

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
June 20, 2016 12:00 p.m.
Minutes**

Members Present:

Craig Beardsley	Robert Boyd
Wynn Butler	Karen McCulloh
Usha Reddi	Ron Wells
Barry Wilkerson	

Absent:

Staff Present:

Director Schoen	Assistant Director Doehling
Captain Fink	Captain Hegarty
Captain Hooper	Captain Kyle
Lieutenant Woods	

I. Establish Quorum: By Chairman Boyd at 12:00 p.m.

II. Pledge of Allegiance: Led by Director Schoen.

III. Consent Agenda:

- A. Approval of Minutes
 - a) April 18, 2016 Law Board Meeting
 - b) May 16, 2016 Law Board Meeting
- B. Approve 2016 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*)

McCulloh moved to approve the consent agenda as presented. Wilkerson seconded the motion. On a roll call vote, motion carried 7-0.

IV. General Agenda:

G. Additions or Deletions: None.

H. Public Comment: None.

I. Board Member Comments: Reddi commented that the Riley County Police Department did a fantastic job at the 27th Annual Juneteenth Celebration held on Saturday, June 18, 2016 in the City Park. She added that the police officer body-worn camera system has proven to be very effective. She appreciates the professionalism in which the officers are using the system.

Wilkerson announced that the U.S. Attorney's Office, District of Kansas is hosting a Human Trafficking Conference July 12th – 13th, 2016 in the Manhattan Conference Center. Co-hosting is the Riley County Attorney's Office, along with co-sponsors from the Kansas Attorney General's Office and the Kansas Law Enforcement Training Center. A few guest speakers include Craig Hill with the National Center for Missing and Exploited Children, Michael Geiger who assisted in the formation of the Portland Oregon Police Human Trafficking Unit, Jason Hart with the Department of Justice, and Marc Bennett, Sedgwick County District Attorney. A number of law enforcement personnel, state officials and victim advocates have already registered to attend the conference. The conference is open to members of the public who are interested in attending. Wilkerson said that questions regarding the conference can be directed to him or Captain Fink.

Fink briefed those in attendance on the various actions taken by RCPD to address the issue of human trafficking in Manhattan and Riley County.

Wilkerson noted that human trafficking is one of the fastest growing enterprises in the nation. It is an important issue that RCPD has been a head of the curve in attempting to address.

J. Promotion Announcement: Assistant Director Doehling announced the promotion of Correction Officer Micheala Harris to the position of Correction Sergeant. Harris was accompanied by her mother, Olivia and Lieutenant Frazier who assisted Director Schoen with the pinning.

Assistant Director Doehling announced the promotion of Correction Sergeant Robert McDermott to the position of Correction Lieutenant. McDermott was accompanied by his wife, Lee who assisted Director Schoen with the pinning.

Assistant Director Doehling announced the promotion of Police Officer Ryan Doehling to the position of Sergeant. Doehling was accompanied by his mother, Diane who assisted Director Schoen with the pinning.

K. The Southern Police Institute Director's Award for Academic Excellence: Director Schoen recognized two lieutenants with the Riley County Police Department who recently attended nationally recognized professional development courses for law enforcement leaders. Lieutenant Erin Freidline attended the Federal Bureau of Investigation National Academy. Lieutenant Greg Steere attended the Southern Police Institute where he received the Director's Award for Academic Excellence in recognition of his achievement recording the highest academic average as a member of the Graduate Program of the 135th Administrative Officer's Course.

L. Community Advisory Board Update: Community Advisory Board (CAB) Chairman Edward McNamara briefed the Board on CAB activities to date. Since the last update to the Law Board citizen Floyd Rogers was appointed to the CAB. The guest speaker in May was Flint Hills Job Corps Center Director Johnny Taylor who provided a very eye opening presentation. In June, the CAB discussed RCPD's response to an incident that took place at Kite's Grille and Bar in Aggieville. McNamara added that the police officer body-worn camera system has proven to be a very valuable resource to the Department and the community.

M. Approval of Edward Byrne Memorial Justice Assistance Grant: Captain Hooper explained that Edward Byrne Memorial Justice Assistance Grant (JAG) funds have been awarded to Riley County for a number of years. The Department has applied for the grants on behalf of the County each year and received various allocations. This year Riley County has been allocated \$18,849. There

is no matching fund requirement. Should the application be approved, the Department intends to apply the grant allocation toward the purchase of new Conducted Energy Weapons (CEW) from TASER International and portable radios which will be used to equip new officers and security personnel assigned to the court security function. Hooper requested the Law Board authorize the Department to move forward on an application of grant funds through the 2016 Edward Byrne Memorial Justice Assistance Grant program.

A public hearing for the 2016 Edward Byrne Memorial Justice Assistance Grant was held at the June 16, 2016 Board of County Commissioners Meeting.

Wilkerson moved to approve the Department's application for the 2016 Edward Byrne Memorial Justice Assistance Grant. McCulloh seconded the motion. On a roll call vote, motion carried 7-0.

N. New Paper Reporting Process: One of the goals for the Department in 2016 is to make use of available technological advances to improve efficiency. Specifically, to complete a plan to revise the Departments report management process by December 31st. Captain Hegarty said that the ultimate goal is electronic reporting which depends largely upon the records management system vendor completing the forms that will be used by the Department. To date, they have not been completed.

Provided as part of the Law Board packet was a simplified project plan designed as an interim solution and incorporates many of the elements that will be in place when electronic reporting is online. Hegarty pointed out that although only preliminary numbers, it is his hope that the following figures are indications that the Department is achieving the goals it wants to achieve.

An assessment of officer report completion time and overtime under the new process was completed. When compared to the same time period in 2015, it was discovered that initial reports are being completed by officers 39% sooner under the new process. Final reports are being completed 57% sooner. With respect to officer overtime, data from the first two weeks of the new process was compared to the preceding two weeks. Under the previous process the Department expended approximately \$11,300 in officer overtime for report completion (119 reports at 1.7 hours per report). Under the new process the Department expended approximately \$6,700 in officer overtime for report completion (98 reports at 1.2 hours per report). Hegarty noted that it is still very early in the process and they are only preliminary figures. While he cannot say definitively that the new process is the reason for the reduction, it is certainly not costing the Department more.

Hegarty explained that the first phase of the project is scheduled to wrap up in July, after which he will complete an after-action report containing recommendations for changes or continuation and further analysis of the results.

Reddi said that City Commissioners receive most documents electronically. Currently, members of the Board are provided a hardcopy and electronic copy of the Law Board packets. To help reduce expenses associated with printing and delivering the packets, she suggested that the Board no longer receive hardcopies.

A consensus among the Board was reached to receive all future Law Board packets electronically.

O. Public Hearing for 2017 Budget: At the May 16, 2016 Law Board Meeting the Board approved RCPD Budget Draft 3F for publication. The budget includes basic salary adjustments, court

security, ½ year mental health contract, and 1 dispatcher. Following the public hearing the budget can be formally adopted by the Law Board.

Chairman Boyd opened the public hearing for the 2017 RCPD budget

Joe Knopp- Manhattan Resident: Mr. Knopp wished to once again share his concerns with the Board regarding the expenditures for operating security at the courthouse and its impact on the taxpayers. It is his firm belief that the police department and Law Board are making a significant misallocation of funds. In his estimation, there are other areas that could benefit from the additional personnel and make the community safer than to have them sit at the courthouse.

Butler felt that the number of police officers could be reduced without negatively impacting overall security. He recommended the elimination of one officer at the District Court.

Schoen responded that the Law Board was presented with the staffing levels necessary to do it right. It is not overstaffed or understaffed. In terms of a balanced operation, the Department has provided the Board with the minimum for what it takes to be successful and avoid pulling officers from the street to cover security for either the Municipal or District Court. If the plan was reduced, and an officer was to call in, that would leave only one officer which is not enough. There will be no one to cover the courtrooms.

Butler said that the minimum requirement now is one officer. He is proposing adding one officer instead of two. He does not see the damage. If it appears to be a problem the Department can always add an officer at a later time.

Schoen noted that the sworn officer assigned to security at the entrance cannot leave. The state requires at least one armed police officer at the security checkpoint otherwise it is not deemed to be adequate security measures.

Butler said that if there is a problem in one of the courtrooms the officer could shut the entrance door temporarily. There are operational ways to handle those types of situations and be efficient.

Wilkerson explained that if he were the Director he would feel a bit caught in the middle. The security plan needs to be done correctly, but also satisfy the judges and members of the Law Board. He believes that the Director and Assistant Director have done a good job meeting the standards for adequate security and trying to keep the cost down.

Boyd said that this will be a learning process going forward. If the Board and Department budget for four officers and need five there is no way to get it. He would much rather trust staff to make adjustments as they move forward. He was in favor of approving the budget as presented.

McCulloh voiced her support of the budget as presented. However, she would like RCPD Administration to monitor the security plan going forward to determine if there are ways that it can be improved (e.g., court scheduling).

Reddi said that she was comfortable approving a budget with one less officer. Though, should the discussion lean toward approving the budget as presented, she would be comfortable with that as well.

Beardsley explained that when an individual enters the courthouse through the portal it will involve at least one person. If that individual is carrying an item that is prohibited from entering the building, it will involve two people, which has the potential to hold up the line. From a staffing standpoint it takes 2.5 to 3 people to fill one position. Beardsley said that he is not put off by the numbers. The numbers are fairly appropriate. The first year will be telling. There are a lot of management aspects that will draw manpower to meet the state requirement. He was in favor of approving the budget as presented.

Wells said that he was not in favor of beginning shorthanded and having to lock the front door when the officer has to use the restroom. While it might be his preference to have one less officer, he was in favor of accepting the budget as presented. The security plan can be evaluated and adjustments made after it has been in place for a year.

The public hearing was closed.

P. Approve 2017 Budget: Wilkerson moved to approve RCPD Budget Draft 3F as presented. McCulloh seconded. A roll call vote was taken and the results are as follows:

Beardsley	Yes	Boyd	Yes
Butler	No	McCulloh	Yes
Reddi	Yes	Wells	Yes
Wilkerson	Yes		

The motion passed 6-1.

Q. Executive Session: At 1:04 p.m. Wilkerson moved to go into executive session for the purpose of discussing non-elected personnel matters not to exceed 5 minutes. Beardsley seconded the motion. On a roll call vote, motion carried 7-0.

At 1:09 p.m. the open meeting reconvened.

R. Affirmation or Revocation of Discipline: McCulloh moved to affirm the Director's disciplinary actions. Wells seconded the motion. On a roll call vote, motion carried 7-0.

S. Adjournment: The June 20, 2016 Law Board Meeting adjourned at 1:09 p.m.