed by the Sheriff's Office and Building and Security Committee (which functions as the WI Supreme Court Rule required Court Safety Committee 68.06) on a regular basis.



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16. Consequence of Policy Violation

Employees who violate this policy and procedure are subject to discipline, up to and including termination of employment.

POLICY 203 CONCERNS OR COMPLAINTS

1. **Purpose.** To provide a process to address concerns outside the realm of formal grievance procedures.

2. Policy.

2.1 The Concerns or Complaints Procedure should be used to address concerns that are not covered by a formal grievance procedure. These concerns may involve such issues as public and department policy; compliance with state, federal or local law; and potential or perceived conflicts of interest. It is the desire of the County, when practicable, to address concerns informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise.

3. Procedure.

3.1 The employee will complete a written complaint form, available from Administration and forward it to the County Administrator. The employee will explain the nature of the concern and any suggested resolution. To ensure appropriate follow-up action can be taken, all complaints must be signed by the person initiating them. Eau Claire County will not tolerate retaliation or harassment of an employee who shares a concern or complaint if the complaint is truthful and is made in good faith.

3.2 If the complaint is deemed to be covered by a formal grievance procedure, it will be referred to the Director to proceed accordingly under the applicable grievance procedure.

3.3 The County Administrator or his designee will normally meet with the employee, department head and all interested parties within fifteen (15) working days of receipt of the complaint and attempt to reach a solution to the problem. Information concerning a complaint will be shared on a "need to know" basis. While efforts will be made to maintain the confidentiality of each complaint, no guarantee of confidentiality can be assured. Follow-up actions and/or referrals taken will be documented.

4. Formal Grievance Procedures.

4.1 Employees are expected to follow the formal grievance procedure that are in place for.

4.1.1 Disputes concerning Employee Discipline and Workplace Safety;

POLICY 203 CONCERNS AND COMPLAINTS

Effective Date: January 1, 2012

Revised Date: January 2012

Eau Claire County
Employee Policy Manual

- 4.1.2 Discrimination Complaints through a procedure set forth in the “Eau Claire County Affirmative Action Plan”;
- 4.1.3 Sexual Harassment Complaints as set forth in Eau Claire County’s “Policy for Investigation of Allegations Sexual harassment and Other Unwelcome Conduct”.

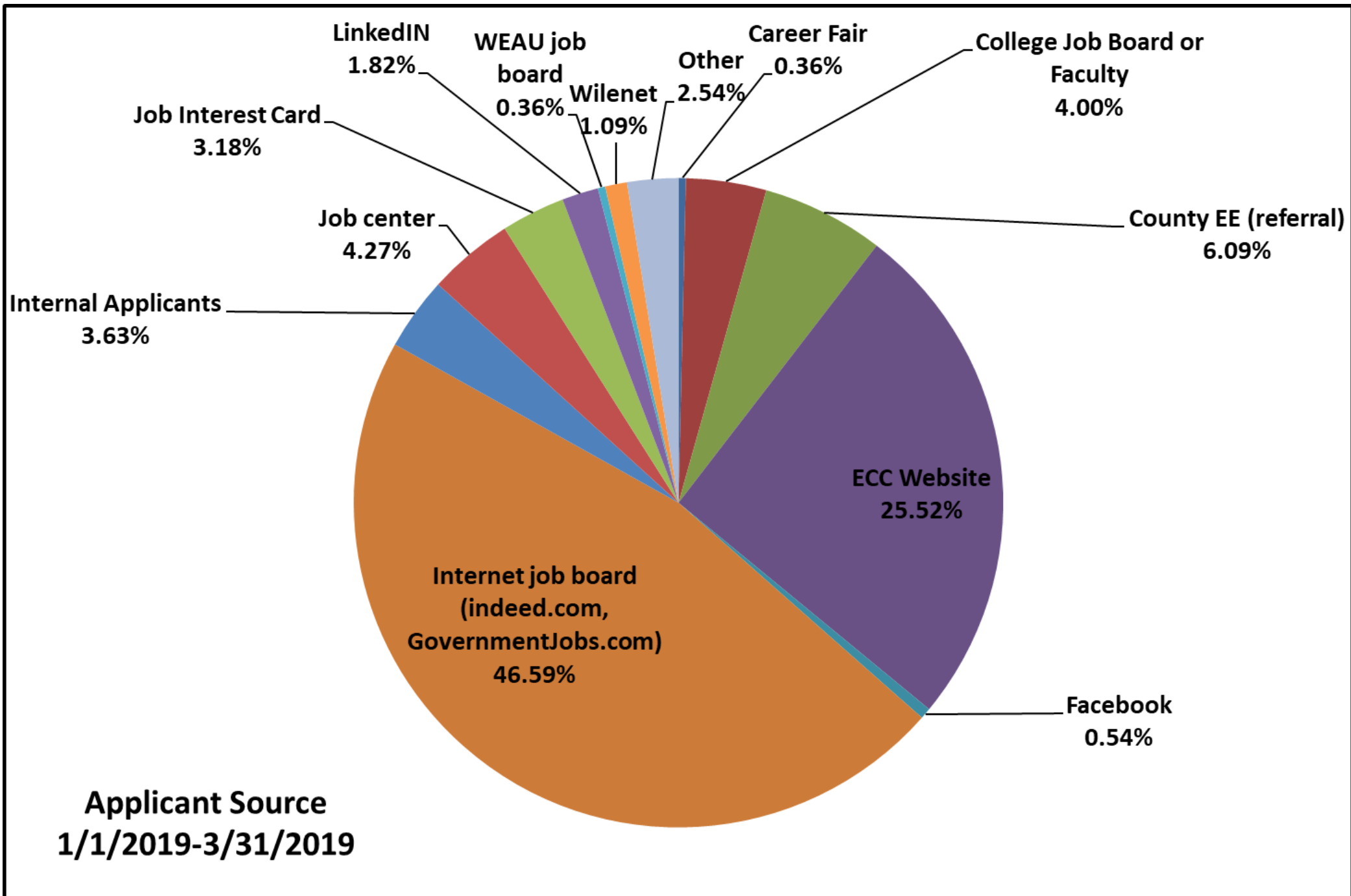
5. Appendices.

- 5.1 General Complaint Form (Appendix 203 A)

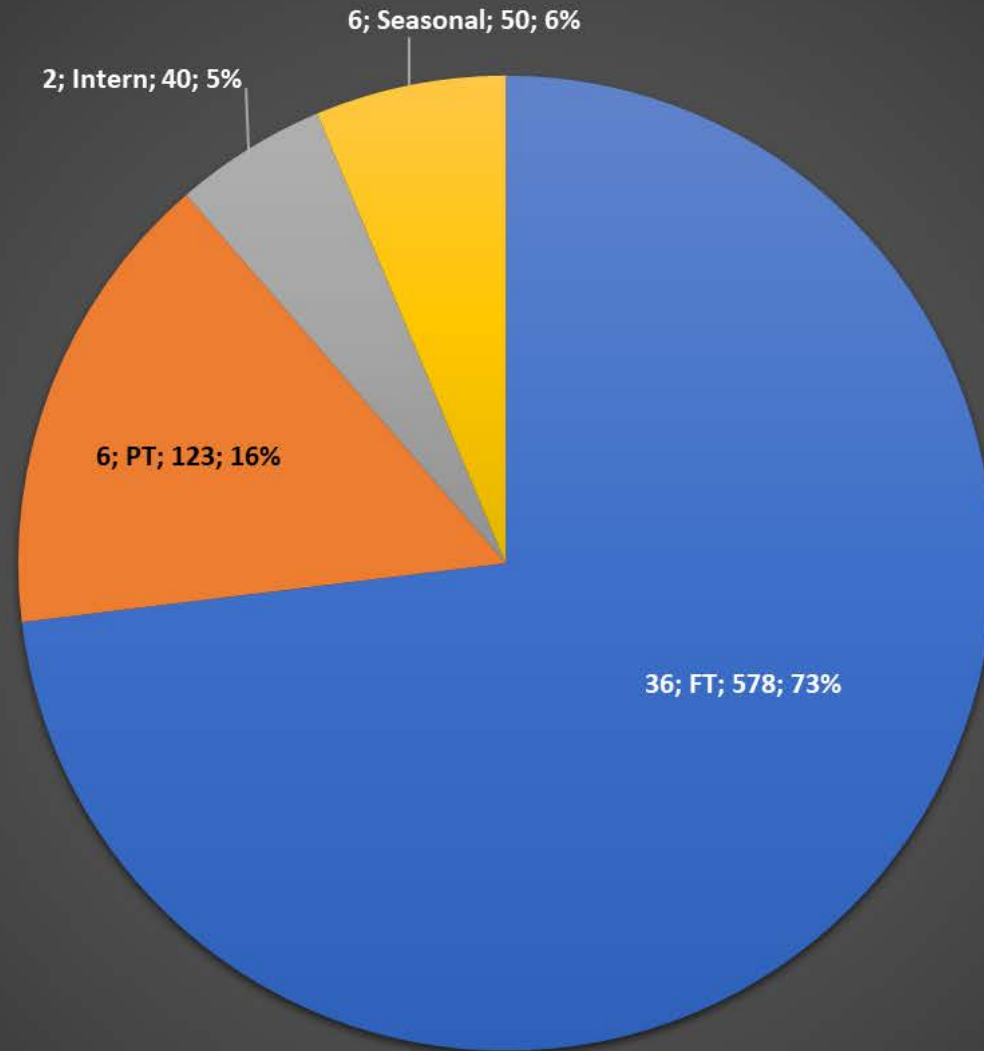


HR Metrics Q1 2019

Committee on Human Resources
June 14, 2019



Applications by Position Type



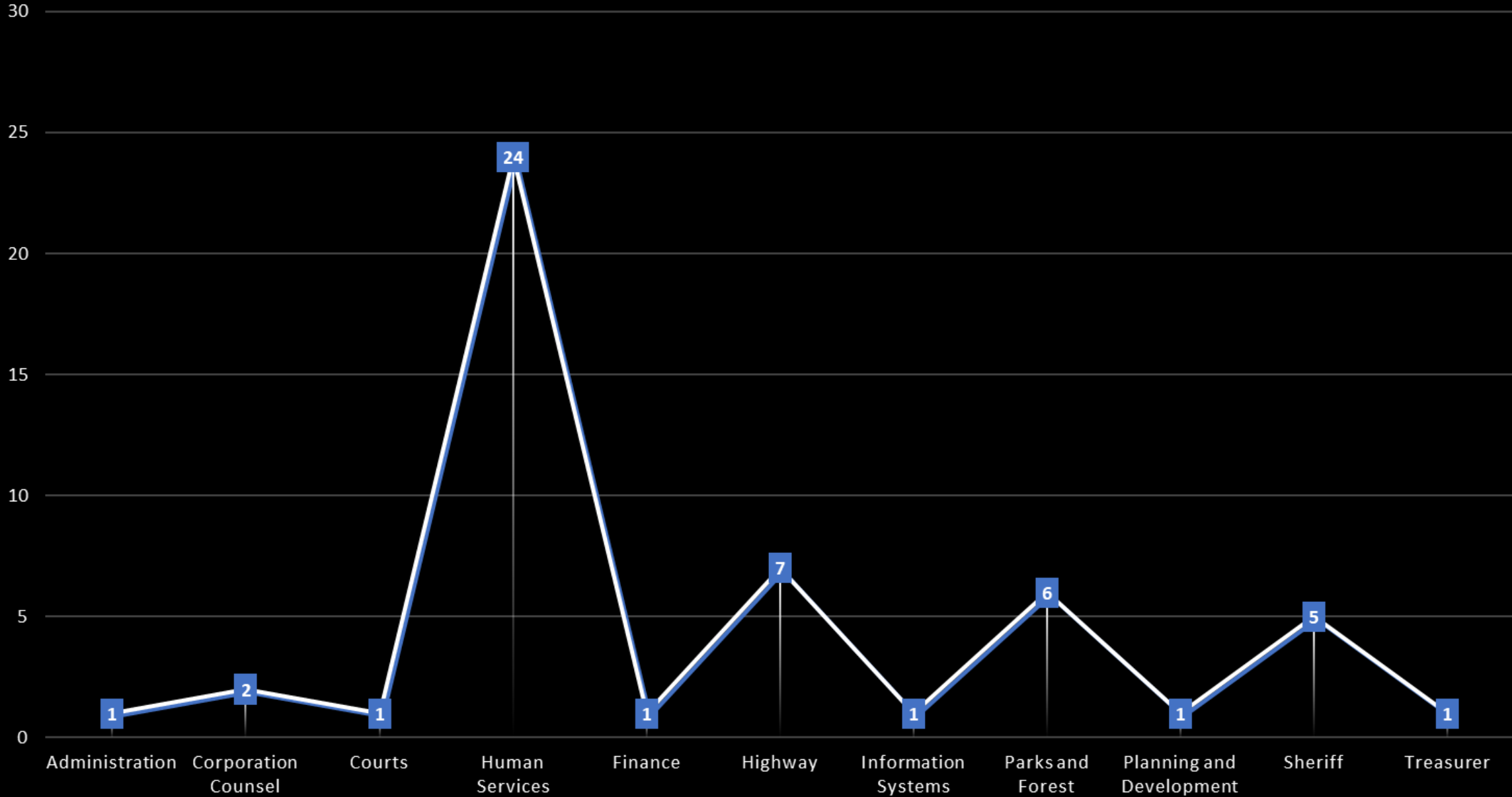
1/01/2019 - 3/31/2019

of Vacancies; Position Type; # of applications; % of applications

50 Vacancies
791 Applications

■ FT ■ PT ■ Intern ■ Seasonal

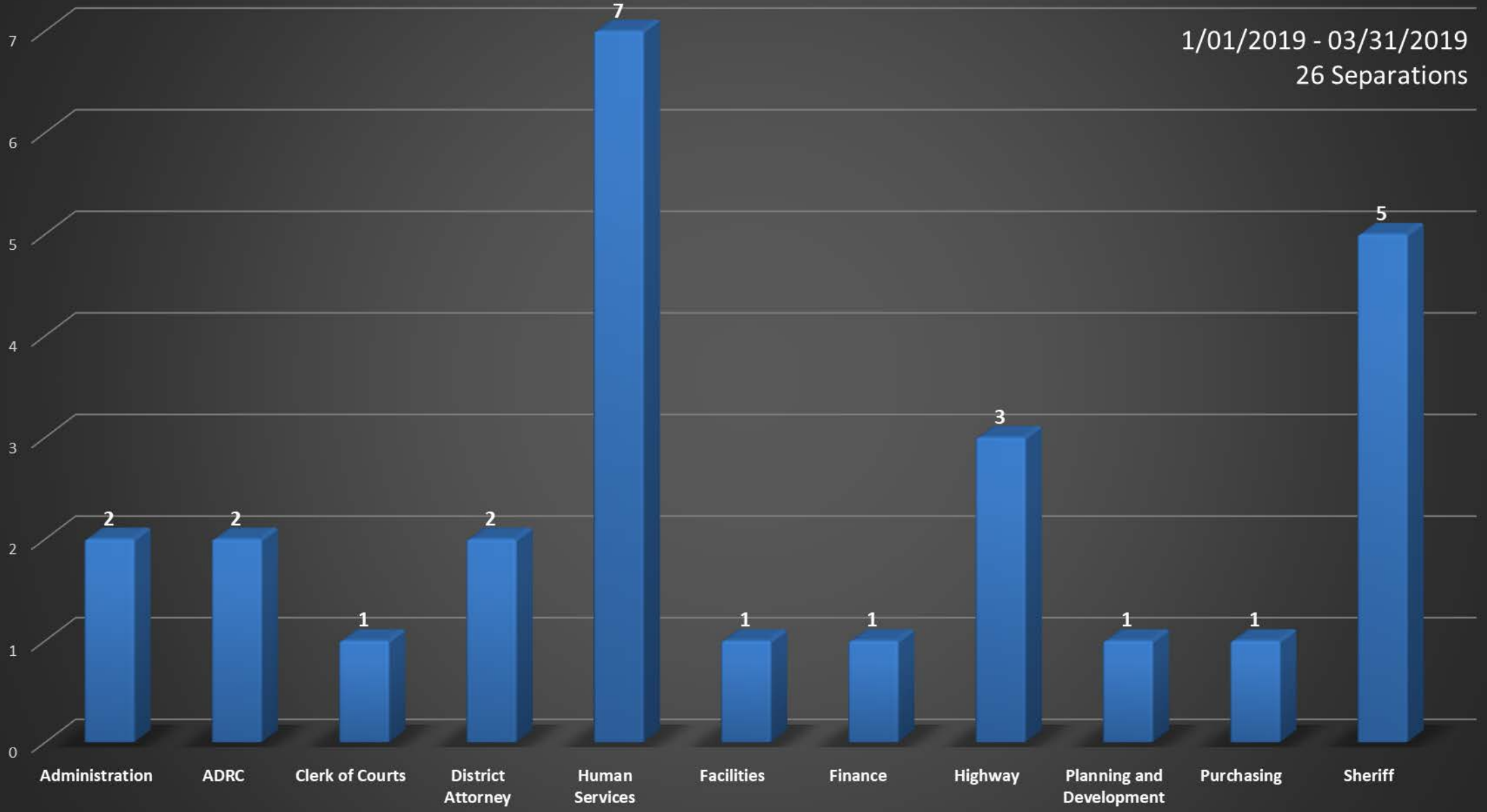
OPEN POSITIONS BY DEPARTMENT



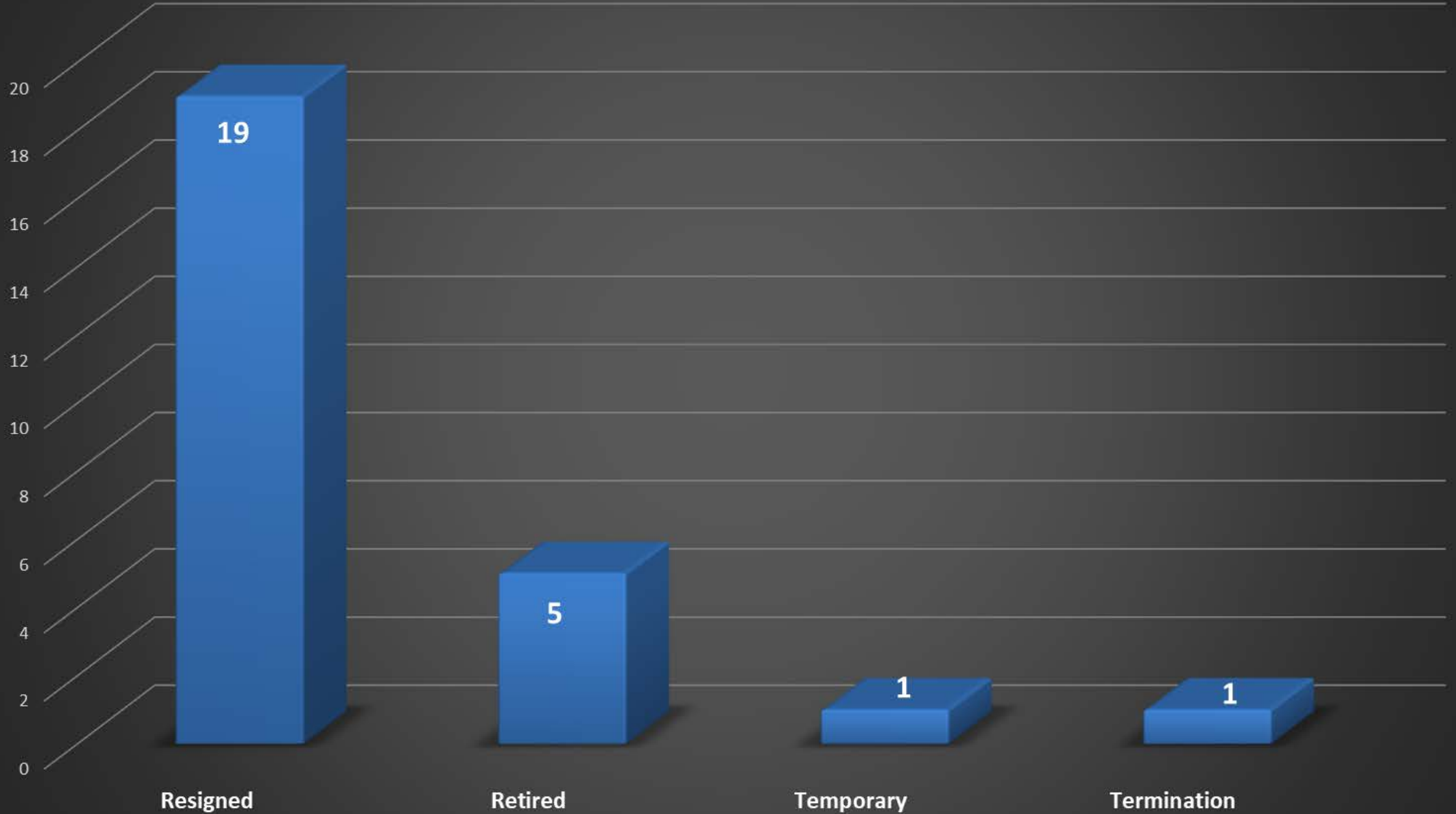
Separations by Department

1/01/2019 - 03/31/2019

26 Separations

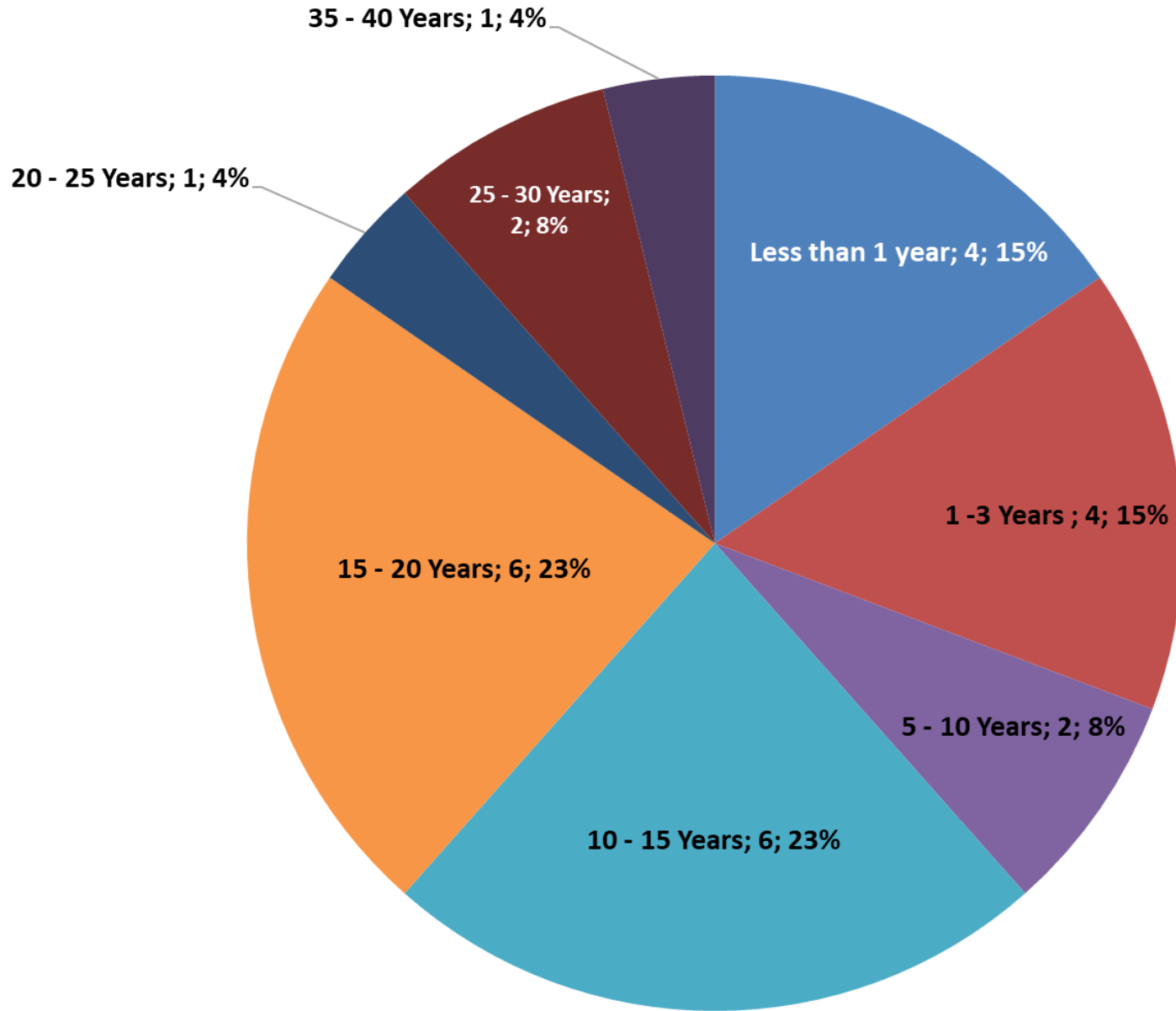


Reason for Separation

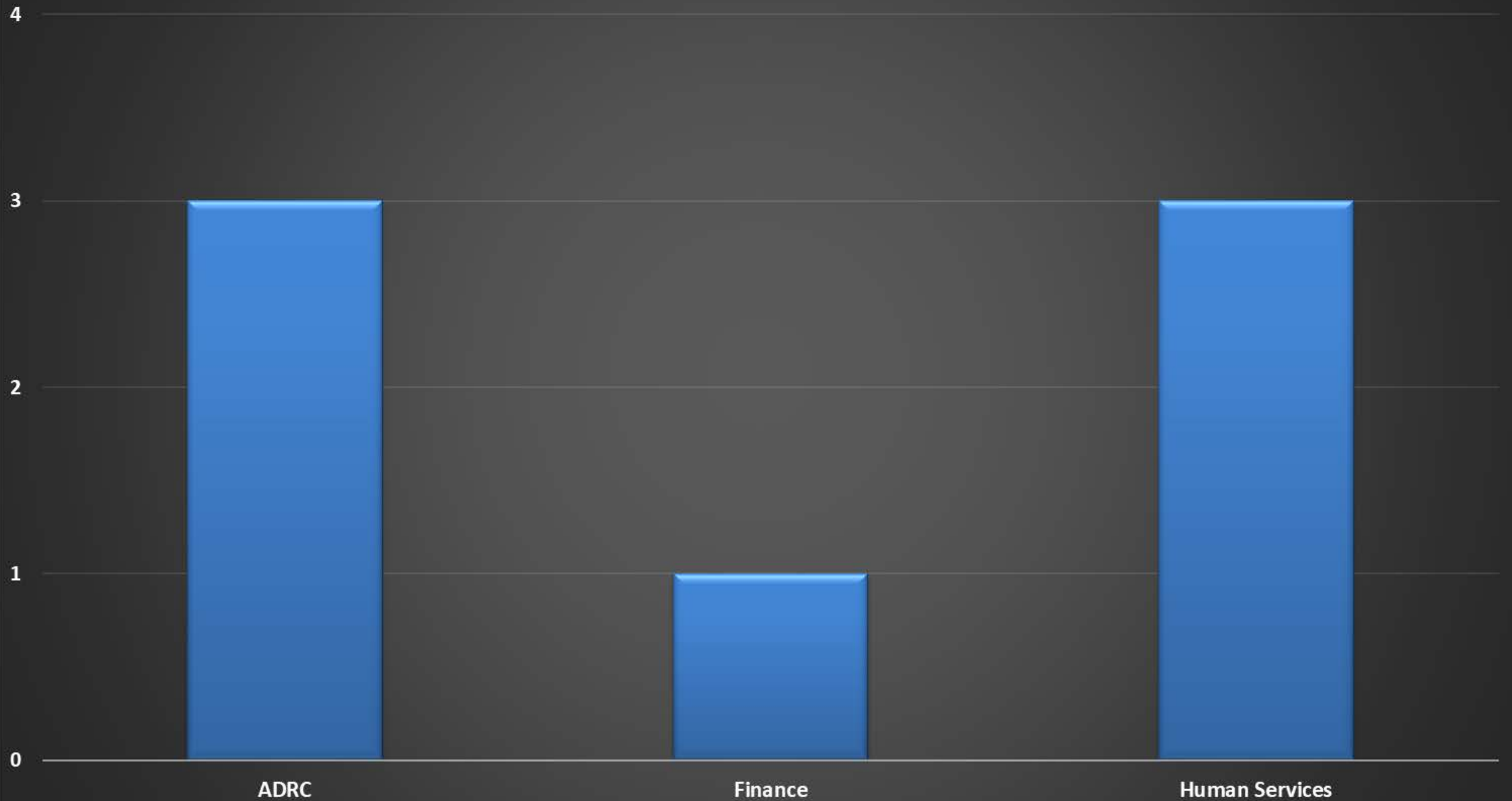


Separations by Length of Service

1/01/2019 - 3/31/2019
26 Separations



Temporary Employees



The image features a dark grey background with three overlapping blue circles. A white horizontal band runs across the middle of the circles. The text "Questions/Discussion?" is centered within this white band.

Questions/Discussion?