

Agenda
Eau Claire County
Committee on Judiciary and Law Enforcement
Wednesday, March 23, 2022 – 3:00 PM
County Courthouse, Room 1273
721 Oxford Avenue, Eau Claire, WI 54703

1. Call to Order
2. Confirmation of Public Meeting Notice
3. Call of the Roll
4. Public Comment
5. Approve Minutes
 - a. December 22, 2021 Meeting – discussion/action pg. 2
 - b. March 10, 2022 Meeting – discussion/action pg. 4
6. Criminal Justice Collaborating Council Updates – discussion
 - a. [Dashboard Link](#)
 - b. Report from Supervisor Russell
7. Eau Claire County Sheriff's Office Updates – discussion
 - a. 2021 Annual Jail Inspection pg. 10
 - b. Jail Population, Staffing, & COVID-19 Response
8. Set Future Meeting Date(s) – discussion/action
9. Set Future Agenda Item(s) – discussion/action
 - a. Eau Claire County Sheriff's Office
 - i. Jail Population, Staffing, & COVID-19 Response
 - ii. Training Opportunities for Staff
 - iii. Training & Standards Legislation at State Level
 - iv. Protective Status Legislation
 - b. Procedures/Policies for the Proper Execution of Search Warrants
 - c. Procedures/Policies for Officer Involved Critical Incidents
10. Adjourn

Posted: 03/18/2022

Note: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters, remote access, or other auxiliary aids. Contact the clerk of the committee or County Administration for assistance (715-839-5106). For additional information on ADA requests, contact the County ADA Coordinator at 715-839-6945, (FAX) 715-839-1669, or 715-839-4735, TTY: use Relay (711) or by writing to the ADA Coordinator, Human Resources Department, Eau Claire County Courthouse, 721 Oxford Ave., Eau Claire, Wisconsin 54703

Minutes
Eau Claire County
Committee on Judiciary and Law Enforcement
Wednesday, December 22, 2021 – 3:00 PM
Virtual Meeting via Cisco Webex

Members Present: Melissa Janssen*, Sandra McKinney, Connie Russell, Gerald Wilkie and Zoe Roberts^.

Others Present: Captain Dave Riewestahl, Captain Cory Schalinske, Admin. Services Division Manager Katrina Ranallo, Sheriff Ron Cramer, Lieutenant Dustin Walters, Criminal Justice Director Tiana Glenna, District Attorney Peter Rindal, Diversion Program Coordinator Angie Braaten, and Eric Huse.

Call to Order

The meeting was called to order by Chairperson Wilkie at 3:01 PM.

Call of the Roll

The Clerk called the roll. Attendance was noted above.

Confirmation of Public Meeting Notice

The Clerk confirmed this meeting was properly noticed to the public.

Public Comment

No public comment was made.

*Supervisor Janssen arrived at this time.

Approve Minutes from October 27, 2021 Meeting

Supervisor McKinney moved to approve the minutes from the October 27, 2021 meeting. The minutes were adopted as published in the meeting materials via 4-0 voice vote.

Criminal Justice Collaborating Council Updates

- **Dashboard Review**
 - A link to the dashboard website was included in the meeting materials. Due to the data analyst position vacancy, the dashboard information will not be updated until the replacement is hired and on-boarded. The committee did not specifically review the dashboard.
- **Report from Supervisor Russell**
 - The full CJCC met on December 15, 2021. The CJCC awarded former City of Eau Claire Police Chief Jerry Matysik the annual CJCC service award. The CJCC discussed changes to bylaws and changes to its organizational structure. The CJCC also discussed changes to the community service program and ongoing enhancement to programs and the website. Supervisor Russell noted that they are still recruiting for the Data Analyst position.

^Supervisor Roberts arrived at this time.

Eau Claire County Sheriff's Office Updates

- **Jail Population, Staffing, & COVID-19 Response**
 - Captain Dave Riewestahl provided an update. Jail population and bookings have been steady over the last several months. Currently have 6 vacancies: one officer is in training, one scheduled to starting early January, and one with a conditional offer. The remaining three vacancies are still open. COVID-19 data is still being posted on the website for review.

District Attorney's Office Diversion and Deferred Acceptance of a Guilty Plea Programs Service Fee Increases

District Attorney Peter Rindal & Office Manager Eric Huse presented the request to increase program fees by \$50. Huse discussed history of programs including previous fee increases and need to increase fees

now. Supervisor McKinney moved to approve the \$50 increase for each program, effective January 01, 2022. **Approved** via 5-0 voice vote.

Future Meeting Date

The next regularly scheduled committee meeting is Wednesday, January 26, 2022 at 3:00 PM.

Future Agenda Items

- Eau Claire County Sheriff's Office
 - Jail Population, Staffing, & COVID-19 Response
 - Training Opportunities for Staff
 - Training & Standards Legislation at State Level
 - Protective Status Legislation
 - Medication-Assisted Treatment (MAT) Program
- Procedures/Policies for the Proper Execution of Search Warrants
- Procedures/Policies for Officer Involved Critical Incidents

Adjourn

The meeting was adjourned by Chairperson Wilkie at 3:45 PM.

Respectfully Submitted:

Eric Huse
Committee Clerk

Minutes
Eau Claire County
Committee on Judiciary and Law Enforcement
Thursday, March 10, 2022 – 4:00 PM
Virtual Meeting via Cisco Webex

Members Present: Melissa Janssen*, Sandra McKinney, Connie Russell, Gerald Wilkie and Zoe Roberts.

Others Present: County Administrator Kathryn Schauf, Captain Dave Riewestahl, Admin. Services Division Manager Katrina Ranallo, Criminal Justice Services Director Tiana Glenna, District Attorney Peter Rindal, Victim Witness Coordinator Jessica Bryan, and Eric Huse.

Call to Order

The meeting was called to order by Chairperson Wilkie at 4:00 PM.

Confirmation of Public Meeting Notice

The Clerk confirmed this meeting was properly noticed to the public.

Call of the Roll

The Clerk called the roll. Attendance was noted above.

Public Comment

No public comment was made.

*Supervisor Janssen arrived at this time.

Resolution 21-22/096 – Authorizing the Reclassification of One (1.0) Community Service Coordinator in the Criminal Justice Services Department

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. Criminal Justice Services Director Tiana Glenna provided information regarding the changes in the position that form the basis of the requested reclassification. Supervisor McKinney moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

Resolution 21-22/107 – Authorizing the Reclassification of One (1.0) Pretrial Screening Specialist in the Criminal Justice Services Department

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. Criminal Justice Services Director Tiana Glenna provided information that form the basis of the requested reclassification. Supervisor Roberts moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

Resolution 21-22/105 – Abolishing One (1.0 FTE) Office Manager III and Creating One (1.0) Operations Manager in the District Attorney's Office

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. District Attorney Peter Rindal provided information regarding the changes in the position that form the basis of the requested reclassification. Supervisor Russell moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

Resolution 21-22/106 – Authorizing Reclassification of One (1.0 FTE) Victim Witness Coordinator in the District Attorney's Office

County Administrator Schauf noted that this request is supported by County Administration and Human Resources. District Attorney Peter Rindal provided information regarding the changes in the position that form the basis of the requested reclassification. Supervisor Roberts moved to approve and forward to the full County Board for consideration. **Approved** via voice vote 5-0.

Adjourn

The meeting was adjourned by Chairperson Wilkie at 4:18 PM.

Respectfully Submitted:

Eric Huse
Committee Clerk

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3 AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) COMMUNITY SERVICE
4 COORDINATOR IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT
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6 WHEREAS, in the year 2021, the job description of the Community Service
7 Coordinator in the office of the Criminal Justice Services (CJS) Department was reviewed by
8 the Human Resources Department, which recommends a reclassification; and
9

10 WHEREAS, the recommended adjustment would reclassify the Community Service
11 Coordinator position from pay grade "H" to "K;" and
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13 WHEREAS, the fiscal impact of increasing the pay for the Community Services
14 Coordinator position would be an additional \$5,188.00 annually.
15

16 NOW, THEREFORE, BE IT RESOLVED that the Eau Claire County Board of
17 Supervisors hereby approves the reclassification of one (1.0) Community Service
18 Coordinator from pay grade "H" to pay grade "K."
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21 I hereby certify that the foregoing
22 correctly represents the action of the
23 Committee on Judiciary and Law on
24 March 10, 2022, by a vote of
25 5 for, and 0 against.

26 
27 _____
28 Gerald Wilkie, Chair
29 Committee on Judiciary & Law
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I hereby certify that the foregoing
correctly represents the action of the
Committee on Human Resources on
March____, 2022, by a vote of
____for, and ____against.

Mark Beckfield, Chair
Committee on Human Resources

31 SJK

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3 ABOLISHING ONE (1.0 FTE) OFFICE MANAGER III AND CREATING ONE (1.0 FTE)
4 OPERATIONS MANAGER IN THE DISTRICT ATTORNEY’S OFFICE
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6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the County Board of Supervisors for authorization; and
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9 WHEREAS, a classification and compensation review of the position of Office Manager III in the
10 District Attorney’s Office resulted in a recommended change in the position, due to increased job duties
11 and responsibilities, from the current position to Operations Manager, resulting in a change in salary from
12 pay grade N to pay grade R; and
13

14 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement
15 and the Committee on Human Resources respectively approved the request from the District Attorney’s
16 Office to abolish one 1.0 FTE Office Manager III and create one 1.0 FTE Operations Manager; and
17


18 WHEREAS, the reclassification of this position has the potential annual cost of \$11,660 in the year
19 2023, and an immediate annual cost for the year 2022 of \$10,970.
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21 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
22 abolishes in the District Attorney’s Office one (1.0 FTE) Office Manager III (Grade N) position, and creates
23 one (1.0 FTE) Operations Manager (Grade R) position.
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27 I hereby certify that the foregoing
28 correctly represents the action of the
29 Committee on Human resources on
30 March ____, 2022, by a vote of ____ for,
31 and ____ against.
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35 _____
36 Mark Beckfield, Chair
37 Committee on Human Resources
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39 I hereby certify that the foregoing
40 correctly represents the action of the
41 Committee on Judiciary and Law Enforcement
42 on March 10, 2022 by a vote
43 of 5 for, and 0 against.
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46 _____
47 Gerald Wilkie, Chair
Committee on Judiciary and Law Enforcement

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3 AUTHORIZING RECLASSIFICATION OF ONE (1.0 FTE) VICTIM WITNESS COORDINATOR IN
4 THE DISTRICT ATTORNEY’S OFFICE

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6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular positions or
7 changes therein be submitted to the County Board of Supervisors for authorization; and

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9 WHEREAS, a classification and compensation review of the position of Victim Witness Coordinator
10 in the District Attorney’s Office resulted in a recommended salary grade placement of pay grade K to pay
11 grade N; and

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13 WHEREAS, at its regularly scheduled meetings, the Committee on Judiciary and Law Enforcement
14 and the Committee on Human Resources respectively approved the request from the District Attorney’s
15 Office to reclassify 1.0 FTE Victim Witness Coordinator; and

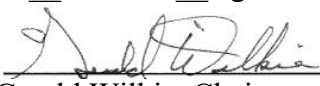
16
17 WHEREAS, the reclassification of this position has the potential annual cost of \$3,783 in the year
18 2023, and an immediate annual cost for the year 2022 of \$3,379.

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20 NOW, THEREFORE BE IT RESOLVED that the Eau Claire County Board of Supervisors hereby
21 approves the reclassification of 1.0 FTE Victim Witness Coordinator in the District from pay grade K to
22 pay grade N.

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26 I hereby certify that the foregoing
27 correctly represents the action of the
28 Committee on Human resources on
29 March __, 2022, by a vote of ___ for,
30 and ___ against.

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34 _____
35 Mark Beckfield, Chair
36 Committee on Human Resources

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38 I hereby certify that the foregoing
39 correctly represents the action of the
40 Committee on Judiciary and Law Enforcement
41 on March 10, 2022 by a vote
42 of 5 for, and 0 against.

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46 Gerald Wilkie, Chair
Committee on Judiciary and Law Enforcement

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AUTHORIZING THE RECLASSIFICATION OF ONE (1.0) PRETRIAL SCREENING SPECIALIST IN THE CRIMINAL JUSTICE SERVICES DEPARTMENT


WHEREAS, in the year 2021, the job description and wage of the Pretrial Screening Specialist in the office of the Criminal Justice Services (CJS) Department was reviewed by the Human Resources Department, which recommends a reclassification; and

WHEREAS, the recommended adjustment would reclassify the Pretrial Screening Specialist from pay grade "K" to pay grade "H;" and

WHEREAS, the Pretrial Screening Specialist is a grant-funded position, and the reduction from pay grade "K" to "H" would result in a fiscal impact of reducing the cost by \$238.00; and

NOW, THEREFORE, BE IT RESOLVED by the Eau Claire County Board of Supervisors hereby approves the reclassification of one (1.0) Pretrial Screening Specialist position in the CJS from pay grade "K" to pay grade "H."

I hereby certify that the foregoing correctly represents the action of the Committee on Judiciary and Law on March 10, 2022, by a vote of 5 for, and 0 against.

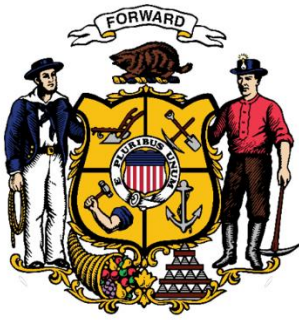


Gerald Wilkie, Chair
Committee on Judiciary & Law

I hereby certify that the foregoing correctly represents the action of the Committee on Human Resources on March____, 2022, by a vote of _____ for, and _____ against.

Mark Beckfield, Chair
Committee on Human Resources

SJK



Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Office of Detention Facilities

January 12, 2022

Sheriff Ron Cramer
Eau Claire County Sheriff's Department
710 2nd Ave.
Eau Claire, WI 54703

Re: 2021 Annual Inspection

Dear Sheriff Cramer:

On December 8, 2021, the annual inspection of the Eau Claire County Jail was conducted pursuant to WI Statute 301.37(3). The inspection compared the facility and its operation to applicable state statutes and Department of Corrections Administrative Code Chapter DOC 350. This inspection consisted of a tour of the facility; interviews with administration, staff and inmates; review of inmate files; and a review of facility records and documentation.

Changes Since Previous Inspection

- MP3 players available to all inmates in general population status
- Wellpath medical provider is now using electronic medical records
- TVs and Chromebooks were added in each program room for virtual learning and programming
- New diabetic medical records were implemented
- New SCBAs were installed and staff were trained on how to use them
- New pencil sharpeners were purchased for the housing units
- COVID 19 vaccines offered to all inmates
- Started moving Navaline debt/credit into Team 3 system
- Started working on updating policies to Lexipol
- Installed new wall coating in the kitchen near the dishwasher
- Rolled out new tablets for inmates
- New washing machine installed in main laundry room
- A second Keywatcher was installed in the main jail sallyport for keys that were kept in Central Control
- Installed a new countertop workstation in the Huber Center
- A new fingerprint machine was installed in booking
- Purchased a CPI Guardian property sealer for booking

Goals and Initiatives

- Continue to work on recruitment and retention of correctional staff
- Continue collaborations with county and community groups
- Reengage in community events such as Kids & Cops, job fairs, and PR events
- Continue to work with Criminal Justice Collaborating Council (CJCC) to address secure jail population

Summary of Jail Operations

I met with the administrative, security, healthcare, and foodservice staff to conduct the annual inspection. The inspection included a review of records and practices, as well as a walkthrough of the detention area to assess the safety, sanitation, adequacy, and fitness of the facility. My observations during the inspection revealed cordial and professional interactions between the staff and persons in custody. Captain Riewestahl and his staff are to be commended for the positive feedback and facility climate.

The maximum rated capacity of the facility is 418. On the day of the inspection, there were 139 inmates incarcerated in the facility. The Eau Claire County Jail is approved for double celling per DOC 350.20 and is not approved to house juveniles.

Inspection Findings

There were no violations noted during this year's inspection.

Inspection Comments

- As referenced in past inspections, it is recommended that holding cells GH-1 and GH-2 be converted into receiving cells. Every time I am at the facility these holding cells are not being used. If converted into receiving cells, this would provide more options for staff to house inmates for booking, suicide watch, discipline, investigation, etc.
- It is recommended that you add an additional first line supervisor. A facility this size could use an additional supervisor to support the Captain with day-to-day operations along with assisting with future initiatives.

Approval

The Eau Claire County Jail is approved by the Department of Corrections for the secure detention of adult inmates with the maximum capacity of 418.

I wish to thank Captain Riewestahl and his staff for their assistance, cooperation and professionalism during the inspection process.

If you have any questions regarding the inspection results summarized in this letter or any other correctional matters, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Hoover", with a long horizontal flourish extending to the right.

Brad Hoover
Detention Facilities Specialist

cc: Captain Riewestahl, Jail Administrator
Greg Bucholtz, Director-ODF
File