Board of Riley County Commissioners
Regular Meeting
Agenda
December 20, 2021

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 a Tax Roll Correction
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Dec 16, 2021 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM **David Adams, EMS/Ambulance Director**

8. EMS/Ambulance Staff Update
9. EMS- North County Alternative

9:30 AM **Press Conference**

10. Public Notice - John Ellermann (2 minutes)

9:50 AM **Alvin Perez, Operations and Fleet Manager**

11. Bid opening for tandem axle dump trucks

10:00 AM **Break**

10:10 AM **Clancy Holeman, Counselor/Director of Administrative Services**

12. Administrative Work Session

10:30 AM **Vivienne Uccello, PIO**

13. PIO update

10:45 AM **Robbin Cole, Pawnee Mental Health Services Director**

14. Pawnee Mental Health Services update

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.

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

COUNTY CLERK & ELECTIONS
Tax Roll Correction

COMMISSION AGENDA REPORT

FROM: **Lori Muir, Real Estate Specialist**

MEETING: **December 20, 2021**

SUBJECT: **Sign a Tax Roll Correction**

PRESENTER: **Rich Vargo, County Clerk**

POSSIBLE MOTION(S)

Move to approve the Tax Roll Correction.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:
- image17742 (PDF)

TAX ROLL CORRECTION
REAL ESTATE

Printed by LMUIR 2021/12/15

Taxpayer ID HARG0025
Owner ID HARG0025

Control # 2021001330

Tax Year 2021
Tract # JA00205

HARGRAVE, TRENTON KYLE
LYNN MARIE HARGRAVE
9545 WALSBURG RD

LEONARDVILLE, KS 66449-9644

CAMA # 084-18-0-00-00-001-00-0-01

TU 53 Jackson Township
Parcel 50
USD 384

18-7-6 N2 OF NE4
E2 OF NW4 LESS TR

Property Address 15353 WALNUT CREEK RD

APPRAISER SECTION (Value) 2021/12/15 LMUIR APPROVED

Appraised Prior to Correction:				Appraised After Correction:				
CL	Land	Imp	Total	CL	Land	Imp	Total	Net Change
AR	28530		28530	AR	28530		28530	
CR	1330	14660	15990	CR	1330		1330	14660-
Total	29860	14660	44520	Total	29860		29860	14660-
Assessed Prior to Correction:				Assessed After Correction:				Net Change
AR	8559		8559	AR	8559		8559	
CR	333	3665	3998	CR	333		333	3665-
Total SB41	8892	3665	12557	Total SB41	8892		8892	Total SB41 3665-

CLERK SECTION (Tax) 2021/12/15 LMUIR ORDER PRINTED

Tax Prior to Correction:		Tax After Correction:		Net Change
Levy 128.26300 Gen Tax	1610.60	Levy 128.26300 Gen Tax	1140.52	470.08-
SB41 $		SB41 $		
SB41 Tax Dollars	1610.60	SB41 Tax Dollars	1140.52	470.08-

TREASURER SECTION (Summary)

Net Change in Assessed Value (no SB41 influence) 3665-
Applicable Mill Levy 128.26300
Net Change in Levied Tax Dollars 470.08-

Net Change in SB41 Exemption

Net Change in Total Tax Dollars 470.08-

Type of Correction DECREASE
Correction Code CL CLERICAL ERROR Rate 6.00%
Tax Statement # 16216
Comments Data Error Correction per Appraiser

Owner HARG0025
HARGRAVE, TRENTON KYLE

By order of the Board of County Comissioners of RILEY COUNTY, Kansas. _____ (Date)
(Per K.S.A. 1475, 1701, 1701a, and 1702)

Approved by Commission: _____

Attest by County Clerk: _____

Attachment: image17742 (11573 : Tax Roll Corrections)

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

COUNTY CLERK & ELECTIONS
Personnel

COMMISSION AGENDA REPORT

FROM: **Elizabeth Ward, Human Resource Manager**

MEETING: **December 20, 2021**

SUBJECT: **Sign Riley County Personnel Action Form(s)**

PRESENTER: **Elizabeth Ward, Human Resource Manager**

Enclosures:

- 2021-12 K Lenhart (PDF)
- 2021-12 R Cubie (green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

■ Add ☐ Change	Supervisor: Barry Wilkerson Dept Head: Barry Wilkerson	Fill Request Date: 12/15/2021 Employee #

☐ New Hire	☐ Rehire	☐ Transfer	■ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

■ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Lenhart	Kimberly		
Name: Last	First	Middle	Home Phone

Address: Street	City	State	Zip

Office Manager	Attorney	00001-000001
Position Title	Department	Fund

12/20/2021	■ Exempt / ☐ Non-Exempt		■ Yes / ☐ No
Effective Date		Ending Date For Temporary	Is this a budgeted position?

N / 4	$ ☐ Hour / $ 1,977.55 ■ Bi-weekly	☐ 40 / ☐
Grade/Step	Pay Rate	Hours Per Workweek

Approvals:

Department: _____ Date: 12-15-2021

Personnel: _____ _____

BOCC
Chairman: _____ _____

Member: _____ _____

Member: _____ _____

Original to Division of Human Resources; copy to Payroll, hiring department; revised 11/22/21

Attachment: 2021-12 K Lenhart (11574 : Personnel Action Form (Green Sheet))

RILEY COUNTY PERSONNEL ACTION FORM

■ Add ☐ Change	Supervisor: Kim Lenhart Dept Head: Barry Wilkerson	Fill Request Date: 12/15/2021 Employee #

☐ New Hire	☐ Rehire	☐ Transfer	■ Promotion	☐ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

■ Full Time	☐ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Name: Last	First	Middle	Home Phone
Cubie	Ramsey		

Address: Street	City	State	Zip

Position Title	Department	Fund
Administrative Trial Assistant	Attorney	00001-000001

Effective Date	Exempt	Non-Exempt	Ending Date For Temporary	Is this a budgeted position?
12/20/2021	☐	■		■ Yes ☐ No

Grade/Step	Pay Rate	Hours Per Workweek
M 1	$21.30 ☐ Hour $ ☐ Bi-weekly	☐ 40 ☐

Approvals:

Department: _____ Date: 12-15-2021

Personnel: _____ _____

BOCC
Chairman: _____ _____

Member: _____ _____

Member: _____ _____

Original to Division of Human Resources; copy to Payroll, hiring department; revised 11/22/21

Attachment: 2021-12 R Cubie (green) (11574 : Personnel Action Form (Green Sheet))

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

December 23, 2021

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

Review Tentative Agenda

Press Conference Topics

9:00 AM **Barry Wilkerson, County Attorney**

1. Staff update

9:15 AM **Clancy Holeman, Counselor/Director of Administrative Services**

2. Administrative Work Session

9:35 AM **Cory Meyer, IT/GIS Director**

3. Staff update

9:50 AM **Shelly Williams, Community Corrections Director**

4. Staff update

Adjournment

Announcement

Riley County Offices will be closed at 12:00 (noon) today and Friday, December 24, 2021 in observance of the Christmas Day holiday.

Attachment: 12-23-21 tentative agenda (10518 : Tentative Agenda)

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: 12-23-21 tentative agenda (10518 : Tentative Agenda)

Board of Riley County Commissioners

Regular Meeting

TENTATIVE Agenda

December 27, 2021

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
	Review Tentative Agenda
	Press Conference Topics
9:30 AM	**Press Conference**
10:00 AM	**Break**
10:10 AM	**Clancy Holeman, Counselor/Director of Administrative Services** 1. Administrative Work Session
	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: 12-27-21 tentative agenda (10518 : Tentative Agenda)

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: **December 20, 2021**

SUBJECT: **EMS/Ambulance Staff Update**

PRESENTER: **David Adams, EMS/Ambulance Director**

Operations

Calls for service

October- 465

North County- 19

Call volume by station:

Medic 11 located at 2011 Claflin Rd: 163

Medic 21 located at 11th & Poyntz: 147

Medic 31 located at 3060 TCB (Riley County Public Works): 76

Medic 41 located at Manhattan Regional Airport: 56

The rest of the calls were event standbys and supervisors writing reports for crews.

We are working on year end projects such as evaluations and inventory.

MOU with RCFD #1 is signed and in place

John Ellerman, Rich Vargo, Josh and myself visited Leavenworth County EMS HQ. The visit was very insightful and we appreciated their time in meeting with us.

We conducted the RFP consultation meeting and walk through at EMS and Dispatch on Wednesday the 15th. Every company selected for the RFP was present and it was very informative for all.

The new ambulance is slated for delivery late spring or early summer.

Education

Credentialing and year end Continuing Education paperwork has been the focus of our team.

In house scenario training with staff is ongoing.

Building training program for 2022 and will be rolled out to our staff before January 1st.

Community Outreach:

Participated in the Mayors Holiday Parade and multiple other events.

Enclosures:

- Master-Ops-Report-with-Pick-List---BOCC_2021-12-06_134518 (PDF)

Runs By Day of Week

Incident Day Of Week Number And Name	Number of Runs	percent of total
01 - Sunday	61	13.12
02 - Monday	83	17.85
03 - Tuesday	84	18.06
04 - Wednesday	51	10.97
05 - Thursday	53	11.40
06 - Friday	55	11.83
07 - Saturday	78	16.77
	Total: 465	**Total: 100.00**

Attachment: Master-Ops-Report-with-Pick-List--BOCC_2021-12-06_134518 (11575 : EMS/Ambulance Staff Update)

Runs by Hour of Day

Incident Hour Range Of Day 24	Number of Runs	Percent of Total Runs
00:00:00 - 00:59:59	15	3.23%
01:00:00 - 01:59:59	21	4.52
02:00:00 - 02:59:59	9	1.94
03:00:00 - 03:59:59	9	1.94
04:00:00 - 04:59:59	8	1.72
05:00:00 - 05:59:59	11	2.37
06:00:00 - 06:59:59	6	1.29
07:00:00 - 07:59:59	15	3.23
08:00:00 - 08:59:59	15	3.23
09:00:00 - 09:59:59	21	4.52
10:00:00 - 10:59:59	25	5.38
11:00:00 - 11:59:59	19	4.09
12:00:00 - 12:59:59	21	4.52
13:00:00 - 13:59:59	30	6.45
14:00:00 - 14:59:59	25	5.38
15:00:00 - 15:59:59	32	6.88
16:00:00 - 16:59:59	25	5.38
17:00:00 - 17:59:59	34	7.31
18:00:00 - 18:59:59	21	4.52
19:00:00 - 19:59:59	23	4.95
20:00:00 - 20:59:59	20	4.30
21:00:00 - 21:59:59	21	4.52
22:00:00 - 22:59:59	19	4.09
23:00:00 - 23:59:59	20	4.30
	Total: 465	**Total: 100.00**

Attachment: Master-Ops-Report-with-Pick-List--BOCC_2021-12-06_134518 (11575 : EMS/Ambulance Staff Update)

Runs by Responding Unit

Response EMS Unit Call Sign (eResponse.14)	Number of Runs	Percent of Total Runs
MED11	163	35.05%
MED21	147	31.61
MED31	76	16.34
MED41	56	12.04
MED12	13	2.80
MED13	4	0.86
MED2	4	0.86
MED1	2	0.43
	Total: 465	**Total: 100.00**

Report Criteria

Incident Month Name - Year: Is In November 2021

Attachment: Master-Ops-Report-with-Pick-List--BOCC_2021-12-06_134518 (11575 : EMS/Ambulance Staff Update)

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

COUNTY CLERK & ELECTIONS
Update

MEMORANDUM

FROM: **Vivienne Uccello, PIO**

MEETING: **December 20, 2021**

SUBJECT: **PIO update**

PRESENTER: **Vivienne Uccello, PIO**

I have enjoyed my first few weeks at Riley County. Everyone has been very kind and welcoming, and I appreciate all the help.

The coronavirus updates continue to be the most popular information shared on the County website and social media platforms. We will continue the weekly updates from the health department and it's my intention to send news releases about other county topics more frequently, if possible. I also hope to increase engagement on social media and have started posting to Twitter and Instagram in addition to Facebook. During the storms last Wednesday, I shared information from Riley County and other agencies. The social media following for the County's main Facebook page and Twitter account are in the attachment.

Last week, we sent a news release and created social media campaigns for the Protective Home Program. Commissioner Focke and Sara Darnell talked about the program on KMAN radio, as well. We're hoping to increase the number of households from 16 to about 20-25. So far, there have been no additional registrations, and we will continue pushing the campaign. I am ordering flyers if any of you would like copies to share with local organizations.

WEBSITE REFRESH

Cory and I will meet with CivicPlus in early February to discuss final steps for the website refresh. The style of the county's website will be updated and some of the content will be trimmed. Alice Massimi and Kevin Howser worked extensively on this project and I want to acknowledge all of their efforts. We don't have a rollout date for the refresh and I will keep you updated as the project moves forward.

We still have the ability to change the layout and organization of the pages as needed and plan use the site analytics to guide those decisions. As you can see in the attachment, COVID updates and information continue to be the most visited pages on the site, followed by Driver's License, Treasurer, and Motor Vehicle information.

ARCHIVE SOCIAL

The Archive Social Account is live and I'm working to connect all of the County's social media accounts.

PHOTOS

I would also like to offer some time to take updated headshots of Commissioners and staff in the new year. Please contact me if you would be interested in a new photo.

Enclosures:

- Twitter analytics 12-16-21 (PNG)
- Facebook stats 12-16-21 (PNG)
- website data for the week of Nov29-Dec5 (PNG)

Account home

Riley County, Kansas @RileyCountyKS

Page updated daily

28 day summary with change over previous period

Tweets	Tweet impressions	Profile visits	Mentions	Followers
6	6,403 ↑2,298.1%	259 ↑208.3%	1 ↓85.7%	184 ↑11

Dec 2021 • 15 days so far...

TWEET HIGHLIGHTS

Top Tweet earned 5,253 impressions

This is the most beautiful December morning we can remember (well,since yesterday, that is). Hope you have a wonderful day! pic.twitter.com/q9OvQTzDT7

2 26

View Tweet activity

View all Tweet activity

Top mention earned 9 engagements

VentureDash
@goventuredash · Dec 8

It's a big day for **@networkkansas** Youth Entrepreneurship Challenge Series events! Best wishes to those participating in the Edwards County & Riley County YEC events today.

@ecomm_ks @RileyCountyKS @KStateRE @Edwardscounty
pic.twitter.com/x5QEqHgS9M

ADVERTISE ON TWITTER

Get your Tweets in front of more people

Promoted Tweets and content open up your reach on Twitter to more people.

Get started

DEC 2021 SUMMARY

Tweets	Tweet impressions
6	6,290
Profile visits	**Mentions**
199	1
New followers	
10	

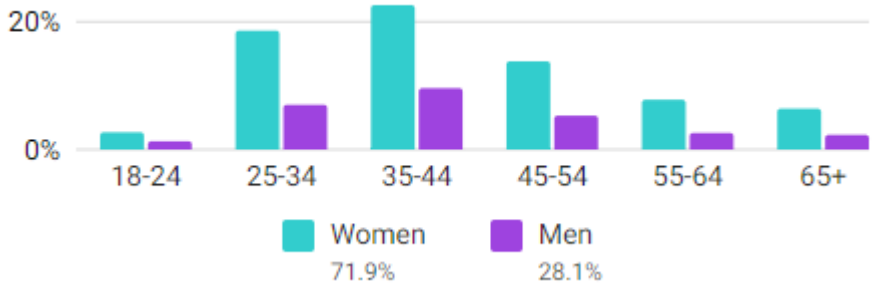
Attachment: Twitter analytics 12-16-21 (11617 : PIO update)

Audience

Facebook Page followers

2.3K

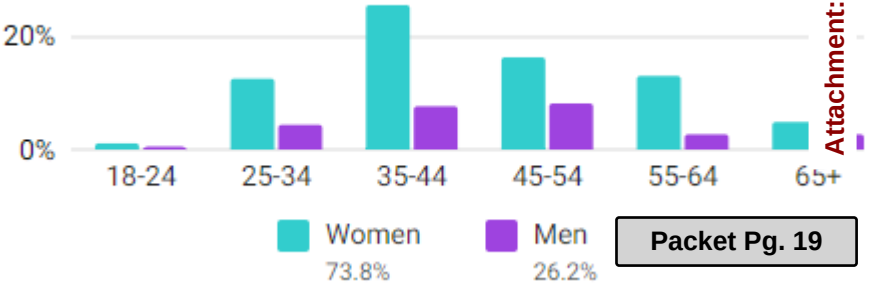
Age & Gender



Instagram Followers

257

Age & Gender



Attachment: Facebook stats

PAGE NAME	PAGEVIEWS	UNIQUE PAGEVIE
Novel Coronavirus (COVID-19) | Riley County Official Website	3,368	1,410
News Flash • Riley County • CivicEngage	1,582	1,06(
Health Department | Riley County Official Website	1,254	946
Riley County Official Website | Official Website	1,405	900
Get Tested | Riley County Official Website	690	573
FAQs • Riley County • CivicEngage	643	471
Vaccine Information | Riley County Official Website	583	465
Driver's Licenses | Riley County Official Website	686	446
Treasurer | Riley County Official Website	505	414
Riley County District Court | Riley County Official Website	554	391
Motor Vehicle | Riley County Official Website	384	305
Riley County Appraiser | Riley County Official Website	345	272
Staff Directory • Riley County • CivicEngage	563	263
Online Payments | Riley County Official Website	247	231
Services | Riley County Official Website	192	168
Form Center • Riley County • CivicEngage	203	151
COVID-19 Public Health News | Riley County Official Website	160	130
Frequently Asked Questions About Coronavirus | Riley County Official Website	154	124
Calendar • Riley County • CivicEngage	208	118
Online Resources | Riley County Official Website	145	117
Real Estate Taxes | Riley County Official Website		
Employment | Riley County Official Website	133	112

Attachment: website data for the week of Nov29-Dec5 (11617 : PIO update)

RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Ave.
Manhattan, KS
December 20, 2021 12:00 p.m.
Amended Agenda

I. **ESTABLISH QUORUM**- Chairperson Morse

II. **PLEDGE OF ALLEGIANCE**- Director Butler

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 Law Board. A Law Board member may request an item be moved to the end of the General Agenda.]

Pages 3-8 A. Approve November 15, 2021 Law Board Meeting Minutes
Pages 9-21 B. Approve 2021 Expenditures/Credits
Page 22 C. Juvenile Transport Reimbursement
Pages 23-26 D. RCPD Related County Expenditures- *(Review)*
Page 27 E. Riley County Jail Average Daily Inmate Population- *(Review)*
F. Reports- *(Review)*
1. Monthly
Pages 28-41 a) Monthly Crime Report

IV. **GENERAL AGENDA**

G. Additions or Deletions
H. Public Comment
I. Fraternal Order of Police Lodge #17 Comments
J. Board Member Comments
K. Community Advisory Board Update- Chairman Riffel- *(Discussion)*
Page 42 L. Community Advisory Board Recognition- Director Butler & Assistant Director Moldrup
1. Tim Sigle, Former Chairperson, Community Advisory Board
Page 43 M. RCLEA 2022 Meeting Resolution- Director Butler- *(Vote Required)*
Page 44 N. Aggieville Substation Lease Agreement Renewal- Assistant Director Moldrup- *(Discussion)*
Pages 45-46 O. Jail Services Agreement/TurnKey Corrections - Director Butler- *(Vote Required)*
Pages 47-48 P. Genesis Health Clubs Corporate Partnership Program- Director Butler- *(Discussion)*
Pages 49-58 Q. General Order 2020-133 Promotion Process- Director Butler- *(Vote Required)*
R. American Rescue Plan Act Update- Director Butler & Board *(Discussion)*
S. Executive Session- *(Vote Required)*
1. Non-Elected Personnel Matters
2. Attorney Client Privilege
T. Authorize the Chair to execute an extension to the Employment Agreement between the Riley County Law Enforcement Agency and Director Dennis P. Butler, for the month of January 2022- *(Vote Required)*
U. Adjournment

Continued on Reverse

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

NOTE: 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/about-us/law-board-0. 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 Assistant 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 Facebook at https://www.facebook.com/RileyCountyPD. A recording will be made available on the City's website after the meeting.

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
MONTHLY BUDGET STATUS REPORT

	November 30, 2021	Budget Authorization	Current Actual November	Actual-YTD 11 Months	% to date 91.67%	Last YTD Actual	Remaining 1 Month	% Balance 8.33%
01	Salaries-Full Time	13,401,286.38	1,124,890.82	11,749,077.90	87.67%	11,623,995.82	1,652,208.48	12.33%
02	Salaries-Part Time	125,000.00	8,556.59	95,525.72	76.42%	106,918.55	29,474.28	23.58%
03	Salaries-Overtime	471,762.00	66,278.05	517,385.71	109.67%	363,169.06	-45,623.71	-9.67%
TOTAL SALARIES		**13,998,048.38**	**1,199,725.46**	**12,361,989.33**	**88.31%**	**12,094,083.43**	**1,636,059.05**	**11.69%**
36	Kansas Police & Fire	1,864,647.00	150,620.21	1,610,672.79	86.38%	1,522,390.49	253,974.21	13.62%
37	KPERS	564,141.00	40,761.67	462,801.16	82.04%	475,023.35	101,339.84	17.96%
38	Social Security	559,569.00	45,671.36	474,589.77	84.81%	470,218.41	84,979.23	15.19%
39	Health Insurance	1,537,150.00	120,000.00	1,320,000.00	85.87%	1,320,000.00	217,150.00	14.13%
40	Workers Compensation Insurance	300,000.00	5,806.05	241,094.69	80.36%	248,809.26	58,905.31	19.64%
41	Unemployment Compensation	13,998.00	1,152.22	11,849.43	84.65%	11,578.28	2,148.57	15.35%
TOTAL EMPLOYEE BENEFITS		**4,839,505.00**	**364,011.51**	**4,121,007.84**	**85.15%**	**4,048,019.79**	**718,497.16**	**14.85%**
TOTAL PERSONNEL COSTS		**18,837,553.38**	**1,563,736.97**	**16,482,997.17**	**87.50%**	**16,142,103.22**	**2,354,556.21**	**12.50%**
04	Utilities	205,000.00	18,512.44	165,280.50	80.62%	149,817.25	39,719.50	19.38%
05	Insurance	267,000.00	630.00	480,280.96	179.88%	449,704.00	-213,280.96	-79.88%
06	Legal & Accounting	85,000.00	3,129.49	72,762.75	85.60%	94,670.22	12,237.25	14.40%
07	Training & Travel	90,000.00	6,414.69	109,336.63	121.49%	46,161.94	-19,336.63	-21.49%
08	Postage	7,400.00	147.44	4,545.09	61.42%	4,349.40	2,854.91	38.58%
09	Printing	7,500.00	0.00	3,976.55	53.02%	3,369.82	3,523.45	46.98%
10	Rentals-Maint Agreements	60,000.00	3,103.40	38,423.32	64.04%	41,047.02	21,576.68	35.96%
11	Building & Grounds	30,000.00	32,280.25	65,271.36	217.57%	38,907.30	-35,271.36	-117.57%
12	Equipment Repair & Maintenance	85,000.00	2,259.68	70,690.93	83.17%	93,051.91	14,309.07	16.83%
13	Vehicle Maintenance	90,000.00	16,530.67	106,870.49	118.74%	84,612.63	-16,870.49	-18.74%
14	Telephone Service	62,000.00	7,539.58	75,150.66	121.21%	68,947.38	-13,150.66	-21.21%
16	Medical Fees	15,000.00	35,791.99	57,708.40	384.72%	21,675.75	-42,708.40	-284.72%
19	Contractual Services-Computers	690,000.00	59,224.57	508,253.95	73.66%	381,893.15	181,746.05	26.34%
20	Other Contractual Services	314,000.00	45,766.79	481,774.92	153.43%	561,326.26	-167,774.92	-53.43%
TOTAL CONTRACTUAL SERVICES		**2,007,900.00**	**231,330.99**	**2,240,326.51**	**111.58%**	**2,039,534.03**	**-232,426.51**	**-11.58%**
17	Prisoner Food & Care	195,000.00	17,775.97	192,147.02	98.54%	139,653.54	2,852.98	1.46%
21	Community Services	17,500.00	2,527.84	15,601.26	89.15%	7,536.29	1,898.74	10.85%
22	Books, Subscriptions, Memberships	10,000.00	2,553.67	9,754.81	97.55%	9,173.34	245.19	2.45%
23	Uniforms & Accessories	40,000.00	1,889.87	57,233.55	143.08%	37,832.72	-17,233.55	-43.08%
25	Maintenance Supplies	29,500.00	1,285.73	17,072.95	57.87%	22,491.43	12,427.05	42.13%
26	Fuel & Lubrication	163,000.00	16,106.40	175,417.13	107.62%	115,193.57	-12,417.13	-7.62%
27	Vehicle Tires	17,000.00	374.44	10,647.35	62.63%	8,245.78	6,352.65	37.37%
28	Office Supplies	24,000.00	1,701.73	22,681.38	94.51%	28,726.78	1,318.62	5.49%
29	Replenishment Supplies	45,000.00	3,175.44	50,329.63	111.84%	62,496.46	-5,329.63	-11.84%
TOTAL COMMODITIES		**541,000.00**	**47,391.09**	**550,885.08**	**101.83%**	**431,349.91**	**-9,885.08**	**-1.83%**
30	Communications Equipment	10,000.00	0.00	37,019.36	370.19%	697,497.62	-27,019.36	-270.19%
31	Guns & Crime Equipment	60,000.00	1,517.52	149,743.17	249.57%	159,496.16	-89,743.17	-149.57%
32	Furniture	15,000.00	0.00	5,437.27	36.25%	23,682.91	9,562.73	63.75%
33	Office Equipment	452,000.00	5,713.22	200,622.25	44.39%	49,288.25	251,377.75	55.61%
34	Vehicles and Equipment	270,000.00	129,316.46	503,949.37	186.65%	250,076.92	-233,949.37	-86.65%
35	Reserves & Contingencies	0.00	69,338.00	69,338.00	#DIV/0!	185,000.00	-69,338.00	#DIV/0!
TOTAL CAPITAL OUTLAY		**807,000.00**	**205,885.20**	**966,109.42**	**119.72%**	**1,365,041.86**	**-159,109.42**	**-19.72%**
TOTAL NON-PERSONNEL COSTS		**3,355,900.00**	**484,607.28**	**3,757,321.01**	**111.96%**	**3,835,925.80**	**-401,421.01**	**-11.96%**
TOTAL EXPENDITURES		**22,193,453.38**	**2,048,344.25**	**20,240,318.18**	**91.20%**	**19,978,029.02**	**1,953,135.20**	**8.80%**

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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, December 20, 2021
12:00 p.m.

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

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

Members Present:	Chairperson Linda Morse	Vice Chairperson Robert Ward
	Secretary Barry Wilkerson	Member Kathryn Focke
	Member John Ford	Member Patricia Hudgins
Absent:	Member BeEtta Stoney	
Staff Present:	Director Dennis Butler	Assistant Director Kurt Moldrup
	Captain Erin Freidline	Captain Brad Jager
	Captain Josh Kyle	Captain Greg Steere
	Captain Derek Woods	
Recorder:	Victim/Witness Coordinator Lisa Hafliger, Riley County Attorney's Office	

I. **Establish Quorum:** By Chairperson Morse at 12:00 p.m.

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

III. **Consent Agenda:**

- **A.** Approval of Minutes
  1. October 14, 2021 Special Law Board Meeting
  2. October 18, 2021 Law Board Meeting
- **B.** Approve 2021 Expenditures/Credits
- **C.** Juvenile Transport Reimbursement
- **D.** RCPD Related County Expenditures *(Review)*
- **E.** Riley County Jail Average Daily Inmate Population- *(Review)*
- **F.** Seizure Expenditures- *(Review)*
- **G.** Report Synopsis- *(Review)*
  1. Monthly
     a) Monthly Crime Report
  2. Quarterly
     a) 3rd Quarter Uniform Crime report (82.1.4)
     b) 3rd Quarter Traffic Accident & Enforcement Analysis (61.1.1 A & C)
     c) 3rd Quarter Seizure & Forfeiture Report (84.1.8)

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Chairperson Morse commented that the daily inmate population increased significantly from earlier this year and previous years.

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

Vice Chairperson Ward inquired if voucher #11004 for $27,696.09 to BHS construction would be reimbursed by the County. He also inquired about voucher #11235 for Lexis Nexis and the analyst for hire expenses.

Director Butler shared that voucher #11004 was for sound proofing that was installed in the inmate recreation area of the jail and that it would not be reimbursed as it is not a county maintenance item. Regarding voucher #11235 for Lexis Nexis, Director Butler stated that this is the contract for the crime analyst that is employed by Lexis Nexis, and that this represents their monthly fee per that agreement.

Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 6-0.

IV. General Agenda:

H. Additions or Deletions: None.

I. Public Comment: None.

J. Fraternal Order of Police Lodge#17 Comments: Rachel Pate, President, Fraternal Order of Police (FOP) Lodge #17, shared that they have started raising funds for Cops N' Kids which will be held in December. They hope to support 75 area kids with gifts for the holiday season. Their Tip-A-Cop event will be held from 5-9 p.m. on December 7th at Texas Roadhouse to raise funds for Special Olympics.

K. Board Member Comments: Chairperson Morse shared they have been developing materials to initiate the search for a new Director and this should be completed in the next month.

L. Life Saving Award Presented to Officer Jake Shailer & Dispatcher Teresa Taitano: Director Butler and Assistant Director Moldrup presented Officer Jake Shailer and Dispatcher Teresa Taitano each with a Life Saving Award in recognition of their efforts while providing critical lifesaving assistance to a woman in cardiac distress. During the evening of July 9, 2021, Dispatcher Taitano received a 911 call from a family reporting that their mother was unresponsive and not breathing. Officer Shailer was one of the officers dispatched to the emergent call. Dispatcher Taitano stayed on the phone with the family members who were present and, over the course of the next several minutes, provided crucial step-by-step instructions on how to perform CPR. Dispatcher Taitano was able to do all of this while remaining calm and clearly counted out loud with the family members to help gauge the proper pace for chest compressions. A short time later, Officer Shailer arrived on scene and began assisting the family members performing CPR. Officer Shailer took over all CPR efforts and continued them for several more minutes until Emergency Medical Service (EMS) personnel arrived. At this time, the patient was not breathing and had a very weak to no pulse and was transported to Topeka for significant medical care.

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The woman survived and was eventually released to return home and continue her recovery. Following this event, the family reached out to the Riley County Police Department to express their gratitude and strong belief that the actions of all of the first responders helped save her life. The actions of Officer Shailer and Dispatcher Taitano contributed significantly to this team effort.

Staff from the communications center (dispatch) as well as family members of Officer Shailer attended the meeting to show their support.

Chairperson Morse commented that it's important that the officers and staff are recognized for these types of events and allow family to be present for the awards. She thanked them for rising above and shared that the community appreciates their service.

M. 2020 RCPD Audit: Director Butler shared that page sixty-seven of the packet goes over the results, but they also have a representative from the auditing firm present to go over this in more detail. Jacob Kujath from James Gordon & Associates shared that there were no new accounting standards that were updated this year and there shouldn't be for the next few years. There were no issues with obtaining requested information from the RCPD. Kujath shared that all entries on the journal entry were routine and no significant issues or material weaknesses were identified. A few significant deficiencies were recognized and they have been in existence for the last few years. The first issue is segregation of duties, which is a common finding in municipal audits due to a lack of accounting department size. He shared that a full-time payroll accountant recently started as well as hiring a part-time account, so this finding could be lowered in future years.

Director Butler clarified that the additional staff that has been hired is a part-time accountant and full-time payroll technician, which was converted from a part-time position previously.

Kujath shared that the other significant deficiency is in how the accounting records are tracked as they have used multiple systems. In 2019 they were authorized to upgrade the accounting systems and then Covid affected the timing of implementation. Hopefully by 2022 this will be removed completely with the new system in place. Kujath stated that both of the significant deficiencies are very common in municipalities and that that they have not impacted the financial stability of the department.

The controlled deficiencies that they noted included different amounts that were recorded on the trial balance versus what they tested on the accounts payable, which is likely a timing issue. They would also recommend approval of journal entries by the Board and they have discussed having RCPD generate a report that can be reviewed and approved. By addressing these controlled deficiencies they can strengthen their internal controls.

Kujath shared that the audit report shows an adverse opinion under GAP, which they will always have based on the KMAG basis. They obtained an unmodified opinion under the regulatory basis which is the best opinion one can receive under KMAG. Their financial statement shows about a $700,000 increase in revenue. There are no major changes in the notes from last year with the main note being the KPERS footnote regarding retirement plans and the self-insurance program. The Schedule Summary shows that they are under budget by about $95,000.

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Director Butler mentioned that credit goes to the Law Board as they have allowed for the purchase of new financial software and the additional positions when these deficiencies were previously brought to the Board by the auditor. He stated that they hope to have the new software up and running in early 2022. He also shared that Nicole Douthit started last week as the part-time finance technician. Director Butler confirmed that they will complete the monthly and quarterly checks across department accounts and ensure adjusted ledger entries are reviewed even after the new software is in place as it was recommended by the audit.

N. GAAP Waiver: Director Butler shared that this is a routine matter that exempts municipalities from having to adhere to GAAP (Generally Accepted Accounting Practices) because of the cash basis type accounting that they operate. He shared that every year after they receive the audit they bring this to the Board to vote on the resolution and waive the GAAP requirements.

Secretary Wilkerson moved to approve the GAAP waiver. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 6-0.

O. RCPD Audit Bids: Captain Kyle shared that every three years they put the Audit out for bid. They are recommending going with James Gordon & Associates as they had the lowest bid and they are very familiar with working with government agencies and the RCPD.

Vice Chairperson Ward inquired how many years James Gordon & Associates has completed their audit and asked for clarification on what a single audit is.

Jennifer Reifschneider shared that James Gordon & Associates have completed their audit the past three years and prior to that they were with a different company. She shared that if an agency has over $750,000 of expended federal funds, then a single audit is conducted which goes more in-depth into your federal funding. The police department has not had to complete a single audit.

Vice Chairperson Ward commented that it is good to change firms after a certain amount of time as it can become too familiar of a relationship, but added that we are not at that point yet.

Vice Chairperson Ward moved to retain James Gordon & Associates for a three year term. Member Ford seconded the motion.

Director Butler commented that he agrees that you may want to change auditors after a certain amount of time and that this may be appropriate to consider the next time this contract is up for bid.

Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 6-0.

P. 2021-2022 Special Traffic Enforcement Program Grant Agreement: Captain Kyle shared that this is commonly referred to as the STEP (Special Traffic Enforcement Program) Grant. It provides $18,000 in overtime pay for officers to conduct traffic enforcement. It applies to all traffic laws but does focus on seatbelt enforcement and DUIs.

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Vice Chairperson Ward inquired if this is a new program, Captain Kyle confirmed that it is not.

Member Ford moved to accept the STEP Grant agreement. Member Hudgins seconded the motion.

Chairperson Morse shared that she received a new copy with minor revisions to the signee's titles.

Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 6-0.

Q. American Rescue Plan Act Update: Captain Kyle shared that they previously sent a letter to City and County for consideration for ARPA funds. At this point in time they have not received a response.

Chairperson Morse clarified that the ARPA funds are available to Cities and Counties, and that in most jurisdictions the police departments fall into one category or another. Based on the RCPD being consolidated, they do not fit into a City or County definition in order to be eligible for these funds. The Board has requested that when the City and County are reviewing their priorities for funding that the RCPD be considered and included.

R. End of Year Expenditures: Captain Kyle shared that they believe they will have approximately $500,000 in unused personnel funds at the end of the year. After prioritizing their needs they would like to allocate $100,000 for the Health Fund, $22,500 for a three year Financial Software Update, $85,000 for a three year E-Citation Project, $50,000 for maintenance truck, $70,000 for dually truck, $121,900 for their Worker's Compensation Fund, $15,600 for a Salary Survey (encumbered) and $25,000 for the Promotion Center Assessment (encumbered).

Vice Chairperson Ward inquired if the e-citations is a project that they have requested ARPA funds for.

Director Butler stated that it is, and if they do use end of year funding it will come off their ARPA request.

Member Focke asked how their worker's compensation program compares to a commercial product.

Captain Kyle shared that several years ago their broker recommended switching over to self-insurance and they haven't really looked at the commercial product since that time. Captain Kyle believes that it was around $300,000 that they were saving for the first couple of years. He added that self-insurance allows for more flexibility than what a company provides in regards to what is covered.

Captain Kyle shared that once funds have been allocated to the RCPD, they can't be used for anything else. If these funds remained unused, it counts as carry-over, which reduces the tax obligation for the following year. By being conservative with the $500,000 estimate, they are anticipating that they will have approximately $80,000 - $100,000 in carry-over after expending the $500,000.

Chairperson Morse stated that she would be interested in how the Cities and Counties function. She commented that they are either budgeting very tightly or they are doing a budget amendment at some point. She added that there is an illusion of extra money, but added that these requests seem pretty normal. She

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clarified that this is not a slush fund and that it is money that is carried over because they can't do a budget amendment.

Director Butler clarified that since RCPD is not part of the City or the County, their funding is through an approved budget process and once the funds are raised through property taxes, the funds can't be refunded to any other purpose other than RCPD expenditures. He does not consider it a slush fund as they bring it to Board and make a public presentation on it. Director Butler also addressed carry over, and gave the example of having $500,000 in carry over and then the next year if you fill all of the vacant positions, that reduced tax liability would have to be made up and would really alter the tax liability to the citizens. He believes it is more prudent to use the unused personnel funds on legitimate purchases and have less extreme variations to the tax liability in the future.

Chairperson Morse shared that she believes it is important to discuss this every year as it may provide some clarity for the public.

Member Ford shared that the County has to do it through a Resolution. He added that if they were not approved to use the carry over funds now, they would likely be requested in the budget process the following year. He feels there are a couple of benefits to going this route. Member Ford is hopeful that they will get the positions filled and be functioning better from an operational and administrative standpoint.

Director Butler emphasized that they would prefer to have all positions filled. Short-staffing creates many issues and they are trying to accelerate the hiring process to alleviate the stress on other employees.

Chairperson Morse commented that hiring has been difficult over the past 18 months for everyone. She stated that employees are making different choices about where they want to work and salary requirements.

Member Ford shared that this may be an issue for the next few fiscal years and that there is not an immediate remedy to these challenges.

Director Butler added that he routinely shares information about how their budget works and citizens are often surprised as there are misconceptions about it.

S. Executive Session: At 1:04 p.m. Secretary Wilkerson moved to go into executive session for the purpose of discussing non-elected personnel matters for approximately fifteen minutes returning at 1:15 p.m. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 6-0.

At 1:18 p.m. the open meeting reconvened.

T. Adjournment: Secretary Wilkerson moved to adjourn the meeting. Member Hudgins seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward and Wilkerson voting in favor and no one voting against. The motion passed 6-0. The November 15, 2021 Law Board Meeting adjourned at 1:18 p.m.

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RILEY COUNTY POLICE DEPARTMENT — **2021 EXPENDITURES** — **DECEMBER 2021**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12001	ADP LLC	20	Payroll	5,009.38	**5,009.38**
12002	Nationwide	06	Notary	50.00	
		06	Notary	50.00	**100.00**
12003	Arthur-Green Attorneys at Law	06	Legal Fees	4,856.00	
		06	Retainer	2,750.00	
		06	Retainer	2,750.00	
		06	Legal Fees	7,196.00	**17,552.00**
12004	Bandit Locksmith Service	20	Keb Fobs	465.00	**465.00**
12005	B-4 Fire Extinguisher	20	Fire Extinguishers	1,624.00	
		20	Fire Extinguishers	76.00	**1,700.00**
12006	Bob Barker Co Inc	17	inmate supplies	155.60	**155.60**
12007	Candlewood Vet Clinic	20	Animal Care	194.78	
		20	Animal Care	234.78	**429.56**
12008	Civic Research Institute	22	Corrections Managers' Report	179.95	**179.95**
12009	Clark, Mize, & Linville	06	Legal Fees	279.50	
		06	Legal Fees	664.00	**943.50**
12010	CLIA Laboratory Program	16	Medical Fees	180.00	**180.00**
12011	Chris Combs	07	Investigator training	384.20	**384.20**
12012	RCPD Employee Medical	16	Employee Medical	480.01	**480.01**
12013	Economy Electric, Inc.	11	Electricidal Repair	2,890.00	**2,890.00**
12014	EMC Risk Services LLC	40	Workers Comp	6,486.20	**6,486.20**
12015	Empower Flex	06	Admin Fee	1,110.40	**1,110.40**

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RILEY COUNTY POLICE DEPARTMENT V #	VENDOR NAME	2021 EXPENDITURES ACCT	DESCRIPTION	DECEMBER 2021 AMOUNT	
12016	Evco Wholesale Food Corp	17	inmate food	1,809.43	
		17	inmate food	39.45	
		17	inmate food	1,582.88	
		17	inmate food	2,059.30	
		17	inmate food	-41.85	
		17	inmate food	2,559.83	
		17	inmate food	2,254.38	**10,263.42**
12017	Flint Hills Neuropsychology	16	Pre-Employment	175.00	
		16	Pre-Employment	700.00	
		16	Pre-Employment	300.00	**1,175.00**
12018	Flint Hills Power Sports	13	UTV Maintenance	239.94	**239.94**
12019	Garage Door Place Inc	11	Building Repair	674.00	
		11	Building Repair	414.00	**1,088.00**
12020	Law Office of Michael Gillespie	06	law board legal fees	1,500.00	**1,500.00**
12021	Godfrey's	23	uniforms	112.49	
		23	uniforms	107.98	**220.47**
12022	Grant Petroleum, Inc	26	fuel	13,926.50	**13,926.50**
12023	Growing Concerns, Inc	11	tree fert (fall)	160.00	**160.00**
12024	Gary Grubbs	20	Pre-Employment	150.00	
		20	Pre-Employment	150.00	
		20	Pre-Employment	150.00	
		20	Pre-Employment	150.00	
		20	Pre-Employment	150.00	
		20	Pre-Employment	75.00	**825.00**

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RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		DECEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12025	Hiland Dairy	17	inmate food	105.57	
		17	inmate food	87.88	
		17	inmate food	158.36	
		17	inmate food	109.72	
		17	inmate food	245.33	
		17	inmate food	52.79	
		17	inmate food	-157.46	
		17	inmate food	105.57	
		17	inmate food	175.95	
		17	inmate food	105.98	
		17	inmate food	105.57	
		17	inmate food	145.27	
		17	inmate food	175.95	
		17	inmate food	141.17	**1,557.65**
12026	Inside the Tape	07	Homicide/Crime Scene Trng	590.00	
		07	Homicide/Crime Scene Trng	590.00	**1,180.00**
12027	Ka-Comm, Inc	12	Equipment Maint	613.50	
		12	Equipment Maint	487.50	
		12	Equipment Maint	30.00	
		12	Equipment Maint	30.00	
		12	Equipment Maint	485.50	**1,646.50**
12028	Kansas Gas Service	04	LEC Ulitities	2,570.99	
		04	Aggieville utilities	40.02	
		04	Garage Utilities	30.86	**2,641.87**
12029	Key Staffing	20	Contract Employee	664.32	
		20	Contract Employee	820.02	
		20	Contract Employee	690.27	**2,174.61**
12030	KG Moats & Sons Engineering	12	Equipment Maint	1,047.50	**1,047.50**
12031	Konza Lab Inc	16	Pre-Employment	210.00	**210.00**
12032	Little Apple Lawn & Landscape	11	mowing trimming	805.00	**805.00**

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RILEY COUNTY POLICE DEPARTMENT — **2021 EXPENDITURES** — **DECEMBER 2021**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12033	Manhattan Wrecker Service Inc	20	Towing	50.00	
		20	Towing	50.00	
		20	Towing	50.00	**150.00**
12034	McKesson Medical	17	inmate supplies	8.70	
		17	inmate supplies	19.85	**28.55**
12035	Mike's Wrecker Service, Inc.	20	Towing	276.00	**276.00**
12036	National Pen Co, LLC	21	Recruitment Supplies	569.90	**569.90**
12037	New Boston Creative Group	19	Web Development	230.00	**230.00**
12038	New Directions	20	semi-annual renewal	2,959.00	**2,959.00**
12039	Pawnee Mental Health Services	20	co-responder contract	13,886.26	**13,886.26**
12040	Pfeifley's	29	Replenishment Supplies	67.50	**67.50**
12041	Phillips 66 Fleet Service	26	fuel	36.19	**36.19**
12042	Pitney Bowes Reserve Acct	08	postage	1,000.00	**1,000.00**
12043	Pro Copy Inc	10	copier usage fee	234.16	
		10	copier usage fee	80.92	
		10	copier usage fee	421.59	**736.67**
12044	Quaker State Express Lube	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	**247.00**
12045	Riley County General Fund	14	southwestern bell plexar	197.15	**197.15**

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12.

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	DECEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12046	Riley County Public Works	26	fuel	519.33	
		26	fuel	323.81	
		26	fuel	415.09	
		26	fuel	933.63	
		26	fuel	344.32	
		26	fuel	394.63	
		26	fuel	408.36	
		26	fuel	230.68	
		26	fuel	126.38	
		26	fuel	143.11	**3,839.34**
12047	RCPD Special Activities Fund	19	Reimbursement	45,000.00	**45,000.00**
12048	RCPD Health Plan	39	health insurance	120,000.00	**120,000.00**
12049	Robbins Motor Co.	13	Vehicle Maintenance	7,377.60	
		13	Vehicle Maintenance	7,105.45	
		13	Vehicle Maintenance	337.00	
		13	Vehicle Maintenance	1,302.00	
		13	Vehicle Maintenance	675.00	
		13	Vehicle Maintenance	29.75	**16,826.80**
12050	Hali Rowland	20	PIO Consultant	3,311.00	**3,311.00**
12051	Secretary of State, Kansas	06	Notary	25.00	
		06	Notary	25.00	**50.00**
12052	Security Transport Services	20	transport	1,890.55	**1,890.55**
12053	James Gordon & Assoc	06	Audit	880.00	**880.00**
12054	Waxie Sanitary Supply	29	Replenishment Supplies	762.51	**762.51**
12055	Sunflower Restaurant Supply	17	inmate supplies	1,725.00	**1,725.00**
12056	Sysco Food Services KC Inc	17	inmate food	713.85	
		17	inmate food	957.73	
		17	inmate food	959.04	
		17	inmate food	409.18	
		17	inmate food	595.20	**3,635.00**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	DECEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12057	TekNix Solutions	29	Replenishment Supplies	7.00	**7.00**
12058	Tommy's Car Wash	13	Vehicle Maintenance	225.00	**225.00**
12059	US Foodservice	17	inmate food	461.47	
		17	inmate fod	1,471.88	
		17	inmate fod	1,234.44	
		17	inmate fod	354.21	
		17	inmate food	202.68	
		17	inmate food	725.34	
		17	inmate fod	1,164.17	**5,614.19**
12060	Via Christi Hospital MHK	16	Employee Medical	694.00	
		16	Employee Medical	694.00	
		16	Pre-Employment	58.00	
		16	Medical Collection	3.00	
		16	Pre-Employment	58.00	**1,507.00**
12061	Wage Works Inc	06	Admin Fee	168.49	**168.49**
12062	Evergy	04	Garage Utilities	69.19	
		04	LEC Utilities	9,213.63	
		04	Aggieville Utilities	44.60	**9,327.42**
12063	Xerox Corporation	10	lease payments	588.03	
		10	lease payments	588.03	
		10	lease payments	602.28	
		10	lease payments	602.28	**2,380.62**
12064	Xerox Corporation	10	lease payments	862.08	
		10	lease payments	711.35	
		10	lease payments	727.97	
		10	lease payments	261.38	**2,562.78**
12065	Zetx	19	Software Renewal	2,250.00	**2,250.00**
				Subtotal	**321,074.18**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

14.

RILEY COUNTY POLICE DEPARTMENT			2021 EXPENDITURES	DECEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12201	Adobe Systems Inc	19	acrobat pro	16.33	**16.33**
12202	Allegiant Technology	14	IP Flex Plan	1,303.94	**1,303.94**
12203	Amazon.com	28	computer supplies	22.98	
		32	Office Furniture	436.00	
		28	computer supplies	20.98	
		28	office supplies	86.85	
		28	office supplies	23.88	
		28	office supplies	15.28	
		11	Shop Tools	79.97	
		28	computer supplies	71.88	
		29	Replenishment Supplies	14.98	
		17	inmate supplies	89.97	
		28	computer supplies	106.50	
		29	Replenishment Supplies	53.50	
		28	computer supplies	41.25	**1,064.02**
12204	Apple ITunes Store	19	cloud storage	9.99	**9.99**
12205	AT&T	14	Long Distance	443.36	**443.36**
12206	Bluestem Electric Co-op Inc	04	shooting range	225.08	**225.08**
12207	Blue Track	21	Recruitment Supplies	1,211.93	**1,211.93**
12208	Briggs	13	Vehicle Maintenance	280.53	
		13	Vehicle Maintenance	731.33	
		13	Vehicle Maintenance	246.74	
		13	Vehicle Maintenance	23.95	
		13	Vehicle Maintenance	226.94	
		13	Vehicle Maintenance	112.66	
		13	Vehicle Maintenance	172.80	
		13	Vehicle Maintenance	273.50	
		13	Vehicle Maintenance	327.95	
		13	Vehicle Maintenance	549.50	
		13	Vehicle Maintenance	29.45	
		13	Vehicle Maintenance	710.17	
		13	Vehicle Maintenance	1,429.02	
		13	Vehicle Maintenance	898.86	**6,013.40**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		DECEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12209	Bulk Ammo	29	Replenishment Supplies	70,233.51	**70,233.51**
12210	Burnett Automotive	27	tire repair	23.50	
		27	tires	187.22	**210.72**
12211	CelleBrite USA Corp	20	Cellebrite Certified Analyst	3,850.00	**3,850.00**
12212	City of Manhattan, Utilities	04	LEC Water	2,934.26	
		04	Aggieville Water	43.24	**2,977.50**
12213	Cox Communications, Inc	19	aggieville internet	84.57	
		19	Jail internet/cable	234.03	
		19	LEC Internet/Cable	2,203.50	
		19	JTTF Internet	79.38	**2,601.48**
12214	Dillons #94	29	Replenishment Supplies	6.00	
		17	inmate soda	79.96	
		17	inmate food	17.92	**103.88**
12215	DK Repair	25	Mainenance Supplies	51.79	**51.79**
12216	Underground Vaults	20	document shredding	50.00	**50.00**
12217	Dry Clean City Inc	20	uniform cleaning	276.36	**276.36**
12218	Enterprise	20	HIDTA Rental	1,794.70	**1,794.70**
12219	Facebook	20	CSI Lab Tech/CO/Dispatch Hirin	125.00	
		20	CSI Lab Tech/CO/Dispatch Hirin	108.58	**233.58**
12220	4 Imprint	21	Recruitment Supplies	1,576.71	**1,576.71**
12221	Gall's Inc.	23	uniforms	131.88	
		23	uniforms	65.94	**197.82**
12222	Headsets.com Inc	30	wireless headset	574.90	**574.90**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

1.6.

RILEY COUNTY POLICE DEPARTMENT — **2021 EXPENDITURES** — **DECEMBER 2021**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12223	Home Depot	25	Mainenance Supplies	8.61	
		25	Mainenance Supplies	8.56	
		25	Mainenance Supplies	79.00	
		25	Mainenance Supplies	27.38	
		25	Mainenance Supplies	199.44	
		25	Mainenance Supplies	527.00	
		25	Mainenance Supplies	1.28	
		25	Mainenance Supplies	26.64	
		25	Mainenance Supplies	34.31	
		25	Mainenance Supplies	40.74	
		25	Mainenance Supplies	74.97	**1,027.93**
12224	ICG Link Inc	19	cab website	25.00	**25.00**
12225	iKey Ltd	12	Equipment Maint	86.00	
		12	Equipment Maint	176.00	
		12	Equipment Maint	106.00	**368.00**
12226	Insight Public Sector Inc	19	smart deploy license	1,471.00	
		19	Veeam Backup/Support	14,727.26	**16,198.26**
12227	Int'l APCO	22	Apco Int'l Membership	893.00	**893.00**
12228	Kansas Turnpike Authority	07	Tolls	52.60	**52.60**
12229	Language Line Services	20	interpretation services	127.98	**127.98**
12230	Lexis Nexis Risk Solutions	20	1 user	133.31	
		20	analyst for hire	7,711.07	**7,844.38**
12231	Manh Chamber of Commerce	07	military relations luncheon	20.00	**20.00**
12232	Med Glove Supply	29	Replenishment Supplies	135.95	**135.95**
12233	Menards	11	Shop Supplies	136.75	
		11	Shop Supplies	188.10	**324.85**
12234	Monoprice	28	computer supplies	39.84	**39.84**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT — **2021 EXPENDITURES** — **DECEMBER 2021**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12235	Net@Work, Inc	19	Doc Link Annual Maint	8,040.00	**8,040.00**
12236	N Zone Sportswear	23	uniforms	26.00	**26.00**
12237	Office Plus	28	office supplies	3.52	
		28	office supplies	36.99	**40.51**
12238	Office Depot	28	office supplies	15.99	
		28	office supplies	33.26	
		28	office supplies	31.43	**80.68**
12239	1000Bulbs.com	25	Mainenance Supplies	296.23	**296.23**
12240	Optiv Security Inc	33	checkpoint software	533.85	
		19	checkpoint software	101.35	**635.20**
12241	P-Card Misc Vendors	07	Dispatch Training	-1,489.82	
		07	CBRNE Convergence Conf	2,149.03	
		07	New Investigator Training	292.67	
		20	CSI Oral Board	33.75	
		07	Band-It Instructor Certification	1,573.25	
		07	staff advance	110.40	
		07	CAB	89.40	
		07	Anaysis of bloodstain patterns	2,556.97	
		07	Travel to for Vehicle Pick-up	140.61	
		07	Homicide and Dealth Invest.	325.34	**5,781.60**
12242	Petsmart	20	Animal Care	120.98	**120.98**
12243	Pfeifley's	29	Replenishment Supplies	48.50	**48.50**
12244	Pitney Bowes, Inc.	28	office supplies	118.99	**118.99**
12245	Priority Dispatch Corp	19	Priority Dispatch License	15,408.00	**15,408.00**
12246	Reconyx	20	access fee	10.00	**10.00**

18.

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT		2021 EXPENDITURES		DECEMBER 2021	
V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12247	RedBox	17	inmate dvds	4.03	
		17	inmate dvds	4.03	
		17	Inmate DVDs	3.49	
		17	inmate dvds	4.03	**15.58**
12248	Sir Speedy	21	department back drop	1,011.31	**1,011.31**
12249	Solar Winds	19	solarwinds renewal	4,504.00	**4,504.00**
12250	Staples Advantage	28	office supplies	239.86	
		28	office supplies	287.75	**527.61**
12251	Konza Sign	13	Vehicle Maintenance	35.70	**35.70**
12252	TLOxp	20	access	335.00	**335.00**
12253	T-Mobile US Inc	14	car phones	4.00	**4.00**
12254	Totally Promotional	21	Recruitment Supplies	831.29	**831.29**
12255	T38 Fax	14	fax	15.78	**15.78**
12256	Ubiquiti	33	camera G4 Dome	358.00	
		33	camera G4 Dome	358.00	**716.00**
12257	ULINE	29	Replenishment Supplies	80.13	
		29	Replenishment Supplies	86.97	**167.10**
12258	UPS	08	shipping	14.36	**14.36**
12259	Verizon Wireless	14	Phone Bill	4,771.34	**4,771.34**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT — **2021 EXPENDITURES** — **DECEMBER 2021**

V #	VENDOR NAME	ACCT	DESCRIPTION	AMOUNT	
12260	Wal-Mart	17	inmate food	118.80	
		29	Replenishment Supplies	15.00	
		17	inmate food	156.80	
		29	Replenishment Supplies	43.76	
		17	inmate food	84.84	
		29	Replenishment Supplies	68.00	
		17	inmate food	169.40	
		29	Replenishment Supplies	19.14	
		17	inmate food	101.64	**777.38**
12261	Waste Management	20	trash service	295.01	
		20	trash service	56.70	**351.71**
12262	ZAGG Inc	28	computer supplies	9.99	**9.99**
12263	Zero9 Holsters	23	uniforms	35.50	**35.50**
12264	Zetx	07	Zetx Training	800.00	**800.00**
				Subtotal	**167,609.13**
12265	Morrow Brothers, Inc	34	2022 Ford F450	68,470.00	**68,470.00**
12266	Husker Chevrolet	34	2021 Chevrolet Silverado 1500	49,500.00	**49,500.00**
				Subtotal	**117,970.00**
				**117,970.00 transferred on 11/19*	
				Total	**606,653.31**

Chair, Riley County Law Enforcement Agency

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

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Riley County Police Department
Credits Report
Net Changes from 11/1/2021 to 11/30/2021

Account Number	Description	November	YTD
600100-00	Manhattan	1,463,915.17	16,103,066.87
600200-00	Riley County	0.00	3,293,811.00
610110-00	Copy Fees-Discovery, etc.	570.00	2,352.00
610112-00	Copy Fees-Records	929.77	3,418.76
610113-00	Fingerprint Fees-Records	994.73	4,626.64
	Budget:	**1,466,409.67**	**19,407,275.27**
620200-11	Current Restitution-building repair	75.00	75.00
620900-01	Misc Reimbursements-salaries	2,211.00	3,577.22
620900-04	Misc Reimbursements-utilities	0.00	17.00
620900-07	Misc Reimbursements-training	0.00	7,991.62
620900-08	Misc Reimbursements-postage	0.00	217.54
620900-12	Misc Reimbursements-eq maint	0.00	947.50
620900-13-130	Misc Reimbursements-vehicles	781.32	12,164.16
620900-14	Misc Reimbursements-phone	130.80	1,922.57
620900-17-170	Misc Reimbursements-jail	600.00	5,428.16
620900-19	Misc Reimbursements-Computer svc	45,000.00	45,000.00
620900-20	Misc Reimbursements-Cont Svc	7.00	7.00
620900-20-400	Misc Reimbursements-Car Lease HIDTA	0.00	5,700.00
620900-23	Misc Reimbursements-Uniforms	0.00	24.50
620900-29	Misc Reimbursements-Supplies	0.00	368.36
620900-31	Misc Reimbursements-crime eq	0.00	38,378.62
620900-33	Misc Reimbursements-equip	0.00	345.40
620900-34-130	Misc Reimbursements-vehicles	13,892.00	41,396.00
630400-03	IDDP-overtime	0.00	2,381.40
632500-03	JTTF Grant-OT	0.00	5,079.13
632600-03	HIDTA Grant-OT	0.00	14,392.66
632700-03	STEP Grant-OT	0.00	4,761.65
632800-01-411	VOCA 2020 Grant Reimb	0.00	69,322.00
632800-01-412	VOCA 2021 Grant Reimb	0.00	29,684.00
632800-02-410	VOCA 2019 Grant Reimb	0.00	4,179.00
632800-02-412	VOCA 2021 Grant Reimb	0.00	29,461.00
	Budget Credits:	**62,697.12**	**322,821.49**
640900-00	Misc Non-Budget Credit Reimb	0.00	2,539.03
640902-00	Prior year Restitution	2,232.50	3,575.85
	Non-Budget Credits:	**2,232.50**	**6,114.88**
	Total:	**1,531,339.29**	**19,736,211.64**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT 21-314
Memorandum

Original to: _____
Action: _____
Copy to: _____

Comments:

To: **Director Butler** Noted: DPB 12/16/21

Thru: **Assistant Director Moldrup**

From: **Captain Derek Woods**

Ref: **Juvenile Transportation Report for November 2021**

Date: **November 30, 2021**

Total Number of Juveniles Transported:	0
Total Mileage for Transports 41 X $.56 (Cents per mile)	$0.00
Total Pay Amount for Transport Officers Hours:	$0.00
Total:	**$0.00**

Approved: _____

Chair, Riley County Law Enforcement Agency

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru NOVEMBER — RILEY COUNTY — Date.12/01/21 Page. 1
Version Date- 3/21 Year 2021 — Fund Summary of Revenue/Expense — Time.16.13.58
Percent of Year 91.7%

Beginning Fund..... 173 RCPD Levy/Op
Ending Fund..... 173 RCPD Levy/Op
Last Month Included..... 11 Print Revenue... Y Print Disbursements. Y
Print Department Detail. Y Print Expenses.. Y
Exclude Non-Active..... Y Separate Pages.. Y

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op

Obj	Prj	Description	Kind	Budget $	M-T-D	Y-T-D	%	Remaining
Department. 0 Not Designated								
180		Distr - Real Current	R	4,271,376.00	.00	4,240,862.62	99.29	30,513.38
182		Distr - Oil & Gas Curr.	R	.00	.00	225.52		.00
184		Distr - P.P. Current	R	.00	.00	36,053.69		.00
190		Distr - 16/20M Trucks Cur	R	2,970.00	.00	2,985.55	100.52	15.55-
193		Distr - Watercraft Cur	R	2,008.00	.00	1,888.32	94.04	119.68
181		Distr - Real Delq.	R	83,752.00	.00	71,743.70	85.66	12,008.30
183		Distr - Oil & Gas Delinq	R	.00	.00	14.62		.00
185		Distr - P.P. Delq.	R	.00	.00	4,004.21		.00
192		Distr - 16/20M Trucks Del	R	.00	.00	257.40		.00
194		Distr - Watercraft Del	R	.00	.00	459.41		.00
102		Distr - Motor Vehicle Tax	R	369,002.00	.00	378,428.02	102.55	9,426.02-
103		Vehicle Rental Excise Tax	R	6,265.00	.00	2,720.54	43.42	3,544.46
113		Distr - RV Tax	R	3,305.00	.00	3,680.97	111.38	375.97-
130		Distr - Commercial Veh	R	15,305.00	.00	14,474.70	94.57	830.30
191		Distr - TIF Adjustment	R	.00	.00	98,151.59-		.00
		Department Revenue.. # 0		4,753,983.00	.00	4,659,647.68 *		37,198.58
Department.171 RCPD Operations								
		Total Revenue Fund.... 173		4,753,983.00	.00	4,659,647.68 **	98.02	
		Total Trans. IN Fund.. 173		.00	.00	.00 **		
		Total Rev. & Trans. .. 173		4,753,983.00	.00	4,659,647.68 **		
		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
Department. 0 Not Designated									
Department.171 RCPD Operations									
2220		Building Space Rental	10,500.00	875.00	9,625.00	91.67	875.00	.00	875.00
2330		Transportation Servic	6,000.00	.00	152.22	2.54	5,847.78	.00	5,847.78
2480		Repair/Maint Build/Gr	120,000.00	200.55	55,657.48	46.38	64,342.52	.00	64,342.52
2650		Physician Fees	150,269.00	12,619.43	175,149.13	116.56	24,880.13-	.00	24,880.13-
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2810		Electric/Gas Services	10,000.00	.00	.00		10,000.00	.00	10,000.00

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.

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

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Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 91.7%

Date.12/01/21 Time.16.13.58 Page. 2

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)									
2830		Water	10,000.00	32.00	380.00	3.80	9,620.00	.00	9,620.00
2840		Sewage Charges	2,200.00	.00	.00		2,200.00	.00	2,200.00
2900		Budget Appropriations	4,391,746.00	.00	3,293,811.00	75.00	1,097,935.00	.00	1,097,935.00
Total Contractual Expenses			4,710,715.00	13,726.98	3,534,774.83	75.04	1,175,940.17	.00	1,175,940.17
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
3990		Other Supplies & Material		.00	75.00		75.00-	.00	75.00-
Total Commodities Expense			1,500.00	.00	75.00	5.00	1,425.00	.00	1,425.00
Department Expense # 171			4,712,215.00	13,726.98	3,534,849.83	75.01	1,177,365.17	.00	1,177,365.17 *
Expense & Transfers# 171			4,712,215.00	13,726.98	3,534,849.83				
Total Expenditures Fund 173			4,712,215.00	13,726.98	3,534,849.83	75.01	1,177,365.17	.00	1,177,365.17 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	305,512.74
YTD Revenue.....	4,659,647.68
YTD Reported Expenses.....	3,534,849.83-
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.....	1,430,310.59 ***

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.

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 91.7%

Date.12/01/21 Page. 163
Time.16.13.02

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	.00	84.93		.00
		Department Revenue.. #142		.00	.00	84.93 *		.00
		Total Revenue Fund.... 168		.00	.00	84.93 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	84.93 **		
		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.....	156,157.89
YTD Revenue.....	84.93
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.....	156,242.82 ***

15.e

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

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

Program Name-GLLT34 Thru NOVEMBER
Version Date- 3/21 Year 2021

RILEY COUNTY
Fund Summary of Revenue/Expense
Percent of Year 91.7%

Date.12/01/21 Time.16.13.02 Page. 164

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	1,312.98-	15,950.34-		.00
602		Miscellaneous Collection	R	.00	.00	36.80		.00
402		Investment Interest	R	.00	.00	10,950.16		.00
		Department Revenue.. #142		.00	.00	10,986.96 *		.00
		Department Dsbmnts.. #142		.00	1,312.98-	15,950.34-*		
		Total Revenue Fund.... 169		.00	.00	10,986.96 **		
		Total Trans. IN Fund.. 169		.00	.00	.00 **		
		Total Rev. & Trans. .. 169		.00	.00	10,986.96 **		
		Total Disbursements... 169		.00	1,312.98-	15,950.34-**		

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.....	121,689.60
YTD Revenue.....	10,986.96
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	15,950.34-
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.....	116,726.22 ***

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

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Report Submission

To:	Director Butler Noted: DPB 12/16/21
Thru:	AD Moldrup
From:	Cpt. Derek Woods
Position:	Commander **Division:** Jail
Report Title:	Monthly Inmate Population Report
Rpt Freq./Year:	November 2021
Date:	November 30, 2021

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.

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	**2021**
JAN	99.7	105.3	95.1	73.7	70.2	87.0	75.0	72.6	84.8	71.6	**67.3**
FEB	105.3	110.3	95.2	68.9	74.3	93.1	82.9	68.4	85.5	64.8	**67.1**
MAR	97.2	106.7	92.1	66.2	71.8	91.9	73.2	75.2	88.4	68.6	**78.6**
APR	90.6	103.9	64.2	62.0	74.2	89.1	74.1	81.0	81.6	58.9	**80.4**
MAY	96.4	101.4	71.3	68.9	80.3	81.9	77.4	87.5	79.4	47.4	**74.2**
JUN	95.7	102.0	72.4	63.9	82.0	87.8	73.1	88.5	78.4	50.0	**66.0**
JUL	97.1	96.1	72.1	68.8	77.8	83.6	80.0	83.8	71.9	53.7	**71.5**
AUG	89.5	114.1	74.0	74.5	72.7	75.7	82.4	80.6	82.3	55.8	**85.2**
SEPT	87.1	101.6	77.4	61.7	73.6	75.8	84.3	81.2	74.6	61.3	**90.2**
OCT	93.6	93.9	73.2	76.3	73.5	73.4	74.3	72.8	76.2	60.0	**91.5**
NOV	92.4	102.0	70.1	77.0	76.7	73.0	76.2	78.3	71.3	69.3	**96.0**
DEC	95.4	95.7	65.1	71.0	77.4	69.6	78.9	79.9	72.9	69.4	
YADP	95.0	102.7	76.85	64.2	75.4	81.8	77.7	79.15	78.9	60.9	**78.9**

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

Monthly Report

November 2021

Alyssa Green, Crime Analyst
Criminal Intelligence Unit
Riley County Police Department

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

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

Data Disclaimer

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).

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Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

30.

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

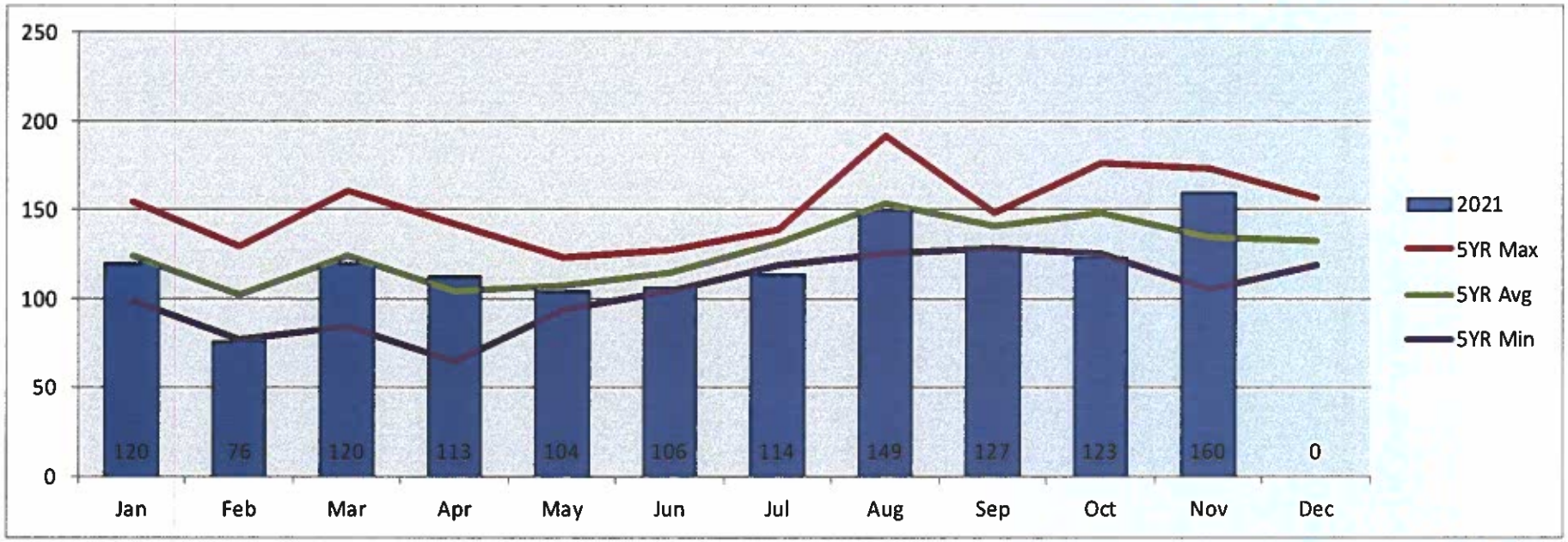
Part I Crime

Offense Codes: 0100-0810

All Data As Of:	11/30/21 11:59 PM

	Nov	Year to Date	Yearly Total
2016	114	1331	1450
2017	166	1472	1593
2018	105	1318	1475
2019	116	1445	1582
2020	173	1366	1493
2021	160	1312	
% Change	-7.5%	-4.0%	-3.7%
		Yearly Projection:	1437

- Part I crime in November 2021 was 18.7% above the 5 year average. Compared to November 2020 there was an 7.5% decrease.
- Year to date, 2021 is 5.4% below the 5 year average.
- Part I total crime is projected to be 5.4% lower than the 5 year average.
- In November, both the Part I violent and property crime totals were above the 5 year average.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	99	121	125	107	109	104	136	148	143	125	114	119
2017	132	99	161	97	94	127	119	192	137	148	166	121
2018	108	84	124	113	100	123	123	134	128	176	105	157
2019	154	77	124	142	123	113	138	167	148	143	116	137
2020	130	129	85	65	113	108	139	125	148	151	173	127
2021	120	76	120	113	104	106	114	149	127	123	160	0

Includes Part 1 crimes that were the primary offense only.

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

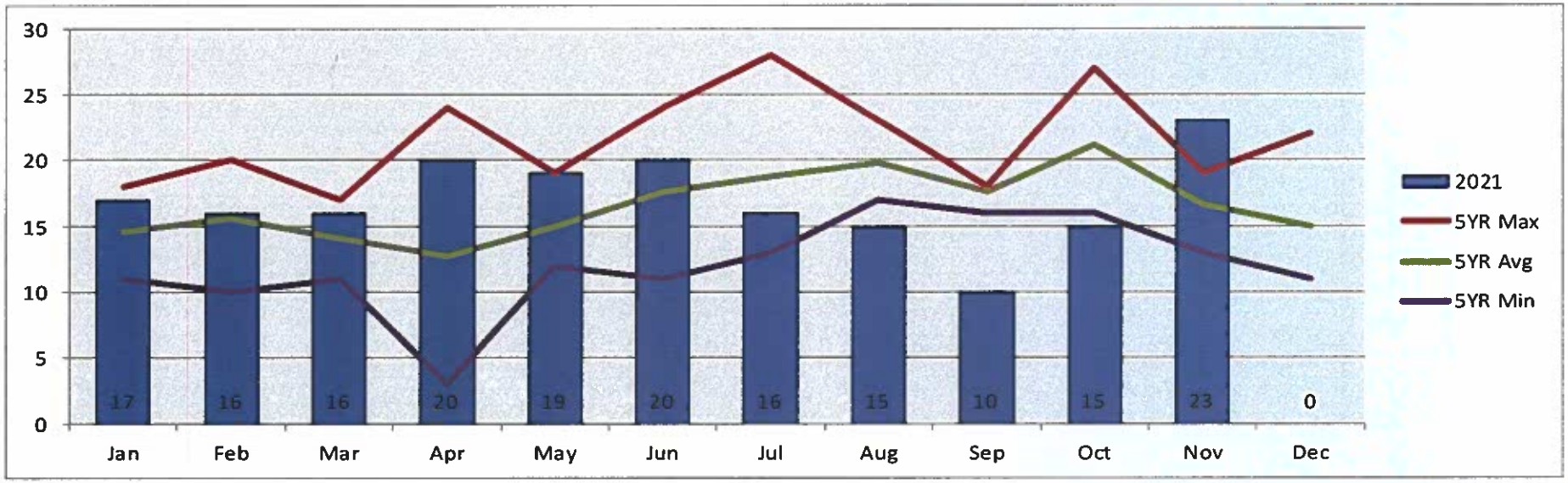
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 11/30/21 11:59 PM

	Nov	Year to Date	Yearly Total
2016	13	155	167
2017	19	181	198
2018	18	205	218
2019	17	194	216
2020	16	184	195
2021	23	187	
% Change	+43.8%	+1.6%	+3.7%
		Yearly Projection:	202

- November 2021 was 38.6% higher than the 5 year average in Part I violent crime.
- It is projected that Part I violent crime will be 1.6% higher than the 5 year average.
- There were 14 aggravated assaults / batteries, 6 rapes, 3 robberies, and 0 homicides reported during November 2021.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	13	13	11	12	19	11	13	18	16	16	13	12
2017	11	16	15	13	15	13	16	21	18	24	19	17
2018	15	19	17	12	14	20	28	17	18	27	18	13
2019	16	10	14	24	12	24	18	23	18	18	17	22
2020	18	20	14	3	15	20	19	20	18	21	16	11
2021	17	16	16	20	19	20	16	15	10	15	23	0

Includes Part 1 violent crimes that were the primary offense only.

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

32.

RILEY COUNTY POLICE DEPARTMENT

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

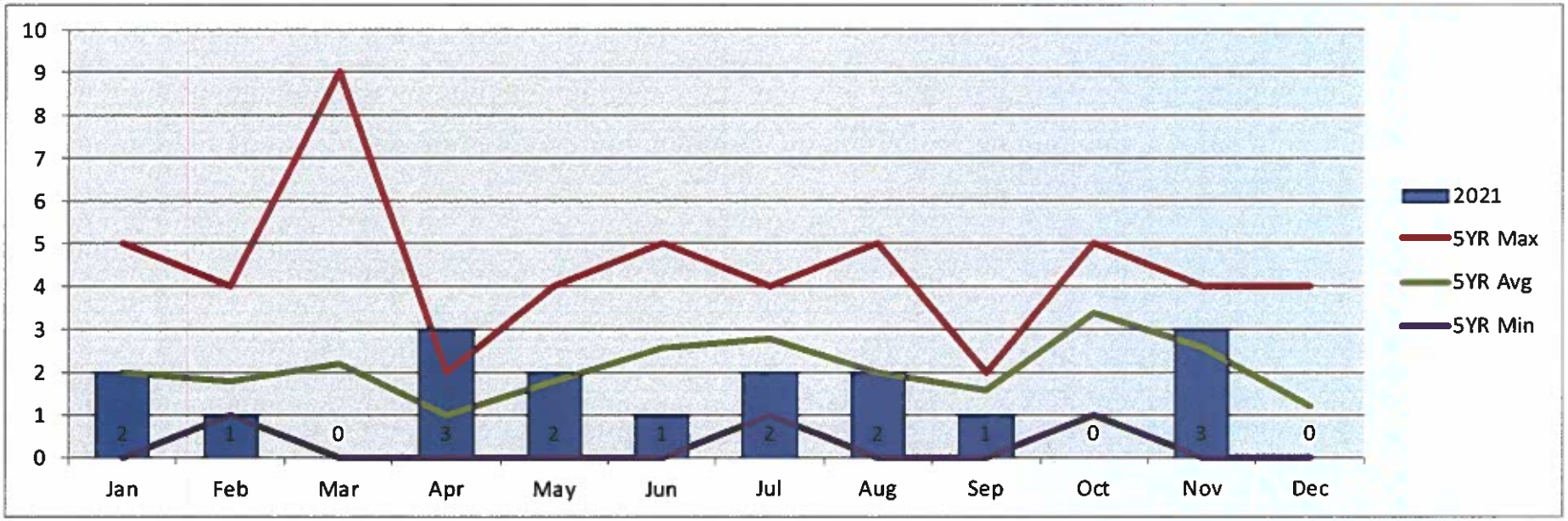
Robbery

Offense Codes: 0310

All Data As Of: 11/30/21 11:59 PM

	Nov	Year to Date	Yearly Total
2016	2	29	29
2017	4	22	23
2018	3	29	30
2019	4	22	26
2020	0	17	17
2021	3	17	
% Change	N/A	0.0%	+4.8%
		Yearly Projection:	18

- There were three robberies reported in November 2021.
- Year to date, 2021 is 28.6% lower than the 5 year average.
- It is projected that robberies will be 28.0% lower than the 5 year average at the end of the year.
- As of 12/7/2021, all cases are still active.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	2	1	9	1	2	0	4	2	2	4	2	0
2017	0	1	0	2	1	3	3	5	2	1	4	1
2018	1	4	1	1	4	2	4	2	2	5	3	1
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	1	2	2	1	0	3	0

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RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

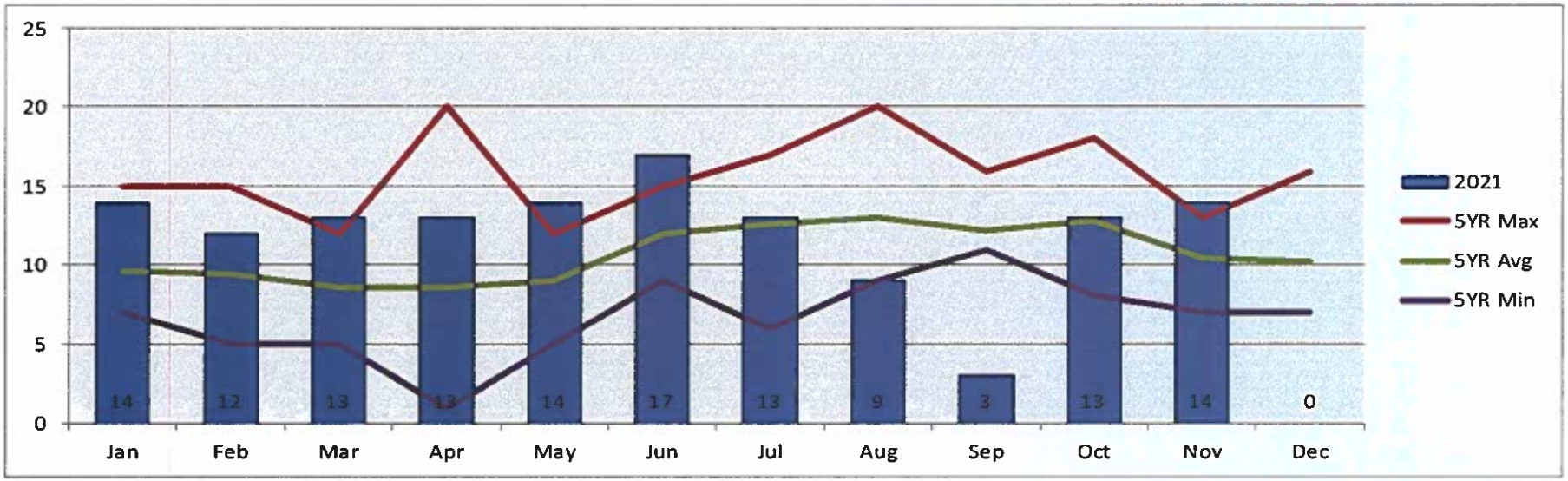
Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 11/30/21 11:59 PM

	Nov	Year to Date	Yearly Total
2016	7	94	102
2017	10	106	116
2018	12	116	126
2019	13	138	154
2020	10	137	144
2021	14	135	
% Change	+40.0%	-1.5%	+1.8%
		Yearly Projection:	147

- There were 5 aggravated batteries, 8 aggravated assault, and 1 aggravated assault of a law enforcement officer reported during the month of November.
- This is 34.6% higher than the 5 year average.
- The aggravated assault and battery total is projected to be 14.5% above the 5 year average.
- Five of the incidents were domestic incidents.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	7	9	5	9	12	9	6	11	11	8	7	8
2017	9	10	5	5	5	10	11	11	12	18	10	10
2018	9	8	10	8	6	15	17	9	11	11	12	10
2019	8	5	11	20	11	13	15	20	11	11	13	16
2020	15	15	12	1	11	13	14	14	16	16	10	7
2021	14	12	13	13	14	17	13	9	3	13	14	0

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

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RILEY COUNTY POLICE DEPARTMENT

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

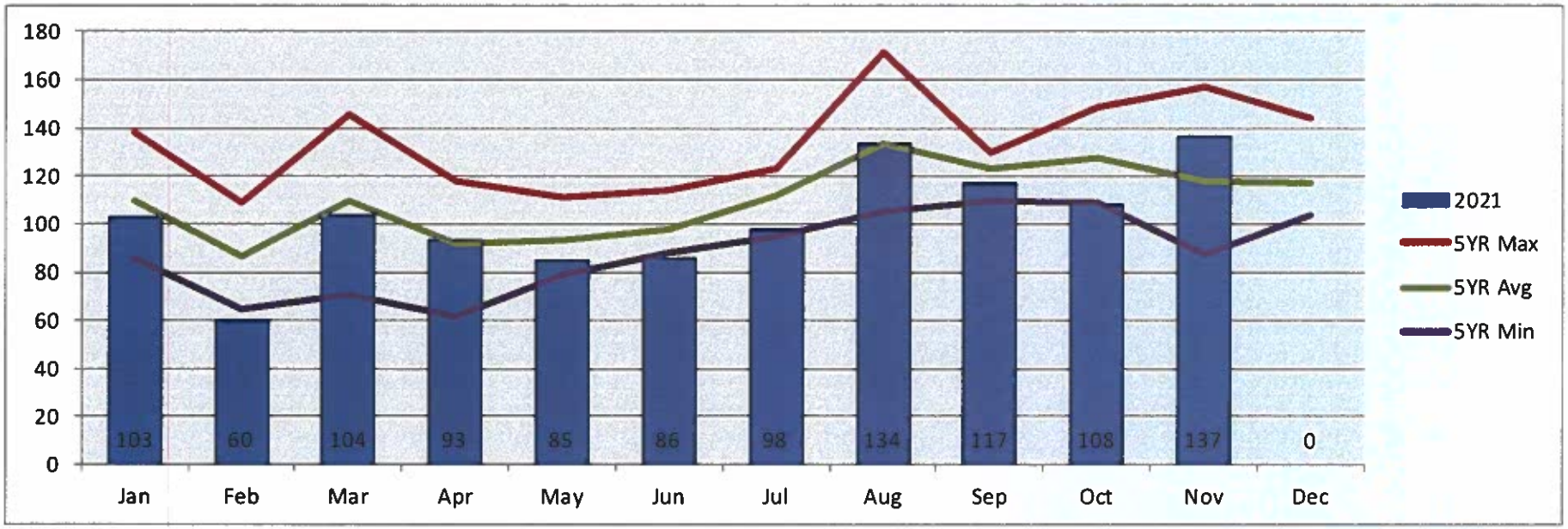
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 11/30/21 11:59 PM

- For November, Part I property crime was up 15.9% from the 5 year average. Compared to November 2020, there was an 12.7% decrease.
- Part I property crime is projected to be 6.4% below the 5 year average.
- The property crime for November 2021 included 9 structural burglaries, 50 larcenies from motor vehicle, 13 auto thefts, and 1 arson. The rest of the incidents were larcenies (64 incidents).

	Nov	Year to Date	Yearly Total
2016	101	1176	1283
2017	147	1291	1395
2018	87	1113	1257
2019	99	1251	1366
2020	157	1182	1298
2021	137	1125	
% Change	-12.7%	-4.8%	-4.8%
		Yearly Projection:	1235



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	86	108	114	95	90	93	123	130	127	109	101	107
2017	121	83	146	84	79	114	103	171	119	124	147	104
2018	93	65	107	101	86	103	95	117	110	149	87	144
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	88	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	117	108	137	0

Includes Part 1 property crimes that were the primary offense only.

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RILEY COUNTY POLICE DEPARTMENT

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

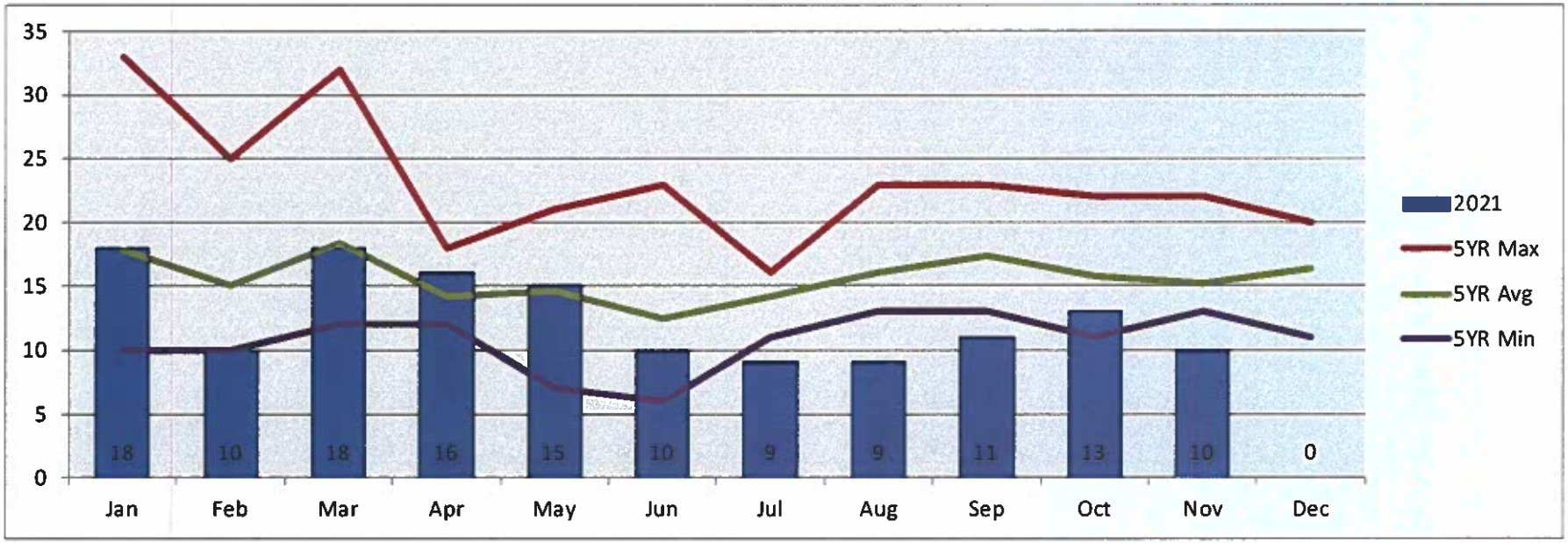
Structural Burglary

Offense Code: 0510

All Data As Of: 11/30/21 11:59 PM

- Structural burglaries were 34.2% below the 5 year average for November.
- The burglary total is projected to be 18.4% below the 5 year average.
- There were 5 residential burglaries and 5 non-residential burglaries.
  - Three of the non-residential burglaries occurred at storage unit facilities.

	Nov	Year to Date	Yearly Total
2016	13	162	179
2017	22	233	244
2018	13	148	168
2019	14	155	171
2020	14	157	175
2021	10	139	
% Change	-28.6%	-11.5%	-12.6%
		Yearly Projection:	153



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	10	16	16	14	17	11	15	13	23	14	13	17
2017	33	14	32	18	21	23	16	23	13	18	22	11
2018	13	10	12	12	17	11	15	16	18	11	13	20
2019	15	10	18	15	11	11	14	15	18	14	14	16
2020	18	25	14	12	7	6	11	13	15	22	14	18
2021	18	10	18	16	15	10	9	9	11	13	10	0

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RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

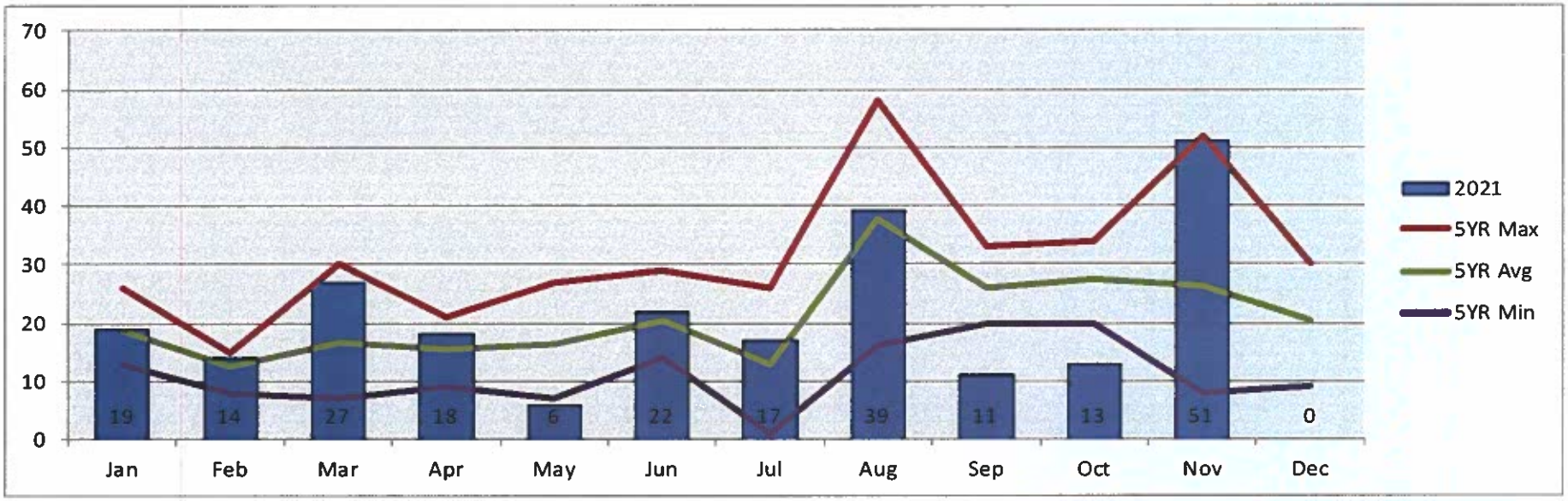
Vehicle Burglary

Offense Code: 0640

All Data As Of: 11/30/21 11:59 PM

	Nov	Year to Date	Yearly Total
2016	14	255	272
2017	42	271	289
2018	8	203	212
2019	15	200	228
2020	52	224	254
2021	51	237	
% Change	-1.9%	+5.8%	+1.6%
		Yearly Projection:	258

- November 2021 was 94.7% above the 5 year average.
- The vehicle burglary total is projected to be 2.8% above the 5 year average.
- In 35 of the incidents the vehicle was unsecured when the items were taken.
- About half of the incidents in November occurred during a larceny from motor vehicle spree in Ogden on one night.



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	19	13	20	18	15	21	26	53	26	30	14	17
2017	18	15	30	21	14	16	16	58	20	21	42	18
2018	26	14	13	13	7	22	5	28	33	34	8	9
2019	13	8	13	16	27	14	17	34	23	20	15	28
2020	18	13	7	9	19	29	1	16	28	32	52	30
2021	19	14	27	18	6	22	17	39	11	13	51	0

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

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

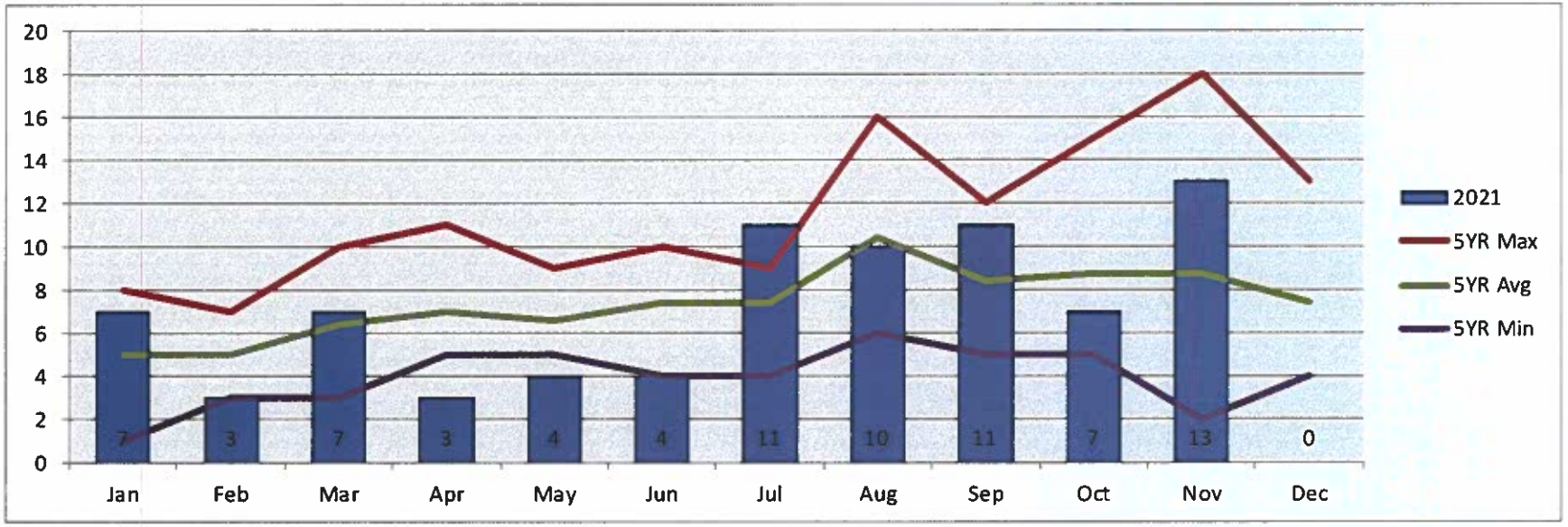
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 11/30/21 11:59 PM

- For November, motor vehicle thefts were up 47.7% from the 5 year average.
- It is projected that the motor vehicle theft total will be 1.8% below the 5 year average.
- Keys were left in three of the vehicles.
- One of the incidents were deprivation of property.
- Six of the vehicles have been recovered as of 12/7/2021.

	Nov	Year to Date	Yearly Total
2016	2	65	71
2017	5	78	86
2018	8	80	86
2019	11	100	104
2020	18	83	96
2021	13	80	
% Change	-27.8%	-3.6%	-9.0%
		Yearly Projection:	87



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	5	6	7	5	6	4	9	11	5	5	2	6
2017	8	5	5	5	6	8	8	16	5	7	5	8
2018	1	3	7	11	5	10	9	10	10	6	8	6
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	7	3	4	4	11	10	11	7	13	0

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RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

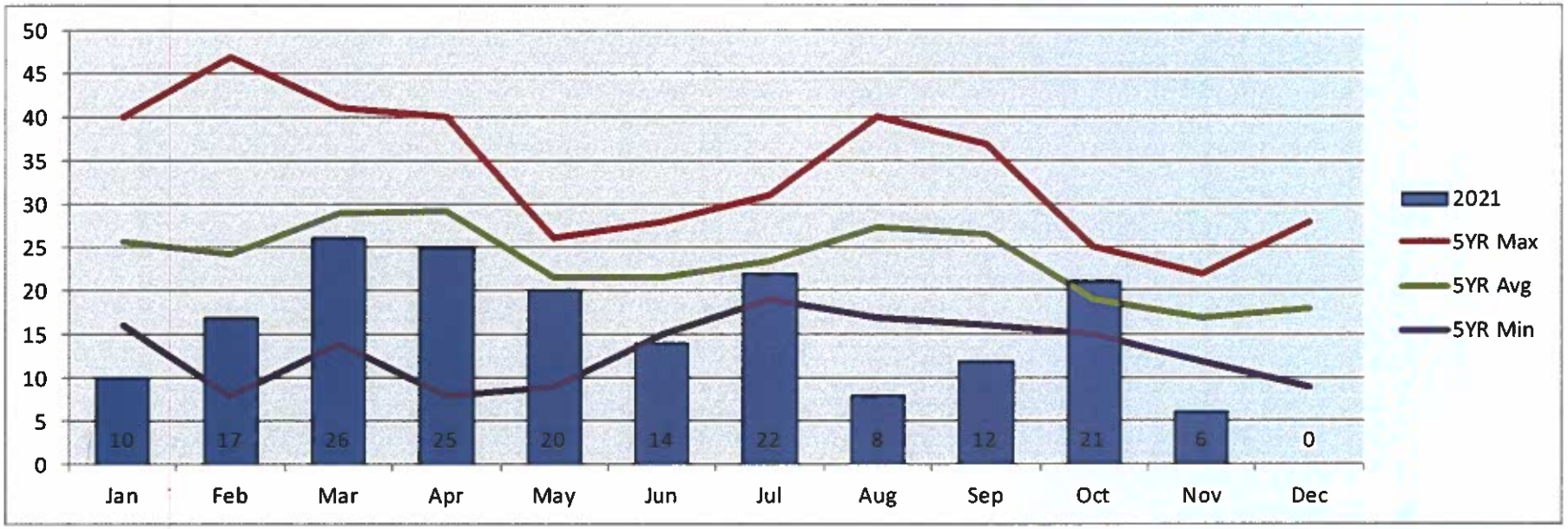
DUIs

Offense Code: 2110

All Data As Of: 11/30/21 11:59 PM

- The number of DUIs for November 2021 is 64.7% below the 5 year average.
- The DUI total is projected to be 31.6% below the 5 year average.

	Nov	Year to Date	Yearly Total
2016	22	361	380
2017	20	251	266
2018	15	284	312
2019	16	266	285
2020	12	159	168
2021	6	181	
% Change	-50.0%	+13.8%	+15.0%
		Yearly Projection:	193



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	40	47	41	31	25	22	31	40	37	25	22	19
2017	26	27	22	29	25	18	21	18	29	16	20	15
2018	16	27	36	40	22	28	26	30	25	19	15	28
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	0

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT

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

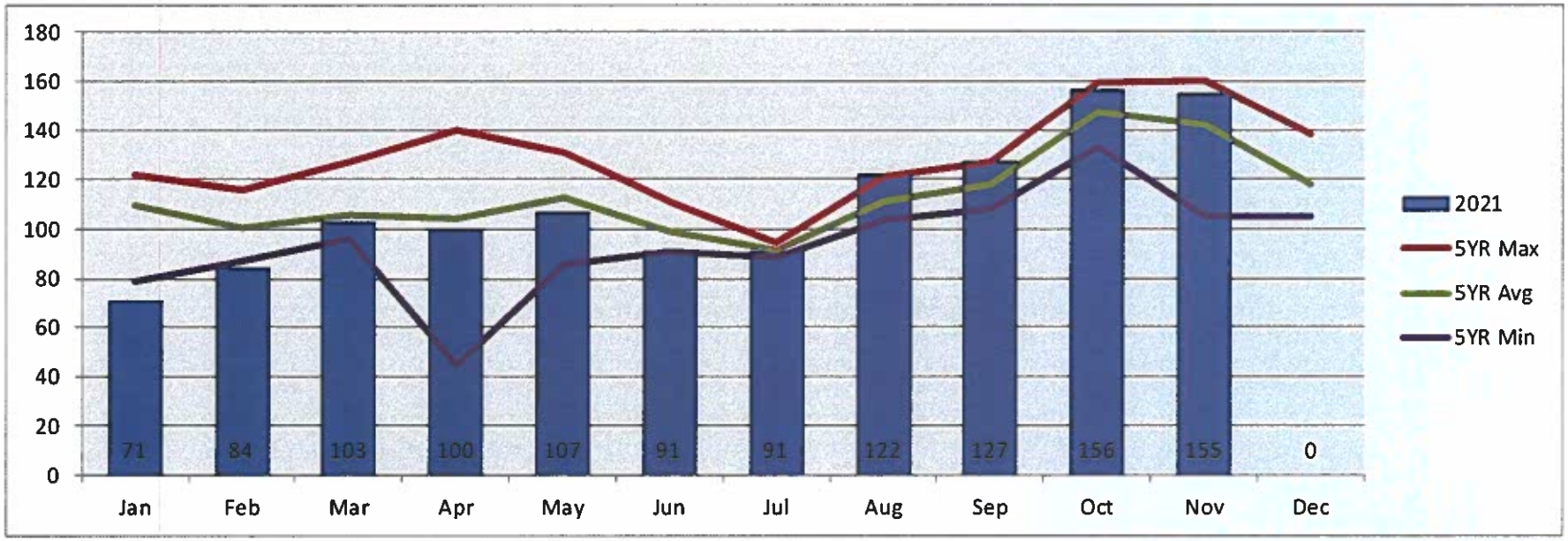
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 11/30/21 11:59 PM

- The number of traffic accidents in November 2021 is 9.2% above the 5 year average.
- It is projected that the traffic accident total will be 2.9% below the 5 year average.

	Nov	Year to Date	Yearly Total
2016	145	1226	1364
2017	157	1272	1387
2018	160	1286	1397
2019	143	1317	1436
2020	105	1115	1220
2021	155	1207	
% Change	+47.6%	+8.3%	+8.3%
		Yearly Projection:	1321



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	110	93	101	107	100	111	95	104	127	133	145	138
2017	79	87	101	140	127	97	89	112	124	159	157	115
2018	119	98	127	115	121	97	92	109	108	140	160	111
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	155	0

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RILEY COUNTY POLICE DEPARTMENT
To reduce crime and improve the quality of life for the citizens we serve

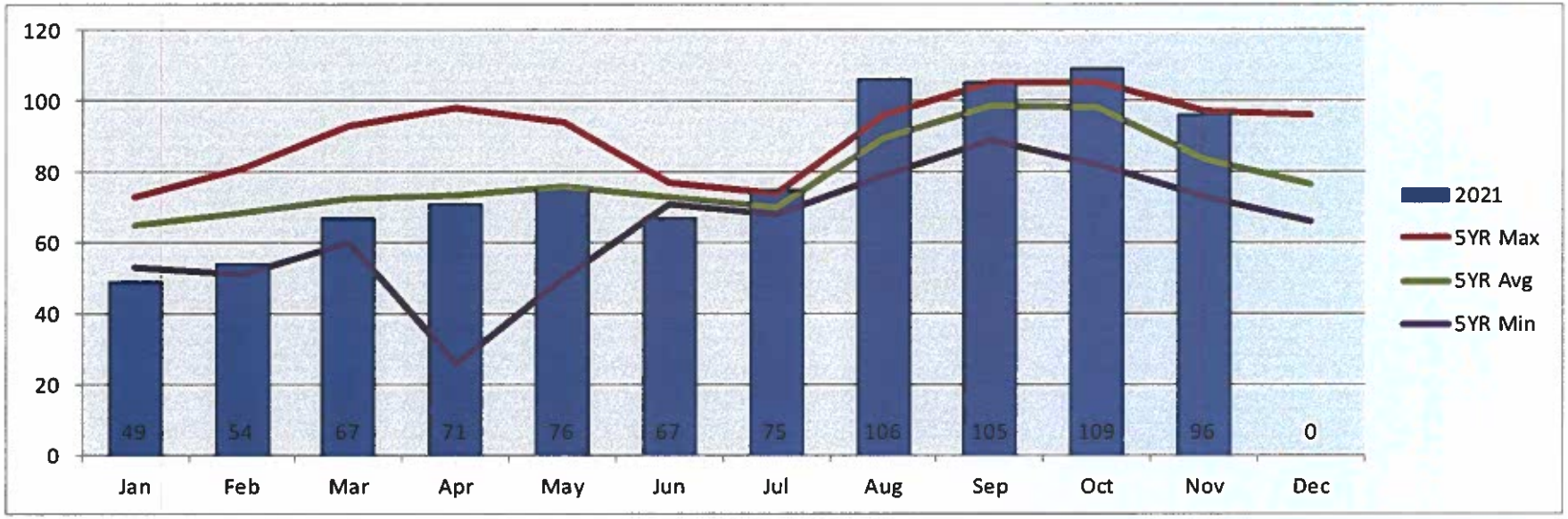
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 11/30/21 11:59 PM

- The number of preventable traffic accidents in November 2021 is 14.8% above the 5 year average.
- Number may change as data entry corrections continue.

	Nov	Year to Date	Yearly Total
2016	97	902	998
2017	90	915	991
2018	82	874	944
2019	76	870	945
2020	73	788	854
2021	96	875	
% Change	+31.5%	+11.0%	+11.5%
		Yearly Projection:	952



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2016	69	81	74	80	61	74	69	90	105	102	97	96
2017	53	67	70	98	92	73	68	96	104	104	90	76
2018	71	63	93	75	94	71	71	79	93	82	82	70
2019	60	51	66	89	84	77	74	93	102	98	76	75
2020	73	81	60	26	50	71	69	91	89	105	73	66
2021	49	54	67	71	76	67	75	106	105	109	96	0

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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

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY
LAW ENFORCEMENT AGENCY
TIM SIGLE

ON BEHALF OF THE LAW BOARD, RILEY COUNTY POLICE DEPARTMENT AND COMMUNITY ADVISORY BOARD, THIS PLAQUE IS PRESENTED IN RECOGNITION OF YOUR DEDICATION AND SERVICE TO THE CITIZENS OF RILEY COUNTY, KANSAS AND MEN AND WOMEN OF RCPD.

2017-2021
VICE CHAIR 2019-2020
CHAIR 2021

RILEY COUNTY
FIRST IN KANSAS
ACCREDITED CONSOLIDATED
POLICE

KURT M. MOLDRUP
ASSISTANT DIRECTOR

DENNIS P. BUTLER
DIRECTOR

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RESOLUTION PURSUANT TO K.S.A 19-4428
Resolution NO. 22-02

NOW on this 20th day of December, 2021, at a monthly meeting of the Riley County Law Enforcement Agency, a quorum being present and a majority of the quorum present desiring to set the regular meeting time and place for 2022. It is approved that the monthly meeting of the Riley County Law Enforcement Agency shall be held at 12:00 noon on the third Monday of each month, provided that if Monday is a legal holiday or on a holiday specified by the Agency, the regular meeting shall be held on the following day at the same hour.

It is further resolved that such meeting shall be held in the City Commission Chambers at 1101 Poyntz Avenue in Manhattan, Kansas.

It is further resolved that any regular meeting may be adjourned to another time and place.

It is further resolved that special meetings may be called at any time by the chair of the Agency, provided that written notice stating that the time and place of any special meeting and the purpose for which the meeting is called shall be given to each member at least two days in advance of said meeting, unless such notice is waived by all other members of the Agency.

WHEREFORE, I set my hand this 20th day of December, 2021.

_____
Chairperson Linda Morse
Riley County Law Enforcement Agency

2022 Schedule of Law Board Meetings

January 18, 2022 (Tuesday)	July 18, 2022
February 22, 2022 (Tuesday)	August 15, 2022
March 21, 2022	September 19, 2022
April 18, 2022	October 17, 2022
May 16, 2022	November 21, 2022
June 21, 2022 (Tuesday)	December 19, 2022

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LEASE RENEWAL AGREEMENT

This agreement, made this 9th day of December, 2021 by and between GJL Real Estate Limited Partnership (Lessor) and Riley County (Lessee).

The parties do hereby agree and stipulate that they have previously entered into a lease agreement dated the 22nd of September, 1993 for the property describe as follows:

> Approximately 612 +/- square feet of space (the leased premises) comprising a portion of the premises commonly known as 1113 Moro Street, Manhattan, Kansas 66502 and herein by reference (the premises).

The parties do hereby mutually covenant and agree that the term of the lease described above is hereby extended for the period of one (1) year, said extension to commence the 1st day of January, 2022 and shall terminate on the 31st day of December, 2022. Lessee shall have the right to terminate the lease by providing a written 30 day notice to Lessor of said intent to terminate the lease. This extension shall be subject to all the terms, conditions, covenants, restrictions and agreements of the original lease fully repeated herein.

Exceptions to original terms:

- The rental amount for the year of the extension will be Ten Thousand Five Hundred Dollars and 00/100 ($10,500.00) with equal monthly installments of Eight Hundred-Seventy-Five Dollars and 00/100 ($875.00).
- The original Lessor under the Lease was GJL Real Estate, a Kansas general partnership. On December 29, 1999 the general partnership was converted to a limited partnership under the name and style of GJL Real Estate Limited Partnership, a Kansas limited partnership.

LESSOR:

GJL Real Estate Limited Partnership

By: _____

Date: 11-27-21

LESSEE:

Board of Commissioners of

Riley County, Kansas

By: _____

Date: 12/9/21

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY, KANSAS
JAIL SERVICES AGREEMENT
AMENDMENT

THIS AMENDMENT ("Amendment") is attached to a made part of that certain Jail Services Agreement, executed on or about December 18, 2017 ("Agreement"), by and between the Riley County Law Enforcement Agency and the Riley County Police Department, in the state of Kansas ("Facility"), and T.W. Vending Inc., d/b/a TurnKey Corrections ("Provider").

WHEREAS, the Parties desire to amend the Agreement in order to allow for the provision of additional services by Provider and to extend the term of the Agreement.

NOW, THEREFORE, for the good and valuable consideration detailed below, the parties agree that the Agreement is modified as follows:

1. Term. The Parties agree that the term of the Agreement shall be extended for a period of four (4) years ("Extended Term"), beginning on the first day of the first full calendar month following the execution of this Amendment, (the Extended Term and any Renewal Terms shall collectively be referred to herein as the "Term").

2. Handheld Devices. Provider will deliver 30 inmate handheld devices to the Facility, which devices shall operate Provider's proprietary My Connection Hub® service. My Connection Hub®, or The Hub®, shall be capable of making phones calls, transmitting SMS texts, emails and Video Visitation communications. The Hub® shall also be capable of taking commissary orders, ordering Mp3 players and music, accessing the law library (if purchased by Facility), and filing grievance/requests with Facility staff. Provider will supply 3 charging stations for The Hub® devices. Placement of the charging stations shall be at the discretion of the Facility so long as such charging stations are placed in locations secure from the inmate population. Any additional The Hub® devices and charging stations required by the Facility may be subject to additional costs and fees. The Parties agree that the wireless communications system within the Facility should be capable for the use of The Hub®, and that Provider shall be responsible for any system upgrades or installation required to meet such capabilities and/or requirements.

3. Additional Services. The Facility will be able to use all features offered by the Provider, including mail scan, paperless kites, law library, attorney and bond agency directory, inmate handbook, PREA automation, and other features. Provider has partnered with FastCase®, with a cost to the Facility of $1.00 per inmate monthly ADP, calculated over the course of each month using its average daily population. By signature below, Facility is agreeing to provide FastCase® law library to its inmates. Provider will include its mail scan feature at no additional charge.

4. No Other Changes. Unless specifically modified herein, all of the terms and conditions of the Agreement remain in full force and effect.

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Acknowledged and agreed:

Riley County Law Enforcement Agency

By: _____
Print Name: _____

Linda Morse, Chairperson

Date: _____

Riley County Police Department

By: _____
Print Name: _____

Dennis P. Butler, Director

Date: _____

T.W. Vending, Inc., d/b/a TurnKey Corrections

By: _____
Dewey Wahlin

Date: _____

Attachment: 12-20-21 law board packet-amended agenda (9891 : Law Board Meeting Agenda)

RILEY COUNTY POLICE DEPARTMENT
Memorandum

Original to: _____
Action: _____
Copy to: _____

To: **Riley County Law Enforcement Agency**

From: **Director Dennis Butler**

Ref: **Genesis Health Clubs Corporate Partnership Program**

Date: **December 14, 2021**

In December 2019, the RCPD entered in to a two-year contract with Genesis Health Clubs Corporate Partnership Program. In August 2021, the RCPD disseminated Requests for Proposals (RFPs) to several fitness centers in Riley County to gather cost and amenities comparisons. About the same time, we surveyed all of our employees to determine if they wished to continue this benefit and to solicit their opinions. It is important to note that under IRS Rules we have a Section 125 cafeteria plan (26 U.S. Code). We must follow IRS guidelines about what can be administered through this plan. There is a list of items that are excluded and one is "Athletic Facilities." What this means is that unless the facility is located in our own building and we operate it, we are prohibited from offering multiple fitness plan options to employees and can only offer one corporate fitness plan.

Employees Survey Results

- 98.4% of employee were aware of the benefit
- 90% supported continuing the benefit in some form; and
- 54.79 % of employees have used the benefit, while 45.21% have not.

The responses varied when employees were specifically asked if they would like to continue with Genesis. The two common reasons cited from employees not in favor were:

- Prefer other facility/have membership elsewhere.
- Want ability to Opt-out/ability to choose another gym/prefer stipend.

Both reasons are disallowed under IRS rules. In essence for us to offer this benefit it is an all-or-nothing proposition.

The RFPs and employee surveys were reviewed by the RCPD Multi-Purpose Committee (MPC) and tasked with providing a recommendation. Some of the information they considered was:

- Eight fitness facilities responded to the RFP
- The range of annual fees quoted were $42,000-$280,980; and
- Genesis was $42,000 without a contract. If we sign a 12-month contract the monthly fee remains $3,125 or $37,500 annually.

It is important to acknowledge that due to each facility offering different options this was not an apples to apples comparison, but the human resources manager concurred with the MPC recommendation to remain with Genesis.

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We plan to continue with a 12-month contract at Genesis for the following reasons:

- Proximity to the RCPD
- Flexible scheduling options for special RCPD classes
- Ability to accommodate training classes
- Ability to accommodate physical testing course measuring approximate 20' x 80'
- Ability to incorporate up-to-date metrics concerning employee use of facilities and satisfaction in a report ready format; and
- Discounts for family memberships at employees' expense.

Finally, notification letters sent to facilities not selected and included the invitation to supply Human Resources with information about their facility if they would like us to share with employees (new hire packets and current employees) as some of them still prefer to work out at different facilities. Human Resources has not received any replies.

Thank you.

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Policy Title:	0.0.0 Applicability And Change	
Policy & Procedures	Approved On: 04-13-2011	Order: GO 2011-001
RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: B Schoen Brad Schoen Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	N/A	
Chapter: 0 – Introduction – General Provisions		

1. **Applicability**: The policies and procedures annotated in the following Chapters and Sections are applicable to all personnel of the Riley County Police Department and are hereby referred to collectively as the RCPD Policy Manual.

2. **Change**: The Policy Manual is a living document that requires modification as legal guidelines, legislation, common practice, and professional standards change. When alteration is necessary, the following procedures will be observed to affect those changes:

   A. All content written in *blue/green* font with grey background shading requires the review and approval (by a majority consensus) of an established group of Department employees, hereinafter referred to as the Policy Review Committee (PRC). *(blue FOP Sworn Contract wording/green FOP Non-Sworn Contract wording)* Further, such content may not be altered – permanently or temporarily – without the approval of the Riley County Law Enforcement Agency (Law Board).

   B. All other content may be altered in accordance with Policy 12.2.1, Written Directive System.

   C. All changes become effective when approved in writing by the Director or the authorized signatory of the Law Board.

3. **CALEA On-Site Assessment**: If needed, the Director may authorize minor policy changes during an on-site assessment to allow the Department to successfully complete the accreditation process. Any changes authorized will be routed through the above listed procedures as soon as applicable.

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RILEY COUNTY POLICE DEPARTMENT

Policy Approval Transmittal Form

RILEY COUNTY POLICE DEPARTMENT

☑ GENERAL ORDER (Requires Law Board Approval) NUMBER: 2020-133

☐ SPECIAL ORDER ○ New Policy ◉ Update Existing Policy

POLICY: 34.1.2 - Promotion Process

PURPOSE: Policy revised per the Director

Date Proposed Policy Disseminated: 4/5/2021 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

	Approved:	Revision Suggested:	Initials:	Date:
Assistant Director - Initial Review	☑	☐	DPB	12/14/2021

APPROVALS:

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

N/A — *Policy Review Committee Chair Approval* — *Date*

AD Kurt Moldrup — *Assistant Director's Approval* — 12/14/2021 — *Date*

Director Dennis Butler — *Director's Approval* — 12/14/2021 — *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]*

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Policy Title:	34.1.2 Promotion Process	
Policy & Procedures	Approved On: 11-05-2020	Order: GO 2020-133
RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: Dennis P. Butler Dennis P. Butler, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	34.1.2	
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 evaluated using the process outlined in the promotion announcement. The evaluation process results in a list of promotable employees. Finally, the Director selects an employee for promotion from the list as needed.

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

A. Assistant Director: Minimum one-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.

B. Sworn Captain: Minimum one-year experience as a sworn Lieutenant with the Department at the time of the initial promotional activity. The Captain position is appointed by the Director. 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. 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.

C. Lieutenant: Minimum one year of experience as a sworn sergeant with the Department at the time of the initial promotional ~~test~~ 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.

D. Sergeant: Minimum one year of experience as a Corporal with the Department at the time of the initial promotional ~~test~~ process.

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E. Corporal: Minimum two years of experience as a police officer with the Department at the time of the initial promotional ~~test~~ process.

F. Corrections Captain: Minimum one 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. 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.

G. Corrections Lieutenant: Minimum one year of experience as a Corrections Sergeant with the Department at the time of the initial promotional ~~test~~ 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.

H. Corrections Sergeant: Minimum two years of experience as a correction officer with the Department at the time of the initial promotional ~~test~~ process.

I. Dispatch Shift Supervisor: Minimum two years experience as a ~~dispatcher~~ Dispatcher II with the Department at the time of the initial promotional ~~test~~ process.

J. Evidence Supervisor: Minimum three years experience in the evidence section with the Department at the time of the initial promotional ~~test~~ process.

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; problem analysis; judgment; decision making; ability to plan and organize; and the ability to delegate tasks and control activities. (CALEA 34.1.2a)

B. Rating of Candidates: Procedures used for promotion will be job related and nondiscriminatory. With the exception of the positions of Assistant Director and Captain, whose selection and appointment is made solely at the discretion of the Director, those eligible employees who desire to be considered for such promotion will be rated on a competitive basis as follows:

1) Written examination

2) Oral Interview

3) Assistant Director's assessment of past evaluations and work performance

C. Written Examination: The written examination will have a value of thirty percent (30%). Each question may be valued no more than five (5) points and no less than one (1) point. Questions will be selected from the 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. The examination may also contain questions of decision and sound law

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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.

D. 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)

E. 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, Leadership Potential, Enthusiasm, Integrity

2) 25% Discipline and Awards

3) 25% Education, Training and initiative within the Department.

F. 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.

G. 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)

H. Employee Review and Appeal of the Promotion Process: (CALEA 34.1.2e)

1) **Review**: Employees competing for promotion may, after completing the promotion process, review 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. ~~Any employee who decides to appeal their results on any portion of the promotion process will immediately initiate a written grievance through the Assistant Director. The Director will be notified immediately of any grievances related to the promotion process.~~ 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 writing and submit it to the Human Resources Manager within ten (10) 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.

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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 ~~grievance~~ 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 ~~Coordinator~~ Manager and approved by the Director.

If the concerned employee is not satisfied with the Director's initial decision he/she 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).

I. 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)

J. 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.

K. 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) The Director can authorize lateral hires 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.

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L. 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.

M. 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.

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Policy Title:	34.1.3 Promotion Process	
Policy & Procedures	Approved On: 10-24-2018	Order: GO 2018-018
RILEY COUNTY POLICE DEPARTMENT To reduce crime and improve the quality of life for the citizens we serve	Approved: Brad Schoen Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	34.1.3 a - h	
Chapter: 34 – Promotion – Professional And Legal Requirements		

1. Promotion – Eligibility Requirements: All employees meeting established eligibility requirements are encouraged to compete for promotion. Eligibility requirements for promotion to positions within the Department are as follows:

A. Assistant Director: Minimum one year experience as a sworn Captain with the Department at the time of the initial promotional activity.

B. Captain: Minimum one year experience as a sworn Lieutenant with the Department at the time of the initial promotional activity.

C. Lieutenant: Minimum one year of experience as a sworn sergeant with the Department at the time of the initial promotional test.

D. Sergeant: Minimum one year of experience as a Corporal with the Department at the time of the initial promotional test.

E. Corporal: Minimum two years of experience as a police officer with the Department at the time of the initial promotional test.

F. Correction Lieutenant: Minimum one year of experience as a Corrections Sergeant with the Department at the time of the initial promotional test.

G. Corrections Sergeant: Minimum two years of experience as a correction officer with the Department at the time of the initial promotional test.

H. Dispatch Shift Supervisor: Minimum two years' experience as a dispatcher with the Department at the time of the initial promotional test.

I. Evidence Supervisor: Minimum three years' experience in the evidence section with the Department at the time of the initial promotional test.

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.

2. **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

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communication; interpersonal insight; problem analysis; judgment; decision making; ability to plan and organize; and the ability to delegate tasks and control activities. (CALEA 34.1.3a)

B. Rating of Candidates: Procedures used for promotion will be job related and nondiscriminatory. With the exception of the positions of Assistant Director and Captain, whose selection and appointment is made solely at the discretion of the Director, those eligible employees who desire to be considered for such promotion will be rated on a competitive basis as follows:

1) Written examination

2) Oral Interview

3) Assistant Director's assessment of past evaluations and work performance

C. Written Examination: The written examination will have a value of thirty percent (30%). Each question may be valued no more than five (5) points and no less than one (1) point. Questions will be selected from the 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. 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. (CALEA 34.1.3b)

D. 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 34.1.3d)

E. 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, Leadership Potential, Enthusiasm, Integrity

2) 25% Discipline and Awards

3) 25% Education, Training and initiative within the Department.

F. 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.

G. 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 34.1.3c)

H. Employee Review and Appeal of the Promotion Process: (CALEA 34.1.3e)

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1) **Review**: Employees competing for promotion may, after completing the promotion process, review 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. Any employee who decides to appeal their results on any portion of the promotion process will immediately initiate a written grievance through the Assistant Director. The Director will be notified immediately of any grievances related to the promotion process. The Director will determine the most appropriate procedure in regards to continuing or suspending the promotional process. Should the grievance be shown to be valid, the candidate(s) may be re-tested or reevaluated under conditions of impartiality as established by the Human Resources Coordinator and approved by the Director.

I. 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 34.1.3f)

J. 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 34.1.3g)

K. 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 34.1.3h)

L. 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 Coordinator and provide supporting documentation at the time the candidate expresses intent to participate in the promotion process.

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