

**RILEY COUNTY LAW ENFORCEMENT AGENCY  
LAW BOARD MEETING  
City Commission Meeting Room  
1101 Poyntz Avenue  
Manhattan, KS  
January 20, 2015 12:00 p.m.  
Minutes**

**Members Present:** Barry Wilkerson Craig Beardsley  
Wynn Butler Karen McCulloh  
Usha Reddi Ron Wells

**Absent:** Robert Boyd

**Staff Present:** Director Schoen Assistant Director Doehling  
Captain Hegarty Captain Hooper  
Captain Moldrup Captain Fink  
Captain Kyle

**I. Establish Quorum:** By Secretary Wilkerson at 12:05 p.m.

**II. Pledge of Allegiance:** Led by Director Schoen.

**III. Swear in Law Board Members:** Riley County Clerk Rich Vargo sworn in Law Board members Craig Beardsley, Wynn Butler, Karen McCulloh, Usha Reddi, Ron Wells and Barry Wilkerson. Robert Boyd was later sworn in on January 26, 2015. Their terms will expire December 31, 2016.

**IV. Reorganization/Election of Officers:** Secretary Wilkerson explained that traditionally the position of Chair has alternated between a representative of the City of Manhattan and a representative of Riley County. In keeping with tradition, he nominated Riley County Commissioner Robert Boyd to fill the position of Chair and City Commissioner Karen McCulloh to fill the position of Vice Chair. Barry Wilkerson will continue to serve as Secretary.

Wells seconded the motion. On a roll call vote, motion carried 6-0.

**V. Consent Agenda:**

- A.** Approval of December 15, 2014 Law Board Meeting Minutes
- B.** Approve 2014 & 2015 Expenditures
  - a) Seizure Expenditures
  - b) Budget Expenditures/Credits
- C.** Juvenile Transport Reimbursement
- D.** County Inmate Medical, Facilities, Maintenance & Repairs Expenditures- (*Review*)
- E.** Riley County Jail Average Daily Inmate Population- (*Review*)
- F.** Monthly Crime Report- (*Review*)

Wilkerson moved to approve the consent agenda as presented. Reddi seconded the motion. On a roll call vote, motion carried 6-0.

## **VI. General Agenda:**

**G. Additions or Deletions:** Schoen wished to announce the retirement of Correction Officer Silvia Zappas immediately following item J. Community Advisory Board Recognition.

**H. Public Comment:** None.

**I. Law Board Member Recognition:** On behalf of the Riley County Law Enforcement Agency and the Riley County Police Department, Director Schoen and Assistant Director Doehling presented Richard Jankovich and John Matta each with a plaque in recognition of their dedication and years of service to the citizens of Riley County, Kansas and men and women of RCPD. Dave Lewis was unable to attend.

**J. Community Advisory Board Member Recognition:** On behalf of the Riley County Law Enforcement Agency, Riley County Police Department and Community Advisory Board, Director Schoen and Assistant Director Doehling presented Carl Friedrich and Don Slater each with a plaque in recognition of their dedication and service to the citizens of Riley County, Kansas and men and women of RCPD.

**K. Retirement Recognition:** Director Schoen and Assistant Director Doehling announced the retirement of Correction Officer Silvia Zappas. Correction Officer Zappas served the citizens of Manhattan and Riley County, Kansas from October 4, 1999 to January 1, 2015. Silvia Zappas is the first female Correction Officer to retire from the Riley County Police Department. She was presented with a plaque in recognition of her many years of dedicated service. Upon her retirement the men and women of the Riley County Police Department express their best wishes to Silvia Zappas and thank her for her service and friendship.

**L. Letter of Appreciation Presented to Officer Wright:** Director Schoen and Assistant Director Doehling presented Officer Aaron Wright with a Letter of Appreciation in recognition of his years of faithful service as a K-9 handler. His willingness and desire to take on the specialized duties of a K-9 Handler and his extraordinary bond and devotion to his partner Dino have proven to be an asset to fellow workers, the Department as a whole, and the public in general. During his tenure as a K-9 Officer he and Dino were responsible for the seizure of 16,229.54 grams of drugs, 435 arrests (since 2006) and 272 cases (since 2008).

Officer Wright expressed that he was very humbled. He served as a K-9 Handler for 11 years not for the recognition, but rather to make the community better for the citizens of Manhattan and Riley County.

**M. Community Engagement Programs:** Riley County Police Department Public Information Officer Matthew Droge briefed the Law Board on four community engagement programs that the department has implemented with the overall goal being to increase community engagement, reach a more diversified demographic, and update existing ineffective programs.

Officer Droge explained that RCPD 101 is a condensed version of the former RCPD Citizens' Academy. It is a twelve class course is open to anyone in the community who is interested in learning more about the operation of the Riley County Police Department. During the program, participants get a behind the scene look at various aspects of the police department as well as learn about the laws and statues that govern police actions. Classes are held on the 2nd Monday of each

month at the Law Enforcement Center, 1001 S. Seth Child Road. Those interested may view the schedule and complete an application online via the RCPD website, [www.rileycountypolice.org](http://www.rileycountypolice.org).

Nextdoor.com is a free, private social network program where residents work together with the Riley County Police Department and their neighbors for a safer community. The program allows neighbors to talk online, obtain information about crimes in the area, locate missing animals, find local babysitters, etc. The Riley County Police Department has partnered with Nextdoor.com to launch a program in the area not only to confront and resolve safety issues within the neighborhood, but also to help bring neighbors together. Other emergency and local government organizations such as the Manhattan Fire Department, Riley County EMS, Riley County Emergency Management, and the City of Manhattan have partnered with RCPD and Nextdoor.com. The City of Manhattan will be the first city in the U.S. to officially use this program. The Department plans to replace the current Neighborhood Watch Program with this more efficient service. The police department's use of Nextdoor will work hand-in-hand with the Nextcoffee program.

Nextcoffee is a causal meet and greet/question and answer session created for members of the Manhattan and Riley County community with the support of Nextdoor.com in order to provide positive and fun interaction with police. The program will hopefully help reach the section of the community that doesn't currently utilize social media applications (e.g., Nextdoor.com) or the internet. These public meetings will be held monthly over coffee throughout Manhattan and Riley County.

RCPD Points is a rewards program for community members who become involved in Department activities. For example, participants of RCPD 101 have the ability to earn points simply by attending the scheduled classes. A leaderboard is available for view as a fun way to compete with friends and other members of the community. It too can be viewed on the Department's website.

Reddi stated that although occasionally there are random things going on, Nextdoor is a wonderful program. She indicated that she would be interested in receiving periodic updates on the Nextcoffee program and participant attendance.

McCulloh stated that those in her neighborhood have used Nextdoor.com for a number of years now and it has proven very valuable. However, she recalled an incident in which two individuals began arguing on the site. As a result, rules of behavior had to be sent out to the group. McCulloh said that it might be beneficial for RCPD to send a flyer along with the water bill explaining Nextdoor.com to members of the community, how to sign up, and what the rules of behavior are when using the program.

Droge said that the police department can post in the various neighborhoods, but cannot view the posts of other individuals. Issues within the neighborhood would need to be reported to Nextdoor.

**N. Approval of Designated Depository:** During the most recent audit of the Departments financial records it was noted that per Kansas statute the Riley County Police Department is to designate an official depository for funds. Captain Hegarty stated that most of the funds are with the Riley County Treasurer; however, there are some that are not. In keeping with the requirements of the statute, he sought Law Board approval to designate Kansas State Bank and Landmark Bank as the official depositories for RCPD.

Wells moved to designate Kansas State Bank and Landmark Bank as the depositories for RCPD funds. Butler seconded the motion. On a roll call vote, motion carried 6-0.

**O. Substation Lease Agreement Renewal:** Director Schoen explained that this is an annual lease agreement between Riley County and GJL Real Estate Limited Partnership for the Aggieville Substation. The rental amount for 2015 has not increased from last year's agreement of \$9,900.00 annually (\$825.00 monthly).

**P. 2016 Budget Preparation Timeline:** Provided to the Board was the proposed 2016 Budget Preparation Timeline developed in accordance with the statutes of the Riley County Police Department and the Riley County Law Enforcement Agency. The statutes call for final budget certification no later than the First Monday in July. As a result Director Schoen recommended the following:

At the January 20, 2015 Law board meeting, discuss, modify as necessary and approve the 2016 budget development timeline.

During the month of March conduct special Law Board meetings as the Board deems necessary to begin preliminary budget discussions and obtain Law Board guidance.

At the April 20, 2015 Law Board meeting, update the Board on budget development and provide a draft 2016 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the May 18, 2015 Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing.

No later than June 5, 2015 publish the proposed 2016 budget of expenditures in the Manhattan Mercury.

At the June 15, 2015 Law Board meeting, conduct a public hearing on the 2016 budget of expenditures and formally adopt the budget.

On or before July 6, 2015 certify to the Riley County Board of County Commissioners a budget of expenditures for the 2016 operation of the Riley County Law Enforcement Agency/Riley County Police Department.

No opposition was voiced concerning the proposed timeline for the development of the 2016 RCPD budget. Special Law Board Meetings/Budget Work Sessions will be scheduled in the evening after regular business hours in an effort to accommodate Board member schedules.

**Q. Review of 2014 RCPD Goals:** Provided as part of the Law Board packet was a memo outlining the 2014 RCPD goals, progress indicators and action items. Director Schoen provided a brief overview of each. The Board sought clarification regarding the following action items.

Action Item #3: Work with Riley County to finalize plans for and implement the first phase of work necessary to move the Department's firing range from its current location to a new location.

Director Schoen explained that the action item was established as a result of a meeting between him and the Board of County Commissioners (BOCC) in late 2013. The BOCC instructed staff to commence work toward initial phases of range construction. However, shortly thereafter the BOCC took up the issue of a Building Commission as well as other necessary County concerns with respect to building projects. As a result, progress on the range was necessarily limited. However, the range remains an issue critical to the Department by June 2019, by which time the lease on the current facility expires.

Wells added that several weeks ago he broached the matter once again with the BOCC, the head of Planning and Development, and Public Works. In moving forward, the next couple of steps will be to check the zoning and evaluate the site for the new facility; if that is the direction they decide to go. Wells has expressed to the BOCC that he would like to have this accomplished in 2015.

Butler wished to know if the decision has been made to build a new facility or to maintain the current range.

Wells responded that current discussions revolve around determining whether or not the County owned property would be a suitable location for a firing range. His last negotiations attempting to get a new lease at the current location did not go well. The County is simply trying to have options as 2019 draws near. No binding action has been taken at this time with respect to either direction. However, they all concur that there is a need for a range. They are still in the discussion stage.

Action Item #4: Improve efficiencies by engaging in a series of “Process Reviews” utilizing a data driven approach to decision making with respect to policies, procedures, procurement, and resource allocation.

Butler asked Director Schoen to inform the public of the difference between the VOIP system and traditional phone service.

Schoen stated that the Voice over Internet Protocol (VOIP) system is internet based. The traditional phone system is the service that one typically thinks of from AT&T.

Butler said that the cameras on the traffic lights may have some utility for RCPD. He wished to know if the VOIP system would help the Department interface with the intelligent traffic control system.

Schoen said that if RCPD opts for the VOIP system there will be a need for additional bandwidth from AT&T. Whether the Department goes with the VOIP or traditional phone service the connection to AT&T will be needed. That connection is going to cost the Department pretty much the same under VOIP as it would the traditional phone system. That is why VOIP does not make as much sense for RCPD as it did for the County. In terms of getting the data from the cameras to the RCPD, the issue is once again bandwidth. There are some significant dollars attached to establishing that connection unless they can develop a microwave system similar to that of the City.

Butler wanted to know if there is a way for RCPD to piggyback with the County’s computer system in an effort to save money.

Schoen stated that in terms of moving everything to the County or to the police department, that has been reviewed a number of times and does not make fiscal sense. However, there are things the

Department can do. For example, RCPD is working cooperatively with the County GPS system, and software licensing. He noted that there are ways for the Department to save and they continue to look for them.

Reddi stated that U.S. Attorney Barry Grissom highly advocates police officer body-worn camera systems. The city of Wichita has invested a lot of money on a police officer body-worn camera system and they are already seeing some return on the investment. Reddi said that she would be interested in receiving regular updates and a cost-benefit analysis as the Department moves forward with this project.

**R. Executive Session:** At 1:15 p.m. Wilkerson moved to go into executive session for the purpose of discussing non-elected personnel matters and attorney client privilege not to exceed 30 minutes. Butler seconded the motion. On a roll call vote, motion carried 6-0.

At 1:44 p.m. the open meeting reconvened.

**S. Director's Contract:** Action on this item was tabled until the February 17, 2015 Law Board Meeting.

**T. Affirmation or Revocation of Discipline:** Wilkerson moved to affirm the Director's disciplinary actions. Wells seconded the motion. On a roll call vote, motion carried 6-0.

**U. Adjournment:** Butler moved to adjourn the meeting. Reddi seconded the motion. On a roll call vote, motion carried 6-0. The January 20, 2015 Law Board Meeting adjourned at 1:45 p.m.