

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
September 17, 2012 12:00 p.m.
Minutes**

Members Present: Karen McCulloh Loren Pepperd
Barry Wilkerson John Matta
Richard Jankovich Dave Lewis
Wynn Butler

Absent:

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

- I. **Establish Quorum:** By Chairman McCulloh at 12:00 p.m.
- II. **Pledge of Allegiance:** Led by Director Schoen
- III. **Consent Agenda:**
 - A. Approve August 20, 2012 Law Board Meeting Minutes
 - B. Approve 2012 Expenditures
 - a) 2012 Budget Expenditures
 - b) Juvenile Transports
 - C. County Inmate Medical, Facilities, Maintenance & Repairs Expenditures- (*Review*)
 - D. Riley County Jail Average Daily Inmate Population- (*Review*)

Lewis inquired about the unusually high inmate population during 2010. He wished to know if the Department implemented a particular program, or took special enforcement action which would have caused the increase.

Schoen responded that the Department did not do anything programmatically that would have caused the increase. One explanation could be that the court was simply sentencing more individuals to the jail.

Pepperd addressed employee overtime. According to the Monthly Budget Status Report, the Department has expended over the budgeted amount for salaries-overtime. He wanted to know if RCPD Administration plans to take funds from other accounts to make up for the shortage, or if they intend to ask for more money.

Schoen said that the Department does not intend to ask for more money. Traditionally, the Department is over in this account. Much of the overtime is offset by the unused salaries of

positions that become vacant throughout the year. Administration continues to closely monitor employee overtime.

Lewis moved to approve the consent agenda as presented. Wilkerson seconded the motion. The motion passed 7-0.

IV. General Agenda:

E. Additions or Deletions: None.

F. Public Comment: McCulloh announced that a Mental Health Panel Meeting has been scheduled for Monday, October 8, 2012 at 6:30 p.m. at the Manhattan Public Library. The purpose of the meeting is to facilitate discussion between Pawnee Mental Health, Riley County Police Department and Mercy Regional Health Center regarding mental health in Riley County. The meeting will be open to the public for those who wish to attend.

G. Community Advisory Board Update: Riley County Police Department Community Advisory Board (CAB) Chairman Jerry Boettcher briefed the Law Board on CAB activities to date. Current members of the CAB include himself, Trent Armbrust, Krista Bramhall, Scott Emley, Carl Friedrich, Mo Hosni, Michele Jones, Heather Lansdowne, Mario Morales, Andrew Rickel, Richard Seaton, Don Slater and Michelle White-Godinet. Boettcher said that while he is pleased with the composition of the CAB, the Ft. Riley position on the Board remains unfilled. Anyone interested in serving in that capacity may contact Boettcher directly.

Guest speakers are frequently invited to attend CAB meetings. Recent guest speakers were Riley County Community Corrections Director Shelly Williams, Manhattan High School Principal Terry McCarty and RCPD School Resource Officers Brian Swearingen (MHS West Campus) and Jamie Douglass (MHS East Campus). Topics discussed during the meetings include the Department's upcoming reaccreditation process, School Resource Program, and the hiring of part-time KSU interns to assist with indentifying effective methods of communicating with the public, to name only a few.

Pepperd wished to know if there is an alert system in place to notify RCPD, KSU faculty and student population, City, and County staff of major incidents in the area like that of an active shooter on campus.

Schoen responded that the university has an emergency notification system which disseminates important notifications to subscribers via text, phone and/or e-mail messages. Subscribers are typically students, faculty and their family members. The Riley County Police Department and Kansas State University each have a Twitter account that anyone may subscribe to. Schoen said that emergency notifications are fairly well covered.

Lewis stated that the Kansas Association of Counties is scheduled to meet in November to discuss consolidated law enforcement during one of the workshops. He wished to know if Director Schoen had been contacted and asked to participate in the discussion.

Schoen said that he had not heard anything to date, but he would be more than happy to attend.

H. Promotion Announcement: Director Schoen and Assistant Director Doehling announced the promotion of Officer Scott Hagemeister to the position of Sergeant. Officer Hagemeister was accompanied by his wife Karla and son Jakob. Schoen assisted Karla with the pinning.

I. Award Presentation: Director Schoen presented Lieutenant Josh Kyle with a Meritorious Service Award in recognition of his work refining the Department's Police Training Officer Program, and his service as a key member of the Police Society for Problem Based Learning (PSPBL). The above, combined with his achievement in being the first Level IV Instructor for the Manitoba, Canada based PSPBL, make him deserving of the Riley County Police Department Meritorious Service Award.

On behalf of the citizens of Manhattan and Riley County Director Schoen presented Officer Mark Cusimano and Dispatch Supervisor Dawn Wickizer each with a Life Saving Award in recognition of their efforts while providing critical life saving assistance to a 1 month old child on June 25, 2012.

J. RCPD Bond Schedule: At the August 20, 2012 Law Board Meeting Pepperd expressed his concerns with the current bond schedule. At the meeting he noted that certain bond levels appear low for the nature of the offense, specifically with respect to individuals who are involved in a shooting. A meeting to discuss possible revisions to the bond schedule has been scheduled with Judge Wilson. Wilkerson stated that he anticipates a few adjustments will be made to the schedule, which may increase in the Riley County Jail inmate population.

K. P-Card Agreement: Lewis moved to authorize the Chair to sign Resolution 12-06 permitting the Department to establish a Commercial Card Agreement with First National Bank of Omaha. Pepperd seconded the motion. The motion passed 7-0.

L. Approval of General Orders:

- a) GO 2012-019 Disciplinary System
- b) GO 2012-041 Promotion Process

McCulloh addressed the promotion eligibility requirements for the position of Assistant Director. According to policy, those interested in the position must have a minimum of one year experience as a sworn Captain with the Department. She wished to know if the policy, as it is written, would limit the Law Board should they need to appoint an Assistant Director from outside of the Department.

Gillespie responded that if the Director and Assistant Director were to retire tomorrow, and the Law Board wanted to appoint individuals from outside of the Department to fill the positions, they could. It could be very easily argued that the policy concerning promotions would not apply in that situation. The policy that is before the Board addresses promotions only.

Wilkerson moved to approve the general orders as presented. Pepperd seconded the motion. The motion passed 7-0.

M. Executive Session: At 12:35 p.m. Lewis moved to go in to executive session for the purpose of discussing non-elected personnel matters not to exceed 10 minutes. Jankovich seconded the motion. The motion passed 7-0.

At 12:45 p.m. Lewis moved to return from of executive session. Pepperd seconded the motion. The motion passed 7-0.

N. Affirmation or Revocation of Discipline: Lewis moved to affirm the Director's disciplinary actions. Jankovich seconded the motion. The motion passed 7-0.

O. Adjournment: Wilkerson moved to adjourn the meeting. Lewis seconded the motion. The motion passed 7-0. The September 17, 2012 Law Board Meeting adjourned at 12:46 p.m.