



Warren County Sheriff's Office

2020 Annual Report



Courtesy of Tiffany Badgley

Warren County Sheriff's Office

Warren County, Kentucky

Population: 132,896

Sheriff: Brett Hightower

Government: Judge Executive-Magistrates

Land Area: 546 square miles

WCSO Budget: 8.5 million

Roadways: 726 miles Paved Roadways

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Message from Sheriff Hightower



On behalf of the women and men of the Warren County Sheriff's Office, I am pleased to submit our 2020 annual report.

This year will no doubt go down in the annals of history for a variety of reasons. It has been a very trying year as we have had to overcome numerous obstacles created directly from the COVID-19 pandemic. We have had to recreate many of our procedures and our daily interactions with our community. We have had difficulty getting staff into trainings, shift shortages, personal protection equipment shortcomings, employee illness and injuries, and at times partial closure of our office or the courthouse.

Although we have had much to overcome, I take great pride in knowing that we have continued to provide stellar services from our first responders, communication team, records personnel, Court Security Officers, School Resource Officer and the business/tax office with minimal disruptions to our community.

Furthermore, we have added to our School Resource Officer program, re-branded our cruisers with the help of Western Kentucky University, hired and trained new Deputies, Dispatchers, and Court Security. In addition, we transitioned to new handguns and worked closely with community partners to overcome many of the misguided perceptions of how law enforcement is viewed nationally. These are just a few of the numerous achievement we have obtained, all while continually serving our citizens.

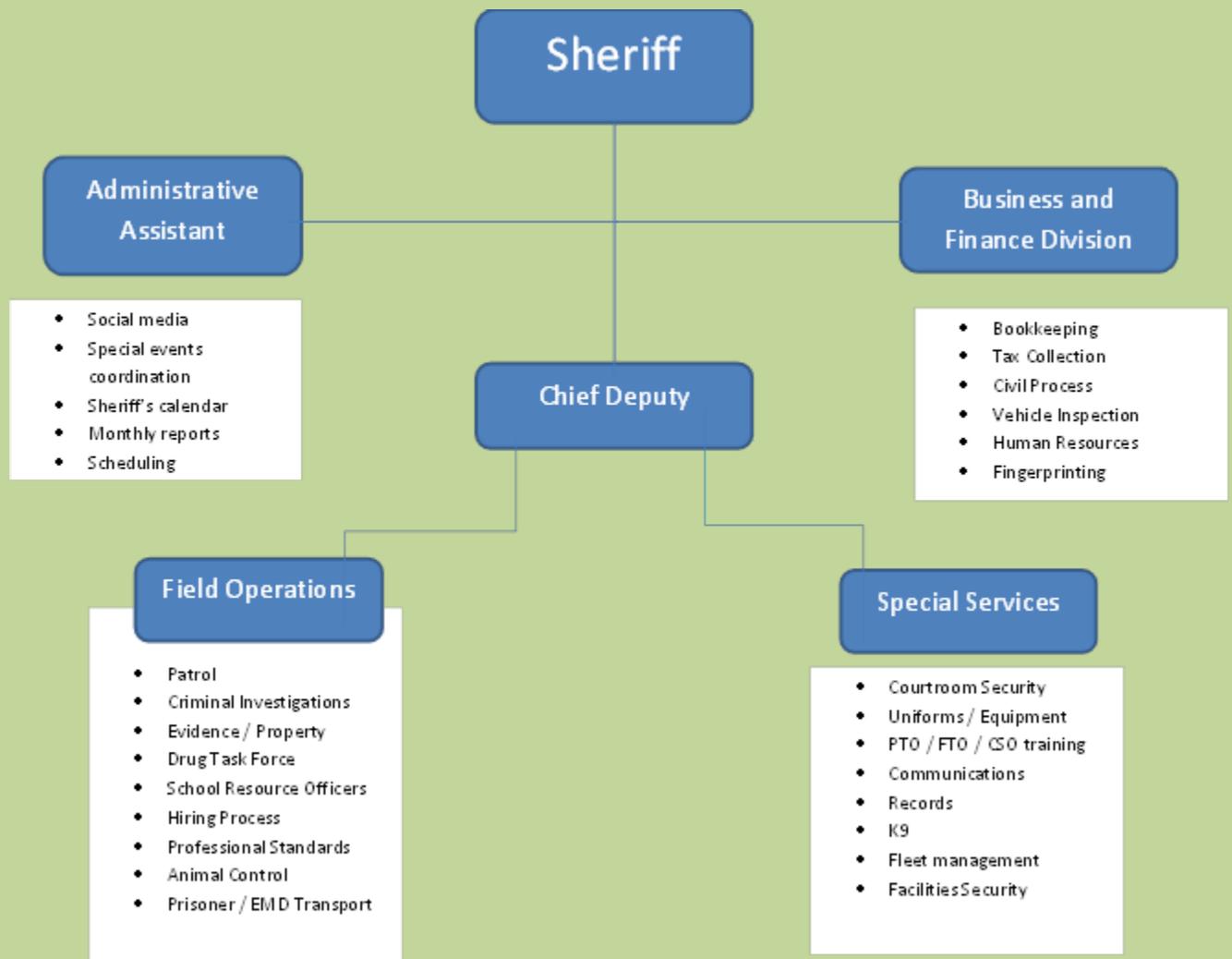
Our annual report represents a snapshot of some of those interactions and services. The photographs, data and year-end highlights contained in the following pages represent our culture, our identity as community servants and our continued progression towards crime prevention. We are dedicated to using evidence-based approaches that build on organizational strengths and the incredible talents of the individual employees.

We recognize that the Warren County Sheriff's Office is only one component of safety and security. Our recent growth objectifies what we hear each day. Warren County is a great place to live! This continued expense demands our agency search for efficiency in operations that will allow us to meet performance benchmarks and the expectations of our community members. Please take the time to review the information within this report. It will afford you the chance to know who we are and what our future holds. If questions come from your review, ask. We need your input and your perspective to continually improve our services. Thank you for the opportunity to serve.

Mission Statement



Organizational Chart for WCSO



Command Staff



Sheriff
Brett Hightower



Chief Deputy
Major
Kevin Wiles



Support Service
Captain
Curtis Hargett



Captain
Kemble Johnson



Captain
Brian Kitchens
Promoted 12/1/2020



Captain
Steven Morris
Retired 11/30/2020



Sergeant
Marshall Johnson

Promoted 12/1/2020



Sergeant
Bill Stephens



Sergeant
Jonathan Shackelford



Sergeant
Eric Bull

| WC50 Employment | Current |
|---|------------|
| Administration | 3 |
| Sheriff | Hightower |
| Major | Wiles |
| Captain | Hargett |
| Business Office | 8 |
| Supervisor | 1 |
| Bookkeeper | 1 |
| Accounts Payable | 1 |
| Office Clerks | 4 |
| Receptionist | 1 |
| Communications | 14 |
| Supervisor | 3 |
| Dispatchers | 10 |
| Dispatch Assistant/ NCIC | 1 |
| Court Security | 21 |
| Sergeant | 1 |
| Lieutenant | 1 |
| CSO – Full Time | 16 |
| CSO – Part Time | 2 |
| CSO – Limited PT | 1 |
| Criminal Investigations Division | 4 |
| Detectives | 3 |
| Drug Task Force Detective | 1 |
| Patrol Operations | 43 |
| Captain | 2 |
| Sergeant | 4 |
| Patrol | 26 |
| SRO Director | 1 |
| Patrol/SRO | 3 |
| House Bill 364 SRO | 7 |
| Civilian Field Operations | 10 |
| Civilian/Vehicle Inspector PT | 2 |
| Civilian/Animal Control PT | 1 |
| Civilian/EMD Transport PT | 5 |
| Civilian/Courthouse Checkpoint PT | 2 |
| Records | 2 |
| Records Clerk/Admin | 1 |
| Records | 1 |
| Total | 105 |

Patrol Operations



Photo courtesy of Brian Hogan

The Chief Deputy has overall command of the entire Patrol Division, Policy and Procedure updates, hiring, and internal investigations.

The Patrol Division is responsible for providing primary law enforcement to the unincorporated townships within Warren County. At the time of this writing, there are 50 sworn deputies assigned to this division (26 Patrol Deputies, 6 Patrol Supervisors, 4 Criminal Investigators, 10 School Resource Officers, 1 SRO Director, and 3 Administrative staff to include the Sheriff, Deputy Chief, and Administrative Captain.

The first shift's duty hours are 0700 to 1500 hours. This shift, on a daily average, is staffed with 4.5 deputies. The supervision of this shift is the responsibility of a Captain and Sergeant. Deputies who work on the first

shift not only respond to emergency and service calls, but also have many other responsibilities inherent to the Sheriff's Office. These other responsibilities include prisoner transport, both locally and out-of-county, civil paper service, vehicle inspections, execution of court orders and writs, and the provision of security at the Judicial building. Additional duties may, at times, include funeral escorts and speed enforcement in both school zones and wherever else may be requested.

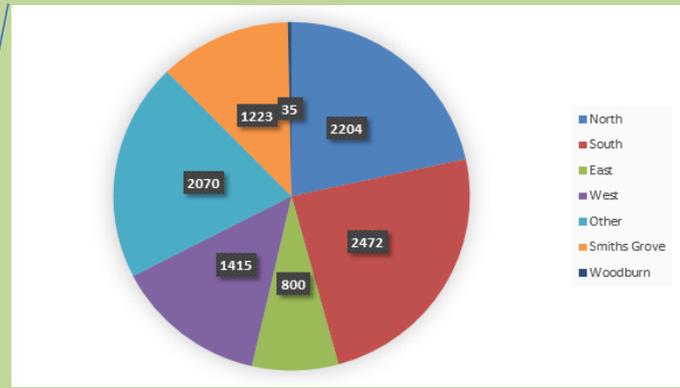
The second shift's duty hours are 1500 to 2300. In 2020, this shift, on a daily average, consisted of 4.0 deputies and a K-9 Officer. Command responsibilities were that of a Captain and a Sergeant. The second shift also shares the responsibility for answering emergency and service calls. They too, are required to transport prisoners, serve civil papers, execute court orders and writs, and, on a smaller scale, inspect vehicles.

The third shift's duty hours are 2300 to 0700 hours. In 2020, on a daily average, had 2.7 deputies per shift. Two Sergeants command this shift. The hours covered by this shift tend to dictate its primary functions as conducting extra patrol requests, deterring thefts and burglaries, enforcement of DUIs, and responding to emergency calls and other calls for service. Deputies on third shift take pride in checking on businesses, patrolling neighborhoods, and conducting house security checks when their call volume allows.

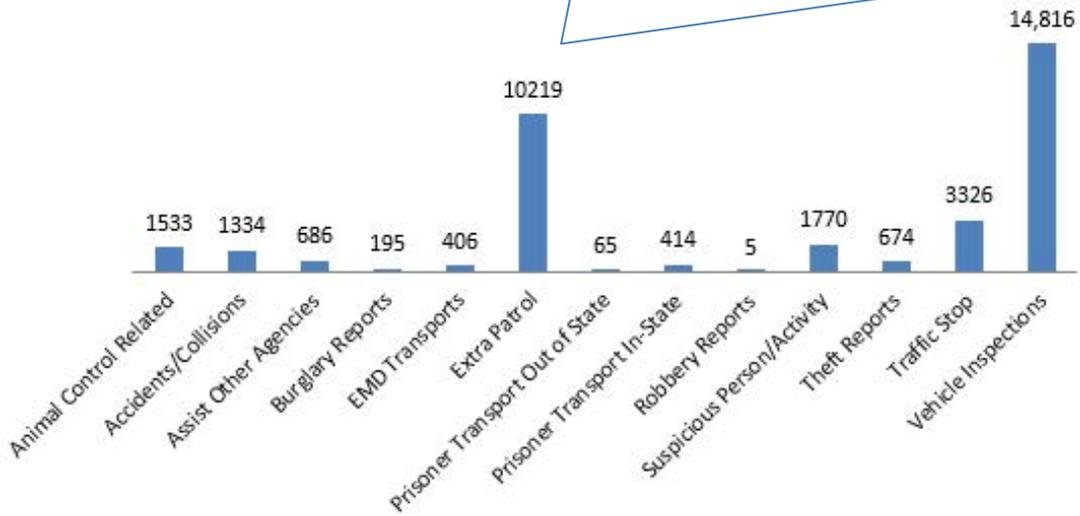
Aside from patrol's normal operations, we are required to serve civil and criminal court orders, warrants, indictments, Emergency Protective Orders, Domestic Violence Orders, Writs of Possession, and Warrants of Possession etc. Last year, we attempted to serve 10,050 civil documents across Warren County. That is an average of over **27 attempts per day**.

2020 WCSO NIBRS/CAD Data

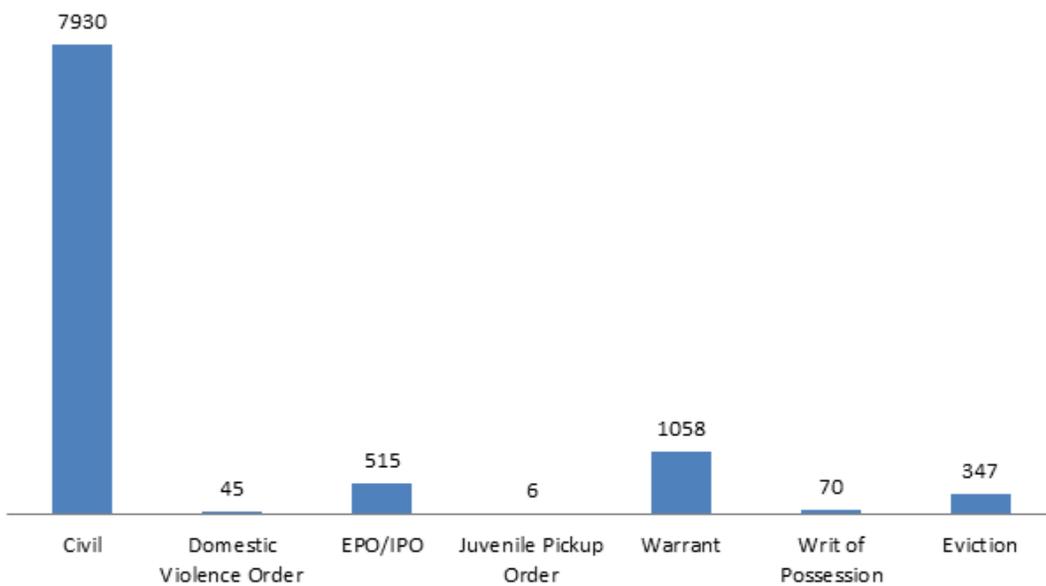
2020 Extra Patrol by Zone



2020 WCSO Incident Summary Report



2020 Attempts to Serve



Transports

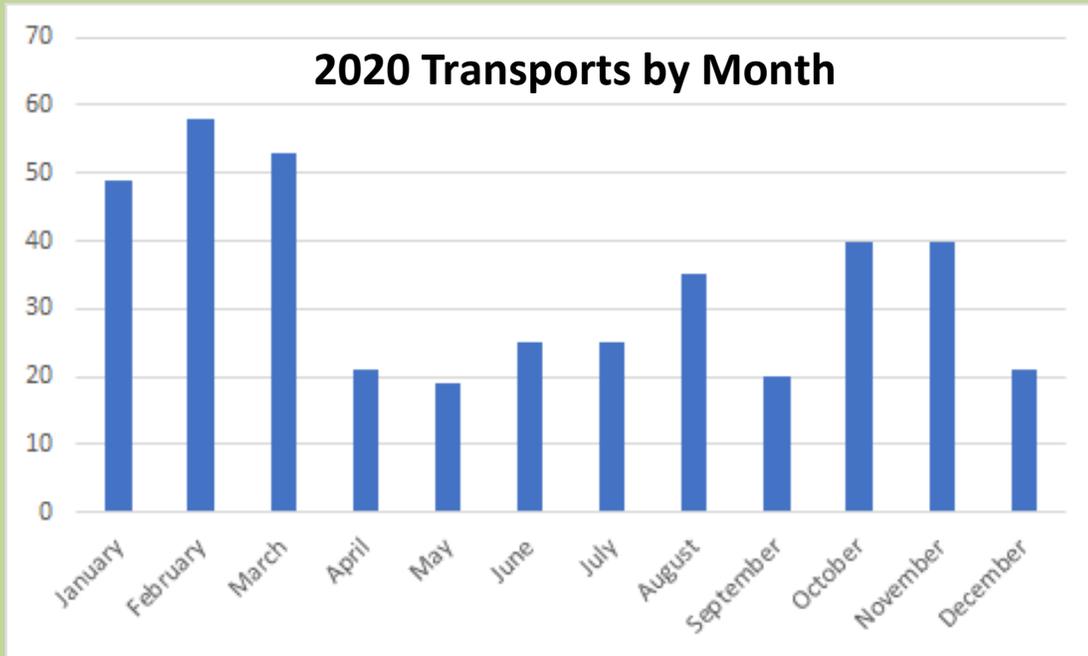
Although often overlooked, one of the Sheriff's Office's primary functions is the transportation of prisoners and mental health patients. When a deputy is assigned to transport someone, he/she will be making one of six types of transports. These transport types are (1) juvenile transports, (2) out-of-county warrant transports, (3) out-of-county court-ordered transports, (4) mental health transports, (5) out-of-state extradition transports, and (6) local transports. The mental health transports primarily refer to transports to Western State Hospital in Hopkinsville, Kentucky.

In an effort to keep our deputies patrolling the streets and answering calls for service, we have worked with community leaders, including LifeSkills, Inc. and the City of Bowling Green, to make the transport process of those in crisis safe and efficient. We have five (5) trained, part-time transport personnel that have done a tremendous job this year. We have an agreed contract with LifeSkills, Inc. to reimburse our office for the majority of expenses for salary, fuel, equipment, insurance etc. In addition, the City of Bowling Green has also agreed to help us offset these expenses.

The EMD transports have increased over the past few years with the rising homeless population that our community is experiencing. This past year we transported 406 people for further treatment after being certified by a licensed clinician as a danger to themselves or others. In the graph on the next page, you can visualize the numbers per month.



Historical Data for EMD Transports from Warren County to Western State Hospital



| Month | 2020 EMD Transports |
|-------------------|---------------------|
| January | 49 |
| February | 58 |
| March | 53 |
| April | 21 |
| May | 19 |
| June | 25 |
| July | 25 |
| August | 35 |
| September | 20 |
| October | 40 |
| November | 40 |
| December | 21 |
| Total FY20 | 406 |

Training

In order to recruit and maintain the most highly qualified employees, our office requires in-depth hiring practices and a great deal of training for all of our employees who are selected. To become a Deputy Sheriff, Emergency Telecommunicator, School Resource Officer, Court Security Officer, or staff member within the Warren County Sheriff's Office, you must go through a lengthy and specifically designed process to ensure that we are investing in people that will best serve our community. Although not required, we give some preference to applicants that have college experience or have served in the military and received an honorable discharge.

For deputies, once selected, the applicant must pass the statutorily required Peace Officers Professional Standards (P.O.P.S.) testing. This consists of a physical agility test, a suitability screening, psychological and drug testing, a polygraph examination, and an extensive background check. Only after successfully passing these standards would a job offer be extended. Once hired, an applicant must attend and graduate from the Department of Criminal Justice Training (DOCJT) Basic Training Academy, which consists of 20 weeks (800 hours) of intensive training. Upon graduation, the new deputy will enter the next training phase where they will initially ride with a Police Training Officer (PTO) for approximately 16 weeks before being allowed to assume patrol duties solo. When a new deputy begins patrol on his/her own, they have received training in emergency medical aid, firearms proficiency, interpersonal communications, patrol techniques and procedures, domestic violence and crisis intervention, recognition in mental health and substance abuse issues, traffic control, and accident investigation. Additionally, deputies receive training in the service of civil and criminal process papers including subpoenas, civil and criminal summonses, warrants, and emergency protective orders (EPO).

All sworn deputies are required to complete a minimum of forty (40) hours of in-service training yearly. The Department of Criminal Justice Training

Academy in Richmond, Kentucky provides this training. Each year, deputies are also required to either certify or recertify in the operation of our Mobile Data Terminal (MDT) computers we use in our cars and as a breath test operator for two different machines. Deputies must also complete one-time N.I.M.S. training (National Incident Management System). This training prepares them to work effectively within the Incident Command System (ICS) when a disaster or large-scale incident occurs within our community. Supervisors and Command Staff members must complete even further N.I.M.S. training to maintain our office's compliance with N.I.M.S. standards. We are also committed to sending our first-line supervisors to training specifically designed to help them become more skilled in their supervisory responsibilities. One such course is the Academy of Police Supervision, "APS." This is a 122-hour course that is designed to teach situational leadership, how to manage change, problem solving/decision-making, ethics, conflict resolution, legal updates, critical incident management, and the role of the supervisor. Another management course for senior leaders is (CJED) Criminal Justice Executive Development. The purpose of CJED is to provide students with contemporary theories, management techniques, and leadership skills enabling them to perform more effectively and efficiently in their positions as community leaders. The law enforcement functional areas addressed include: problem identification, analysis, and solving; personnel administration; operations and fiscal management; policies and procedures; legal concerns; and organizational behavior/culture. An application is required to be considered for this course.

The Warren County Sheriff's Office also requires our deputies to qualify with their handguns annually. We offer open range days at our firearms range and encourage deputies to take advantage of this opportunity. Most of our deputies are qualified to carry a patrol rifle and he/she must qualify with it as well. We have trained firearms instructors at each open range day to help coordinate and provide instruction on techniques and qualifications.

For Emergency Telecommunicators, we require a suitability screening, psychological and drug testing, a polygraph examination, and an extensive background check. Once selected, they will begin their training and will be

required to attend and complete a four-week Telecommunications course at the Department of Criminal Justice Training in Richmond, Kentucky.

For School Resource Officers (SRO), we require that they are or have retired from law enforcement. They will then take and pass the suitability screening, psychological and drug testing, a polygraph examination, and an extensive background check. Our SROs are also mandated to take specific training for SROs through the Department of Criminal Justice Training.

For our Court Security Officers (CSO), we require that they take and pass the suitability screening, psychological and drug testing, a polygraph examination, and an extensive background check. The CSOs are also mandated to take the two week course specific to their duties at the Department of Criminal Justice Training.

In addition to the initial requirements, deputies are required to receive an additional 40 hours of in-service training annually throughout their careers. We encourage additional training opportunities and believe that tactical and technical proficiency are key to providing the most capable services to the citizens of Warren County.

Notable Highlights in Training

Deputies Jason Richerson and David Hughes both completed the Accident Reconstructionist six week course in January 2020

Six (6) Deputies graduated from the Department of Criminal Justice Training's Basic Law Enforcement Academy in 2020

One (1) dispatcher graduated from the Department of Criminal Justice Training's Basic Telecommunications Academy in 2020

The Warren County Sheriff's Office implemented annual physical testing for all deputies

Total training hours for the WCSO through the Department of Criminal Justice Training: **7,518 hours**

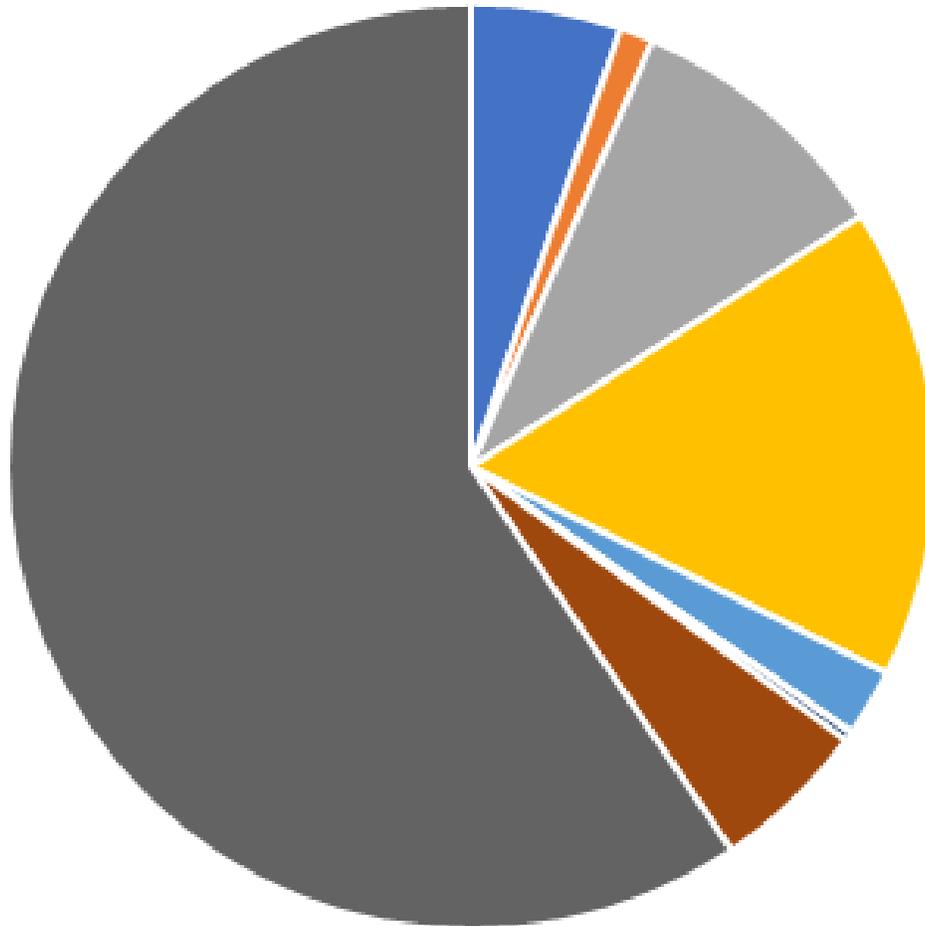
Due to the COVID-19 Pandemic, the majority of our deputies' annual in-service training was moved to a virtual format

Other Departmental Training: Firearms, Criminal Investigations, Taser, CPR/First Aid, Drivers Training, Restraint Training, Crisis Intervention Training, Fingerprinting, Court Security, Active Shooter, Field Training, K9 Training and Criminal Justice Information Services Training.

Total training hours conducted by the Warren County Sheriff's Office in 2020

| | |
|---|-------------|
| Firearms training average hours (range, simulator, simunitions, gun retention, etc.): 10 hours per Deputy, 8 hours per CSO: | 660 hours |
| Taser training: | 148 hours |
| PTO: Field Training | 1200 hours |
| CTO: | 2,080 hours |
| CJIS (Security recertification): | 299 hours |
| New hire driver training: | 4 hours |
| CID non-DOCJT training: | 40 hours |
| K9 | 692 hours |
| WCSSO DOCJT Training | 7,518 hours |

Total training hours conducted within the Warren County Sheriff's Office in 2020



- Firearms training
- Taser training
- PTO Field training
- CTO
- CJIS
- New hire driver training
- CID non-DOCJT training
- K-9
- WCSO DOCJT training

School Resource Officer

The Warren County Sheriff's Office, in partnership with the Warren County Public Schools, has continued to enhance our School Resource Officer Program. The S.R.O. Program is a nationally accepted program involving the assignment of a carefully selected and specially trained law enforcement officer to work directly in the school, in full cooperation with school administrators and faculty. The S.R.O. program is a community policing approach practiced in a school environment. The safety of the school is the officer's primary responsibility. The exclusive focus on the physical and social territory of the school is an important aspect of the S.R.O. concept. Unlike officers who respond to school problems as a result of a 911 call by the principal, the S.R.O. knows the school's physical layout and is aware of who belongs on school property and who does not. The S.R.O. wears the police uniform and weapon while on duty in the school. School Resource Officers have three main functions: law enforcement officer, advisor and mentor. First, as a law enforcement officer, the S.R.O. maintains a safe and secure school environment in which students feel safe to learn and teachers feel safe to teach. Second, as a teacher, the S.R.O. conducts classroom presentations pertaining to law related topics and in doing so, informs students and promotes positive attitudes regarding the police role in society. Last, the S.R.O. acts as an advisor to students, parents, teachers, and staff on issues related to the law enforcement, substance abuse, delinquency, and other law related topics. Students, parents, teachers, and staff can talk with the S.R.O. about problems and help find possible solutions. When necessary, the S.R.O. may make referrals to appropriate social agencies for additional assistance.



Photo courtesy of Bac Totrong/BG Daily News

The most effective way an S.R.O. can accomplish these goals is to be a positive role model. Students learn from every interaction they have with an S.R.O. It is essential for an S.R.O. to be a positive role model who endorses high moral standards, uses good judgment and discretion, is consistent and fair, respects all students, and displays a sincere concern for the school community. School Resource Officers must maintain a professional appearance; be visible, accessible, and willing to talk to students; attend and participate in school activities; interact positively with students and the community, taking their concerns seriously; and maintain a positive relationship with the faculty and administrators.

The School Resource Officer is an extension of the Sheriff's Office as well as the school principal's office, as the officer's duties are comprised of both law enforcement and education. The S.R.O. reports to both the sheriff (via chain of command) and the school principal. However, the S.R.O. is not a disciplinarian for the school - that job remains with the administrators and faculty. As a resource for school administrators, the S.R.O. serves as a means of establishing order and safety, so that optimal learning can take place.

Warren East High School
Deputy Mike Waldrop



Warren East Middle School
Deputy Brett Kreilein



South Warren High School
Deputy Jamie Luttrell



South Warren Middle School
Deputy Kevin Croghan



Moss Middle School
Deputy Pete Rich



Drakes Creek Middle School
Deputy Jeff Eversoll



Warren Central High School
Deputy John Houghton



Greenwood High School
Deputy Josh Wright



Elementary School Liaison
Deputy Terry Steff



Lighthouse Academy
Deputy Charles Shelton



Just as many of us were, the Warren County Sheriff's Office School Resource Officer Program was challenged during 2020 with obstacles created by the COVID-19 Pandemic. Warren County Public Schools compliance with the state mandate of virtual only instruction resulted in our deputies getting out of the schools and into the homes of our students to check their wellbeing as well as helping facilitate order at the various school's food distribution points. During the fall semester, partial in-person instruction resumed, allowing our SROs to continue to build upon important community relationships while simultaneously providing a safe and secure learning environment for the students, faculty, and staff of the WCPS system.

Sheriff Hightower, in partnership with Warren County Public Schools Superintendent Rob Clayton, also established the position of School Safety and SRO Director, one of only six such positions in the state of Kentucky. The new position is responsible for overseeing the district's progress towards, and compliance with the state's School Safety & Resiliency Act as well as being the direct supervisor for the district's 10 SROs. Deputy L. Clark Arnold was hired in October of 2020 by Sheriff Hightower to head up this new partnership with our school district.



Deputy L. Clark Arnold
WCPS Director of Safety/SRO Director



The Sheriff, our SROs, Deputy Arnold, and the Warren County Public Schools Superintendent pose in front of their new Dodge Ram Trucks

WCSO Dispatch

The Warren County Sheriff's Office has our own dispatch center located within the Warren County Courthouse. Our dispatch is manned 24/7, 365 days per year. We currently have 14 full time telecommunicator positions. Our dispatchers have the responsibility of answering all emergency and non-emergency calls outside the city limits of Bowling Green within Warren County. Once a call is received, they enter the data into our Computer Automated Dispatch (CAD) system as they simultaneously utilize our 800 MHz radios to dispatch our deputies to the call. In addition to answering emergency and non-emergency phone calls for the WCSO, we dispatch for the Smiths Grove Police Department, Woodburn Police Department, and Warren County Emergency Management.

The WCSO telecommunications division is also responsible for entering warrants, stolen vehicles, missing persons, stolen guns, and other inquiries into state and national databases. WCSO dispatchers have the authority to serve civil service papers to citizens who come to the Sheriff's Office after-hours to pick them up.

Within one year of initial employment, dispatchers are required to graduate from the 4-week basic telecommunications course in Richmond, Kentucky. Aside from the basic training course, they undergo extensive in-house training conducted by one of the five certified dispatch training officers.

- In emergent situations: missing persons, suicidal individuals, runaways, or serious felony cases, the WCSO dispatch has the ability to track and ping cell phones.

- WCSO dispatch also has a mapping system that allows telecommunicators to see your home and other physical descriptions that aid deputies in locating your home/business quickly and efficiently.
- WCSO utilizes the National Crime Information Center to allow access to criminal history checks and wanted fugitives.
- In 2020, WCSO dispatch received 50,778 calls for service. This number is lower than 2019 where WCSO dispatch received 63,289 calls for service.



K-9 "Kilo"

The Warren County Sheriff's Office K-9 , "Kilo," is a 3-year-old German Shepherd imported from the Netherlands and obtained from Canine Command Kennel. Kilo is a dual-purpose Sheriff's K-9 trained and certified in narcotic detection and patrol. His patrol certification includes obedience on and off lead, tracking suspects, locating evidence, building searches for suspects, suspect apprehension, and handler protection. Kilo is certified annually as a "Patrol Dog Team" through the United States Police Canine Association (USPCA). The K-9's acute sense of smell is probably one of their best assets. A K-9 is simply a tool to locate illegal drugs, evidence, or criminals. Statistically, during a building search, a K-9 can perform the search 70% quicker than a four-man special response team, with a 93% success rate. By using a K-9 in this situation, the most important factor is officer safety, as officers do not have to enter the building searching for a possibly armed suspect. Secondary K-9 teams help cut down on man-hours of officers at a crime scene. The example also holds true with narcotics searches and tracking criminals. As stated earlier, a well-trained K9 team provides an extremely valuable asset for our office.



Aside from the K-9 teams' normal duties, the unit performs numerous demonstrations for civic, community, and school groups throughout Warren County. These demonstrations help to educate the general public of the great capabilities of this well-trained team.

K9 Kilo was on duty for nine months of last year. His 2020 activity is as follows:

| | |
|--|-----------|
| Tracking Deployments | 1 |
| Vehicle Sniffs | 42 |
| School Searches | 2 |
| Maintenance Training | 156 Hours |
| Felony Apprehensions | 1 |
| K-9 Demonstrations | 0 |
| Other deployments (Assisting other Agencies) | 23 |
| Total Deployments for FY20 | 69 |

Judicial Security

The Sheriff fulfills a statutory mandate (KRS 70.140) in providing Deputies/ Certified Court Security Officers (CSOs) in each session of the Warren Circuit Courts, Warren District Courts, and Juvenile Court. At the time of this writing, there are eighteen (18) full-time sworn, armed CSOs and three (3) part-time sworn, armed CSOs. All of them attend a one-time eighty (80) hour Court Security Officer Basic Training at Kentucky's Department of Criminal Justice Training Academy. Each CSO must also attend forty (40) hours of in-service training every other year to maintain proficiency.

Court Security Officers are recognized as an integral part of the Sheriff's Office mission to protect our citizens and officers of the court. Some of the duties of the Certified Court Security Officers include: front door security screening, establishment and maintenance of emergency communication systems (between the courtrooms and Central Dispatch), courtroom security, video court, prisoner handling/transportation, and assisting the public.

The CSOs open the building each morning and do a thorough walk-through of all floors of the Justice Center to ensure that no abnormal conditions exist. If anything is found, it is reported to the building superintendent and/or the Sheriff's Office. Everything is recorded in a logbook and maintained at the security station.

Another function the Certified Court Security Officers perform is to make regular visits to the Kentucky Supreme Court Chief Justice Minton's Office. Chief Justice Minton has mentioned that he appreciates our efforts in that regard. The CSOs also test the panic buttons throughout the Judicial Center. These buttons are placed at strategic points throughout the building. If an incident occurs, an individual can press a panic button and the call comes directly to the security station.

Our Judicial Security staff is committed to ensuring the safety of all persons who conduct business at the Judicial Center. There were over 320,000 visitors to the Judicial Center in 2019, including numerous felony trials, which concluded without significant incidents. As Warren County continues to grow, these numbers and cases/visitors will continue to increase at the Judicial Center for: driver's licensing, court designated workers offices, master commissioner sales, and drug court and pre-trial offices, just to name a few.

Like everyone, the CSOs have had to adapt to a new way of doing business during this global pandemic. At the time of this publishing, we are currently under a Kentucky Supreme Court order that restricts who can enter court facilities. Most of the court business is handled over electronic media. Drivers licensing is handled by mail in forms or by appointment. This has caused us to have to have more CSOs working the lobby than up in the building. CSOs have handed out thousands of drivers license renewal forms. They have obtained hundreds of phone numbers from people coming in for court so the particular judge can call the respondent on the telephone. CSOs who are assigned to specific courtrooms clean and sanitize the area around their work station and where members of the public have been inside the courtrooms. This is to supplement the great job the cleaning staff are doing in the Justice Center. CSOs, like everyone else, have had to adjust to wearing a mask most of the day in order to comply with the current restrictions. They have handed out thousands of masks for members of the public who are allowed in the building, but do not have a mask to wear. CSOs attempt to educate members of the public who disagree with the mask order and help them to understand that it is a mandate of the Supreme Court that must be complied with in order to enter the Justice Center. The CSOs will continue to adapt as needed to carry out the mission of Sheriff Hightower to provide security and safety to those who have business in the Warren County Justice Center.



Statistics for cases held in the Judicial Center

| | 2020 | 2019 |
|-----------------------------------|-------------|-------------|
| Criminal Cases | 1,309 | 4,970 |
| Traffic | 7,924 | 8,899 |
| Misdemeanors | 2,929 | 3,521 |
| Felony | 1,400 | 1,449 |
| Domestic + IPOs | 780 | 918 |
| Juvenile | 568 | 731 |
| Circuit Court Civil Cases | 762 | 945 |
| Adoptions | 127 | 81 |
| Small Claims Civil Cases | 2,724 | 5,421 |
| Probate Hearings | 806 | 847 |
| Mental Health Hearings | 1,009 | 593 |
| Family Court | 852 | 713 |
| Master Commissioner Sales | 103 | 12 |
| Total Visitors to Judicial Center | 110,003 | 326,833 |

The number of cases and total number of visitors to the Justice Center were quite a bit less in most cases due to operating under State mandates due to the Coronavirus Pandemic.

Certified Court Security Officers work consistently with the processes and procedures necessary to do a thorough job providing safety and security for all who enter the building. A continuous and conscientious effort is always made to detect any and all items that might be used as a weapon or cause danger of any kind while business is being conducted in the Judicial Center. Items found and confiscated are too numerous to list, but have included knives (both pocket and switchblades), box cutters, scissors, long nails, long screws, screw drivers, live ammunition, pepper spray/mace, razors, utility tools that have knife blades, long finger nail files, hand cuff keys, long chains, lasers, etc., as well as drug paraphernalia (for which several citations have been issued).

The security system consists of two (2) magnetometers, an X-ray machine and fifty-two (52) security cameras positioned at strategic points throughout the property of the Justice Center that are monitored at any time. Activity in the Judicial Center is recorded at the security station 24/7/365. There are several other cameras throughout the building that are monitored by the Circuit Clerk and recorded via digital video recorder (DVR) in the Main Control Center at the Justice Center. This increases the efficiency, quality, and effectiveness of recording activity in the building. This also allows for better retrieval and retention of activity when requested by Judges, Deputies, or Attorneys. Recorders can capture and record various incidents that may occur within the building, including a possible prisoner escape.

Post 9/11 considerations coupled with the potentially violent nature of many of the issues dealt with in family court has necessitated these heightened security measures. These procedures have created unique challenges, which pits public convenience against viable security concerns. All doors, other than the main eastern entrance to the Judicial Center, are closed to entry and only used for emergency exits.

The Judicial Center is open to the public from 8:00 a.m. to 6:00 p.m. during the week. The center is open at other times during the week based on designated need. Those needs include when court is in session or any other time there is scheduled activity within the Judicial Center. During these circumstances, the security station will be manned until such time that the building is vacated. These additional activities include: parenting clinics, various meetings throughout the month, and adult drug testing which is scheduled weekly.

Business Office

The heart of the Warren County Sheriff's Office is the staff of our business office. Without their efforts, day in and day out, our daily operations would not be possible.

Each day, we have people visiting the office seeking information, getting vehicles inspected, requesting the service of subpoenas, paying their property taxes, getting fingerprints, receiving Carry Concealed Deadly Weapon (CCDW) permits, requesting open records and/or reports that have been filed for accidents, thefts, etc. Aside from handling our walk-in citizens, they judiciously answer phone calls, manage records, disperse CCDW permits, handle mail, manage correspondence files, personnel files, and office supplies, as well as disperse payments for purchases to include office supplies, travel for training, fuel, equipment, and IT services. The bulk of their work is centered on the clerical needs of our collection of taxes, processing court documents, purchases, and records management.

The Sheriff's Office is classified as a "Fee Office" and the statutes anticipated that the office would operate on 75% of the fees collected. However, the office would not be able to provide the high level of services the county expects without the assistance of Warren Fiscal Court. Our fees are generated through the services that we provide to include serving both criminal and civil documents, indictments, warrants, vehicle inspections, fingerprinting and tax collection. The total fees collected in 2020 were \$3,961,954.53.

As required by state law, our office inspected **14,816 vehicles!** This averages out to 40.59 vehicles per day.

Taxes Collected for Warren County

The Warren County Sheriff's office collects property taxes for the County itself. The property values are determined by the Warren County Property Valuation Administrator (PVA). In Kentucky, a property is valued at 100% of fair market value as of January 1 of each year.

Last year our staff collected slightly over 88 million dollars in taxes through the mail, online payments, and/or walk-ins. These funds are then dispersed to local banks which are swept to a money market account and then monthly disbursements are sent to taxing districts such as state, county, schools, library, county fire departments, Warren Rural Electric, Warren County Conservation District, and others.

Each year Warren Fiscal Court appropriates a significant amount of funding for the operation of our office. Each of the Magistrates and the Judge Executive understand the needs and significant growth of this community. They help to ensure that our office is sufficiently staffed to meet the emergency response, tax collections, vehicle inspections, court security demands and other needs of Warren County. In 2020, the Court provided funding to cover increased pension costs, with a total of \$4,576,000 of assistance.

The Sheriff's Department budget for 2020 totals \$8,521,000.00. Payroll costs \$7,550,000.00 which makes up just over 88% of our budget and included a cost of living raise for most employees.

2020 Budget for Warren County Sheriff's Office

| | |
|--|---------------------|
| Total Budget for Sheriff's Office: | \$8,521,000.00 |
| Salaries, F.I.C.A, Retirement, Insurance (88% of entire budget) | \$7,550,000.00 |
| Operating Budget for Office Expenses | \$934,000.00 |
| Capital Outlay | \$37,000.00 |
| Total Operating Budget | \$971,000.00 |

Operating Expenses include:

Fuel

Operating Expenses- Departmental

Operating Expenses- Law Enforcement Equipment

Operating Expenses- Radio Maintenance

Operating Expense- Transports

Postage

Office Supplies

Tech Support

Telephones/Cellular/Air Cards

Training

Uniforms

Vehicle Maintenance

Fire Arms Training

Flexibility during global Pandemic

Like everyone else, 2020 presented some challenges for the Business Office, but they proved that they could remain flexible in a crisis. During the shutdown, which lasted from the middle of March to the beginning of July, they performed Vehicle Inspections virtually via FaceTime and Google Hangouts. While requiring patience on the part of our customers and inspectors, Virtual Inspections allowed us to stay separate during the shutdown and still inspect for Warren and the surrounding counties.

Despite having to adapt and change the way the Business Office normally functions, they managed to inspect 628 more vehicles in 2020 than they did in 2019!

The revenue collected for Civil Processes decreased by \$127,210.00 in 2020. This is partially due to the Governor's orders to temporarily halt residential evictions due to the COVID-19 Pandemic and shut down.

The Warren County Sheriff's Office Business Office saw Tax Collections in 2020 go electronic in a big way. For the first time ever, more people paid their tax bills online, than they did in person. Also, to facilitate the need to function at a distance, we added an outside drop box on College Street so that the public could drop off their payments without even having to park.

Another increase we saw in 2020, despite the shutdown, was in our fingerprinting services. In 2019 we collected \$2,940 for 294 fingerprint cards, while in 2020, after being closed for nearly four months, we still collected \$3,650 for 365 fingerprint cards. Unfortunately, we have discontinued our fingerprint services. The state of Kentucky now requires those wishing to obtain fingerprint cards to register on the new Universal Enrollment Platform (UEP) IdentoGO website.

Overtime Spending for FY2020

| | |
|---|----------|
| Special Detail - Invoiceable | 289 |
| Special Detail - Non-Invoiceable | 162 |
| Scheduled Overtime | 1,410.75 |
| Late Complaint | 561 |
| Vehicle/Equipment Maintenance | 68 |
| Transport | 64.25 |
| Admin | 837.5 |
| Court | 432.25 |
| Meetings | 85.25 |
| FOT | 23 |
| HIDTA | 171 |
| No Lunch / No Rest Period | 724 |
| Shift Shortage | 302.25 |
| EMD | 28 |

2020 in Photos

Community Events



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10

1. Arrest the Fear at WKU. 2. Sheriff Hightower addresses the community regarding the death of George Floyd. 3. The Sheriff participated in a 200 mile run to celebrate the City of Franklin, Kentucky's bicentennial. 4. Boys to Men at the Hot Rods Stadium. 5. The Sheriff spoke at Junior Achievement. 6. Empty Bowls 2020. 7. The Sheriff's Office helped facilitate the smooth running of county-wide COVID Testing. 8. Captain Curtis Hargett went "Over the Edge" for ... 9. The US Attorney's visit to Bowling Green. 10. Leadership KY was held in Bowling Green.

Promotions, Retirements, and Awards



Brian Kitchens promoted to Captain



Marshall Johnson promoted to Sergeant



Jim Hyde promoted to Lieutenant



Pete Rich retired (before rejoining us as a House Bill School Resource Officer)



Captain Steve Morris retired



Court Security Officer Richard Kirby retired



2020 Deputy of the Year: Phillip Gaines



2020 Civilian Employee of the Year: Crystal Wright



2020 Court Security Officer of the Year: Todd Eadens

Graduations and Miscellaneous



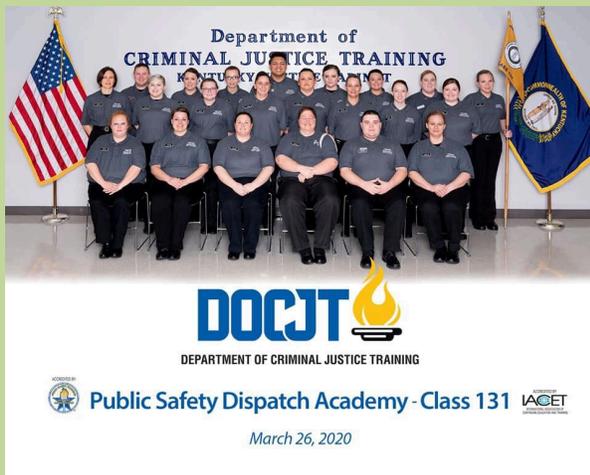
Deputy Seth Miciotto graduated in January



Deputy Benjamin Durling graduated in March



Deputies Alexander Bickford, Tyler Johnson, Derrick Sells, and Bret Kepler graduated in October



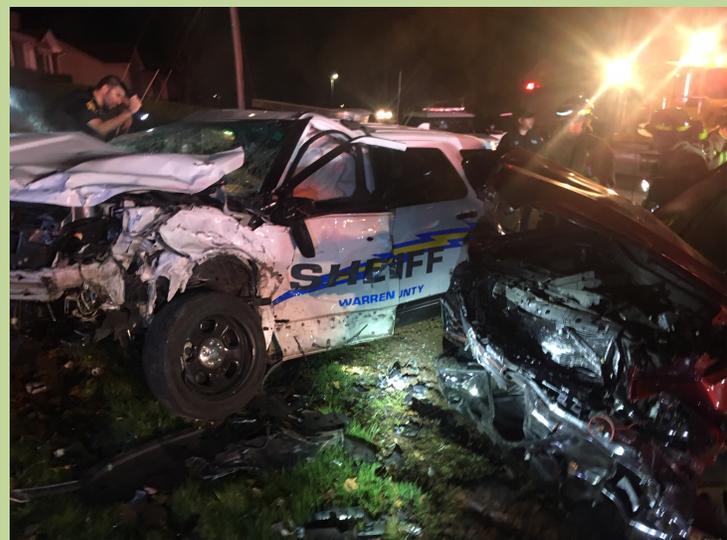
Dispatcher Nicki Johnson graduated in March



Deputy Derrick Sells was awarded the Most Fit Deputy award after our first annual agency-wide physical testing

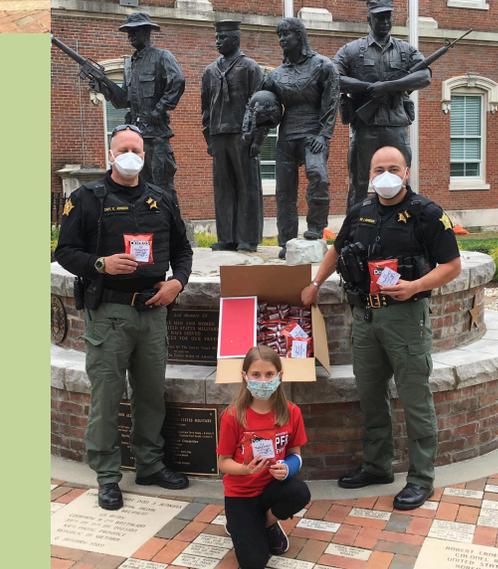
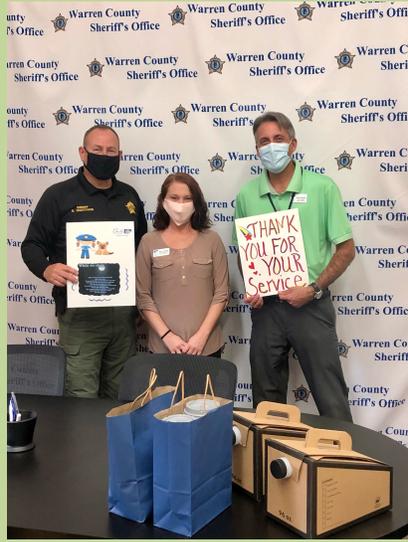


Deputy Phillip Gaines arrived home from the hospital and rehabilitation in Nashville in April (left) after he was severely injured by a driver under the influence while on duty in March (right)



Support from our Community

We received an outpouring of support from our community and several individuals and companies provided lunches and dinners for our deputies and office staff throughout the entire year. Pictured is just a handful of the kindness and support we felt during 2020!



2020 Accomplishments:

- Implemented Advanced Deputy/Master Deputy program
- Implemented Patrol Division annual fitness testing
- US Military liaison program for Active Duty intern to end career and transition to civilian employment
- COVID-19 related changes - ability to continue operation under state mandates and guidelines
- Expansion of agency footprint to include office space at Stadium Park Plaza
- (2) Civilians hired to help with temperature checkpoint at the Old Courthouse
- (6) Deputies graduated from the DOCJT Basic Academy
- (2) Deputies graduated KSP's Collision Reconstruction course
- Certified Force Science graduate
- Promotion of (1) new Sergeant
- Promotion of (1) new Captain
- Promotion of (1) CSO to Lieutenant
- Civilian evidence tech assignment facilitated a detective's return to back-up status
- Addition of the SRO Director/Warren County Public Schools Safety
- New agency challenge coin was implemented
- Fundraiser to support co-workers, wounded warriors, sister agency employee, and families in need
- Scuttlebutt meetings for entire department
- Purchase of a new speed trailer
- Purchase of new RAM Trucks for SROs
- Implementation of a Day Watch and a Night Watch Shift Captain who work 10 hour shifts
- Partnership with the DEA locally
- Purchase of an entry shield
- Purchase of upgraded digital cameras
- G.L.O.V.E. added to our response to resistance options
- Policy updated