

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



**Submitted by: Sheriff Mike Jansen**

Prepared by: Katrina Gough, Clerk

Campbell County Sheriff's Office

Mike Jansen

*Sheriff*



1098 Monmouth Street

Newport, Kentucky 41071

(859) 292-3833

[www.campbellcountysheriffky.org](http://www.campbellcountysheriffky.org)

## January 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". The signature is written in a cursive style.

Sheriff Mike Jansen  
Campbell County Sheriff

## **Training**

Deputy George Schreiner, Deputy Tim Harney, Court Security Officer Joe Strange, and Clerk Lisa McIntyre each completed a two-hour online course through the FBI's Criminal Justice Information Services Division entitled Security Awareness Training. This training is required for individuals who access Criminal Justice Information, which is deemed as sensitive information.

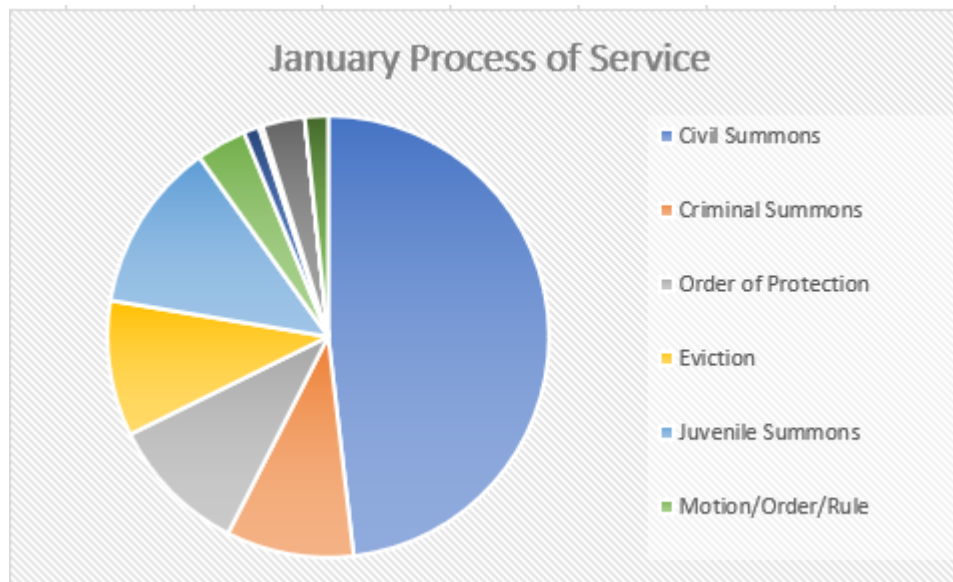
## **Services of the Sheriff's Office**

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 January Deputies and CSO's provided security for 2 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 34 trips within the state of Kentucky traveling approximately 954 miles transporting 52 prisoners to the Campbell County Detention Center and/or Justice Center. These trips were made to Boone, Fayette, Grant, Harrison, Kenton, 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 628 miles to the cities of Batavia, Hamilton, and St. Clairsville in Ohio. A prisoner transport company was used to transport a prisoner back from Olathe, Kansas. 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 and Collision Reports. During the month of January Deputies and Court Security Officers served out 14 warrants and completed 1 Collision 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. Because tax payments are due by the end of each year, payments made in the month of January are considered late and as such have a late fee assessed on them. This month the office collected and processed \$1221,725.50 in tax payments. 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 January the Campbell County Sheriff's Office processed 433 documents for Service of Process; 23 CCDW applications, renewals, requests for duplicate licenses, or changes of information; did 4 sets of fingerprints; and performed 697 vehicle inspections both at the Sheriff's Office location and off site.

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

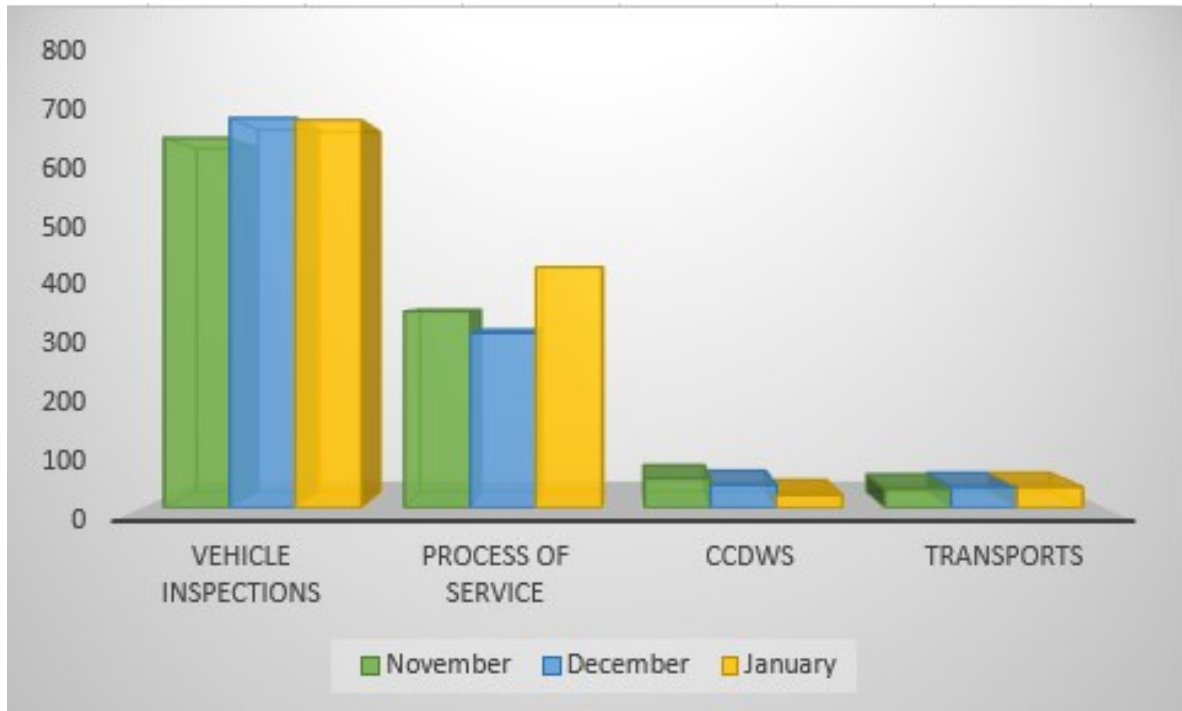


Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of January. The above graphic reflects the volume of the various types of documents received in relation to each other.

<b><u>Type of Document</u></b>	<b><u># of Documents Received</u></b>	<b><u># of Documents Served</u></b>
Civil:	198	107
Criminal Summons:	39	16
Order of Protection	23	8
Eviction:	43	43
Juvenile Summons:	82	57
Motion/Order/Notice/Other	6	3
Show Cause Order:	4	3
Small Claims:	0	0
Subpoena:	23	15
Sum. for Involuntary Commitment:	0	0
<u>Writ &amp; Warrant of Possession:</u>	<u>15</u>	<u>15</u>
<b>Total</b>	<b>433</b>	<b>267</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:**

November: 665  
 December: 701  
 January: 697

### **CCDWS:**

November: 52  
 December: 41  
 January: 23

### **Process of Service:**

November: 353  
 December: 314  
 January: 433

### **Transports:**

November: 34  
 December: 37  
 January: 37

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

<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>0</b>	<b>0</b>
<b>Deputy Harney</b>	<b>0</b>	<b>3*</b>
<b>Deputy Metz</b>	<b>2</b>	<b>3</b>
<b>Deputy Windgassen</b>	<b>1</b>	<b>1</b>
<b>Deputy Schreiner</b>	<b>3</b>	<b>0</b>
<b>Deputy Bailey</b>	<b>1</b>	<b>9*</b>
<b>Deputy Stephens</b>	<b>2</b>	<b>8*</b>
<b>Court Security Officer Orth</b>	<b>0</b>	<b>3*</b>
<b>Court Security Officer Strange</b>	<b>0</b>	<b>2*</b>
<b>Court Security Officer Timmons</b>	<b>0</b>	<b>2*</b>
<b>Court Security Officer Sheanshang</b>	<b>0</b>	<b>0</b>
<b>Court Security Officer Weinel</b>	<b>0</b>	<b>1</b>
<b>Court Security Officer Fornash</b>	<b>0</b>	<b>0</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      **01/01/2024**      Thru      **01/31/2024**

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	0	1
00026	Traffic Stop	0	0	0	0	0	2	0	2
00031	Warrants	0	0	0	2	0	1	0	3
00037	Disabled Motorist	0	0	0	0	0	1	0	1
00043	Welfare Check	0	0	0	1	0	0	0	1
00048	Investigation/Follow Up	0	0	0	0	0	1	0	1
00055	Public Contact	0	1	0	0	0	0	0	1
00066	Paper Service	0	90	125	110	123	81	0	529
<b>CC Sheriff's Office Agency Total</b>		0	91	125	113	124	86	0	539
<b>Total</b>		0	91	125	113	124	86	0	539

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 January that involved calling into Dispatch.