

# ONEIDA SHERIFF'S OFFICE – 2011

## **MOTTO**

Committed to our community

## **VISION**

To take a leading role in making Oneida County a place where people want to live, work, and play.

## **MISSION STATEMENT**

Protection of the public's life and property by engaging in problem solving. Maintenance of public peace and lawful social order. The reduction and control of crime to a manageable level commensurate with the department's resources.

## **PROGRAMS / SERVICES**

To enable the Sheriff's Office to provide the most effective and efficient service to the public, the department is organized into Divisions, Sections, and Units. We have listed what we consider are some of the primary responsibilities and duties by each Division, Section, and Unit.

### **ADMINISTRATIVE DIVISION**

Responsible for overall administration of the Sheriff's Office functions. Specific functions include, but are not limited to, the following:

- Budget administration and financial audit compliance for the Office
- Policy development
- Research and long range planning
- Management of grant programs and related funds
- Develop and maintain Office policy and procedures
- Law Enforcement records compilation, storage and retrieval, open records compliance
- Community relations and crime prevention
- Planning and management of Office-wide training and firearms program
- Management and operation of the Office's motor vehicle fleet program
- Assignment of personnel to assist the Law Enforcement and Judiciary Committee of the Oneida County Board of Supervisors
- Conduct Sheriff's Sales on foreclosed properties at public auction

### **Records Section**

Responsible for program support and the proper management of Office records and data in conformance with existing statutes, regulations, and standards. Specific functions include, but are not limited to, the following:

- Maintain public service desk and this is the focal point for the public access to open records and citizen contact with the Office
- Assist Office Divisions, Units, and Sections by the staffing of personnel to assist with investigations, projects, and presentations

### **PATROL DIVISION**

The Patrol Division is responsible for patrolling and responding to calls for service 24 hours a day, 365 days a year, covering 1124 square miles of Oneida County. The efforts of patrol are protection of life and property through the prevention of crime and vigorous enforcement of laws and ordinances. Specific functions include, but are not limited to, the following:

- Patrol and observation and arrest of Offenders
- Answering calls for service
- Assisting other Departments as requested
- Reports, report writing, and court testimony
- Accident investigations – reports/crash reconstruction
- Investigation of all offenses and incidents as assigned
- Traffic education and traffic law enforcement
- Boat /Snowmobile/ATV patrol
- Assignment of personnel to the Special Response Team (SRT) – which responds county wide to high risk incidents as required
- Assignment of personnel to DARE program
- Assignment of personnel to Crime Prevention Duties
- Assignment of personnel to Highway Safety Committee
- Assignment of personnel to Oneida County Dive Team

### **SUPPORT SERVICES DIVISION**

#### **Communications Section**

Provides countywide dispatch services for one full time fire department, sixteen volunteer fire departments, three ambulance services, nine first responder groups, City of Rhinelander Police, and one township police agency. The Office provides a full-service E 9-1-1 Center. Specific functions include, but are not limited to, the following:

- Promptly dispatching E 911 calls for police, fire, and EMS
- Receive and dispatch routine non-emergency calls for service
- Monitor, enter and transmit messages via the TIME system
- Enter, record, document, and track CIB and NCIC entries (warrants, stolen items, missing persons, etc)

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- Paging system – Sheriff's Office, Emergency Management, Medical Examiner, District Attorney, Juvenile Intake, and Buildings and Grounds Departments
- Issue National Weather Service storm warnings and other weather related alerts
- Monitor internal county alarms
- Dispatch aid/ ground advanced life support
- Support Incident Command System at major events/incidents through the establishment of a mobile command post
- Monitor external/internal security at LEC facility

## Court Services Section

The Court Services Division is responsible to perform the variety of services required in the court system in Oneida County. Specific functions include, but are not limited to, the following:

- Attend circuit court / security of court facilities
- Provide physical security and patrol of Courthouse
- Physical movement of detained / incarcerated individuals between detention facilities and through court appearances
- Service of civil process and related functions with proper documentation
- Service of warrants and court orders – including the enforcement of child support orders

## CORRECTIONS DIVISION

Responsible for proper secure detention, care management, and control of incarcerated persons in conformance with existing statutes and Department of Corrections regulations. Specific functions include, but are not limited to, the following:

- Maintenance of jail facilities
- Protect the safety of staff and inmates
- Protect the public
- Operate the facility in a cost efficient manner
- Operate the facility consistent with statutory and constitutional guidelines
- Classify inmates / maintain inmate records as required
- Inventory inmate property, records, and storage of the same
- Monitor inmate hygiene
- Supervise inmates on a daily basis – be alert for escapes
- Feed inmates
- Search inmates, cells, cell blocks, as required
- Assist with transport of inmates for dental / health appointments
- Assign / monitor Huber inmates

- Provide fingerprinting services (non-custodial) to county residents

## INVESTIGATIVE DIVISION

Provides assistance to our communities by conducting countywide criminal and juvenile investigations. This Division is responsible for investigating major felonies or specific crimes requiring extensive follow-up investigations. Specific functions include, but are not limited to, the following:

- Investigate all major crimes and such lesser offenses as may be required
- Provides staff advice and assistance to other Sheriff Office personnel and other requesting agencies
- Crime scene evidence collection and proper evidence handling, documentation and maintain and store all Sheriff Office evidence/property.
- Provision of school liaison services to Rhinelander School District
- Provision of liaison to the Tri-County Domestic Violence
- Manage functions related to the Oneida County Dive Team
- Assignment of personnel to HAZMAT/BDU response

## Drug Enforcement Unit – Northwest Community Policing Project

Responsible for countywide drug enforcement. Provide community policing to service area #3. Specific functions include, but are not limited to, the following:

- Investigate / coordinate drug offenses on a county wide basis, including the assignment of undercover personnel to the NORDEG task Force
- Work as directed with State, Federal and local agencies in drug investigations that are inside/outside of Oneida County
- Provide training / assistance inter-Office and to other department personnel and requesting agencies
- Serve search and arrest warrants
- Provide education and awareness presentations to community members
- Coordinate criminal asset removal and seizure and provide assistance to local, state, and federal agencies as required

## Evidence Section

Responsible for proper management of evidence and property in the custody of the Sheriff's Office. In conformance with existing statutes and accepted standards. Specific functions include, but are not limited to, the following:

- Provide response to crime scenes and process evidence and assist local, State, and Federal agencies in criminal investigations that are inside/outside of Oneida County
- Maintain Evidence Section trailer and respond as needed in Oneida County and respond as directed under mutual aid to assist other agencies