

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
March 15, 2021 12:00 p.m.
Minutes**

Members Present: Kathryn Focke John Ford
 Patricia Hudgins (Virtual) Linda Morse
 BeEtta Stoney Barry Wilkerson
 Robert Ward

Absent:

Staff Present: Director Dennis Butler Assistant Director Kurt Moldrup
 Captain Erin Freidline Captain Josh Kyle
 Captain Greg Steere Captain Derek Woods

Recorder: Executive Assistant Nichole Glessner, Riley County Police Department
 (RCPD)

- I. Establish Quorum:** By Chairperson Morse at 12:00 a.m.
- II. Pledge of Allegiance:** Director Butler led the Riley County Law Enforcement Agency (Law Board) in the Pledge of Allegiance.
- III. Consent Agenda:**
- A.** Approve February 16, 2021 Law Board Meeting Minutes
 - B.** Approve 2020 & 2021 Expenditures/Credits
 - C.** Juvenile Transport Reimbursement
 - D.** RCPD Related County Expenditures (*Review*)
 - E.** Riley County Jail Average Daily Inmate Population- (*Review*)
 - F.** Reports- (*Review*)
 - 1. Monthly
 - a) Monthly Crime Report

Vice Chairperson Ward moved to approve the Consent Agenda as presented. Member Ford seconded the motion.

Member Stoney commented on 2020 and 2021 list of expenditures. She noted that the RCPD uses multiple vendors for vehicle repair/maintenance. She wished to know if there is a reason the Department uses different vendors for what appears to be the same or similar service.

Director Butler responded that the RCPD has vehicles of different makes/models serviced at certain dealerships for warranty work. Vehicles that require routine oil changes or basic maintenance are taken to

other locations. He explained that the type of vehicle and service that is needed dictates where it will be taken for repair/maintenance.

Chairperson Morse discussed the Monthly Inmate Population Report. She noted that the average inmate population for the month of February was 67.1; similar to that of January and in keeping with the average inmate population for the same period last year.

Chairperson Morse pointed out for the listening public that the Part 1 Violent Crimes (murder and nonnegligent manslaughter, rape, robbery, and aggravated assault) for February 2021 was 10.3% lower than the five-year average. There was one robbery reported and fourteen vehicle burglaries reported for the month which is in line with previous years. Morse addressed the spike in vehicle accident related deaths nationwide which is of concern since there are fewer vehicles on the road. That said, the number of traffic accidents in February 2021 for Manhattan and Riley County was 17.5% below the five-year average.

Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

G. Additions or Deletions: None.

H. Public Comment: Dennis Cook, Executive Director, Aggieville Business Association, expressed his appreciation to the men and women of the RCPD and Sergeant Dustin Weiszbrod for the assistance provided during the 43rd Annual St. Patrick's Day Parade and Race. He stated that there is a difference between simply facilitating something and partnering with the ABA to ensure a safe, successful event.

Chairperson Morse asked Assistant Director Moldrup to comment on the St. Patrick's Day events that occurred outside of the Aggieville area.

Assistant Director Moldrup stated that it was a busy weekend, as expected. Fortunately, the weather helped reduce the number of house parties in the area. He briefed the Law Board on the large party that took place in the 1000 block of Ratone Street. The Riley County Police Department worked early with the hosts of parties that took place in the neighborhoods surrounding Aggieville. Officers were asked by the hosts of the party on Ratone Street to assist with getting people to leave the property because the crowd had grown beyond what was anticipated. Officers contacted attendees, but each time the officers returned the party grew larger. Eventually, the crowd became such that the officers had to pull back a bit. Moldrup commented that the crowd became a little aggressive towards the officers and bottles were thrown. Prior to the event, the Department sought assistance from the Pottawatomie County Sheriff Office, Wamego Police Department, St. Marys Police Department and Kansas Highway Patrol. It was his belief that the RCPD officers, with assistance from other agencies, handled the situation very well.

I. Fraternal Order of Police Lodge#17 Comments: Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, stated that the Lodge recently established a Facebook page (@rileycountyfoplodge17) for the public to view. She stated that on March 26, 2021 members of the FOP Lodge #17 will be at Walmart from 10:00 a.m. to 6:00 p.m. for the Cover the Cruiser event, a fundraiser to benefit the Special Olympics Kansas. In addition, they will be participating in the Polar Plunge on

Saturday, April 10, 2021 at the Bill Snyder Family Stadium which will also benefit the Special Olympics Kansas.

Pate spoke on behalf of the RCPD workforce and thanked the Law Board for their continued support of the police department and community over the past year. Historically, the RCPD has been competitive in its hiring process and employee benefits. She asked that the Law Board consider the employees and those benefits during upcoming budget discussions.

J. Board Member Comments: None.

K. Promotion Announcement Captain Brad Jager: Director Butler and Assistant Director Moldrup announced the promotion of Brad Jager to the position of Captain.

Brad Jager has served the Riley County Police Department and the citizens of Manhattan and Riley County since February of 2004 and has had a very productive and active career. Brad started his career in the Patrol Division where he was eventually recognized for his exemplary performance being designated as a Master Police Officer and a Police Training Officer (PTO) training new police recruits. In 2008, Brad was selected to be a case detective in the Investigations Division. He was later assigned to the Special Investigations Unit or SIU. In December of 2010, Brad was promoted to the rank of Sergeant and took over supervision of the SIU where he managed drug related investigations and search warrants. In 2013, Brad was transferred back to the Patrol Division where he worked as a shift supervisor until his promotion to the rank of Lieutenant in October of 2017. This promotion took him to his new assignment as the Training Lieutenant. In this position, Brad quickly established himself as an effective trainer and was responsible for coordinating and delivering much of the Department's training to both sworn and non-sworn employees until his recent promotion to the rank of Captain.

As a new Captain, Brad will take command of the Support Division where he will supervise the Records Section, Communications Center and Information Technology (IT) services. It should be noted that as a Lieutenant in the Training Section, Brad was the Project Manager for the construction of the new RCPD Firing Range and he will continue to see it through completion in his new position.

Captain Jager was pinned by his wife Pam and his Father Rodney Jager (a retired RCPD lieutenant). In attendance were his 3 daughters, Harper, Adalyn and Haisley.

Captain Jager took a moment to thank his family for all of the support they provided him throughout his career. He said that he looks forward to contributing to the success of the agency in his new role.

L. Life Saving Award Presented to Officer Joseph Lusk: Director Butler and Assistant Director Moldrup presented the Life Saving award to Officer Joseph Lusk in recognition of his efforts while providing critical lifesaving assistance to a man in cardiac distress.

On November 12, 2020, Officer Joseph Lusk was dispatched to the report of an unresponsive man who was not breathing and appeared to be in cardiac arrest. Officer Lusk responded quickly and upon arrival he observed the man unconscious and non-responsive with his wife nearby. Officer Lusk confirmed that the man was not breathing and did not have a pulse. Officer Lusk quickly and calmly began to perform CPR and continued to do so for several minutes until relieved by Fire and EMS personnel when they arrived on

scene. While Fire and EMS were performing CPR, a pulse was detected and the man began to breath on his own.

Following the incident, EMS staff on scene credited the quick response and initiation of CPR by Officer Lusk in saving this man's life. They commented that a few minutes, or even seconds, can make the difference between life and death in a critical medical emergency.

It is clear that Officer Lusk's actions contributed significantly to the saving of this man's life. On behalf of the citizens of Manhattan and Riley County Director Butler presented the Life Saving Award to Police Officer Joseph Lusk.

M. National Public Safety Telecommunications Week Proclamation: Chairperson Morse read the National Public Safety Telecommunications Week Proclamation proclaiming that all citizens of Manhattan and Riley County observe the week of April 11th through April 17th, 2021 as National Telecommunications Week, in honor of the men and women whose diligence and professionalism keep the city, county and citizens safe. Communication Center Manager Tyler Siefkes accepted the proclamation on behalf of the Department.

Communication Center Manager Siefkes thanked the Law Board for reading the proclamation and honoring telecommunicators of the RCPD and throughout the nation. Presently, the RCPD has twenty-two dedicated professionals as part of the dispatch center. They work long hours and put in a lot of time and effort into their profession. The dispatchers at the RCPD have gone through substantial change in the past year with the radio system upgrade and changes in technology to the 911 services, specifically with respect to 911 mapping. Throughout it all, the dispatchers have remained steadfast in their service to the public and citizens of Manhattan and Riley County. Their work is very much appreciated.

N. Annual RCPD Employee Appreciation Reception: Historically, the RCPD has held an Annual Employee Appreciation Reception in the month of January or February. Due to COVID-19 and restrictions on group gatherings, the RCPD was unable to hold a reception during those two months this year. Director Butler informed the Law Board that the RCPD is planning to hold an in-person reception either late April or May so that it may be held outdoors, if needed. Members of the Law Board are invited to the reception. He stated that with the pandemic, members of the Board are not obligated to attend, but they are always provided a courtesy invitation. Everyone would love to see them there. The date of the reception has yet to be determined and it will look a little different than it has in the past. Director Butler added that the two major categories of awards to be presented include "Of the Year" and "Core Value" awards. Employees nominate fellow employees for these awards. Nominations are reviewed by the Department's Multipurpose Committee and their recommendations are forwarded to the director.

O. Community Advisory Board update: Tim Sigle, Chairperson, RCPD Community Advisory Board (CAB), shared that the CAB has undergone quite a transition with respect to membership. At the end of the year, a number of members terms expired and new members were appointed. He explained that K-State representation on the CAB has been difficult to maintain over the years and attendance has been unreliable. However, the CAB believes there is value in having a K-State student representative on the CAB. Early this year, two extremely qualified students were identified and the decision was made to appoint both to serve on the CAB. Sigle stated that it has been great to work with the Law Board and grow the CAB to help educate the public on what they are doing.

Chairperson Morse stated that when able, Vice Chairperson Ward has been attending the monthly meetings of the CAB as an observer. She attended the CAB meetings for a couple of years and found it beneficial. She felt it important that the CAB recognized the need to have student representatives as members. The students provide a different perspective and represent a large section of the community.

CAB Chairperson Sigle extended an invitation to members of the Law Board to attend future meetings of the CAB. The CAB meets on the first Tuesday of each month at 11:30 a.m. Meetings are currently held at the K-State Foundation Building, Fox Hole Board Room. If interested in attending, the Board may contact RCPD Executive Assistant Nichole Glessner.

P. RCPD Firearms Range Planning Update: Captain Kyle reported that with the exception of the fence that will be erected in the near future, the construction of the range is complete. Access to the range is designed such that there will be only one entry point through the range house. Those going into the range will first have to enter the range house, clear their weapon, receive instruction and safety briefs.

Captain Kyle thanked the County for their work removing the trailer and equipment waste station that was on the property adjacent to the range house. He added that the Department still plans to have a ribbon-cutting ceremony and open house for the public and members of the Law Board when restrictions related to the pandemic lessen and the weather is warmer.

Vice Chairperson Ward asked if the Department anticipates allowing other agencies to use the range for a rental fee.

Captain Kyle said that is not the intended purpose of the range. He commented that there are restrictive covenants associated with the property. He is working on a policy to establish restrictions and guidelines for use of the training site and facilities. The covenants state that all training on the site will be conducted under the supervision of Department personnel, utilizing its policies and procedures. In addition, the training site and facilities are intended primarily for the exclusive use of the Department. Joint training and special training events with other organizations may occur on the site as long as they comport with all covenants. He noted that it is not unusual for law enforcement agencies to work together to conduct joint training, and the policy would allow for that. Occasionally, larger organizations such as the Kansas Peace Officers Association, host events throughout the state that involve shooting competitions. Though rare, it is possible that Manhattan could be selected as the conference location which would require use of the range.

Q. Approval of General Order 2019-048 Obey Lawful Orders: Assistant Director Moldrup explained that General Order 2019-048 Obey Lawful Orders has been in place for some time. However, Command Staff recognized the need to clarify policy for employees and add language to address when an employee receives a conflicting order or directive from a superior.

Vice Chairperson Ward moved to approve General Order 2019-048 Obey Lawful Orders as presented. Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

R. Approval of General Order 2020-159 Assault on Officer Review: The Commission on Accreditation for Law Enforcement Agencies (CALEA) completed an analysis and updated their Standards for Law Enforcement Agencies. The result was the CALEA Standards for Law Enforcement Agencies Manual, 6th Edition. The RCPD has been transitioning to the 6th edition standards manual by modifying and implementing new policies to remain compliant. The CALEA 6th Edition Standards Manual carried with it approximately sixty changes or new policies, this policy being one. Assistant Director Moldrup explained that this is a new policy that addresses the annual review of assaults on corrections, sworn officers and police service aides. He commented that the RCPD completes an Annual Use of Force (UOF) Report which covers the new written directive/change by CALEA. The RCPD will continue to include the information in their Annual UOF Report.

Vice Chairperson Ward moved to approve 2020-159 Assault on Officer Review as presented. Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

S. 2022 Budget Development: Director Butler provided opening remarks regarding the RCPD 2022 budget proposal. He stated that this is one of the most significant topics that staff and the Law Board discuss each year. It is of great interest to the citizens, government, officers and members of the RCPD. Prior to delving into the nuts and bolts of the lengthy budget process, Director Butler took a few minutes to recite the mission statement and strategic goals of the RCPD. He commented on the Department's commitment to each of the strategic goals and to the community.

The Law Board were provided copies of the 2022 RCPD Budget Presentation as part of their packets. Members of Command Staff held a series of meetings to formulate the 2022 budget proposal. Staff reviewed Department needs for funding in 2022, examined each need, and narrowed the list to what they thought was of highest priority. They began with a list of fourteen budget considerations for 2022 and following discussion, seven priority items remained.

Members of Command Staff briefed the Board and provided justification for each of the items under consideration and discussed how they tie to the Department's strategic goals. Those items under consideration include a 1% Cost of Living Allowance (COLA), the conversion of a part-time to full-time finance/payroll technician (option B1) or addition of a full-time payroll technician (option B2), much needed increases to the training budget, the addition of one jail cook and one court security screener, and monies to address historic underfunding of Account 5 (Insurance).

A brief description of each item, to include the percent increase over the 2021 approved budget is depicted in the chart below.

| | | A | B (1) | B (2) | C | D | E | F | | |
|--|--------------|--------------|-------------|--------------------------|----------|----------|-------------------------------|-----------|---------------------------------|---------------------------------|
| \$22,193,453 2021 Approved Budget | 2022 Base | COLA (1%) | PT to FT | FT Payroll Technician | Training | Cook | Court Security Screener | Insurance | Total Increase With B (1) | Total Increase With B (2) |
| \$ Change | \$195,166 | \$155,905 | \$46,511 | \$61,511 | \$18,000 | \$37,469 | \$44,804 | \$53,000 | \$550,855 | \$565,855 |
| % Change | 0.88% | 0.70% | 0.21% | 0.28% | 0.08% | 0.17% | 0.20% | 0.24% | 2.48% | 2.55% |

Secretary Wilkerson commended the Director, Assistant Director and Command Staff on the thorough presentation.

T. Authorization to Convert Part-Time Finance Technician to Full-Time Payroll Technician (Related to Human Resources Reorganization): At the February 16, 2021 Law Board Meeting, a consensus was reached among the Law Board to allow the Director to proceed with the reorganization of the Human Resources and Accountant offices which would include the conversion of the part-time finance technician to a full-time payroll technician starting in 2021. The Director was asked to include the topic on the agenda for the regularly scheduled March Law Board Meeting for a formal vote.

Vice Chairperson Ward moved to authorize the conversion of the part-time finance technician to a full-time payroll technician. Member Stoney seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

U. Executive Session: At 2:07 p.m. Member Ford moved to recess into Executive Session until 2:37 p.m. to discuss non-elected personnel matters and attorney client privilege. Vice Chairperson Ward seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.

At 2:39 p.m. the open meeting reconvened.

V. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Vice Chairperson Ward seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Stoney, Ward and Wilkerson voting in favor, and no one voting against. The motion passed 7-0. The March 15, 2021 Law Board Meeting adjourned at 2:39 p.m.