



**Board of Riley County
Commissioners
Regular Meeting
Agenda
August 19, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Sign Riley County Employee Action Form(s)

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Aug 15, 2024 9:00 AM

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM

Rich Vargo, County Clerk

7. Fancy Creek Township Trustee tie break

9:15 AM

David Adams, EMS/Ambulance Director

8. Staff Update

9:30 AM

Press Conference

9. Public Notice for Ober Road - Alvin Perez (1-2 minutes)
10. Grass Class and Pollinators - Gregg Eyestone (2-3 minutes)

9:35 AM

Amy Manges, Register of Deeds

11. Request to Fill Open Records Assistant I Position

9:40 AM Clancy Holeman, Counselor/Director of Administrative Services

- 12. Administrative Work Session
- 13. Pending County Projects County Counselor

9:50 AM Brynne Haverkamp, Pawnee Mental Services

- 14. Riley County Mental Health Task Force

12:00 PM Law Enforcement Agency Meeting

- 15. Law Board Meeting Agenda

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resources Director

MEETING: August 19, 2024

SUBJECT: Sign Riley County Employee Action Form(s)

PRESENTER: Elizabeth Ward, Human Resources Director

Enclosures:

- 2024-08 Election DDogan EAF (DOCX)
- 2028-08 HD KBundy EAF (DOCX)
- 2024-08 LDarrah EAF (DOCX)

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Duru Dogan**Status Change Date:** 08/14/2024**Status Change:** New Hire**Date of Hire:** 08/21/2024**Seniority:** 0 Year(s), 0 Month(s)**Position:** Elections Assistant**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Hourly**Base Rate:** \$15.00**Annualized Pay:** \$15,000.00**Funds Codes:** 1-General/19-Election**Supervisor:** Susan Boller**Department Head:** Rich Vargo

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-08 Election DDogan EAF (14982 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Kirsten Bundy**Status Change Date:** 08/24/2024**Status Change:** Separation**Date of Hire:** 11/15/2021**Seniority:** 2 Year(s), 8 Month(s)**Position:** Medical Clerk**Position Type:** Regular Full Time**Pay Range:** 5**Pay Type:** Hourly**Base Rate:** \$20.88**Annualized Pay:** \$43,430.40**Funds Codes:** 30- Health Department/444- Raising Riley**Supervisor:** Jan Scheideman**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2028-08 HD KBundy EAF (14982 : Employee Action Form (Green Sheet))

RILEY COUNTY EMPLOYEE ACTION FORM

Company Code: 166733

Full Legal Name: Lauren Darrah**Status Change Date:** 07/31/2024**Status Change:** Separation**Date of Hire:** 06/10/2024**Seniority:** 0 Year(s), 2 Month(s)**Position:** WIC Intern**Position Type:** TASND**Pay Range:** TASND**Pay Type:** Intern**Base Rate:** \$0.00**Annualized Pay:** \$0.00**Funds Codes:** 30- Health Department/400- HD General**Supervisor:** Tasha Drake**Department Head:** Julie Gibbs

BoCC Chair _____

Date: _____

BoCC Member _____

Date: _____

BoCC Member _____

Date: _____

Attachment: 2024-08 LDarrah EAF (14982 : Employee Action Form (Green Sheet))



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 22, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Bid recommendation for Stainless Steel Dump Box
2. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, County Attorney

3. Staff update

9:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

4. Administrative Work Session

9:35 AM

Cory Meyer, IT/GIS Director

5. Staff update

9:50 AM

Brittany Phillips, Budget and Finance Officer

6. 2025 Riley County Fire District #1 RNR Hearing

10:05 AM

Brittany Phillips, Budget and Finance Officer

7. 2025 Riley County Budget Hearing

10:20 AM

Vivienne Leyva, PIO

8. PIO update

Attachment: 08-22-24 tentative agenda (14228 : Tentative Agenda)

- 10:35 AM Bob Isaac, Planner**
9. Public hearing for text amendments to the Land Development Regulations
- 10:50 AM Julie Gibbs, Health Department Director**
10. Approval to apply for a grant
- 11:05 AM John Ellermann, Public Works Director/County Engineer**
11. Out of State Travel Request

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
August 26, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

Review Minutes

Press Conference Topics

Review Tentative Agenda

9:30 AM

Press Conference

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

1. Administrative Work Session

10:30 AM

Megan Lewis, Community Corrections Interim Director

2. Staff update

12:00 PM

Intergovernmental Luncheon

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 08-26-24 tentative agenda (14228 : Tentative Agenda)



COUNTY CLERK & ELECTIONS
Election

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Rich Vargo, Riley County Clerk
MEETING: August 19, 2024
SUBJECT: Fancy Creek Township Trustee tie break
PRESENTER: Rich Vargo, Riley County Clerk

In the Primary Election on Tuesday, August 6, 2024, we currently have a tie for the position of Republican Fancy Creek Township Trustee candidates Bill Hanson and Robert Olson. Both candidates received 14 votes. The tie will be decided by the flip of the coin held before the county board of commissioner on Monday, August 19, 2024, at 9:00 a.m. in the County Commissioners Chambers. Per K.S.A.25-3108.

Enclosures:

- 2012 Ks Statutes for tie break (PDF)

2012 Kansas Statutes

25-3108. Tie votes in elections of local officers. (a) In any election for which the county board of canvassers makes the final canvass, if any two or more persons have a tie vote, such board shall determine by lot which person is nominated or elected, as the case may be. Reasonable notice shall be given to such persons of the time when such determination by lot will be made; if such persons or either of them shall fail to appear in accordance with such notice, the county board of canvassers shall proceed to make such determination in the absence of such persons.

(b) A tie vote shall have occurred in the following cases:

(1) In a primary election for any county or township office, if any two or more persons have an equal number of votes and more than any other person for the same office as candidate for the same party.

(2) In a general election for any county or township office, if any two or more persons have an equal number of votes and more than any other person for the same office.

(3) In the case of election to any city office determination of whether a tie has occurred shall be made by the county board of canvassers, and such determination shall be based upon statutes applicable to the particular city election and the number of votes received by the candidates.

(4) In the case of election to any school office, determination of whether a tie has occurred shall be made by the county board of canvassers, and such determination shall be based upon statutes applicable to the particular school election and the number of votes received by the candidates.

(5) In the case of a question submitted election a tie shall never be deemed to have occurred, and if there are the same number of "yes" votes and "no" votes, the "no" vote shall have prevailed unless otherwise provided by law.

History: L. 1968, ch. 406, § 47; L. 1973, ch. 172, § 1; April 6.



EMS/AMBULANCE
Staff Update

David Adams
EMS/Ambulance
Director
2011 Claflin Rd
Manhattan, KS 66502
Phone: 785-539-3535

STAFF REPORT

FROM: David Adams, EMS/Ambulance Director
MEETING: August 19, 2024
SUBJECT: Staff Update
PRESENTER: David Adams, EMS/Ambulance Director

Operations

Calls for service:

July- 448

911-Call volume by station:

Medic 11 located at 2011 Claflin Rd: 139

Medic 21 located at 11th & Poyntz: 148

Medic 31 located at 3060 TCB (Riley County Public Works): 71

Medic 41 located at Manhattan Regional Airport: 55

Medic 51- Leonardville: 33

The rest of the calls (if applicable) are for event standbys and supervisors writing reports.

Working on new building construction related topics.

Leonardville:

Walk through scheduled for Friday 8/16

Updated: 8/15/2024 10:16 AM by David Adams

Page 1

Packet Pg. 12

Headquarters:

Exterior walls are 75% completed.

Steel is starting to go up.

Interior concrete work has started.

Meeting biweekly with builders and architects.

Participate in Mental Health Working Group (Josh) and Task Force (David)

Participate in Substance Abuse Working Group (Josh) and Task Force (David)

Hands only CPR/Stop the bleed training for county staff.

Training for RCFD

Attended the KEMSA Conference in Manhattan.

Migrating operational checklists to the new state report writing software platform.

Continuing to evaluate operational equipment needs, inventory reduction where applicable.

Preparing for event standby season.

Operational Plan(s) are out to staff.

Equipment checks, stocking of supplies, etc.

Staff assignments

Led a session for CIT training

Kansas Fights Addiction Grant

DEA Changes- reviewing

Medical Director case review with staff.

Observing field performance.

Event Standbys: 1

Education

100% review of all calls.

Review of data metrics to identify trends.

Protocol book development is ongoing.

Staff Report (ID # 14984)

Meeting of August 19, 2024

Training with KSU Athletic Training Staff

Equipment updates and training.

Advanced Medical Life Support class

Community Outreach:

Car seat check lanes.

Everybody Counts Event

Dementia Friendly training

Enclosures:

- July 2024 Stats (XLSX)

EMS RESPONSES BY DAY OF THE WEEK		
Weekday	Count	Percent
01 - Sunday	60	13%
02 - Monday	84	19%
03 - Tuesday	76	17%
04 - Wednesday	64	14%
05 - Thursday	42	9%
06 - Friday	62	14%
07 - Saturday	60	13%
TOTAL	448	

EMS RESPONSES BY HOUR OF DAY		
Hour Range	Count	Percent
00:00:00 - 00:59:59	16	4%
01:00:00 - 01:59:59	12	3%
02:00:00 - 02:59:59	12	3%
03:00:00 - 03:59:59	3	1%
04:00:00 - 04:59:59	9	2%
05:00:00 - 05:59:59	10	2%
06:00:00 - 06:59:59	7	2%
07:00:00 - 07:59:59	10	2%
08:00:00 - 08:59:59	22	5%
09:00:00 - 09:59:59	24	5%
10:00:00 - 10:59:59	29	6%
11:00:00 - 11:59:59	25	6%
12:00:00 - 12:59:59	22	5%
13:00:00 - 13:59:59	27	6%
14:00:00 - 14:59:59	31	7%
15:00:00 - 15:59:59	36	8%
16:00:00 - 16:59:59	25	6%
17:00:00 - 17:59:59	19	4%
18:00:00 - 18:59:59	21	5%
19:00:00 - 19:59:59	17	4%
20:00:00 - 20:59:59	19	4%
21:00:00 - 21:59:59	20	4%
22:00:00 - 22:59:59	20	4%
23:00:00 - 23:59:59	13	3%

EMS RESPONSES BY UNIT CALL SIGN		
CALL SIGN	COUNT	PERCENT
Medic 11	139	31%
Medic 21	148	33%
Medic 31	71	16%

Medic 41	55	12%
Medic 51	33	7%

TOP 5 EMS RESPONSES BY DISPATCH REASON		
Complaint	Count	Percent
Falls	70	16%
Sick Person	53	12%
None Reported	41	9%
Transfer	33	7%
Unconscious	31	7%



REGISTER OF DEEDS
Personnel

Amy Manges
Register of Deeds
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6340

COMMISSION AGENDA REPORT

FROM: Amy Manges, Register of Deeds

MEETING: August 19, 2024

SUBJECT: Request to Fill Open Records Assistant I Position

PRESENTER: Amy Manges

BACKGROUND

The Register of Deeds office lost a full-time employee the beginning of August. I am requesting to fill that open position.

DISCUSSION

We are an office of 5 fully staffed. To continue processing work in a timely manner and to allow for vacations and illness, it is vital that I hire and train another full-time employee.

FISCAL IMPACT

There should be no fiscal impact as this is a budgeted position.

RECOMMENDATION(S)

Recommendation is to open the position of Records Assistant I

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 2024-08 Register of Deeds Records Assistant PAF (DOCX)
- Records Assistant I Position Description (PDF)

RILEY COUNTY POSITION ACTION FORM

Job Created By
 Amy Manges on 08/12/2024

Posted on Career Page
County of Riley

Internal Position Details (not displayed on job posting)

Company Riley County, KS	Position Template Records Assistant I-Reg Deeds [RECAIROD]	Work Location Office Building
Job ID 2650990	Salary Salary range \$18.21 - 19.31 per hour	Supervisor Position No
Pay Grade RANGE 4 [RANGE 4]	EEO Class Paraprofessionals [5]	Workers Compensation 8810 [8810]
Cost Center 1 County General [1]	Cost Center 2 Reg Of Deeds [6]	Cost Center 3 --
1 Job Slot RECORDS-1		

Supervisor: Amy Manges

Department Head: Amy Manges

☒No changes to Position or Budget

☒Position Description attached

Total annual hours: 2080

☒Budgeted

☐New or updated position description

☐New request for budget (details attached)

Salary: \$40,165

Budget for Benefits: \$15,865

Total proposed annual budget: \$56,031

Additional Position Comments: _____

BoCC Chair	_____	Date: _____
BoCC Member	_____	Date: _____
BoCC Member	_____	Date: _____

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	RECORDS ASSISTANT I	
Department:	Register of Deeds	Division:
Reports To:	Deputy Register of Deeds	
Pay Grade:	5	Status: Full Time
FLSA Status:	Non-Exempt	

Position Summary: The Records Assistant I creates and maintains accurate land records which entails recording numerous documents as set out by Kansas Statutes pertaining to the Register of Deeds Office. Assists customers with genealogy, school records, military discharges, accessing land ownership records including but not limited to deeds, mortgages, easements, and liens. Must maintain knowledge of computers and software applications. .

Essential Functions:

- Perform all transactions dealing with real estate records for recording, retrieval, and indexing. Update records and indexes, which show the correct ownership, legal descriptions, and other pertinent data on all property in County.
- Verify incoming documents for recording for items such as names, legal descriptions, signatures, notary stamps/seals, and correct fees. Advise customers of errors by contacting the customer or moving the document to the rejection process.
- Ensure accurate recording transactions have been made. Verify data entered and update data to reflect required corrections. Check scanned documents for accuracy and perform required processing to return document to customer.
- Respond to customer inquiries from various outside entities, including but not limited to attorneys, abstractors, Internal Revenue Service, county offices, banks, realtors, and the public. Must be able to communicate and interpret many diverse questions dealing with legal descriptions and ownership.
- Analyze special information requests which require the use of Geographical Information Systems (GIS) website, access and interpret information and provide information to customer.
- Convert documents not previously contained in electronic database into Document Pro system and verification and correction of data entry to ensure accuracy.

SECONDARY FUNCTIONS:

- Prepare and work on special projects as requested by Register of Deeds
- Assist with balancing daily work as needed
- Enter Military discharges into database
- Assist Records Custodian. Responsible for protecting public records from damage and disorganization; prevent excessive disruption of essential functions provided by office relevant to county operations; provide assistance and information upon request; ensure efficient and timely action and response to all applications for inspection of public records and carry out procedures adopted by county for inspecting and copying open public records, all in conformance with the Kansas Open Records Act (KORA) (K.S.A. 45-215 *et seq*).

POSITION REQUIREMENTS:

Education: High school graduate or equivalent.

License(s)/Certification(s):

Experience: 1-3 years office experience. Considerable knowledge and experience with legal practices and legal descriptions. Basic knowledge of Kansas Statutes relating to Deeds Management.

Skills: Written and verbal communication skills. Ability to operate copy machines, facsimile machines, desk top calculators, personal computers, records management system (DocPro), microfilm reader/printer, digital scanning system. Ability to work effectively with Co-workers, county employees and various public entities. **Supervisory Control:** Work is done independently and on own initiative in

accordance with office instructions and accepted business practices. Supervisor provides additional instructions for priorities, deadlines, new, difficult or unusual assignments. Work is reviewed for accuracy from an overall standpoint in terms of expected results. Workflow is structured so checking for accuracy is constant and corrections are made when discovered.

Supervisory Responsibility: None

Guidelines: Knowledge of office practices and equipment capability is learned from experience, on job training and manuals. Judgment is frequently used in selecting appropriate guidelines while determining a course of action; assistance is obtained in unusual situations.

Complexity: Work consists of various steps and procedures which are technical in nature. Essential that indexing of legal descriptions be accurate which is the basis of all county real estate information. Questions dealing with real estate transactions which include at times incomplete or conflicting data

Scope & Effect of Work: The Register of Deeds Office is the beginning of all facets of County Government dealing with real estate transactions and tax process. Determining the ownership of real property is essential to the tax assessment function. Each record must accurately reflect the status of each individual parcel of land such as: Dimensions, Location, Names of owners, Easements, and Restrictions

Personal Contacts: Contacts with; Co-Workers, General Public, County offices, Abstractors, Attorneys, Veterans, Internal Revenue Agents, Appraisers, Surveyors, Real estate developers, Contractors, Financial institutions, Realtors, and Certified Genealogy researchers.

Purpose of Contacts: The purpose of contact is to receive facts, clarify differences and obtain information. The facts and information may range from general knowledge to highly technical. A problem may take days to resolve before the information needed is be put together for an accurate solution. Analyze information to resolve a problem or conflict that is not always apparent.

Physical Demands/Effort: The work environment is that of a typical office with a few additions. Requires a mix of sitting, standing and walking. Lifting and manipulating large heavy books and boxes which weigh up to 50 pounds. Work in confined areas; Climbing a ladder, Stooping, and Bending.

Work Environment/Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to normal noise levels. Work is performed in normal office conditions with moderate risks. Noise levels may on occasion be high due to office machines, which may make it difficult for telephone conversations or oral communication. When there is heavy workflow, the time restrictions for clerical, administrative and recordings can be fast paced.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



**COUNTY
COUNSELOR/ADMINISTRATIVE
SERVICES**
Staff Update

Clancy Holeman
Counselor/Director of
Administrative Services
115 North 4th Street
Manhattan, KS 66502
Phone: 785-565-6844

STAFF REPORT

FROM: Clancy Holeman, Riley County Counselor

MEETING: August 19, 2024

SUBJECT: Pending County Projects County Counselor

PRESENTER: Clancy Holeman, Riley County Counselor

Enclosures:

- FINAL_Commission List 08.19.2024 (DOCX)

PENDING COUNTY PROJECTS ▪ March 2024 through August 14, 2024, Submitted by Clancy Holeman, Riley County Counselor

NOTE: The below lists are not intended to be a comprehensive list of all “pending” Commission or other County Department/Division projects underway. Instead, the below lists represent an ongoing “snapshot” of the current status of selected pending projects which have either consumed significant staff time or involve county issues of widespread significance. Additional entries show selected project work for individual county departments. The sequence of entries below is not intended to reflect the priority assigned to any work described. All entries more than 6 months old have been removed (with the exception of some entries when historical information may be useful). ***Bold type entries are the most recent.***

COMMISSION LIST

I. Projects By Category:

American Rescue Plan: Discussion with staff about possibly engaging consultant to assist County with federal/state requirements in future use of County’s \$14M allocation of ARPA funds. Similar concept to staff’s use of consultant with prior CARES funding. Unlike CARES funding, a primary focus of ARPA funding is infrastructure. (8-31-21)

Board of Riley County Commissioners: Prepare letter of support for City of Ogden grant application. (9-13-23) Attend and participate in BOCC meetings. (9-7-23; 9-11-23) Assist in finalization of annual County financial audit. (9-14-23) Attend and participate in BOCC meeting. (10-12-23.) Work on pending litigation “I”. (10-13-23) Attend and participate in BOCC meeting (10-16-23.) Attend and participate in BOCC meetings. (10-19-23;10-23-23) Work on communication project. (10-24-23; 10-25-23.) Review contractual provisions for subsequent use. (10-25-23.) Attend and participate in BOCC meeting. (10-26-23.) Attend and participate in County/City/USD 383 meeting. (10-26-23.) Attend and participate in BOCC public meeting in City of Ogden. (10-30-23.) Attend and participate in BOCC meeting. (11-2-23.) Prepare for late arrival to BOCC meeting on November 6, 2023. (11-5-23.) Work on Fire District project. (11-7-23) Attend and participate in BOCC meetings. (11-9-23; 11-13-23) Attend and participate in BOCC meeting. (12-28-23) (Work on fence view issue. (1-2-24) Review agenda and prepare for 1-4-24 BOCC meeting. (1-3-24) Attend and participate in BOCC meeting. (1-4-24) Prepare for 1-8-24 BOCC meeting. (1-5-24) Work on fence view issue. (1-5-24) Attend and participate in BOCC public meetings. (1-8-24; 1-11-24) Review project contract. (1-11-24) Work on fence view. (1-14-24; 1-15-24; 1-16-24; 1-17-24) Work on Fence view. (1-18-24; 1-19-24; 1-20-24;1-21-24;1-22-24) Work on letter of support for WTC. (1-19-24; 1-20-24) Attend and participate in BOCC meeting. (1-18-24; 1-22-24) Obtain BOCC approval of letter of support for WTC. Attend and participate in BOCC meetings. (1-25-24; 1-29-24) Draft and place on BOCC agenda support letter for City of Ogden’s grant application. (1-25-24) Work on fence view. (1-25-24; 1-26-24;1-28-24; 1-29-24; 1-30-24; 1-31-24) Attend and participate in BOCC meetings. (2-1-24;2-5-24) Obtain BOCC signature on fence view order; file with ROD; email copies of signed order to both parties (or their counsel). (2-1-24) Regular mail and email to both parties of file-stamped originals of fence view order. (2-2-24) Attend and participate in BOCC meetings. (2-12-24; 2-15-24;2-19-24) Meet with counsel for party in pending matter. (2-16-24) Attend and participate in public BOCC meetings. (2-22-24; 2-26-24) Attend and participate in BOCC meeting. (2-29-24) Attend and participate in BOCC meeting (3-7-24) Attend and participate in BOCC meetings. (3-11-24;3-14-24; 3-18-24) Attend and participate in BOCC public meetings. (3-21-24;3-25-24) Work to schedule executive session. (3-21-24) Attend and participate in BOCC Meetings. (4-4-24; 4-8-24) Attend and participate in BOCC meetings. (4-11-24; 4-15-24) Enter appearance as counsel of record in multiple pending mortgage foreclosure and probate cases to process claims for unpaid real and/or personal property taxes. (4-9-24; 4-10-24; 4-11-24; 4-12-24) Review mtg. foreclosure file and answer filed. 4-16-24) Attend and participate in BOCC public meetings. (4-22-24; 4-25-24,4-29-24) Attend and participate in BOCC public

meetings. (5-2-24; 5-6-24) Attend budget presentations to BOCC of various outside agencies. (5-6-24) Work on file documentation presented today by Jason Hilgers of City's draft plan on City's proposed CICO Park Improvements. (5-2-24) Review information for BOCC agenda item scheduled for 5-6-24. (5-3-24) Work on appropriation request analysis. (5-3-24) Attend and participate in BOCC public meetings. (5-9-24; 5-13-24. Work on analysis of appropriation issues. (5-9-24;5-12-24) Work on appropriation issue question. (5-14-24) Attend and participate in BOCC public meetings: (5-30-24; 6-3-24) Attend and participate in BOCC public meetings. (6-6-24; 6-10-24) Watch BOCC public meeting online during remote work. (6-13-24) Attend and participate in BOCC public meeting. (6-17-24) Attend and participate in BOCC public meetings. (6-20-24;6-24-24) Attend City/County/County meeting. (6-20-24) Communication on pending contractual issue. (6-21-24) Schedule executive session for Monday, July 1, 2024. (6-26-24) Attend and participate in BOCC meetings (6-27-24; 7-1-24) Attend and participate in BOCC meetings. (July 8, 2024; July 11, 2024) Attend and participate in staff working group on planned retreat. (7-9-24) Prepare for upcoming executive session. (7-8-24;7-9-24;7-10-24) Work on potential authorization for beer sales at Kaw Valley Rodeo during Riley County Fair. (7-8-24) Attend and participate in BOCC public meetings. (7-15-24;7-18-24) Confirm vendor has complied with terms of beer sales at Kaw valley Rodeo. during Riley County Fair. (7-12-24) Place indemnification agreement on BOCC agenda for review and approval by BOCC at 7-18-24 public meeting. (7-16-24) Attend and participate in BOCC public meetings. (7-22-24; 7-25-24) Discuss new potential fence view with citizen. (7-24-24) ***Attend and participate in BOCC public meetings. (8-1-24; 8-5-24)***

“Constitutional Protection of County Home Rule”:

County Jail Inmate Medical Care: Schedule staff discussion of contract development. (5-21-23) Meeting with Mark French on contract. Communication with staff working group to schedule teams meeting May 7, 2024. (5-1-24) Review material in preparation for Teams meeting. Participate in Teams meeting. Carry out assigned task. (5-7-24) Communication from team members regarding assigned task. (5-8-24)

Countywide Emergency Radio Communications System Upgrade: The upgrade is complete. But now the “program” phase has been completed, additional work from this department will be provided, as necessary, during the “maintenance” and “warranty” periods now underway. Discussion with contract administrator for vendor (L3Harris) scheduled for August 27, 2021. Discussion held with vendor contract administrator. Discussion with EM Director (8-30-21). Working toward final documents of “program” phase. Conversation with EM Director. (9-24-21) Conversation with L3Harris contract administrator, moving this matter toward likely resolution by the BOCC on 9-30-21. (9-24-21) Review appropriately continues among EM, KSU and Emergency Dispatch personnel regarding close out of this phase of the project. (9-24-21) Draw Commission Agenda Report and place on 9-30-21 agenda for BOCC review and approval of contract documents. (9-28-21) Discuss final contract documents for agenda separately with EM Director and L3Harris Contract Administrator. (9-29-21) Obtain BOCC approval of Amendment 1 to Master Service Agreement. (9-30-21)

Delinquent Real Property Tax Sale: Legal research. Prepare documents for the next stage in the process. (4-12-24) Work to review final contract signed. (May 1, 2024) Contact IT with information on underlying purchase. (5-3-24) Attend and assist in Delinquent Real Property Tax Sale. (6-28-24)

“Dark Store”:

District Court:

Federal Rules on Vaccination Mandate:

First Christian Church: Now this property is “listed” as a “historic site,” there are state law restrictions applicable whenever a “project” is undertaken involving potential repair, damage or destruction of the site or its structure (9-11-23;9-12-23;9-13-23) Work on Appeal. (9-14-23;9-15-23;9-16-23;9-17-23;9-18-23;9-19-23; 9-20-23; 10-4-23;10-5-23;10-6-23;10-7-23;10-8-23;10-10-23; 10-11-23.) Work on appeal. (10-12-23; 10-

17-23; 10-18-23.) Conversation with opposing counsel and agree to extend her time to file brief. (11-3-23) Receive emailed brief from opposing counsel on appeal; following two extensions of time which opposing counsel had requested—which extensions were granted by the Court of Appeals. (1-19-24) Timely filed our brief in February 2024. Checked with Clerk of Court of Appeals—There have been no orders from Court of Appeals since, setting or denying both sides' request for oral argument, etc. (5-2-24)

Indigent Legal Services: Attorney contracts for 2022 were created and emailed to current attorneys under contract. (11-3-21) Notice to Riley County Bar Association of at least one attorney vacancy effective January 1, 2022. (11-4-21) Proposed 2022 contracts have been provided to all current lawyers under contracts. None returned as of 11-23-21. No indigent legal service contracts are in place for the calendar year 2022. Work on various issues related to this service. (2-10-23; 2-13-23; 2-14-23; 2-15-23; 2-16-23; 2-19-23; 2-20-23; 2-21-23; 2-22-23; 2-24-23; 2-26-23; 2-27-23; 2-28-23; 3-1-23; 3-2-23; 3-3-23; 3-4-23; 3-6-23; 3-7-23; 3-8-23) Work on various issues related to this service. (3-19-23) Work at staff level on compensation for this service. (3-28-23) schedule next staff level discussion of compensation for this service. Discuss with Deputy Counselor compensation for this service. (3-29-23) Work on project. (6-1-23) Work on project. (6-8-23) Draw up final version of CAR; RFP; and Contract. (6-19-23; 6-20-23) Obtain BOCC approval of form RFP and Contract. (6-22-23) Finalize RFP and contract and distribute to local Bar Association membership with encouragement to apply well before August 4, 2023, deadline for proposals because they will be considered as they are submitted. (6-29-23; 6-30-23) Create documents for publication in newspaper and placement on county website for this service. (7-7-23; 7-10-23; 7-11-23; 7-12-23) Deadline for proposals to arrive in Clerk's office 5 p.m. August 4. Work on issues related to service. (10-25-23.) Work on scheduling discussion. (6-5-24)

Legislation: Discuss with BOCC potential annual legislative conference dates in December 2023. (10-16-23) Notify delegation members conference scheduled on the following date which worked for a majority of responding legislators: December 14, 2023, noon to 2 pm. (10-26-23) Work on agenda for legislative conference (10-27-23; 10-30-23) Work on agenda for legislative conference. (11-13-23; 11-14-23; 11-15-23) Work on letter of BOCC support for SB 196. Obtain BOCC signatures and email to Senate Assessment and Taxation Committee. (1-4-24; 1-5-24; 1-7-24; 1-8-24) Prepare and submit timely lobbyist compensation report for 2023 legislative session. (1-10-24) Prepare BOCC opposition letter for HB 2036. (1-10-24) Present draft of HB 2036 opposition testimony. Re-draft to insert BOCC changes. Obtain BOCC final approval of letter. Timely submit to senate committee secretary final version of HB 2036 BOCC opposition testimony. (1-11-24) Communicate with House delegation on BOCC testimony submitted previously to Senate Tax on SB 196 and HB 2036. (1-15-24) Communicate with contract lobbyist on HB 2468 (a bill of concern to Emergency management) (1-16-24) Communicate with member of state delegation on SB 196; HB 2036. Work on HB 2026 opposition testimony. (1-16-24) Work on HB 2036. (1-17-24) Work on SB 162. Communicate with lobbyist. (1-18-24) Work on SB 162 (1-19-24) Appear before Senate Committee on Local Government on SB 162. (1-22-24) Review SB346(upzoning/downzoning—removal of county authority). (1-25-24) Work on SB 162. (1-25-24; 1-31-24) Discuss various bills with lobbyist. (2-2-24) Discussion with another county counselor on a bill Riley County is interested in. (2-2-24) Work on SB 162. (2-2-24) Discuss SB 162 with lobbyist. (2-21-24) Communicate with contract lobbyist on HB 2599 (KORA request fees) (2-27-24) Review legislative issues remaining in session of interest to Riley County. (2-28-24) Work on SB 162 set for hearing in House Local Government committee on Monday, March 11, 2024. (3-5-24; 3-6-24) Work with Deputy Counselor on contract issue. (3-6-24) Work on SB 162 hearing scheduled for March 11, 2024. (3-7-24; 3-8-24) Attend and participate with Commissioner McKinley in hearing before the House Committee on Local Government in support of SB 162. (3-11-24) Communicate with contract lobbyist on SB 162. (3-12-24) Communicate with delegation member on SB 311; Discuss with County Appraiser. (3-12-24) Review House calendar status of SB 162. It is on General Orders. (3-20-24) Communication from contract lobbyist. Communicate with BOCC members regarding immediately foregoing.

Leonardville North County EMS Station: Follow up call to City of Leonardville attorney. (4-11-23) Set up phone appointment with City of Leonardville Attorney—to discuss having city begin process of opening the

easement as an alley for access to the site. (5-3-23) Phone discussion with City of Leonardville attorney and arrange for teams meeting next Tuesday (5-9-23) with him, Craig and me to discuss details of City legally “opening” alley to site of ambulance and performing tree trimming along that alley. (5-3-23)

National Opioid Litigation Settlement: Notice of Deadline to “opt in” to latest round of national opioid class action litigation settlements is April 18, 2023. (3-27-23) Prepare and submit CAR for BOCC 4-10-23 public meeting; with my recommendation to BOCC regarding “opt in” to latest round of national opioid class action litigation settlements—5 new defendants settling. Discuss with Assistant Attorney General managing this matter state-wide. (4-6-23) Submit electronically our “opt in” to latest round of national opioid class action settlements, as previously authorized by BOCC. Confirmation from settlement administrator that “opt in” accomplished. (4-14-23)

NG-911 Committee (Road naming): Attend and participate in committee meeting. (2-14-23)

Proposed Construction of EMS/EM/RCFD Emergency Services Headquarters: Schedule work session for discussion of design issue related to facility. (1-27-23)

Riley County Annual Legislative Conference: Discussion with County Register of Deeds to schedule meeting week of December 5th to review documentation of long-term revenue loss to Riley County caused by legislature’s past elimination of the mortgage registration fee. (12-1-22) Work preparing for 12-12-22 legislative conference. (12-8-22; 12-11-22) Discuss legislative conference information with County Appraiser. (12-8-22) Discuss legislative conference information in meeting with County Register of Deeds. (12-9-22) Work with members of delegation; 2023 Annual Legislative Conference scheduled for Thursday, December 14th, from noon to 2 p.m., BOCC chambers. (10-23-23) Conversation with member of delegation—confirming member will attend. (10-24-23.) Discuss options with BOCC regarding potential 2024 annual legislative conference. (7-22-24)

Riley County District Court: Discussion regarding BOCC consideration of funding potential “resolution docket” to assist with case backlog. (4-27-23) Work on project. (5-2-24)

Rural Economic Development Advisory Board:

Staff Budget and Planning Committee:

White Canyon Benefit District: White Canyon benefit district’s residents’ request, made during this date’s public commission meeting, asking whether Riley County willing to supplement the cost of the benefit district’s proposed private road improvement project. No dollar figure provided by benefit district residents. County staff instructed to provide BOCC at upcoming meeting most recent Riley County Public Works’ “estimate” of “northern route” as an option to current benefit district project proposed. (8-30-21)

II. Projects by Department or Division:

Administrative Services/County Counselor: Work on matters related to departmental transition. (1-25-2023; 1-26-2023; 1-27-2023) Interviews of applicants for Deputy County Counselor position in transition scheduled to take place 9-29-23.-23. (3-2-23; 3-3-23) Work on Departmental transition matters. (4-28-24) Work on Departmental transition matters. (5-2-24; 5-3-24)

Riley County Appraiser’s Office: Communicate with department Head on costs associated with BOTA appeal. (12-29-23) Communicate with staff on immediately preceding issue. (1-1-24) Communicate with Appraiser on exemption application. (1-11-24) Advise Department Head on legal issues. (1-24-24) Advise Department Head on process issue. (2-29-24;3-1-24) Communicate with department head. And Deputy

Counselor. (3-4-24; 3-8-24) Advise Appraiser on KORA request. (5-1-24) Communication on legal matters. (5-1-24) Communication on different legal matters. (5-1-24; 5-2-24) Assist Department Head on pending matter. (5-6-24) Communicate on legal matter. (5-14-24) Meet with and advise Department Head on BOTA decision and separate appraisal matter. (5-29-24) Communicate with staff on upcoming meeting dates for discussion. (7-5-24)

Riley County Attorney: *Discuss legal issue. (2-1-24)*

Riley County Clerk: Advise and assist on open record act issue. (9-12-23;9-13-23) Schedule meeting with staff of two departments to plan means of addressing particular type of KORA request in most fair and efficient manner to reduce, potentially, two departmental workloads. (9-13-23;9-14-23) Reschedule forgoing meeting to 10-27-23. (10-19-23) Work on contract law issue. (10-24-23) Assist with legal issue. (11-3-23;11-5-23; 11-6-23.) Approve on minute track as to form revised parking lot resolution developed by Deputy Counselor. (1-2-24) Work on autopsy record storage issue. (2-2-24) *Prepare* resolution regarding Plaza reservations; present to BOCC and obtain approval. (2-27-24; 2-28-24;2-29-24) Communicate with staff on a request for a mailing address change. Communicate with counsel on client name change. Communicate with staff on records name change issue. (3-4-24;3-5-24) Work on notice of upcoming special meeting of BOCC. (3-12-24) Work with Clerk staff member on preparing for RNR compliance during 2025 budget. (3-20-24) Work with Department Head and his staff on election procedural matters raised by vacancy in a City of Manhattan elected office. (5-10-24) Work on contract issue for department. (6-14-24) Attend and participate in staff working group regarding ongoing project. Communicate with contractor afterward. (6-17-24) Review return of contract accepting our contractual attachment. Communicate with Department staff on next steps for BOCC approval. (6-21-24) Prepare Commission Agenda report on foregoing project. Staff uploads for Thursday, June 27th BOCC public meeting. (6-24-24) Work on Finance Officer question on behalf of BOCC. (6-25-24) Legal analysis of RNR statute. (6-27-24; 6-28-24;7-2-24;7-3-24) Assist with staff questions regarding legal interpretation. (7-5-24)

Riley County Community Corrections: Discuss with PIO and department Head proposed correction of recently published newspaper article on grant award to Department. (1-2-24) Further conversation with Department Head and PIO about immediately preceding newspaper article. (1-2-24) Communicate with Director on potential policy. (2-27-24) Contact Department at request. (5-14-24) Work with Department on project involving funding. (5-15-24)

Riley County Emergency Management: Work on project issue. (11-7-23; 11-8-23) Conversation with stakeholders on a radio tower lease amendment. (1-2-24) Communicate with Director on state winter weather disaster declaration just released. (1-24-24) **Assist** with written response to vendor. (4-22-24) Advise on KORA request. (5-2-24) Advise other staff on same KORA request. (5-2-24) Contact County PIO about foregoing, relevant to any photos or video. (5-2-24; 5-3-24) Check in with Helpdesk. (5-7-24) Work with State project manager regarding scheduling matter on roundabout project at k-13/US24, easement purchase from county of County ROW at Fire Station. Work with Cindy K. on agenda time. (5-7-24) Work with department on personnel law matter. (5-14-24; 5-15-24)

Riley County Emergency Medical Services: Prepare for staff discussion of proposed ride along program and its necessary requirements. Participate in staff discussion. (5-7-24)

Riley County Extension: Work on legal question raised by Director. (5-29-24)

Riley County Fire District No. 1: Work on contract law issue. (11-7-23; 11-8-23.) Work on separate contract law issue. (11-7-23) Prepare for January 9, 2024, training presentation to District leadership. (12-27-23; 12-28-23; 12-29-23; 12-30-23; 12-31-23; 1-1-24) Conversation with HR Director regarding upcoming training to District leadership. (1-2-24) Conversation with Department Head on pending litigation. (1-2-24) Additional

conversation with HR Director regarding upcoming training in District leadership. (1-2-24) Preparation for January 9, 2024, training presentation to District Leadership. (1-3-24) Check out technology at Public Works for tonight's training presentation to District Leadership. (1-16-24) Present training, along with HR Director, to District Leadership. (1-16-24) Work on Fire District/University Park fire station project. (2-23-24) Communicate with lobbyist on HB of concern to department. (2-28-24) Communicate with department on KORA issue. Communicate with outside counsel. And Deputy County Counselor. (3-4-24) Communicate with Fire Chief. (3-21-24) Work on contract issue. (3-26-24) Prepare and obtain Chairman's signature on Local Disaster Emergency Declaration regarding cybersecurity incident. Attend and participate in special BOCC public meeting. (4-1-24) Draft extension of Local Disaster Emergency Declaration on cybersecurity incident. Then obtain BOCC approval of extension of local disaster emergency declaration. (4-2-24; 4-3-24; 4-4-24) Draft local emergency declaration on Axelson Hill Road wildfire and obtain BOCC chairman signature. (4-6-24) Prepare extensions of both local disaster emergency declarations. (4-10-24) Present and obtain BOCC approval of both immediately preceding local disaster emergency declarations. (4-11-24) Review and approves as to form FRA matter. (7-24-24)

Riley County GIS: Assist with provision of "shapefile" requested by company. Communicate with company representatives and GIS staff. (6-5-23; 6-6-23)

Riley County Health Department: Work on contract law issue. (10-12-23;10-13-23.) Work on contract law issue. (10-19-23;10-23-23; 10-24-23.) Advise Department on personnel policy manual upcoming revision. (3-19-24) Communicate with county staff on parking issue. (3-26-24) Schedule staff discussion with this Department and another on legislative issue. (6-26-24) Advise Department Head on legislative matter. (7-3-24) Advise Department Head on state funding matter. (7-3-24)

Riley County Historical Museum:

Riley County Human Resources. Finalize Green Dot Contract. (9-12-23) Conversation with HR. (10-12-23.) Review example of proposed Performance Review new form to be completed by 10-16-23. (10-12-23) Work with a department on HR issue "IV." (10-13-23.) Work with Department on unrelated HR issue("V"). (10-16-23.) Work with Department on unrelated HR issue "VI". (10-16-23.) Work with department on Personnel issue I. (10-19-23;10-23-23; 10-25-23.) Work with division on personnel law issue II. (10-24-23.) Work with Division and Department Head on personnel law issue II. (10-25-23;10-26-23;10-27-23;10-28-23-10-29-23;10-30-23) Work with Division and Department Head on personnel law issue. (11-1-23.) Work with Division and Department on personnel law issues. (11-2-23;11-3-23; 11-5-23;11-6-23.) Work on personnel law issue for Division and Department. (11-10-23). Work with Division and Department on personnel law issues. (11-9-23;11-13-23; 11-14-23). Prepare for disciplinary action appeal scheduled for January 4, 2024. (12-28-23) Communicate with team members on working group considering revision of personnel manual. Working group to reconvene 1-9-24. (1-2-24) Work on personnel issues. (1-4-24; 1-5-24) Communicate with Department head and Division head on upcoming potential meeting regarding process. (1-12-24) Communication from Division head on upcoming work group work for discussions on personnel policies. (1-12-24) Working group discussion of personnel policy issues. (1-12-23) Working group discussion of personnel policy manual. (1-18-24) Working group discussion of personnel policy practice. (1-22-24) Analyze and comment upon potential policy. (1-24-24) Analyze potential changes to personnel policy. (1-29-24; 1-30-24; 1-31-24) Advise on legal issue. (2-1-24) Work on personnel policy manual issues. (2-22-23;2-23-24) Communicate with Division director given federal law changes in identified policies. (2-27-24) Review material provided. (2-27-24) Work with Division Director on scheduling upcoming presentations to BOCC in public meetings. (3-12-24) Work on Personnel Policy issue. (3-13-24) Work on upcoming executive session. (3-12-24;3-13-24) Work on personnel policy issue. (3-14-24;3-15-24;3-17-24;3-18-24) Work on different personnel policy issues than immediately preceding entry. (3-18-24) Work on both of the immediately preceding entry matters. (3-19-24) Work on dress code issues. (4-9-24) Review KORA request. (4-9-24) Discuss personnel law issue. (5-8-24) Work with Division and Department Head on two distinct personnel

law issues. (5-10-12) Work with Division and Department Head on distinct personnel law issue. (5-14-24) Review and continue working on proposed policy. (5-28-24; 5-29-24) Work with HR, and a Dept. Head on personnel law issue. (5-31-24; 6-3-24) Work with staff group on proposed policy. (6-3-24) Work with HR and Department Head on personnel issue. (6-3-24) Work with HR. on personnel issue. (6-4-24; 6-5-24)) Work with HR on personnel matter. (6-7-24) Work with HR on personnel policy approval. (6-7-24) Work with HR on 2 distinct and unrelated personnel law issues. (6-17-24) Work with HR on personnel law issues. (6-18-24) Work with Division head on personnel legal issue. (7-2-24) Assist with upcoming personnel issue. (7-5-24) Assist Division and BOCC with personnel law issue. (7-25-24)

Riley County Information Technology/GIS Work with department on contract law issue. (10-24-23.) Conversation with GIS staff member regarding City GIS “layer” issue. (1-2-24) Discuss legal issues involving federal act(s) and communication technology. (2-1-24) Communication from IT about on-going efforts to protect network. (5-7-24)

Riley County Museum: Advise Director on question raised on behalf of Historical Society. (5-3-23)

Riley County Noxious Weeds/Hazardous Household Waste: Discuss with department head upcoming potential property leases of county ground. (5-3-23) Request Department Head provide copy of deed on one of leased properties—to review restrictions on all the leased properties. (5-4-23) Schedule discussion with Department Head on real property issue. (5-22-23) Review and approve as to form weed control contract proposed by KDOT. Inform Department head I’ve done so. (1-2-24) Conversation with Department Head on immediately preceding contract. (1-2-24)

RILEY COUNTY PLANNING AND DEVELOPMENT. Work on Comprehensive Plan update matter. (7-17-24) Work on County Retreat matter. (7-17-24)

RILEY COUNTY POLICE DEPARTMENT—Administered by Law Enforcement Agency (“Law Board”): Communication from City Manager, County Clerk and County Attorney regarding RCPD question about potential ordinance or resolution. I contact Barry Wilkerson for discussion. (1-12-24) Work on project. (4-15-24; 4-16-24; 4-17-24) Communication from third party on budget matter. (5-2-24) Work on inmate medical project. (5-29-24) Participate in staff working group on inmate medical project. (5-31-24) Communicate with vendor of inmate medical services. (5-31-24)

Riley County Planning & Development: Represent County in District Court hearing on Prairiewood appeal. (8-29-23) Conversation with landowner. (10-12-23.) Review and approve Comprehensive Plan resolution “as to form” for 10-16-23 BOCC meeting. (10-12-23.) Work on pending litigation. (10-13-23) Work on pending litigation “III”. (10-13-23.) Work on pending project “I”. (10-13-23.) Conversation with opposing counsel in pending appeal “II.” (10-13-23) Work on benefit district project. (11-6-23; 11-7-23.) Work to schedule meetings with business and staff on different pending legal issues. (11-7-23; 11-8-23) Work on benefit district contract for environmental assessment. (1-26-24; 1-31-24) Complete work on benefit district contract for environmental assessment; route vendor—approved contract to this department’s Office Manager for placement on next Monday’s business meeting agenda, following conversation with Department Head. (2-1-24) Work with Department Head on contractual issue. (2-14-24) Work with Department Planner and Deputy on upcoming agenda item. (3-19-24) Work on immediately preceding entry again. (3-20-24) Work on benefit district issue. Discuss with Deputy County Counselor. (3-20-24) Review and approve as to form plat. (3-21-24) Discuss upcoming public hearing with staff member. (3-21-24) Work on upcoming land use issue. (3-26-24) Discuss with staff special use hearing before Planning Board evening of 4-8-24. (4-9-24) Conversation with opposing counsel in pending appeal. Draft motion to extend time to file our brief. I will file such agreed motion this week. Motion filed. (4-15-24) Review sanitary code issue. (4-18-24) Schedule meeting with department staff member on separate code violation enforcement matter. (4-18-24) Review correspondence on separate possible code violation matter. (4-18-24) Status report back on separate code enforcement matter.

(4-18-24) Status report back on separate code enforcement matter. (4-18-24) Work on SB 384. (SB 162) as signed by Governo as part of SB 384. Meeting with staff of Planning and Development and RCHD. (4-26-24). Work solo on immediately preceding project list entry. (4-28-24) Review and approve as to form contract for project. Discuss with Department Head. (5-2-24) Communication with Department Staff on pending code enforcement matter. (5-2-24) Communicate with Department head on immediately preceding code enforcement matter. (5-3-24) Correspondence with outside professional based on citizen question regarding pending project. (5-3-24) Assist staff of this department on pending matter. (5-6-24) Communication from Department staff on different matter for calendaring. Respond. (5-6-24. Contact representative of citizen in pending matter. Relay information to staff member working on the matter. Relay information to another Department Head assisting in matter. (5-6-24) Respond to communication from Department Head on ongoing project of her department. Respond to communication from Department Head on different project of her department. (5-7-24) Communication from staff of Department on different project of her department. (5-7-24) Discuss with Department Head different project of her department; in response to communication from her of procedural question. (5-7-24) Answer question from Department Head on procedural question. Communicate with Department Head and Cindy K. (5-7-24) Review litigation material served on a co-defendant in pending code enforcement case. (5-7-24) Discuss pending enforcement matter with Code Enforcement officer. (5-7-28; 5-8-24) Work on pending Court of Appeals matter. (5-15-24) Work on comp plan consultant project. (5-29-24) Calendar Everygy application regarding Ashland Bottoms special use application. (5-29-24) Review and sign plat presented by Department staff. (5-29-24) Prepare for executive sessions. (6-5-24) Advise Department Head on project legal issue. (6-12-24) Work on pending appeal matter. (6-25-24) Work on pending sewer project. (7-3-24) (Advise Department Head on legislative matter. (7-3-24) Complete Agreement for Retreat Consultant. (7-18-24) Work on Comprehensive Plan Update matter. (7-18-24; 7-19-24) **Work on court of appeals brief (8-1-24; 8-2-24; 8-3-24; 8-4-24; 8-5-24) Evaluate project grant possibility legal issue. (8-6-24) Work on different pending Court of Appeals brief augmentation in pending matter. (8-5-24; 8-6-24)**

Riley County Public Information Officer: (5-8-23) Further communication with PIO and working group about same informational program. (5-8-23) Communication from PIO requesting legal advice. (7-24-23) Conversation on lawful options for final version of BOCC minutes. (10-24-23.) Schedule upcoming meeting on possible documentary. (3-12-24) Communicate with regarding Facebook change of services offered. (3-12-24) Discussion with PIO regarding request for release of information. (5-31-24)

Riley County Public Works: Discuss land use issue with Department Head. (10-12-23.) Communicate with potential vendor on project. (10-13-23.) Communicate with county insurer on project. (10-13-23.) Contract law issue. (11-6-23.) Work on bid packet issue. (1-2-24) Contacted by KDHE requesting permission for project. Relay request to Public Works Director and invite conversation. (1-3-24) Discuss with Director Township Officers' March 6, 2024, meeting agenda. Contact outside party as possible participant to assist with program. (2-2-24) Attend and participate in Township Officials annual meeting. (3-6-24) Review and approve contract "as to form." (3-8-24) Review contract proposed. (3-11-24) Discuss staff contract proposed. (3-12-24) **Work with Assistant County Engineer on assembly of contract for agenda. (3-19-24) Review and approve as to form immediately preceding contract. Conversation with Cindy K on delivery of contract to County Clerk's office for this Thursday's agenda. Place contract in delivery bin from Public Works to County Clerk's office. (3-20-24) Work on elevator contracts and discuss with Department Head. (4-5-24; 4-6-24; 4-8-24) Conversation with Dept. Head regarding KDHE request to do well test on county site. (4-15-24) Conversation with Dept. Head regarding drainage easement. (4-16-24) Review update on pending resolution. (4-18-24). Review and approve as to form covenant and easement documents for EMS HQ project. (4-23-24) Respond to email from KDHE on agency's planned sampling in Fairmont Park, after discussion with Department Head. (4-23-24) Conversation with Assistant County Engineer. Approve as to form transfer station truck scale Contract. (4-23-24) Work on KDOT roundabout project as it affects Riley County. (4-26-24; 4-28-24; 4-29-24; 4-30-24) Work on preceding KDOT project as it affects Riley County. 5-8-24. Work on policy issue involving CDL training. (5-30-24; 5-31-24) Review and approve as to form project document. (5-**

31-24) Review and approve as to form unrelated project document. (5-31-24) Approve as to form contract for project. (6-3-24) Work on project documents. (6-4-24) Conversation with consulting engineer on state highway project. (6-14-24) Communication from KDOT counsel on state “roundabout” project at US 24 and K-13. Contact Public Works Directo. Contact KTOT counsel. (6-26-24) Communicate with Department Head on immediately preceding project. (7-2-24) Advise Department Head on separate and distinct legal matter. (7-3-24) Assist Department and BOCC with ongoing project issue. (7-25-24)

Riley County Register of Deeds: Communicate with three offices, their staff and department heads on common legal issues. (11-7-23) Communicate with department head on same issue. (11-8-23) Work on legal issue regarding filing. (2-29-24; 3-1-24;3-4-24) Work with department head and staff of County Clerk and County Appraiser to resolve filing issue. (3-4-24)

Riley County Treasurer: Discuss with Department Head process for Opioid Settlement Fund payments routed from Attorney General’s Office. Discuss with Assistant Attorney General supervising such distributions. (12-21-22) *Work* on Delinquent Real Property Tax Foreclosure case for 2024. (4-12-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review claim for delinquent real property taxes in mtg foreclosure case. (4-16-24) Review probate case order directing payment of real property tax. (4-16-24) Review mtg foreclosure case and demand for payment of real property tax. (4-16-24) Review of probate case and real property tax. (4-16-24) **Review** delinquent real property tax efiling. (4-19-24) Work with legal staff on upcoming delinquent real property tax sale. (4-23-24) Process with staff response to citizen inquiry to county website about tax sale properties. (4-29-24) Process with staff response to another citizen inquiry to county website about tax sale. (4-29-24) Discuss tax sale property issue involving request from executor of titled owner. Call the executor and leave voicemail. Resolve with executor. (5-7-24) Sign order dismissing individual parcel from tax sale. (5-8-24) Work with department staff on preparation of Motion for Default Judgement in 2024 delinquent real property tax sale. (5-10-24) Obtain judgment in favor of Riley County on motion for default judgment in Riley County District Court for upcoming delinquent real property tax sale. (5-28-24) Delinquent property tax sale meeting with office staff. (5-29-24) Approve withdrawal pleadings from pending probate cases wherein our filed claims for property taxes resulted in payment. (6-14-24) Assist Department Head with citizen communication. (6-17-24;6-18-24) Work on property tax foreclosure case. (6-26-24)

III. Projects by Professional Association, Internal and External Committees/working groups, CLE, & Other Administrative Matters:

Ad Hoc Staff Committees/Work Groups on Multiple Subjects: Staff committee discussion of issue in recent tax sale. Clerk and staff, Treasurer, Appraiser and staff. (3-6-23)

Administrative Matters: Discuss with HR CAR I’ll prepare for transition of Counselor position based upon my scheduled 2025 retirement. (5-19-23) Work on transition of Deputy position given incumbent’s scheduled retirement. (5-22-23;5-23-23) Discuss and decide with staff on renewal of “Hawver” subscription. (5-30-23) Register for June 20 webinar on Title VI requirements under ARPA; to be conducted by Officer of Recovery. (6-5-23) Information to Office Manager on invoice for Westlaw. (7-5-23) Partners’ Meeting. (7-21-23) Review and approve proposed CAR drafted by H.R. for upcoming position vacancy due to retirement. (7-27-23) Work with HR and staff working group preparing for candidate interviews for 2 positions. (7-27-23;7-28-23) Staff meeting to discuss departmental input, as requested by PIO, on survey regarding retention and recruitment and retention. Provide info to PIO. (8-2-23) Review, approve Department timecards. (8-6-23) Work on transition of department for upcoming vacancy in Office Manager position. Review all internal applications. Communicate with both Riley County Deputy County Counselors and H.R. Director. (8-6-23) Work on transition of department to fill vacancy in Legal Assistant position. (8-10-23;8-11-23; 8-13-23) Review City/County/County agenda for 8-17-23 meeting. (8-13-23) Work on upcoming retirement receptions for department. (8-11-23; 8-14-23; 8-15-23;8-16-23;8-17-23) Continued work on transition of department to

fill vacancy in Legal Assistant position. (8-15-23) Participate in panel interview of candidate for Legal Assistant I position. (8-18-23) Attend retirement reception in BOCC chambers for Jill Seaton. (8-31-23) Relay eflex latest to staff—No access to court of appeals or supreme court yet as of noon today. (1-26-24) Participate as donor in County/Red Cross blood donation drive. (2-14-24) Work on closing issue involving sale of a portion of a larger parcel—the sale of which does not involve a pending code enforcement proceeding. (2-15-24) Work at PW successfully confirming, with IT assistance, our desktops there appropriately “sync” with our desktops in our CPE office. (2-26-24) Work with Public Works on key card/key fob access to that portion of Public Works building where our office will temporarily relocate. (2-27-24) Work on temporary relocation of office during 4th floor renovation project. (2-28-24) Work with I.T. to synchronize desktops at departmental CPE office and temporary space at Public Works. (3-1-24) Catch up on emails. Respond when appropriate. (4-9-24) Work on transition of Deputy County Counselor caseload to County Counselor. (4-10-24; 4-11-24; 4-12-24) Work on applicant interview scheduling for Deputy County Counselor position. (4-15-24) Work with our Office Manager on 2025 departmental budget request. (4-16-24) Work on departmental transition matters. (5-2-24; 5-2-24; 5-3-24) Brief staff meeting—my meetings schedule today. (5-7-24) Review and delete emails. (5-7-24) Work on transition: Introduce Deputy County Counselor to BOCC members; and 3 department heads (5-13-24) Introduce Deputy County Counselor to 3 more department heads. (5-14-24) Review and approve as to form payroll and accounts payable. (5-28-24) Work on transition matters in office. (5-30-24; 5-31-24) Contact IT about recent communications to organization about a system update. (6-3-24) Brief Bryant on relevant discussions during today’s public BOCC meeting. (6-3-24) Weekly office staff meeting. (6-14-24) Work with staff working group on scheduled shut off of electricity to CPE. (6-17-24; 6-18-24) Work on organization of office filing. (7-5-24) Participate in CAR promoting Deputy County Counselor to County Counselor, effective January 1, 2024. (7-18-24) Consult with Deputy County Counselor on various pending projects. (7-24-24) Discuss potential internal publication of notice of Deputy Counselor’s recent promotion by BOCC, effective January 1, 2025. (7-24-24)

Continuing Legal Education: Attend online CLE program. (6-11-23) Attend CCAK CLE program. (6-16-23) Discuss department budget preparation for 2025. (4-18-24) Attend an open.gov zoom on “roll out” of budget creation. (4-18-24) Work on department budget request. (4-22-24; 4-23-24; 4-24-24; 4-25-24) Confirm electronically with CLE commission whether compliant for 2023 through June 30, 2024, for CLE requirements. Register for the remaining one-hour CLE to be presented online. (5-2-24; 5-3-24)

County Counselor Association of Kansas: Attend and participate virtually in Board of Governors meeting of CCAK. Summer CLE planning. (2-21-24) Contact KAC about presenter’s assigned time during June 21, 2024, CCAK CLE program. Relay to presenter. Recontact KAC. Recontact presenter. (5-2-24) Contact from presenter. Relay information to Jay Hall. Confirm to presenter all in place for CLE. (5-6-24) Communicate with Deputy Director and Presenter scheduled for CCAK CLE to take place 6-21-24. (6-18-24) Attend online program of association for required CLE. (6-21-24)

Department Head Committee: Attend and participate in committee meeting. (7-5-23) Attend and participate in meeting. (7-19-23) Attend and participate in committee meeting. (8-2-23) Attend and participate in Committee Meeting. (10-18-23) Attend and participate in committee meeting. (11-1-23.) Prepare for meeting scheduled for 1-3-24 (1-2-24) Attend and participate in Committee meeting. (1-3-24) Prepare for, attend and participate in committee meeting. (3-20-24) Prepare for 4-17-24 committee meeting. (4-16-24) Attend and participate in committee meeting. (5-1-24) Attend and participate in committee meeting. (6-5-24) Attend and participate in meeting. (7-3-24)

Intergovernmental Luncheon: Attend and participate in 2 pm. meeting of committee. (3-11-24)

Joint Task Force on Possible Fair and Rodeo Relocation: Attend 2nd meeting of group at Chamber offices. (7-14-23) Attend first ½ hour of task force meeting at KSU foundation. (8-16-23)

Kansas Association of Counties: Review communication on Kansas Supreme Court case considering self-insured entities. (3-8-24)

Staff Budget and Planning Committee: Work with B & P on development of contracts for transfers to small cities for loss of funds as countywide ½ cent sales tax sunsets 12/31/22. (11-15-22) Review material for BOCC presentation to be made by Budget and Planning during the next BOCC public meeting. (11-28-22) Attend and participate in Committee meeting. (11-29-22) Ask Shilo for her opinion on draft of agreement. (2-7-23) Prepare for scheduled 1-3-24 committee meeting. (1-2-24) Attend and participate in Committee meeting. (1-3-24) Review upcoming agenda for scheduled 1-30-24 committee meeting. Communicate with committee. (1-26-24) Attend and participate in committee meeting. (2-20-24) Work with IT/GIS staff on temporary move of department to Public Works during 4th floor CPE construction project. (2-21-24) Attend and participate in meeting of committee. (3-11-24; 3-12-24; 3-13-24) Conversation with Budget and Finance Officer. Available date of return from vacation. Accept B & P Meeting scheduled for 3 pm May 28, 2024. (5-7-24) Attend and participate in committee meeting. (5-28-24) Work on potential remote work policy. (5-28-24; 5-29-24) Attend and participate in committee meeting. (6-4-24)

Staff Riley County Employee Recognition Day Planning Committee: Attend and participate in committee work planning Employee Recognition Day. (6-20-23) Analyze proposed venue contract. Conversation with County's insurer. Voicemail left with PIO. (7-5-23) Attend and participate in Committee meeting (7-18-23) Communicate with sales representative for AMC Theatre. (8-2-23; 8-3-23) Communicate with AMC representative and our insurer regarding event. (8-13-23) Attend and participate in committee meeting. (8-15-23) Communicate with our insurer and attorney for venue regarding Recognition Day. (8-15-23) Communicate with attorney for venue regarding Recognition Day. (8-16-23; 8-17-23) Attend and participate in Employee Day. (10-9-23.) Work on future Employee Recognition Day issue. (10-18-23) Contact insurer to evaluate coverage for potential site for 2024 Employee Recognition Day. (1-2-24) Attend and participate in committee meeting. (2-20-24) Communicate in response to questions about recognition for years of service by employees in attendance. (3-15-24) Attend and participate in committee meeting. (3-19-24) Check on potential keynote or breakout session speaker. Contact agent for venue to confirm paperwork necessary to finally reserve venue, obtain copy of complete contract required and obtain liability insurance coverage requirements. Contact county's insurer to confirm the required liability coverage will be in place for county on October 14th. Attend and participate in committee meeting. (4-16-24) Work on venue documentation. (4-30-24; 5-1-24) Check with C & W on status of certificate of insurance. (5-3-24; 5-7-24) Work on venue reservation and insurance coverage required. (5-28-24; 5-29-24) Work on venue reservation. (6-7-24) Attend and participate in committee meeting. (6-18-24) Work with group on input for CAR to describe event for BOCC. (6-24-24) Attend and participate in committee meeting. (7-16-24)

Staff Road Renaming Committee:

Attachment: FINAL_Commission List 08.19.2024 (14988 : Clancy's Commission List)



OUTSIDE AGENCY
Presentation

Outside Agency
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Cindy Kabriel

MEETING: August 19, 2024

SUBJECT: Riley County Mental Health Task Force

PRESENTER: Brynne Haverkamp, Crisis Director Pawnee Mental Health Services

Enclosures:

- Riley County Mental Health Task Force- County Commission Presentation (PPTX)

Riley County Mental Health Task Force

History

The Riley County Mental Health Task Force is a team of stakeholders across multiple systems, including mental health and substance use, law enforcement, courts, jails, community corrections, social services and many others. The task force was established to effectively respond to the needs of individuals with mental illness and substance use disorders in Riley County and the surrounding areas.

Started in 2017.

Brought focus to the need for the co responder program and the PMHS CSU.

Revamp

New Members Outreach

Development of Crisis Innovation Committee (CIC)

CIC went to Baltimore, MD in 2023 for
SAMSHA Crisis Policy

New Goals:

1. Someone to call
2. Someone to Respond
3. Somewhere to go

Mission of the new RCMHTF

Representation throughout all MH avenues in Riley County

- USD 383, Konza, Flint Hills Wellness Coalition, Riley County Health Department, PMHS, Community Corrections, MESI, RCPD, RCEMS, Crisis Center, Ft. Riley, Ascension VC, Riley County Commission, County Attorney, KSUPD, KSU Counseling, Andrews and Associates Counseling, DCF, VA

Focus on identifying professional concerns throughout the community and giving shared message on gaps.

1. “Ground West”
2. Youth Crisis- CSU
3. Medical Detox- Inpatient SUD
4. Mobile Crisis



Thank you

Brynne Haverkamp, LSCSW, LMAC
Crisis Director- PMHS
Brynne.Haverkamp@pawnee.org
785-587-4300 ext. 691



**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
August 19, 2024 12:00 p.m.
Agenda**

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by the Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

- | | | |
|-------------|----|--|
| Pages 3-7 | A. | Approve July 15, 2024 Law Board Meeting Minutes |
| Pages 8-23 | B. | Approve 2024 Expenditures/Credits |
| Pages 24-27 | C. | 2024 Adjusted Financial Journal Entries- (<i>Review</i>) |
| Pages 28-31 | D. | RCPD Related County Expenditures- (<i>Review</i>) |
| Page 32 | E. | Riley County Jail Average Daily Inmate Population- (<i>Review</i>) |
| | F. | Approval of Department Policies |
| Pages 33-44 | 1. | 26.2.0 Employee – Employee Relationships and Fraternization |
| Pages 45-55 | 2. | 34.1.2 - Promotion Process |
| Pages 56-57 | G. | Reports: Synopsis - (<i>Review</i>) |
| Pages 58-73 | 1. | Monthly Crime Report- Captain Freidline |
| | 2. | Quarterly |
| Pages 74-78 | a) | 2 nd Quarter Uniform Crime Report (82.1.4)- Captain Jager |
| Pages 79-88 | b) | 2 nd Quarter Traffic Accident & Enforcement Analysis (61.1.1 A & C)- Captain Steere |
| Page 89 | c) | 2 nd Quarter Seizure & Forfeiture Report (84.1.8)- Captain Freidline |
| Pages 90-95 | 3. | Semiannual Alcohol Enforcement Report- Captain Freidline |

IV. GENERAL AGENDA

- H. Additions or Deletions
- I. Public Comment
- J. Fraternal Order of Police Lodge #17 Comments
- K. Board Member Comments
- L. Fiscal Planning and Solvency- Director Peete- (*Discussion*)
- M. Executive Session- (*Vote Required*)
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
- N. Affirmation or Revocation of Discipline- (*Vote Required*)
- O. Adjournment

Riley County Law Enforcement Agency (Law Board) Meetings are open to the public. Agenda items may be viewed on the Riley County Police Department website at <http://rileycountypolice.org/law-board>. In order to comply with provisions of the Americans with Disabilities Act (ADA), the Riley County Law Enforcement Agency will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact Executive Offices Manager Nichole Glessner at (785) 537-2112, ext. 2468, for assistance.

The Meeting of the Riley County Law Enforcement Agency will be televised live on local Cox Cable Channel 3, on the City of Manhattan's website at <http://cityofmhk.com/tv>, and also on the RCPD website at <http://rileycountypolice.org/law-board>. A recording will be made available on the RCPD and City websites after the meeting.



RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Riley County Law Enforcement Agency Law Board Meeting

**Monday, August 19, 2024
12:00 p.m.**

**City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas**

Contact Director Peete with any questions
(785) 537-2112 ext. 2468

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

July 31, 2024	Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
	Authorization	July	7 Months	58.33%	Actual	5 Months	41.67%
01 Salaries-Full Time	17,089,553.45	1,348,949.44	9,476,465.11	55.45%	8,656,505.00	7,613,088.34	44.55%
02 Salaries-Part Time	125,000.00	8,277.33	71,122.53	56.90%	46,769.33	53,877.47	43.10%
03 Salaries-Overtime	471,762.00	30,014.53	336,788.25	71.39%	381,351.28	134,973.75	28.61%
TOTAL SALARIES	17,686,315.45	1,387,241.30	9,884,375.89	55.89%	9,084,625.61	7,801,939.56	44.11%
36 Kansas Police & Fire	2,380,794.61	184,411.67	1,306,563.14	54.88%	1,259,716.52	1,074,231.47	45.12%
37 KPERS	798,707.30	59,218.63	419,974.39	52.58%	368,435.16	378,732.91	47.42%
38 Social Security	709,538.16	54,059.93	384,056.82	54.13%	353,116.81	325,481.34	45.87%
39 Health Insurance	1,537,150.00	120,000.00	840,000.00	54.65%	840,000.00	697,150.00	45.35%
40 Workers Compensation Insurance	380,000.00	6,003.00	69,107.59	18.19%	148,882.90	310,892.41	81.81%
41 Unemployment Compensation	17,686.65	1,323.14	9,430.02	53.32%	8,693.75	8,256.63	46.68%
TOTAL EMPLOYEE BENEFITS	5,823,876.72	425,016.37	3,029,131.96	52.01%	2,978,845.14	2,794,744.76	47.99%
TOTAL PERSONNEL COSTS	23,510,192.17	1,812,257.67	12,913,507.85	54.93%	12,063,470.75	10,596,684.32	45.07%
04 Utilities	205,000.00	22,637.97	94,087.41	45.90%	125,566.04	110,912.59	54.10%
05 Insurance	320,000.00	0.00	511,431.00	159.82%	474,705.00	-191,431.00	-59.82%
06 Legal & Accounting	85,000.00	9,095.80	48,213.30	56.72%	41,783.93	36,786.70	43.28%
07 Training & Travel	108,000.00	14,675.20	93,379.83	86.46%	68,812.58	14,620.17	13.54%
08 Postage	7,400.00	246.84	4,468.49	60.39%	3,842.34	2,931.51	39.62%
09 Printing	7,500.00	49.65	1,612.68	21.50%	1,984.86	5,887.32	78.50%
10 Rentals-Maint Agreements	60,000.00	5,550.29	30,295.47	50.49%	29,831.05	29,704.53	49.51%
11 Building & Grounds	30,000.00	1,560.31	20,289.62	67.63%	18,431.53	9,710.38	32.37%
12 Equipment Repair & Maintenance	85,000.00	732.90	13,429.01	15.80%	11,709.36	71,570.99	84.20%
13 Vehicle Maintenance	90,000.00	6,985.15	57,133.20	63.48%	71,924.93	32,866.80	36.52%
14 Telephone Service	62,000.00	6,562.03	41,163.21	66.39%	41,065.85	20,836.79	33.61%
16 Medical Fees	15,000.00	1,340.00	6,751.89	45.01%	11,225.42	8,248.11	54.99%
19 Contractual Services-Computers	690,000.00	62,100.70	511,314.61	74.10%	295,639.66	178,685.39	25.90%
20 Other Contractual Services	314,000.00	42,856.23	275,351.21	87.69%	539,783.32	38,648.79	12.31%
TOTAL CONTRACTUAL SERVICES	2,078,900.00	174,393.07	1,708,920.93	82.20%	1,736,305.87	369,979.07	17.80%
17 Prisoner Food & Care	195,000.00	30,845.38	222,860.55	114.29%	192,890.18	-27,860.55	-14.29%
21 Community Services	17,500.00	0.00	961.92	5.50%	8,262.92	16,538.08	94.50%
22 Books, Subscriptions, Memberships	10,000.00	388.24	3,563.52	35.64%	5,578.06	6,436.48	64.36%
23 Uniforms & Accessories	40,000.00	3,836.62	32,167.70	80.42%	29,347.96	7,832.30	19.58%
25 Maintenance Supplies	29,500.00	2,051.60	9,485.71	32.15%	7,898.21	20,014.29	67.85%
26 Fuel & Lubrication	163,000.00	17,930.45	121,067.94	74.27%	126,255.93	41,932.06	25.73%
27 Vehicle Tires	17,000.00	0.00	4,001.25	23.54%	4,167.55	12,998.75	76.46%
28 Office Supplies	24,000.00	751.75	11,388.70	47.45%	21,414.91	12,611.30	52.55%
29 Replenishment Supplies	45,000.00	4,364.33	30,540.71	67.87%	17,948.93	14,459.29	32.13%
TOTAL COMMODITIES	541,000.00	60,168.37	436,038.00	80.60%	413,764.65	104,962.00	19.40%
30 Communications Equipment	10,000.00	0.00	0.00	0.00%	200.43	10,000.00	100.00%
31 Guns & Crime Equipment	60,000.00	917.87	4,355.26	7.26%	32,731.51	55,644.74	92.74%
32 Furniture	15,000.00	1,865.91	5,000.55	33.34%	3,241.36	9,999.45	66.66%
33 Office Equipment	452,000.00	67,457.11	123,794.49	27.39%	69,021.23	328,205.51	72.61%
34 Vehicles and Equipment	270,000.00	356.99	223,700.98	82.85%	43,317.70	46,299.02	17.15%
TOTAL CAPITAL OUTLAY	807,000.00	70,597.88	356,851.28	44.22%	148,512.23	450,148.72	55.78%
TOTAL NON-PERSONNEL COSTS	3,426,900.00	305,159.32	2,501,810.21	73.01%	2,298,582.75	925,089.79	26.99%
TOTAL EXPENDITURES	26,937,092.17	2,117,416.99	15,415,318.06	57.23%	14,362,053.50	11,521,774.11	42.77%

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT REPORT OF AVAILABLE BUDGET

July 31, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	7 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	101,700.59	17,191,254.04	9,476,465.11	0.00	9,476,465.11	55.12%	7,714,788.93
02	Salaries-Part Time	125,000.00	0.00	125,000.00	71,122.53	0.00	71,122.53	56.90%	53,877.47
03	Salaries-Overtime	471,762.00	52,252.24	524,014.24	336,788.25	0.00	336,788.25	64.27%	187,225.99
TOTAL SALARIES		17,686,315.45	153,952.83	17,840,268.28	9,884,375.89	0.00	9,884,375.89	55.40%	7,955,892.39
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	1,306,563.14	0.00	1,306,563.14	54.88%	1,074,231.47
37	KPERS	798,707.30	0.00	798,707.30	419,974.39	0.00	419,974.39	52.58%	378,732.91
38	Social Security	709,538.16	0.00	709,538.16	384,056.82	0.00	384,056.82	54.13%	325,481.34
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	840,000.00	0.00	840,000.00	54.65%	697,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	69,107.59	0.00	69,107.59	18.19%	310,892.41
41	Unemployment Compensation	17,686.65	0.00	17,686.65	9,430.02	0.00	9,430.02	53.32%	8,256.63
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	3,029,131.96	0.00	3,029,131.96	52.01%	2,794,744.76
TOTAL PERSONNEL COSTS		23,510,192.17	153,952.83	23,664,145.00	12,913,507.85	0.00	12,913,507.85	54.57%	10,750,637.15
04	Utilities	205,000.00	0.00	205,000.00	94,087.41	0.00	94,087.41	45.90%	110,912.59
05	Insurance	320,000.00	0.00	320,000.00	511,431.00	0.00	511,431.00	159.82%	-191,431.00
06	Legal & Accounting	85,000.00	50.00	85,050.00	48,213.30	0.00	48,213.30	56.69%	36,836.70
07	Training & Travel	108,000.00	5,085.85	113,085.85	93,379.83	0.00	93,379.83	82.57%	19,706.02
08	Postage	7,400.00	313.71	7,713.71	4,468.49	0.00	4,468.49	57.93%	3,245.22
09	Printing	7,500.00	0.00	7,500.00	1,612.68	0.00	1,612.68	21.50%	5,887.32
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	30,295.47	0.00	30,295.47	50.49%	29,704.53
11	Building & Grounds	30,000.00	47.44	30,047.44	20,289.62	0.00	20,289.62	67.53%	9,757.82
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	13,429.01	0.00	13,429.01	15.80%	71,570.99
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	57,133.20	0.00	57,133.20	59.29%	39,234.87
14	Telephone Service	62,000.00	1,279.01	63,279.01	41,163.21	0.00	41,163.21	65.05%	22,115.80
16	Medical Fees	15,000.00	0.00	15,000.00	6,751.89	0.00	6,751.89	45.01%	8,248.11
19	Contractual Services-Computers	690,000.00	3,610.10	693,610.10	511,314.61	0.00	511,314.61	73.72%	182,295.49
20	Other Contractual Services	314,000.00	49,129.67	363,129.67	275,351.21	0.00	275,351.21	75.83%	87,778.46
TOTAL CONTRACTUAL SERVICES		2,078,900.00	65,883.85	2,144,783.85	1,708,920.93	0.00	1,708,920.93	79.68%	435,862.92
17	Prisoner Food & Care	195,000.00	59,198.37	254,198.37	222,860.55	0.00	222,860.55	87.67%	31,337.82
21	Community Services	17,500.00	0.00	17,500.00	961.92	0.00	961.92	5.50%	16,538.08
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	3,563.52	0.00	3,563.52	35.64%	6,436.48
23	Uniforms & Accessories	40,000.00	14,722.44	54,722.44	32,167.70	0.00	32,167.70	58.78%	22,554.74
25	Maintenance Supplies	29,500.00	0.00	29,500.00	9,485.71	0.00	9,485.71	32.15%	20,014.29
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	121,067.94	0.00	121,067.94	74.27%	41,932.06
27	Vehicle Tires	17,000.00	0.00	17,000.00	4,001.25	0.00	4,001.25	23.54%	12,998.75
28	Office Supplies	24,000.00	55.07	24,055.07	11,388.70	0.00	11,388.70	47.34%	12,666.37
29	Replenishment Supplies	45,000.00	21,865.20	66,865.20	30,540.71	0.00	30,540.71	45.68%	36,324.49
TOTAL COMMODITIES		541,000.00	95,841.08	636,841.08	436,038.00	0.00	436,038.00	68.47%	200,803.08
30	Communications Equipment	10,000.00	3,161.69	13,161.69	0.00	0.00	0.00	0.00%	13,161.69
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	4,355.26	0.00	4,355.26	7.26%	55,644.74
32	Furniture	15,000.00	0.00	15,000.00	5,000.55	0.00	5,000.55	33.34%	9,999.45
33	Office Equipment	452,000.00	42,947.69	494,947.69	123,794.49	0.00	123,794.49	25.01%	371,153.20
34	Vehicles and Equipment	270,000.00	10,000.00	280,000.00	223,700.98	0.00	223,700.98	79.89%	56,299.02
TOTAL CAPITAL OUTLAY		807,000.00	56,109.38	863,109.38	356,851.28	0.00	356,851.28	41.34%	506,258.10
TOTAL NON-PERSONNEL COSTS		3,426,900.00	217,834.31	3,644,734.31	2,501,810.21	0.00	2,501,810.21	68.64%	1,142,924.10
TOTALS		26,937,092.17	371,787.14	27,308,879.31	15,415,318.06	0.00	15,415,318.06	56.45%	11,893,561.25

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
July 15, 2024 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta (attended virtually) Vice Chairperson John Ford
Member Patricia Hudgins Member Betty Mattingly-Ebert
Member Karen McCulloh

Absent: Secretary Barry Wilkerson Member Kaleb James

Staff Present: Director Brian Peete Assistant Director Kurt Moldrup
Captain Erin Freidline Captain Mark French
Captain Scott Hajek Captain Brad Jager
Captain Greg Steere

Recorder: Executive Offices Manager Nichole Glessner, Riley County Police Department
(RCPD or Department)

I. Establish Quorum: By Vice Chairperson Ford at 12:00 p.m.

II. Pledge of Allegiance: Director Peete led the Riley County Law Enforcement Agency (Law Board or Board) in the Pledge of Allegiance.

III. Consent Agenda:

- A. Approve June 17, 2024 Law Board Meeting Minutes
- B. Approve 2024 Expenditures/Credits
- C. 2024 Adjusted Financial Journal Entries
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Seizure Expenditures
- G. Monthly Crime Report

Director Peete noted one correction to the June 17, 2024 Law Board Meeting minutes. The first paragraph of page four of the packet should read as follows:

*Member Hudgins moved to approve the Consent Agenda as presented. Vice Chairperson Ford seconded the motion. Chairperson Matta polled the board and the motion passed with ~~Butler~~, Ford, **Hudgins**, James, Matta, Mattingly-Ebert, McCulloh, and Wilkerson voting in favor, and no one voting against. The motion passed 7-0.*

Member McCulloh moved to approve the consent agenda as amended. Member Hudgins seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, Matta, Mattingly-Ebert, and McCulloh voting in favor, and no one voting against. The motion passed 5-0.

IV. General Agenda:

H. Additions or Deletions: None.

I. Public Comment: Dennis Cook, Executive Director, Aggieville Business Association (ABA), thanked Director Peete for meeting with him and ABA Board of Directors President Belinda Snyder to discuss Aggieville safety and security. He mentioned that with the upcoming return of students and the football season, they discussed improving safety measures. He appreciated the proactive planning to keep the area safe and improve wherever they can. Cook noted that the safety plan will be shared with their board members and late-night businesses. He emphasized the importance of ensuring that everyone feels safe in Aggieville and thanked Director Peete and staff for their efforts.

J. Fraternal Order of Police Lodge #17 Comments: None.

K. Board Member Comments: Member Hudgins took a moment to acknowledge the thank you letters included in the law board packets from community members to employees of the RCPD. She emphasized that the appreciation expressed in these letters means a lot and is valued by everyone.

Vice Chairperson Ford agreed with Member Hudgins remarks and expressed his appreciation for the opportunity to observe the recent active violence training. He added that the training has been conducted for roughly ten years. He appreciated the collaborative effort and was surprised that other regional partners haven't adopted a similar approach.

L. Meritorious Service Award: Director Peete announced the Meritorious Service Award for the Riley County Police Department's Special Investigative Unit in recognition of their exceptional work on Fentanyl investigations from 2022 to 2024. Faced with a significant increase in fentanyl-related overdoses in Manhattan and Riley County since 2021, the unit, comprising Officer Berard, Detectives Wolf, Monroe, and Shepard, along with Corporals Compagnone and Hubbard, played key roles in these critical investigations. Their dedication led to numerous arrests and convictions, the removal of thousands of fentanyl pills from the streets, and justice for the families affected by overdoses. Their work exemplifies the core values of the RCPD, including intelligence, duty to act, integrity, and professionalism.

M. Law Board Meeting(s) Hosted in the County: Director Peete directed the Law Board to resolution No. 24-04 contained in their packet. The purpose of the resolution is to announce the change of meeting locations for the next two regularly scheduled Law Board Meetings. The meeting of the Law Board scheduled for 12:00 noon on September 16, 2024 will be at the VFW/Randolph City Hall, 108 W. Randolph, KS, 66554, and the monthly meeting of the Law Board scheduled for 12:00 noon on October 21, 2024 will be held at Riley City Hall, 222 S. Broadway Street, Riley, KS 66531.

N. RCLEA 2024 Meeting Resolution No. 24-04: Member Hudgins moved to adopt Resolution No. 24-04 establishing the meeting locations for the regularly scheduled September and October Law Board Meetings. Member Mattingly-Ebert seconded the motion. Vice Chairperson Ford polled the Board

and the motion passed with Ford, Hudgins, Matta, Mattingly-Ebert, and McCulloh voting in favor, and no one voting against. The motion passed 5-0.

O. 2024 Midwest High Intensity Drug Trafficking Area (HIDTA) Topeka DEA Task Force Agreement: Captain Freidline explained that this is an annual agreement the RCPD has maintained with the Drug Enforcement Administration (DEA), facilitated through its partnership with the Kansas Bureau of Investigation (KBI). This collaboration allows the RCPD to access federal resources when necessary, particularly to target and hold accountable those who distribute narcotics like fentanyl and methamphetamine within the community. Captain Freidline stated that it is a crucial tool in the department's efforts to combat drug trafficking. She emphasized that this partnership has been invaluable, providing benefits such as offsetting overtime costs and allowing us to utilize a vehicle, which helps reduce the financial burden on constituents. She expressed her hope that there will be no significant changes to the partnership, as it continues to be an excellent resource for the RCPD.

Member McCulloh moved to approve the 2024 Midwest HIDTA Topeka DEA Task Force Agreement. Member Mattingly-Ebert seconded the motion. Vice Chairperson Ford polled the Board and the motion passed with Ford, Hudgins, Matta, Mattingly-Ebert, and McCulloh voting in favor, and no one voting against. The motion passed 5-0.

P. RCPD Feasibility Study: Captain Hajek explained that when the Director arrived 18-19 months ago, he undertook a thorough needs assessment of the agency, focusing on staffing, equipment, and culture. This process involved analyzing data, reviewing practices, and engaging with numerous employees. A clear issue emerged: the agency was running out of space. The Riley County Police Department, constructed in 2000, originally accommodated about 152 full-time employees. However, by 2025, the number of employees is expected to reach 224, a difference of 72. The number of vehicles has also grown from 59 to 73, resulting in overcrowded parking lots despite previous expansions.

Captain Hajek further noted that the building lacks adequate space for interviewing crime victims, holding juveniles separately from adults, and accommodating new technology. Dispatch operations and the jail are similarly affected by space constraints. The jail, expanded once in 2008, frequently faces near overpopulation, particularly in the female pod. Housing inmates elsewhere costs \$45 per day, and there's a need for more program space to rehabilitate inmates.

Additionally, the agency lacks community space for public meetings and engagement events. Captain Hajek explained that with the city projected to grow, the agency's staff, vehicle, and equipment needs will also increase, making it inevitable that they will outgrow their current building. Consequently, the Director commissioned Baker McMillan Architects to conduct a feasibility study for a potential expansion. Captain Hajek made clear that the RCPD is not requesting action from the Law Board at this time. The study is for informational purposes and future strategic planning and prioritization.

Garric Baker, Architect, Baker McMillan Architects, who has been with the firm for 11-12 years, discussed their ongoing work with the RCPD, with this being their fifth project. He explained that their firm has a long-standing relationship with RCPD, dating back to the original building project in 2000, and subsequent additions in 2008.

Baker went on to explain that the feasibility study involved analyzing the current police department structure, especially regarding the consolidation between the city and county, and comparing it with other agencies. The firm reviewed historical data and trends, utilizing KBI reports to examine crime statistics over the past 20 years, and projected these trends forward to assess future needs.

The firm interviewed representatives from all divisions of the department to understand their specific requirements and how the current building meets those needs. Notably, they assessed the jail pods, where future expansion was planned. They identified requirements for new pods, including female and medical pods, and increased general population capacity. Baker noted they also identified several other areas for improvement, including:

- Multi-purpose rooms for meetings and training
- Intelligence command and training rooms
- Dedicated interview rooms for investigations and patrols
- Specialized dispatch training areas
- Quiet rooms for employee well-being

The firm also addressed logistical concerns like parking, staff growth projections, and fleet needs. The current building, at 67,000 square feet, will need to expand to over 100,000 square feet by 2044 to accommodate future requirements. They explored parking options, comparing the costs of a parking structure versus surface parking, with a preference for acquiring adjacent land if feasible.

Baker discussed other considerations which include space for potential collaborations with other agencies and flexible office areas to accommodate growth beyond 2044. He explained that their goal is to ensure the RCPD's facilities effectively support its operations and staff for the next 20 years and beyond.

Baker stated that when looking at expanding the jail facilities, they found a need for a secure outdoor yard where inmates can enjoy fresh air and sunlight. Additionally, there's another secure yard on the proposed upper level to accommodate two groups needing yard time simultaneously. Their design also aims to alleviate overcrowding in existing cells, increase capacity with new cells, and provide additional program space for inmates, including a library and multi-purpose rooms that could serve various functions such as a classroom or chapel.

Regarding costs, for renovations the firm estimates about \$5.2 million to upgrade existing spaces for better efficiency. For new construction, the estimated cost is between \$19 million and \$20 million. In total, the projected cost for the entire project is approximately \$24 million to \$25 million. This translates to around \$329 per square foot, which is relatively good given current rates that are upwards of \$400 per square foot.

Member McCulloh wished to know how the firm accounts for potential future changes in technology that might impact jails and police operations. For example, Zoom is currently being used for adjudications, and over the past 20 years, there has been so many amazing technological changes.

Baker said regarding future technology, they are even considering the possibility of drones as first responders, which could potentially arrive at the scene faster than traditional responders. To accommodate such advancements, the firm is addressing current space constraints and planning upgrades in the new addition. Additionally, they have included space for two cells specifically designed for virtual court appearances and things of that nature.

Member McCulloh inquired about solar and geothermal to make the building more efficient.

Baker said they haven't fully explored that option yet. However, the roof is flat and offers plenty of space, making it an option for the future.

Member Mattingly-Ebert stated that the site plans indicate that the parking area overlaps with the current location of the Little Apple Veterinary Clinic. She wished to know if anyone has informed the owners that this potential change is under consideration.

Captain Hajek responded that they have had conversations about possible options with the owners, but they were just preliminary.

Chairperson Matta thanked Garric Baker for the presentation. He explained that this proposal involves a lot of money, and given current budget challenges on the city side and large capital spending requests, it serves as a wake-up call regarding spending priorities. While this is a critical one, it's important to consider it alongside all of the other different requests.

Vice Chairperson Ford and Member Mattingly-Ebert appreciated the 30,000 ft. view and presentation.

Q. Executive Session: At 12:34 p.m. Member McCulloh moved to recess into Executive Session until 12:49 p.m. to discuss attorney client privilege. Member Mattingly-Ebert seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, Matta, Mattingly-Ebert, and McCulloh voting in favor, and no one voting against. The motion passed 5-0.

At 12:49 p.m. the open meeting reconvened.

At 12:49 p.m. Vice Chairperson Ford moved to recess into Executive Session until 12:59 p.m. for the purpose of discussing non-elected personnel matters. Member McCulloh seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, Matta, Mattingly-Ebert, and McCulloh voting in favor, and no one voting against. The motion passed 5-0.

At 12:59 p.m. the open meeting reconvened.

R. Adjournment: Member Hudgins moved to adjourn the meeting. Member McCulloh seconded the motion. Vice Chairperson Ford polled the board and the motion passed with Ford, Hudgins, Matta, Mattingly-Ebert, and McCulloh voting in favor, and no one against. The motion passed 5-0. The July 15, 2024 Law Board Meeting adjourned at 12:59 p.m.

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8001	Able Printing Company LLC	09	Printing	423.20	423.20
8002	ADP LLC	19	Payroll Services	5,405.40	
		19	Payroll Services	5,512.95	10,918.35
8003	Arthur-Green Attorneys at Law	06	Retainer	2,750.00	2,750.00
8004	Iron Insurance Partners	05	Medcor	540.00	540.00
8005	Assessment Strategies, LLC	20	Pre-Employment	845.00	845.00
8006	Bob Barker Co Inc	17	Inmate Supplies	195.30	
		17	Inmate Supplies	2,460.00	
		17	Inmate Supplies	57.20	
		17	Inmate Supplies	132.55	
		17	Inmate Supplies	299.70	
		17	Inmate Supplies	472.68	3,617.43
8007	Civic Research Institute	22	Annual Subscription Renewal	179.95	179.95
8008	Clark, Mize, & Linville	06	Legal Fees	70.00	70.00
8009	Dickinson County Jail	17	Inmate Housing	1,395.00	1,395.00
8010	Krispy Clean Cleaners #1	20	Dry Cleaning	83.16	
		20	Dry Cleaning	61.38	144.54
8011	OneNetGlobal	19	Powerlink Support	4,516.50	4,516.50
8012	Ecolab, Inc	20	Dishwasher Rental	200.00	200.00
8013	Economy Carpentry Painting	11	K9 Concrete Pad	1,750.00	1,750.00

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8014	EMC Risk Services LLC	40	Workers Comp	1,114.13	1,114.13
8015	Empower Flex	06	Admin Fees	1,264.25	1,264.25
8016	Evco Wholesale Food Corp	17	Inmate Food	-47.26	
		17	Inmate Food	191.40	
		17	Inmate Food	3,269.56	
		17	Inmate Supplies	75.36	
		17	Inmate Food	3,243.53	
		17	Inmate Supplies	220.27	
		17	Inmate Supplies	360.92	
		17	Inmate Food	2,574.03	
		17	Inmate Supplies	84.38	
		17	Inmate Food	1,246.39	11,218.58
8017	Fuelman	26	Fuel	106.47	106.47
8018	Law Office of Michael Gillespie	06	Law Board Legal	1,500.00	1,500.00
8019	Grainger	25	Maintenance Supplies	65.65	65.65
8020	Gary Grubbs	20	Pre-Employment	350.00	350.00
8021	Hiland Dairy	17	Inmate Milk	172.50	
		17	Inmate Milk	129.00	
		17	Inmate Milk	191.56	
		17	Inmate Milk	172.00	
		17	Inmate Milk	172.00	
		17	Inmate Milk	215.50	
		17	Inmate Milk	19.56	1,072.12
8022	Easy Ice LLC	20	Ice Machine Rental	168.00	
		20	Ice Machine Rental	200.00	368.00

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8023	Ka-Comm, Inc	12	Monthly Contract	100.00	
		13	Vehicle Maintenance	246.80	
		13	Vehicle Maintenance	254.00	600.80
8024	Kansas Gas Service	04	LEC - Gas	1,247.54	
		04	Garage - Gas	43.45	
		04	Aggieville - Gas	43.45	1,334.44
8025	Konza Lab Inc	16	Employee Testing	165.00	165.00
8026	Landmark National Bank	10	Safe Deposit Box	60.00	60.00
8027	Language Line Services	20	Interpretation Services	1,801.20	1,801.20
8028	Manhattan Wrecker Service	20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	300.00
8029	Marta's & Son, Inc	20	cleaning services	2,466.00	2,466.00
8030	Baker McMillan AIA Architects	11	Feasibility Study	1,947.50	1,947.50
8031	MKC Headquarters	26	fuel	18,880.69	18,880.69
8032	NAPA of Manhattan	13	Vehicle Maintenance	1,087.11	
		13	Vehicle Maintenance	179.23	
		13	Vehicle Maintenance	6.95	
		13	Vehicle Maintenance	-45.00	
		13	Vehicle Maintenance	45.81	1,274.10

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8033	Kim (Hank) Nelson	20	Pre-Employment	1,000.00	
		20	Pre-Employment	500.00	1,500.00
8034	Net@Work, Inc	19	Monthly Sage Plan	499.00	
		19	Printboss	200.00	699.00
8035	N'Ice	17	Inmate Ice	345.00	
		17	Inmate Ice	279.45	624.45
8036	Optiv Security Inc	33	Checkpoint support	7,652.65	7,652.65
8037	Pawnee Mental Health Services	20	Co-Responder	8,476.06	
		20	On-Call Service	1,500.00	9,976.06
8038	Petty Cash	07	Training Travel	38.23	
		07	Training Hotel	66.53	104.76
8039	Pitney Bowes Reserve Acct	08	postage	1,000.00	1,000.00
8040	Pottawatomie County Sheriff	17	Inmate Housing	675.00	
		17	Inmate Housing	990.00	
		17	Inmate Housing	495.00	
		17	Inmate Housing	225.00	
		17	Inmate Housing	630.00	
		17	Inmate Housing	630.00	
		17	Inmate Housing	180.00	
		17	Inmate Housing	90.00	3,915.00
8041	Pro Copy Inc	10	Copies	1,231.13	1,231.13

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

AUGUST 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8042	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	40.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	702.00
8043	Riley County Public Works	26	Fuel Credit	-2,239.99	
		26	Fuel	546.23	
		26	Fuel	472.80	
		26	Fuel	577.97	
		26	Fuel	554.08	
		26	Fuel	304.62	
		26	Fuel	429.49	
		26	Fuel	512.35	
		26	Fuel	365.03	
		26	Fuel	276.04	1,798.62
8044	RCPD Health Plan	39	Budget Health Insurance	120,000.00	120,000.00
8045	Robbins Motor Co.	13	Vehicle Maintenance	631.60	
		13	Vehicle Maintenance	2,547.86	
		13	Vehicle Maintenance	160.00	
		13	Vehicle Maintenance	1,751.60	
		13	Vehicle Maintenance	93.01	
		13	Vehicle Maintenance	30.51	
		13	Vehicle Maintenance	370.80	5,585.38

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8046	Sir Speedy	09	Printing	2,673.94	2,673.94
8047	Waxie Sanitary Supply	29	Replenishment Supplies	173.84	173.84
8048	Carla Swartz	20	Pre-Employment	1,000.00	1,000.00
8049	Sysco Kansas City, Inc	17	Inmate Food	-38.04	
		17	Inmate food	2,510.46	
		17	Kitchen Supplies	631.85	
		17	Inmate Supplies	675.26	
		17	Inmate Food	-64.08	
		17	Inmate Food	3,865.13	
		29	Replenishment Supplies	203.17	
		17	Inmate Supplies	50.79	
		17	Kitchen Supplies	313.71	
		17	Inmate Food	-44.95	
		17	Inmate Food	4,541.26	
		17	Kitchen Supplies	428.28	
		29	Replenishment Supplies	38.63	
		17	Inmate Supplies	54.55	
		17	Inmate Food	-157.95	
		17	Inmate Food	-85.86	
		17	Inmate Food	2,027.59	
		29	Replenishment Supplies	76.19	
		17	Inmate Supplies	304.75	
		17	Inmate Food	-50.99	
		17	Inmate Food	3,977.05	
		29	Replenishment Supplies	1,089.75	
		17	Inmate Supplies	229.50	
		17	Inmate Supplies	229.50	
		17	Inmate Food	-47.79	
		17	Inmate Food	4,679.91	
		29	Replenishment Supplies	311.04	
		17	Inmate Supplies	50.79	
		17	Inmate Supplies	123.00	
		29	Replenishment Supplies	38.63	25,961.13
8050	Axon Enterprises Inc	19	Fleet Contract	23,688.00	23,688.00

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8051	Konza Sign	09	Aggieville - Vinyl	1,206.80	1,206.80
8052	Wildcat Partners	13	Vehicle Maintenance	370.50	
		13	Vehicle Maintenance	312.00	
		13	Vehicle Maintenance	214.50	
		13	Vehicle Maintenance	318.50	1,215.50
8053	Travelers Insurance	06	Legal Fees	663.00	663.00
8054	US Foodservice	17	Inmate Food	1,311.06	
		17	Inmate Food	1,349.15	
		17	Inmate Food	336.25	
		17	Inmate Food	206.04	
		17	Inmate Food	141.40	
		17	Inmate Food	1,009.69	
		17	Inmate Food	88.09	
		17	Inmate Food	106.12	
		17	Inmate Food	92.55	
		17	Inmate Food	231.82	
		17	Inmate Food	954.05	
		17	Inmate Food	295.06	
		17	Inmate Food	945.30	
		17	Inmate Food	308.68	
		17	Inmate Food	288.32	7,663.58
8055	Vet Health Center	20	Animal Care	5,656.94	5,656.94
8056	Via Christi Hospital Manhattan	16	Legal Testing	3.00	
		16	Legal Testing	3.00	
		16	Pre-Employment	156.00	
		16	Legal Testing	3.00	
		16	Legal Testing	3.00	
		16	Legal Testing	3.00	
		16	Pre-Employment	234.00	405.00
8057	Wabaunsee RWD #2	04	Range - Water	35.00	35.00

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
8058	Wage Works Inc	06	Admin Fees	166.00	166.00	
8059	Waters True Value	25	Maintenance Supplies	96.47		
		29	Replenishment Supplies	139.89	236.36	
8060	Evergy	04	LEC Garage - Electric	31.51		
		04	LEC - Electric	18,216.00		
		04	Aggieville - Electric	160.40	18,407.91	
8061	WTC	33	Aggieville Cameras	10,274.94		
		20	Aggieville Cameras	24,449.41	34,724.35	
8062	Xerox Financial Services	10	Evidence Copier	349.12		
		10	Admin Copier	725.08		
		10	Patrol Copier	266.00		
		10	Jail Copier	349.12		
		10	Dispatch & Invest Copier	566.89		
		10	Records Copier	602.28		
		10	Admin Copier	973.27	3,831.76	
Subtotal					355,737.06	
8201	Adobe Systems Inc	19	Monthly Adobe	21.82	21.82	
8202	Allegiant Technology	14	IP Flex Plan	1,018.82	1,018.82	
8203	Nationwide	06	Notary	50.00	50.00	

RILEY COUNTY POLICE DEPARTMENT			2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>		
8204	Amazon.com	29	Replenishment Supplies	109.60		
		29	Replenishment Supplies	226.12		
		25	Maintenance Supplies	21.05		
		07	SPI Command School	176.12		
		28	Computer Supplies	26.48		
		28	Computer Supplies	139.99		
		28	Office Supplies	39.18		
		32	Office Furniture	29.99		
		17	inmate personal items	57.62		
		29	Replenishment Supplies	59.99		
		32	Office Furniture	255.99		
		33	Computer Supplies	29.94		
		28	Office Supplies	36.96		
		13	Vehicle Maintenance	16.98		
		34	Vehicle Supplies	292.40		
		29	Replenishment Supplies	14.56		
		13	Vehicle Maintenance	10.75		
		13	Vehicle Maintenance	11.95		1,555.67
8205	Apple iTunes Store	19	iCloud Storage	9.99		9.99
8206	Arrowhead Forensic Products	29	Replenishment Supplies	169.91		169.91
8207	Best Buy	29	Replenishment Supplies	37.78		
		29	Replenishment Supplies	75.98		
		29	Replenishment Supplies	37.47		
		29	Replenishment Supplies	44.47		195.70
8208	Bluestem Electric Co-op Inc	04	Range Electric	244.03		244.03
8209	Briggs	13	Vehicle Maintenance	802.10		
		13	Vehicle Maintenance	111.84		
		13	Vehicle Maintenance	233.04		
		13	Vehicle Maintenance	188.70		
		13	Vehicle Maintenance	409.22		
		13	Vehicle Maintenance	756.95		
		13	Vehicle Maintenance	1,522.01		
		13	Vehicle Maintenance	111.84		4,135.70

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8210	Cat Cans Portable Services	20	Grease Trap pumping	254.23	254.23
8211	Chewy.com	20	Animal Care	49.58	
		20	Animal Care	67.99	
		20	Animal Care	66.01	
		20	Animal Care	-87.00	96.58
8212	City of Manhattan, Utilities	04	LEC - Water	3,680.88	
		04	Aggieville - Water	53.11	
		04	LEC - Water Fee	2.48	
		04	Aggieville - Water Fee	2.48	3,738.95
8213	Click Up	19	Annual Fee	84.00	84.00
8214	Cox Communications, Inc	19	LEC - Internet and Cable	2,355.66	
		19	LEC - Inmate Cable	210.95	2,566.61
8215	Curran Engineering Co	11	Building Repair	163.08	163.08
8216	Underground Vaults	20	Shredding	75.00	75.00
8217	Dolan Consulting Group	07	Legal Liability Training	125.00	125.00
8218	Federal Express	08	Shipping	42.36	
		08	Shipping	88.03	130.39
8219	GT Distributors Inc	23	Uniforms	497.99	
		23	Uniforms	33.25	
		23	Uniforms	231.00	
		23	Uniforms	54.75	
		23	Uniforms	231.00	1,047.99
8220	Hertz - LAG Rentals LLC	20	HIDTA Vehicle	650.00	650.00

RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8221	Home Depot	25	Maintenance Supplies	17.86	
		25	Maintenance Supplies	26.72	
		25	Maintenance Supplies	5.68	
		29	Replenishment Supplies	49.98	
		25	Maintenance Supplies	30.45	
		25	Maintenance Supplies	37.94	
		25	Maintenance Supplies	44.42	
		25	Maintenance Supplies	24.98	
		25	Maintenance Supplies	8.25	
		25	Maintenance Supplies	19.97	
		25	Maintenance Supplies	36.48	
		25	Maintenance Supplies	48.41	
		33	Computer Equipment	179.99	531.13
8222	iKey Ltd	12	Equipment Repair	109.00	109.00
8223	Insight Public Sector Inc	28	Computer Supplies	5,088.72	
		19	Red Hat Linux Server	1,232.26	
		28	Computer Supplies	1,228.83	
		28	Computer Supplies	175.67	
		33	Surface Pro/Keyboards	3,011.98	
		33	Probooks	5,988.29	
		33	Docking stations	306.78	
		19	Adobe Pro	108.64	
		19	NetMotion Licenses	16,070.60	
		33	Workstation- Master Control	2,209.27	
		19	Cylance Endpoint Protection	13,338.50	48,759.54
8224	JrBadges	21	Community Engagement	398.20	398.20
8225	Kansas Turnpike Authority	07	Tolls	47.50	47.50
8226	LeadsOnline	20	TotalTrack System	8,204.00	8,204.00

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8227	Lexis Nexis Risk Solutions	20	Monthly User	145.67	
		20	Monthly Analyst	8,507.90	8,653.57
8228	Manh Chamber of Commerce	07	Good Morning Manhattan	25.00	
		07	Good Morning Manhattan	25.00	
		07	Military Relations Luncheon	20.00	
		07	Military Relations Luncheon	20.00	
		07	Military Relations Luncheon	20.00	110.00
8229	Menards	29	Replenishment Supplies	5.61	
		17	inmate supplies	64.99	
		25	Maintenance Supplies	21.87	
		17	inmate supplies	8.99	
		29	Replenishment Supplies	3.40	
		29	Replenishment Supplies	9.94	
		17	inmate supplies	8.45	123.25
8230	Goodcents Subs & Pastas	20	Pre-Employment	51.56	51.56
8231	Office Plus	29	Replenishment Supplies	2,038.40	2,038.40
8232	Optiv Security Inc	19	Checkpoint Firewall Renewal	176.79	176.79
8233	O'Reilly Auto Parts	13	Vehicle Maintenance	20.90	20.90
8234	Paddle.com	19	1 seat renewal	50.00	50.00

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RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

AUGUST 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8235	P-Card Misc Vendors	07	EMD/EFD Certification	1,700.00	
		07	Intergovernmental Luncheon	13.00	
		07	Intergovernmental Luncheon	13.00	
		07	NENA Expo/Conf	1,127.39	
		07	Social Media Training	45.65	
		07	PERF Training	-795.20	
		07	Basic SWAT	791.38	
		20	Extradition	1,520.68	
		07	Objective Jail Classification	1,163.84	
		20	Extradition	610.52	
		07	Forensic Genetic Genealogy	92.96	
		07	Code 2 K9 Training	508.99	
		07	Intergovernmental Luncheon	17.00	
		07	Taser Training	348.05	
		07	2024 IACME Training Symp	262.91	
		07	NTOA Annual Conference	489.00	
		07	CAB Luncheon	15.60	
		07	CAB Luncheon	62.40	
		20	Credit Card Rewards	-3,000.00	
		20	Extradition	790.36	
		07	Supervision of Police	1,280.42	
		07	Intergovernmental Lunch	4.00	
		20	card Membership Fees	60.00	
		07	Motorola Conf	478.85	
		21	Community Engagement	76.20	
		07	EMD/EFD Certification	850.00	8,527.00
8236	Petsmart	20	Animal Care	93.82	93.82
8237	Reconyx	20	Images	40.00	40.00
8238	reMarkable	33	licenses	5.98	5.98
8239	Remember The Milk Inc.	19	Annual License	49.99	49.99
8240	Rock Auto	13	Vehicle Maintenance	435.68	435.68

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RILEY COUNTY POLICE DEPARTMENT		2024 EXPENDITURES		AUGUST 2024	
<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8241	Univ of Louisville SPI	07	SPI Command School	46.19	46.19
8242	Staples Advantage	28	Color Ink Cartridge	120.51	
		28	Office Supplies	43.40	
		28	Office Supplies	249.12	413.03
8243	StickerMule	21	Community Engagement	218.30	218.30
8244	T38 Fax	14	Civil Process Fax	14.29	14.29
8245	Terminix	11	LEC - Pest Control	69.00	69.00
8246	TLOxp	20	Access	300.00	300.00
8247	T-Mobile US Inc	14	Patrol Car phones	43.65	43.65
8248	Twin Valley Telephone, Inc	14	Riley - Internet	82.99	
		14	Riley - Phone	58.03	141.02
8249	UPS	08	Shipping	60.78	
		08	Shipping	56.11	
		08	Shipping	131.39	
		08	Shipping	23.76	
		08	Shipping	71.60	343.64
8250	Verizon Wireless	14	MDTs & Cell Phones	4,721.02	4,721.02
8251	Vet Health Center	20	Animal Care	623.18	623.18

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RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

AUGUST 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
8252	Wal-Mart	29	Replenishment Supplies	14.56	
		34	Vehicle Supplies	8.87	
		29	Replenishment Supplies	15.92	
		32	Office Furniture	73.99	
		28	Office Supplies	9.97	
		29	Replenishment Supplies	61.90	185.21
8253	Waters True Value	25	Maintenance Supplies	2.62	
		25	Maintenance Supplies	10.98	
		25	Maintenance Supplies	12.98	26.58
			Subtotal	101,904.89	
			Total	457,641.95	

 Chair, Riley County Law Enforcement Agency

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Riley County Police Department Cash Receipts Report Net Changes from 7/1/2024 to 7/31/2024

Account Number	Description	July	YTD
600100-00	Manhattan	1,778,697.00	12,450,879.00
600200-00	Riley County	1,334,023.00	4,002,069.00
610110-00	Copy Fees-Discovery, etc.	222.00	1,757.00
610112-00	Copy Fees-Records	753.77	3,447.33
610113-00	Fingerprint Fees-Records	1,872.70	8,063.06
Budget:		3,115,568.47	16,466,215.39
610220-03	KSU Contracts-Overtime	0.00	32,191.00
620900-01	Misc Reimbursements-salaries	26,842.00	55,303.59
620900-06	Misc Reimbursements-legal fees	0.00	50.00
620900-07	Misc Reimbursements-training	1.90	5,085.85
620900-08	Misc Reimbursements-postage	56.94	313.71
620900-11	Misc Reimbursements-building & grounds	0.00	47.44
620900-13-130	Misc Reimbursements-vehicles	0.00	6,368.07
620900-14	Misc Reimbursements-phone	248.76	1,279.01
620900-17-170	Misc Reimbursements-jail	974.99	59,198.37
620900-19	Misc Reimbursements-Computer svc	0.00	3,610.10
620900-20	Misc Reimbursements-Cont Svc	0.00	41,678.84
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	7,450.83
620900-23	Misc Reimbursements-Uniforms	200.21	2,938.55
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-29	Misc Reimbursements-Supplies	0.00	21,865.20
620900-30	Misc Reimbursements-comm eq	0.00	3,161.69
620900-33	Misc Reimbursements-equip	0.00	42,747.00
620900-33-300	Misc Reimbursements-comp equip	0.00	200.69
620900-34-130	Misc Reimbursements-vehicles	10,000.00	10,000.00
631500-23	Bulletproof Vest Program	6,542.13	11,783.89
632500-03	JTTF Grant-OT	440.04	5,132.06
632600-03	HIDTA Grant-OT	2,123.17	7,899.41
632700-03	STEP Grant-OT	5,971.88	7,029.77
632800-01-415	VOCA 2024 Grant Reimb	0.00	46,397.00
Budget Credits:		53,402.02	371,787.14
640900-00	Misc Non-Budget Credit Reimb	295.95	1,010.35
640902-00	Prior year Restitution	0.00	1,897.55
Non-Budget Credits:		295.95	2,907.90
Totals:		3,169,266.44	16,840,910.43

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Riley County Police Department Journal Entries

From Account No. [700100-01] To [744100-41-455]
From Fiscal Period [2024-07] To [2024-07]
For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Debits	Credits
700120-01	Regular Salaries-----INVEST'N					
Salary July	M Mosher	7/31/2024	2024	07		5,252.00
	Total: Regular Salaries-----INVEST'N				0.00	5,252.00
700122-01-415	VOCA Grant Salaries 2024					
Salary July	M Mosher	7/31/2024	2024	07	5,252.00	
	Total: VOCA Grant Salaries 2024				5,252.00	0.00
710700-07-700-I	Training & Travel-Invest'n					
Crime Victims Conf	M Mosher	7/31/2024	2024	07		250.00
	Total: Training & Travel-Invest'n				0.00	250.00
710708-07-415	Training/Travel VOCA 2024					
Crime Victims Right Conf	M Mosher	7/31/2024	2024	07	250.00	
	Total: Training/Travel VOCA 2024				250.00	0.00
743700-37	KPERS					
July KPERS	M Mosher	7/31/2024	2024	07		539.00
	Total: KPERS				0.00	539.00
743700-37-415	KPERS - VOCA Grant 2024					
July KPERS	M Mosher	7/31/2024	2024	07	539.00	
	Total: KPERS - VOCA Grant 2024				539.00	0.00
743800-38	Social Security					
July SS	M Mosher	7/31/2024	2024	07		326.00
	Total: Social Security				0.00	326.00
743800-38-415	Social Security - VOCA Grant 2024					
July SS	M Mosher	7/31/2024	2024	07	326.00	
	Total: Social Security - VOCA Grant 2024				326.00	0.00
743810-38	Medicare Tax					
July Medicare	M Mosher	7/31/2024	2024	07		76.00
	Total: Medicare Tax				0.00	76.00
743810-38-415	Medicare Tax- VOCA Grant 2024					
July Medicare	M Mosher	7/31/2024	2024	07	76.00	
	Total: Medicare Tax- VOCA Grant 2024				76.00	0.00

Adjust G/L Accounts for VOCA 2024 Grant Compliance

Completed by: 

Approved by: 

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [700100-01] To [744100-41-455]
 From Fiscal Period [2024-07] To [2024-07]
 For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Debits	Credits
743900-39	Health Insurance					
July Health Ins	M Mosher	7/31/2024	2024	07		489.00
	Total: Health Insurance				0.00	489.00
743900-39-415	Health Insurance - VOCA Grant 2024					
July Health Ins	M Mosher	7/31/2024	2024	07	489.00	
	Total: Health Insurance - VOCA Grant 2024				489.00	0.00
744000-40	Workers Comp Insured deductibles					
July WC	M Mosher	7/31/2024	2024	07		123.00
	Total: Workers Comp Insured deductibles				0.00	123.00
744000-40-415	Workers Comp - VOCA Grant 2024					
July WC	M Mosher	7/31/2024	2024	07	123.00	
	Total: Workers Comp - VOCA Grant 2024				123.00	0.00
744100-41	Unemployment Compensation					
July Unemployment Ins	M Mosher	7/31/2024	2024	07		5.00
	Total: Unemployment Compensation				0.00	5.00
744100-41-415	Unemployment Compensation - VOCA Grant 2024					
July Unemployment Ins	M Mosher	7/31/2024	2024	07	5.00	
	Total: Unemployment Compensation - VOCA Grant 2024				5.00	0.00

Adjust G/L Accounts for VOCA 2024 Grant Compliance

Completed by: 

Approved by: 

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Riley County Police Department Journal Entries

From Account No. [300000-00] To [722300-23]
From Fiscal Period [2024-01] To [2024-07]
For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Debits	Credits
301160-00	Special Activities Purchase					
Badge Purchase	RCPD Special Activities Fund	3/29/2024	2024	03	1,474.15	
Spec Purch - Badge	RCPD Special Activities Fund	4/30/2024	2024	04	1,799.71	
Spec Purch - Badges	RCPD Special Activities Fund	5/31/2024	2024	05	1,474.15	
Spec Purch - Badges	RCPD Special Activities Fund	6/30/2024	2024	06	768.77	
Badge Payments	RCPD Special Activities Fund	7/31/2024	2024	07	3,003.13	
Total: Special Activities Purchase					8,519.91	0.00
301170-00	Vest Purchases					
Vest Payments	RCPD	3/29/2024	2024	03	530.96	
Vest Payments	RCPD	4/30/2024	2024	04	530.97	
Vest Payments	RCPD	5/31/2024	2024	05	358.62	
Vest Payments	RCPD	6/30/2024	2024	06	200.21	
Vest Payments	RCPD	7/31/2024	2024	07	200.21	
Total: Vest Purchases					1,820.97	0.00
722300-23	Uniforms & Accessories					
Vest Payments	RCPD	3/29/2024	2024	03		530.96
Badge Purchase	RCPD Special Activities Fund	3/29/2024	2024	03		1,474.15
Vest Payments	RCPD	4/30/2024	2024	04		530.97
Spec Purch - Badge	RCPD Special Activities Fund	4/30/2024	2024	04		1,799.71
Vest Payments	RCPD	5/31/2024	2024	05		358.62
Spec Purch - Badges	RCPD Special Activities Fund	5/31/2024	2024	05		1,474.15
Vest Payments	RCPD	6/30/2024	2024	06		200.21
Spec Purch - Badges	RCPD Special Activities Fund	6/30/2024	2024	06		768.77
Vest Payments	RCPD	7/31/2024	2024	07		200.21
Badge Payments	RCPD Special Activities Fund	7/31/2024	2024	07		3,003.13
Total: Uniforms & Accessories					0.00	10,340.88

Adjust G/L Account for Badge/Vest Payroll Purchase from Expense Account to Payroll Account

Completed by: 

Approved by: 

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Riley County Police Department Journal entries

From Account No. [300000-00] To [722300-23]
From Fiscal Period [2024-01] To [2024-07]
For Source Code [GL-JE]

Acct #/Ref	Description	Date	Year	Prd	Debits	Credits
620900-20-400	Misc Reimbursements-Car Lease HIDTA					
24900/RCT31528	Dec HIDTA	1/23/2024	2024	01	1,137.60	
25020/RCT31907	January HIDTA	2/26/2024	2024	02	1,779.95	
25039/RCT32174	HIDTA Grant - February 2024	3/18/2024	2024	03	1,935.85	
Total: Misc Reimbursements-Car Lease HIDTA					4,853.40	0.00

632600-03	HIDTA Grant-OT					
24900/RCT31528	Dec HIDTA	1/23/2024	2024	01		1,137.60
25020/RCT31907	January HIDTA	2/26/2024	2024	02		1,779.95
25039/RCT32174	HIDTA Grant - February 2024	3/18/2024	2024	03		1,935.85
Total: HIDTA Grant-OT					0.00	4,853.40

Adjust G/L Account for HIDTA OT from Car Lease to OT

Completed by: 

Approved by: 

Program Name-GLLT34 Thru JULY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 58.3%

Date. 8/01/24 Page. 155
Time.14.17.25

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
402		Investment Interest	R	.00	1,635.51	4,898.00		.00
		Department Revenue.. #142		.00	1,635.51	4,898.00 *		.00
		Total Revenue Fund.... 168		.00	1,635.51	4,898.00 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	1,635.51	4,898.00 **		
		Total Disbursements... 168		.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 168 RCPD Federal Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund	168		.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 168 RCPD Federal Seizure Fund

Beginning Year Balance.....	116,018.19
YTD Revenue.....	4,898.00
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	120,916.19 ***

This report is generated by Riley County. It shows RCPD's Federal Seizure Activity throughout the last month.

Program Name-GLLT34 Thru JULY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 58.3%

Date. 8/01/24 Page. 156
Time.14.17.25

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
Department.142 Riley Co Police Dept								
875		Misc. Expenses	D	.00	5,050.00-	12,824.42-		.00
402		Investment Interest	R	.00	2,398.65	7,266.07		.00
		Department Revenue.. #142		.00	2,398.65	7,266.07 *		.00
		Department Dsbmnts.. #142		.00	5,050.00-	12,824.42-*		
		Total Revenue Fund.... 169		.00	2,398.65	7,266.07 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	2,398.65	7,266.07 **		
		Total Disbursements... 169		.00	5,050.00-	12,824.42-**		

BUDGETARY EXPENDITURES - Fund.. 169 RCPD State Seizure Fund

Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Total Expenditures Fund	169		.00	.00	.00		.00	.00	.00 **

SUMMARY for - Fund 169 RCPD State Seizure Fund

Beginning Year Balance.....	176,457.01
YTD Revenue.....	7,266.07
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	12,824.42-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	.00
Prior Year Revenues	.00
Prior Year Corrections.....	.00
Ending Fund Balance.....	170,898.66 ***

This report is generated by Riley County. It shows RCPD's State Seizure Activity throughout the last month.

Program Name-GLLT34 Thru JULY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 58.3%

Date. 8/01/24 Page. 159
Time.14.17.25

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	% Remaining
<u>Department. 0</u> Not Designated							
180		Distr - Real Current	R	5,219,242.00	.00	5,009,328.55	95.98 209,913.45
182		Distr - Oil & Gas Curr.	R	.00	.00	734.71	.00
184		Distr - P.P. Current	R	.00	.00	47,943.88	.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	.00	2,680.72	92.57 215.28
193		Distr - Watercraft Cur	R	3,022.00	.00	2,906.26	96.17 115.74
181		Distr - Real Delq.	R	.00	.00	38,006.63	.00
183		Distr - Oil & Gas Delinq	R	.00	.00	2.27	.00
185		Distr - P.P. Delq.	R	.00	.00	3,721.99	.00
192		Distr - 16/20M Trucks Del	R	.00	.00	208.27	.00
194		Distr - Watercraft Del	R	.00	.00	508.82	.00
102		Distr - Motor Vehicle Tax	R	385,401.00	.00	203,950.77	52.92 181,450.23
103		Vehicle Rental Excise Tax	R	8,690.00	.00	3,111.35	35.80 5,578.65
113		Distr - RV Tax	R	3,781.00	.00	1,690.54	44.71 2,090.46
130		Distr - Commercial Veh	R	16,285.00	.00	15,056.42	92.46 1,228.58
191		Distr - TIF Adjustment	R	.00	.00	133,329.23-	.00
Department Revenue.. # 0				5,639,317.00	.00	5,196,521.95 *	400,592.39
<u>Department.171</u> RCPD Operations							
<u>Department.416</u> HD-KCCTF							
Total Revenue Fund.... 173				5,639,317.00	.00	5,196,521.95 **	92.15
Total Trans. IN Fund.. 173				.00	.00	.00 **	
Total Rev. & Trans. .. 173				5,639,317.00	.00	5,196,521.95 **	
Total Disbursements... 173				.00	.00	.00 **	

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op							
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining Encumbrance Available
<u>Department. 0</u> Not Designated							
<u>Department.171</u> RCPD Operations							
2200		Office Equipment Rental		.00	1,900.00		1,900.00-.00 1,900.00-
2220		Building Space Rental	12,000.00	950.00	4,750.00	39.58	7,250.00.00 7,250.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00.00 6,000.00
2480		Repair/Maint Build/Gr	140,000.00	11,875.68	46,289.40	33.06	93,710.60.00 93,710.60
2650		Physician Fees	240,000.00	21,576.02	173,026.31	72.09	66,973.69.00 66,973.69
2655		Hospital Fees	10,000.00	.00	.00		10,000.00.00 10,000.00
2900		Budget Appropriations	5,336,092.00	1,334,023.00	4,002,069.00	75.00	1,334,023.00.00 1,334,023.00

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Budget Section.

Program Name-GLLT34 Thru JULY
Version Date- 3/21 Year 2024

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 58.3%

Date. 8/01/24 Page. 160
Time.14.17.25

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op								
Obj	Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)								
	Total Contractual Expenses	5,744,092.00	1,368,424.70	4,228,034.71	73.61	1,516,057.29	.00	1,516,057.29
3010	Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060	Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070	Prescriptions	500.00	.00	.00		500.00	.00	500.00
	Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
	Department Expense # 171	5,745,592.00	1,368,424.70	4,228,034.71	73.59	1,517,557.29	.00	1,517,557.29 *
	Expense & Transfers# 171	5,745,592.00	1,368,424.70	4,228,034.71				
Department.416 HD-KCCTF								
Total Expenditures Fund	173	5,745,592.00	1,368,424.70	4,228,034.71	73.59	1,517,557.29	.00	1,517,557.29 **

SUMMARY for - Fund 173 RCPD Levy/Op		
Beginning Year Balance.....	137,841.73	
YTD Revenue.....	5,196,521.95	
YTD Reported Expenses.....	4,228,034.71-	
YTD Non-Reported Expenses...	.00	
YTD Treasurer Disbursements.	.00	
YTD Transfers In.....	.00	
YTD Transfers Out.....	.00	
Prior Year Voided Checks....	.00	
Prior Year Expenses	13,252.42-	
Prior Year Revenues	.00	
Prior Year Corrections.....	.00	
Ending Fund Balance.....	1,093,076.55 ***	

This report is generated by Riley County. It shows the County's Expenditures on the Riley County Police Department including contributions towards their budget obligation and payments on RCPD's facilities. For further information please refer to the County's Finance and Budget Section.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

Assigned Tracking # **24-209**

To:	Director Peete		
Thru:	Assistant Director Moldrup	KMM 8.2.24	
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	2024		
Policy #:	N/A		
Date:	July 31, 2024		

Presented below is a summary of Average Daily Population (ADP) for the Riley County Jail. This report is being submitted monthly at the request of the Law Board.

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	100.1
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	106.2
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	113.0
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	115.6
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	
SEPT	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	
OCT	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	
NOV	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	
DEC	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	
YADP	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	106.6

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

☒ **GENERAL ORDER (Requires Law Board Approval)**

NUMBER: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 26.2.0 - Employee - Employee Relationships and Fraternization
PURPOSE: Re-written per Director Peete

 Date Proposed Policy Disseminated: 5/1/2024

 Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☒ Non-Sworn - Jail Lieutenants

☒ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☒ Non-Sworn - Communication Mgr.

☒ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved:



Revision Suggested:



Initials:

KM

Date:

4/8/2024

APPROVALS:

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

N/A

Policy Review Committee Chair Approval

N/A

Date

Assistant Director Moldrup
4/12/2024

Assistant Director's Approval

Date

Director Peete
7/9/2024

Director's Approval

Date

Law Board Chair Approval (General Orders Only)

Date

☒ **A RCPD-All**
☐ **B1 Sworn - Command Staff** [Captains, Asst. Director, Director]

☐ **B2 Sworn - Command Level** [Lieutenants]

☐ **B3 Sworn** [Police Officers, Sergeants]

☐ **B4 Sworn - Court Security** [Sworn, Sgt, Court Screeners]

☐ **B5 Sworn - Patrol Sergeants**
☐ **C Investigations - Other** [Evidence Technician, Evidence Supervisor, CSI Technician]

☐ **C2 Investigations - Other** [Crime Analyst]

☐ **D Admin - Non-Sworn - Clerical** [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]

☐ **E Admin -** [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]

☐ **F Admin - Other**
☐ **G1 Support - Dispatch** [Communication Manger]

☐ **G2 Support - Dispatch** [Dispatcher, Dispatch Supervisor]

☐ **H1 Support - Clerical** [RMS Supervisor]

☐ **H2 Support - Clerical** [Clerk, Secretary, RMS Technician]

☐ **I Support - Other**
☐ **J Support - IT** [Computer Technician I & II, Systems Administrator]

☐ **K1 Jail** [Lieutenants]

☐ **K2 Jail** [Correction Officers, Sergeants]

☐ **L Jail - Support Staff** [Jail Assistant]

☐ **M Jail** [Lieutenants]

☐ **N PSA's**
☐ **O Legal Counsel** [Derrick Roberson]

☐ **P READ ALL PROPOSED POLICIES** [Includes PRC members and other employees at their request]

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Policy Title: 26.2.0 Employee – Employee Relationships and Fraternization		
Policy & Procedures	Approved On: 09-23-2020	Order: SO 2020-216
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved:	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	N/A	
Chapter: 26 – Disciplinary Procedures – Department Specific Policy		

1. General:

- a. The Riley County Police Department (RCPD or the Department) understands the law enforcement profession is rooted in legacy and that a vast majority of its candidate pools are derived from a relatively small area (e.g., RCPD's hiring policy regarding proximity to work) which increase the odds of personal and interpersonal friendships between coworkers. The Department has a vital interest in the maintenance of harmonious, efficient, and productive working relationships between its employees. Fraternization and personal relationships, to include the perception of personal relationships, that cause unrest, lend themselves to the perception of favoritism, adversely affect morale, and/or otherwise disrupt the good working order of the Department and therefore are undesirable. Fraternization between supervisors and their direct reports in any romantic or intimate relationship or other behavior that creates favoritism or the appearance of favoritism and creates clear conflicts of interest. Such relationships are undesirable when they damage the Department by negatively impacting the workplace environment, morale and efficiency, increase the likelihood of unlawful harassment, and create opportunities for coercion or preferential treatment. Nepotism and the perception of nepotism are also damaging to the Department and therefore undesirable. This policy serves as a guideline to ensure effective employment practices by avoiding actual or perceived favoritism, discrimination; and/or other potential conflicts of interest among employees. To promote efficient Departmental operation, and to avoid misunderstandings, complaints of favoritism, unlawful harassment and/or gender-based, sexual preference, or other types of discrimination, and other problems of supervision, safety, agency operations, and employee morale, all employees are advised to avoid situations that may give rise to actual or perceived conflict.
- b. This policy is not intended to limit personal or interpersonal relationships between RCPD employees. It is meant to address adverse work behavior such as continuous arguments (whether in person or through social media), false rumors and gossip, and undue subversion of the chain of command or otherwise behavior that negatively affects the workplace. RCPD cannot afford to tolerate relationships within its ranks

Policy Title: 26.2.0 Employee – Employee Relationships and Fraternization
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that cause adverse work behavior due to its responsibilities in providing safety and security to the community.

- c. It is prohibited for supervisors or employees to attempt to influence or intercede in any criminal investigation, internal affairs investigation, disciplinary process, promotional process, assignment or training selection, etc. on behalf of a person with whom they have a personal or interpersonal relationship. This ensures objectivity and fairness in Departmental processes, subverts undue influence, and reduces the risks and/or perception of favoritism.
- d. Under no circumstance shall employees inquire, participate, or otherwise interject in any official matter regarding another employee with whom they have a personal or interpersonal relationship if that person is involved in any criminal investigation, internal affairs investigation, disciplinary process, promotional process, assignment or training selection etc. Violations may result in discipline up to and including termination. This ensures objectivity and fairness in Departmental processes, subverts undue influence, and reduces the risks and/or perception of favoritism.
- e. The Department reserves the right to initiate procedures, and/or adjust administrative or operational processes to ensure favoritism or undue influence, or the perception of favoritism or undue influence do not exist, and the Department can take reasonable and necessary precautions to avert favoritism and undue influence, or the appearance of favoritism and undue influence within any of its administrative or operational processes.
- f. Any act which subjects an employee to undue influence, favoritism, misuse of authority, unlawful harassment, coercion, or preferential treatment adversely interferes with Department culture, teamwork, a harmonious work environment, and employee productivity is prohibited and will result in discipline up to and including termination.

2. Definitions:

- a. Dating: One or more social meetings between employees under circumstances reasonably intended to lead to a romantic relationship.
- b. Direct Subordinate: An employee whose supervisor is immediately responsible for that employee's performance, regularly documented individual consultation and evaluation, discipline, performance feedback or review, or other such managerial oversight with respect to skills and competency.

Policy Title: 26.2.0 Employee – Employee Relationships and Fraternization
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- c. Direct Supervisor: An employee who is charged with operational and leadership responsibilities by virtue of rank or job classification, and supervises a specific employee by monitoring performance, providing regular documented individual consultation and evaluation, discipline, performance feedback or review, or other managerial oversight with respect to the skills and competency for the specific employee supervised.
- d. Fraternization: Consensual intimate or personal relations between a supervisor and their direct subordinate.
- e. Family Member: Includes spouse, child, parent, sibling, grandparent, grandchildren, in-laws, and step and half relatives of the same. The definition shall also include persons who have established a relationship by other operation of law or through lifestyle accommodations being equivalent of a marriage or family relationship.
- f. Interpersonal Friendship/Relationship: For purposes of this policy, an interpersonal friendship or relationship is an enduring relationship involving individuals who voluntarily interact with one another on a consistent basis, where parties routinely engage in activities and conversations not related to work.
- g. Nepotism: Patronage or favoritism shown on the basis of a family relationship, personal relationship, or interpersonal friendship.
- h. Personal Relationship: For purposes of this policy, a personal relationship is an intimate relationship involving employees who are dating, or otherwise engaged in a romantic relationship.

3. Policy:

- a. RCPD recognizes the rights of employees to become involved in personal relationships with other co-workers provided that they avoid acts or perceptions of favoritism, nepotism, or undue influence. Employees must carry out their duties with impartiality and fairness so that public and organizational confidence in our actions are maintained. Public trust, workplace safety, agency operations, and Department morale require employees to perform their professional responsibilities without the appearance of conflicts of interest created by romantic or sexual relationships with other employees. RCPD prohibits the following supervisory-subordinate work assignments due potential, perceived, or actual favoritism, conflict of interest, or impartiality:
 - i. Where one of the parties of the relationship has the direct authority to appoint, remove, discipline or counsel, evaluate the performance of, or

Policy Title:	26.2.0 Employee – Employee Relationships and Fraternization
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recommend any employment actions or conditions of employment of the other;

- ii. Where one of the parties of the relationship participates in a selection process where the other has applied for a competitive position or assignment, promotion, award, selection for an advanced training opportunity or similar, matters involving pay, or any otherwise potential advancement opportunity;
- iii. Where one of the parties of the relationship is under other direct circumstances which would place an employee in a situation of actual or reasonably foreseeable conflict between the Department's interest and their own.
- iv. Should a situation arise in which a supervisor is assigned enters into the chain of command with direct authority over a subordinate with whom they have a personal relationship with, is involved in a selection process affecting the other, or is otherwise in a situation that places the other in a situation of actual or reasonably foreseeable conflict between the Department's interest and their own, the employee(s) shall immediately notify a supervisor and Human Resources. This notification is required to allow for the Department to take reasonable and necessary steps to ensure decision processes are in place that avoid actual or perceived favoritism, nepotism or undue influence, and/or negative impacts to Department's operations, morale, good order and discipline, and to avoid undermining the public's trust. The Department reserves the right to initiate procedures, and/or adjust administrative or operational processes to ensure perceived or actual favoritism or undue influence do not exist. Remedies may include recusal or implementation of a separate chain of command or direct supervisor reporting structure if at all possible.

4. Procedure Applications:

a. Hiring Processes:

- i. It is prohibited for an employee to be involved in the hiring process of a candidate with whom the employee is or was previously involved in a personal relationship, or for an employee involved in a personal or interpersonal friendship with any candidate for employment, or who is a family member of any candidate for employment. Employees who find themselves in such situations shall advise a supervisor and Human Resources of the relationship. This notification is required to allow for the Department to take reasonable and necessary steps to ensure decision processes are in place to avoid actual or perceived favoritism, nepotism or undue influence, and/or negative impacts to Department operations, morale, good order and discipline, and to avoid

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undermining of the public's trust. Remedies may include the employee's recusal/removal from the hiring process if at all possible.

b. Internal Selection Processes:

- i. It is prohibited for an employee to be involved in any aspect of any internal selection processes for any competitive positions or assignments, promotions, awards, selection for advanced training opportunities or similar, matters involving pay, or any otherwise potential advancement opportunities for another employee who is a family member, or with whom the employee is involved in a personal relationship.
- ii. Employees who find themselves in this situation shall notify a supervisor and Human Resources of the relationship. This notification is required to allow for the Department to take reasonable and necessary steps to ensure decision processes are in place to avoid actual or perceived favoritism, nepotism or undue influence, and/or negative impacts to Department operations, morale, good order and discipline, and to avoid undermining of the public's trust. Remedies may include the employee's recusal/removal from the selection processes if at all possible.

c. Fraternization

- i. The Department cautions employees on interpersonal relationships between supervisors and direct subordinates as it may compromise an employee's ability to objectively perform their job, can promote favoritism or the appearance of favoritism, or create opportunities for an employee to be subjected to unlawful harassment, or allow for undue influence. These situations adversely affect operations, morale, good order and discipline, and/or undermine the public's trust.
- ii. Employees who may be mutually considering involvement in a personal supervisor and subordinate relationship shall immediately notify a supervisor and Human Resources. This notification is required to allow for the Department to take reasonable and necessary steps to ensure processes are in place to avoid actual or perceived favoritism, nepotism or undue influence, and/or negative impacts to Department operations, morale, good order and discipline, and to avoid undermining of the public's trust. Remedies may include implementation of a separate chain of command or direct supervisor reporting structure if at all possible.

d. Interpersonal Relationships:

- i. RCPD encourages amicable relationships between members of management and their subordinates, and the Department is aware that many of its employees have ongoing and sustained interpersonal friendships with one another, to include friendships between supervisors and subordinates. However, interpersonal relationships between supervisors and direct subordinates create opportunities and/or perceptions of undue influence and/or favoritism thereby adversely affecting Department operations, morale, good order and discipline, and undermining of the public's trust.
- ii. Should an interpersonal relationship exist between a supervisor and their direct subordinate, both employees shall immediately notify the next highest-ranking supervisor within the applicable chain of command and Human Resources. This notification is required to allow for the Department to take reasonable and necessary steps to ensure decision processes are in place to avoid actual or perceived favoritism, nepotism or undue influence, and/or negative impacts to Department operations, morale, good order and discipline, and to avoid undermining of the public's trust. Remedies may include the implementation of a separate chain of command or direct supervisor reporting structure if at all possible.

e. Nepotism:

- i. As acknowledged earlier, the Department understands the law enforcement profession is rooted in legacy. As such, RCPD also acknowledges many of its employees are married to or are family members of other employees and believes such relationships should not prevent any employee from attaining higher supervisory positions and/or opportunities for self-fulfillment, professional improvement and financial advancement for themselves and their families.
- ii. The Department also understands familial co-workers often present opportunities for conflicts of interest and or perceptions of favoritism or undue influence when a family member supervises other family members. Under no circumstances shall an employee directly supervise another employee who is a family member (as defined in this policy).
- iii. Should a situation arise in which a family member is assigned to be a supervisor within the direct chain of command of another family member (as defined in this policy), both employees shall immediately notify a supervisor and Human Resources. This notification is required to allow for the Department to take reasonable and necessary steps to ensure decision processes are in place to avoid actual or perceived favoritism, nepotism or undue influence, and/or negative impacts to Department operations, morale, good order and

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discipline, and to avoid undermining of the public's trust. The Department may make reasonable accommodations to ensure impartial supervision which may include supervisor and rater changes if at all possible.

f. Assignments of Familial Employees:

- i. Throughout the course of their daily duties, both Sworn and Corrections Officers are often involved in situations of involving use of force, or the potential for the use of force. In order to prioritize de-escalation, promote impartiality, and avoid conflicts of interest (whether in decisions to arrests or investigations, etc.), the Department discourages familial (as defined in this policy) Sworn or Corrections Officers from working together as immediate partners while on the same shift and in the same capacity unless exigent or operational necessity exists. Supervisors should monitor work schedules and make reasonable accommodations to avoid this situation if at all possible. Should a situation exist in which family member (as defined in this policy) employees must work directly with one another in the same capacity, the employees and their supervisors shall immediately notify their Division Commander and Human Resources. This notification is required to ensure the Department takes reasonable and necessary steps for safety, and to avoid negative impacts to Department operations, morale, good order and discipline, and to avoid undermining of the public's trust. Employees may request a waiver through their chain of command for approval by the Director on a case-by-case basis.

g. Professional Communications and Conduct:

- i. The Department encourages constructive feedback, and honest and professional interaction on applicable work-related topics from all ranks to facilitate questions, provide clarification, and resolve conflicts and misunderstandings at every level. Employees shall conduct themselves at all times as representatives of the Department and, accordingly, shall adhere to all Department standards of conduct and observe conventionally accepted protocols and proper decorum.

h. Duty to Notify:

- i. Failure by an employee to report personal or other potentially conflicting relationships to a supervisor or Human Resources can compromise the integrity of the Department's chain of command, disrupt the work environment, cause decline in morale, and can reduce productivity. Any failure to report relationships as required by this policy shall constitute misconduct and may subject an employee to disciplinary action up to and including termination.

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i. Gifting:

- i. All RCPD Employees bear the responsibility of maintaining their personal conduct in accordance with the honor and integrity required of all government institutions. Employees shall guard against placing themselves in a position in which any person can reasonably assume that special consideration to a business or member of the community is being given or received. Thus, employees should be firm in refusing gifts, favors or gratuities, large or small, which may be interpreted as influencing judgement in the discharge of their duties (quid pro quo). Employees may accept discounts or gifts from businesses provided those same discounts or gifts are available for and offered to all members of the Department.
- ii. Supervisors are highly encouraged not to accept monetary loans from any subordinate employee. If supervisors find themselves in financial distress, they should reach out to Human Resources for guidance. Supervisors are also discouraged from accepting significant monetary gifts or items of significant value from subordinates. This does not prevent employees from accepting donations consensually collected by the Department at large for special events, celebrations or crisis situations.
- iii. Should a supervisor enlist professional services from a subordinate, it is highly encouraged the supervisor only accepts any discount or gift that is offered by the subordinate to other members of the public and/or the Department as applicable. This precaution avoids the perception of favoritism or undue influence, and/or negative impacts to Department operations, morale, good order and discipline, and avoid undermining of the public's trust.
- iv. Supervisors are highly encouraged not to give gifts or items of significant value to subordinates and vice versa to avoid perceptions of seeking favor or poisoning conflictual relationships. If employees have questions or concerns, they should contact Human Resources for guidance.
- v. If an employee enlists professional services from another employee, both parties must adhere to all applicable rules, laws, and Department regulations which include, but are not limited to:
 1. Obtaining all legal and necessary documents and permits for any construction and/or home repair or home improvement projects;
 2. Fair compensation for services rendered at otherwise comparable prices for services. NOTE: employees may assist co-workers in various projects of a non-work-related nature (e.g., vehicle repair, construction, etc.) on a voluntary and non-compensatory nature. However, supervisors who enlist the aid of subordinates should be mindful of perceived potential

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conflict of interest of professional responsibilities, and/or a subordinate's perception that they are indentured to the supervisor to perform tasks because of rank and authority.

j. Prohibitions:

- i. PTO's, DTO's and CTO's will not train family members (as defined in this policy) or those with whom they are engaged in a previously established personal or interpersonal relationship, nor shall they enter into a personal or interpersonal relationship with a trainee during any phase of the training period.
- ii. Employees may not exercise supervision over their family members (as defined in this policy) or domestic partner, to include participating in or making decisions as to approval of raises, vacation or sick time approval or denial, performance reviews, daily work assignments, or other administrative-related responsibilities.
- iii. Employees are prohibited from accessing the personnel file, criminal history records, or any other sensitive file of any individual with whom they have a familial, personal, or interpersonal relationship unless there is a valid work-related reason.
- iv. Employees are prohibited from developing personal, interpersonal, or financial relationships with informants, subjects, victims, or witnesses during any official contact, official investigation, or when matters are pending in court, to include subsequent appeals.
- v. Employees engaged in a familial or personal relationship are discouraged from conducting lengthy discussions that are personal in nature while either party is on duty due to the distractions such meetings can create. They are encouraged to address one another by the ranks, titles or names their coworkers use while in the presence of other employees or when referring to them during conversations with other employees.
- vi. Unconsented access to the private/secured RCPD workspace of a family member employee or employee with whom another is involved in a personal relationship is prohibited.
- vii. To avoid confusion, it is acceptable for employees in the Department who are in familial, personal, or interpersonal relationships to interact in Department sanctioned social events, promotional ceremonies, child exchanges, etc.

k. Responsibilities:

- i. The Department recognizes the considerable investment it has made in its employees and the commitment employees have made to the Department. The guidelines expressed in this policy are not intended to discourage friendship or social activities amongst employees, but rather to protect the Department and its employees from a potentially intimidating or hostile work environment that could affect productivity due to perceived favoritism, bias and/or harassment claims. Moreover, it is intended to instill confidence in members of the public, the Law Board, and other governing bodies that provide resources and funding to RCPD.
- ii. **Employees:** Employees who are required by this policy to report relationships to supervisors and Human Resources shall do so immediately upon the existence of circumstances requiring reporting and shall do so in writing. Both parties involved in the relationship are required to provide this notification. Human Resources shall place the notification in the applicable employee's personnel files. If the relationship between employees has ended, notification will again be made in the same manner and will be placed in the employee's personnel files.
- iii. **Director:** The Director (or designee) will consult with legal counsel (as applicable) and Human Resources to determine if reassignment of one of the employees is a reasonable option and is required, and such determination will be made at the first available opportunity. The operational needs of the Department, and/or duty position, rank and classification of each involved employee will be considered when making this determination. RCPD may make reasonable accommodations to its employees in efforts to keep employees in their respective duty positions which may include a change in work hours, different direct reports or supervisory chains, or relocation to a different division, based on availability, within the Department. If these accommodations and/or reassignments are not deemed reasonable or are not accepted by the involved employees, one of the employees will be afforded the option to accept an alternative classification or rank position, based upon availability, or resign or retire from the Department. If none of these options are feasible or chosen the Director may terminate the employee(s).
- iv. Employees who are familial, or engaged in personal or interpersonal relationships with other employees must be cognizant of the possibility of changing circumstances related to the needs of the Department. Such changing circumstances may include but are not limited to: promotion, reassignment to another division or section, or routine or special reassignment to another division or section. In such circumstances, one of the involved employees may be required to decline a promotion, reassignment or a specialized assignment.

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- v. The [Kansas Act Against Discrimination](#) generally prohibits employers from terminating employees who marry. The Director reserves the right to reassign employees that marry or are married as deemed necessary.

I. Grievances:

- i. Employees should immediately notify their direct supervisor if they believe they have an issue or concern that may constitute a grievable offense under the provisions of this policy.
- ii. The Department recognizes that allegations of nepotism may enter into the worker/supervisor relationship. Therefore, an employee with concerns of nepotism or other provisions within this policy may alternatively report such allegations directly to the Director, Internal Affairs Officer, a supervisor, or to Human Resources.
- iii. In the event any allegations or concerns involve the Director or the Assistant Director, employees may make notifications to Human Resources or the Law Board.
- iv. An employee utilizing alternative reporting avenues to report violations of this policy will not be subject to any form of retaliation.
- v. Human Resources and the Internal Affairs Officer have a duty and responsibility to immediately report to the Director any allegations of unreported employee-employee relationships or nepotism.
- vi. The Director will review all alleged violations and will follow [Policy 26.1.5 – Role and Authority of Supervisors](#), in assigning the appropriate personnel to conduct the investigation. Disciplinary reviews by the Riley County Law Board will follow the same process as any other Internal Affairs investigation.
- vii. Annually, the Human Resources Manager will conduct an analysis of allegations of the state of the Department pertaining to the Employee-Employee Relationship policy which will be made available to Command Staff and the Law Board. The annual analysis will under no circumstances include personal identifiable information (PII) but shall include:
 - 1. Number of employee-employee relationships disclosed/rescinded
 - 2. Any circumstances where promotions/assignments were affected
 - 3. Any grievances filed, to include the nature and scope of allegations
 - 4. Investigation outcome. (suspension, unfounded, etc.)
 - 5. Any identifiable trends

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☒ **GENERAL ORDER (Requires Law Board Approval)**

NUMBER: N/A

☐ **SPECIAL ORDER**
☐ New Policy

☒ Update Existing Policy

POLICY: 34.1.2 - Promotion Process
PURPOSE: Added new language per Director Peete

 Date Proposed Policy Disseminated: 7/12/2024

 Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

☒ Sworn - Command Staff

☐ Non-Sworn - Jail Lieutenants

☐ Non-Sworn - RMS Supervisor

☒ Sworn - Command Level

☐ Non-Sworn - Communication Mgr.

☒ Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Assistant Director - Initial Review

Approved:



Revision Suggested:



Initials:

Date:

2/22/2024

APPROVALS:

Vote Outcome:	# Agreed	# Disagree
PRC Majority Approved		
PRC Majority Rejected		

N/A

Policy Review Committee Chair Approval

N/A

Date

AD Moldrup

Assistant Director's Approval

7/6/2024

Date

Director Peete

Director's Approval

5/20/2024

Date

Law Board Chair Approval (General Orders Only)

Date

☒ **A RCPD-All**
☐ **B1 Sworn - Command Staff** [Captains, Asst. Director, Director]

☐ **B2 Sworn - Command Level** [Lieutenants]

☐ **B3 Sworn** [Police Officers, Sergeants]

☐ **B4 Sworn - Court Security** [Sworn, Sgt, Court Screeners]

☐ **B5 Sworn - Patrol Sergeants**
☐ **C Investigations - Other** [Evidence Technician, Evidence Supervisor, CSI Technician]

☐ **C2 Investigations - Other** [Crime Analyst]

☐ **D Admin - Non-Sworn - Clerical** [Accountant, Accreditation Manager, Executive Secretary, HR Coordinator, HR Technician, PIO]

☐ **E Admin -** [Supply Technician, Maintenance Technician I & II, Custodian, Maintenance Supervisor]

☐ **F Admin - Other**
☐ **G1 Support - Dispatch** [Communication Manger]

☐ **G2 Support - Dispatch** [Dispatcher, Dispatch Supervisor]

☐ **H1 Support - Clerical** [RMS Supervisor]

☐ **H2 Support - Clerical** [Clerk, Secretary, RMS Technician]

☐ **I Support - Other**
☐ **J Support - IT** [Computer Technician I & II, Systems Administrator]

☐ **K1 Jail** [Lieutenants]

☐ **K2 Jail** [Correction Officers, Sergeants]

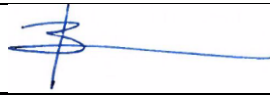
☐ **L Jail - Support Staff** [Jail Assistant]

☐ **M Jail** [Lieutenants]

☐ **N PSA's**
☐ **O Legal Counsel** [Derrick Roberson]

☐ **P READ ALL PROPOSED POLICIES** [Includes PRC members and other employees at their request]

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Policy Title: 34.1.2 Promotion Process		
Policy & Procedures	Approved On: 12-20-2021	Order: 2022-131
 RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	34.1.2, COMM 4.4.1, COMM 4.4.2, COMM 4.4.3	
Chapter: 34 – Promotion – Professional and Legal Requirements		

1. Promotional Process Defined: The process begins with a promotion announcement. Each promotion announcement will state the process to be followed along with provisions for appeal in accordance with this policy. Candidates ~~are then~~ **will be** evaluated using the process outlined in the promotion announcement. The evaluation process results in an **eligibility** list of promotable employees **for final selection. For Corporals, Sergeants, and Lieutenants, the process may include a Director's interview. Finally, the Director selects an employee for promotion from the list as needed. (CALEA COMM 4.4.2)**

Candidates may appeal the evaluation results or protest that the promotion process as stated in the promotion announcement was not followed. However, candidates may not appeal the structure of the promotional process, nor the Director's final promotion decision from the list.

2. Promotion – Eligibility Requirements: All employees meeting established eligibility requirements are encouraged to compete for promotion.

A. Director: eligibility requirements and the selection process for the position of Director are determined by the Law Board. The Board may require residency within Riley County for non-internal candidates, but may opt to waive residency requirements for internal candidates already employed with the Riley County Police Department.

1) Eligibility requirements for promotion to positions within the Department are as follows:

Assistant Director: ~~A minimum one (1) year experience as a sworn Captain with the Department at the time of the initial promotional activity. In accordance with K.S.A. 19-4430, the Assistant Director position is by appointment of the Director. Internal and external candidates may be considered at the Director's discretion. A Bachelor degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations is required at the time of appointment. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations (CHEA) is not required, but will be weighted in the decision-making process. Attendance and successful completion from a nationally recognized command school such as the FBI National Academy, the FBI National Command Course, the Southern Police Institute, and the Northwestern School of Police Staff and Command, etc. is a preferred qualification.~~

Sworn Captain: Minimum one (1) year experience as a sworn Lieutenant with the Department at the time opening of the initial promotional process activity. The Captain position is appointed by the Director who may

Policy Title: 34.1.2 Promotion Process

seek input from senior command officers in the selections process. ~~A Bachelor degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations is required. As of 08/01/2021, captains holding this rank are not required to earn a Bachelor degree to retain their rank. Lieutenants appointed to this rank after 08/01/2021 must earn a Bachelor degree by 01/01/2026 or revert to their previous rank and grade.~~ A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Attendance and successful completion from a nationally recognized command school such as the FBI National Academy, the FBI National Command Course, the Southern Police Institute, and the Northwestern School of Police Staff and Command, etc. is a preferred qualification. The Director shall utilize a selection process that documents how each candidate applying for the rank of Captain scored. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank prior to any selection or interview process. Candidates shall be given precise constructive feedback which articulates, based on the Director's assessment, the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for promotion. ~~The reclassification will be at the highest step of the lower grade and equivalent to, or close to, their salary at the time of the reversion in accordance with Department's salary chart in effect at the time.~~

Lieutenant: Minimum one (1) year of experience as a sworn sergeant with the Department at the time of the initial promotional process. ~~Possessing or earning a Bachelor degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations is strongly encouraged and highly desired.~~ The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank prior to any selection or interview process. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but shall be weighted in the selection process. Successful completion of other recognized leadership and specialized training courses or certifications will be weighted. Candidates shall be given precise constructive feedback which articulates the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion.

Sergeant: Minimum one (1) year of experience as a Corporal with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank prior to any testing, interview or selection process. A passing grade of 70% or more on a written exam which measures the candidate's technical law enforcement knowledge is required; a candidate's passing score percentage shall be weighted in the selection process. Successful completion of other recognized leadership and specialized training certifications will be weighted for all applicants. Diverse experience within the various divisions and assignments of the Department (or similar technical and leadership-based experiences) are weighted higher. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but shall be weighted in the selection process. Candidates shall be given precise constructive feedback which articulates the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion.

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In the event no Corporals apply, or no selection is made from within the Corporal ranks, the Director may consider promoting an officer. In such cases, officers must have at least seven (7) years of law enforcement experience as a sworn officer. Lateral officers from another law enforcement agency must also have at least seven years' experience as a sworn officer, two (2) of which must be within the Riley County Police Department at the time of the initial promotional process opens to apply for the rank of Sergeant. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for Sergeant prior to any testing, interview or selection process.

Eligible police officers may apply for Sergeant if two or less corporals apply.

A. Corporal: Minimum ~~two~~ three (3) years of experience as a police officer with the Department at the time of the initial promotional process. Lateral officers from another law enforcement agency must have at least three years' experience as a sworn officer, two (2) of which must be within the Riley County Police Department at the time opening of the initial promotional process to apply for the rank of Corporal. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank and prior to any testing, interview or selection process. A passing grade of 70% or more on a written exam which measures the candidate's technical law enforcement knowledge is required; a candidate's passing score percentage shall be weighted in the selection process. Successful completion of other recognized leadership and specialized training certifications will be weighted for all applicants. Diverse experience within the various divisions and assignments of the Department (or similar technical and leadership-based experiences) are weighted higher. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but shall be weighted in the selection process. Candidates shall be given precise constructive feedback which articulates the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion.

B. Corrections Captain: Minimum one (1) year of experience as a Corrections Lieutenant or Sworn Lieutenant (See Paragraph 3.A. for more details) with the Department at the time of the initial promotion process. The Captain position is appointed by the Director who may seek input from senior command officers. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHIA is not required, but will be weighted in the selection process. Attendance and successful completion of a nationally recognized Corrections-related command school such as the Jail Executive Institute, Jail Leadership Academies, National Certified Corrections Executive, etc. from a professional Correctional organization such as the American Jail Association or the National Institute for Jail Operations is a preferred qualification. Successful completion from other sworn law-enforcement-based command schools such as the FBI National Academy, the FBI National Command Course, the Southern Police Institute, and the Northwestern School of Police Staff and Command, etc. are not mandatory but will be weighted as additional or specialized training. The Director shall utilize a selection process that documents how each candidate applying for the rank of Captain scored. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank and prior to any selection or interview process. Candidates shall be given concise constructive feedback which articulates, based on the Director's assessment, the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion. Sworn Lieutenants (See Paragraph 3.C. for more details) within the Department at the time of the initial promotion process opens may be considered for this rank and position in the event no qualified Corrections Lieutenants were selected or applied. In such cases, the Captain position is still appointed by the Director. A Bachelor's degree or other advanced degree from an accredited college or university from

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one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Attendance and successful completion from a nationally recognized command school such as the FBI National Academy, the FBI National Command Course, the Southern Police Institute, and the Northwestern School of Police Staff and Command, etc. is a preferred and weighted requirement. The Director shall utilize a selection process that documents how each sworn candidate applying for the rank and position of Corrections Captain scored. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank and prior to any selection or interview process. Sworn candidates shall be given concise constructive feedback which articulates, based on the Director's assessment, the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion. ~~A Bachelor degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations is required. As of 07/01/2021, captains holding this rank are not required to earn a Bachelor degree to retain their rank. Lieutenants appointed to this rank after 07/01/2021 must earn a Bachelor degree by 07/01/2025 or revert to their previous rank and grade.~~ The reclassification will be at the highest step of the lower grade and equivalent to, or close to, their salary at the time of the reversion in accordance with Department's salary chart in effect at the time. **In the event no qualified internal candidates have been selected, the Director may consider external candidates with experience as a senior supervisor equivalent to a Lieutenant or higher with Jail or other Correctional facility, or any relevant, equivalent, or similar professional, leadership and managerial experience necessary to lead and manage a complex division.**

C. Corrections Lieutenant: Minimum one (1) year of experience as a Corrections Sergeant with the Department at the time of the initial promotional process. ~~Possessing or earning a Bachelor degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations is strongly encouraged and highly desired.~~ ~~The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank and prior to any selection or interview process.~~ A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Attendance and successful completion from a nationally recognized Corrections-related command school such as the Jail Executive Institute, Jail Leadership Academies, National Certified Corrections Executive, etc. from a professional Correctional organization such as the American Jail Association or the National Institute for Jail Operations are a preferred requirement. Successful completion of the Department's internal Leadership course is required. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighed. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion.

D. Corrections Sergeant: Minimum two three (3) years of experience as a correction officer with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the rank and prior to any selection or interview process. A passing grade of 70% or more on a written exam which measures the candidate's technical Corrections knowledge is required; a candidate's passing score percentage shall be weighted in the selection process. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighted for all applicants. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Diverse experience within the Department's or division's various special duty assignments, projects and teams (or similar technical and leadership-based experiences) are weighted higher. Candidates shall be given

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concise constructive feedback which articulates the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion.

E. Communications Center Manager: Minimum three (3) years of experience as a Dispatch Shift Supervisor with the Department at the time of the initial promotion process. The process, selection, criteria and scoring mechanism shall be provided to each candidate who applies for the position ~~and~~ prior to any selection or interview process. Successful completion of the Department's internal leadership course is required. Successful completion of the Department's internal Leadership-by-Example course is required. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighted for all applicants. A Bachelor's Degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies, recognized by the CHEA is not required, but will be weighted in the selection process. Diverse experience and active participation in Department projects, committees, functions, and various special duty assignments (or similar technical leadership-based experiences) are weighted higher. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and challenges the candidate could address to improve their overall score and chances for future promotion.

F. Dispatch Shift Supervisor: Minimum ~~two~~ three (3) years' experience as a Dispatcher II with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the position ~~and~~ prior to any selection or interview process. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighted for all applicants. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Diverse experience and active participation in Department projects, committees, functions, and various special duty assignments (or similar technical and leadership-based experiences) are weighted higher. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion.

G. Evidence Supervisor: Minimum three (3) years' experience in the evidence section with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the position ~~and~~ prior to any selection or interview process. Successful completion of the Department's internal Leadership-By-Example course is required. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighted for all applicants. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Diverse experience and active participation in Department projects, committees, functions, and various special duty assignments (or similar technical and leadership-based experiences) are weighted higher. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and the challenges the candidate could address to improve their overall score and chances for future promotion.

H. Records Management Supervisor: Minimum three (3) years' experience in the Records Management section with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the position ~~and~~ prior to any selection or interview process. Successful completion of the Department's internal Leadership course is required. Successful completion of other recognized leadership and

Policy Title:	34.1.2 Promotion Process
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specialized training courses and certifications will also be weighted for all applicants. A Bachelor's degree or other advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Diverse experience and active participation in Department projects, committees, functions, and various special duty assignments (or similar technical and leadership-based experiences) are weighted higher. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and challenges the candidate could address to improve their overall score and chances for future promotion. In the event no qualified internal candidate has been selected, the hiring manager (Division Commander) may consider internal candidates from other divisions and/or external candidates with commiserate supervisory experience, or any relevant, equivalent, or similar professional, leadership and managerial experience necessary to lead and manage the section.

I. IT Manager: Minimum three (3) years' experience in the IT section with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the position prior to any selection or interview process. Successful completion of the Department's internal Leadership-By-Example course is required. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighted for all applicants. Diverse experience and active participation in Department projects, committees, functions, and various special duty assignments (or similar technical and leadership-based experiences) are weighted higher. A Bachelor's degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is required. An advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations is not required, but will be weighted in the selection process. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and challenges the candidate could address to improve their overall score and chances for future promotion. In the event no qualified internal candidate has been selected, the hiring manager (Division Commander) may consider internal candidates from other divisions and/or external candidates with commiserate supervisory and technical experience, or any relevant, equivalent, or similar professional, leadership and managerial experience necessary to lead and manage the section.

J. Maintenance Supervisor: Minimum three (3) years' experience in the Maintenance section with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the position prior to any selection or interview process. Successful completion of the Department's internal Leadership-By-Example course is required. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighted for all applicants. Diverse experience and active participation in Department projects, committees, functions, and various special duty assignments (or similar technical and leadership-based experiences) are weighted higher. A Bachelor's degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHIA is not required but will be weighted. An advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is not required, but will be weighted in the selection process. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and challenges the candidate could address to improve their overall score and chances for future promotion. In the event no qualified internal candidate has been selected, the hiring manager (Division Commander) may consider internal candidates from other divisions and/or external candidates with commiserate supervisory and technical experience, or any relevant, equivalent, or similar professional, leadership and managerial experience necessary to lead and manage the section.

Policy Title: 34.1.2 Promotion Process

K. Corrections Assistant: Minimum three (3) years' experience in the Corrections Division with the Department at the time of the initial promotional process. The process, selection criteria and scoring mechanism shall be provided to each candidate who applies for the position prior to any selection or interview process. Successful completion of the Department's internal Leadership-By-Example course is required. Successful completion of other recognized leadership and specialized training courses and certifications will also be weighted for all applicants. Diverse experience and active participation in Department projects, committees, functions, and various special duty assignments (or similar technical and leadership-based experiences) are weighted higher. A Bachelor's degree from an accredited college or university from one of six regional accreditation agencies recognized by the CHEA is required. An advanced degree from an accredited college or university from one of six regional accreditation agencies recognized by the Council for Higher Education Accreditations is not required, but will be weighted in the selection process. Candidates shall be given concise constructive feedback which articulates the candidate's strengths and challenges the candidate could address to improve their overall score and chances for future promotion. In the event no qualified internal candidate has been selected, the hiring manager (Division Commander) may consider internal candidates from other divisions and/or external candidates with commiserate supervisory and technical experience, or any relevant, equivalent, or similar professional, leadership and managerial experience necessary to lead and manage the section.

If there are less than two eligible applicants for a promotion the Director may consider equivalent service or education and award service credit to otherwise eligible candidates.

3. **Promotion - Process Described:**

A. Promotional Potential of Candidates: Evaluation criterion will include the candidate's demonstrated abilities in a number of leadership areas, including: oral communication; written communication; interpersonal insight emotional intelligence (EQ); problem analysis; judgment; decision making; ability to plan and organize; and the ability to delegate tasks and control activities. (CALEA 34.1.2a)(COMM 4.4.3a)

B. Rating of Candidates: Procedures used for promotion will be job related and nondiscriminatory. With the exception of The selection of the positions of Assistant Director and Captain are whose selection and appointment is made solely at the discretion of the Director. Lieutenants shall be selected as follows:

- 1) Oral Interview Panel:
- 2) Assistant Director's assessment of past evaluations and work performance;
- 3) Command Staff review

C. ~~those~~ Eligible employees who desire to be considered for such promotion to Corporal and Sergeant will be rated on a competitive basis as follows:

- 1) Written examination
- 2) Scenario-Based Evaluation
- 3) Oral Interview Panel
- 4) Assistant Director's assessment of past evaluations and work performance
- 5) Command Staff Review

D. Written Examinations: For promotions which required them, the written examination will have a value of thirty percent (30%) of the candidate's overall score. Each question may be valued no more than five (5) points and no less than one (1) point. A passing score of 70% is required. The candidate's passing

Policy Title: 34.1.2 Promotion Process

score percentage shall be weighted in the selection process; candidates will receive a higher weight based on their respective score (e.g. division of percentiles such as 70%-80%, 80%-90%, and 90%-100%) Questions will be selected from the policies and procedures, designated available materials and other sources available to all employees competing for the promotion. An updated bibliography of reading materials to be used as sources of questions will be provided to each candidate at least thirty (30) days prior to the written exam. The examination may also contain questions of decision and sound law enforcement practices. Employees scoring a 70% or higher on the written examination will progress to the Oral Interview portion of the promotion. Notes or references will not be allowed while taking the test, unless provided by the test administrator. All examinations will be conducted with decorum by Human Resource personnel. Any form of cheating will be grounds for dismissal from the Department. (COMM 4.4.3b)

E. Oral Interviews: Oral interviews will be given a value of forty-five percent (45%) . Oral interview questions will be pre-determined and worded to be pertinent to the particular vacancy to be filled. Each candidate will be asked the same questions during the oral interview. Oral interviews will be conducted by the promotion board. Members of the promotion board will be selected by the Assistant Director of the Department and approved by the Director. If possible, a person from outside the Department should be on the board. (CALEA 34.1.2d)(COMM 4.4.3d)

F. Work Assessment Review/Assistant Director's Assessment: This assessment will be given a value of 25%. The Assistant Director will make a promotion recommendation to the Director based on a review of candidates past evaluations, work performance and official personnel file. The Assistant Director will develop the recommendation upon the following criteria:

- 1) 50% Evaluations, Guardian Tracking and other succession planning-related activities for self and subordinates, Leadership Potential, Enthusiasm, Integrity
- 2) 25% Discipline and Awards
- 3) 25% Education, Training and initiative within the Department.

G. Assessment Centers: In lieu of a promotion board, the Director may use an assessment center. The assessment center may be conducted by the department or a reputable organization. Such third-party organizations will be required to have their own policies/procedures for handling complaints/appeals. (CALEA COMM 4.4.1)(CALEA COMM 4.4.3c)

H. Review Board and Assessment Center Personnel: When an assessment center is utilized during the promotion process, the Department will employ non-departmental personnel to serve as assessors. When promotion boards or panels are utilized, the Department will attempt to employ at least one non-department member. Department personnel may substitute for non-departmental personnel in the event of a last-minute cancellation or some other unforeseen emergency situation that might result in the postponement of the process. Assessment centers may also include an assessment of past evaluations and work performance by the Assistant Director. (CALEA 34.1.2c)(CALEA COMM 4.4.3c)

I. Employee Review and Appeal of the Promotion Process: (CALEA 34.1.2e)(CALEA COMM 4.4.3e)

1) Review: Employees competing for promotion may, after completing the promotion process, review their personal test results and composite rating forms. ~~for the group competing for promotion and the form questions utilized by the oral review board. All identifying information shall be removed from the results except that of the employee requesting the review.~~

2) Appeal: Employees have the right to appeal adverse decisions regarding their test results. Employees may also appeal adverse decisions regarding adherence to the evaluation process as outlined in the promotional announcement. The concerned employee will make their appeal in

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writing and submit it to the Human Resources Manager within ~~ten~~ **fifteen** (10-15) calendar days and the assessment center vendor (if applicable). Assessment centers conducted by a third-party organization will be given the opportunity to address the appeal utilizing their internal policies and procedures.

If an assessment center is in progress and the concerned employee is looking for remedy before the conclusion of the assessment, it is incumbent upon them to state their concerns in writing without delay. The Department will take reasonable actions, in consult with the third-party organization conducting the assessment, to respond to, and if possible, remedy the concern before the assessment center is concluded. If a remedy is not feasible before the conclusion of the assessment center the appeal process will progress as described elsewhere in this policy.

If the Human Resource Manager (and/or third-party organization) is unable to resolve the appeal to the satisfaction of the concerned employee, it will be forwarded to the Director. **The Director will determine the most appropriate procedure in regards to continuing or suspending the promotional process. Should the appeal be shown to be valid, the candidate(s) may be re-tested or reevaluated under conditions of impartiality as established by the Human Resources Manager and approved by the Director.**

If the concerned employee is not satisfied with the Director's initial decision ~~he/she~~ **the employee** may request, in writing, a review by the Multi-Purpose Committee (MPC) within ten (10) calendar days from the Director's notification to the employee. The MPC will review the pertinent facts to determine if the testing/evaluation process was conducted fairly, accurately, and in accordance with the promotion announcement. The MPC will make a recommendation to the Director. The Director will then determine the resolution, in writing, of the appeal within ten (10) calendar days of the release of the MPC recommendations. This resolution is final and the appeal will be considered closed.

Appeals of the testing process itself, along with the Director's final promotion decision, are not subject to the provisions of the grievance procedures found in [policy 22.4.1 – Grievances](#). Each promotional announcement will include the provisions found in this appeals policy (see policy [34.1.4 Promotion – Written Announcement](#)).

J. Procedures for Reapplication: Employees failing to meet eligibility due to length of service shall be permitted to apply for the first available promotional process occurring after the requisite length of service is met. Other candidates who were not promoted are eligible to participate in the next available promotional process if they met all eligibility requirements. (CALEA 34.1.2f)(CALEA COMM 4.4.3f)

K. Appointed Promotions: Selection and appointment to Assistant Director and Captain (Sworn and Non-Sworn) positions are at the sole discretion of the Director. The Director has the authority to determine the method by which appointments to the Assistant Director and Captain positions are accomplished.

The Director retains the authority and autonomy to appoint the Assistant Director position in accordance with [K.S.A. 19-4430](#).

The Director also retains the authority and autonomy to appoint the Captain positions.

The Director has the sole authority to determine candidates for consideration for Assistant Director and Captain and may require the Human Resources Manager or other designee to conduct and complete an Executive Review of Candidates as part of any final selection process.

L. Lateral Entry Opportunities: As a guideline, vacancies will be filled by promotions within the Department whenever possible. Human Resources personnel will specify positions open to lateral entry in the published announcement. (CALEA 34.1.2g)(CALEA COMM 4.4.3g) The Director can authorize lateral hires

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from other law enforcement agencies if the pool of qualified applicants for a position is not sufficient in number, not sufficient in leadership abilities (see Paragraph 2.A. above) as demonstrated by past performance, or when doing so would further the department's objectives in accomplishing its mission.

M. Promotion Materials: Human Resources personnel are responsible for the security of promotional related materials. All promotional process material will be evaluated on order of the Director and revised as necessary. (CALEA 34.1.2h)(CALEA COMM 4.4.3h)

N. Veteran's Preference: Candidates competing for first line promotions who are claiming veterans' preference in accordance with [K.S.A. 73-201](#) as amended by the 2008 Legislature must notify the Human Resource Manager and provide supporting documentation at the time the candidate expresses intent to participate in the promotion process.

4. **Captain Appointments:**

A. Corrections: The preference for the Corrections Captain is to be filled by non-sworn corrections personnel meeting the established criterion. However, if the pool of qualified applicants is not sufficient in number or in leadership abilities (see Paragraph 2.A. above) as demonstrated by past performance, then Sworn Lieutenants may be considered for Corrections Captain.

In the event the pool of internal applicants is not sufficient, or if no applications are received for the position available, the promotion process will be re-advertised to publicly solicit qualified applicants. In order to meet the needs of the Department, the Director can authorize lateral hires from other law enforcement agencies within the State of Kansas.

B. Sworn: If the pool of internal applicants is not sufficient or if no applications are received for the sworn Captain position, the promotion process will be re-advertised to publicly solicit qualified applicants. In order to meet the needs of the Department, the Director can authorize lateral hires from other law enforcement agencies within the State of Kansas.

C. The Captain's position is an executive level promotion. The Director has the authority to determine the selection method for promotion and the sufficiency of the candidate pool as outlined in this policy. In the event a formal process is utilized as part of the method, the elements will be designed by the Director to assist in assessing a candidate's potential for promotion (see Paragraph 2.A. above).

D. Internal written announcements for consideration for appointment to Captain will follow the provisions of [Policy 34.1.4 – Promotion Written Announcement](#).

E. External written announcements will follow the provisions of [Policy 31.3.1 – Job Announcement and Recruitment Notices](#) with executive level law enforcement resources being utilized for recruitment of candidates.

5. **Promotion Pay Increase**: Promoted employees will be placed on the salary schedule in the first step of the new position that results in a minimum of a 5% pay increase.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: Riley County Law Enforcement Agency
From: Director Peete
Ref: Quarterly Report Synopsis
Date: July 12, 2024

At the Law Board's request, below is a synopsis of the department's quarterly reports, while the actual reports are on the pages immediately following this memo. Due to the volume and self-evident nature of some data, one of the reports (Monthly Crime Report) contains an array of data for which no synopsis is reported.

Monthly Crime Report

See report.

2nd Quarter Uniform Crime Report (UCR)

In June 2024, Riley County experience a decrease in Part 1 crimes, as compared to June 2023. The overall decrease was 16.7%, down from 114 incidents to 95 incidents. Part 1 violent crime saw a small increase in incidents from 16 in June 2023 to 21 in June 2024 (+31.3%). Part 1 property continued the trend of the past several months with a decrease. There was a decrease of 16.7% in June 2024, from 114 incidents to 95.

The 2nd quarter of 2024 also saw an overall decrease in Part 1 crimes when compared to the 2nd quarter of 2023. The total number of incidents decreased 25.3%, from 336 reported incidents to 251. Part 1 violent crime had a small increase in the number of incidents, from 42 in the 2nd quarter of 2023 to 46 in the 2nd quarter of 2024 (+9.5%) Part 1 property crime had a significant decrease in reported incidents, down from 294 in 2023 to 205 in 2024 (a decrease of 30.3%).

The vast majority of these incidents occurred with Manhattan and Ogden. The portions of Riley County excluding those two locations saw a 0% change in the second quarter of 2024, with 9 incidents being reported in 2023 and 9 incidents being report in 2024.

2nd Quarter Traffic Accident & Enforcement Analysis

There were 184 preventable accidents reported in the 2nd quarter of 2024. This is the highest 2nd quarter count and a 19.4% decrease from previous 2nd quarter averages.

2nd Quarter Seizure & Forfeiture Report

There were no seizures made during the 2nd quarter of 2024. During the same period, zero (0) seizures were completed and one (1) is pending court disposition.

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Semiannual Alcohol Enforcement Report

In 2020, there was a large decrease in alcohol offenses due to the pandemic which altered operations of establishments. Also, Fake Patty's Day, which historically was a driver of alcohol violations, has morphed into a smaller celebration compared to previous years (pre-2020). There has been a gradual reemergence of Fake Patty's Day in the past couple of years which has caused the numbers to steadily increase.

The Riley County Police Department cited **291** alcohol-related offenses in the first half of 2024, a **112.4% increase** from mid-year 2023. This is a continuation of an upward trend in mid-year totals since 2020's low. The projected 2024 total is **575 cited offenses**. If met, this would be a 95% increase from the previous year. This count does not include unlawful use of ID offenses.



Monthly Report

July 2024

William Feathers RMS Technician
Criminal Intelligence Unit
Riley County Police Department

To **reduce crime** and
improve the quality
of life for
the **citizens we serve**

For the purposes of this report, data is extracted from the RMS using specific parameters. The results may differ slightly from other reports, such as Uniform Crime Reports (UCR), which measure the same variables but have slightly different search parameters, filters, and/or methods. The following summarizes the most common attributes of this report that result in differences in reporting:

- The data in the report reflects what was available at the time of extraction. It is common for numbers to change over time for various reasons. Most commonly:
 - Final data entry by records can be delayed due to the RTO status of a case.
 - Clerical errors can be discovered, leading to corrections being made at a later date.
- Some categories in this report use a hierarchy rule. This means that the offense with the highest offense code number in an incident is the only offense counted. Other reports may apply the hierarchy rule to certain offenses. For instance, UCR counts every occurrence of Part I violent crimes in an incident (murder, rape, robbery, aggravated battery). Each slide should notate the method used.
- This report includes the property crime of arson which is excluded from other reporting.
- Crimes are extracted based on the date and time they were reported. Other reports may use the earliest and/or latest date and time the crime may have occurred.

Monthly and yearly projections are calculated using different methods. Projections will have a higher degree of error when the time period used to project is small (i.e. projecting an entire year based off the first two weeks of that year).

Part I Crime

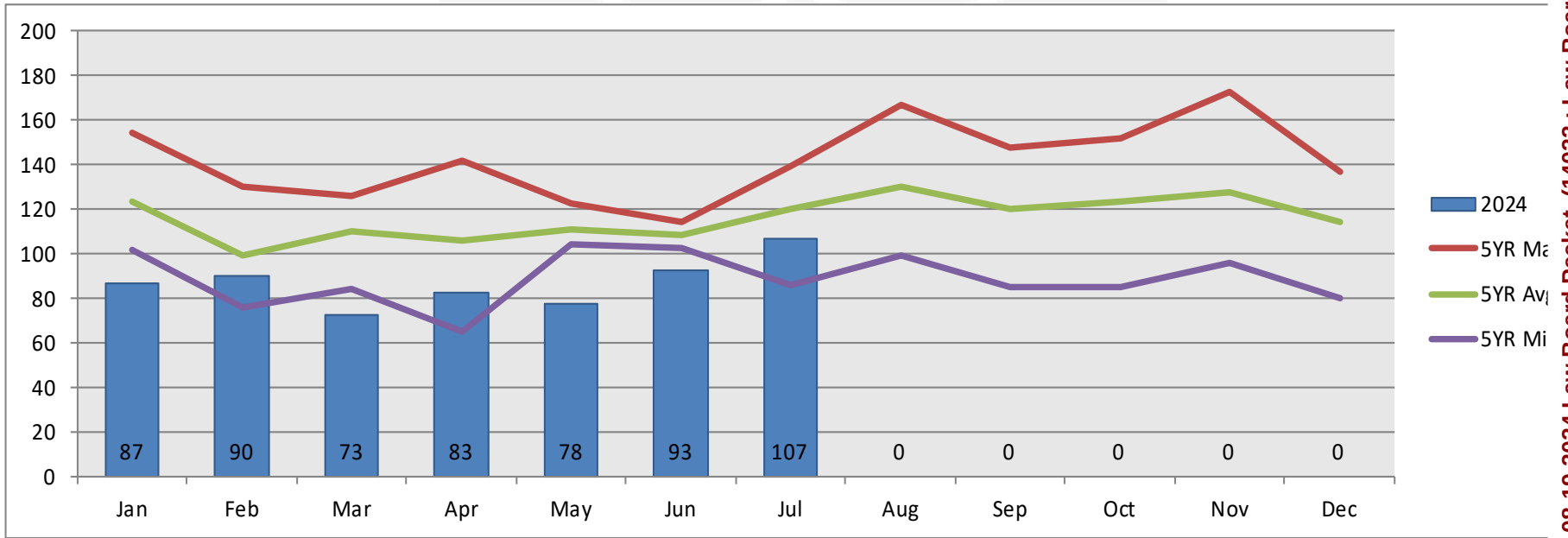
Offense Codes: 0100-0810

All Data As Of: 8/7/24 12:00 AM

15.a

- Part I crime in July 2024 was 10.8% below the 5 year average.
- Year to date 2024 is down 21.5% from the 5 year average.
- In July, both Part I violent and property crimes were below the 5 year average.

	Jul	Year to Date	Yearly Total
2019	138	872	1583
2020	139	768	1493
2021	114	752	1420
2022	86	700	1154
2023	123	801	1327
2024	107	611	
% Change	-13.0%	-23.7%	-17.9%
Yearly Total Projection:			1089



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	133
2020	130	130	84	65	113	107	139	125	148	152	173	127
2021	121	76	120	111	104	106	114	149	127	123	156	111
2022	102	106	95	100	108	103	86	99	94	85	96	80
2023	112	109	126	113	107	111	123	113	85	116	99	113
2024	87	90	73	83	78	93	107	0	0	0	0	0

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

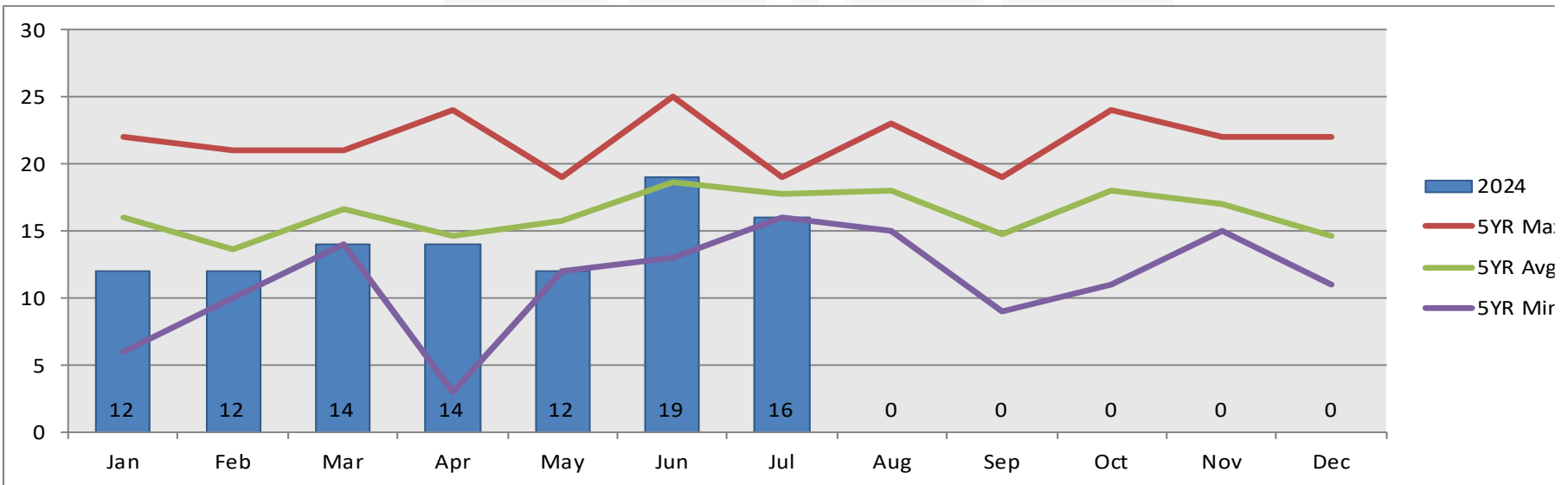
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 8/7/24 12:00 AM

- July 2024 was 10.1% below the 5 year average in Part I violent crime.
- Year to date Part I violent crime is down 12.4% from the 5 year average.
- There were 12 aggravated assaults / batteries, 3 rape, 0 robberies, and 0 homicides reported during July 2024.

	Jul	Year to Date	Year to Date % Change
2019	18	119	217
2020	19	110	197
2021	16	123	198
2022	19	109	183
2023	17	104	182
2024	16	99	171
% Change	-5.9%	-4.8%	-6.1%
Yearly Total Projection:			171



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	16	10	14	24	12	25	18	23	18	18	17	22
2020	18	21	14	3	15	20	19	20	18	22	16	11
2021	18	16	16	18	19	20	16	15	9	15	22	14
2022	6	11	21	19	18	15	19	17	19	11	15	12
2023	22	10	18	9	15	13	17	15	10	24	15	14
2024	12	12	14	14	12	19	16	0	0	0	0	0

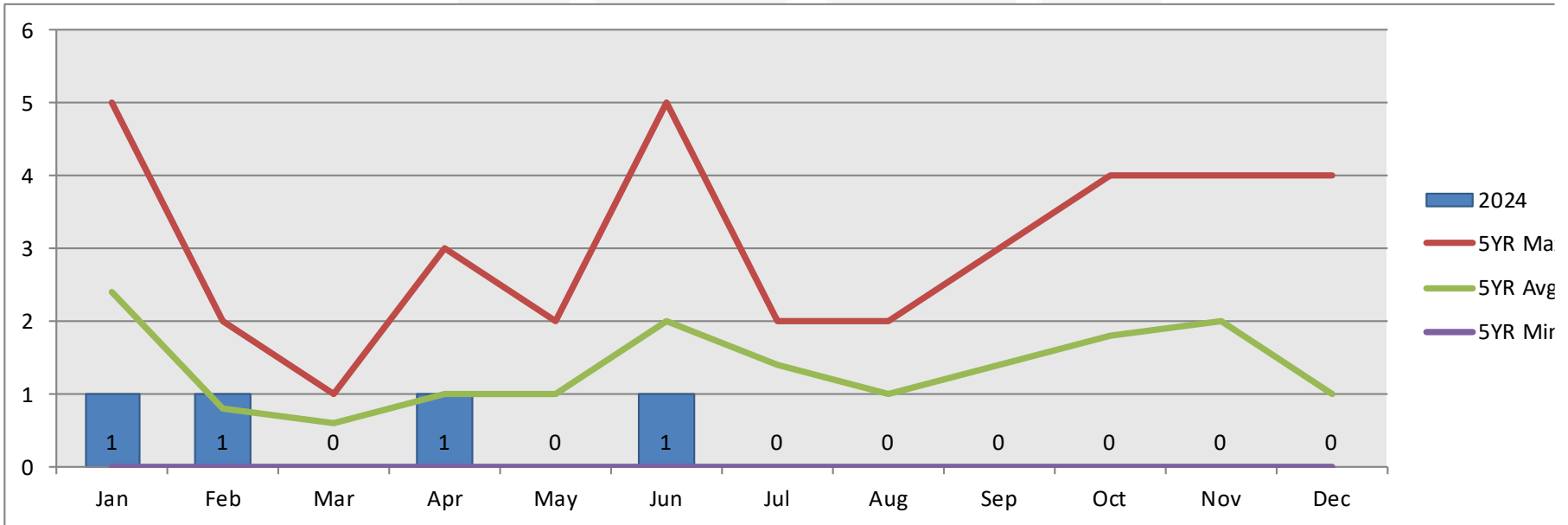
Robbery

Offense Codes: 0310

All Data As Of: 8/7/24 12:00 AM

	Jul	Year to Date	Year to Date
2019	1	13	26
2020	2	12	17
2021	2	12	18
2022	2	5	11
2023	0	4	10
2024	0	4	
% Change	N/A	0.0%	-26.7%
Yearly Total Projection:			7

➤ There was 0 robbery reported in July 2024 which is 100.0% below the 5 year average



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	5	2	0	0	0	5	1	0	2	3	4	4
2020	2	1	1	1	2	3	2	1	0	4	0	0
2021	2	1	0	3	2	2	2	2	1	0	2	1
2022	0	0	1	1	1	0	2	2	3	0	1	0
2023	3	0	1	0	0	0	0	0	1	2	3	0
2024	1	1	0	1	0	1	0	0	0	0	0	0

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Aggravated Assault and Battery

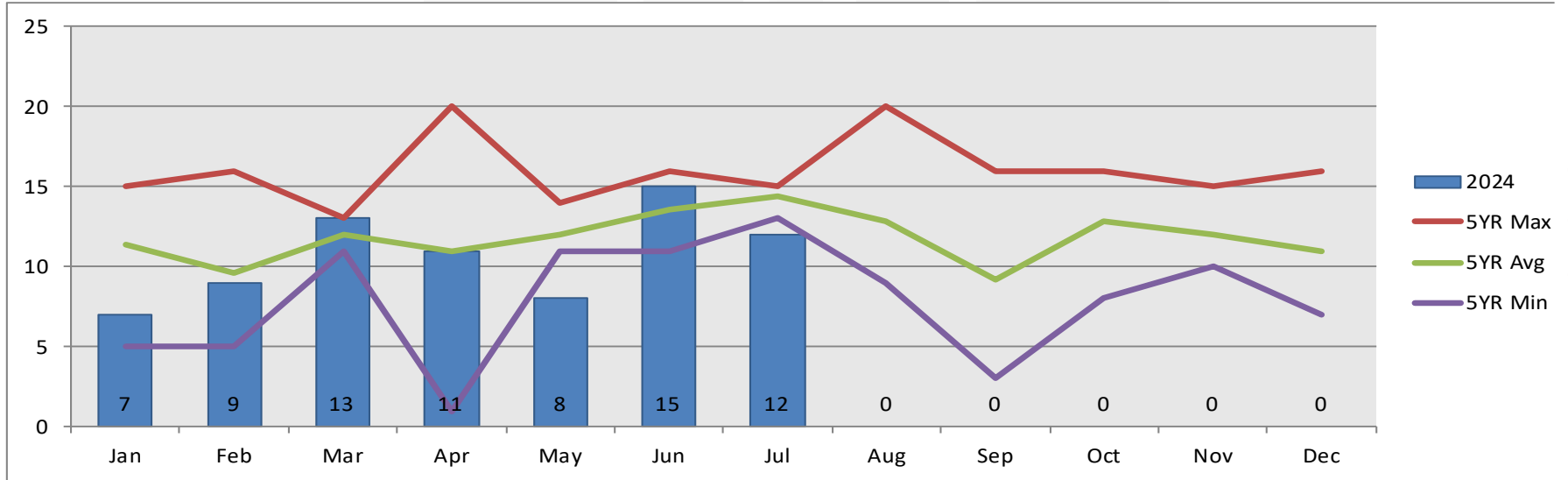
Offense Codes: 0410-0440

All Data As Of: 8/7/24 12:00 AM

15.a

- There were 12 aggravated batteries and 4 aggravated assaults reported during the month of July. This is 16.7% below the 5 year average.
- 3 of the incidents in July were domestic.
- As of 8/7/2024, there were arrests in 4 of the incidents.

	Jul	Year to Date	Yearly Total
2019	15	84	155
2020	14	82	145
2021	13	95	145
2022	15	79	130
2023	15	80	134
2024	12	75	
% Change	-20.0%	-6.3%	-5.7%
Yearly Total Projection:			126



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	5	11	20	11	14	15	20	11	11	13	16
2020	15	16	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	16	13	9	3	13	15	10
2022	5	6	11	17	11	14	15	10	11	8	11	11
2023	15	9	13	4	13	11	15	11	5	16	11	11
2024	7	9	13	11	8	15	12	0	0	0	0	0

Includes aggravated assaults and battery crimes that were the primary offense only.

Part I Property Crime

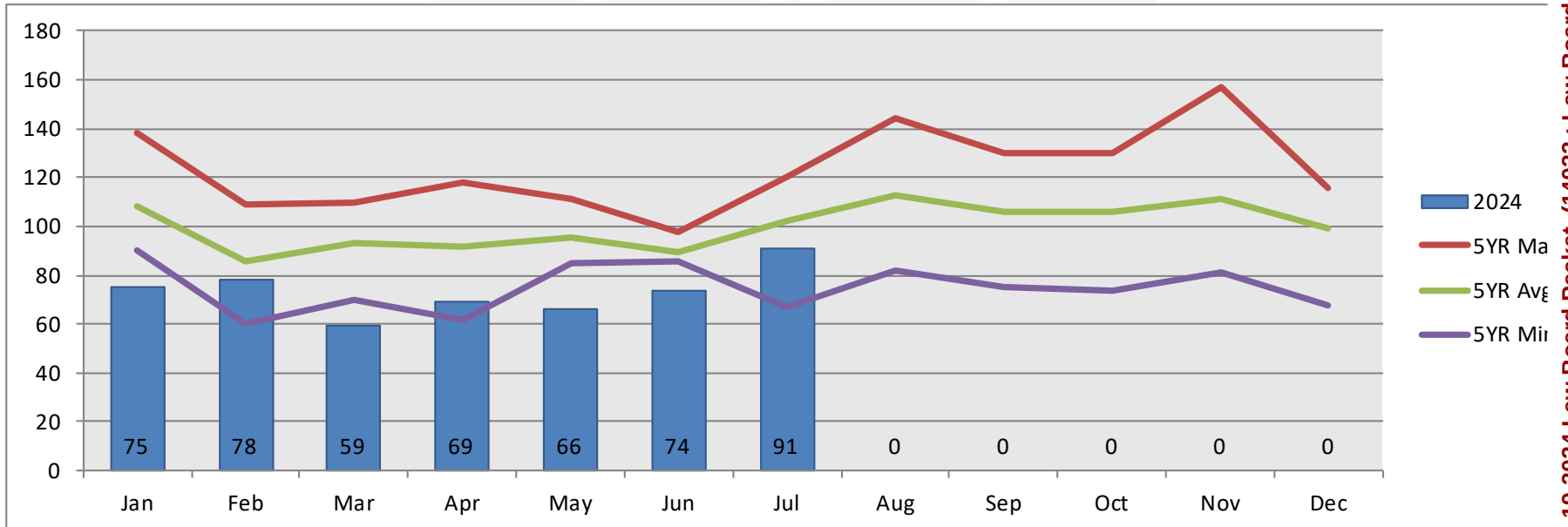
Offense Codes: 0500-0810

All Data As Of: 8/7/24 12:00 AM

15.a

- For July, Part I property crime was down 11% from the 5 year average.
- Part I property crime year to date is 23.1% below the 5 year average.
- The property crime for July 2024 included 12 burglaries, 11 larcenies from motor vehicle, 9 auto thefts, and 2 arson incidents. The rest of the incidents were larcenies (57 incidents).

	Jul	Year to Date	Yearly Total
2019	120	753	1366
2020	120	658	1296
2021	98	629	1222
2022	67	591	971
2023	106	697	1145
2024	91	512	
% Change	-14.2%	-26.5%	-19.9%
Yearly Total Projection:			917



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	70	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	92	98	106	98	75	92	84	99
2024	75	78	59	69	66	74	91	0	0	0	0	0

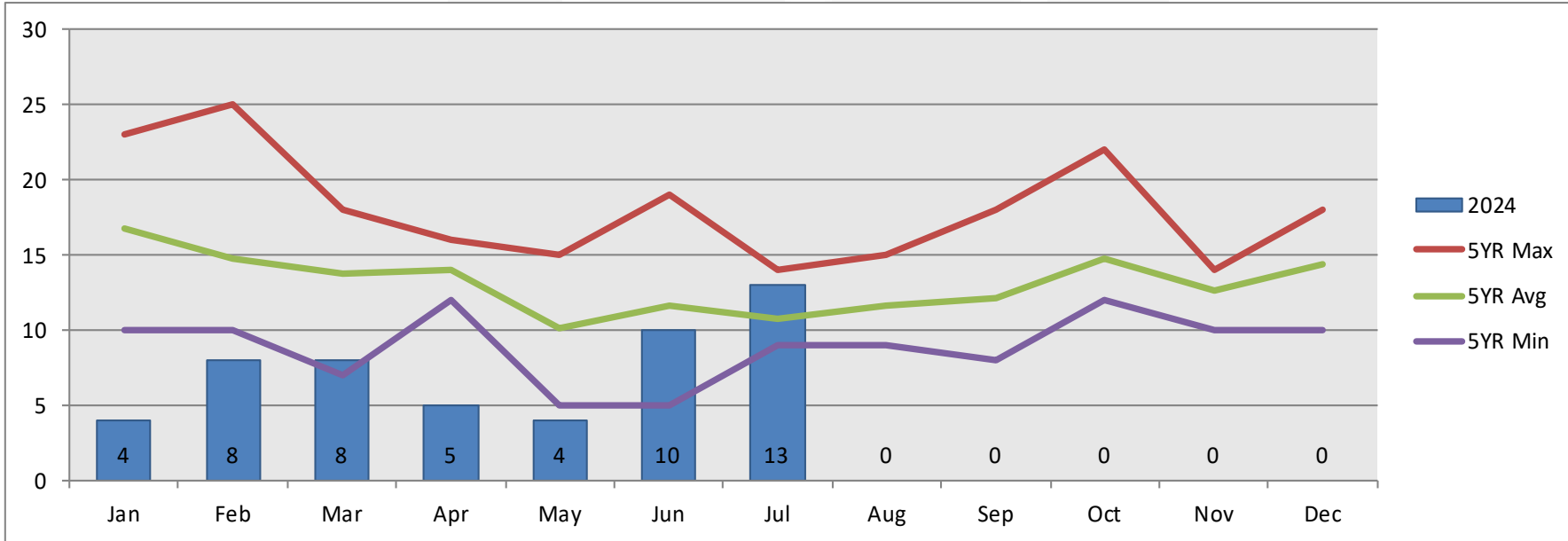
Structural Burglary

Offense Code: 0510

All Data As Of: 8/7/24 12:00 AM

- Structural burglaries were 20.4% above the 5 year average for July.
- 6 of the burglaries were non-residential and 7 were residential.
- 11 of them occurred in Manhattan, 1 was South County, and 1 was in North County.

	Jul	Year to Date	Year	15.a
2019	14	94	171	
2020	11	92	174	
2021	9	96	157	
2022	11	98	150	
2023	9	80	136	
2024	13	52		
% Change	+44.4%	-35.0%	-34.8%	
Yearly Total Projection:			89	



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	5	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	18
2022	23	18	7	15	5	19	11	10	8	12	12	10
2023	10	11	12	12	13	13	9	11	9	13	13	10
2024	4	8	8	5	4	10	13	0	0	0	0	0

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Vehicle Burglary

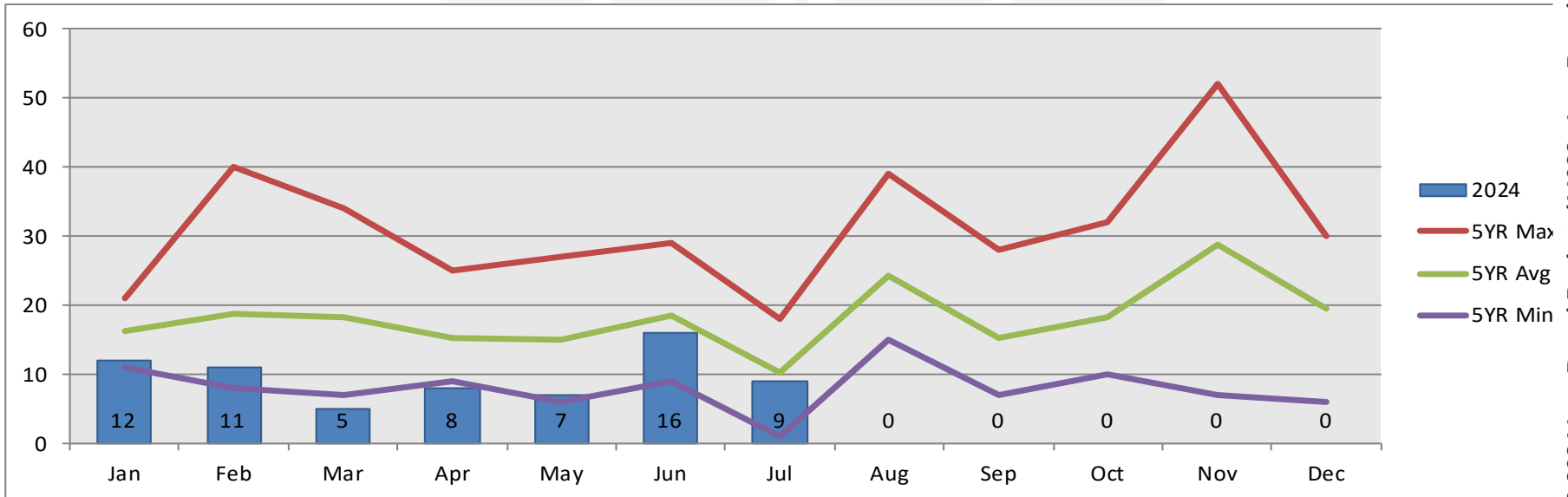
Offense Code: 0640

All Data As Of: 8/7/24 12:00 AM

15.a

- July 2024 was 11.8% below the 5 year average for vehicle burglary.
- Of the 9 vehicle burglaries 5 of the vehicles had been left unlocked, and one contained a firearm. Two firearms in total were stolen from vehicles.

	Jul	Year to Date	Yearly Total
2019	17	108	228
2020	1	97	255
2021	18	124	255
2022	6	75	122
2023	9	159	233
2024	9	68	
% Change	0.0%	-57.2%	-44.7%
Yearly Total Projection:			129



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	20	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	18	39	11	13	51	17
2022	11	19	10	9	11	9	6	17	7	10	7	6
2023	21	40	34	25	11	19	9	15	7	16	19	17
2024	12	11	5	8	7	16	9	0	0	0	0	0

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

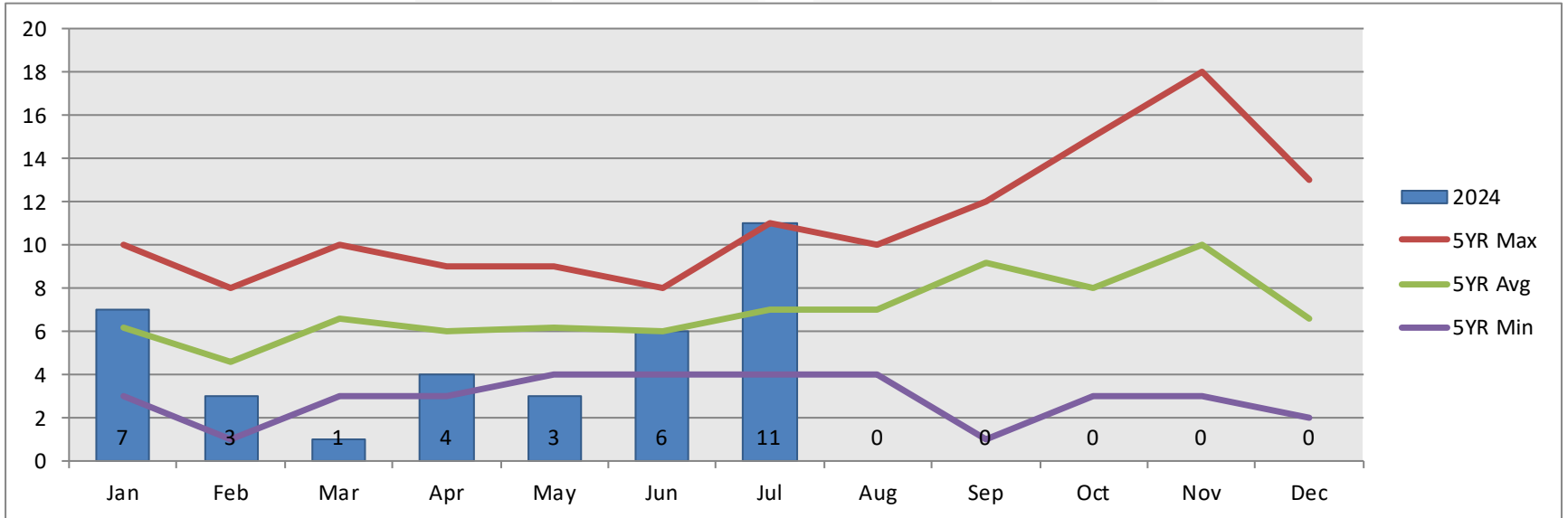
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 8/7/24 12:00 AM

- Motor vehicle thefts increased with a 57.1% change.
- 6 of the vehicles have been recovered as of 8/8/2024.

	Jul	Year to Date	Yearly
2019	7	53	104
2020	4	38	96
2021	11	38	85
2022	5	39	67
2023	8	45	65
2024	11	35	
% Change	+37.5%	-22.2%	+2.5%
Yearly Total Projection:			67



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	8	4	10	9	7	8	7	9	12	15	11	4
2020	3	7	3	5	9	7	4	6	10	11	18	13
2021	7	3	6	3	4	4	11	10	11	7	13	6
2022	10	1	8	7	4	4	5	6	12	3	5	2
2023	3	8	6	6	7	7	8	4	1	4	3	8
2024	7	3	1	4	3	6	11	0	0	0	0	0

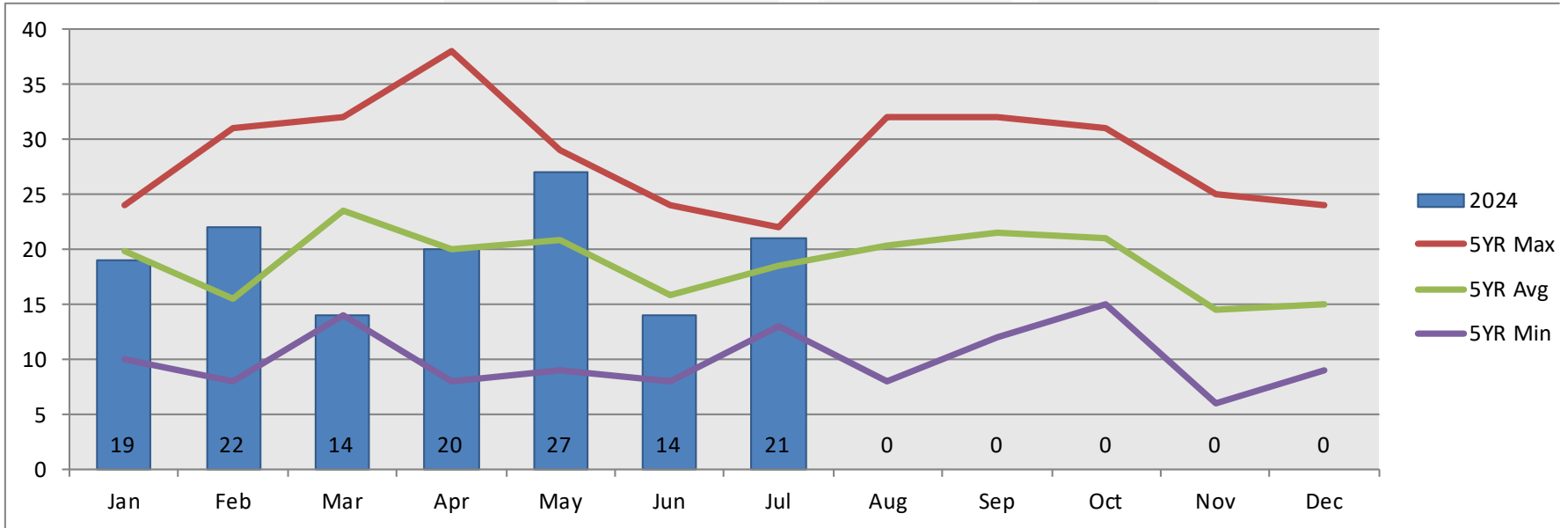
DUIs

Offense Code: 2110

All Data As Of: 8/7/24 12:00 AM

- The number of DUIs for July 2024 were 12.9% above the 5 year average for July.
- DUIs year to date are 2.1% above the 5 year average.

	Jul	Year to Date	Year
2019	20	172	265
2020	19	99	168
2021	22	134	191
2022	13	101	208
2023	19	165	282
2024	21	137	
% Change	+10.5%	-17.0%	-18.1%
Yearly Total Projection:			231



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	24	8	32	38	26	24	20	32	26	20	16	19
2020	22	12	14	8	9	15	19	17	16	15	12	9
2021	10	17	26	25	20	14	22	8	12	21	6	10
2022	19	10	18	13	20	8	13	16	22	31	25	13
2023	24	31	28	16	29	18	19	29	32	18	14	24
2024	19	22	14	20	27	14	21	0	0	0	0	0

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

Traffic Accidents

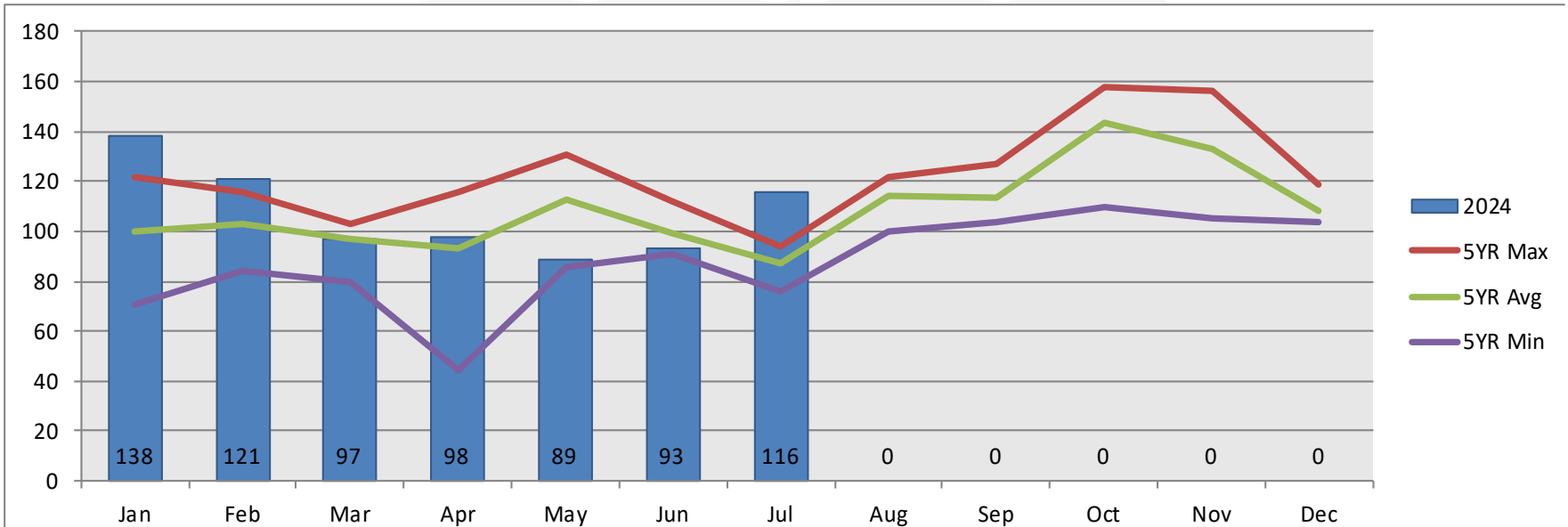
Offense Codes: 5000-5139

All Data As Of: 8/7/24 12:00 AM

➤ The number of traffic accidents in July 2024 was 33.3% above the 5 year average.

	Jul	Year to Date	Yearly Total
2019	94	778	1436
2020	90	638	1220
2021	91	647	1314
2022	76	713	1283
2023	84	680	1263
2024	116	752	
% Change	+38.1%	+10.6%	+12.3%
Yearly Total Projection:			1418

15.a



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	119	116	103	116	131	99	94	121	117	158	143	119
2020	122	109	96	44	86	91	90	111	114	147	105	105
2021	71	84	103	100	107	91	91	122	127	156	156	106
2022	96	104	103	105	127	102	76	115	104	110	134	107
2023	90	102	80	100	112	112	84	100	106	146	127	104
2024	138	121	97	98	89	93	116	0	0	0	0	0

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

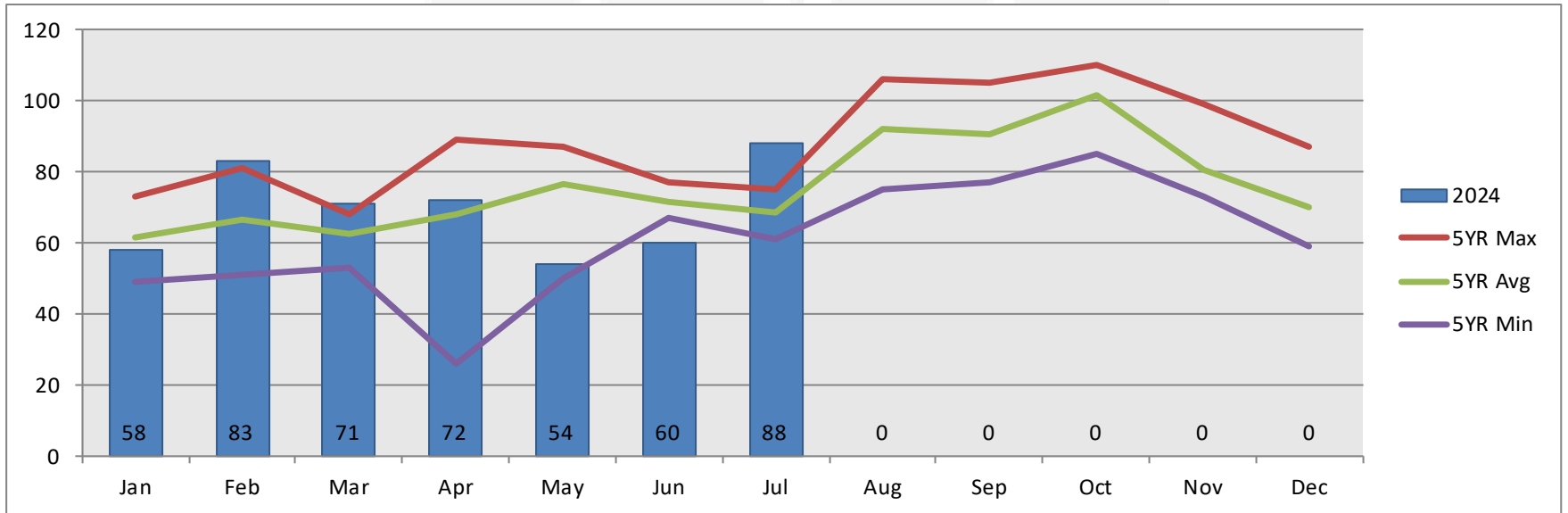
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 8/7/24 12:00 AM

- The number of preventable traffic accidents in July 2024 was 27.9% above the 5 year average.
- Numbers may change as data entry corrections continue.

	Jul	Year to Date	Yearly Total
2019	74	501	945
2020	69	430	855
2021	75	459	965
2022	65	496	897
2023	61	495	891
2024	88	486	
% Change	+44.3%	-1.8%	+4.2%
Yearly Total Projection:			928



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	92	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	99	87
2022	65	67	68	77	87	67	65	94	77	85	82	63
2023	61	80	53	77	86	77	61	75	79	110	73	59
2024	58	83	71	72	54	60	88	0	0	0	0	0

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

In the FBI's Uniform Crime Reporting (UCR) Program, Part I offenses are broken down into two categories (Violent Crimes and Property Crimes):

Part I Violent Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, violent crime is composed of four offenses: murder and nonnegligent manslaughter, rape, robbery, and aggravated assault. Violent crimes are defined in the UCR Program as those offenses that involve force or threat of force.

Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another.

Forcible rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Part 1 Property Crime Definition

In the FBI's Uniform Crime Reporting (UCR) Program, property crime includes the offenses of burglary, larceny-theft, motor vehicle theft, and arson. The object of the theft-type offenses is the taking of money or property, but there is no force or threat of force against the victims. The property crime category includes arson because the offense involves the destruction of property; however, arson victims may be subjected to force.

Burglary: Unlawful entry of a structure to commit a felony or theft. To classify an offense as a burglary, the use of force to gain entry need not have occurred. The UCR Program has three subclassifications for burglary: forcible entry, unlawful entry where no force is used, and attempted forcible entry. The UCR definition of "structure" includes an apartment, barn, house trailer, or houseboat when used as a permanent dwelling, office, railroad car (but not automobile), stable, or vessel (i.e., ship).

Larceny-theft: (except motor vehicle theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Traffic Related Definitions

In the Kansas Legislature uniform act regulating traffic; rules of the road, 8-1567 DUI is the following: (a) Driving under the influence is operating or attempting to operate any vehicle within this state while:

- (1) The alcohol concentration in the person's blood or breath as shown by any competent evidence, including other competent evidence, as defined in paragraph (1) of subsection (f) of K.S.A. 8-1013, and amendments thereto, is .08 or more;
- (2) the alcohol concentration in the person's blood or breath, as measured within three hours of the time of operating or attempting to operate a vehicle, is .08 or more;
- (3) under the influence of alcohol to a degree that renders the person incapable of safely driving a vehicle;
- (4) under the influence of any drug or combination of drugs to a degree that renders the person incapable of safely driving a vehicle; or
- (5) under the influence of a combination of alcohol and any drug or drugs to a degree that renders the person incapable of safely driving a vehicle.

Traffic Accidents: All accidents.

Preventable Traffic Accidents: Accidents that are not weather and/or animal related.

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete	BRP 19 Jul 24
Thru:	Assistant Director Moldrup	KMM 7.18.24
From:	Captain Hajek	
Position:	Commander	Division: Support
Report Title:	June 2024 / 2 nd Quarter UCR Report	
Rpt Freq./Year:	Quarterly/ June 2024	
Policy #:	82.1.4 & 82.3.2	
Date:	July 8, 2024	

June 2024

In June 2024, Riley County experience a decrease in Part 1 crimes, as compared to June 2023. The overall decrease was 16.7%, down from 114 incidents to 95 incidents. Part 1 violent crime saw a small increase in incidents from 16 in June 2023 to 21 in June 2024 (+31.3%). Part 1 property continued the trend of the past several months with a decrease. There was a decrease of 16.7% in June 2024, from 114 incidents to 95.

2nd Quarter

The second quarter of 2024 also saw an overall decrease in Part 1 crimes when compared to the second quarter of 2023. The total number of incidents decreased 25.3%, from 336 reported incidents to 251. Part 1 violent crime had a small increase in the number of incidents, from 42 in the second quarter of 2023 to 46 in the second quarter of 2024 (+9.5%) Part 1 property crime had a significant decrease in reported incidents, down from 294 in 2023 to 205 in 2024 (a decrease of 30.3%).

The vast majority of these incidents occurred with Manhattan and Ogden. The portions of Riley County excluding those two locations saw a 0% change in the second quarter of 2024, with 9 incidents being reported in 2023 and 9 incidents being report in 2024.

Please see the attached tables for more information.

Submitted,

Captain Scott Hajek
Support Division
Riley County Police Department

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

**RILEY COUNTY POLICE DEPARTMENT
Report Submission**

June 2024

RILEY COUNTY ALL JURISDICTION

RILEY COUNTY POLICE DEPARTMENT

**MONTHLY UNIFORM CRIME REPORT
82.1.4**

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE RA	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	2	0	-100.0%	1	0	-100.0%	1	0	-100.0%	1	1	0.0%	1	0	-100.0%	50.0%	100.0%
Rape	2	3	50.0%	18	16	-11.1%	8	9	12.5%	1	0	-100.0%	4	12	200.0%	3	5	66.7%	22.2%	75.0%
Robbery	0	1	100.0%	4	3	-25.0%	0	1	100.0%	0	0	0.0%	5	3	-40.0%	1	0	-100.0%	125.0%	100.0%
Ag. Asslt	14	17	21.4%	79	70	-11.4%	33	36	9.1%	11	8	-27.3%	61	55	-9.8%	24	22	-8.3%	77.2%	78.6%
Total	16	21	31.3%	103	89	-13.6%	42	46	9.5%	13	8	-38.5%	71	71	0.0%	29	27	-6.9%	68.9%	79.8%
Burglary	12	10	-16.7%	67	39	-41.8%	36	19	-47.2%	2	1	-50.0%	15	12	-20.0%	6	5	-16.7%	22.4%	30.8%
Larceny	79	59	-25.3%	485	356	-26.6%	239	174	-27.2%	22	23	4.5%	104	138	32.7%	63	78	23.8%	21.4%	38.8%
Auto Theft	7	5	-28.6%	36	23	-36.1%	19	12	-36.8%	2	2	0.0%	8	11	37.5%	7	3	-57.1%	22.2%	47.8%
Total	98	74	-24.5%	588	418	-28.9%	294	205	-30.3%	26	26	0.0%	127	161	26.8%	76	86	13.2%	21.6%	38.5%
Overall Total	114	95	-16.7%	691	507	-26.6%	336	251	-25.3%	39	34	-12.8%	198	232	17.2%	105	113	7.6%	28.7%	45.8%

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

June 2024

RILEY COUNTY EXCLUDING MANHATTAN & OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT
82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE RA	
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Robbery	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Ag. Asslt	0	1	100.0%	1	3	200.0%	0	1	100.0%	0	0	0.0%	1	2	100.0%	0	1	100.0%	100.0%	66.7%
Total	0	1	100.0%	1	3	200.0%	0	1	100.0%	0	0	0.0%	1	2	100.0%	0	1	100.0%	100.0%	66.7%
Burglary	0	1	100.0%	7	3	-57.1%	2	2	0.0%	0	0	0.0%	3	0	-100.0%	0	0	0.0%	42.9%	0.0%
Larceny	3	2	-33.3%	15	9	-40.0%	7	6	-14.3%	0	0	0.0%	1	3	200.0%	0	0	0.0%	6.7%	33.3%
Auto Theft	0	0	0.0%	2	0	-100.0%	0	0	0.0%	0	0	0.0%	1	0	-100.0%	0	0	0.0%	50.0%	0.0%
Total	3	3	0.0%	24	12	-50.0%	9	8	-11.1%	0	0	0.0%	5	3	-40.0%	0	0	0.0%	20.8%	25.0%
Overall Total	3	4	33.3%	25	15	-40.0%	9	9	0.0%	0	0	0.0%	6	5	-16.7%	0	1	100.0%	24.0%	33.3%

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

**RILEY COUNTY POLICE DEPARTMENT
Report Submission**

June 2024

MANHATTAN

RILEY COUNTY POLICE DEPARTMENT

**MONTHLY UNIFORM CRIME REPORT
82.1.4**

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE RATE	
	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Year	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Murder	0	0	0.0%	2	0	-100.0%	1	0	-100.0%	1	0	-100.0%	1	1	0.0%	1	0	-100.0%	50.0%	100.0%
Rape	2	2	0.0%	16	11	-31.3%	8	7	-12.5%	1	0	-100.0%	4	9	125.0%	3	4	33.3%	25.0%	81.8%
Robbery	0	1	100.0%	4	3	-25.0%	0	1	100.0%	0	0	0.0%	5	3	-40.0%	1	0	-100.0%	125.0%	100.0%
Ag. Asslt	13	12	-7.7%	73	57	-21.9%	31	27	-12.9%	9	5	-44.4%	53	46	-13.2%	22	17	-22.7%	72.6%	80.7%
Total	15	15	0.0%	95	71	-25.3%	40	35	-12.5%	11	5	-54.5%	63	59	-6.3%	27	21	-22.2%	66.3%	83.1%
Burglary	12	8	-33.3%	58	33	-43.1%	33	16	-51.5%	2	0	-100.0%	11	9	-18.2%	6	4	-33.3%	19.0%	27.3%
Larceny	75	52	-30.7%	465	332	-28.6%	229	162	-29.3%	21	23	9.5%	99	132	33.3%	61	76	24.6%	21.3%	39.8%
Auto Theft	7	4	-42.9%	33	22	-33.3%	19	11	-42.1%	2	1	-50.0%	7	9	28.6%	7	2	-71.4%	21.2%	40.9%
Total	94	64	-31.9%	556	387	-30.4%	281	189	-32.7%	25	24	-4.0%	117	150	28.2%	74	82	10.8%	21.0%	38.8%
Overall Total	109	79	-27.5%	651	458	-29.6%	321	224	-30.2%	36	29	-19.4%	180	209	16.1%	101	103	2.0%	27.6%	45.6%

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

June 2024

OGDEN

RILEY COUNTY POLICE DEPARTMENT

MONTHLY UNIFORM CRIME REPORT

82.1.4

	ACTUAL OFFENSES									OFFENSES CLEARED										
	MONTH			YEAR TO DATE			QUARTER			MONTH			YEAR TO DATE			QUARTER			CLEARANCE RA	
	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024	-%+	2023	2024
Year																				
Murder	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Rape	0	1	100.0%	2	5	150.0%	0	2	200.0%	0	0	0.0%	0	3	300.0%	0	1	100.0%	0.0%	60.0%
Robbery	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0	0	0.0%	0.0%	0.0%
Ag. Asslt	1	4	300.0%	5	10	100.0%	2	8	300.0%	2	3	50.0%	7	7	0.0%	2	4	100.0%	140.0%	70.0%
Total	1	5	400.0%	7	15	114.3%	2	10	400.0%	2	3	50.0%	7	10	42.9%	2	5	150.0%	100.0%	66.7%
Burglary	0	1	100.0%	2	3	50.0%	1	1	0.0%	0	1	100.0%	1	3	200.0%	0	1	100.0%	50.0%	100.0%
Larceny	1	5	400.0%	5	15	200.0%	3	6	100.0%	1	0	-100.0%	4	3	-25.0%	2	2	0.0%	80.0%	20.0%
Auto Theft	0	1	100.0%	1	1	0.0%	0	1	100.0%	0	1	100.0%	0	2	200.0%	0	1	100.0%	0.0%	200.0%
Total	1	7	600.0%	8	19	137.5%	4	8	100.0%	1	2	100.0%	5	8	60.0%	2	4	100.0%	62.5%	42.1%
Overall Total	2	12	500.0%	15	34	126.7%	6	18	200.0%	3	5	66.7%	12	18	50.0%	4	9	125.0%	80.0%	52.9%

Note: "JUVENILE CLEARANCES" are included in the total of "OFFENSES CLEARED"

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To:	Director Peete		
Thru:	Assistant Director Moldrup	KMM 7.29.24	
From:	Captain Greg Steere		
Position:	Division Commander	Division:	Patrol
Report Title:	Traffic Analysis		
Rpt Freq./Year:	2 nd Quarter, 2024		
Policy #:	61.1.1		
Date:	7-23-24		

1. Selective Enforcement Activities - Enforcement:

The Department will vigorously enforce all traffic laws and ordinances to prevent crashes, and assist citizen's movement about the roadways in an orderly and safe manner and encourage voluntary compliance to traffic regulations. The Patrol Division Commander is responsible for the administration of traffic enforcement. The Patrol Division Commander will designate sufficient staff within the patrol section to plan, review, inspect and coordinate the agency's traffic activities.

2. Selective Enforcement Activities - Crash Causation Comparison/Review:

A. The Patrol Division will compile and review traffic collision data available data to attempt to determine traffic crashes causes. This data will be used to develop strategies and plans for reducing instances of automobile collisions. This data includes: (CALEA 61.1.1a)

- 1) Locations;
- 2) Time of day;
- 3) Day of the week;
- 4) Traffic violations; and
- 5) Enforcement actions.

B. The Patrol Division will deploy officers for traffic enforcement in:

- 1) Areas of high crash occurrence;
- 2) Areas of high traffic flow;
- 3) Areas of increased pedestrian activity.

C. The crash comparison and review will attempt to determine whether high crash locations result from environmental factors requiring traffic engineering notification or poor driving habits requiring increased enforcement. The Patrol Division will coordinate with the appropriate traffic engineers to correct engineering problems.

RILEY COUNTY POLICE DEPARTMENT Report Submission

3. Selective Enforcement Activities - Patrol Division Procedures: Watch supervisors will establish targeted enforcement locations in order to address and rectify perceived and actual traffic problems. As time and workload allows, officers should monitor targeted enforcement locations in their patrol areas and take enforcement action as warranted. (CALEA 61.1.1d)

A. Selective enforcement locations will be determined by patrol supervisors according to the following criteria. (CALEA 61.1.1e)

- 1) Comparison of crash locations;
- 2) Past enforcement locations;
- 3) Response to citizen complaints;
- 4) DUI arrests.

B. The Patrol Division Commander, or designee, will analyze and evaluate the effectiveness of targeted enforcement in reducing crashes at selected locations. Officers will facilitate this analysis by documenting their targeted enforcement activities in a quarterly report to the Director. (CALEA 61.1.1b, 61.1.1c, 61.1.1f)

2nd Quarter 2024 Preventable Accident Review

This report is an overview of preventable crashes reported in the 2nd quarter of 2024. A preventable accident is an accident that occurs on a public roadway and is not caused by weather or animal related factors.

There were 184 preventable accidents reported in the second quarter of 2024. This is the lowest 2nd quarter count and a 19.4% decrease from previous 2nd quarter averages.

Injuries and Fatalities

- There were 0 fatal crashes and 41 injury crashes reported in the 2nd quarter of 2024 with 58 injuries.
- This is the 3rd lowest injury accident count and lowest injury count for the second quarter in this tracking period.
- There were 0 fatal accidents with 0 fatalities during the 2nd quarter of 2024.

Year	2021				2022				2023				2024			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr1	Qtr2	Qtr3	Qtr4
Preventable Accidents	169	214	286	295	201	230	237	231	194	241	217	241	214	184		
Accident Rates per 1,000 Inhabitants	13.35				12.64				12.56				Projected 12.31			
Preventable Injury Accidents	30	56	73	71	41	56	60	55	32	51	42	51	44	41		
Injury Rates per 1,000 Inhabitants	3.19				2.98				2.48				Projected 2.75			
Persons Injured in Preventable Accidents	35	72	96	93	58	80	81	71	43	70	62	73	56	58		
Fatalities in Preventable Accidents	1	1	2	3	2	1	1	1	1	1	2	3	0	0		

Color coding (Green Lowest, Red Highest) is for each individual row in the chart

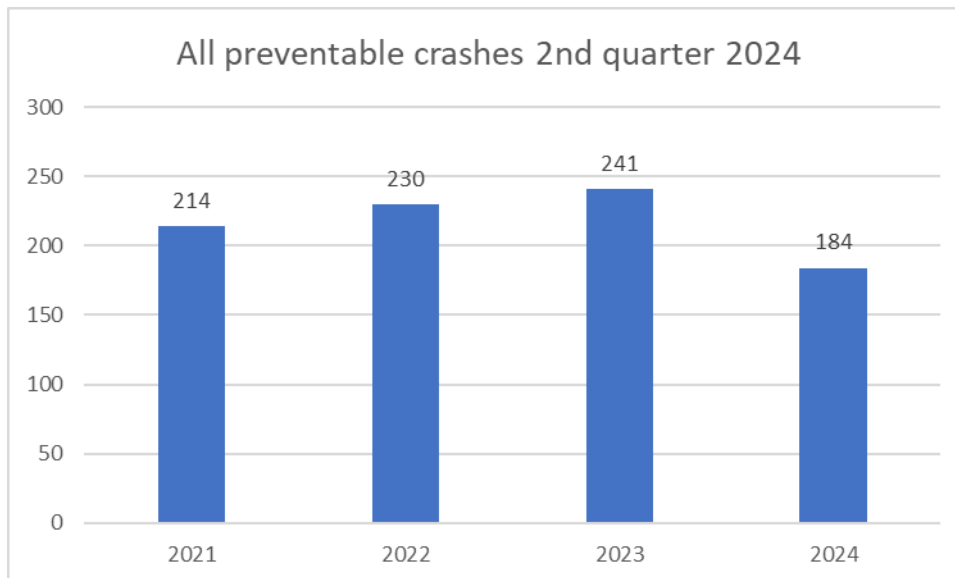
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Driver Actions

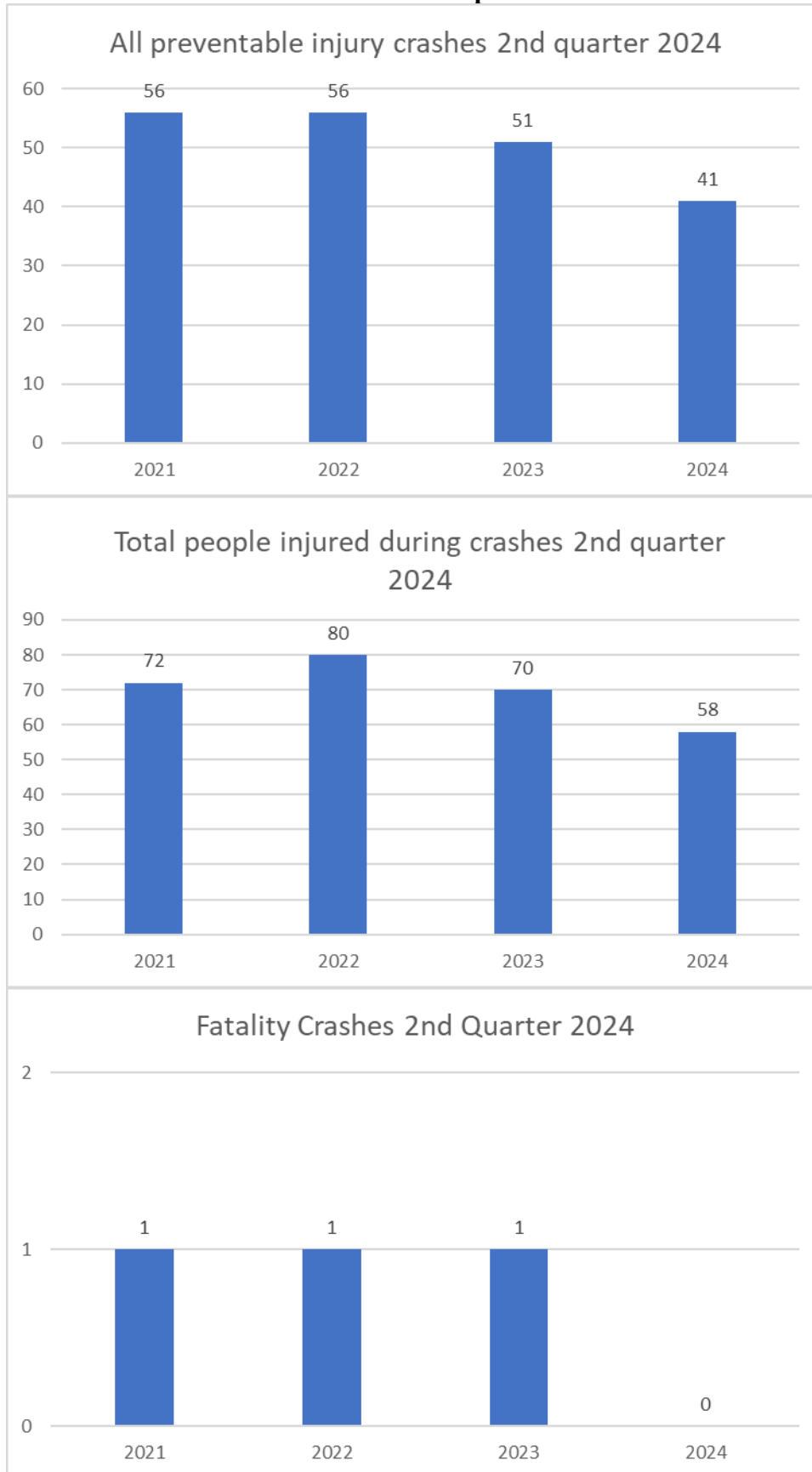
- The chart below shows the top five driver actions leading to preventable accidents.
- Inattention, Failed to Yield Right of Way, and Followed Too Closely historically are the top three driver actions.
- Improper Lane Change was the fourth highest followed by No Driver Contributing Circumstance.

Year	2021				2022				2023				2024			
Quarter	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4	Qtr1	Qtr2	Qtr3	Qtr4
Failed to Yield Right of Way	32	46	61	63	46	44	47	40	41	42	49	48	42	42		
Inattention (General Sense)	42	58	74	62	43	57	54	47	35	42	52	60	38	30		
Followed Too Closely	24	16	33	38	27	28	26	25	27	31	25	25	25	20		
Improper Lane Change	6	10	10	11	8	14	10	10	10	15	10	19	14	9		
No Driver Contributing Circumstance	0	0	0	0	0	0	0	0	11	9	3	6	16	7		

The color coding (Green lowest, Red Highest) is for each individual charge, not the table as a whole.



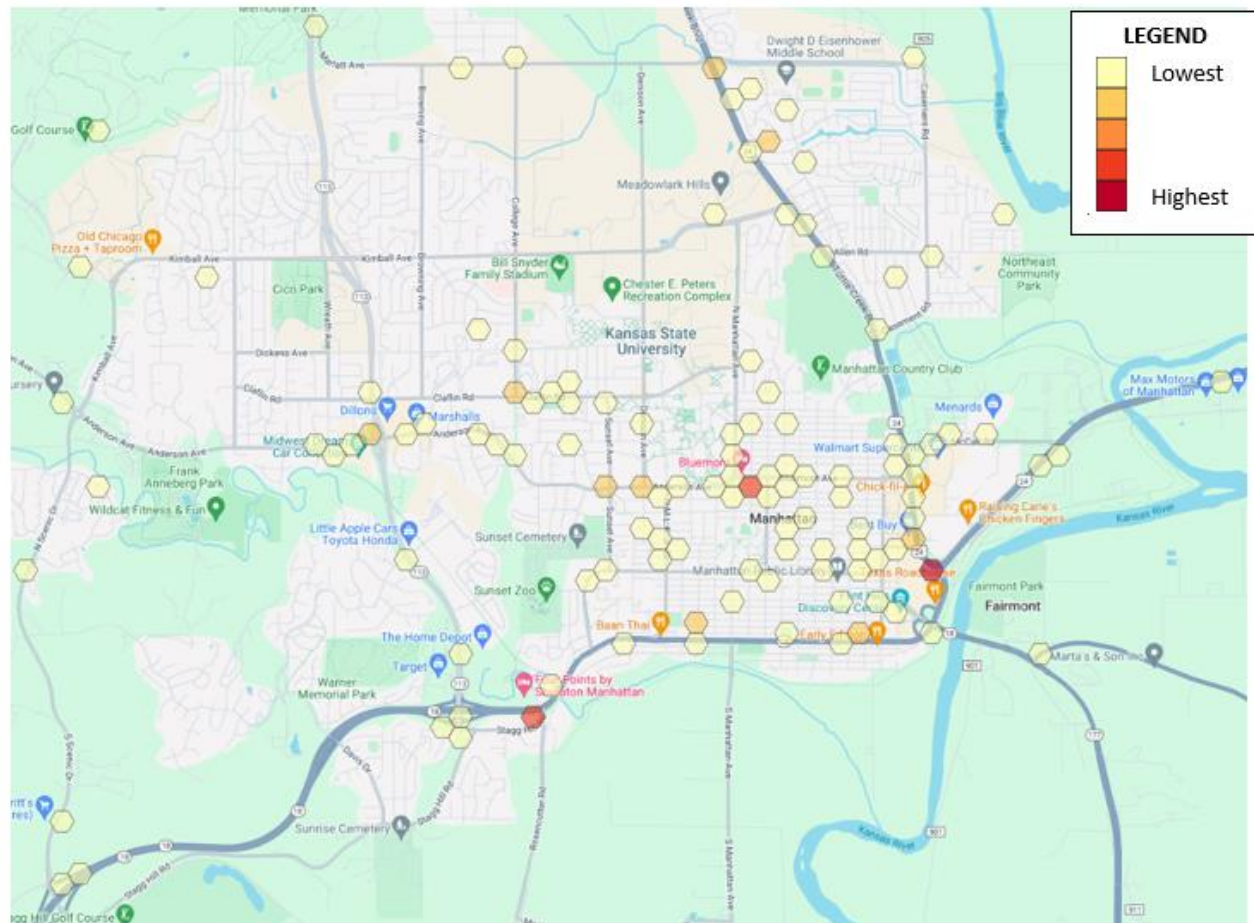
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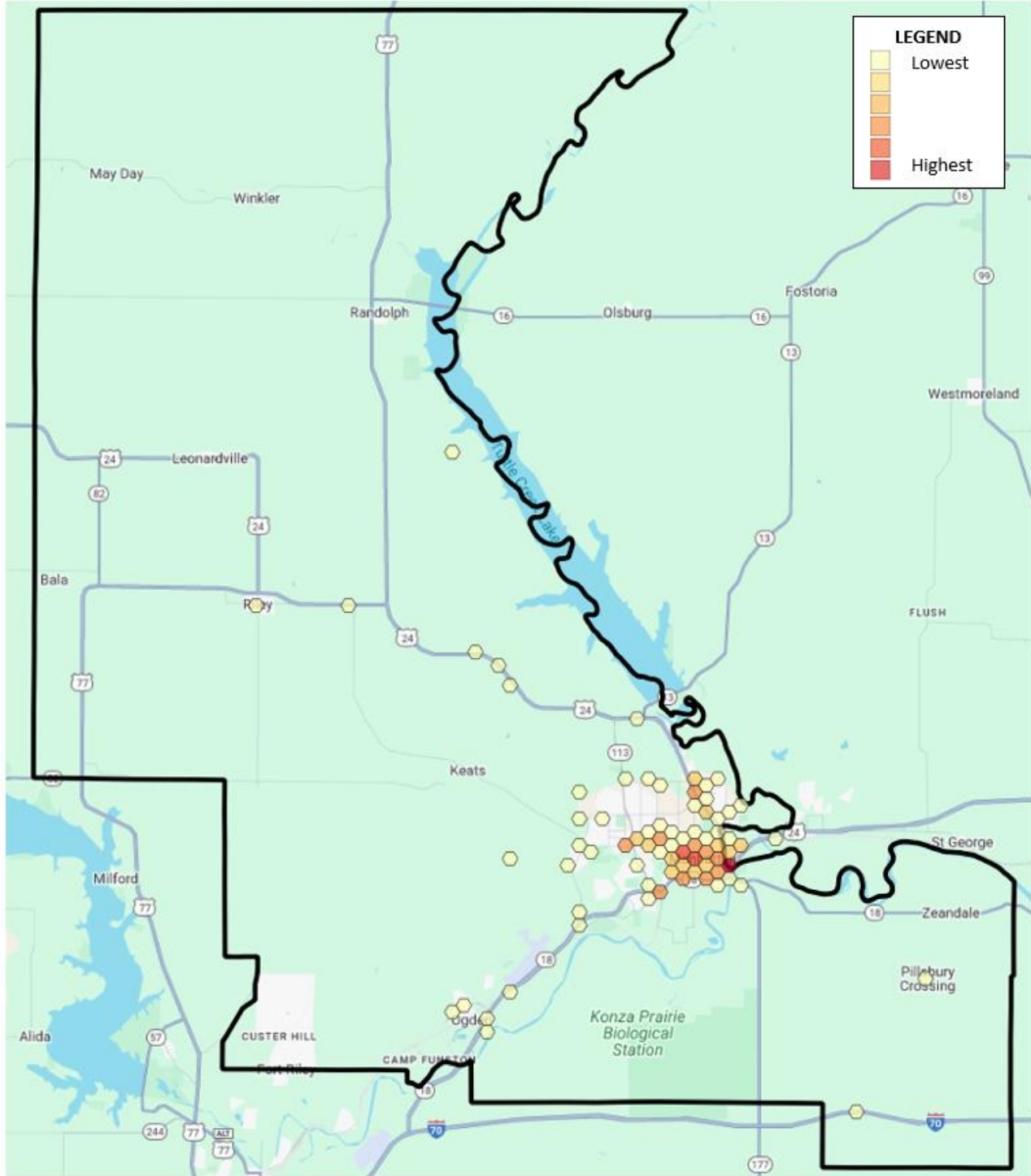
Manhattan Area Density Map of Traffic Crashes in the 2nd Quarter 2024



Geographic hot spots

- There were 7 crashes around the Ft. Riley Blvd & US 24 intersection.
- There were 5 crashes at Ft. Riley Blvd & Rosencutter intersection and around the 12th & Moro St intersection.
- Below is a list of locations with 3 crashes in the quarter:
 - Tuttle Creek Blvd & Marlatt Ave
 - Northfield Rd & Mission Ave
 - Claflin Rd & College Ave
 - Anderson Ave & Seth Child Rd
 - Anderson Ave & Sunset Ave
 - Anderson Ave & Denison
 - Tuttle Creek Blvd & Leavenworth St
 - S 15th St & Yuma St
 - S 5th St & Yuma St

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County Wide Density Map of Traffic Crashes in the 2nd Quarter 2024



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Temporal Density

- 55% of all crashes occurred between 12:00 PM – 17:59 PM.
- 31% of crashes occurred between 3:00 PM – 17:59 PM.
- Monday was the day of the week with the highest number of crashes (37), and the 5 PM hour was the hour with the highest count (21).
- Tuesday during the 5 PM hour had 8, and was followed by Tuesday at 4 pm and Wednesday at 5 PM hour with 6 crashes each.

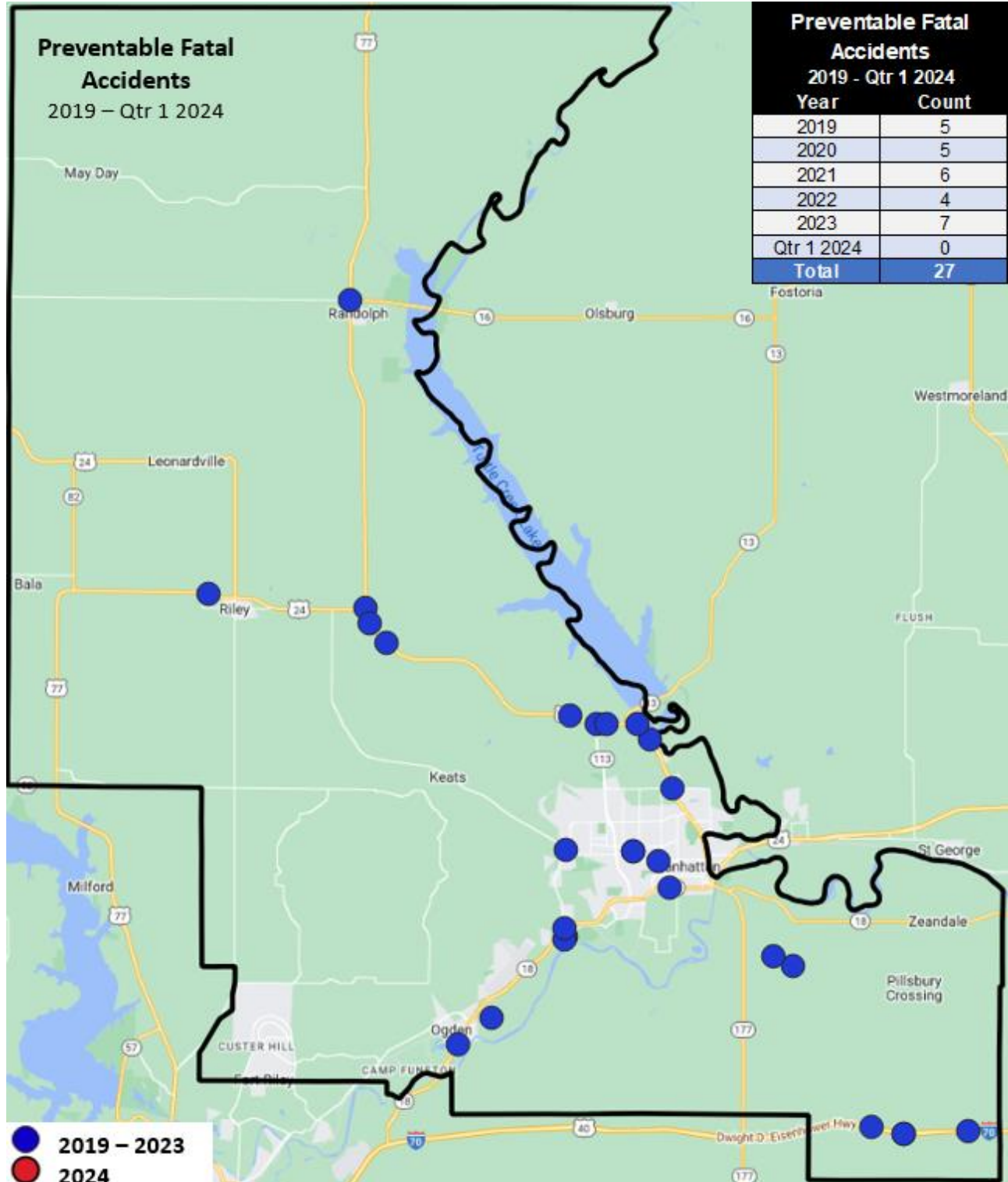
DOW/HOD	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total	%
Monday	0	0	0	0	0	1	1	4	3	2	0	4	3	3	2	5	2	3	2	2	0	0	0	0	37	20%
Tuesday	1	0	0	0	0	0	0	3	0	0	1	1	4	3	2	1	6	8	2	0	2	0	0	1	35	19%
Wednesday	0	0	0	1	0	1	0	1	1	2	0	1	2	2	3	3	3	6	0	1	1	1	0	1	30	16%
Thursday	0	0	0	0	0	0	0	1	3	1	0	0	1	3	3	0	1	1	0	1	1	2	1	0	19	10%
Friday	0	0	0	0	0	0	0	2	1	2	0	5	2	2	0	4	2	1	2	1	0	2	1	0	27	15%
Saturday	0	0	0	1	0	0	0	1	1	0	2	3	1	2	0	1	4	1	1	0	0	1	2	1	22	12%
Sunday	0	0	0	0	0	0	0	0	0	0	0	0	3	1	1	2	2	1	1	0	1	1	1	0	14	8%
Total	1	0	0	2	0	2	1	12	9	7	3	14	16	16	11	16	20	21	8	5	5	7	5	3	184	
%	1%	0%	0%	1%	0%	1%	1%	7%	5%	4%	2%	8%	9%	9%	6%	9%	11%	11%	4%	3%	3%	4%	3%	2%		

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Preventable Fatal Accidents

Below are the mapped locations of the preventable fatal accidents that have occurred in Riley County during 2019 through the 2nd quarter of 2024. There was a total of 27 fatal accidents during this time frame. The accidents that occurred in 2024 are symbolized by a red dot. The accidents that occurred in 2019 – 2023 are blue dots. Zero fatal accidents in 2024 to date.



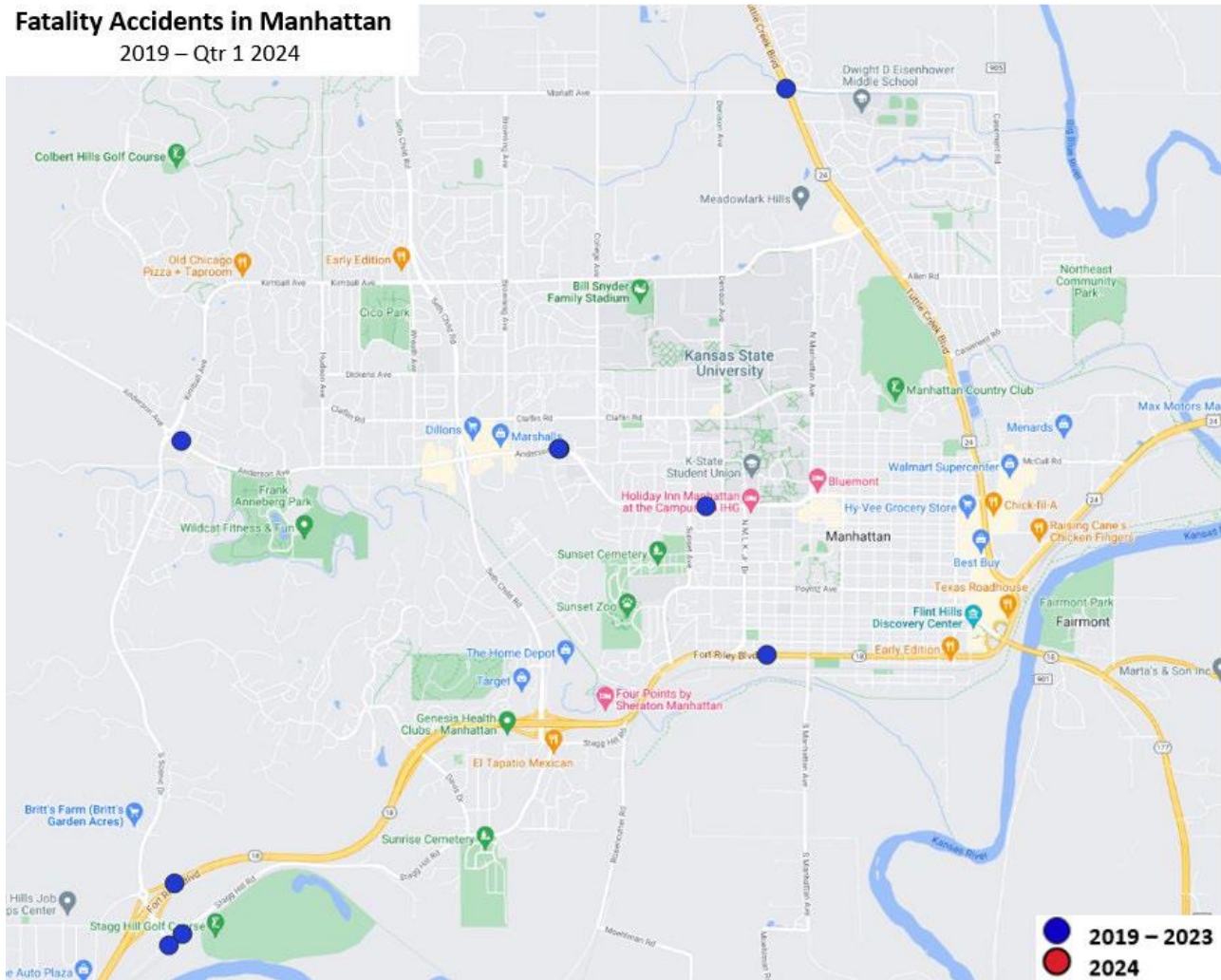
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Preventable Fatal Accidents in City of Manhattan

Fatality Accidents in Manhattan

2019 – Qtr 1 2024



There have been no fatalities in 2024 so far.

The Criminal Intelligence Unit (CIU) on a weekly basis determines all Traffic Playbook areas. These areas are selected based upon frequency and seriousness of crashes in a single location. Some enforcement areas are based upon citizen complaints.

Our strategy for crash reduction in 2024 is to continue enhanced enforcement of traffic laws relevant to the primary causes of crashes in our cities and county. Special attention will also be directed toward the morning and afternoon work and school rush with a focus on driving behaviors that most commonly cause crashes (inattention, failure to yield and following too close). School zones (as always) will continue to be an area for extra enforcement for us whenever we are able. It is our goal to keep the number of preventable crashes below **13 per one thousand residents**. At this point, we are on pace to easily reach this goal and improve over the past few years as well.

Very pleased that we have not had a fatality yet this year. This has not happened in several years. All and all this was a very positive report.

RILEY COUNTY POLICE DEPARTMENT
Report Submission

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Director Peete BRP 19 Jul 24
Thru: Assistant Director Moldrup KMM 7.18.24
Thru: Captain Erin Freidline Noted. EKF #6 7/11/24
From: Lieutenant Tim Schuck
Position: SIU Supervisor **Division:** Investigations
Report Title: Seizure and Forfeiture Report
Rpt Freq./Year: 2nd Quarter, 2024
Policy #: 84.1.8
Date: July 01, 2024

Seizures made during the 2nd Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	SENT TO JERRY SHIVLEY
	N/A		

Active Seizures as of 2nd Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
23-002773	2009 Pontiac G8 VIN: 6G2EC57Y49L195965		Pending

Completed Seizures 2nd Quarter of 2024

CASE	DESCRIPTION OF PROPERTY	OWNER	STATUS OF SEIZURE
N/A	N/A		

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

Report Submission

To: Director Peete BRP 19 Jul 24
Thru: Assistant Director Moldrup KMM 7.18.24
Thru: Capt. Freidline
Thru: Sgt. Boeckman
From: William Feathers
Position: RMS Technician **Division:** Investigations
Report Title: 2024 Semi-Annual Alcohol Enforcement Report
Rpt Freq./Year: Per Law Board Request
Policy #: N/A
Date: 07-12-2024

For the purpose of this report, the following offenses/statutes are included for analysis:

Statute	StatuteDesc
4-35	REFUSE LEO ENTRY-INSPECTION
11-74	INTOXICATED PEDESTRIAN IN STREET
4-2	POSSESS OPEN CONTAINER PUBLIC
08-1543	PED UNDER INFLUENCE OF ALCOHOL/DRUGS
08-1599	TRANSPORTING OPEN CONTAINER
14-106	TRANSPORTING OPEN CONTAINER
21-5607a	X FURNISHING ALCOHOL TO A MINOR
21-5608	X HOST MINORS CONSUME ALCOHOL
22-4	POSSESS-OPEN CONTAINER-GAMEDAY
23-90	ALCOHOL IN PARK OR REC AREA
30-1	OBSTRUCTING STREET, ALLEY, PUBLIC PLACE
3-104	CONSUME ALCOHOL ON PUBLIC PROPERTY
41-0719 (EXP)	X ZZLIQUOR; CONSUME IN PUBLIC PROHBITED
41-0727 (EXP)	X ZZLIQUOR; PURCHASE/CONSUMP BY MINOR
41-0727A (EXP)	X ZZLIQUOR; PURCHASE BY MINOR; UNK CONV
41-0727AB	X LIQUOR; PURCHASE BY MINOR 18-20 YRS; UNKNOWN CONVICTION
41-0727ab(d2)	X LIQUOR; PURCH/CONSUMP 18-20YRS - 1ST CONV
41-0803	LIQUOR; OPEN SALOON
41-0804 (EXP)	X ZZTRANSPORT OPEN CONT, ALCOHOL LI
41-2614	X LIQUOR; LEGAL HOURS OF OPERATION
41-2615	LIQUOR; CONSUMPTION/SALE BY MINOR
4-3(a)	MINOR OBTAIN OR PURCHASE ALCHOL/CMB
4-3(b)	POSSESSION OR CONSUMPTION OF ALCOHOL BY MINOR
4-3(c)	FURNISHING ALCOHOL OR CMB
4-3(d)	HOSTING UNDERAGE DRINKING
4-3(e)	SALE OF ALCOHOL TO MINOR
4-33(a)	AFTER HOURS VIOLATION 2AM-9AM
4-4(a)	ALLOW POS/CONS ALC-PREMISES
4-4(b)	POSSESS ALCOHOL-EXIT PREMISE

This section deals with citations issued regarding alcohol related violations

Attachment: 08-19-2024 Law Board Packet (14022 : Law Board Meeting Agenda)

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In 2020, there was a large decrease in alcohol offenses due to the pandemic which altered operations of establishments. Also, Fake Patty's Day, which historically was a driver of alcohol violations, has morphed into a smaller celebration compared to previous years (pre-2020). There has been a gradual reemergence of Fake Patty's Day in the past couple of years which has caused the numbers to steadily increase.

The Riley County Police Department cited **291** alcohol-related offenses in the first half of 2024, a **112.4% increase** from mid-year 2023. This is a continuation of an upward trend in mid-year totals since 2020's low. The projected 2024 total is **575 cited offenses**. If met, this would be a 95% increase from the previous year. This count does not include unlawful use of ID offenses.

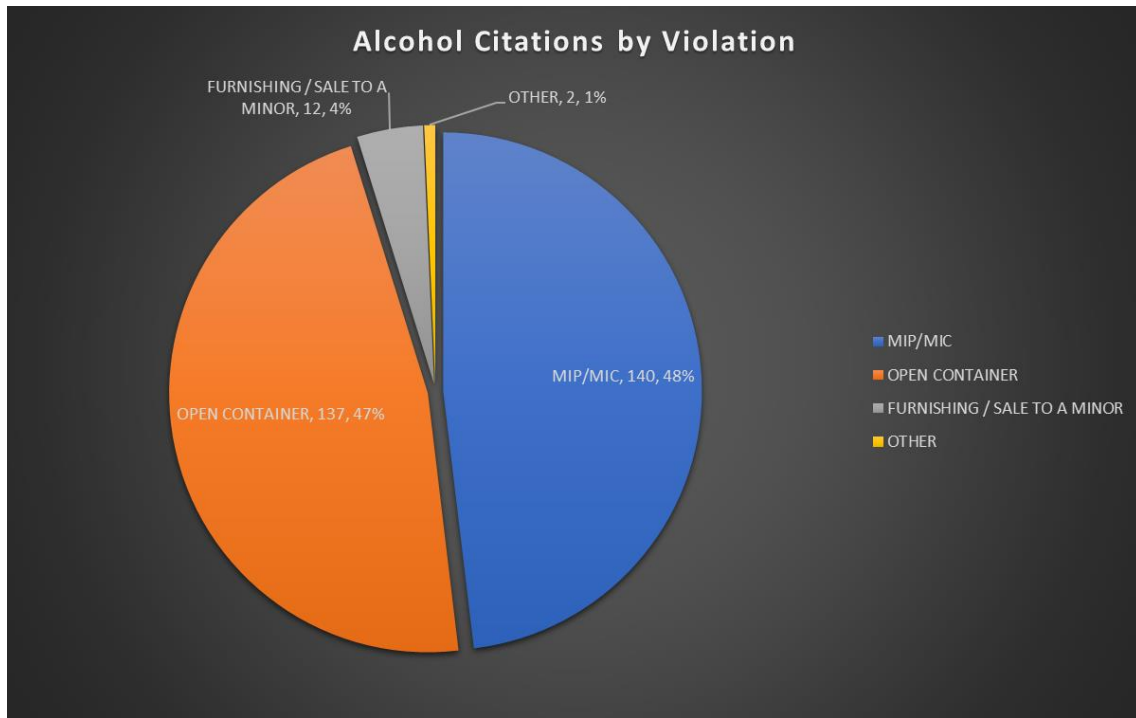


Before the pandemic, there was a large spike in alcohol citations in March due to Fake Patty's Day with relatively lower figures in the remaining months. In 2024, the large spike in March compared to the other months is more in line with pre-pandemic numbers. This large spike may pretell a return to a more typical pre COVID trend. The other months in 2024 ranged from 8 to 42 with an average of 22.6.

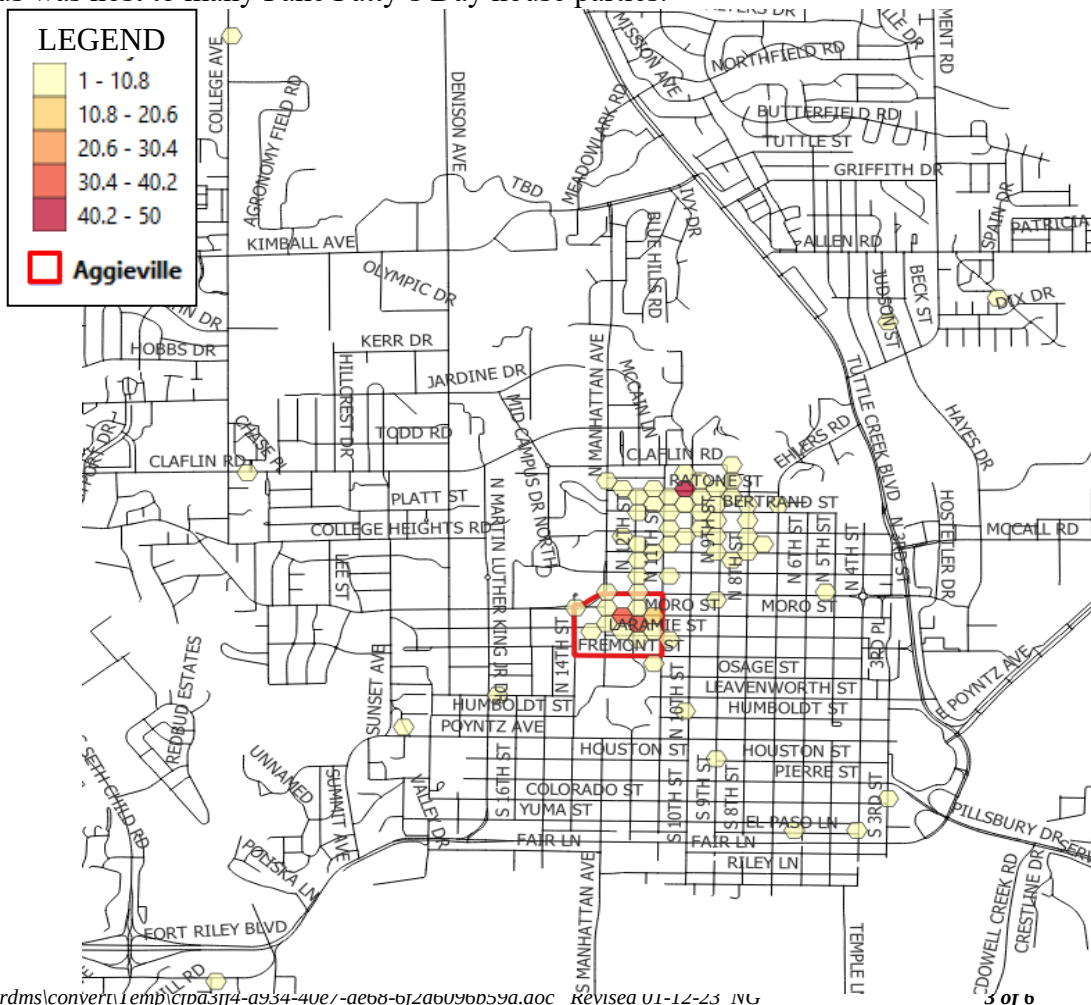


The most common container.

RILEY COUNTY POLICE DEPARTMENT Report Submission



The map below shows the location of all alcohol-related offense citations in the first half of 2024. **32.6%** of all alcohol related citations were issued in **Aggieville**. The residential area east of K-State campus was host to many Fake Patty's Day house parties.



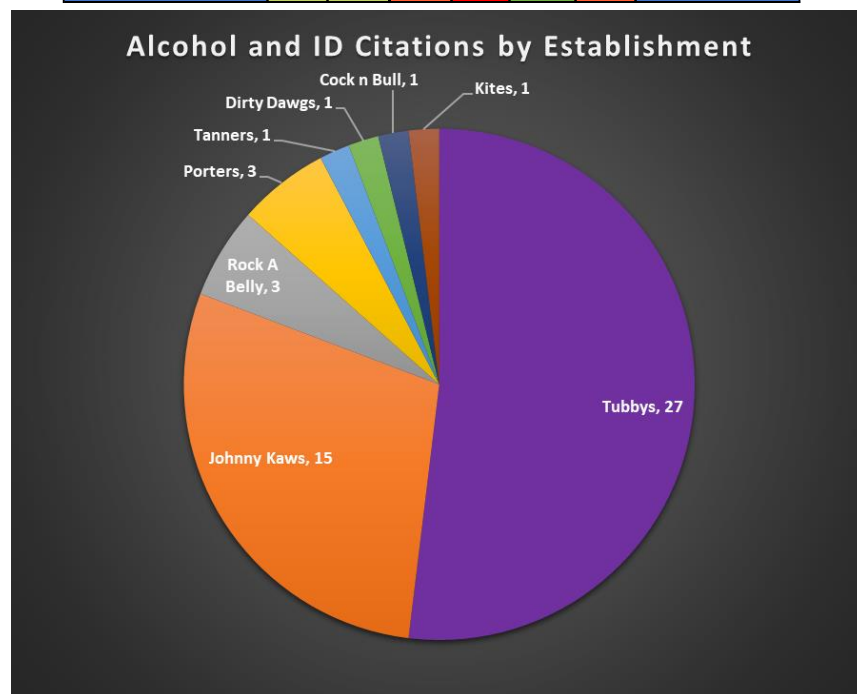
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RILEY COUNTY POLICE DEPARTMENT Report Submission

The following section looks at enforcement activities directly attributable to an establishment with a liquor license.

The chart below shows the number of alcohol and ID-related offenses that were cited at establishments by month. **Tubby's and Johnny Kaws** accounted for nearly **81%** of enforcement actions directly attributable to a licensed establishment. **Tubby's** had the highest percentage at **51%**. In the chart below the Grand Total column is color coded separate from the main chart.

Establishments	Jan	Feb	Mar	Apr	May	Jun	Grand Total
Tubbys	1	3	8	2	1	12	27
Johnny Kaws	2	3	3	7	0	0	15
Rock A Belly	0	0	1	2	0	0	3
Porters	1	0	0	2	0	0	3
Tanners	1	0	0	0	0	0	1
Dirty Dawgs	0	0	0	0	1	0	1
Cock n Bull	1	0	0	0	0	0	1
Kites	0	0	0	1	0	0	1
Grand Total	6	6	12	14	2	12	52



Below is a breakdown of the cited offenses that were issued at the establishments. Possession or consumption of alcohol by a minor is the highest numbered offense.

Statute Description	Tubbys	Johnny Kaws	Rock A Belly	Porters	Tanners	Dirty Dawgs	Cock n Bull	Kites
POSSESSION OR CONSUMPTION OF ALCOHOL BY MINOR	23	12	3	3	1	1	1	1
FURNISHING ALCOHOL OR CMB	4	3	0	0	0	0	0	0

RILEY COUNTY POLICE DEPARTMENT

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The following table depicts police reports directly attributable to alcohol establishments

The table below shows the reports filed that can be directly attributed to an alcohol establishment (top 10 establishments shown). The category is based on the primary offense of the report. Tubby's topped the list overall (40 reports), and 67.5% were alcohol related reports. Tubby's also topped this list last year.

	Alcohol Related	Simple Assault / Other	Battery	Part I Property	Disorderly Conduct	Part I Violent	Drugs	Weapons	Grand Total
Tubbys	27	3	1	3	5	0	1	0	40
Johnny Kaws	17	1	3	1	0	1	0	0	23
Tate's	2	3	2	2	2	1	0	1	13
Johnny Kaw's Yard Bar	2	1	2	2	0	0	1	0	8
Dirty Dawgs	1	1	2	0	0	1	0	0	5
Porters	3	0	1	0	0	0	0	0	4
OMalleys	2	1	0	1	0	0	0	0	4
Rock House	0	2	1	0	0	0	0	0	3
Rock A Belly	3	0	0	0	0	0	0	0	3
Manhattan Brewing Company	0	2	0	1	0	0	0	0	3

The following tables depict calls for service directly attributed to an alcohol establishment

The table below shows all establishments averaging more than 2 calls for service per month and is sorted to show the establishments with the highest number of citizen-initiated calls for service at the top.

O'Malleys had the most citizen-initiated calls during the first half of 2024, and Tubby's had the most officer-initiated calls. Tubby's had the most calls for service overall in 2024 so far, which is consistent with the 2023 mid-year total.

Each column is color coded on its own.

Establishments	Citizen Initiated	Officer Initiated	% Officer Initiated	Grand Total
OMalleys	13	24	65%	37
Tubbys	12	114	90%	126
Tate's	7	50	88%	57
Dirty Dawgs	6	14	70%	20
Johnny Kaws	5	30	86%	35
Johnny Kaw's Yard Bar	5	16	76%	21
Chipotle	5	7	58%	12

RILEY COUNTY POLICE DEPARTMENT

Report Submission

This table shows the top ten call for service natures at those establishments averaging two or more calls each month. The color coding for this chart is for the chart as a whole not individual call natures or establishments.

Establishments	UNWANTED SUBJ	PUBLIC CONTACT	ALCH-MIP/MIC	FIGHT IP	VERBAL ARGUMENT	PUBLIC SERVICE	WELFARE CHECK	ALCH-OPEN CONT	URINATE IN PUB	FOUND PROPERTY	BATTERY	LARCENY	LOST PROPERTY	Grand Total
Tubbys	26	17	26	16	14	3	4	4	1	1	1	2	2	117
Tate's	15	11	1	16	2	0	1	1	0	2	0	0	2	51
OMalleys	2	8	1	0	2	13	1	1	3	1	0	1	0	33
Johnny Kaws	4	6	14	0	2	0	0	0	1	1	3	0	1	32
Dirty Dawgs	2	5	1	1	3	1	0	1	1	1	1	0	1	18
Johnny Kaw's Yard Bar	3	3	0	4	0	0	3	2	0	0	1	2	0	18
Chipotle	1	2	0	0	0	0	2	0	0	0	0	1	0	6
Grand Total	53	52	43	37	23	17	11	9	6	6	6	6	6	275

The chart below is the same format as the previous chart but shows only those calls for service initiated by citizens, not police officers. The most notable change is O'Malleys moved from 3rd to 2nd on the chart and is the primary contributor to the Public Service calls that citizens-initiated.

Public Service and Larceny were the top citizen-initiated calls in the first half of 2024.

	PUBLIC SERVICE	LARCENY	LOST PROPERTY	UNWANTED SUBJ	FIGHT IP	BATTERY	SPEAK W/ OFC	FOUND PROPERTY	ALCH-MIP/MIC	WELFARE CHECK	PARKING PROBLEM	Grand Total
Tubbys	1	2	2	2	1	1	1	0	0	1	0	11
OMalleys	7	1	0	1	0	0	0	1	0	0	0	10
Tate's	0	0	2	0	1	0	1	2	1	0	0	7
Dirty Dawgs	1	0	1	1	0	0	1	0	1	0	0	5
Chipotle	0	1	0	1	0	0	0	0	0	1	2	5
Johnny Kaw's Yard Bar	0	2	0	0	2	1	0	0	0	0	0	5
Johnny Kaws	0	0	1	0	0	2	0	0	0	0	0	3
Grand Total	9	6	6	5	4	4	3	3	2	2	2	

Citizen Compliment

The Riley County Police Department strives to reduce crime and improve the quality of life for the citizens we serve.

Citizens often have positive interactions with members of our department and the Director welcomes hearing from citizens about these experiences.

Please provide all requested information so we may contact you if additional details are needed.

Contact Information

Name

[REDACTED]

Email Address

Address

City

State

Zip Code

Phone Number

Incident Information

Date of Incident

8/4/2024

Case Number (if
Applicable)

Employee's Name

Officer Smithson, Officer Soukup

Comments

when he walked up to the car only thing i thought about was what i see on the internet and what the media shows 24/7 but he approached me and got straight to the point, no escalation, no yelling or anything as such. He was beyond professional, treated me like a human being, Him and the girl officer acted as they had 10+ years' experience. He addressed all my questions without immediately putting me in hand cuffs and

acted as if he wasn't there to make matters worse and ruin my life, he read the situation and kept everything in a professional manner. Him and the girl officer is an outstanding representation of what a police officer is supposed to be. Even though i was arrested, it really didn't seem like it, i felt safe and out of harm despite what you see on tv and the internet these days. He even told me "bye, have a good night [REDACTED]" before he left. He was a white police officer and I'm a black male, despite the media in today's world, he treated me as equal and was just doing his job. Thank you Officer Smithson and Officer Soukup.
