

# **DANE COUNTY SHERIFF'S OFFICE**

## **Civil Executions: Movers checklist**

### **As of June, 2022**

To be on the Dane County Sheriff's Office (DCSO) list of approved movers for forced evictions, a mover shall meet the following requirements:

- 1) Business located in Dane County
  - preferred but not required
- 2) Business must store property in Dane County.
  - can have own warehouse or contract for warehouse space
- 3) Business shall have a valid Wisconsin Public Warehouse License if they own their own warehouse space. If contracting for space, the

contracted warehouse shall have a valid Wisconsin Public Warehouse License. A renewed license must be submitted to the DCSO prior to the expiration of the current license

4) Business shall be in good standing with the State of Wisconsin. We will check CCAP, the Wisconsin Department of Financial Institutions, the Better Business Bureau and the Wisconsin Department of Workforce Development to confirm business information.

5) Business must have proof of insurance and shall provide DCSO with copies of their current insurance policies. DCSO shall be listed as a certificate holder. It is the responsibility of the business to make sure that DCSO has updated policy information. The renewed policies shall be submitted to the DCSO prior to the expiration of the current policy.

6) Business shall have worker's compensation insurance.

7) Business shall provide a valid/working phone number for their business and shall identify a contact person.

8) Prior to being placed on the list of approved movers for evictions, the warehouse space (owned or contracted) shall be inspected as to the following:

a) Good condition/clean;

b) Secure - cameras/gates/security system;

c) Climate controlled;

d) Ability to separate property in warehouse.

An approved moving company shall be advised of the following by the DCSO:

- 1) The DCSO does not give legal advice.
- 2) The DCSO does not recommend any mover to a plaintiff. If requested, all approved movers' contact information is provided in alphabetical order.
- 3) Business shall be served a document that contains the following:
  - a. Routine procedures for evictions;
  - b. Procedures when firearms and/or ammunition is found during eviction;
  - c. Procedures on how to handle illegal substances/paraphernalia when found during an eviction;
  - d. Procedures for what to do if an emergency situation arises during an eviction;
  - e. Procedure for handling medication and medical equipment.
- 4) The DCSO will keep a file on each mover which contains the documentation submitted

by the business to be on the list of approved movers.

\*\*Failure to follow any of these requirements may be cause to be removed from the list of approved movers for the DCSO\*\*