

**Campbell County Sheriff's Office**  
**2024 April Monthly Report**



**Submitted by: Sheriff Mike Jansen**

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Campbell County Sheriff's Office

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*Sheriff*



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## April 2024 Monthly Report Summary

### Services of the Sheriff's Office

The Campbell County Sheriff's Office has two main divisions. The uniformed division based in the Campbell County Justice Center and the administrative division based in the Campbell County Administration Building. The Sheriff's Office provides courthouse security at the Justice Center during business hours. Deputies and Court Security Officers (CSOs) are present for all court proceedings ranging from arraignments to trials, Family Court and more.

Deputies and Court Security Officers are also responsible for transporting prisoners to and from court as well as from area detention centers to the Campbell County Justice Center and Campbell County Detention Center.

In the administrative division of the Sheriff's Office, services such as the collection of property taxes; management of process of service of papers; processing of Carrying Concealed Deadly Weapons (CCDW) Permits; and Vehicle Inspections are performed.

Respectfully Submitted,

A handwritten signature in black ink that reads "Mike Jansen".

Sheriff Mike Jansen  
Campbell County Sheriff

## Notable

On May 28th the annual Heroes Day Event was in Alexandria. The event took place in the north parking lot of the Campbell County Middle School and featured K-9 Demonstrations, Emergency Vehicles, and community partners. Members of the Sheriff's office were present and enjoyed interacting with members of the community.



*Top Left: School Resource Officer Adam Noe, Sheriff Mike Jansen, Deputy George Schreiner at the Sheriff's Office tent.*



*Top Right: Sheriff Jansen letting a boy explore a Sheriff's Office vehicle.*



*Bottom Right: SRO Noe letting two girls explore a Sheriff's Office Vehicle.*

## Training

This month Deputy Tim Harney and Court Security Officer Joe Strange attended a 40-hour in-person training course through the Department of Criminal Justice Training Center (DOCJT) entitled Duties of the Sheriff's Office. This course was held at the Boone County Sheriff's Office and included topics such as tax collection and disbursements, evictions, writs of possession and protection orders. Other duties related to high risk trial planning, jury sequestration, and handling prisoners in court. It also covers the appropriate use of a tourniquet, trauma dressing, assessment for injuries of self/others, and individual movement techniques.

Lt. Dave Garnick attended a 40-hour in-person training through DOCJT entitled Current Leadership Issues for Mid-Level Executives. This course was held in Richmond at the DOCJT offices. It is designed for Kentucky Lieutenants, Captains, and Majors. The course addresses current leadership, administrative and legal issues confronting law enforcement and meets the statutory requirements regarding Asset Forfeiture Training.

## **Services of the Sheriff's Office**

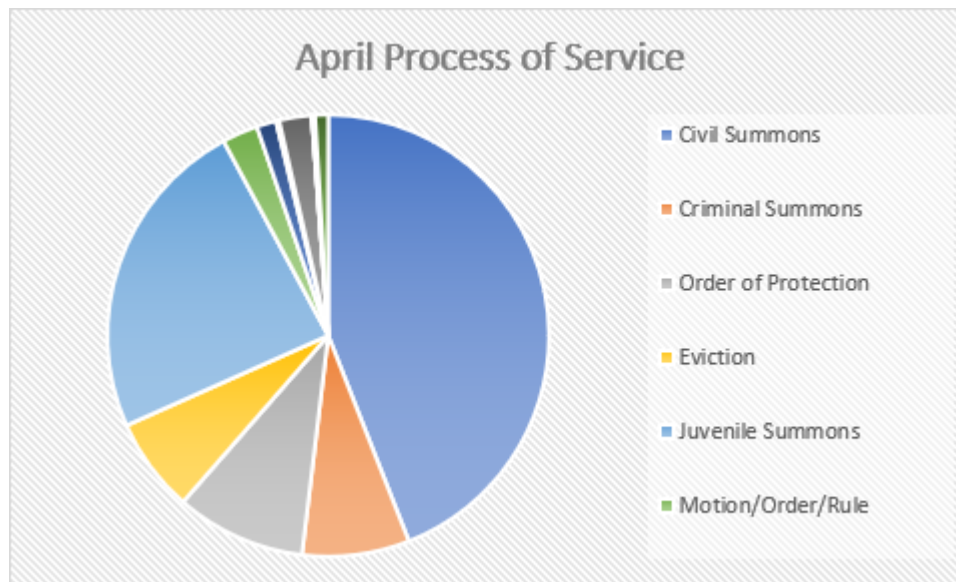
Deputies and Court Security Officers (CSO's) provide security for the Campbell County Courthouse. This includes court hearings, trials, and daily court operations. In the month of April Deputies and CSO's provided security for 3 jury trials. Deputies and CSO's also transport prisoners to and from court, from detention centers outside of Campbell County, to the Campbell County Detention Center, and to institutions such as the Eastern Kentucky Mental Health Hospital and the Kentucky Correctional Psychiatric Center (KCPC). This month Deputies and CSO's made 40 trips within the state of Kentucky traveling approximately 1,433 miles transporting 48 prisoners to the Campbell County Detention Center and/or Justice Center. These trips were made to Boone, Bourbon, Boyd, Fayette, Grant, Kenton, Mason, and Oldham Counties. Three trips were made transporting prisoners from facilities outside of Kentucky to the Campbell County Justice Center and the Campbell County Detention Center. For these trips Deputies traveled 1,382 miles to the cities of Chillicothe and Grafton in Ohio, and Wheaton, Illinois to transport prisoners back to Campbell County. A prisoner transport company was used to transport prisoners back from Daytona Beach, Florida and La Place, Louisiana. Sheriff's offices use such companies when they do not have the staffing or availability to transport a prisoner a long distance themselves.

Deputies also serve warrants, issue citations, and complete Call Response Run Reports, Collision Reports, and Incident Reports. During the month of April Deputies and Court Security Officers served out 9 warrants and completed 1 Call Response Run Report.

Services performed in the administrative offices of the Sheriff's Office include collection of property taxes during the time period of November 1st through April 15th of the following year. For the tax year of 2023 the Sheriff's office collected and processed \$78,135,500.62, which is 98.77% of that year's tax roll. This is no small task and our Clerks and Finance Director worked hard to complete this process so that the agencies that serve our community can continue their work.

The Sheriff's office also performs the processing and serving of Service of Process documents, these documents include civil and criminal summonses, subpoenas, evictions and various other document types; Carrying Concealed Deadly Weapons (CCDW) Permits; and Vehicle Inspections. Throughout the month of April the Campbell County Sheriff's Office processed 420 documents for Service of Process; 30 CCDW applications, renewals, requests for duplicate licenses, or changes of information; did 6 sets of fingerprints; and performed 758 vehicle inspections both at the Sheriff's Office location and off site.

## Process of Service Documents Processed by the Campbell County Sheriff's Office

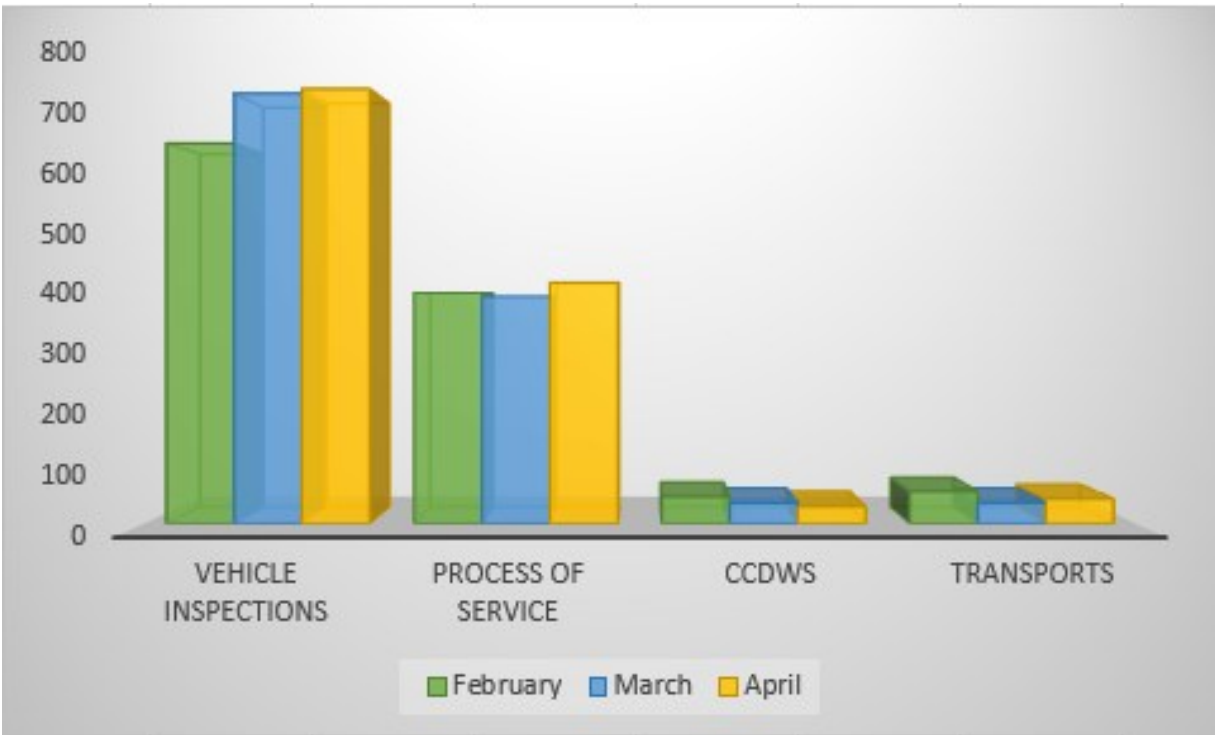


Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of April. The above graphic reflects the volume of the various types of documents received in relation to each other.

<b><u>Type of Document</u></b>	<b><u># of Documents Received</u></b>	<b><u># of Documents Served</u></b>
Civil:	185	108
Criminal Summons:	33	13
Order of Protection	40	19
Eviction:	29	29
Juvenile Summons:	100	64
Motion/Order/Notice/Other	11	3
Show Cause Order:	6	3
Small Claims:	1	0
Subpoena:	10	6
Sum. for Involuntary Commitment:	1	1
<u>Writ &amp; Warrant of Possession:</u>	<u>4</u>	<u>4</u>
<b>Total</b>	<b>420</b>	<b>250</b>

Please note that due to situations beyond the control of the Sheriff's Office the recipient of a document may be unable to served because: they have moved, been evicted, be deceased, be incarcerated in another jurisdiction, the address listed by the petitioner is an old address, etc. Additionally, attempts at service continue past the month the document is received in so it may be served in the following month.

## Monthly Comparison of Services Performed by the Campbell County Sheriff's Office



The above graph represents the main four quantifiable services performed by the Campbell County Sheriff's Office per month, comparing each service over a period of three months to show consistency and/or variance on a month to month basis. The specific numbers for each service are broken down below.

### Vehicle Inspections:

February: 663  
 March: 750  
 April: 758

### CCDWs:

February: 47  
 March: 36  
 April: 30

### Process of Service:

February: 402  
 March: 396  
 April: 420

### Transports:

February: 56  
 March: 36  
 April: 43

**Prisoner Transports Performed by the  
Campbell County Sheriff's Office  
in the Month of April**

<b>Deputy</b>	<b>Long Distance Transport</b>	<b>Short Distance Transport</b>
<b>Lt. Chaplin</b>	<b>0</b>	<b>0</b>
<b>Sgt. Garnick</b>	<b>1</b>	<b>1</b>
<b>Deputy Harney</b>	<b>2*</b>	<b>2*</b>
<b>Deputy Metz</b>	<b>3*</b>	<b>9*</b>
<b>Deputy Windgassen</b>	<b>6*</b>	<b>4*</b>
<b>Deputy Schreiner</b>	<b>2</b>	<b>4</b>
<b>Deputy Bailey</b>	<b>0</b>	<b>0</b>
<b>Deputy Stephens</b>	<b>3*</b>	<b>6*</b>
<b>Court Security Officer Don Orth</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Strange</b>	<b>0</b>	<b>5*</b>
<b>Court Security Officer Timmons</b>	<b>0</b>	<b>1</b>
<b>Court Security Officer Sheanshang</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Weinel</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Fornash</b>	<b>0</b>	<b>6*</b>
<b>Court Security Officer Harber</b>	<b>0</b>	<b>0</b>

\* Denotes that a trip included in this count involved two deputies traveling together. Deputies are teamed together for transports for reasons such as safety.

### INCIDENT ANALYSIS - DAY

Agency    **CC Sheriff's Office**  
 Dates      **04/01/2024**      Thru      **04/30/2024**

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency:    CCSO    CC Sheriff's Office								
00019	Property (Found/Dispute)	0	0	0	0	1	0	1
00026	Traffic Stop	0	0	1	0	0	0	1
00031	Warrants	0	0	0	0	1	0	1
00048	Investigation/Follow Up	0	0	0	0	1	0	1
00066	Paper Service	0	148	33	119	92	69	461
	<b>CC Sheriff's Office Agency Total</b>	0	148	34	119	94	70	465
	<b>Total</b>	0	148	34	119	94	70	465

The above listed information is taken from the Multi Data Computer System (MDC) utilized by deputies in their cruisers. When a deputy performs a task that involves calling in to the Campbell County Consolidated Dispatch Center to report where they are or what they are doing, that information is logged into the shared system and totals can be tracked. The listing above breaks down the various tasks that Deputies performed during the month April that involved calling into Dispatch.