DEPARTMENT: Sheriff’s Office

SERVICE PRIORITIES

The objectives of this plan are to maintain and prioritize essential functions during a wide range of disasters. Steele County Sheriff’s Office provides public safety services for 432 square miles of Steele County.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be re-established within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | TelecommuterOption? |
| 1 | Public Safety, protection of life and property, security of crime scenes and disaster areas, investigations, patrolling the county | n/a | Yes and No, depends on situation |
| 1 | Armer System Operations- 800mhz Radios | 1 | No |
| 1  | Operation of 154 bed detention center | 47 | No |
| 1 | MDC’s, public safety alert systems, phones, computers | 1 | No |
| 2 | Records, gun purchase permits, conceal permits, custody reports | 1 | No |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Sheriff | Lon Thiele | 507-390-4000 | 507-444-3815 |
| Chief Deputy | Scott Hanson | 507-456-3055 | 507-444-3819 |
| Sergeant | Chad Forystek | 507-456-6853 | 507-444-3835 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities. Must have secure internet connection.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Armer System | Law Enforcement Center | None |
| Detention Center | 2500 Alexander St. SW., Owatonna, MN 55060 | None |
| Radios/Cells/MDC’s | Law Enforcement Center |  |
| EOC Trailer |  | None |
| Continuity of Operations Plan | Electronic/Printer |  |
| Drive/Server | Electronic |  |
| Computers | Law Enforcement Center |  |
| Personnel Records | Electronic/Printer |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS
* Campfire

Other Comments or Considerations?

* Work load and tasks are dependent on the time of year.
* Full copy of COOP is available at (insert hyperlink to full copy here).
* Alternate location site:

Steele County 4 Seasons (Upper Floor)

Scott Goldberg: 507-444-7431

Completed by: Date:

Lon Thiele 03/16/2020\_\_\_\_\_