



***HANCOCK COUNTY
SHERIFF'S OFFICE***

***2022
ANNUAL REPORT***

A COMMUNITY ORIENTED POLICING AGENCY



Photos Courtesy of Heather Powell

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The Mission of the Hancock County Sheriff's Office

We are committed to the people of our community and our profession. We are driven to provide service with understanding, respond with compassion and perform all duties with integrity.

Values

Teamwork: Strengthen links with all community members through open communications and a commitment to service. Address crime trends utilizing crime prevention theories in order to reduce crime.

Integrity: Adhering to strict, unequivocal standards of conduct in keeping with our ethical obligations.

Service: Providing a professional approach to the needs of the community.



A Message From
Michael E. Heldman
Hancock County Sheriff



Dear Citizens of Hancock County:

I am pleased to present you with our 2022 Annual Report.

The past year has been challenging, particularly in the personnel area. As with most other employers, we are struggling with employee hiring and retention. There was enough of a shortage that we had to close a wing of the jail due to staffing levels.

The Sheriff's Office implemented several changes throughout the year to aid in hiring and retaining employees. As of the end of 2022, we have been able to increase staffing levels to a point where we will be able to open the wing of the jail early in 2023.

That being said, 2022 was a relatively normal year in general. We continue to work at keeping our technical and equipment needs up to date and in line with other agencies.

We hope you have a safe and healthy 2023.

Sincerely,

A handwritten signature in black ink that reads "Michael E. Heldman".

Michael E. Heldman, Sheriff



2022 Retirements



Kathy Abbott

9/26/1993 - 2/20/2001

Clerk

2/21/2001 - 6/30/2022

Human Resource Specialist

K-9 Charlie

2015 - 2022

*Handler - Deputy Matt
Brunswick*



Thank you for your dedication to the Office!



2022 Employee Awards



Peer Nominated Awards

Deputy Sheriff of the Year

Alex Gresham

Corrections Officer of the Year

BreeAnn Wentling

110% Award

Nathanael Downer

Kathy Wefler

Above & Beyond Award

T. J. Brooks

Shane Heckman

Kamryn Knueven

Melissa Orr

These employees have been nominated and recognized
by their peers for their outstanding contributions
to the Sheriff's Office.



2022 Employee Awards



Buckeye State Sheriffs' Association Awards

BSSA Lifesaving Award:

Nate Staley
Kyle Russell
BreeAnn Wentling

BSSA Certificate of Merit:

Aaron Smith
Justin Ritter
Meghan Flowers
Spencer Cooper
Brad Sealey

BSSA Certificate of Appreciation:

Samuel Miller

BSSA Individual Commendation:

Bethany Nessler
Madeline Gunder
Kamryn Knueven
Taylor Newman
Kathy Wefler
BreeAnn Wentling
Stephen Schnurbusch
Kyle Russell
Ryan Lieb
Lori Rizor
Megan Warnimont

The BSSA awards are awarded based on the following criteria:

- Lifesaving Award: Awarded to all officers directly responsible for the saving of a human life.
- Commendation Award: For individual(s) who have performed efficient and valuable service to the office, either carrying out a specific task or in the performance of general duties.
- Certificate of Merit: Outstanding performance of duty under unusual or difficult conditions. The action need not involve exposure to physical danger but must involve the protection of life or property and involve unusual thoroughness, conscientiousness, determination and initiative.
- Certificate of Appreciation: Any deserving individual for a deed which is worthy of recognition but which does not fall within other award guidelines.



2022 Employee Awards



Years of Service:

5 Years

Jonathon Jenkins
Melissa Orr
Brad Sealey
Megan Warnimont

10 Years

Matthew Crouch
John Rank
David Simons
Jesse Sterrett

15 Years

Jake Powell

25 Years

Thomas Miller
Josh Peters
Kreg Sheets
Becky Smith
Marty Wolfe

Did you know? Each employee receives a star for every 5 years they are employed at the office. These stars are worn on the uniform shirt just above the right breast pocket.



Safe Driving Awards:

5 Years

Brandon Kendrick
Robin May
John Rank

10 Years

Matthew Brunswick
Matthew Crouch
Corey Hartman
Shane Heckman
Kris Otto
Jake Powell

15 Years

Michael Devore
Tamara Hart
Thomas Miller
Mark Price

20 Years

Josh Peters
Gary Fink
Todd Bucher

25 Years

Barry Boutwell
Fred Smith



2022 Employee Awards



No Sick Leave Used

Kendra Brannan
T. J. Brooks
Bayden Brubaker
Scott Dammeyer
Haillie Downard
Jenna Gallelo
Samuel Miller
Tom Miller
Timothy Peace
Josh Peters
Clay Renz
Justin Ritter
Stephen Schnurbusch
Aaron Smith
Fred Smith
Tristan Steele
Kathy Wefler

*Congratulations to all award winners.
Your dedication to the Sheriff's Office
is very much appreciated.*

Without our employees, we could not "get the job done".

Financial Data

Funds Received from Various Sources

<u>Funds Received</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Paper Service Fees	\$ 66,902	\$ 79,456	\$ 83,476	\$ 59,512
Prisoner Housing	\$ 575,209	\$ 382,826	\$ 303,565	\$ 175,497
Other Misc. Receipts	\$ 171,920	\$ 167,502	\$ 156,437	\$ 196,769
Funds Deposited into General Fund	\$ 814,031	\$ 629,784	\$ 543,478	\$ 431,778
Contracted Security Services	\$ 222,792	\$ 244,279	\$ 348,212	\$ 371,830
Drug Fines	\$ 6,989	\$ 3,291	\$ 4,415	\$ 5,027
DUI Traffic Fines	\$ 950	\$ 2,132	\$ 1,376	\$ 1,722
Commissary Receipts - Jail	\$ 132,082	\$ 123,435	\$ 155,456	\$ 122,913
Concealed Carry Weapons Permits	\$ 43,815	\$ 85,397	\$ 90,618	\$ 30,037
Arson & SORN Registrations	\$ 225	\$ 250	\$ 300	\$ 850
METRICH Funds	\$ 9,395	\$ 31,254	\$ 9,196	\$ 17,637
Capital Projects	\$ -	\$ -	\$ -	\$ 24,906
Grant Receipts	\$ 79,486	\$ 83,409	\$ 182,729	\$ 111,975
Funds Deposited into Special Funds	\$ 495,734	\$ 573,447	\$ 792,302	\$ 686,897
Total Funds Collected	\$ 1,309,765	\$ 1,203,231	\$ 1,335,780	\$ 1,118,675

Financial Recap

Funds for the Sheriff's Office are allocated through the Hancock County Commissioners. Each year a request is submitted for funding. The Commissioners gather these requests from all county offices. Requests are then compiled and totals compared to estimated revenues. If requests exceed estimated revenues, the offices are asked to reduce their requests. Any changes needed during the year must be approved by the Commissioners through resolution.

The majority of funding for the Sheriff comes through the General Fund. There are a few special funds set up based on Ohio Revised Code (ex: CCW, Commissary, METRICH funds, grant funds, etc.) that receive and spend funds based on specific laws.

Analysis reports are done monthly and the budget is constantly being monitored to assure that the budget is being adhered to. The budgeting process for the upcoming year starts early each year and is fine tuned based on current activity, until Budget Hearings are held in early November.

All financial records are public and can be viewed at any time. Please feel free to call the Office with any questions regarding the stewardship of your tax dollars.

Financial Data

Expenditures	2019	2020	2021	2022
General Office				
Salaries & Benefits	\$ 407,427	\$ 349,450	\$ 341,770	\$ 354,325
Operating Expense	\$ 85,365	\$ 94,873	\$ 99,240	\$ 131,696
Equipment	\$ 53,263	\$ 3,021	\$ 5,348	\$ 20,957
Other Expense	<u>\$ 36,646</u>	<u>\$ 65,346</u>	<u>\$ 68,846</u>	<u>\$ 59,208</u>
Total General Office	\$ 582,701	\$ 512,690	\$ 515,204	\$ 566,186
Corrections				
Salaries & Benefits	\$ 2,930,487	\$ 3,061,066	\$ 3,208,130	\$ 2,945,230
Operating Expense	\$ 144,079	\$ 138,735	\$ 86,785	\$ 86,581
Inmate Supplies	\$ 15,832	\$ 16,169	\$ 15,171	\$ 15,420
Inmate Medical	\$ 367,170	\$ 466,354	\$ 451,926	\$ 540,405
Inmate Meals	\$ 194,449	\$ 185,190	\$ 189,113	\$ 187,553
Equipment	\$ 23,643	\$ 41,403	\$ 6,177	\$ 7,330
Outside Housing	<u>\$ 542,753</u>	<u>\$ 203,233</u>	<u>\$ -</u>	<u>\$ 249,544</u>
Total Corrections	\$ 4,218,413	\$ 4,112,150	\$ 3,957,302	\$ 4,032,063
Transport Warrant				
Salaries & Benefits	\$ 631,678	\$ 604,785	\$ 616,974	\$ 694,987
Operating Expenses	<u>\$ 273</u>	<u>\$ 208</u>	<u>\$ 811</u>	<u>\$ 271</u>
Total Transport Warrant	\$ 631,951	\$ 604,993	\$ 617,785	\$ 695,258
Enforcement				
Salaries & Benefits	\$ 2,559,957	\$ 2,599,091	\$ 2,693,336	\$ 2,666,089
Operating Expense	\$ 245,776	\$ 140,266	\$ 212,242	\$ 234,878
Automotive	\$ 121,336	\$ 116,249	\$ 130,763	\$ 202,287
Equipment	<u>\$ 74,323</u>	<u>\$ 391,553</u>	<u>\$ 297,355</u>	<u>\$ 314,938</u>
Total Enforcement	\$ 3,001,392	\$ 3,247,159	\$ 3,333,696	\$ 3,418,192
Communications				
Salaries & Benefits	\$ 801,640	\$ 777,642	\$ 879,437	\$ 912,497
Operating Expense	\$ 19,989	\$ 13,320	\$ 13,027	\$ 13,155
Equipment	<u>\$ 1,668</u>	<u>\$ 10,354</u>	<u>\$ 12,618</u>	<u>\$ 627</u>
Total Communications	\$ 823,297	\$ 801,316	\$ 905,082	\$ 926,279
Total Sheriff General Fund	<u>\$ 9,257,754</u>	<u>\$ 9,278,308</u>	<u>\$ 9,329,069</u>	<u>\$ 9,637,978</u>

Corrections

The Hancock County Justice Center is a 98 bed Adult,
Male and Female, Full Service Jail.

A Full Service Jail is primarily used to detain adults for more than 120 hours, or 5 days.

# of Prisoners Booked	1,243
# of Prisoners Released	1,245
Highest Population	101
Lowest Population	55
Average Daily Population	77
# of days Exceeded (98) Population	3

Gender

Male	957
Female	286
Total	1,243

Felons

Male	471
Female	151
Total	622

Misdemeanors

Male	447
Female	109
Total	556

Age Groups

Under 20	34
21 - 24	118
25 - 29	190
30 - 39	472
40 - Over	429

Race

White	878
Black	208
Hispanic	141
Asian	14
Native American	1
Other	1

Marital Status

Married	235
Single	889
Divorced	108
Widowed	11

Offenses

Violent	71
Property	91
Drug	337
Alcohol	178
Fines & Costs	0
Public Order Offenses	20
Traffic	170
Parole	62
Child Support	39
Miscellaneous	473

Total Number of Recidivisms

1st Time	342
2 or 3 Times	249
4 or 5 Times	116
6 or 7 Times	99
8 or 9 Times	71
10 or More Times	366

Meal Service

# of Prisoner Meals Served	63,598
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Corrections

The jail offers many programs for inmates. Some of those include Alcoholics Anonymous (AA), Narcotics Anonymous (NA), GED classes, and Domestic Violence Offender classes. There are Mental Health Counselors available 80 hours per week. During the pandemic, the Counselors have been available off-site. Normally, they are on-site. They offer one-on-one counseling as well as group sessions for both low-risk and medium/high risk offenders, teaching and working with the inmates to improve their quality of life and make better choices after being released.

There are also religious services offered twice per month and Bible studies conducted weekly. There is a library available with paperback books available for loan. Each inmate is allowed 1/2 hour per week to spend in the library. The library books are donated by individuals and other organizations. Every inmate is allowed 5 hours of recreational time each week as well. The COVID 19 pandemic limited some of the services, but these are gradually being restored.

Medical services are also available when needed. Nurses are on staff 125 hours per week, with doctor visits available to inmates who need further medical attention.

Mental Health

FRC Support - Male	55
FRC Support - Female	45
# of Mental Health Visits	640
Support Group CH - Male	0
Support Group CH - Female	0
# Offsite Mental Health Counseling	0

General

Alcoholics Anonymous	0
GED	0
OT Program (Male)	123
OT Program (Female)	136
Dad's Coaching Clinic	0
Domestic Violence Class (Male)	26
Domestic Violence Class (Female)	34
Male NA	0
Female NA	0

Library

Number of Visits	1,545
Number of Books Issued	1,784
Number of Bibles Issued	474

Religious

Bible Study (Males)	276
Bible Study (Females)	215
Protestant Church Services	0
Female Catholic Visits	0

Medical

Intake Screening by CCS	1,044
Medical Requests	245
Phone Calls to Doctor	0
Office Transports (TW) (BVH per deputy)	47
Prison / Jail Transports	166
# Seen by Facility Doctor (sick call)	332
# Seen by Facility Nurse	271
Responded to Accidents	0
Number of TB Tests (ppd's)	297
TB Tested Positive (ppd's)	0
Daily Count Diabetics (diabetics only)	724
Number of Lab Tests (Lab Draws)	4
Mental Health Requests	353
Prescreener Called	2
# of Inmates on Prescriptions	187
# of Inmates on Psychotropic Prescriptions	247
# of Psych Prescriptions	247
# Inmates on Special Diets (diabetics only)	724
# Off-Site Medical Care (ER, Doctor, etc.)	35
# Off-Site Medical Care—Long term	0

Inmate Worker Program

# of Male Prisoners	184
# of Female Prisoners	146
# of Outside Work Details	3
# of Car Washes/Waxes Completed	4



Transport / Warrant

One of the main duties of the Transport division is transport of prisoners to various court hearings, other institutions, medical appointments, etc. This includes both adults and juveniles, from all courts, including probate court. They are also tasked with returning prisoners from other jurisdictions, including out of state.

Transports

Adult Escorts	575
Institution Transports	137
Total Adult Transports	172
Adult Transport Time	660
Mileage	17,039

Juvenile Transport Trips	86
# of Juveniles Transported	89
Juvenile Transport Time	295
Mileage	5,803

Probate Transports	3
Probate Transport Time	7

Extraditions

# of Extraditions	13
Extradition Transport Time	108
Mileage	4,447

Other duties of Transport / Warrant include registration for various crimes, as well as civilian and court-ordered juvenile fingerprinting. Concealed Carry permits also take a large portion of the group's time:

Sex Offender Registration

SORN Hours 246

Adult Registrations:

Tier I	112
Tier II	232
Tier III	176

Juvenile Registrations:

Tier I	3
Tier II	25
Tier III	13

Total SORN Registrations 561

Arson Registry 11

Violent Offender Registry 5

Civilian Fingerprints

Webcheck	282
Manual	120

Total Civilian Fingerprints 402

Juvenile Fingerprints 20

Concealed Carry Permits

CCW Hours	485
CCW Permits Issued	323

The Sheriff's Office is bound by the Ohio Revised Code to have charge of the courts, which includes providing security to all court buildings. This entails many hours spent in various buildings:

Courthouse Security (Hours)

Common Pleas Court	65
West Entrance	2,500
BMV/CSEA	229
Juvenile Court	2,125
Findlay Municipal Court	16
In House Court	30
Total Security Hours	4,965

West Entrance Traffic 64,575



Enforcement

The Hancock County Road Patrol is responsible for patrolling the roads for traffic control, handling accidents, and responding to any calls for service received by the dispatch center. They are the main point of contact for the Sheriff's Office with the public.

Deputies wrote up 5,624 incident reports. Incidents can include any type of activity , including mailbox damage, trespassing, burglary, domestic disturbances, alarm calls, animal complaints and disabled vehicles, just to name a few.



Traffic Citations

The Sheriff's Office issued 1,687 citations in 2022.



Sheriff's Deputies drove a total of 658,180 miles while on patrol, using 45,840 gallons of gasoline. Total fuel costs were \$ 157,430, averaging \$ 3.43 per gallon, up from \$ 2.52 per gallon in 2021.

Communications is a vital part of the Road Patrol. The Sheriff's Office received over 43,491 phone calls in 2022 . Calls involve complaints, accidents, weather questions, and many other general inquiries.

Dispatchers must filter these calls to determine if action is needed, then convey the information to the proper personnel within the office to be followed up on.

Dispatchers are also a lifeline to deputies. They always know where a deputy is and will check in on them periodically if they have not been heard from within a certain time frame.

Enforcement

Accidents

The Sheriff's Office handled 687 Accident reports in 2022. There were 3 fatal accidents, 18 with serious injuries, 79 with minor injuries, 48 with possible injuries and 538 were property only. Only 18 crashes involved were alcohol related, with 7 property damage only, 11 injuries and no fatalities. This would indicate that most accidents are caused by inattention, distraction, and speed.

The Ohio State Highway Patrol handled 587 traffic crashes, with 3 fatalities, and the Findlay Police Department handled 834 traffic crashes with no fatalities. Total traffic crashes for Hancock County for 2022 were 2,107, with 6 fatalities.

Interesting Facts:

- ◇ Of drivers involved in crashes, 58.9% were male, 37.0% were female and 4.1% were unknown.
- ◇ Alcohol impaired drivers were involved in 2.6% of all crashes.
- ◇ 83.3% of all alcohol impaired drivers involved in crashes were male.
- ◇ 34.3% of all crashes occurred during the daylight.
- ◇ Motor vehicle crashes killed 0 children and injured 16 children through age 14.

OVI

1. Nate Downer	20
2. Alex Gresham	9
3. Matt Brunswick	4

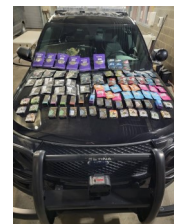


Top Cop Program

*Thank you for
your dedication
to your job and
to the community!*

Drug

1. Nate Downer	42
2. Matt Brunswick	20
3. Alex Gresham	9



Enforcement

Detective Unit

The Detective unit consists of a sergeant and four detectives, one of which is assigned to the METRICH Task Force. The unit is responsible for all cases which require more in depth investigation than is provided by the road patrol.

The detective unit was assigned 197 cases in 2022, down from a record high of 235 cases in 2021. The unit cleared 156 cases in 2022, down from 217 in 2020, resulting in 45 arrests (down from 59).

Another duty of the unit is to conduct employment background checks for potential new hires. There were 53 background checks done, up from 32 in 2021. This is a large increase over previous years, as the office had a higher than average turnover rate throughout the office in 2022.

METRICH Drug Task Force

The HCSO Detective Unit is part of the ten-county drug task force, METRICH. METRICH is one of the few de-centralized task forces in the State of Ohio promoting a Community Policing philosophy approach to task force operations. METRICH is also the largest drug task force in Ohio. The Sheriff's Office and the Findlay Police Department joined METRICH in October of 1999. METRICH is funded through the Office of Criminal Justice Services.

The METRICH unit opened 262 new cases in 2022, up 32% from 2021. Those cases included 155 narcotic cases, 64 field interviews and 19 overdose death investigations. Those cases resulted in 199 felony charges and 2 misdemeanor charges. Three of the overdose death cases resulted in a strong enough case to warrant a request for charges. The METRICH Unit seized \$10,633 in cash, sizable amounts of illegal narcotics and six firearms, one of those being stolen.

Methamphetamine and fentanyl mixtures were the predominate drugs worked with this year. Crack cocaine was also seen more this year than in years past. Meth seizures continued to increase locally and nationally. It's cheap, easy to get ahold of and highly addictive.

The following drugs were seized during investigations in 2022:

- 64.6 grams of Crack Cocaine
- 43.2 grams of Cocaine
- 94.8 grams of Fentanyl mix
- 1743.7 grams of Methamphetamine
- 43 opiate pills
- 3 pounds of marijuana

The METRICH Unit works closely with other local, state and federal agencies. The unit has assisted the following agencies in 2022 with covert investigations: U.S. Marshals Service, Seneca METRICH Enforcement Unit, Ohio Investigative Unit, West Central Ohio Task Force and the FBI-Toledo office.

Hancock County Sheriff's Office

K-9 Units

2022—K-9 Sonny and Sergeant Miller

- 24 Narcotics vehicle searches
- 7 Jail Searches/Narcotics searches
- 29 Demonstrations
- 2 School Searches
- 3 Article Searches
- 7 Area Searches
- 6 Aggression uses
- 5 Tracks
- 17 Courthouse checks
- 1 Barricaded Suspect



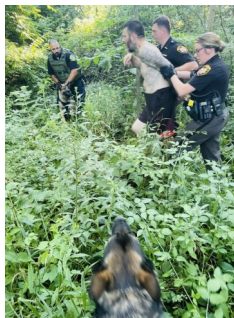
Agencies requesting assistance:
Findlay Police Department, State Highway Patrol, Carey Police Department, Wyandot County Sheriff's Office, Bluffton Police Department, Metrich Drug Task Force.

HIGHLIGHTS

The top highlight of K9 Sonny for 2022 was out of an active pursuit in Wyandot County. Sgt. Miller overheard radio traffic and responded to the scene. Sgt. Miller located the vehicle travelling at a high rate of speed through numerous fields, some with standing corn covering numerous acres. This vehicle had large amounts of damage and started smoking throughout the pursuit. The vehicle drove into the standing cornfield and stopped. THE VEHICLE CAUGHT FIRE, ALONG WITH THE CORNFIELD. Sgt. Miller and Sonny entered right near the vehicle, chasing after the suspect. During the foot chase, Sgt. Miller observed large quantities of blood, which was later determined to be K9 Sonny's due to the corn cutting up his face. Sonny continued chasing the suspect and just prior to reaching the suspect, knowing Sonny and Sgt. Miller were close, the suspect ran out to officers to avoid being bitten.

2022—K-9 Charlie and Deputy Brunswick

- 29 Narcotic Vehicle searches
- 7 Justice Center Searches
- 14 Public Demonstrations
- 2 Area Search
- 5 Warrant Attempts
- 4 Tracks
- 3 Building Searches
- 4 School Searches
- 1 SRT Usages



Agencies assisted:

Findlay Police Dept.
Fostoria Police Dept.
Perrysburg Police Dept.
Bluffton Police Dept.
Findlay Post OSP
Bowling Green Post OSP
Seneca County Sheriff's Office
Allen County Sheriff's Office
METRICH Drug Task Force.

Highlights

On July 18th, 2022, at 1818 hours, the Sheriff's Office received a report of a burglary in the 10000 block of SR 37. The homeowner reported finding a subject in their vehicle which was parked in their attached garage. The subject fled the area on foot and into a woods. Hancock County Sheriff's Office deputies responded to the scene and set up a perimeter. Hancock County Sheriff's Office Canine Charlie and Findlay Police Department's Canine Deke who were heading to routine training responded. The canines began searching the woods and quickly located the suspect. The suspect was identified and taken into custody for Burglary, a felony of the second degree.

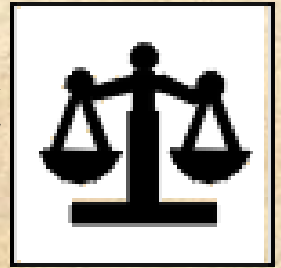
Canine Charlie retired after over 7.5 years of service.

March 2015 to November 2022 - Thank you for your dedicated service to the SO.

Civil Process

Civil Process is the processing of all paperwork related to civil and criminal court papers, including Sheriff's Sales, as received from the court system.

The Civil Clerk receives the papers, enters data into our system, and prepares papers to be served. The Road Patrol is then responsible for the service of the papers. Once served, service is recorded, papers are prepared and returned back to the respective courts.



In 2022, the office received 2,271 civil papers to process. The Road Patrol made 3,619 trips to serve those papers: attempts were made 1,849 trips without success and 1,770 trips resulted in successful service. 354 papers were returned to the courts.



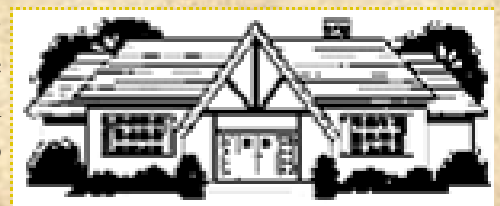
Of the papers received 368 were CPO's (Civil Protection Orders). 296 were successfully served through the Sheriff's Office.

Reasons for an unsuccessful service of papers could be from a bad address, person moved, court recalled the paper, or person was avoiding service.

The office received 27 Orders of Sale of real property in 2022. There were 18 appraisals performed and 14 made it through to sale without being withdrawn. Foreclosures have been reduced by a large amount in 2020, 2021 and 2022 resulting from mandates to prevent foreclosures during the pandemic.

When Sheriff's Sales are received, information is recorded, appraisals are scheduled, the sale dates are set and sales are performed. Once sold, entries are made to the court by the attorneys to finalize the sale, then the Sheriff's Office is responsible for getting the deeds recorded, distributing checks for the costs of the sale at the same time. Paperwork is returned to the court after each of these steps.

Due to changes in the Ohio Revised Code, some sales are now handled through Private Selling Officers (PSO). The Sheriff's Office receives the Sheriff Sale court order, processes the paperwork and conducts an appraisal for these sales, then returns the paperwork to the courts. We received 18 Sales of this type in 2022.



Support Staff & Civil Process

The Support Staff is comprised of 9 employees. The Corrections Clerks are responsible for all paperwork produced in the jail. They process all commissary payments and accounts, maintain and store all inmate records, maintain policy and procedure manuals and assist the Corrections staff.

On the Enforcement level, the Support Staff is responsible for answering non-emergency phones, maintaining all records related to enforcement, processing all records requests, entering expungements, records retention, processing all civil papers and Sheriff's Sales processing, and assisting Transport Warrant with Concealed Carry licensing and Sex Offender registrations.

The Administrative staff is responsible for payroll, human resource functions including interviewing, maintaining fixed asset records, receipt of monies, invoicing of services, accounts payable, budgeting, and financial analysis.

The Support Staff also organizes the Annual Banquet, prepares the Annual Report, collects statistics, manages the Web page and Facebook page, and all other office functions.

Also of note:

*The Records Clerk processed 518 reports, fulfilled 578 public records requests, and performed 771 local background checks for the public.
The office also received 212 orders for expungement of records.*



Special Units—Volunteer Organizations

Y.I.E.L.D.:

Y.I.E.L.D. stands for “Young Individuals Educating Local Drivers”. This program started in 1999. Comprised of high school students from around the county, the program helps remind young drivers in our community of the dangers of drinking and driving, as well as texting and driving. The group’s goal is to provide informational programs to encourage youth to make good decisions and help prevent that simple mistake that could lead to a deadly mistake. Y.I.E.L.D. presents at all Hancock County high schools during prom season. Students watch a video, hear a short presentation and then have the opportunity to participate in demonstrations. Y.I.E.L.D. also participates in many community events, including *Safe Ride Home*, *Click It or Ticket* campaigns, Hancock County Fair, *National Night Out*, and *X the Text* (Health World, Allstate Insurance).



Explorer Post:

The Law Enforcement Explorer Post has been active for close to 30 years at the Sheriff’s Office. The post meets twice a month. The Explorers assist with many events including the Balloon Fest, both craft shows held at the fairgrounds and the Hancock County Fair. Training is held at each meeting and members can ride along with deputies if they choose. This program allows teens to explore the profession and decide if this is a career path they would like to choose.



Special Deputy Organization

The Special Deputy Organization is comprised of citizens who are trained to assist law enforcement agencies. This organization is responsible for security at the county schools’ football and basketball games and the Hancock County Fair.

These individuals log several thousand volunteer hours, including the hours at the Hancock County Fair. They also provide services for a variety of other special events around the county each year, including the Spring and Fall Craft Shows held at the fairgrounds. Other details included the Flag City Multi-sport Event, various parades and traffic details, school dances and other functions as requested.



Posse

The Posse is a unit of the Special Deputy Organization and is utilized in parades and at the fair. The unit is also available for special duties which might arise where crowd control is an issue. The group also provided security presence in the Findlay Village Mall parking lot during the holiday shopping season.

Each certified posse member has had to undergo rigorous training with their horse and pass tests to determine that they and their mount are qualified to handle themselves in stressful situations. These volunteers provide their own gear and mount, and participate in all training on their own time and money.



Underwater Search & Recovery Team

This unit is specially trained in underwater search and recovery, and has been utilized many times to search the reservoir, the Blanchard River, and area ponds and streams when the need arises. Members on the team include divers, boat crew, boat captain and the land crew. The unit undergoes regular training sessions throughout the year to strengthen their skills and teamwork.





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