



SHERIFF KALVIN D. BARRETT
DANE COUNTY SHERIFF'S OFFICE

CHRISTOPHER J. NYGAARD, Chief Deputy
(608) 284-2418



MATTHEW L. KARLS
Captain, Administrative Services
(608) 284-6175

DAVID R. DOHNAL
Captain, Support Services
(608) 284-6186

JANICE L. TETZLAFF
Captain, Security Services
(608) 284-6165

KERRY W. PORTER
Captain, Field Services
(608) 284-6870

June 5, 2025

To: Personnel and Finance Committee

From: Sheriff Calvin Barrett

Re: Exemption to County Ordinance 20.08, Approval for Travel Reimbursement Not Claimed Within 60 Days

Dane County Ordinance 20.08 provides the reporting requirement for employee expense reimbursement. Expenses must be claimed within 60 days of travel or reimbursement will be forfeited.

The Sheriff's Office requests an exemption to Dane County Ordinance 20.08 for approval to reimburse four Sheriff's Deputies for travel expenses (mileage for out of county travel for in-service training) that were not claimed within 60 days of travel due to required accompanying training requests not being initially submitted with the employee reimbursement forms. Once the training requests were completed, internally approved within the Sheriff's Office, and submitted to the Dane County Controller's Office for payment, it was outside the 60-day requirement for approval and the requests for reimbursement were denied.

Name:	Amount:
Deputy Nathan Alwin	\$14.07
Deputy Brett Kammerer	\$14.07
Deputy Cheri Ropp	\$14.07
Deputy Brian Tuescher	\$14.07

Normally, the Sheriff's Office in-service training is conducted within Dane County. Since the Dane County Law Enforcement Training Center (DCLETC) does not have an Emergency Vehicle Operation and Control (EVOC) course, the training was conducted at the Madison College EVOC facility located at W2140 Krause Rd in Columbia County. Deputies completed the EVOC training in the morning and then were required to travel to the DCLETC to complete the remainder of their in-service. The four deputies seeking reimbursement properly submitted the reimbursement form within the timeline needed but did not include a training request form needed for payment out of SHRFADM 20648. By the time the required training requests were completed, internally approved, and routed to the Controller's Office, the 60-day window for approval expired and the reimbursement requests were properly denied. Please be assured, going forward, the Sheriff's Office shall be compliant with County Ordinance 20.08 and now have an established process for these type of reimbursement requests stemming from in-service training. Thank you for your consideration of this exception request.