

**DANE COUNTY SHERIFF'S OFFICE**

Executive Services Division  
Interoffice Memorandum



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**DATE: August 23, 2016**

**TO: Personnel and Finance**

**FROM: Lt. Dan Bolch**

**REF: Sgt. Promotional Process**

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The Dane County Sheriff's Office is asking for an exemption to Dane County Ordinance Section 20.14(2) which prohibits providing meals for Dane County Employees within Dane County.

On July 21, 2016 the Dane County Sheriff's Office conducted a sergeant promotional process at the Dane County Law Enforcement Training Center. The process consists of four exercises assessed by law enforcement officials from other agencies. We use 5 to 6 assessors and 5 to 6 facilitators which are sheriff's office employees. The process takes a full day, sometimes two, to complete. Due to the length of time it takes refreshments, were provided totaling \$137.79.

The Dane County Sheriff's Office expects conduct a process for lieutenant later this year. In addition, to keep eligibility lists current, a process for sergeant and lieutenant will be conducted each year. The same process will be used for each. We are asking for exemption for these future processes.