

DANE COUNTY SHERIFF'S OFFICE

Bonded Movers Procedures

As of June 2022

Deputies contact phone numbers

East

(o) - 608-284-6818

(c) – 608-575-0309

West

(o) - 608-284-6819

(c) – 608-575-0310

MAILING ADDRESS

Dane County Sheriff's Office

Attn: Civil Executions

115 W. Doty St Madison, WI 53703

Email: cprocess@danesheriff.com

The Dane County Sheriff's Office (DCSO) cannot give legal advice

General Procedures

- 1) Approved movers must be insured and have a valid Wisconsin Warehouse license at all times. Movers shall provide copies of updated insurance policies and licenses prior to the expiration of the current copies on file with the DCSO
- 2) Warehouse space used by movers (owned or contracted) shall be inspected annually by the DCSO
- 3) Movers will contract directly with the plaintiff. DCSO does not contract with movers and has no involvement with enforcing contract terms between the parties.

- 4) The DCSO will not endorse or recommend a particular mover to the plaintiff. If information about potential movers requested, contact information about all approved movers is provided in alphabetical order.

Eviction Procedures for Movers

- 1) The DCSO will not get involved with any financial questions or disputes raised by plaintiffs, defendants or movers related to the eviction.
- 2) Please be on time for the scheduled eviction. If you are running late, please call the assigned deputies and let them know your estimated time of arrival.
- 3) When you arrive, please stay in/by your vehicle(s) and do not approach the residence.

Deputies will advise when you can approach or enter the residence

- 4) If a defendant is present and wants to talk to your staff deputies will determine if it is appropriate/safe to do so and will be present during the conversation.
- 5) At the time of the eviction, the defendant will be issued a Notice of Removal of Property form which will include the mover's business name and contact phone number. The deputies will inform the defendant(s) that they are not to interfere with movers during the removal of their personal property.
- 6) If the defendant(s) are not present, the Notice of Removal of Property form containing the mover's business name and phone number will be mailed to the defendant's last known address.
- 7) If a defendant(s) returns to the residence after deputies leave, movers should immediately return to their vehicle(s) and call

911. Deputies and/or local law enforcement will respond to address the situation. The safety of all parties is the top priority for the DCSO.

8) Medications/medical devices must be boxed separately from other property, marked accordingly and stored properly.

Medications/medical devices shall be returned to the defendant(s) promptly upon request without any payment required.

9) When receiving or disposing of the defendant's personal property as part of an eviction, the mover is responsible for following all applicable states laws and/or local ordinances.

Emergency Situations

If an emergency situation arises during an eviction while deputies are present, parties should

immediately call 911 and return to their vehicle(s) or otherwise remove themselves from the situation. Additional officers will respond and the area should be cleared. If directed by deputies or if there is a safety concern, please leave the area immediately. Once the situation is resolved and safe again, deputies will contact the mover and the eviction will proceed.

Firearms and Ammunition

The DCSO takes all firearms and ammunition for safekeeping/disposal. If a firearm is located, do not handle it unless it is absolutely necessary. If firearms and/or ammunition are found after the deputies leave, call the DCSO and the deputies will return to the residence and retrieve them. If outside of the deputies normal work days/hours, deputies will return the next business day to retrieve firearms and ammunition.

Illegal Substances/Paraphernalia

If illegal substances or paraphernalia is found, deputies will dispose of it properly. If the deputies have already left, contact the deputies and they will either return to collect the articles or advise as to how to properly dispose of them.

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