

NOTICE OF MEETING

LAW COMMITTEE

May 12, 2026 - 4:15 PM

Law Enforcement Center
525 North 6th Street
Sheboygan, WI 53081
LEC-West Conference Room

Remote Access: meet.google.com/agq-jspa-ary

Phone: +1 502-430-2839

PIN: 257 392 099#

Members of the Committee may be appearing remotely. Persons wanting to observe the meeting may come to the Law Enforcement Center or listen remotely.

Agenda

- Call to order
- Pledge of Allegiance
- Certification of Compliance with Open Meeting Law
- Correspondences/Communications

Sheriff

- Consideration of Vehicle Use Policy
- Review Vehicle Inventory
- Consideration of adopting a Resolution to enter into a Memorandum of Understanding between the City of Sheboygan and Sheboygan County for the FY25 Bureau of Justice Assistance Edward Byrne Memorial Justice Assistance Grant
- Consideration of making a recommendation on the appointment of Eric Montellano to the Communications Council
- Consideration of Law Committee Chairperson or designee as a member of the Criminal Justice Advisory Committee
- Sheriff's Report
(The Sheriff's Report is a summary of key activities. No action will be taken by the Law Committee resulting from the report, unless it is a specific item on the agenda.)
- Consideration of approving vouchers

- Consideration of attendance of members at other meetings or functions
- Adjourn

Prepared by:
Jodi LeMahieu
Recording Secretary

Charlette Nennig
Committee Chairperson

Note: persons with disabilities needing assistance to attend or participate are asked to call 459-3895 prior to the meeting so that accommodations may be arranged.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure office vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of office vehicles and shall not be construed to create or imply any contractual obligation by the County of Sheboygan County Sheriff's Office to provide assigned take-home vehicles.

Additional guidelines for member responsibilities when transporting persons in custody may be found in the Transporting Persons in Custody Policy.

703.2 POLICY

The Sheboygan County Sheriff's Office provides vehicles for office-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Office, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

County-owned vehicles shall only be used for official business and, when approved, for commuting to allow members to respond to office-related business outside their regular work hours.

Members shall not operate a County-owned vehicle at any time when consuming drugs and/or alcohol.

Any member operating a vehicle equipped with a two-way communications radio MDC shall ensure the devices are on and set to an audible volume whenever the vehicle is in operation.

703.3.1 SHIFT ASSIGNED VEHICLES

Members who use a fleet vehicle as part of their work assignment shall ensure that the vehicle is properly checked out prior to taking it into service. If for any reason during the shift the vehicle is exchanged, the member shall ensure that the exchanged vehicle is likewise properly noted with the shift supervisor.

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of the shift. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

703.3.2 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

Sheboygan County Sheriff's Office

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Vehicle Use

The interior of any vehicle that has been used to transport any person other than a member of this office should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

All office vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Deputies who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.4 AUTHORIZED PASSENGERS

Members operating County-owned vehicles shall not permit persons other than County members or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as a passenger in their vehicle unless authorized by the Sheriff or his designee.

703.3.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Sheriff, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.6 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

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703.3.7 AUTHORIZED PASSENGERS

Members operating office vehicles shall not permit persons other than County personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

703.3.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any office vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.9 PARKING

Except when responding to an emergency or when urgent office-related business requires otherwise, members driving office vehicles should obey all parking regulations at all times.

Office vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to office vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

703.4 ASSIGNED VEHICLE AGREEMENT

Members who have been assigned a take-home vehicle may use the vehicle to commute to the workplace and for office-related business. The member must be approved for an assigned vehicle by his/her Captain.Division Commander:

- (a) Except as may be provided by a collective bargaining agreement time spent during normal commuting is not compensable.
- (b) County-owned vehicles shall not be used for personal errands or other personal business unless approved by a supervisor for exceptional circumstances. The member may be required to maintain insurance covering any commuting or personal use.
- (c) The vehicle should be parked in off-street parking when parked at the member's residence.
- (d) Vehicles shall be locked when not attended.
- (e) If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed from the interior of the vehicle and properly secured in the residence if the vehicle is not equipped with a lock box (see the Firearms and Qualification Policy regarding safe storage of firearms at home).

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Vehicle Use

Members are cautioned that under federal and local tax rules, personal use of a County-owned vehicle may create an income tax liability to the member. Members should address questions regarding tax consequences to their tax adviser.

The assignment of vehicles is at the discretion of the Sheriff. Assigned vehicles may be changed at any time and/or permission to take home a vehicle may be withdrawn at any time.

703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other office members at the discretion of the Sheriff or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where office vehicles must be used by members to commute to and from a work assignment. Members may take home office vehicles only with prior approval of a supervisor and shall meet the following criteria:

- (a) The circumstances are unplanned and were created by the needs of the Office.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Sheboygan County Sheriff's Office County limits
- (d) Vehicles will be locked when not attended.
- (e) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the County of Sheboygan County Sheriff's Office is a prime consideration for assignment of a take-home vehicle. Members who reside outside the County of Sheboygan County Sheriff's Office may be required to secure the vehicle at a designated location or the Office at the discretion of the Sheriff.

Office members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a County vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

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Vehicle Use

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Sheriff or a Division Commander gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
 - 1. In circumstances when a member has been placed on call by the Sheriff or Division Commanders and there is a high probability that the member will be called back to duty.
 - 2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
 - 3. When the member has received permission from the Sheriff or Division Commanders.
 - 4. When the vehicle is being used by the Sheriff, Division Commanders or members who are in on-call administrative positions.
 - 5. When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
 - 1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
 - 2. All weapons shall be secured while the vehicle is unattended.
 - 3. All office identification, portable radios and equipment should be secured.
- (g) If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles are to be secured at the member's residence or the appropriate office facility, at the discretion of the Office when a member will be away (e.g., on vacation) for periods exceeding one week.
 - 1. If the vehicle remains at the residence of the member, the Office shall have access to the vehicle.
 - 2. If the member is unable to provide access to the vehicle, it shall be parked at the Office.
- (i) The member is responsible for the care and maintenance of the vehicle.

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703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Sheboygan County Sheriff's Office or while off-duty, a deputy shall not initiate enforcement actions except in those circumstances where a potential threat to life or of bodily harm exists (Wis. Stat. § 175.40(6m)(a)) (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Deputies may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Deputies driving take-home vehicles shall be armed, appropriately attired and carry their office-issued identification. Deputies should also ensure that office radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Office. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) The Office shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (d) All weapons shall be removed from any vehicle left for maintenance at outside facility.
- (e) Supervisors should make inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the division for that purpose. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Patrol Lieutenant on the shift assignment roster.

703.6 DAMAGE, ABUSE AND MISUSE

When any office vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Response and Reporting Policy).

Damage to any office vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and

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forwarded to the Patrol Lieutenant. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 MAINTENANCE

Members are responsible for the overall cleanliness (exterior and interior) of their assigned vehicles. Excessively dirty vehicles, such as those splattered with mud, should be addressed by the officer if the vehicle detailer will not be available to wash it before it goes out on shift again.

703.8 VEHICLE DAMAGE, ABUSE AND MISUSE

When a County-owned vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see also the Traffic Crash Response and Reporting Policy).

When a crash involves a County vehicle or when a member of this office is an involved driver in a crash that occurs in this jurisdiction, and the crash results in serious injury or death, the supervisor should request that an outside law enforcement agency be summoned to investigate the crash.

The member involved in the crash shall complete the County's vehicle crash form. If the member is unable to complete the form, the supervisor shall complete the form.

Any damage to a vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in and forwarded to the Patrol Lieutenant. An administrative investigation should be initiated to determine if there is any vehicle abuse or misuse.

703.9 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempted from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating a County-owned vehicle upon the toll road shall adhere to the following:

- (a) All members operating a County-owned vehicle for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way fees incurred in the course of official business.

**FISCAL YEAR 2026 JUSTICE ASSISTANCE GRANT (JAG)
PROGRAM AWARD
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SHEBOYGAN AND
THE COUNTY OF SHEBOYGAN
(Local Solicitation)**

THIS AGREEMENT is made and entered into this ____ day of _____, 2026, by and between the City of Sheboygan, acting by and through its governing body, and the County of Sheboygan, by and through its governing body (hereinafter referred to as CITY and COUNTY, respectively), both of Sheboygan County, State of Wisconsin,

WITNESSETH

WHEREAS, this Agreement is made under the authority of the intergovernmental cooperation statute, Wis. Stat. § 66.0301; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties and that the undertaking will benefit the public; and

WHEREAS, CITY agrees COUNTY will be the fiscal agent for the fiscal year 2026 Justice Assistance Grant (“JAG”) Program funds (local solicitation) award; and

WHEREAS, CITY and COUNTY believe it to be in their best interests to allocate the JAG funds for certain equipment for the City Police Department and the County Sheriff’s Department, respectively.

NOW, THEREFORE, CITY and COUNTY agree as follows:

Section 1. CITY agrees COUNTY will be the fiscal agent for the fiscal year 2026 JAG program funds (local solicitation) and COUNTY shall be responsible for providing results measuring data as required under the Government Performance and Results Act of 1993 (GPRA), and the GPRA Modernization Act of 2010, P.L. 111-352. CITY will cooperate with COUNTY in protecting such data in its possession to allow COUNTY to fulfill these requirements.

Section 2. COUNTY and CITY agree to split the grant funds as follows and share the equipment purchased therewith as mutually agreed between the City Police Department and the County Sheriff’s Department for law enforcement equipment:

Grant Total	\$17,903.00
City Portion	8,951.50
County Portion	8,951.50

Section 3. CITY and COUNTY agree to defend, hold harmless, and indemnify the other against any and all claims, liabilities, damages, judgments, causes of action, costs, loss and expense, including reasonable attorneys’ fees, imposed upon or incurred by the other party arising from or related to the negligent or intentionally tortuous acts or omissions of the indemnifying party’s officers, employees, or agents in performing the

services pursuant to this agreement including any liability arising as a result of a failure to comply with the legal requirements the parties agreed to adhere to upon acceptance of an award, all as summarized at www.ojp.usdoj.gov/funding/otherrequirements.htm. Each party shall promptly notify the other of any claim arising under this provision and each party shall fully cooperate with the other in the investigation, resolution, and defense of such claim.

Section 4. Each party to this Agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 5. By entering into this Agreement, the parties do not intend to create any obligations, express or implied, other than those set out herein and, further, this Agreement shall not create any rights in any party not a signatory hereto.

APPROVED by the parties through signature of the following officials:

CITY OF SHEBOYGAN:

Ryan J. Sorenson, Mayor

Date

Kurt Zempel, Chief of Police

Date

COUNTY OF SHEBOYGAN:

Keith Abler, County Board Chair

Date

Steve Steinhardt, Emergency Management
Director

Date

C:456\452200

1 **SHEBOYGAN COUNTY RESOLUTION NO. _____ (2026/27)**

2
3 **Re: Authorizing Application for Fiscal Year 2026 Justice Assistance**
4 **Grant Program Award (Local Solicitation) and Entering into**
5 **Memorandum of Understanding with City of Sheboygan**

6
7
8 **WHEREAS**, Sheboygan County and the City of Sheboygan have the opportunity to
9 obtain a federal local solicitation grant in the total amount of \$17,903.00 funded through the
10 Edward Byrne Memorial Justice Assistance Grant Program, which is the primary provider of
11 federal criminal justice funding to state and local jurisdictions; and

12
13 **WHEREAS**, in order to obtain the grant in the amount of \$17,903.00, it is necessary for
14 the County to submit an application through the Justice Assistance Grant Award Program to be
15 used to purchase law enforcement equipment permitted under the grant funding announcement
16 and for the County to enter into a Memorandum of Understanding with the City of Sheboygan
17 for the sharing of grant proceeds and the equipment purchase therewith under terms similar to
18 previous memoranda of understanding with the City of Sheboygan for previous similar grant
19 award sharing; and

20
21 **WHEREAS**, the funding received would be 100% from federal sources with no state or
22 local match requirement; and

23
24 **WHEREAS**, this Resolution was the subject of a public notice when it was introduced at
25 the May 12th, 2026, Law Committee meeting in which the Committee voted to sponsor the
26 Resolution.

27
28 **NOW, THEREFORE, BE IT RESOLVED** that the Sheboygan County Board of
29 Supervisors authorizes and ratifies such actions already taken consistent with this resolution,
30 the County Board Chairperson and/or the Emergency Management Director as appropriate to
31 sign all documents necessary for the local solicitation grant application and the administration
32 thereof, provided that no such document shall obligate Sheboygan County for the expenditure of
33 County funds not reimbursed by the grant proceeds.

34
35 **BE IT FURTHER RESOLVED** that the County Board Chairperson and/or the Emergency
36 Management Director as appropriate is/are authorized on behalf of the County Board to execute
37 the 2026 Justice Assistance Grant Program Award Memorandum of Understanding between the
38 City of Sheboygan and the County of Sheboygan for the funds and the equipment purchased
39 therewith to be shared with the City of Sheboygan under terms similar to previous memoranda
40 of understanding with the City of Sheboygan for previous similar grant award sharing.

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BE IT FURTHER RESOLVED that the Emergency Management Director is designated as the official representative of Sheboygan County to act in connection with the application and to provide such additional information as may be required.

Respectfully submitted this 19th day of May, 2026.

LAW COMMITTEE

Charlette Nennig, Chairperson

Gerald Jorgensen, Vice-Chairperson

Suzanne Speltz, Secretary

Carl Nonhof

David Otte

Opposed to Introduction:

Eric Montellano

519 S. Pier Drive, Sheboygan, WI 53081 WK: (920) 459-3327 Cell: (920) 207-5211 Email: EM684@sheboyganwi.gov

OBJECTIVE: Appointment to the Sheboygan County Communication Council

EXPERIENCE:

- 5/91 – 2019** **City of Lake Forest & City of Zion**
- 6/19 – Present** **Fire Chief with City of Sheboygan**
- Oversee the overall administration of the fire department, including the discipline, effectiveness, safety, and efficiency of department personnel.
 - Acts as the Emergency Manager for the City and is responsible for the Emergency Management and Response Plan.
 - Delegates duties to supervisory personnel and directs supervisory personnel in maintaining an effective department.
 - Oversees, through subordinate personnel, training and development of all personnel, including methods of firefighting, emergency medical services and use of equipment.
 - Directs the preparation of the department budget, requisitioning of materials and equipment and the maintenance of fiscal controls on all department revenues and expenditures.
 - Evaluates the performance, effectiveness and/or productivity of all personnel and departmental functions.
 - Organizes and directs fire prevention, inspection, and various emergent or non-emergent incidents emergencies.
 - Interacts with the Mayor, Council Members, and various government committees.
 - Conducts conferences with staff, civic officials, and industrial representatives, participates in civic programs, and safety activities.
 - Recommends to the Police and Fire Commission the appointment, promotion, and termination of employees that fall under the specified Table of Organization of the Fire Department.
 - Conducts labor/management meetings with union representatives regarding department matters.

EDUCATION:

SOUTHERN ILLINOIS UNIVERSITY Carbondale, Illinois
Bachelor of Science degree in Fire Science Management

OKLAHOMA STATE UNIVERSITY Stillwater, Oklahoma
Master's in Fire and Emergency Management

CERTIFICATIONS: EMT-B; Fire Officer I, II & III; Fire Prevention Officer I; Incident Safety Officer; Hazardous Materials Operations Level Specialist; Trench Rescue I Specialist; Fire Apparatus Engineer (FAE); Fire/Arson Investigator, National Incident Management System (NIMS).

AFFILIATIONS:

2021 – Current Wisconsin Task Force-1 Advisory Committee
2019 - Current Wisconsin State Fire Chiefs Association
2019 - Current Sheboygan County Fire Chiefs Association
2007 - 2019 Illinois Fire Chiefs Association
1991 - 2014 Member of the Lake Forest Volunteers Fire Association
1993 - 1998 President of the Lake Forest Volunteers Fire Association
1999 - 2001 Advisory Board member - Foreign Fire Service Tax
1992 - 2019 Member of the Illinois Professional Firefighters
1997 - 2001 Association Member of Northern Lights Safety Team