

**Campbell County Sheriff's Office  
2024 March 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)

## March 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**

This month School Resource Officer Darrell Jouett completed a 40-hour online course through the Department of Criminal Justice Training Center (DOCJT) entitled School Resource Officer Training I. This course is designed to meet the training needs of School Resource Officers who are currently or will be assigned as School Resource Officers. Key topics covered in this course include foundations of school-based law enforcement, the school resource officer as a teacher and mentor, youth mental health awareness, students with special needs, Handle With Care, school reunification, and social media and cyber security.

Court Security Officers Tony Fornash and Mike Sheanshang attended a 40-hour in-service for Court Security through DOCJT held at the Boone County Sheriff's Office. This course provides Court Security Officers (CSO's) with material relevant to their work in the court setting. Topics include Disorder in the Courtroom, Ethics, Preliminary Responsibilities, Weapons Screening, Narcotics Update, Officer Wellness, and Response to Aggression.

Deputy Dean Windgassen and CSO Tony Fornash completed a two-hour online course entitled Security Awareness Training. This course is designed to enable individuals to spot online/cyber security matters and to safely and legally handle sensitive information in the work place.

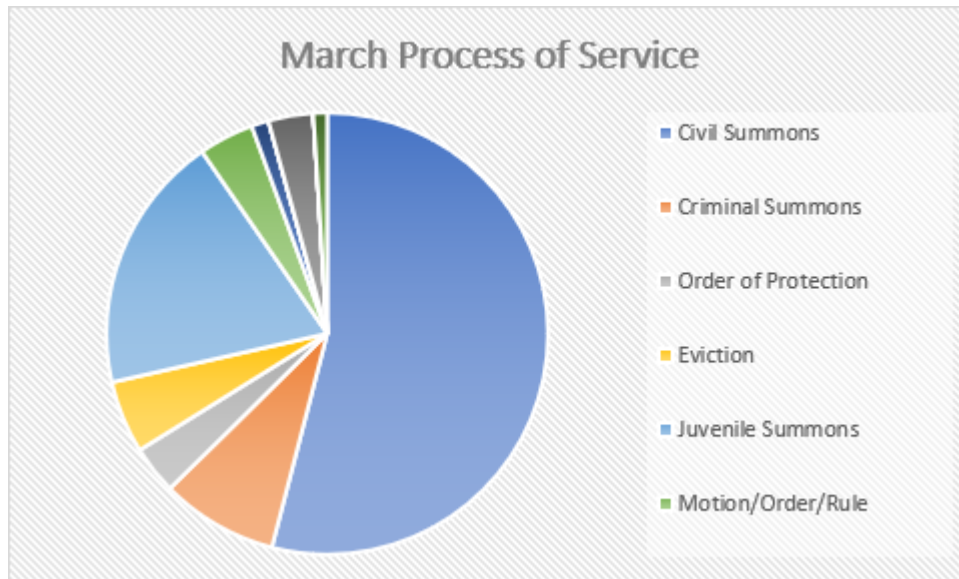
## **Services of the Sheriff's Office**

Deputies and Court Security Officers (CSO's) provide security for the Campbell County Courthouse. This includes court hearings, trials, and daily court operations. 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 33 trips within the state of Kentucky traveling approximately 1,094 miles transporting 39 prisoners to the Campbell County Detention Center and/or Justice Center. These trips were made to Boone, Bourbon, Jefferson, Kenton, Oldham, and Powell Counties. Six 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 762 miles to the cities of Columbus; Mansfield; and Orient, Ohio.

Deputies also serve warrants, issue citations, and complete Call Response Run Reports, Collision Reports, and Incident Reports. During the month of March Deputies and Court Security Officers served out 9 warrants and completed 1 Incident 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 March are considered late and as such have a late fee assessed on them. This month the office collected and processed \$521,687.28 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 March the Campbell County Sheriff's Office processed 396 documents for Service of Process; 36 CCDW applications, renewals, requests for duplicate licenses, or changes of information; did 7 sets of fingerprints; and performed 750 vehicle inspections both at the Sheriff's Office location and off site.

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

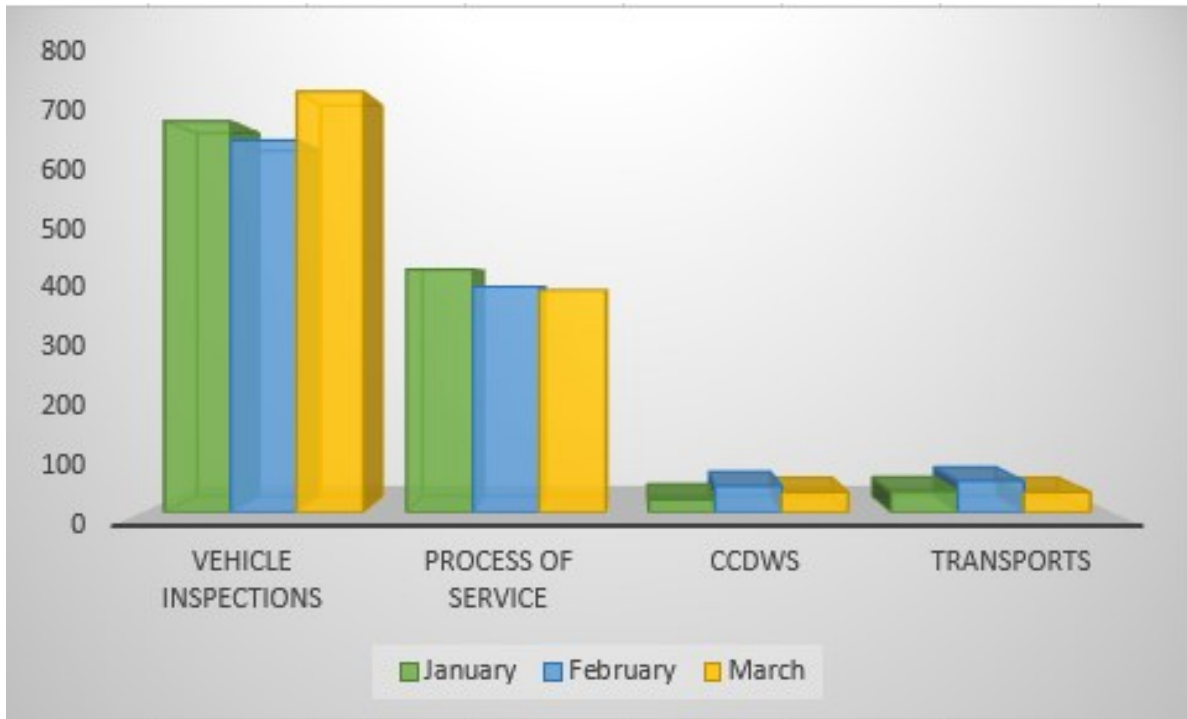


Below is the listing of types of documents received by the Campbell County Sheriff's Office for process of service in the month of March. The above graphic reflects the volume of the various types of documents received in relation to each other.

<b><u>Type of Document</u></b>	<b><u># of Documents Received</u></b>	<b><u># of Documents Served</u></b>
Civil:	214	108
Criminal Summons:	34	9
Order of Protection	14	7
Eviction:	21	21
Juvenile Summons:	75	54
Motion/Order/Notice/Other	16	8
Show Cause Order:	5	4
Small Claims:	0	0
Subpoena:	13	10
Sum. for Involuntary Commitment:	0	0
<u>Writ &amp; Warrant of Possession:</u>	<u>4</u>	<u>4</u>
<b>Total</b>	<b>396</b>	<b>225</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:

January: 697  
 February: 663  
 March: 750

### CCDWs:

January: 23  
 February: 47  
 March: 36

### Process of Service:

January: 433  
 February: 402  
 March: 396

### Transports:

January: 37  
 February: 56  
 March: 36

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

<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>0</b>
<b>Deputy Metz</b>	<b>2*</b>	<b>2*</b>
<b>Deputy Windgassen</b>	<b>0</b>	<b>8</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>6*</b>	<b>9*</b>
<b>Court Security Officer Don Orth</b>	<b>2*</b>	<b>0</b>
<b>Court Security Officer Strange</b>	<b>1*</b>	<b>7*</b>
<b>Court Security Officer Timmons</b>	<b>0</b>	<b>0</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      **03/01/2024**      Thru    **03/31/2024**

Activity	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Total
Agency:    CCSO    CC Sheriff's Office -----								
00009    Disturbance	0	0	0	0	1	0	0	1
00031    Warrants	0	0	0	0	1	1	0	2
00037    Disabled Motorist	0	0	1	0	0	0	0	1
00066    Paper Service	0	130	77	108	81	97	0	493
-----								
<b>CC Sheriff's Office    Agency Total</b>	<b>0</b>	<b>130</b>	<b>78</b>	<b>108</b>	<b>83</b>	<b>98</b>	<b>0</b>	<b>497</b>
<b>Total</b>	<b>0</b>	<b>130</b>	<b>78</b>	<b>108</b>	<b>83</b>	<b>98</b>	<b>0</b>	<b>497</b>

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 March that involved calling into Dispatch.