

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
April 19, 2021 12:00 p.m.
Minutes**

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

Absent: BeEtta Stoney

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

Recorder: Victim/Witness Coordinator Lisa Hafliger, Riley County Attorney's Office

- I. Establish Quorum:** By Chairperson Morse at 12:00 p.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 March 15, 2021 Law Board Meeting Minutes
 - B. Approve 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
 - 2. Annual
 - a) Use of Force Annual Report (1.3.13)

Vice Chairperson Ward inquired if Director Butler wanted to make any comments regarding the Use of Force Annual Report.

Director Butler shared that in the report the incidents are the number of situations that were reported that could involve more than one officer, so the incident number is normally lower than the application number for each year. He reported that 2020 was the first year that they tracked the pointing of the taser as an application of force, which occurred 47 times, which affected the number of applications and contributes to the increase over previous years. Director Butler shared that this is significant because in the same report it shows a drastic decrease in the number of calls for service in 2020, which was likely due to the lockdown.

Vice Chairperson Ward inquired what a 40 mm was on the application of force report.

Director Butler reported that the 40 mm is a less lethal device that shoots a projectile that is measured at 40 mm. The taser is limited to approximately 15 feet, so they can utilize this device in less lethal situations that require a longer distance to temporarily incapacitate someone and allow them to be detained/arrested.

Member Ford asked if someone could define what use of force actually is.

Director Butler stated that any level of resistance where an officer reacts to it is tracked as use of force and that there are many different types of force that an officer may use. If a verbal request or command is ignored by someone that could be detained or arrested and the person resists, the officer may use force by utilizing their physical strength, OC spray, taser, impact weapon, their firearm or other devices.

Captain Jager shared that they utilize the Use of Force Report to show the community their statistics but it is also used internally to follow trends and it helps determine how they train their officers.

Chairperson Morse inquired about item 4004 on page 10 and the retainer fee being listed twice. She asked if that was two months of payment or if they are retaining two separate attorneys.

Director Butler clarified that they have one attorney and that represents two months of invoices.

Chairperson Morse commented that the monthly inmate population report for March is higher than previous months. She added that while the numbers do tend to fluctuate some, it was likely the celebrations last month that attributed to the increase. She added that she likes to see the low numbers, but also wants the community to be full of guests and residents.

Director Butler shared that after the pandemic started last year they saw inmate population drop to a ten year low, which corresponds to the number of calls for service they received. Things seem to be returning to normal.

Vice Chairperson Ward moved to approve items A-F on the Consent Agenda. Member Ford seconded. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 5-0.

G. Additions or Deletions: Director Butler asked to remove Item P. from the agenda with plans to bring it to a future meeting. Member Ford moved to adopt the modified agenda. Vice Chairperson Ward seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 5-0.

H. Public Comment: None.

I. Fraternal Order of Police Lodge #17 Comments: Officer Rachel Pate, FOP President, shared that they attended the Cover the Cruiser event and they had representatives from three divisions (Corrections, Dispatch and Patrol) that attended the entire event and they raised \$2000 for Special Olympics Kansas. They had representatives from all divisions present for the Polar Plunge event in April and raised almost an additional \$3000 for Special Olympics Kansas. Officer Pate asked that they think of the employees and their families when considering the upcoming budget.

J. Board Member Comments: Vice Chairperson Ward inquired about the RCPD scholarship that is included as part of the Grow Green Match Day that is scheduled for April 22, 2021.

Director Butler shared that it is a fund that has been in existence for many years that provides an opportunity for members of the community and employees to donate to the fund. The children of RCPD employees can apply for the academic scholarships that are available.

Vice Chairperson Ward light-heartedly inquired if it applied to the grandchildren of Law Board members.

Director Butler shared that under their current guidelines they would not be eligible.

K. National Correctional Officers' Week Proclamation: Chairperson Morse read the National Correctional Officers Week Proclamation declaring that all citizens of Manhattan and Riley County observe the week of May 2nd through May 8th, 2021 as National Correctional Officers Week, in honor of the men and women whose diligence in supervising incarcerated individuals and effectively providing custody and care ensure our public safety. Corrections Sergeants Justin Borge, Adam Waggoner and Erica Hahn were present and accepted the proclamation on behalf of their colleagues.

L. National Police Week Proclamation: Chairperson Morse read the National Police Week Proclamation declaring that all citizens of Manhattan and Riley County observe the week of May 9th through May 15th, 2021, as National Police Week to commemorate those police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

She further called upon all citizens of Manhattan and Riley County to observe Saturday, May 15th, 2021, as Peace Officers Memorial Day in honor of those police officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty. Officer Rachel Pate and Officer Richard Umble accepted the proclamation on behalf their colleagues.

M. 30th CALEA Re-Accreditation Anniversary: March 2021 marked the 30 year anniversary of the RCPD being an accredited agency. The Department earned its initial accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA) in 1991 becoming the 1st Nationally Accredited Law Enforcement Agency in Kansas and the 168th agency in the United States. Currently there are only eleven agencies in Kansas that are accredited and only 5-6% nationwide. The Department has maintained its accredited status during on-site assessments conducted since that time. The Department received its ninth reaccreditation in March 2020. Due to the pandemic, CALEA did not hold a formal in-person awards ceremony. Instead, a virtual conference was held and certificates were mailed to those agencies that achieved accreditation or reaccreditation. Director Butler shared that the accreditation process is important as it instills confidence that the police department is professional, accountable, transparent and that accreditation validates that they are providing excellent service based on the high standards set by others. Currently re-accreditation occurs every four years, however they inspect 25% of their policies annually and during the fourth year they come on-sight and review the remaining 25%.

On May 4, 2021 at 8:30 a.m. the Riley County Police Department will observe the 30th anniversary and publicly receive the Department's reaccreditation award from CALEA Regional Program Manager Tim

Baysinger. Director Butler extended an invitation to members of the Law Board and public. The ceremony will be held at the police department and there will be an option to view the ceremony virtually.

N. Promotion Assessment Center: Director Butler shared that they have contracted with a vendor to provide a promotion assessment center on May 10-13, 2021. It will cover five ranks (sergeant and lieutenant in corrections and corporal, sergeant and lieutenant in patrol) and it is designed to separate the ranks and to provide an independent evaluation of the candidates for these positions. This process will establish eligibility lists that will ideally be valid for at least two years, possibly longer.

Chairperson Morse inquired how many employees are at each rank.

Director Butler shared that some employees wait to apply until the last minute. It is strictly voluntary and some employees that are eligible may choose not to apply.

O. RCPD Firearms Range Planning Update: Captain Jager shared that the firing range is nearing completion. The water line is currently being installed and should be complete in the next few weeks. Once that is done they will do final grading and install the fence. They have utilized the range a few times and it is working out well so far.

P. Jail Services Agreement/TurnKey Corrections: Removed from the Agenda.

Q. Project Safe Cam: This program went live on April 1, 2021 and it is designed to include residents in helping officers solve crime and improve the safety of the community. Captain Steere shared that the project is a partnership with community members to voluntarily share their video camera footage with law enforcement. He commented that over the past few years they've realized how important video footage can be in the successful prosecution of cases. This project also allows them to be more efficient when canvassing a crime scene area to see if there is video footage that may assist them. Captain Steere shared that it's never live monitoring and it's under the control of the citizen. The citizens volunteer to participate and can withdraw at any time. Other agencies that have already implemented the program have had a positive response from their citizens whom view it as a way to help officers prevent crime and make the communities safer. The project team included representatives from various departments that have worked through delays by COVID and other issues to get the project up and running.

Secretary Wilkerson shared that video surveillance has made a difference in successfully prosecuting cases and he commended them for their efforts.

Chairperson Morse shared that she's glad community members are able to assist and she's hopeful that the video cameras will assist with the reduction of crime. She mentioned damage to mailboxes in the Northview area and packages being stolen and is how products like Ring may help deter this activity.

Director Butler shared that there is information on their website about Safe Cam and the Nextdoor program.

R. 2022 Budget Development: Director Butler shared the information in the packet is the same presentation they provided last month. They are awaiting guidance from the Law Board on changes or adjustments they would like to discuss and are available to answer any questions and take input.

Captain Kyle reviewed the summary (shown below) and expanded that the 2022 base adjustment includes merits and longevity pay. Option B1 is a conversion of the current part-time finance tech position into a

full-time payroll tech position. The Board previously approved that they move forward with this change and option B1 shows what that will cost them to move forward with that plan. Captain Kyle shared that they have concerns in the Administration Division that losing the part-time finance tech will create a burden in the Budget and Finance Office, so they are now recommending that instead of converting that position they create a full-time payroll tech position and maintain the current part-time finance tech position as well (option B2). Captain Kyle explained that they've realized their accountant is in need of part-time dedicated assistance and under the current set-up (option B1), the payroll tech is trying to serve too many roles. Option B2 would further allow for separation of duties as well as the additional checks and balances that has been recommended by the auditor.

Director Butler shared that they will need the additional court security screener position as it appears there will be an agreement to use the additional location to hold jury trials.

Chairperson Morse stated that they're not compelled to make a commitment today as it is still early in the budget development process timeline. She added that they do not currently have projections or know the financial resources of the City or County to assist them in making a decision.

Director Butler clarified that they do have a statutory deadline to publish the budget and theirs does happen to come before the City and the County.

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%

S. Executive Session: Not Required.

T. Affirmation or Revocation of Discipline: None.

U. Adjournment: Vice Chairperson Ward moved to adjourn and Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 5-0. The April 19, 2021 Law Board Meeting adjourned at 12:53 p.m.