

Renville County Sheriff's Office

Finance and Budgeting



Sheriff's Office Accounts

- 201 – Sheriff's Office – General
 - 250 – DNR Grants
- 202 – 911 Fund
- 203 – Permit to Carry account
- 205 – DWI Forfeiture
- 206 – Sheriff Contingency
- 208 – Jail Canteen
- 209 – Bail account
- 210 – Jail - General
- 212 – Drug Forfeiture
- 213 – Felony Forfeiture
- 215 – Sheriff's Safekeeping

These account codes represent individual “departments” required by Renville County's Integrated Financial System (IFS) accounting system.

201 – Sheriff's Office - General

- MSS 387.20 – County Board sets Sheriff's salary and budget annually
 - If dissatisfied, Sheriff may appeal to District Court
- “Sheriff's Office Budget” – day-to-day business
 - Wages, benefits, insurance, vehicles, fuel, equipment, training, etc.
- “201” Revenues and expenses budgeted for annually
- Funded by tax levy
- Any “leftover” monies in budget go to County reserve and may be used to offset the levy the following year
- Any monies drawn over budget need to come from county reserves

201-250 DNR Grants

- Snowmobile
- ATV
- Boat and Water
 - Annual grants applied for and received
 - Each grant has its own spending plan, parameters and performance period
 - Unspent monies are not able to be carried over

202 – 911 Account

- State grant funding received each month (RCSO currently receives \$14,682.48/month)
- Funded, in part, by the “911 Fee” assessed on each phone bill
- Governed by MSS 403.113
- Meant to help cover the cost of 911 PSAP (Dispatch), not including wages.
- Allowable expenses have recently been broadened...

202 – 911 Account

MSS 403.113 Subd. 3. Local expenditures.

- (a) Money distributed (to our PSAP) may be spent to:
 - Lease, purchase, lease-purchase, or maintain:
 - Enhanced 911 equipment, including telephone equipment
 - Recording equipment
 - Computer hardware
 - Computer software for database provisioning
 - Addressing, mapping, and any other software necessary for automatic location identification or local location identification
 - Trunk lines
 - Selective routing equipment
 - Master street address guide
 - Dispatcher public safety answering point equipment proficiency and operational skills
 - Long-distance charges incurred due to transferring 911 calls to other jurisdictions
 - Equipment necessary within the public safety answering point for:
 - community alert systems
 - to notify and communicate with the emergency services requested by the 911 caller.

202 – 911 Account

MSS 403.113

Money distributed for enhanced 911 service may not be spent on:

- (1) purchasing or leasing of real estate or cosmetic additions to or remodeling of communications centers;
- (2) mobile communications vehicles, fire engines, ambulances, law enforcement vehicles, or other emergency vehicles;
- (3) signs, posts, or other markers related to addressing or any costs associated with the installation or maintenance of signs, posts, or markers.

202 – 911 Account

- Revenues in 2024
 - \$176,189.76 – Grant payments
 - \$17,558.02 – Interest
 - \$193,747.78 - TOTAL**
- Expenses in 2024
 - **\$172,930.74**
- ✓ This account is maintained and audited separately from County general fund.
- ✓ Any “leftover” money carries forward into the next year and can only be used as directed in statute.
- ✓ Written plan for 911 fund expenditures is in place
 - ✓ Recently purchased new 911 call handling solution (\$109,000.00)
 - ✓ Recently purchased voice logger/recorder (\$40,000.00)
 - ✓ Emergency response paging system replacement project in progress (\$290,000.00 total; \$167,000.00 from 911 Account)
 - ✓ Dispatch workspace and furniture replacement is being explored

203 – Permit to Carry Account

- Funded when Renville County citizens apply for permits to carry handguns

- New permit: \$100.00 \$50.00 - 201 (general), \$50.00 - 203 (this fund)
2024 – 105 New \$5,250.00 to 201 Fund; \$5,250.00 to 203 Fund
- Renewal: \$75.00 \$25.00 - 201; \$50.00 - 203
2024 – 114 Renewals \$2,850.00 to 201 Fund; \$5,700.00 to 203 Fund
- Late renewal: \$10.00 \$10.00 - 203
- Data Change: \$10.00 \$10.00 - 201
- Replacement: \$10.00 \$10.00 - 203

203 – Permit to Carry Account

- MSS 624.714 Subd. 21. **Use of fees**
- Fees collected by sheriffs under this section and not forwarded to the commissioner must be used only to pay:
 - **Direct costs of administering this section.**
 - Labor, office furniture, machines, and supplies; expendable equipment, printing and copying expenses
 - **Appeals of prevailing applicants or permit holders under subdivision 8, paragraph (c);**
 - **Reasonable costs of the county attorney to represent the sheriff in proceedings under this section.**
 - The revenues must be maintained in a segregated fund.
 - Fund balances must be carried over from year to year and do not revert to any other fund.
 - By January 31 of each year, a sheriff must report to the commissioner on the sheriff's segregated fund for the preceding calendar year
- 2024 Revenue: \$19,470.00
- 2024 Expense: \$22,306.36 (includes \$8,370.00 paid to “201” for admin/staff time, etc.)

205 – DWI Vehicle Forfeitures

- Administrative and Judicial processes
 - DWI with *2 or more* DWI convictions/license revocations in past 10 years
- Forfeited vehicles:
 - Keep for official use
 - Sell via public auction
- Proceeds (after expenses – towing, repairs, liens, etc.):
 - 70% Law enforcement agency - to be used for DWI-related enforcement, training, education, crime prevention, equipment, or capital expenses
 - 30% Prosecuting authority – to be used for prosecutorial purposes, training, education, crime prevention, equipment, or capital expenses

206 – Sheriff Contingency

- MSS 387.213
- Funded by “one-fourth of fine money for violations of chapter 152 (drug crimes) or 340A (liquor – unlawful sales, use, etc.)”...
- The sheriff may expend money from this fund for the purpose of:
 - Investigating and securing evidence of violations of chapters 152, 340A, and the DWI-related provisions of chapter 169A.
- Money may be withdrawn from the fund by the sheriff *upon the order of the district court* after application.
- At the close of the fiscal year, any money in the fund in excess of \$5,000 shall be transferred into the general fund.

208 – Sheriff's Jail Canteen

- **MN Rule 2911.4800** - A facility with an approved capacity of more than 50 inmates shall establish, maintain, and operate a commissary. The facility shall have a written policy and procedure regarding commissary operation that must allow an inmate to purchase approved items not furnished by the facility. Class I facilities are not required to provide commissary services.
- **Funded by:**
 - Profit-sharing of inmate communications (phone, video visitation) (texting goes to 210 account).
 - Profits from jail “store”
 - Products purchased at wholesale price, sold to inmates at retail price
- **Proceeds/Profits used for the benefit of the inmates**
 - **Examples:**
 - Programming supplies
 - Body scanner
 - Security system control system replacement

210 – Jail – General

- “Jail Budget” – day-to-day business
 - Wages, benefits, insurance, building fuel, electricity, inmate medical, inmate food, supplies, etc.
- Revenues (grants, fees, boarding) and expenses budgeted for annually
- Funded by tax levy
- Any “leftover” monies go to County reserve and may be used to offset the levy the following year.
- Any monies drawn over budget need to come from reserves.

212 – Drug Forfeiture

- Administrative and Judicial processes (Personal property and non-homesteaded real property)
- Eligible administrative forfeitures:
 - Proceeds of a controlled substance crime
 - Money totaling >\$1,500.00
 - Precious metals and stones
 - All money found in proximity to drugs (if exchanged for drugs)
 - All conveyance devices containing “drugs worth >\$100.00” if used to transport
 - Firearms, ammo and accessories (if in vehicle, on or in proximity to person from whom a felony amount of drugs was seized or on premises if felony amount of drugs is seized.)
- Forfeited property
 - Keep for official use (if vehicle, make reasonable efforts to use for DARE officers)
 - Sell at public auction
- Proceeds (after expenses – towing, repairs, liens, etc.):
 - 70% Law enforcement agency as a supplement to the agency's operating fund or similar fund for use in law enforcement, training, education, crime prevention, equipment, or capital expenses
 - 20% Prosecuting authority as a supplement to its operating fund or similar fund for prosecutorial purposes, training, education, crime prevention, equipment, or capital expenses
 - 10% State treasury and credited to the general fund

213 – Felony Forfeiture

- MSS 609.5312 - All personal property is subject to forfeiture if it was used or intended for use to commit or facilitate the commission of a “designated offense”.
 - Weapons offenses
 - Murder
 - Assault
 - Burglary
 - Criminal Vehicular Homicide/Operation
 - Financial exploitation
 - Robbery
 - Solicitation/Prostitution
 - Criminal sexual conduct
 - Theft
 - Embezzlement
 - Arson
 - Insurance fraud
 - Fleeing in a MV
 - And more...

Forfeitures include:

- Cash
- Vehicles
- Computers
- Firearms
- Etc.
- Forfeited property
 - Keep for official use
 - Sell at public auction
- Proceeds (after expenses – towing, repairs, liens, etc.): (except prostitution and human trafficking)
 - 70% Law enforcement agency as a supplement to the agency's operating fund or similar fund for use in law enforcement, training, education, crime prevention, equipment, or capital expenses
 - 20% Prosecuting authority as a supplement to its operating fund or similar fund for prosecutorial purposes, training, education, crime prevention, equipment, or capital expenses
 - 10% State treasury and credited to the general fund

215 – Sheriff's Safekeeping

- Used as a way to deposit money in a bank and accurately track and account for it
 - In lieu of keeping cash in our evidence rooms (death investigations, found property, other occurrences of cash handling not associated with forfeiture)
 - “Bonds” for vehicles in forfeiture proceedings, but released to owner per statute
- None of this money in this category actually belongs to Renville County and will ultimately be returned to its owner or moved to another category.

Questions...



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