



# Warren County Sheriff's Office

2023 Annual Report



Courtesy of Tiffani Badgley

# Warren County Sheriff's Office

Warren County, Kentucky

Population: 142,538

Sheriff: Brett Hightower

Government: Judge Executive-Magistrates

Land Area: 546 square miles

WCSO Budget: 11.8 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 2023 annual report. Warren County has a rich history and a bright future. With the immense growth of Warren County over the past few years, we have focused our internal efforts on managing this growth and our personnel resources.

In addition, we have built partnerships and made a commitment to help those within our community dealing with mental health crisis, drug addictions, and domestic violence. We continually try to strike a balance between holding people fully accountable for their crimes and helping people become better citizens for Warren County.

I am proud of our staff and the way they tirelessly help and serve our citizens. Our business office conducted over 10,000 vehicle inspections last year as they also managed the collection of millions of dollars in tax revenue. Our School Resource Officers help promote the safety in both schools districts while our Court Security Officers ensure the integrity of our courts through their presence and security checkpoints. Our transport teams drive hundreds of miles daily for prisoners to receive their due process in court, our Patrol Deputies respond daily to both emergency and non-emergency calls, and our dispatch center fields unlimited calls and questions each day in a stressful environment. All together, they work cohesively to ensure our community feels safe and secure as they go about living their lives.

Our annual report represents a snapshot of some of those interactions and services we provided in 2023. The photographs, data, and year-end highlights contained in the following pages represent our culture, our identity as community servants, and our continued progression toward 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 expanse demands our agency search for efficient 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.

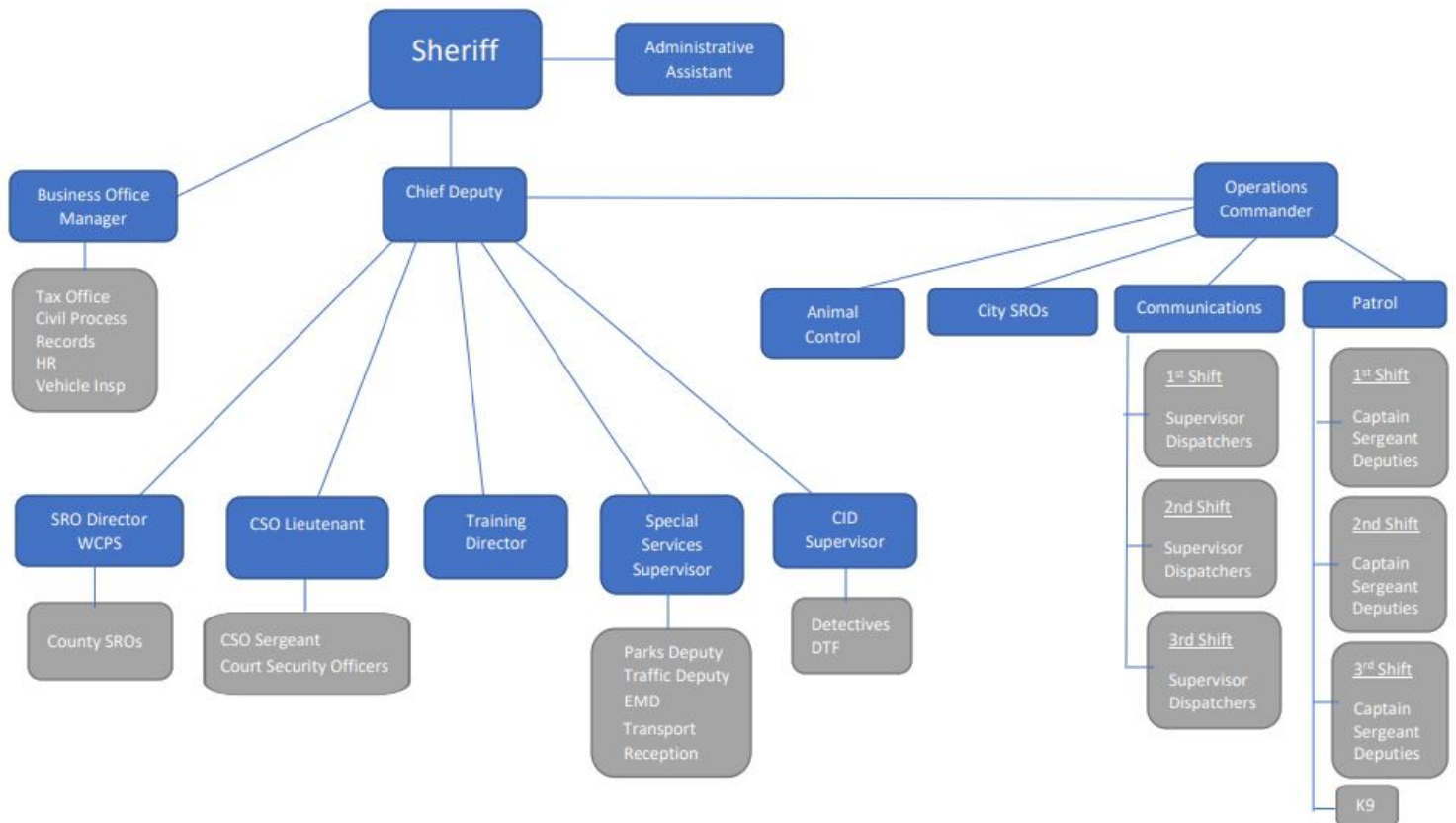
Thank you,  
Brett

# Mission Statement





# Organizational Chart for WCSO



# Command Staff



Sheriff  
Brett Hightower



Chief Deputy  
Major  
Kevin Wiles



Operations Commander  
Captain  
Curtis Hargett



Captain  
Kemble Johnson



Captain  
Brian Kitchens



Captain  
Jonathan Shackelford



Sergeant  
Marshall Johnson



Sergeant  
Bill Stephens



Sergeant  
Eric Bull



Sergeant  
David Hughes



Reflects Staffing at End of Year 2023

WCISO Employment	Current
<b>Administration</b>	<b>3</b>
Sheriff	Hightower
Major	Wiles
Patrol Commander/Captain	Hargett
<b>Business Office</b>	<b>8</b>
Supervisor	1
Bookkeeper	1
Accounts Payable	1
Office Clerks	4
Exec. Assistant/Evidence Tech	1
<b>Communications</b>	<b>14</b>
Director	1
Dispatchers	11
Dispatchers – Part Time	1
TAC/NCIC	1
<b>Court Security</b>	<b>25</b>
Sergeant	1
Lieutenant	1
CSO – Full Time	16
CSO – Part Time	7
<b>Criminal Investigations Division</b>	<b>5</b>
Detective Sergeant	1
Detectives	3
Drug Task Force Detective	1
<b>Patrol Operations</b>	<b>57</b>
Captain	3
Sergeant	4
Patrol	27
SRO Director	1
Patrol SRO/House Bill SRO	20
Training Coordinator	1
Transport Coordinator	1
<b>Civilian Field Operations</b>	<b>11</b>
Vehicle Inspector PT	3
Animal Control PT	2
EMD Transport PT	4
Courthouse Info Desk PT	2
<b>Records</b>	<b>2</b>
Records Clerk	2
<b>Total</b>	<b>125</b>

# 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. He works closely with the Operations Commander (Captain) for the day-to-day functions of the Office.

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 65 sworn deputy positions in this division (27 Patrol Deputies, 7 Patrol Supervisors, 5 Criminal Investigators, 20 School Resource Officers, 1 SRO Director, 1 Training Director, 1 Transport Director, and 3 Administrative staff to include the Sheriff, Chief Deputy, and Operations Commander.)

The first shift's duty hours are 0700 to 1500 hours. This shift, on a daily average last year, was staffed with 5.6 deputies. The supervision of this shift is the responsibility of a Captain and Sergeant. Deputies who work on the first shift not only answer 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 1400 to 0000. In 2023, this shift, on a daily average, consisted of 4.9 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.

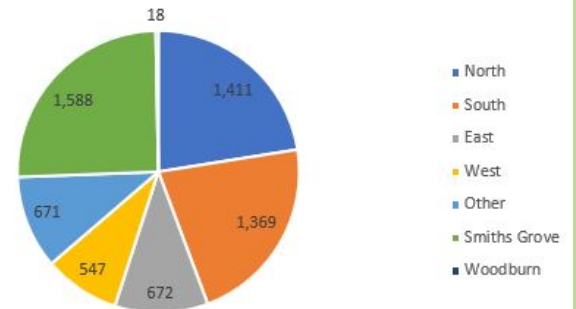
The third shift's duty hours are 2300 to 0700 hours. In 2023, on a daily average, third shift had 4.3 deputies per shift. One Captain and one Sergeant command this shift. The hours covered by this shift tend to dictate its primary functions as conducting extra patrol requests, deterring thefts and burglaries, 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. In 2023, we attempted to serve 11,964 civil documents across Warren County. That is an average of over **32 attempts per day**.

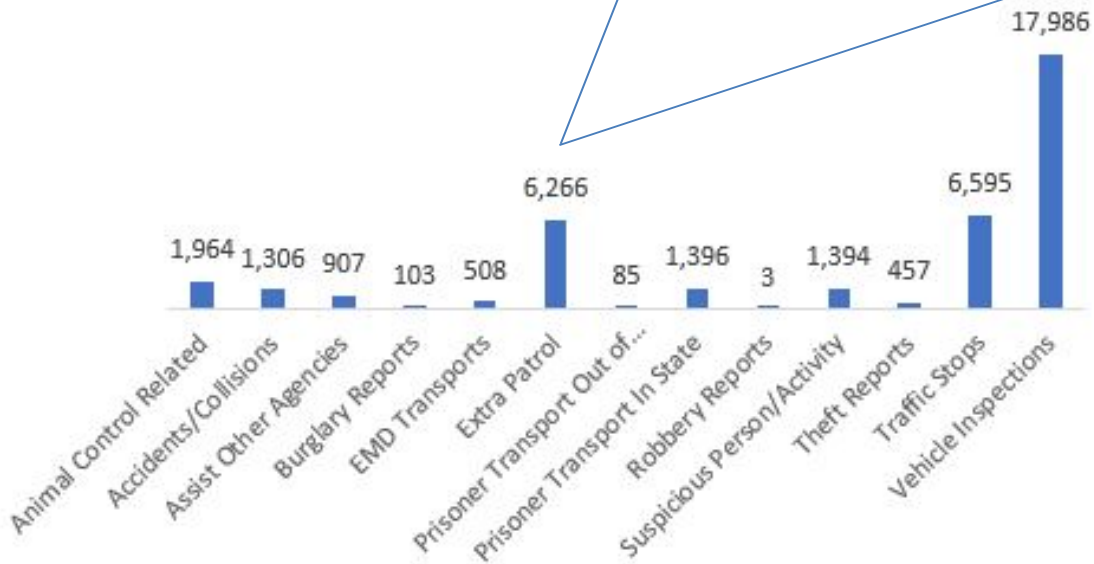


## 2023 WCSO NIBRS/CAD Data

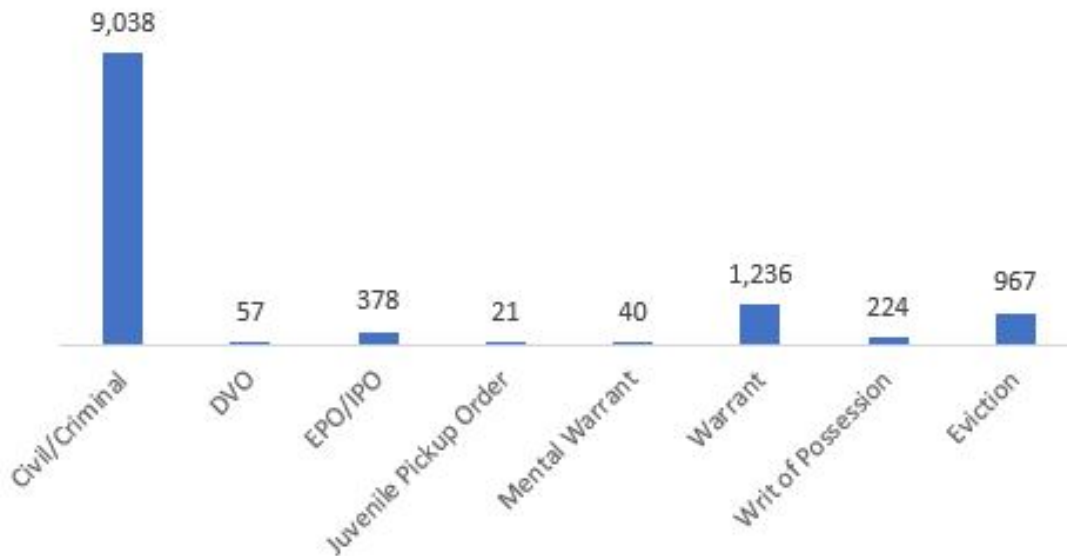
2023 Extra Patrol by Zone



2023 WCSO Incident Summary Report



2023 Attempts to Serve



# Transports

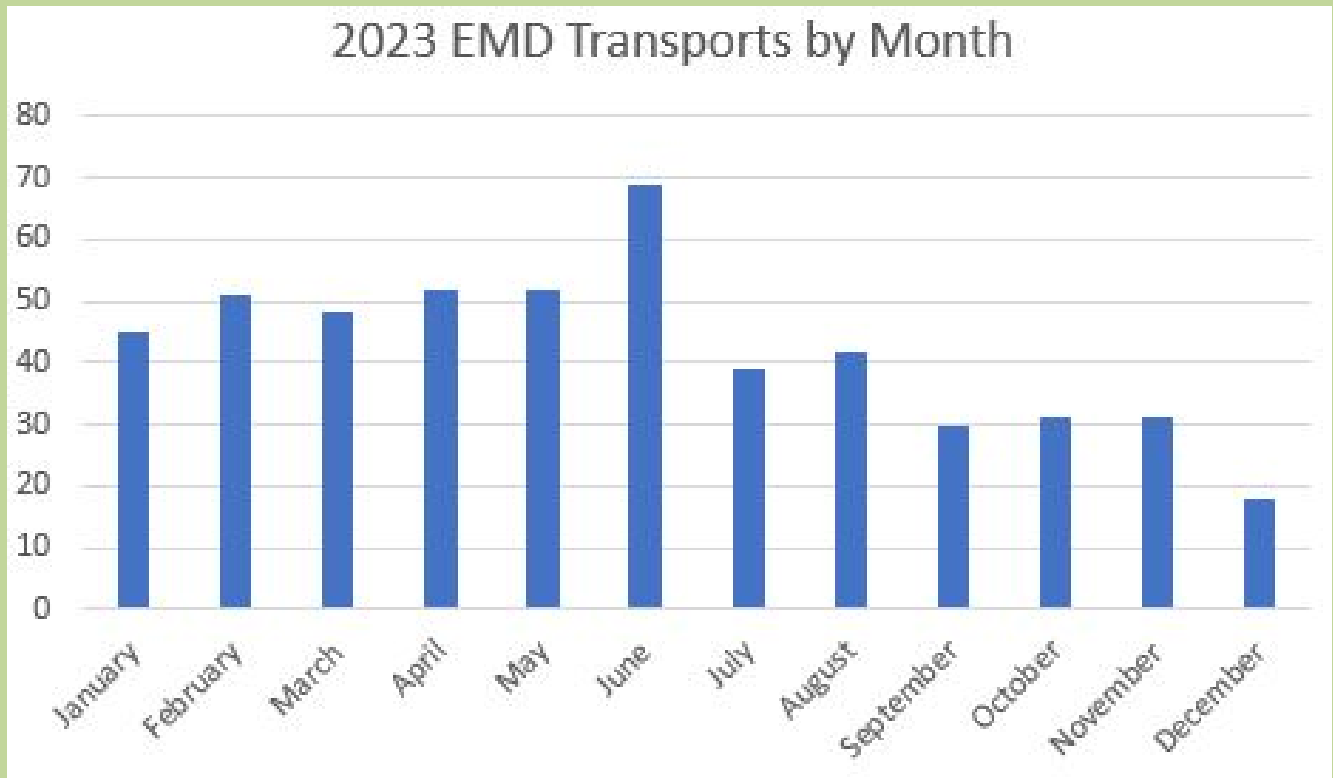
Although often overlooked, one of the Sheriff's Office's primary functions is the transportation of prisoners and mental health patients. When a deputy is assigned to transport someone, he/she will be making one of six types of transports. These transport types are (1) juvenile transports, (2) out-of-county 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) part-time transport positions that do a tremendous job each 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 508 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	2023 EMD Transports
January	45
February	51
March	48
April	52
May	52
June	69
July	39
August	42
September	30
October	31
November	31
December	18
<b>Total FY23</b>	<b>508</b>



# 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

- Sergeant David Hughes graduated from the Department of Criminal Justice Training's Academy of Police Supervision (APS).
- Captain Jonathan Shackelford graduated from the Department of Homeland Security's Leadership Academy.
- Deputy Scott Oswald graduated from the Department of Criminal Justice Training's Basic Law Enforcement Academy.
- Dispatchers April Ground and Heather Nelson graduated from the Department of Criminal Justice Training's Basic Telecommunications Academy.
- Total Training hours for the WCSO through the Department of Criminal Justice Training: **5,228 hours**

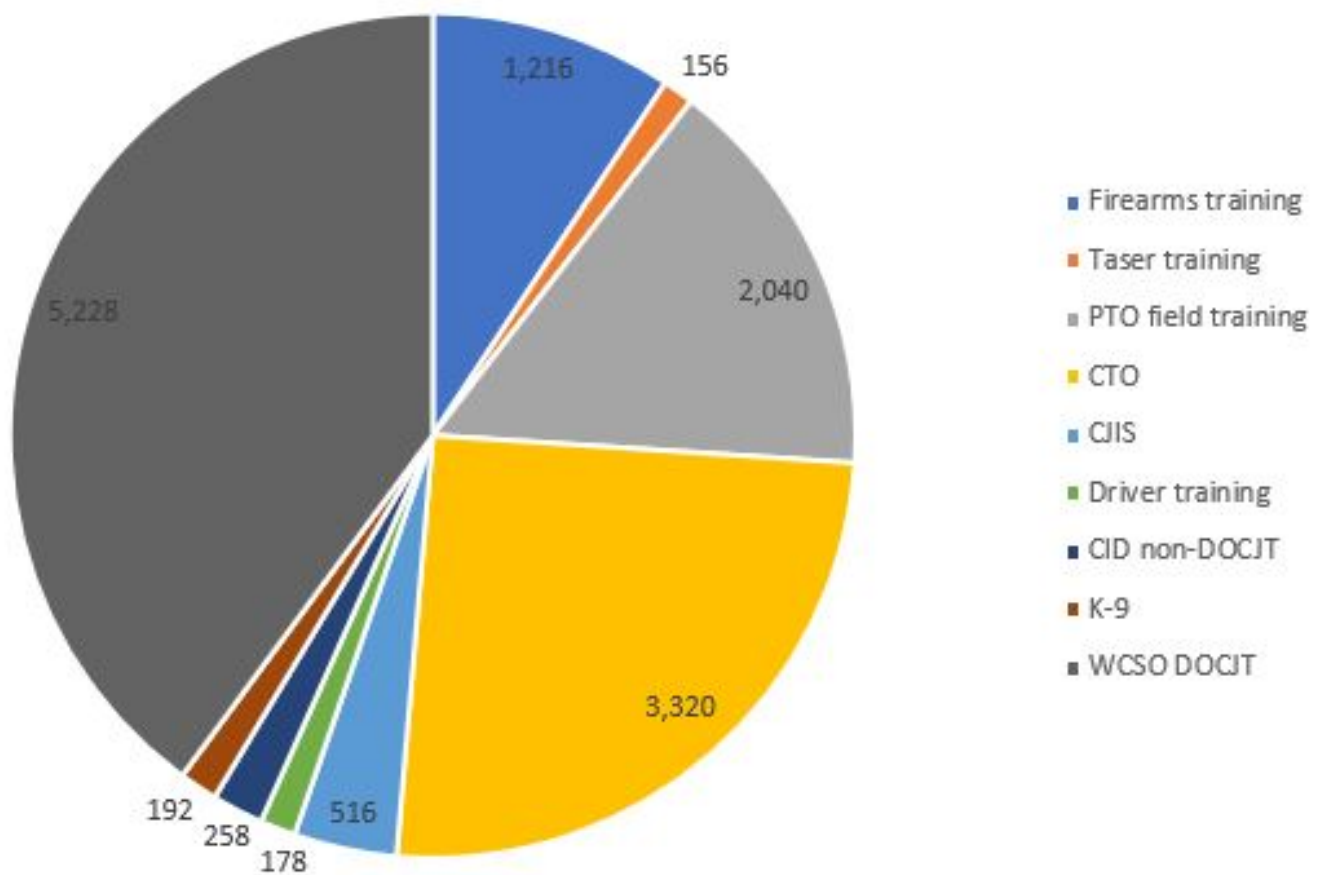


Other Departmental Training: Firearms, Criminal Investigations, Taser, CPR/First Aid, Drivers Training, Restraint Training, Crisis Intervention Training, Court Security, Active Shooter, Field Training, K9 Training and Criminal Justice Information Services Training.

## **Total training hours conducted by the Warren County Sheriff's Office in 2023**

Firearms training average hours (range, simulator, simunitions, gun retention, etc.): 10 hours per Deputy, 8 hours per CSO:	1,216 hours
Taser training:	156 hours
PTO: Field Training	2,040 hours
CTO:	3,320 hours
CJIS (Security recertification):	516 hours
Driver training (new hire and in-service):	178 hours
CID non-DOCJT training:	258 hours
K9	192 hours
WCSO DOCJT Training	5,228 hours

# Total training hours conducted within the Warren County Sheriff's Office in 2023



# 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.

## 2023-2024 School Year Assignments

**Warren East High School**  
Deputy Ernie Steff



**Warren East Middle School**  
Deputy Brett Kreilein



**Bristow Elementary**  
**Richardsville Elementary**  
**Warren Co Area Technology Ctr**  
Deputy Christopher Duke





**South Warren High School**  
Deputy Jamie Luttrell



**South Warren Middle School**  
Deputy Kevin Croghan



**Rockfield Elementary**  
**Richpond Elementary**  
**Warren Elementary**  
Deputy Randy Hargis



**Moss Middle School**  
Deputy Terrill Sharber



**Drakes Creek Middle School**  
Deputy Pete Rich



**Natcher Elementary**  
**Lost River Elementary**  
**Jennings Creek Elementary**  
Deputy Jeff Eversoll



**North Warren Elementary**  
**Oakland Elementary**  
Deputy Sean Girbert



**Cumberland Trace Elementary**  
**Briarwood Elementary**  
Deputy Jan Tuttle





**Warren Central High School  
GEO International High School**  
Deputy Godfrey Hamisi



**Greenwood High School**  
Deputy Mike Waldrop



**Jody Richards Elementary  
Knically Center Preschools**  
Deput John Houghton



**Lighthouse Academy**  
Deputy Andrew Stidham



**Alvaton Elementary  
Plano Elementary**  
Deputy Mike Hatler



## **SRO Director WCPS Director of Safety**

Deputy Steve Chappell



Sheriff Hightower, in partnership with Warren County Public Schools Superintendent Rob Clayton, established the position of School Safety and SRO Director, one of only six such positions in the state of Kentucky, in 2020.

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 16 SROs. Deputy Steve Chappell was hired in September of 2021 to oversee this partnership with our school district.

In the Summer of 2022, the Warren County Sheriff's Office partnered with the Bowling Green Independent School District to place School Resource Officers in some of the City schools during the the 2022-2023 school year. We placed one WCSO Deputy into the Bowling Green Junior High School and we have one WCSO Deputy who "floats" between the Bowling Green Elementary Schools.

During the 2023-2024 school year, we were able to provide an additional Deputy who also "floats" between the Bowling Green Elementary Schools.

These positions are 100% funded by the City of Bowling Green's Independent School District, and have been extremely successful thus far!

**BGISD Junior High School**  
Deputy Dominic Ossello



**BGISD Elementary Floater**  
Deputy Rebecca Robbins



**BGISD Elementary Floater**  
Deputy Brian Davidson



# 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 our 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 2023, WCSO dispatch received 52,112 calls for service.



# K-9 "Kilo"

The Warren County Sheriff's Office K-9 , "Kilo," is a 6-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.

His 2023 activity is as follows:

Tracking Deployments	
Vehicle Sniffs	10
School Searches	3
Maintenance Training	128 Hours
Felony Apprehensions	1
K-9 Demonstrations	3
Other deployments (Assisting other Agencies)	4
<b>Total Deployments for FY23</b>	<b>21</b>



# 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 twenty-one (21) full-time sworn, armed CSOs and seven (7) 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.

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 201,000 visitors to the Justice Center in 2023, 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: court designated worker's offices, master commissioner sales, and drug court and pre-trial offices, just to name a few.





## Statistics for cases held in the Judicial Center

	2023	2022	2021	2020
Criminal Cases	1,389	1,632	758	1,309
Traffic	11,075	8,607	5,728	7,924
Misdemeanors	2,545	2,542	2,034	2,929
Felony	1,219	1,350	1,106	1,400
Domestic + IPOs	889	892	492	780
Juvenile	939	755	381	568
Circuit Court Civil Cases	1,276	831	534	762
Adoptions	138	85	66	127
Small Claims Civil Cases	4,076	3,076	2,926	2,724
Probate Hearings	959	978	692	806
Mental Health Hearings	823	1,068	801	1,009
Family Court	618	650	453	852
Master Commissioner Sales	31	90	39	103
Total Visitors to Judicial Center	201,828	232,246	55,811	110,003

The number of cases and total number of visitors to the Justice Center continue to return to "normal" after operating most of 2020 and 2021 under State mandates due to the COVID-19 Pandemic.

The number of visitors to the Justice Center has also declined as compared to previous years due to Driver's Licensing being moved to the regional office in 2021.

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, 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, and tax collection. The total fees collected in 2023 were \$12,594,834.67.

As required by state law, our office inspected **17,986 vehicles!** This averages out to 49.28 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 \$110,500,815.55 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 2023, the Court supplemented the Sheriff's Office's Budget with a total of \$6,109,000.00.

The Sheriff's Department budget for 2023 totaled \$11,808,000.00. Payroll costs \$10,500,000.00 which makes up just over 88% of our budget and included a cost of living raise for most employees.



## 2023 Budget for Warren County Sheriff's Office

Total Budget for Sheriff's Office:	\$11,808,000.00
Salaries, F.I.C.A, Retirement, Insurance (88.9% of entire budget)	\$10,500,000.00
Capital Outlay	\$105,000.00
<b>Total Operating Expenses</b>	<b>\$1,308,000.00</b>

### **Operating Expenses include:**

Fuel

Operating Expenses- Departmental

Operating Expenses- Law Enforcement Equipment

Operating Expenses- Radio Maintenance/Repair

Operating Expense- Transports Postage

Office Supplies and Postage

Tech Support

Telephones/Cellular/Air Cards

Training

Uniforms

Vehicle Maintenance

Software Licenses

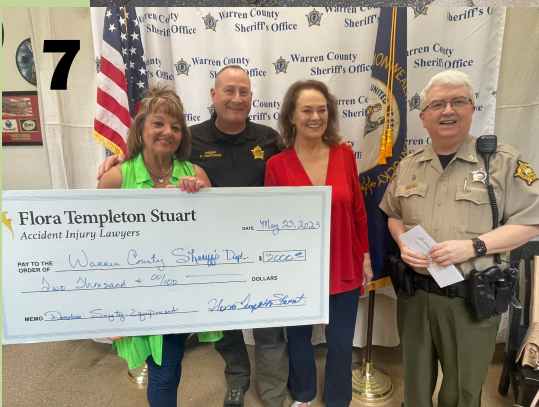
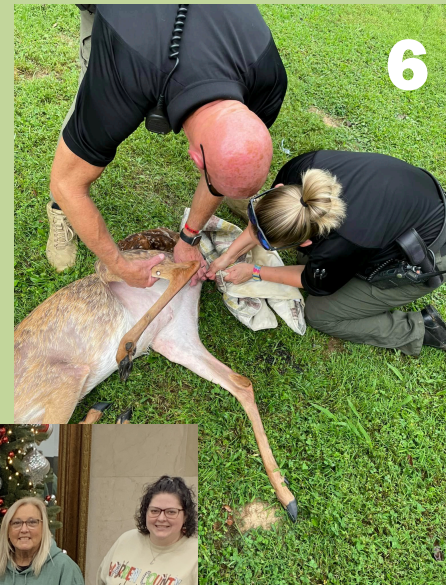
Fire Arms Training

## Overtime Spending for FY2023

	Hours
Special Detail - Invoiceable	2,059.75
Special Detail - Non-Invoiceable	521
Scheduled Overtime	1,613.75
Late Complaint	1,144.75
Vehicle/Equipment Maintenance	267.25
Transport	1,932.5
Admin	969.75
Court	1,113.25
Meetings	379
FOT	243
HIDTA	389.75
No Lunch / No Rest Period	626.25
Shift Shortage	1,413.5
EMD	1,348
School Traffic	119.25
US Marshal	10.5
Case Investigation	434
Crime Scene	108.25



# 2023 in Photos



1. Sheep Dog Impact Assistance assembled and donated 50 trauma kits for our agency. 2. K-9 Kilo and handler Deputy Jon Clark participated in a demonstration for the Warren County 4-H Dog Camp. 3. WCSO, BGPD, and WKUPD partnered with the International Conference of Police Chaplains for a three-day continuing education training. 4. Deputy Derrick Sells showed off his cruiser to a local summer camp. 5. Buc-ee's groundbreaking in Smiths Grove! 6. Our Animal Control Officers went viral after helping a doe give birth to twins. 7. Flora Templeton Stuart's office generously donated \$2,000 to the WCSO for some safety and security upgrades at the Justice Center. 8. Business Office employees at Christmas! 9. Sgt. Stephens and Sheriff Hightower show off the 2001 Sheriff's Office Corvette in the Annual Veterans Day Parade. 10. Sheriff Hightower with the boys and girls before Summer Camps at the Kentucky Sheriffs' Association Boys & Girls Ranch in Gilbertville, Kentucky.



# Retirements, Promotions, and Awards



Sergeant Andy McDowell retired from the Justice Center in January.



Deputy/SRO Chris Shelton retired before returning as our Training Director.



Sergeant Jonathan Shackelford was promoted to the rank of Captain.



Deputy David Hughes was promoted to the rank of Sergeant.



Detective Evan Cook was promoted to the rank of Sergeant over our Criminal Investigations Division.

Dispatch Supervisor Tim Lowe was promoted to Director of Telecommunications.



Deputy John Bailey was inducted into the Hall of Distinguished Alumni for WCPS.



2023 Deputy of the Year  
Hasan Mehmedovic

2023 Civilian Employee of the Year  
Melissa Calvert



2023 Court Security Officer of the Year  
Colby Norris



2023 "Iron Deputy" Award  
Highest Annual Physical Standards Test Score  
Vedad Hadzikadunic



The 2023 Governor's Award for  
Seatbelt Enforcement was presented  
to Deputy Mayfield (Left).

The 2023 Governor's Award for  
Impaired Driving Enforcement was  
presented to Deputy Holloway  
(Right).





## 2023 Graduations



Deputy Scott Oswald graduated from the Department of Criminal Justice Training's Basic Law Enforcement Academy (Left).

Captain Shackelford graduated from the DHSLA in May (Right).



Dispatchers April Ground (near right) and Heather Nelson (far right) graduated from the Department of Criminal Justice Training's Dispatch Academy.



Sergeant David Hughes graduated from the DOCJT's Academy of Police Supervision (APS), or the "sergeant's academy."



## **2023 Accomplishments:**

- Added a CID Supervisor
- Added a Patrol Commander Captain
- Added a Training Director Position
- Drone Team implemented
- Specialized Pay for Critical Areas of Development and Training
- Added a mat room and equipment at Buchanan Park
- Implemented agency wide defensive tactics training
- Honor Guard team implemented
- Paperless Grand Jury submissions
- CCCR Grant Awarded for Mental Health CRU Team
- Chaplains Team responded to 22 critical incidents to assist
- Sheriff Hightower was selected to be a Director for the Kentucky Sheriff's Association
- Hosted our first Supervisors Planning Retreat
- Conducted 4 Traffic Safety Checkpoints across Warren County
- Hosted a WKU Society for Lifelong Learners trainer seminar
- Hosted a joint Active Shooter Training with VFD, EMS, BGFD and our Court Security Team at the Justice Center.
- Hosted the inaugural Warren County Sheriff's Foundation Gala recognizing our employees that performed incredible works in both life saving measures and or absolute professionalism and compassion in the most difficult of times.
- Sergeant David Hughes graduated from the Academy of Police Supervision