

SAUK COUNTY MANDATES

Accounting			
Mission :	To facilitate the effective and efficient use of County resources and to provide a record and accountability for those resources, the Sauk County Accounting Department provides financial expertise and leadership, maintains financial records, satisfies the County's financial obligations, and prepares managerial, financial and agency reports. County Board Supervisors, managers and citizens as well as other governmental units and funding agencies are served through consultation and information dissemination, maintenance of an accounting system according to established accounting principles, and coordination of budget preparation and implementation.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Accounting	Yes	59.61
	Payroll	Yes	59.61
	Financial Reporting	Yes	59.61 & 59.65
	Accounts payable	Yes	59.61
	Auditing	Yes	59.47
	Budget Preparation	Yes	65.9
	Consultation and professional direction for County staff and elected officials	No	
	Recommend new or updated County financial policies and implementation of best practices	No	
Departmental comments:	<p>The requirements set forth in s. 59 pertaining to the Finance Department, are not statutory requirements of the Finance Department specifically, but rather Counties in general.</p> <p>Auditing: Wisconsin Department of Revenue and other State and Federal agencies require periodic financial statements and reports, as well as third party reviews. The Federal Single Audit Act also requires performance of an external audit.</p>		

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Administrative Coordinator			
Mission :	Provide effective leadership to all county departments and functions and a knowledgeable resource to the Board of Supervisors in compliance with §35 of the Sauk County Code of Ordinances		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Coordinate All Functions Not Vested in Laws Boards or Commissions or other Elected Officials. As the statutes are ambiguous in regard to the duties and powers of the Administrative Coordinator, Sauk County lists the duties and powers of the Administrative Coordinator in Chapter 35 Sauk County Ordinances.	Yes	59.19
Departmental comments:			

Building Services			
Mission :	To assure that the facilities and grounds are properly maintained operationally, and that they project a professional and respected appearance both inside and out.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Maintain all Building Systems (HVAC, Electrical, Plumbing, etc.) for the Courthouse Complex, West Square Administration Building, Reedsburg Human Services, Law Enforcement Center & Annex, Animal Shelter, Shelter Care, West Baraboo Garage (Old Sheriff's Garage), Sheriffs Cold Storage and Sheltered Workshop.	No	
	Responsible for day to day cleaning/upkeep of the interior and exterior of the Courthouse, West Square, LEC & Annex, Reedsburg Human Services and West Baraboo Garage.	No	
	Oversight and compliance of all County owned fuel storage tanks.	Yes	EPA &

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
			Department of Commerce
	Maintain and oversee tower and radio Communication Systems. Includes radio installations and repair, etc.	No	
	Maintain phone system network , including 9-1-1 system, at Courthouse/West Square, Health Care Center, Human Services Reedsburg, Highway Shops and LEC. Including all phone and data wiring for all facilities.	No	
	Construction oversight of County Construction projects.	No	
	Oversee and direct contracted services for the various facilities.	No	
	Oversee, direct and monitor security systems for facilities, including the Card Access program, Security Electronics, Video Arraignment and other such specialized systems.	No	
Departmental comments:	<p>Building Services is responsible for all building related issues for the following facilities. Courthouse, West Square, Law Enforcement Center & Annex, Reedsburg Human Services, and West Baraboo Garage.</p> <p>Building Services is responsible for the following facilities but these facilities are run by different agencies who take care of the day to day operations: Animal Shelter, Juvenile Shelter Care Facility, Sheltered Workshop Facility.</p> <p>Building Services assist with specialized systems (Phone, Data, etc.) at the Health Care Center and Highway Shops</p>		

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Mission :	Provide effective and quality service to the public with respect to establishment and enforcement of child support, medical support, establishment of paternity and all other functions of the child support program		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Child and spousal support; establishment of paternity; medical liability	Yes	49.22
Departmental comments:	Title IV-D of the Federal Social Security Act created the child support program nationwide.		

Circuit Courts			
Mission :	The mission of Wisconsin's court system and the court system of Sauk County is to protect individual's rights, privileges and liberties, to maintain the rule of law, and to provide a forum for the resolution of disputes that is fair, accessible, independent and effective.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	The Circuit Courts are constitutionally mandated to exercise original jurisdiction over all matters civil and criminal within this state.	Yes	Article VII Wisconsin Constitution
Departmental comments:			

Clerk of Circuit Court

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Mission :	Manage and coordinate the case management, financial operations, and general business of the Sauk County Circuit Courts; provide judicial administrative support services, administer and fulfill duties as cited by Wisconsin Statutes and Court Rules.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Clerk of Circuit Court matters/duties	Yes	753.30, 59.40
	Case management/filings	Yes	59.40(2)
	Financial operations, accounting,tax costs, collect fees, disburse funds	Yes	59.40(3)
	Judgment & Lien docket	Yes	779.07, 59.40(2)(e)(f)
	Jury Management	Yes	756, 59.40(2)(d)
	Issue subpoenas, executions, writs, transcripts, certificates, judgments	Yes	815, 885, 806, 59.40(2)(e)
	Clerk court proceedings/sessions	Yes	753.30(3), 59.40(2)(d)
	Criminal Case Management (Felony, Misdemeanor, Traffic)	Yes	59.40(2)(c)
	Civil, Garnishments Case Management	Yes	59.40(2)(b), 812
	Family , Paternity Case Management	Yes	767, 59.40(2)
	Traffic, Forfeiture, Ordinance violations Case Management	Yes	778, 340-349, 59.40(2)
	Small Claims, Garnishments Case Management	Yes	799, 812, 59.40(2)
Departmental comments:	The Clerk of Circuit Court is a constitutional office, elected position , duties mandated by numerous state statutes, supreme court rules, state, district and local court rules.		

SAUK COUNTY MANDATES

Mission :	The Sauk County Commission on Aging Department is the Aging Resource Center to assist the 60 years plus population by the provision of programs and services designed to maintain an optimum level of independent living.		
<p>“Aging Resource Center”</p> <p><i>“Making Sauk County a Better Place to Grow Old”</i></p>	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Home Delivered Meals Program- balanced noon meal for homebound persons General diet for week, plus liquid medical drink offered for weekend meals.	YES	OAA Title III-C & WI Elders Act 46.82 (3) (a) 5 & 7
	Congregate Meal Program - offers Food and Fellowship for lunch. Balanced lunch, nutrition education, socialization opportunities and scheduled health screenings.	YES	OAA Title III-C & Elders Act 46.82 (3) (a) 5
	Benefit Specialist Program- provides advocacy for issues and problems, assistance and counseling and representation for Social Security, Health Insurance, SSI, Food Share, Disability applications & appeals, Medicare, Medical Assistance, Homestead Tax Credit, Consumer Problems. Elder Law Center provides legal backup.	YES	OAA & WI Elders Act 46.82 (3) (a) 4
	s85.21 Transportation Program- <u>Volunteer Driver Escort</u> provides transportation to persons who are unable to drive and have no means of travel to medical appointments and to trips of necessity. <u>Transportation staff</u> drive wheel chair lift equipped vehicles or a car.	YES	S85.21 WI Elders Act 46.82 (3) (a) 6 & 17
	Volunteer Opportunity Program “Neighbor helping Neighbor” to deliver meals, Volunteer Escort Driver, meal site helper, newsletter assembly and special projects. Older American Act grants specifies use of volunteers to enable Aging units to offer more services. Volunteer in kind hours are counted as grant match dollars in several programs.	YES	OAA & WI Elders Act 46.82 (3) (a) 8
	Outreach Program- requests for a visit to check the needs and interests of	YES	OAA &

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PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
the older person and assist them to access services. Coordinates Chore Service and Home Delivered Meals.		WI Elders Act 46.82 (3) (a) 18, 1, & 9
Information and Assistance Program- assist with information A to Z about current senior benefits, programs, advocacy issues, legal issues, Homestead Tax Credit, health resources and diseases, support groups, housing listing, day care providers, care giving, Medicare Drug Cards, Energy Assistance, community services, Financial forms, Support Groups , Loan Closets, Legislatures Phone numbers, Exercise programs, Life Telephone application, Senior Care application, Indigent Prescription Drug	YES	OAA Title III-E & WI Elders Act (3) (a) 11 & 3
National Family Caregiver Support Program - reimbursement to caregiver for respite care expenses not to exceed \$480 for 2005 year. Designed to help support the efforts of the caregiver.	YES	OAA Title III-E & WI Elders Act 46.82 (3) (a) 16
SERVICES: Chore Service- routine household cleaning to help you continue to live in your own home. Choice since 1978 to help persons maintain independence	NO	OAA III-B
Tele-Assure “ a Call a Day”- daily phone contact to check the well-being of residents and caregivers of seniors.	NO	
Newsletter- published bimonthly . It is available on tape for the visually impaired.	YES	WI Elders Act 86.82 (3)(a) 11
Connect- listing of medical equipment to buy and sell Indigent Prescription Drug Service - persons age 60-65 may be eligible for free medication	NO	
Respite/Indoor/Outdoor Chore Listing - persons willing to provide a service for private pay	NO	

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Foot Care Appointments - collaborative with Public Health Home Care to provide foot care.	YES	WI Elders Act 46.82 (3) (a) 9
	AARP Tax Aide Service- service to help low income seniors file Federal, State, including Homestead Tax forms from Feb.-April	YES	WI Elders Act 46.82 (3) (A) 8
	Grief Teleconference host for six years- offering information and education to the community and staff on varying topics from Care giving, End of Life Issues, to Alzheimer's'	YES	WI Elders Act 46.82 (3) (a) 3
	Low Vision , Alzheimer's' and Parkinson Support Groups plus Baraboo Area Senior Citizens Group Aging Staff perform an advisory role.	YES	WI Elders Act 46.82 (3) (a) 9
	Senior Farmers' Market Program- collaborative effort with U.W. Extension to give Seniors coupons to spend at Farmers Market 2004 had \$11,400 for 380 seniors.	YES	Partner in USDA contract WI Elders Act 46.82 (3) (A) 9
	WI Senior Care - Application and information center for prescription drug program. State mandated each county Aging office as application source.	YES	WI Elders Act 46.82 (3) (a) 9
	Transportation Services: Taxi Program Reimbursement- Low income seniors are subsidized cost of taxi tickets purchase to make affordable transportation for needs. Miles of Smiles trips- group planned trip for persons unable to drive to local sites, shopping, and attractions. Fee charged. Grocery Shopping - offered to Baraboo area residents who need assistance in obtaining groceries. Other communities being developed.	YES	S85.21 projects
	Healthy Aging Fair- free health screenings, flu shots, Sauk County private business, medical clinics, hospitals, dentists, chiropractors, nursing homes, day care, medical equipment vendors, libraries, State Offices, and local County Departments have information booths to inform the seniors and families of resources for choices.	YES	WI Elders Act 46.82 (3) (a) 11 & OAA Title III-E

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
Departmental comments:	<p>The State Statues say a county may choose to administer OAA programs, and if that is the case the county shall establish an Aging Unit. The Aging Unit shall administer the various structure (director and office with adequate staff) and programs mandated by the Elders Act.</p> <p>Sauk County submits a County Plan to AAA and the AAA approves that plan, which means Sauk County is under contract to provide the services in the plan. A county can amend the plan but only with AAA approval; however there are certain services the County cannot exclude from that plan .(e.g.. Nutrition)</p> <p>Sauk County Aging unit applies for Older American Grants, receives donations from our clients for services provided; uses volunteers to provide services, and has county match for grants and some taxpayer funds.</p> <p>Transportation s85.21 grant plan is written each year for a contract with DOT for designated use of program funds. The Aging office is designated by County Board Resolution November, 1987 to apply for annual financial assistance under Section 85.21 of Wisconsin Statutes and authorizes the annual obligation of county funds needed to provide the annual matching amounts.</p>	

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Mission :	To conduct a thorough investigation to determine cause and manner of all deaths which are reportable under State Statutes 979.01 and 979.10 in a timely and professional manner.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Pronouncement of Death	Yes	59.34
	Determine Cause and Manner of Death	Yes	979.03, 59.34
	View and Photograph all bodies for Cremation	Yes	59.34
	Issue Cremation and Disinterment Permits	Yes	59.34
	Issue Autopsy, toxicology and Coroner Reports	Yes	30.67 (6a) & 48.981(5)
Departmental comments:			

Corporation Counsel			
Mission :	Provide professional legal services to Sauk County government, including the Board of Supervisors, committees, departments, and connected boards and commissions, and provide legal representation of the public interest in statutorily and contractually defined areas		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Represent the public or the County as petitioner for guardianships, mental commitments, children in need of protection and services, and termination of parental rights cases.	Yes	48.09(5), 51.20(4), 880.07
	Provide legal advice and guidance to County Officials and Employees pursuant to their official duties.	Yes	59.42(1)(c)
	Review and draft contracts, deeds, agreements, leases and other legal documents.	Yes	59.42(1)(c)
	Enforce County ordinances including zoning codes, public health codes and septic system violations.	Yes	59.42(1)(c)

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Conduct labor negotiations and represent the county in all manner of labor proceedings including grievances and prohibited practice litigation.	No	
	Advise and Assist Treasurer with tax delinquent property and other real property issues.	Yes	59.42(1)(c)
	Defend Sauk County in Civil Actions	Yes	59.42(1)(c)
	Assist in Bond Issues	Yes	59.42(1)(c)
	Preparation of Documents for Court Action	Yes	59.42(1)(c)
	Child Support	Yes	49.22 & Title IV-D of Federal Social Security Act
	Establishes Paternity & Enforces Child Support Collections	Yes	Title IV-D of Federal Social Security Act
	Maintain the Sauk County Code of Ordinances and draft amendments to the Code	No	
Departmental comments:	Our office responsibilities are set forth in the state statutes . Some programs in our budget are mandated by the state or federal governments. All of our budgeted items are used to staff the office and run the office for the county within the guidelines of our authority. Once the County establishes the office certain duties are placed within our authority by state and federal law, other duties are assigned by county board authority.		

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County Clerk			
Mission :	The mission of the County Clerk's Office is to perform services for the public, including election operations, issuance and distribution of state and county licenses and permits, annually publishing the Sauk County Directory and serving the County Board by assuring completion of necessary support functions.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Marriage Licenses	Yes	765.05
	DNR Licenses, Boat, ATV, & Snowmobile Registration Forms	No	
	Sale of County Maps and Park Stickers	No	
	Sale of Photo Copies to the Public	No	
	Sale of Sauk County Ordinance Book to the Public	No	
	Distribute Wisconsin State Statute Books	No	
	File Original and Maintain County Contract Data Base	Yes	59.52(2), 59.52(4)(a)(10)
	Maintain and Update Statewide Voter Registration List	No	
	File Applications and Issue Open Air Assembly Permits	No	
	Elections (Financial Registration Statements, Nomination Papers, Campaign Registration Statement & Declaration of Candidacy forms); Ballots, Disk or Tape of Election Data, Poll Lists, Election Supplies, Official Canvass and Election Reports, Recount Proceedings and Records, Registration and Voting Statistics.	Yes	5.62, 5.66, 7.10, 7.60, 10.64, 59.11 & 59.14 and all election statutes
	Coordinate Publication of Various Election Notices with Municipal & School District Clerks; Charge-back Proportionate Share	No	
	Dog Licenses (Collect Remittances, Maintain Annual Dog Listing, Dog License Data Base, Distribute Dog License Supplies) Publish Notice of Dog License Requirements	Yes	174.07 et al
	Seek Proposals and Award Printing Bids	Yes	59.52
	General Information (Telephone and walk-in contacts)	No	

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PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	County Board & Committees	Yes
Keep and Record all Minutes/Resolutions and Ordinances; Maintain Index of Same	Yes	“
Notices of Public Hearings/Other Public Notices	Yes	Ch. 65
Sign Orders of Payment as Directed by Board/Deposit Monies	Yes	59.11
Publish Annual County Directory & Update, furnish copies of same to municipal officers and all Wisconsin County Clerks	No	
Statistical Report, furnish copies of same to all Sauk County Assessors	No	
Coordinate training/educational meetings as needed with County Treasurer, Municipal Clerks and Treasurers, Sauk County Poll Workers	No	
File Oaths of Office	Yes	59.21
Claims for Care of Veterans Graves	Yes	45.18
Petitions for Rezoning	Yes	59.69
Farmland Preservation Program Agreements & Applications	Yes	91.13(1)
Certified Copies	Yes	59.23(m)
Depository/Recipient for Claims Filed Against Sauk County	Yes	59.52(4)(a)(9)
Apportionment & Apportionment District Maps	Yes	59.12
Legislative Documents (Bills & Acts)	Yes	35.85(11)
Condemnation Proceedings	Yes	27.065(6)(j)
Notice to Cut Timber	Yes	26.03
Relocation Orders	Yes	32.05(1)(a)
Notices to Town Assessors Regarding Lands Sold & Owned by County	Yes	59.52(4)(a)(13)
File Original Deeds to County Owned Land	Yes	59.52
State Trunk Highway Maps	Yes	84.02(12)
Apportionment of County Taxes	Yes	70.63(1)
Library Tax Exemptions	Yes	43.64(2)

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
		Copies of Tax Receipts	Yes
	Bridge Aid Petitions/Resolutions	Yes	81.38
	File & Apportion Special Charges Upon County for Charitable & Penal Purposes	Yes	74
	Publish Adopted County Ordinances	Yes	59.11
Departmental comments:	Some duties above which are indicated as being non-mandated (by State Statute) are mandated or required by action of the Sauk County Code of Ordinances, County Board Resolution, or Governing Committee action.		

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Mission:	The Mission of the District Attorney's Office is to prosecute violations of state law and county ordinances on behalf of the citizens of the county and in the name of the State of Wisconsin.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Duties as designated by Statute	Yes	Chapter 978
	Court Notification	Yes	Chapter 950
	Assistance to Victims and Witnesses of Adult and Juvenile Criminal Acts as Listed in Basic Bill of Rights for Crime Victims	Yes	Chapter 950
	Court Notification	Yes	Chapter 950
	Escort and Court Support	Yes	Chapter 950
	Employee Intercession	Yes	Chapter 950
	Restitution Information	Yes	Chapter 950
	Victim Impact Statements	Yes	Chapter 950
	Appropriate Referrals	Yes	Chapter 950
	Property Return and Parole Eligibility Notification.	Yes	Chapter 950
	Departmental comments:		

Emergency Management

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Mission :	In conjunction with State Statute 166, maintain an effective emergency management program with the State Emergency Management Plan to protect and assist the citizens of Sauk County whenever a manmade, technological or natural disaster occurs		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Develop All Hazards Emergency Management Plans	Yes	Chapter 166
	Administer Emergency Management Programs in Accordance with State (Public Awareness Programs, Training Programs, etc.)	Yes	Chapter 166
	Work with Municipalities in developing Municipal Emergency Response Plans	Yes	Chapter 166
	Direct Countywide Exercise & training program	Yes	Chapter 166
	Develop Terrorism Plans	Yes	Chapter 166
	Administer Homeland Security Grant Program	Yes	Chapter 166
	Coordinate Response & Recovery activities during disasters	Yes	Chapter 166
	Administer the SARA Title III (Emergency Planning and Community Right-To-Know) programs including the Local Emergency Planning Committee (LEPC)	Yes	Chapter 166
	Develop SARA Plans	Yes	Chapter 166
	Provide Training/talks to Emergency Response agencies (Police, Fire, EMS, etc.), public agencies, private agencies, schools, industry, private businesses, citizens, etc.	No	
	Provide assistance to public agencies, private businesses, industry, citizens with preparing disaster plans.	No	
	9-1-1 Coordinator- Take care of 9-1-1 addressing issues	Yes	State Statute requires 9-1-1 services
	Respond to Hazardous Materials incidents and disasters. Review billings for HAZMAT incidents and submit to responsible party.	Yes	Chapter 166 & county resolution

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
Departmental comments:	<p>Emergency Management operates in accordance with Federal, State and County regulations. The majority of the duties and responsibilities are those mandated by State Statute, however, there are a number of activities performed by the department that complement the statutory required duties. All activities of the Department ultimately are there to help and protect the citizenship prior to, during and after a disaster strikes.</p> <p>Federal Regulations: 42USC1100-11050 - Superfund Amendments & Reauthorization Act Title III, Emergency Planning & Community Right-to-know Act (29CFR1910.120 & 40CFR311) - OSHA and EPA Worker Protection Standards / Robert T. Stafford Act & Subsequent Revisions</p> <p>State Regulations: Chapter 166</p>	

Family/Judicial Court Commissioner:		
Mission :	The Court Commissioner's office provides information regarding legal procedures for family court, domestic abuse, criminal, traffic, ordinance violations, small claims and probate matters, and conducts preliminary and final hearings in these matters.	
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
	(1) Providing information (answering procedural/informational requests)	Yes S. 767.081, Wis. Stats.
	(2) Conducting Preliminary and Final Court Proceedings	Yes Chs. 343-350, 757, 767, 799, 812-813 and 968-970, Wis. Stats; Federal Regulations
	(3) Prepare/Sign Court Orders and Documents	Yes Same as 2, above
	(4) Determination/Scheduling of Appropriate Proceedings	Yes Same as 2, above

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
Departmental comments:		

Family Court Counseling Services:			
Mission :	This department supervises the provision of mediation and legal custody and physical placement studies in divorce, legal separation, paternity and other actions affecting the family.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	(1) Mediation of Legal Custody and Physical Placement Disputes	Yes	S. 767.11(5), Wis. Stats.
	(2) Provision of Legal Custody and Physical Placement Studies	Yes	S. 767.11(4), Wis. Stats.
	(3) Coordinating Referral of Parties to Divorce Education Program (“Effects of Divorce on Children”)	Yes	S. 767.115, Wis. Stats.; Judicial Order
Departmental comments:			

Health Care Center	
Mission :	To provide Sauk County area citizens with high quality, skilled, professional, compassionate and individualized nursing, rehabilitative and supportive care and services in a modern, safe, comfortable, and pleasant environment that stresses maximizing personal independence, observing and respecting the rights of individuals served, encouraging participation of family and friends and striving for achieving progressive methods and economic efficiency.

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	24-hour care with RN supervision	No	
	Skilled and Specialized Medical Services to the Residents Under the Direction of a Physician	No	
	Services: Social services Discharge and Admission, adjustment, grief counseling	No	
	Beauty/Barbershop	No	
	Chapel	No	
	Consultant Pharmacy services	No	
	Dental, Podiatry, Audiology and Optometry Consultation/Services In house	No	
	IV Therapy, Tube Feedings, Ostomy Care	No	
	Certified Medicare Unit/Alzheimer's and Other Dementias Unit	No	
	Physical, Speech and Occupational Therapy	No	
	Psychiatric and Psychological Therapy	No	
	FDD Unit that provides skilled inpatient care for Developmentally Disabled Residents needing specialized services/Active Treatment and includes all the other	No	
Departmental comments:	There are no State Statutes that mandate a County must own or operate a Nursing Home. If a County does own or operate a Nursing Home, it must comply with State Administrative Code HFS 132. The Sauk County Health Care Center is operated by choice; there are no 'State Mandates" to provide any of the services we offer. However, because the County has chosen to be a state licensed Skilled Nursing Facility and an ICFMR, there are many federal, state, and local codes we must adhere to. Most of these codes relate too providing a safe and secure environment for our residents.		

Highway

SAUK COUNTY MANDATES

Mission :	We are a department entrusted with the development, maintenance, and safe operation of Sauk County's transportation system. We strive to satisfy the diverse mobility needs of all citizens while retaining a responsible concern for public safety and the environment.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Local Bridge Aids	Yes	83.14
	County Highway Maintenance	Yes	83.025(2), 83.03(1)(2), 83.06
	County Highway Road/Bridge Construction	Yes	83.025(2), 83.035, 83.065
	State Highway Maintenance	Yes	84.07(1)(2)(3)
	Emergency Repairs of County Highways	Yes	83.09
Departmental comments:			

Human Services			
Mission:	The Sauk County Department of Human Services is dedicated to providing high quality, effective and efficient services for all county residents according to need and eligibility. Priorities include: treating everyone with dignity and respect, enhancing self reliance, protecting the vulnerable, and promoting healthy families, relationships and life styles.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
Agency Management & Support			
	Confidentiality of records	Yes	Ch. 48 & 49
	Supervise & Administer Programs	Yes	
	Comply with state requirements	Yes	
	Personnel related duties	Yes	
	Fiscal & Support	Yes	Ch. 938; 46; 49;

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			PL 98-502; HSS-1
	Budget Prep, Reconciliation, statistics, state reports, service contracts, general ledger, collections, paying bills, computer applications	Yes	HFS 73
Mental Health, Substance Abuse & Developmental Disabilities Services	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Mental Health and Substance Abuse Services including: programs of prevention, comprehensive diagnostic and evaluation services, inpatient and outpatient services care and treatment, residential services, partial hospitalizations, emergency care and supportive transitional services.	Yes	Ch. 51.42(3)(ar)4
	Emergency Detention	Yes	Ch. 51.15
	Community Support Programs	Yes	Ch. 51.421(1) & (2)
	Community Development Disabilities Services “directed toward the prevention and alleviation of a developmental disability or the social, personal, physical or economic habituation or rehabilitation of an individual with such a disability, and includes diagnosis evaluation, treatment, personal care, day care, domiciliary care, special living arrangements, training, sheltered employment, protective and other socio-living services, follow-along services, and transportation services necessary to assure delivery of services to individuals with developmental disabilities.”	Yes	Ch. 51.437 & HFS 61, 63
	Autism Services & Children’s Waiver for SED, PD, and DD	No	
	Court ordered assessments and treatment for persons convicted of operating a motor vehicle while intoxicated (Intoxicated Driver Program)	Yes	Ch. 51.42(3)(ar) 4.b, 343.16(2)(a), 343.30(1Q)(a), 343.305(90(a) & HFS 62
	Information and educational services to community groups and individuals	Yes	Ch. 51.42(3)(aw)1.c
	Involuntary Commitment for Treatment	Yes	Ch. 51.20
	PROGRAM or SERVICE	Is this Program or	

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Mental Health, Substance Abuse & Developmental Disabilities Services		Service Mandated? Statutory Reference	
		No	but implied in
	Critical Incident Stress Debriefing (CISD) services to “First Responders” (i.e., police, fire, and rescue personnel)	No	51.42(3) ar (4)
	Mental Health and Chemical Dependency services to inmates of the Sauk County Jail	Yes	Ch. 51.42(3) ar (4)
	Crisis intervention services for mental health, alcohol and other drug abuse problems	Yes	Ch. 51.42(3) ar (4)
	Information and Referral	Yes	HFS 61.31
	Case Management (Follow-Along Services)	Yes	Ch. 51.437(1) and HFS 61.32
	Respite Care Services	No	but implied in 51.437(1)
	Recreation Services	Yes	HFS 61.31
	Summer Recreation Program	No	Implied in 51.347 (10 and HFS 61.37
	Residential Services	Yes	51.347(1), HFS 61
	Work and Adult Day Services	Yes	51.347, HFS 61
	Birth to Three Program	Yes	51.44, HFS 90
	Family Support Program	No	Entirely paid for with state monies
	Wisconsin Medical Assistance Program	Yes	HFS 101-108
Children, Youth & Families	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Youth Independent Living	No	
	Juvenile Court - Intake & Ongoing	Yes	Ch. 301.26(4)(a)
	Juvenile Offenders	Yes	

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	Corrections Placements	Yes	
	Alternate Care Placements	Yes	
	Foster Home Licensing	Yes	
	Custody Studies	Yes	
	CHILD ABUSE & NEGLECT SERVICES	Yes	
	Access, Intake & Ongoing Services	Yes	Ch. 48; PL 96-272
	Alternate Care Placements	Yes	HSS 56,57, 59
	Child Care Program	Yes	Ch. 46.51
	Kinship Program	Yes	Ch. 48.57 (3m)
	Family Partnership Initiative	No	
	Families Come First (Integrated Services)	No	
Long Term Support	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Long Term Support	Yes	Ch. 46.22
	Adult Protective Services	Yes	Ch. 55; 880; 46.90
	COP and COP-W/CIP II	Yes	Ch. 46.27
	Supportive Home Care	No	HFS 73
	Personal Care Worker Program	No	HFS 107.112 (Have to purchase if not provided)
	Medical Assistance	Yes	Ch. 49
Economic Support	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Work Related	Yes	Sub Ch. 4
	Disability	Yes	Ch. 46.22
	Medical Refunds	Yes	
	Nursing Home	Yes	

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	Transportation Program	Yes	
	Program Integrity	Yes	
	Burials	Yes	Ch. 46.22 1b 49.155
	Child Care Program	Yes	
	FOOD STAMPS	Yes	Ch. 49
	Work Related	Yes	Sub. Ch. 3
	Non-Work Related	Yes	Ch. 46.22
	Program Integrity	Yes	
	W-2 WISCONSIN WORKS PROGRAM	No	Ch. 49.141
	Services	No	Ch. 46.22
	Benefits	No	
	ENERGY ASSISTANCE PROGRAMS	Yes	Ch. 16.385
	Low Income	Yes	Ch. 46.22
Departmental Comments	<p>The Human Services Department has seven program areas in which we are mandated by state and/or federal law to provide services to the general public.</p> <p>The Child Protective Services Unit is responsible for investigating alleged cases of child abuse and neglect, and when necessary placing youth in alternate care to provide them safety.</p> <p>The Youth Services Unit assesses the circumstances of alleged juvenile offenders and makes recommendations to the juvenile court as to the most appropriate disposition.</p> <p>The Economic Support Unit completes applications for Medical Assistance, Food Stamps, Energy Assistance Program, child day care and the Wisconsin Works Program (W-2).</p> <p>The Outpatient Unit provides mental health and substance abuse counseling along with emergency services.</p> <p>The Community Support Unit provides intensive services to individuals with serious mental illness in order to support them in the community whenever possible.</p> <p>The Long Term Support Unit is responsible for providing adult protective services and purchasing services, which helps elderly and physically disabled adults remain in their own homes.</p> <p>The Community Access Programs Unit provides services to developmentally disabled individuals and families to support the greatest degree of community living possible.</p> <p>These units are supported by the Business and Administrative Services Units.</p>		

SAUK COUNTY MANDATES

	For the most part, mandates for these services are contained in Chapters 46, 48, 49, 51, 55, and 938 of the Wisconsin Statutes.
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Land Conservation			
Mission :	To promote the awareness of our natural resources and to provide technical assistance for their productive use, enhancement and preservation.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Forestry assistance	no	
	Dam maintenance	yes	NR333
	Wildlife damage assistance	no	
	Dell Creek Watershed Project	no	
	Farmland Preservation Program Planning	yes	ATCP 50
	Farm Services Agency planning assistance	no	
	Land and water resource management program	yes	ATCP 50
	Animal waste ordinance administration	yes	ATCP 50
	Non-point rule implementation	yes	NR120
	Conservation Reserve program	no	
	Stormwater and construction erosion plan review	no	
	Educational efforts	yes	ATCP 50
Departmental comments:			

Land Information Office (Mapping Department)	
Mission :	The Mission of the Sauk County Mapping Department, also being the Land Records Contact Office between the State of Wisconsin Land Information Board and Sauk County is to develop base and property mapping for Sauk County's geographical information system, to provide all departments with modernized land records, all townships & villages with accurate assessment mapping and assist the general public with related professional services through the use of technical software and computers.

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
		Yes	
	Land Information Office (Mapping Department)	Yes	16.967(3)
	Management of the Wisconsin Land Information Program	Yes	16.967 (7) 59.72(3)
	Computerized Geographic Information System (GIS)	Yes	59.72(3)(b)
	County Mapping Projects	Yes	16.967(3)(b), 59.72(3)(a)
	Develop Computerized Indexing of County Land Records	Yes	66.1001(2)(b)
	Topographic/Plainmetric Mapping and Internet and Online Mapping	Yes	59.72(3)(b)
	To provide information on parcels of real property in the county for the use of taxation district assessors, city, village and town clerks and treasurers and county offices and any other persons requiring that information.	Yes	70.09(20)(b)
Departmental comments:	Even though we have had to edit the parcel base map for the City of Baraboo and Reedsburg in order to be used with our GIS. Both cities could require Sauk County to maintain there parcels on a yearly basis. Wis. Stats. 70.09(2)(b).		

Management Information Services	
Mission :	Management Information Systems is committed to providing information technology tools in the form of systems and services, to the entities that make up Sauk County government, to assist those agencies in providing better, more cost effective services and information to the residents of Sauk county.

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Technical Support - Network Administration	no	
	Technical Support - Equipment Replacement	no	
	Technical Support - Help Desk / end user support	no	
	Technical Support - Security Administration & Maintenance	yes*	DHHS 45CFR 164.312
	R&D - IT Project Management	no	
	R&D - Systems Development and Integration	no	
	R&D - Web Development	no	
	R&D - Disaster Recovery Planning	yes*	DHHS 45CFR 164.308
	R&D - Security Policy Development & Maintenance	yes*	DHHS 45CFR 164.308
	Security Policy Enforcement and Monitoring	yes*	DHHS 45CFR 164.308
	Training	no	
Departmental comments:	<ul style="list-style-type: none"> ♦ * Services mandated under the HIPAA Security Rule (Department of Health and Human Services, Health Insurance Reform: Security Standards, 45 CFR Parts 160,162 and 164) apply only to <i>Protected Health Information</i> as defined by the HIPAA (Health Insurance Portability and Accountability Act) rules for privacy and security. 		

Parks	
Mission :	It is the mission of the Sauk County Parks Department to acquire, develop, preserve, protect, and maintain our parks and facilities for all citizens and to provide outdoor recreational opportunities that contribute to the well-being of individuals and families.

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Snowmobile	no	
	House Maintenance	no	
	Brochures	no	
	Camping	no	
	Park Maintenance	no	
	Lake Management	no	
	Fish & Game	no	
	Parkland Development	yes	Ord. 22.16
	Forest Management	no	
Departmental comments:	The snowmobile program must be administered by a county department, not necessarily a parks department.		

Personnel			
Mission :	The mission of the Sauk County Personnel Department is to lead county government's innovative human resource system by recruiting and retaining a talented and diverse workforce to ensure the best service to the public, as well as provide guidance and information to all departments of the county.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Develop, Implement and Administer Comprehensive Personnel Program for the County		
	Labor Relations/Labor Negotiations		111.70 (4)(cm)
	Recruitment		
	Coordination and Administration of Employee Benefits (Section 125, county sponsored, voluntary)		
	Conflict Dispute Resolution		

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Advise Department Heads and County Supervisors on Personnel Issues		
	Administration and Compliance of Labor Laws and Regulations		
	Job Classification System/ Job Descriptions		
	Direct and Coordinate Employee Evaluation System		
	Administer Affirmative Action, ADA, EAP, and Equal Employment Opportunity		
	Administer Compensation Plan		
	Custodian of Personnel Records		19.33
Departmental comments:	The duties of the Personnel Department are not statutorily delegated to the Personnel Department. The duties of the department are set forth in Chapter 13 of the Sauk County Code of Ordinances. Certain services are requirements of state or federal laws/statutes that are mandated county wide, and fulfilled by the Personnel Department.		

Planning and Zoning			
Mission :			
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Non-Metallic Mining Permits	Yes	NR 135.17, 135.20 & 135.13
	Environmental Education	No	
	Farmland Preservation Program	Yes	92.104 & 105
	National Floodplain Insurance Program	Yes	Part of NR 116
	Substantial Flood Damage Determinations	Yes	NR 116
	Rural Identification Numbers - Fire Numbers	No	Stats 59.54
	Floodplain Zoning Permits	Yes	NR115, 116

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
		Yes	No
	Floodplain Determinations	Yes	NR 116.19
	Approve/Investigate Private Onsite Waste Disposal Systems	Yes	145.20(1) - (5) Comm 83
	Issue/Record Sanitary Code Permits	Yes	COMM 83.21
	Soil Verifications for Septic Systems	No	
	POWTS Maintenance Program	Yes	Comm 83
	Wisconsin Fund Program Administrator	No	COMM 87.20 (Optional)
	Issue Sanitary Violation Orders	Yes	COMM 83.26
	Review Permit Applications (Shoreland and Floodplain)	Yes	NR 115, NR 116
	Issue Certificate of Zoning Compliance	Yes	NR 115.05
	Conduct On-Site Zoning Permit/Compliance Inspection	Yes	NR 115.05
	Shoreland tree cutting, filling and grading, and erosion control	Yes	NR 115
	Official Mapping and GIS applications	Yes	NR 116, 66.1001, 59.69
	Conservation Planning	Yes	59.69(3)
	Land Division/Plat Review	Yes	236.10 Wis. Stats.
	Comprehensive Planning/Smart Growth	Yes	66.1001 Wis Stats.
	Land and Water Resource Management Plan	Yes	92.10(6)
	Board of Adjustment	Yes	59.69
	MOA - USH 12 Planning Efforts	No	
	BAAP - BIG process	No	Help negotiate

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
			disposal of BAAP
	Zoning Administration and enforcement - incl. Zoning amendments	No	Stats 59.69, NR 116
	Baraboo Range Protection Program	No	Stipulated in USH 12 MOA
	Natural Beauty Council	No	Earth Day Organization
Departmental comments:			

Public Health			
Mission :			
Public Health serves as the official local public health agency for Sauk County, and has a legal mandate to protect and promote health, and prevent disease and injury of the citizens of the county by providing quality education, information and health programs. Three core government public health functions accomplish this mission: Assess community health status - are there adequate resources to provided for identified health problems; Develop health policy - recommend programs; and Assurance - assure that necessary, high quality, effective services are available			
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Establish and Maintain Public Health System	Yes	Ch.251.20(1,2):2 51.02 (1,2); 250-255;HFS 140.04
	Community Health Assessments	Yes	HFS 140.04 (a) 1,2
	Immunizations	Yes	Ch. 252.04 HFS

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PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
		144
Sexually Transmitted Disease/HIV partner notification	Yes	HFS 145.15, HFS 145.17, 252.11 & 252.12
Bio Terrorism planning preparedness	Yes	Ch. 252 and 254: Act 186
Rabies control	Yes	Ch. 252 and 254
Wisconsin Well Woman Program	No	Ch. 255.06
Maternal Child Health Programs	No	Ch. 253
Women, Infant and Children Nutrition Program (WIC)	Yes	Ch. 253.06
Prenatal Care Services	No	Ch 253.085
Children With Special Health Care Needs	Yes	Ch. 253; HFS 140.04 (a,b)
Environmental Health	Yes	Ch. 254
Investigation of Human Health Hazards	Yes	Ch.254; HFS 140.04(e,f) County Ordinance
Lead Program	Yes	Ch.254.13
Home Care Program	No	
Communicable Disease Surveillance/follow up/Prevention	Yes	Ch. 252.03
TB Control/Elimination/Surveillance	Yes	Ch. 252.07
Vouchers	No	
Dental Care Mobile	No	
Fluoride	No	
Rural Safety Day	No	
Foot Clinics	No	
Asbestos Removal	No	

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Transient Well Inspections	No	
	Radon Protection	No	
	Paternity/Pregnancy Testing	No	
	Dangerous animal ordinance	Yes	County Ordinance
	Clear Air Program	No	
	Mold and mildew Inspection program	No	
Departmental comments:			

Register of Deeds			
Mission :	The mission of the Register of Deeds Office is to record documents in a timely manner while complying with Wisconsin State Statutes (59.43). This office also serves the public by issuing copies of all real estate documents, vital records, military records, and fixture-based U.C.C. Filings. In doing so, the office will strive to maintain high standards of service and customer satisfaction.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	REAL ESTATE RECORDINGS *	YES	59.43
	VITAL RECORDS **	YES	69.05/69.07
Departmental comments:	<p>* Record all deeds, mortgages, etc. authorized to be recorded. Issue, upon demand, copies of recorded real estate documents. File and safe keep military discharges submitted for recording. Submit that portion of fees not retained by the County to the State (59.72(5))</p> <p>** Accept for filing any vital record properly presented. Transmit to State any original vital record. Preserve and certify vital records, including issuing certified copies to persons with a direct and tangible interest.</p>		

SAUK COUNTY MANDATES

Register in Probate			
Mission :	The mission of the Probate/Juvenile office is to maintain records and perform statutory functions pertaining to Formal and Informal Probate, Trusts, Adult and Juvenile Guardianships, Adult and Juvenile Mental Commitments, Juvenile Delinquency, Children in Need of Protection and Services, Juveniles in Need of Protection and Services, Adult and Juvenile Adoptions and Termination of Parental Rights.		
Probate	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Estates and Wills	Yes	868.01(3), 851.75, 853.09(1) & (2) 851.73(1)(a)
	Guardianship and Protective Placement for incompetent adults	Yes	40.08(9m), 880.03
	Guardianship of minors	Yes	48.83,48.185, 801.5
	Volunteer conservatorship	Yes	155.30 (3), 155.65 (1)
	Civil commitments (mentally ill)	Yes	Chapter 51
Juvenile	Children in need of protection or services	Yes	Chapters 48, 938
	Juveniles Ordinances	Yes	51.30(5)(c), 938
	Juvenile delinquency	Yes	938
	Juveniles in need of protection or services	Yes	938
	Termination of Parental Rights Adoptions	Yes	938, Chapter 48 Subchapter VIII
Departmental comments:			

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Safety/Risk Management			
Mission :	Develop and maintain an effective Countywide Risk Management program to assure a safe environment for all county employees and customers.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Administer, file and investigate all claims for Workers Compensation, Property Insurance and Liability Insurance including procuring Policies for such coverage..	Yes	Chapter 102
	Administer, training and enforcement for Hazardous Communications Program, Blood borne Pathogens Program, Respiratory Protection Program, Hearing Conservation Program, Safety Policy for Outside Contractors, Fire Extinguisher Safety, Material Handling Equipment Safety Program, Workplace Violence Program, Ergonomic Safety Program, Confined Space Entry Program, Tuberculosis Exposure Plan, Lock Out/Tag Out Program, Personal Protective Equipment Program, Fall Protection Program, Protective Footwear Policy and Traffic Control Policy.	Yes	Chapter 101
	Administer, training and enforcement for the Commercial Drivers License Program and Alcohol and Drug Testing.	Yes	Chapter 343
	Administer, training and enforcement for Chain Saw and Chipping Safety, Driving Policy as well as other safety training.	No	
	Provide a single point of reporting of all Safety Related incidents. Investigate all Safety Incidents.	No	
	Oversee and assist all Departments with return to work program.	No	
	Provide safety inspection for all county owned facilities.	No	
Departmental comments:	Safety/Risk Management operates in accordance with Federal, State and Local Regulations. Most functions of this office are directed from Department of Commerce, OSHA, EPA and other regulator agencies regulations. Functions which are not required from these agencies are performed with the safety and health of the employees and general public in mind.		

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
All activities in this department are ultimately done for the safety and health of our employees and the general public.		

Sheriff		
Mission :	The mission of the Sauk County Sheriff's Office is to serve and protect the citizens and visitors of Sauk County by providing effective and efficient law enforcement and other related emergency services.	
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
	Court Attendance - Court Security - Court Bailiff Program	Yes 59.27(3)
	Patrol - Crime Prevention and Apprehension	Yes 59.28 & 59.29
	Traffic Enforcement	Yes 346.70(4) 59.28 .29
	Criminal Investigations & Arrests	Yes 59.28 & 58.29
	Warrant Processing and Service	Yes 813.12 815.04 815.05 59.27(4) 59.27 (5)
	Civil Process Recording and Service	Yes 59.27(9)
	Prisoner Transports	Yes 59.29 (1) 302.06
	Telecommunications Terminal (TIME System) - Dispatch	Yes 59.54(9)
	Water Safety \ Rescue \ Patrol	Yes 59.27 (11) & Chap. 30
	Receiving \ Storing Court Ordered Firearms	Yes 813.12 (4) (m)

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PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
Sex Offender Community Notification	Yes	301.46
County Jail & Huber Center - Medical Care, Probation & Parole Holds,	Yes	59.27 302.30 - 303.9 Admin. Codes 348 & 350 D.O.C.
Local Emergency Planning Committee - County Law Enforcement	Yes	Wis. Stat. Chapter 166
Wis. Highway Safety Committee - County Law Enforcement	Yes	83.013(1) (a)
Statistical recording and reporting of crimes for state and federal agencies	Yes	
Recording, storing and release of theft, accident reports for citizens under open records	Yes	19.35
Jail Literacy and GED programs	No	Wis. Admin. Code
Emergency 911 Dispatching Services	No	
Special Response Teams - E.R.T. & Incident Negotiation Team	No	
Drug Enforcement Unit	No	
Neighborhood Watch and TRIAD - Senior Citizen Programs	No	
Motor Vehicle Registration Program	No	
AED (de-fibrillator Program	No	
Jail Electronic Monitor Program	No	302.425 & 973.03.04
Ho Chunk Nation Liaison Program	No	Public Law 280 and 165.90
Anti-Terrism Committee	No	
Domestic Abuse Coalition	No	
Dispatcher Emergency First Aid Power Phone Program	No	
State Jailor Training Academy Program	No	
Renting available jail beds to other Agencies for revenues	No	

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	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
		Sponsor & manage annual mandated law enforcement inservice program	No
	Draft and manage various grants including traffic safety enforcement programs for DWI, speeding and seat belt enforcement, drug enforcement, and officer safety vests.	No	
	Countywide law enforcement firearms training facility & program	No	
	Local media news release program to report law enforcement activities on a 24 hour basis	No	
	K-9 Patrol \ Drug Enforcement \ Search Program	No	
Department comments:			

Solid Waste			
Mission :	To establish and maintain the infrastructure necessary to monitor and care fore its disposal facilities and to provide cost-effective, efficient, convenient and reliable solid waste management alternatives for the citizens of Sauk County, with an emphasis on resource recovery and proper management of special waste.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
		Waste Oil Collection Facility	Yes
Departmental comments:	With the exception of providing a waste oil collection facility, Sauk County is not obligated under any State statute to provide services for solid waste disposal or recycling. However, we are obligated to take care of our existing and former disposal facilities in accordance with specific license and plan of operation approvals issues by WDNR. Services related to the remediation of the former Sauk County Landfill (monitoring, cap contingencies, etc.) are required under contract with the WDNR. Sauk		

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
	County has also agreed to provide certain services towards maintaining the landfill gas-to-energy installation at the Sauk County Landfill under an agreement with Alliant Energy.	

Surveyor		
Mission :	The Mission of the Sauk County Surveyor’s Office is to provide for the administration of the remonumentation and maintenance of the United States Public Land Survey System (PLSS) Corners within Sauk County, to provide statutorily-required filing and indexing of survey records.	
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
	County surveyor; create records in the form of drawings and plats of corners, make accessible for information requests.	59.45 (1)
	Perpetuation of section corners, landmarks	59.74 (2)
Departmental comments:		

Treasurer	
Mission :	Our mission is to administer and fulfill the duties as defined in Chapters 70, 74 and 75 of the Wisconsin Statutes. To determine and implement the most efficient, accurate and cost effective method of receiving, disbursing, and investing County funds. We maintain property descriptions, tax parcel maps and track ownership information while providing excellence in customer service to all the citizens of Sauk County

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
		Yes	Statutory Reference
	Receive/ Pay Out all County Moneys	Yes	59.25(3)(a)(1) - (3)(d) et al.
	Complete Tax Roll	Yes	59.25(3)(e)
	Tax Deed Lands - Sales	Yes	75.32(1) & (2)/75.67(3)(b)
	Real Property Lister	Yes	70.09(1)
	Property Assessments	Yes	70.09 (1) & (3)
	Unclaimed Funds	Yes	59.66(2)
	Invest county funds.	Yes	59.62
	Property Tax Collection Chapter 74	Yes	59.25(e), (f), 70.39, Chapter 74
	Property Assessment	Yes	70..47 & 70.64
	Penalty for Converting Agricultural Land	Yes	74.48
	Lottery Credit Forms	Yes	79.10(5)
	Claiming Lottery and Gaming Credit	Yes	79.10(5)-(11)
Departmental comments:	Discretionary Services: Real Property Lister, 236.34(1)(f)		

UW Extension	
Mission :	The Sauk County UW Extension Office provides citizens with the knowledge, resources and skills they need to make positive, self-directed changes in their families, businesses and communities through the most current approaches to educational programming.

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Pesticide Applicator Training	Yes	ATCP 29
	Tractor Safety Certification	Yes	§346.925
Departmental comments:			

Veterans Service Office			
Mission :	In recognition of the special sacrifices that veterans and their families have made, the Sauk County Veterans Service Office is dedicated to providing the highest quality of service to Sauk County Veterans and their family members by utilizing all available resources, including federal, state, county and civic. We strive to keep veterans and their family members informed of all pertinent information through the use of all available technologies and actively work for the protection of veterans benefits.		
	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference	
	Veterans Services	Y	Chapter 45
	Care of Veterans Graves	Y	45.18 & 45.185
	Veterans Relief	Y	45.10 - 45.17
	Transportation of Veterans to VAMC appointments	N	
	Flag Holders	N	
	“Veterans Messenger” Newsletter	N	
Departmental comments:	Veterans Services program includes state and federal benefits. Although the transportation program is not mandated for our department 99% of the people we transport meet the eligibility requirements for mandated transportation by the Commission on Aging (COA) Department. The county receives a grant annually from the Wisconsin Dept of Veterans Affairs (WDVA). The emphasis for the grant is to provide outreach efforts in order to increase the amount of benefits coming into the state and is specifically prohibited from being used solely to “reduce funding to a county veterans service office		

SAUK COUNTY MANDATES

	PROGRAM or SERVICE	Is this Program or Service Mandated? Statutory Reference
	based upon receipt of the grant..." For this reason the grant is used to pay for the entire cost of the newsletter and the balance is used to pay for attendance at conferences, training, WDVA meetings, etc.	