

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

I. ESTABLISH QUORUM- Chairperson Matta

II. PLEDGE OF ALLEGIANCE- Director Peete

III. CONSENT AGENDA

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

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|-------------|----|--|
| Pages 3-10 | A. | Approve March 18, 2024 Law Board Meeting Minutes |
| Pages 11-23 | B. | Approve 2024 Expenditures/Credits |
| Pages 24-25 | C. | 2024 Adjusted Financial Journal Entries- (<i>Review</i>) |
| Pages 26-29 | D. | RCPD Related County Expenditures- (<i>Review</i>) |
| Page 30 | E. | Riley County Jail Average Daily Inmate Population- (<i>Review</i>) |
| Pages 31-34 | F. | Approval of Department Policy 46.1.13 Continuity of Operations Plan |
| Pages 35-39 | G. | License Plate Reader (LPR) Agreement |
| Pages 40-55 | H. | Monthly Crime Report- (<i>Review</i>) |

IV. GENERAL AGENDA

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|--------------|----|---|
| | I. | Additions or Deletions |
| | J. | Public Comment |
| | K. | Fraternal Order of Police Lodge #17 Comments |
| | L. | Board Member Comments |
| | M. | Award Presentation- Director Peete & Assistant Director Moldrup |
| Page 56 | 1. | Community Advisory Board Member Recognition, Dr. Lorenza Lockett |
| | 2. | Commendation Award |
| Page 57 | a) | Officer Jeffrey Nelson |
| Page 58 | b) | Officer Wesley Ulmer |
| | 3. | Live Saving Award |
| Page 59 | a) | Corrections Officer Keegan Anschutz |
| Page 60 | b) | Corrections Officer Ashley Britt |
| Page 61 | c) | Corrections Officer Nicholas Schmidt |
| Page 62 | N. | National Correctional Officers' Week Proclamation- Chairperson Matta |
| Page 63 | O. | National Police Week Proclamation- Chairperson Matta |
| Pages 64-69 | P. | Audit Engagement Letter, James Gordon & Associates CPA, P.A.- Captain Jager – (<i>Vote Required</i>) |
| Page 70 | Q. | Office of Community Oriented Policing Services FY24 Promoting Access to Crisis Teams – Community Policing Development Program Grant Application- Captain Freidline- (<i>Vote Required</i>)
https://cops.usdoj.gov/pdf/2024ProgramDocs/pact/solicitation.pdf https://cops.usdoj.gov/pact |
| Page 71 | R. | Bureau of Justice Assistance FY24 Rural and Small Department Violent Crime Reduction Program Grant Application- Director Peete – (<i>Vote Required</i>)
https://bja.ojp.gov/funding/O-BJA-2024-172045.pdf |
| Pages 72-120 | S. | 2025 Budget Development & Publication- Director Peete, Captain Jager & Staff- (<i>Discussion/Possible Vote</i>) |

- T. Executive Session- (*Vote Required*)
 - 1. Non-Elected Personnel Matters
 - 2. Attorney Client Privilege
- U. Adjournment

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

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



RILEY COUNTY POLICE DEPARTMENT

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

Riley County Law Enforcement Agency Law Board Meeting

Monday, April 15, 2024
12:00 p.m.

City Commission Chambers
1101 Poyntz Avenue
Manhattan, Kansas

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

RILEY COUNTY POLICE DEPARTMENT MONTHLY BUDGET STATUS REPORT

March 31, 2024	Budget	Current Actual	Actual-YTD	% to date	Last YTD	Remaining	% Balance
	Authorization	March	3 Months	25.00%	Actual	9 Months	75.00%
01 Salaries-Full Time	17,089,553.45	1,344,689.40	4,017,634.74	23.51%	3,829,728.36	13,071,918.71	76.49%
02 Salaries-Part Time	125,000.00	11,606.18	33,144.49	26.52%	22,068.19	91,855.51	73.48%
03 Salaries-Overtime	471,762.00	74,859.85	187,144.41	39.67%	183,780.50	284,617.59	60.33%
TOTAL SALARIES	17,686,315.45	1,431,155.43	4,237,923.64	23.96%	4,035,577.05	13,448,391.81	76.04%
36 Kansas Police & Fire	2,380,794.61	189,731.84	561,825.34	23.60%	596,568.00	1,818,969.27	76.40%
37 KPERS	798,707.30	61,342.25	179,741.59	22.50%	173,495.33	618,965.71	77.50%
38 Social Security	709,538.16	55,882.06	164,416.66	23.17%	156,768.95	545,121.50	76.83%
39 Health Insurance	1,537,150.00	120,000.00	360,000.00	23.42%	360,000.00	1,177,150.00	76.58%
40 Workers Compensation Insurance	380,000.00	15,375.17	37,807.62	9.95%	90,794.16	342,192.38	90.05%
41 Unemployment Compensation	17,686.65	1,366.84	4,042.88	22.86%	3,849.65	13,643.77	77.14%
TOTAL EMPLOYEE BENEFITS	5,823,876.72	443,698.16	1,307,834.09	22.46%	1,381,476.09	4,516,042.63	77.54%
TOTAL PERSONNEL COSTS	23,510,192.17	1,874,853.59	5,545,757.73	23.59%	5,417,053.14	17,964,434.44	76.41%
04 Utilities	205,000.00	15,791.33	15,861.33	7.74%	41,203.82	189,138.67	92.26%
05 Insurance	320,000.00	6,832.00	511,431.00	159.82%	468,299.00	-191,431.00	-59.82%
06 Legal & Accounting	85,000.00	7,932.10	18,407.45	21.66%	16,947.28	66,592.55	78.34%
07 Training & Travel	108,000.00	14,759.51	30,952.33	28.66%	23,799.65	77,047.67	71.34%
08 Postage	7,400.00	299.19	1,390.49	18.79%	1,342.61	6,009.51	81.21%
09 Printing	7,500.00	0.00	37.50	0.50%	99.82	7,462.50	99.50%
10 Rentals-Maint Agreements	60,000.00	6,194.54	10,866.32	18.11%	9,812.74	49,133.68	81.89%
11 Building & Grounds	30,000.00	597.70	4,129.49	13.76%	3,391.48	25,870.51	86.24%
12 Equipment Repair & Maintenance	85,000.00	3,127.63	6,929.31	8.15%	5,910.42	78,070.69	91.85%
13 Vehicle Maintenance	90,000.00	5,982.99	16,026.29	17.81%	15,110.95	73,973.71	82.19%
14 Telephone Service	62,000.00	6,842.24	8,751.48	14.12%	8,705.59	53,248.52	85.88%
16 Medical Fees	15,000.00	1,434.89	2,159.89	14.40%	4,343.00	12,840.11	85.60%
19 Contractual Services-Computers	690,000.00	223,625.85	233,365.86	33.82%	69,908.01	456,634.14	66.18%
20 Other Contractual Services	314,000.00	30,227.85	87,962.33	28.01%	310,387.76	226,037.67	71.99%
TOTAL CONTRACTUAL SERVICES	2,078,900.00	323,647.82	948,271.07	45.61%	979,262.13	1,130,628.93	54.39%
17 Prisoner Food & Care	195,000.00	40,286.12	82,161.13	42.13%	61,024.13	112,838.87	57.87%
21 Community Services	17,500.00	0.00	795.00	4.54%	745.00	16,705.00	95.46%
22 Books, Subscriptions, Memberships	10,000.00	255.00	1,054.95	10.55%	2,548.18	8,945.05	89.45%
23 Uniforms & Accessories	40,000.00	4,400.71	10,111.02	25.28%	9,342.15	29,888.98	74.72%
25 Maintenance Supplies	29,500.00	1,281.72	3,820.49	12.95%	1,908.59	25,679.51	87.05%
26 Fuel & Lubrication	163,000.00	19,304.35	36,384.57	22.32%	24,512.19	126,615.43	77.68%
27 Vehicle Tires	17,000.00	716.25	716.25	4.21%	1,002.14	16,283.75	95.79%
28 Office Supplies	24,000.00	606.56	1,826.77	7.61%	6,788.31	22,173.23	92.39%
29 Replenishment Supplies	45,000.00	2,494.61	6,522.83	14.50%	5,492.95	38,477.17	85.50%
TOTAL COMMODITIES	541,000.00	69,345.32	143,393.01	26.51%	113,363.64	397,606.99	73.49%
30 Communications Equipment	10,000.00	0.00	0.00	0.00%	0.00	10,000.00	100.00%
31 Guns & Crime Equipment	60,000.00	929.69	1,877.81	3.13%	16,457.55	58,122.19	96.87%
32 Furniture	15,000.00	369.70	2,621.98	17.48%	2,850.61	12,378.02	82.52%
33 Office Equipment	452,000.00	26,510.41	53,947.77	11.94%	1,455.26	398,052.23	88.06%
34 Vehicles and Equipment	270,000.00	0.00	18.99	0.01%	0.00	269,981.01	99.99%
TOTAL CAPITAL OUTLAY	807,000.00	27,809.80	58,466.55	7.24%	20,763.42	748,533.45	92.76%
TOTAL NON-PERSONNEL COSTS	3,426,900.00	420,802.94	1,150,130.63	33.56%	1,113,389.19	2,276,769.37	66.44%
TOTAL EXPENDITURES	26,937,092.17	2,295,656.53	6,695,888.36	24.86%	6,530,442.33	20,241,203.81	75.14%

**RILEY COUNTY POLICE DEPARTMENT
REPORT OF AVAILABLE BUDGET**

March 31, 2024		Budget	Budget	Total	Spent-YTD	Encumbered	Total Used	% Used	Remaining
		Authorization	Credits	Spendable	3 Months		To Date	To Date	Available
01	Salaries-Full Time	17,089,553.45	27,579.18	17,117,132.63	4,017,634.74	0.00	4,017,634.74	23.47%	13,099,497.89
02	Salaries-Part Time	125,000.00	0.00	125,000.00	33,144.49	0.00	33,144.49	26.52%	91,855.51
03	Salaries-Overtime	471,762.00	3,939.60	475,701.60	187,144.41	0.00	187,144.41	39.34%	288,557.19
TOTAL SALARIES		17,686,315.45	31,518.78	17,717,834.23	4,237,923.64	0.00	4,237,923.64	23.92%	13,479,910.59
36	Kansas Police & Fire	2,380,794.61	0.00	2,380,794.61	561,825.34	0.00	561,825.34	23.60%	1,818,969.27
37	KPERS	798,707.30	0.00	798,707.30	179,741.59	0.00	179,741.59	22.50%	618,965.71
38	Social Security	709,538.16	0.00	709,538.16	164,416.66	0.00	164,416.66	23.17%	545,121.50
39	Health Insurance	1,537,150.00	0.00	1,537,150.00	360,000.00	0.00	360,000.00	23.42%	1,177,150.00
40	Workers Compensation Insurance	380,000.00	0.00	380,000.00	37,807.62	0.00	37,807.62	9.95%	342,192.38
41	Unemployment Compensation	17,686.65	0.00	17,686.65	4,042.88	0.00	4,042.88	22.86%	13,643.77
TOTAL EMPLOYEE BENEFITS		5,823,876.72	0.00	5,823,876.72	1,307,834.09	0.00	1,307,834.09	22.46%	4,516,042.63
TOTAL PERSONNEL COSTS		23,510,192.17	31,518.78	23,541,710.95	5,545,757.73	0.00	5,545,757.73	23.56%	17,995,953.22
04	Utilities	205,000.00	0.00	205,000.00	15,861.33	0.00	15,861.33	7.74%	189,138.67
05	Insurance	320,000.00	0.00	320,000.00	511,431.00	0.00	511,431.00	159.82%	-191,431.00
06	Legal & Accounting	85,000.00	0.00	85,000.00	18,407.45	0.00	18,407.45	21.66%	66,592.55
07	Training & Travel	108,000.00	823.96	108,823.96	30,952.33	0.00	30,952.33	28.44%	77,871.63
08	Postage	7,400.00	121.67	7,521.67	1,390.49	0.00	1,390.49	18.49%	6,131.18
09	Printing	7,500.00	0.00	7,500.00	37.50	0.00	37.50	0.50%	7,462.50
10	Rentals-Maint Agreements	60,000.00	0.00	60,000.00	10,866.32	0.00	10,866.32	18.11%	49,133.68
11	Building & Grounds	30,000.00	20.35	30,020.35	4,129.49	0.00	4,129.49	13.76%	25,890.86
12	Equipment Repair & Maintenance	85,000.00	0.00	85,000.00	6,929.31	0.00	6,929.31	8.15%	78,070.69
13	Vehicle Maintenance	90,000.00	6,368.07	96,368.07	16,026.29	0.00	16,026.29	16.63%	80,341.78
14	Telephone Service	62,000.00	532.79	62,532.79	8,751.48	0.00	8,751.48	14.00%	53,781.31
16	Medical Fees	15,000.00	0.00	15,000.00	2,159.89	0.00	2,159.89	14.40%	12,840.11
19	Contractual Services-Computers	690,000.00	200.69	690,200.69	233,365.86	0.00	233,365.86	33.81%	456,834.83
20	Other Contractual Services	314,000.00	7,450.83	321,450.83	87,962.33	0.00	87,962.33	27.36%	233,488.50
TOTAL CONTRACTUAL SERVICES		2,078,900.00	15,518.36	2,094,418.36	948,271.07	0.00	948,271.07	45.28%	1,146,147.29
17	Prisoner Food & Care	195,000.00	28,920.18	223,920.18	82,161.13	0.00	82,161.13	36.69%	141,759.05
21	Community Services	17,500.00	0.00	17,500.00	795.00	0.00	795.00	4.54%	16,705.00
22	Books, Subscriptions, Memberships	10,000.00	0.00	10,000.00	1,054.95	0.00	1,054.95	10.55%	8,945.05
23	Uniforms & Accessories	40,000.00	6,559.55	46,559.55	10,111.02	0.00	10,111.02	21.72%	36,448.53
25	Maintenance Supplies	29,500.00	0.00	29,500.00	3,820.49	0.00	3,820.49	12.95%	25,679.51
26	Fuel & Lubrication	163,000.00	0.00	163,000.00	36,384.57	0.00	36,384.57	22.32%	126,615.43
27	Vehicle Tires	17,000.00	0.00	17,000.00	716.25	0.00	716.25	4.21%	16,283.75
28	Office Supplies	24,000.00	55.07	24,055.07	1,826.77	0.00	1,826.77	7.59%	22,228.30
29	Replenishment Supplies	45,000.00	0.00	45,000.00	6,522.83	0.00	6,522.83	14.50%	38,477.17
TOTAL COMMODITIES		541,000.00	35,534.80	576,534.80	143,393.01	0.00	143,393.01	24.87%	433,141.79
30	Communications Equipment	10,000.00	2,961.00	12,961.00	0.00	0.00	0.00	0.00%	12,961.00
31	Guns & Crime Equipment	60,000.00	0.00	60,000.00	1,877.81	0.00	1,877.81	3.13%	58,122.19
32	Furniture	15,000.00	0.00	15,000.00	2,621.98	0.00	2,621.98	17.48%	12,378.02
33	Office Equipment	452,000.00	0.00	452,000.00	53,947.77	0.00	53,947.77	11.94%	398,052.23
34	Vehicles and Equipment	270,000.00	0.00	270,000.00	18.99	0.00	18.99	0.01%	269,981.01
TOTAL CAPITAL OUTLAY		807,000.00	2,961.00	809,961.00	58,466.55	0.00	58,466.55	7.22%	751,494.45
TOTAL NON-PERSONNEL COSTS		3,426,900.00	54,014.16	3,480,914.16	1,150,130.63	0.00	1,150,130.63	33.04%	2,330,783.53
TOTALS		26,937,092.17	85,532.94	27,022,625.11	6,695,888.36	0.00	6,695,888.36	24.78%	20,326,736.75

**RILEY COUNTY LAW ENFORCEMENT AGENCY
LAW BOARD MEETING
City Commission Meeting Room
1101 Poyntz Avenue
Manhattan, KS
March 18, 2024 12:00 p.m.
Minutes**

Members Present: Chairperson John Matta
Secretary Barry Wilkerson
Member Patricia Hudgins
Member Wynn Butler
Member Kaleb James

Absent: Vice Chairperson John Ford

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

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

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

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

III. Consent Agenda:

- A. Approve February 20, 2024 Law Board Meeting Minutes
- B. Approve 2023 & 2024 Expenditures/Credits
- C. 2023 & 2024 Adjusted Financial Journal Entries
- D. RCPD Related County Expenditures (*Review*)
- E. Riley County Jail Average Daily Inmate Population- (*Review*)
- F. Seizure Expenditures- (*Review*)
- G. Reports- (*Review*)
 - 1. Monthly Crime Report
 - 2. Quarterly Review of Emergency Line Performance measurements (COMM 2.5.3)
 - 3. Annual
 - a) Annual IA/AA Report (26.2.5)
 - b) Annual Report of Asset Seizure & Forfeitures

Secretary Wilkerson moved to approve the Consent Agenda as presented. Member Butler seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Hudgins, James, Matta, Mattingly-Ebert 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: Dennis Cook, Director of the Aggieville Business Association, wanted to thank the RCPD for their help this past weekend with St. Patrick's Day race and parade. Dennis worked primarily with Sgt. Weiszbrod and said the department did a fantastic job of coordinating with them and ensuring that there were no incidents.

J. Fraternal Order of Police Lodge #17 Comments: Terry Tobolski, FOP President, shared that they raised over \$22,000 for the Cops N Kids event that was held in December. This allowed them to sponsor over 75 children from the area and everyone enjoyed the event held at Wal-Mart. Their Polar Plunge event raised over \$3,000 for the Kansas Special Olympics. The RCPD had twelve "plungers."

K. Board Member Comments: None.

L. Award Presentation

1. Life Saving Award for Efforts on November 10, 2023 Presented to Dispatch Supervisor Kimberly Boyda

The Riley County Police Department Life Saving Award was presented to Dispatch Supervisor Kimberly Boyda in recognition of her efforts and dedication to duty while providing critical lifesaving assistance. On November 10, 2023, Dispatch Supervisor Boyda answered a 911 call regarding a 61-year-old female who was choking on food. During the call, the female could be heard in the background coughing and struggling to breathe; however, as the call continued, the coughing stopped and the female's breathing status came into question. Dispatch Supervisor Boyda adeptly switched to the dispatch life-saving instructions protocol and promptly guided the caller through the Heimlich maneuver. This swift action effectively cleared the airway obstruction, stabilizing the female's condition until Riley County Emergency Medical Services (EMS) and first responders arrived. Riley County EMS Assistant Director Josh Gering acknowledged the critical nature of the situation, confirming the effectiveness of the Heimlich maneuver in clearing the fully obstructed airway. Dispatch Supervisor Boyda's decisive response played a pivotal role in preserving life during this choking emergency.

2. Life Saving Award for Efforts on November 15, 2023 Presented to Dispatch Supervisor Kimberly Boyda

The Riley County Police Department Life Saving Award was presented to Dispatch Supervisor Kimberly Boyda in recognition of her efforts and dedication to duty while providing critical lifesaving assistance. On November 15, 2023, at approximately 12:15 PM, Dispatch Supervisor Boyda demonstrated exemplary performance when she received an abandoned 911 call. Upon reconnecting with the caller, Dispatch Supervisor Boyda spoke with a distressed female reporting that her husband had lost consciousness and she was unable to revive him. During the course of the call, the caller expressed concern that her

husband might not be breathing. Dispatch Supervisor Boyda promptly utilized the PROQA software to initiate life-saving instructions (CPR). After initiating chest compressions, the caller noticed signs of potential breathing, but Dispatch Supervisor Boyda accurately recognized the situation as agonal breathing and instructed the caller to continue chest compressions. CPR was diligently administered for an additional four minutes until Police Officer Brian Dow and Emergency Medical Services (EMS) personnel arrived on the scene. Emergency Medical Services Assistant Director Josh Gering commended Dispatch Supervisor Boyda's handling of the situation, acknowledging that her prompt administration of CPR likely contributed to the individual's survival.

3. Life Saving Award for Efforts on November 7, 2023 Presented to Police Officer Nicolas Dugan

4. Letter of Appreciation for Efforts on November 7, 2023 Presented to Citizen Daniel Watkins

Director Peete and Assistant Director Moldrup presented a Life Saving Award to Police Officer Nicolas Dugan and a Letter of Appreciation to Citizen Daniel Watkins in recognition of their efforts while providing critical lifesaving assistance. On November 7, 2023, Officer Nicolas Dugan displayed exceptional responsiveness when he responded to a distress call at Tuttle Terrace, Manhattan, KS, involving an unresponsive 25-year-old male who had stopped breathing. Upon arriving at the scene, Officer Dugan promptly engaged with multiple individuals, including Former VFW Post #1786 Commander Daniel Watkins, who was attempting CPR on the unconscious individual.

Officer Dugan assumed control of the life-saving efforts, which included adjusting the unresponsive male's airway and performing chest compressions. Through his diligent efforts, the individual began exhibiting signs of life and started breathing, albeit faintly. Without the collaborative efforts of both Daniel Watkins and Officer Dugan in administering life-saving measures and providing critical information to EMS, the outcome could have been tragically different.

M. National Public Safety Telecommunications Week Proclamation: Chairperson Matta read the National Public Safety Telecommunications Week Proclamation proclaiming that all citizens of Manhattan and Riley County observe the week of April 14th through April 20th, 2024 as National Telecommunications Week, in honor of the men and women whose diligence and professionalism keep the city, county and citizens safe. Dispatch Supervisors Kimberly Boyda and Amanda Randazzo accepted the proclamation on behalf of the Department.

N. Community Advisory Board Update: Teresa Parks, Chairperson of the Community Advisory Board (CAB), briefed the Law Board on CAB activities to date. She shared that she has taken over as the chairperson and Kirk Crabtree is the vice chairperson. They do have a few open positions and the application is available on the RCPD website. Meetings are held on the 4th Wednesday of the month at 11:30 a.m. and anyone is welcome to attend. If someone would like to be added to the agenda, they can contact Nichole Glessner at RCPD. Teresa personally commended the RCPD on their efforts for Fake Patty's Day. She lives

near the intersection of Bluemont and Juliette and observed patrol regularly coming by. She added that they seemed to be focusing on the safety aspect for the students and commented that she appreciates their efforts.

O. License Plate Reader (LPR) Agreement: Director Peete shared that they are working with the City to finalize contractual agreements and then they will bring it to the Law Board for approval and signatures. Captain Freidline shared that they believe the LPR will assist them with fighting crime and shared a recent situation where they were able to use the program to locate an individual in Wichita safely and without any further incident or harm to anybody by inputting information into the system. Other examples include a situation when an individual was having inappropriate relations with a minor. By using the LPR system they could monitor how often the person came to town to engage with the minor. This system can enhance their investigations and provide additional evidence for prosecution. Captain Freidline shared that the LPR will also assist when other jurisdictions are looking for people that have fled to Manhattan. She stated that they have everything they need from KDOT and the Department of Transportation, they are just working on the final details to get the LPR's on the outskirts of the community.

Member Butler asked how many license plate readers there will be and how they will be maintained.

Captain Freidline shared that they have a total of eleven cameras and ten of them will be placed on the main thoroughfares of the community. They plan to place one in Aggieville as well since that tends to be a bit of a hot spot for criminal activity. She did emphasize that the technology is basically just taking pictures and it doesn't provide a live feed, etc. Captain Freidline explained that once they purchase the cameras there is an annual software and maintenance agreement for the uploads. Each camera costs approximately \$3,000 for a total of \$33,000 per year and it does include warranty services. The company has a location in Wichita so if there are issues with the network or a camera being down, they are within two hours to come and assist with these issues. The RCPD does have liability insurance for the readers as well. She believes this program will be an asset to assisting them with solving crimes.

P. Fake Patty's Day Analysis 2024: Captain Steere stated that he doesn't want this information to be misconstrued as though they are taking any kind of success out of this day. He emphasized that it was a long and difficult day as they had some officers and citizens injured. Captain Steere discussed the challenges of planning for this type of event as it is driven by social media and changes as the day progresses. He commended all RCPD staff members, to include the officers, dispatchers, corrections officers and command staff for the hard work that they put in and how they addressed the difficult and challenging situations. He shared that they had approximately 100 officers (which includes officers from outside agencies) working that day and in planning for next year, which has already started, they anticipate possibly having more officers and asking for assistance from additional outside agencies. Captain Steere stated that the event is continuing to evolve and migrate to residential areas. The statistical reports he shared (pages 76-79) only go back five years, while many of the records for this event occurred in 2012 – 2014. The number of calls for service (533) was up this year with open containers being the most reported (111); in 2013 there were over 820 calls for service. Citizen initiated calls for service were slightly below the five-year average at 180; in comparison there were 321 calls in 2013. Captain Steere shared that there were 62 reports filed compared to 125 in 2012. The number of citations issued (page 79) also increased over last year; the highest was in 2016 with over 600 citations issued. They did have resources out earlier this year as people are starting to drink and congregate early in the morning and the events are concentrated mainly in Aggieville and the residential areas north of Bluemont Avenue. There was an increase in custody arrests this year, although fewer of them were DUIs. Captain Steere commented that many of the arrests were for disorderly conduct

and obstruction related offenses and that most of the arrests occurred later in the evening in the Aggieville area.

Chairperson Matta commented that he has received many compliments on how Fake Patty's Day was handled. He added that this is the first year that they have not had someone emailing or coming to a meeting to complain in his tenure on the City Commission or Law Board. He believes that is a testament to the job that they did.

Captain Steere said that they worked hard to keep the streets open and to dissuade large gatherings.

Chairperson Matta shared that some have suggested possibly moving the race or other community events to Fake Patty's Day in an effort to shift it from just a drinking fest. He is not certain whether this would be a good thing or not.

Captain Steere said that they are open to discussion about it, but he does have concerns that people may not participate in those events. He reiterated that Fake Patty's Day is social media driven and at the whimsy of college students on where they will be congregating, etc.

Member Butler shared that he received significantly less complaints this year about Fake Patty's Day and therefore he believes they (RCPD) must have done something right. He shared that some have said that this is no different than a home football or basketball game weekend; he would be curious to see some data so he can accurately comment on that. He stated that having extra reinforcements next year is probably a good plan. Member Butler commented that there could be some risk with adjusting activities and saying that there isn't going to be a Fake Patty's Day and that there is only going to be a St. Patrick's Day to try and discourage it; but he does think it is worth discussing.

Member James commented that it's unlikely that any declaration they make would stop students from getting on social media and planning their own events. He inquired about what prompted RCPD to complete this analysis.

Assistant Director Moldrup shared that they have done this analysis every year and that they set parameters so they can compare annual statistics.

Member James stated that the 5-year trend makes it appear that issues are increasing, although the 10-year trend shows it is returning to normalcy. He wants to be cognizant of how that may appear to the public and added that he isn't too concerned with whether or not they have a Fake Patty's Day, as long as they are behaving appropriately and not breaking the law.

Assistant Director Moldrup voiced some concern about adding other events to Fake Patty's Day as resources would need to be committed to that, therefore affecting their resources for the organized events. He reiterated that Fake Patty's Day is organic and not organized, which makes it difficult to control. He believes that the strong and early presence of law enforcement helped reduce the number of complaints this year. Assistant Director Moldrup added that they can get numbers, but that this is not comparable to a typical game day weekend.

Member Butler voiced concerns that if they do try to combine the events, they may drive the families away from the parade, etc. He feels that the St. Patrick's Day celebration is a success, so they'll need to look hard at that prior to making any changes.

Captain Steere thanked the Kansas Highway Patrol, KSU Police Dept., and Alcohol Beverage Control for their assistance with Fake Patty's Day.

Q. Process for Issuing Citations to Businesses Found in Violation of Liquor Laws: Captain Steere shared that they have a patrol policy that has been in effect for years that governs their decision making on liquor violation citations. A component of the policy involves having a lieutenant or sergeant make the decision in an effort to take some of the burden off of the officer. He referenced the complex nature of working in Aggieville as an officer and the need to have good working relationships with the bar owners, staff and security officers. Things taken into consideration when deciding whether or not to issue a citation can include if they're checking ID's, marking hands, checking for fake ID's, etc. Captain Steere shared that they do give a lot of warnings and typically it's not until they have given a warning and see repeated concerns or issues then the supervisor will issue a citation.

Chairperson Matta commented that sometimes it is hard for people to understand why businesses aren't cited when they hear about bad things happening within a certain establishment. He recognizes that the process will take it to court and that some of the incidents must not be rising to citations being issued.

Member Butler asked what the consequences are for businesses that receive citations.

Captain Steere said that there are no automatic penalties and that it can vary significantly on a case-by-case basis. Sometimes there are stiff penalties to include fines and possibly not being able to operate, but that is more of an extreme situation. He added that businesses also have the right to appeal and contest the citation.

Member Butler shared that they've had some businesses call and say that they feel RCPD is targeting their business. He recognizes that it can be a difficult position for the officers to be in but added that there may be times, for example towards the end of the night on Fake Patty's Day when the bars are giving people too many drinks which lead to some problems for RCPD at bar close. He feels that it must still be monitored despite the complaints received from businesses.

Member James inquired what the resource drain is for RCPD if the business does appeal.

Captain Steere said they do have to testify on rare occasions and that it is not a great burden for them.

Director Peete commented that soon they will be having budget discussions to include overtime costs related to events within the City and County and how they affect their budget as well as issues related to officer burnout. He wanted to bring attention to this and put it on the radar for the Board and the public. He has concerns that they will have difficulty fiscally supporting several of the initiatives that are part of the crime reduction plan.

R. Crime Reduction Plan: Director Peete shared that they are an intelligence lead agency that uses data and statistics to help determine what is and isn't effective. The purpose of the plan is to fight crime and to understand the external, external and internal contributions that exist. In looking at the problem-solving

approach, the key four areas include prevention, proactivity, response & accountability and recidivism (page 84). The goals and objectives (page 85) include: reduce quality of life crimes (i.e.: theft), reduce violent and drug-related crimes and to promote deterrence, uncover any existing human trafficking or sex related crimes and deter its supporters and to continue RCPD's history of legitimacy and community trust. Director Peete commented that while they can never stop all crimes, they can reduce it by being present in the community and having a good relationship with the citizens. He believes that people coming to Riley County know that the police and community members will not tolerate it. Director Peete discussed the town hall meetings that were held and the feedback they received from those meetings. The list on page 96 summarizes the concerns from that feedback and many are related to the entertainment district and community members perceptions of what occurs there; an increase of officers in this area may assist in making visitors feel safe. Pages 98-102 covers how they plan to address the concerns the received which includes having a strong relationship with those in the entertainment district, proactively addressing narcotics by partnering with other agencies, obtaining funds for the third school resource officer for the future, and additional training opportunities to name a few. Director Peete emphasized that they must be cognizant of possible burnout for their employees and monitor overtime. They have many key partnerships (page 104) that they need to continue to build and nourish. He commented that in situations where someone turns their life around it is because a person of authority gave them empathy which turns into hope, which he believes is crucial for officers moving forward.

Member Butler shared that is he glad they are getting the license plate readers and inquired about getting cameras in Aggieville and getting traffic cameras in the school zones. This could assist with resources as they would have to have a patrol officer present every morning/afternoon. The camera would just record the data and gives it to an officer to review and then they write a ticket, if appropriate. Member Butler stated that there may be some legal issues that would need to be addressed, but he believes it is something that should be considered.

Member James added that he also believes that cameras in the school zones would be beneficial. One of the main complaints he receives is people speeding through school zones and that you can tell if there is an officer present by the traffic pattern. He feels that having some automated consequences would be very helpful. Member James also inquired if they still feel they have enough resources and officers to address the opioid/fentanyl epidemic.

Director Peete shared that they may need to continue to increase partnerships and he is hopeful that increasing technology will be helpful in addressing this issue. He feels that they are okay right now, but they may need to look at it again in the next year or two.

Captain Freidline added that they had nine fentanyl related deaths last year. They were able to make some significant arrests in some of those cases. They do have a detective that is also dedicated to the DEA, which is taking up more and more of their time. They may need to look at adding another individual dedicated to Riley County.

Member James shared that he believes in being proactive and thinks that technology can help with that. He also inquired about sex related crimes and human trafficking (#14) and what resources they need to appropriately address that issue.

Director Peete shared that they have partnerships with state agencies that provide tips and information when they encounter issues here in Riley County. They are also able to reduce costs by partnering with State and Federal agencies that specialize in this area.

Captain Freidline shared that they are a member of the Internet Crimes Against Children Network and that representatives from Wichita came and worked with detectives on investigating these tips. They also have a working relationship with the FBI and they are investigating a partnership with the Secret Service. These agencies can help pay for trainings and give resources to allow them to do some of the work on a local level. Captain Freidline expressed that an analyst position might be beneficial to triage information and off-set the cost of a police officer, but these are all just ideas she is exploring.

Member James shared that he believes they'll need an analyst or technology specialist to do this type of work and he wants to make sure the technology is in alignment so that one person can work with multiple technology types.

S. Executive Session: Chairperson Matta moved to go into executive session for Attorney Client Privilege, until 1:33 p.m. Secretary Wilkerson seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor and no one voting against. The motion passed 6-0.

At 1:33 p.m. the open meeting reconvened.

T. Adjournment: Member Butler moved to adjourn the meeting. Member Hudgins seconded the motion. Chairperson Matta polled the Board and the motion passed with Butler, Hudgins, James, Matta, Mattingly-Ebert and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The March 18, 2024 Law Board Meeting adjourned at 1:33 p.m.

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

APRIL 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4001	ADP LLC	19	Payroll	5,334.75	5,334.75
4002	Air Vent Cleaning Co, Inc	11	Kitchen Exhaust Cleaning	640.00	640.00
4003	American Digital Security	12	Equipment Repair	335.00	335.00
4004	Arthur-Green Attorneys at Law	06	Legal Retainer	2,750.00	2,750.00
4005	B-4 Fire Extinguisher	20	Fire Extinguishers	115.50	115.50
4006	Bob Barker Co Inc	17	Inmate Supplies	486.40	
		17	Inmate Supplies	78.12	
		17	Inmate Supplies	191.80	756.32
4007	CALEA	20	Annual Fee	4,595.00	4,595.00
4008	DeepRoots	11	Landscaping	310.00	
		11	Landscaping	1,208.98	1,518.98
4009	Dickinson County Jail	17	Inmate Housing	1,395.00	1,395.00
4010	Krispy Clean Cleaners #1	20	Dry Cleaning	242.10	242.10
4011	Ecolab, Inc	17	Jail - Dishwasher	200.00	200.00
4012	EMC Risk Services LLC	40	Stop Loss Fund	13,674.84	13,674.84
4013	Empac	06	EAP Services	1,650.00	1,650.00
4014	Empower Flex	06	Admin Services	1,213.65	1,213.65
4015	Evco Wholesale Food Corp	17	Inmate Food	3,225.10	
		17	Inmate Food	2,384.43	
		17	Kitchen Supplies	97.27	
		17	Inmate Food	2,138.82	
		17	Inmate Food	1,657.64	9,503.26

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2024 EXPENDITURES

APRIL 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4016	FARO Technologies Inc	20	Annual Renewal	1,190.00	1,190.00
4017	Law Office of Michael Gillespie	06	Law Board Legal Fees	1,500.00	1,500.00
4018	Grainger	25	Maintenance Supplies	328.95	328.95
4019	Gary Grubbs	20	CVSA Recertification	367.18	367.18
4020	Hiland Dairy	17	Milk	129.00	
		17	Milk	213.56	
		17	Milk	86.00	
		17	Milk	213.56	
		17	Milk	172.00	
		17	Milk	213.56	
		17	Milk	172.00	
		17	Milk	213.56	1,413.24
4021	Easy Ice LLC	12	Equipment Repair	503.58	503.58
4022	Ka-Comm, Inc	12	Equipment Repair	112.00	
		13	Vehicle Maintenance	259.00	
		12	Equipment Repair	32.45	
		12	Equipment Repair	0.00	
		12	Equipment Repair	18.50	
		12	Equipment Repair	199.00	
		13	Vehicle Maintenance	280.00	
		13	Vehicle Maintenance	218.00	
		13	Vehicle Maintenance	222.00	1,340.95
4023	Kansas Gas Service	04	LEC Utilities	3,515.37	
		04	Garage Utilities	44.18	
		04	Aggieville Utilities	81.31	3,640.86
4024	KU Edwards Campus	22	KLEAP - Annual Fee	250.00	250.00
4025	Language Line Services	20	Language Services	457.41	457.41
4026	Lexis Nexis Risk Solutions	20	Zetx	2,480.62	2,480.62

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2024 EXPENDITURES

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4027	Manhattan Wrecker Service Inc	20	Towing	90.00	
		20	Towing	50.00	
		20	Towing	50.00	190.00
4028	Marta's & Son, Inc	20	LEC Cleaning	2,466.00	2,466.00
4029	Maverick Elevator Inspections	11	Elevator Inspections	530.00	530.00
4030	Max Motors	13	Vehicle Maintenance	-640.23	
		13	Vehicle Maintenance	486.99	
		13	Vehicle Maintenance	231.11	77.87
4031	Baker McMillan AIA Architects	11	Architectural & Consulting	15,175.00	15,175.00
4032	Midwest Commercial Laundry	17	Laundry repair	435.24	435.24
4033	MKC Headquarters	26	Fuel	19,231.86	19,231.86
4034	NAPA of Manhattan	13	Vehicle Maintenance	417.04	
		13	Vehicle Maintenance	-226.00	
		13	Vehicle Maintenance	-66.00	125.04
4035	Kim (Hank) Nelson	20	Pre-Employment	1,000.00	
		20	Pre-Employment	2,000.00	
		20	Pre-Employment	2,500.00	5,500.00
4036	Net@Work, Inc	19	Sage Contract	499.00	499.00
4037	Pawnee Mental Health Services	20	Co Responder Contract	9,956.09	9,956.09
4038	Phillips 66 Fleet Service	26	Fuel	25.00	25.00
4039	Pitney Bowes Reserve Acct	08	Postage	1,000.00	1,000.00
4040	Pottawatomie County Sheriff	17	Inmate Housing	1,395.00	1,395.00

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4041	Priority Dispatch Corp	19	Priority Dispatch Contract	14,848.00	14,848.00
4042	Quaker State Express Lube	26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	45.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	37.00	
		26	Oil Change	37.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	
		26	Oil Change	42.00	650.00
4043	Riley County General Fund	14	SW Bell Plexar	187.00	187.00
4044	Riley County Public Works	26	Fuel	430.94	
		11	Gates Repaired	764.88	
		26	Fuel	371.91	
		26	Fuel	609.06	
		26	Fuel	471.02	2,647.81
4045	RCPD Health Plan	39	Health Insurance	120,000.00	120,000.00
4046	Robbins Motor Co.	13	Vehicle Maintenance	604.00	
		13	Vehicle Maintenance	1,130.00	
		13	Vehicle Maintenance	274.75	2,008.75
4047	Hali Rowland	20	Media Consultation	3,735.00	3,735.00
4048	Sir Speedy	09	Printing	364.91	364.91
4049	Smith Plumbing	12	Equipment Repair	456.00	
		12	Equipment Repair	1,658.00	2,114.00

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2024 EXPENDITURES

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4050	Waxie Sanitary Supply	29	Replenishment Supplies	83.39	
		29	Replenishment Supplies	155.19	
		29	Replenishment Supplies	617.13	855.71
4051	Carla Swartz	20	Pre-Employment	2,000.00	
		20	Pre-Employment	2,000.00	
		20	Pre-Employment	2,500.00	6,500.00
4052	Sysco Kansas City, Inc	17	Inmate Food	45.77	
		17	Inmate Food	-97.82	
		17	Inmate Food	2,949.95	
		17	Replenishment Supplies	101.30	
		29	Replenishment Supplies	1,097.32	
		17	Inmate Food	2,693.87	
		17	Inmate Laundry	656.52	
		17	Inmate Personal Items	196.10	
		29	Replenishment Supplies	581.88	
		17	Inmate Food	4,100.27	
		29	Replenishment Supplies	458.58	
		17	Inmate Food	-17.29	
		17	Inmate Food	2,803.91	
		29	Replenishment Supplies	1,438.68	
		17	Kitchen Supplies	203.17	
		17	Inmate Personal Items	407.89	
17	Replenishment Supplies	126.82	17,746.92		
4053	Axon Enterprises Inc	19	Interview Rooms	8,780.06	
		19	Body Cameras Docking	271.20	9,051.26
4054	Thermal Comfort Air, Inc	11	Contract	865.00	865.00
4055	Konza Sign	13	Vehicle Maintenance	474.15	474.15
4056	Wildcat Partners	13	Vehicle Maintenance	455.00	
		13	Vehicle Maintenance	245.00	
		13	Vehicle Maintenance	365.00	1,065.00

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4057	US Foodservice	17	Inmate Food	281.14	
		17	Inmate Food	1,851.92	
		17	Inmate Food	1,242.53	
		17	Inmate Food	181.58	
		17	Inmate Food	126.45	
		17	Inmate Food	33.76	
		17	Inmate Food	143.16	
		17	Inmate Food	1,368.93	
		17	Inmate Food	101.85	
		17	Inmate Food	1,370.95	
		17	Inmate Food	34.82	
		17	Inmate Food	317.53	
		17	Inmate Food	69.40	7,124.02
		4058	USI Insurance Services, LLC	20	Contract 1Q
4059	Verizon Wireless-subpoenas	20	Contract	115.00	115.00
4060	Via Christi Hospital Manhattan	16	Legal Collections	6.00	6.00
4061	Wage Works Inc	06	COBRA Admin Fees	166.00	166.00
4062	Evergy	04	LEC Utilities	10,389.08	
		04	Garage Utilities	31.40	
		04	Aggieville Utilities	71.06	10,491.54
4063	Xerox Financial Services	10	Jail Copier	349.12	
		10	Patrol Copier	266.00	
		10	Evidence Copier	349.12	
		10	Dispatch/Investigations Copier	566.89	1,531.13
				Subtotal	<u>319,621.74</u>
4201	Academy Sports + Outdoors	31	Crime Supplies	9.99	9.99
4202	Adobe Systems Inc	19	Adobe	21.82	21.82
4203	Nationwide	06	Notary	50.00	50.00

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APRIL 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4204	Amazon.com	29	Replenishment Supplies	37.60	
		28	Computer Supplies	29.49	
		28	Office Supplies	156.94	
		28	Office Supplies	86.37	
		29	Replenishment Supplies	25.98	
		28	Computer Supplies	42.19	
		28	Computer Supplies	162.70	
		28	Office Supplies	48.68	
		29	Replenishment Supplies	30.44	
		29	Replenishment Supplies	66.20	
		29	Replenishment Supplies	32.99	
		33	Acoustic Panels	169.00	
		28	Office Supplies	46.68	935.26
		4205	American Jail Association	07	Conference Registration
4206	Apple iTunes Store	19	Storage	9.99	9.99
4207	AR15Discounts.com	31	Crime Supplies	68.24	68.24
4208	Arrowhead Forensic Products	29	Replenishment Supplies	162.42	162.42
4209	Baudville Inc	28	Office Supplies	310.75	310.75
4210	Best Buy	28	Office Supplies	49.99	
		28	Office Supplies	-49.99	
		28	Office Supplies	44.99	
		28	Office Supplies	28.58	73.57
4211	Bluestem Electric Co-op Inc	04	Range Electric	341.77	341.77
4212	Briggs	13	Vehicle Maintenance	1,253.62	
		13	Vehicle Maintenance	1,744.23	
		13	Vehicle Maintenance	273.40	
		13	Vehicle Maintenance	1,261.10	
		13	Vehicle Maintenance	1,753.29	
		13	Vehicle Maintenance	1,000.00	7,285.64
4213	Candlewood Vet Clinic	20	Animal Care	203.68	203.68

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<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4214	Charm-Tex Inc	17	Inmate Supplies	140.90	140.90
4215	Chewy.com	20	Animal Care	94.02	94.02
4216	City of Manhattan, Utilities	04	LEC Utilities	3,320.30	
		04	LEC Water Fee	2.48	
		04	Aggieville Utilities	53.11	
		04	Moro Water Fee	2.48	3,378.37
4217	CMI Inc	29	Replenishment Supplies	81.02	81.02
4218	CopQuest, Inc	23	Uniforms	26.94	26.94
4219	Cox Communications, Inc	19	Inmate Cable	210.95	
		19	LEC Internet and Cable	2,348.65	2,559.60
4220	Dash Medical	29	Replenishment Supplies	840.66	840.66
4221	Dillons #94	17	Inmate Food	39.96	39.96
4222	Underground Vaults	20	Shredding Service	50.00	50.00
4223	FBI-LEEDA	07	SLI Training	795.00	795.00
4224	FBI Nat'l Academy Associates	22	Annual Membership	125.00	125.00
4225	Gall's Inc.	23	Uniforms	159.00	
		23	Uniforms	90.10	249.10
4226	GT Distributors Inc	23	Uniforms	151.20	
		23	Uniforms	73.98	
		29	Replenishment Supplies	138.90	
		23	Uniforms	143.04	
		23	Uniforms	66.00	
		23	Uniforms	95.00	668.12
4227	Hertz - LAG Rentals LLC	20	HIDTA Car rental	650.00	650.00

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

APRIL 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4228	Home Depot	31	Crime Supplies	13.85	
		25	Maintenance Supplies	42.96	
		25	Maintenance Supplies	99.00	
		31	Crime Supplies	54.97	
		25	Maintenance Supplies	31.97	
		25	Maintenance Supplies	55.76	298.51
4229	Howie's Trash Service	20	Trash Removal	871.00	
		20	Trash Removal	871.00	1,742.00
4230	iKey Ltd	12	Equipment Repair	89.00	89.00
4231	Indeed	20	Monthly fee	120.00	120.00
4232	Insight Public Sector Inc	33	Apple Care	96.03	
		28	Computer Supplies	220.72	
		33	Computer Supplies	456.98	
		28	Computer Supplies	76.14	849.87
4233	KSU Veterinary Hospital	20	Animal Care	55.00	55.00
4234	Kansas Turnpike Authority	07	Tolls	40.45	40.45
4235	Karsmizki Locksmith	20	Duplicate Keys	30.00	30.00
4236	Janja A Lalich	07	Active Shooter Curriculum Consultation	200.00	200.00
4237	Lexis Nexis Risk Solutions	20	User Fee	145.67	
		20	Analyst	8,507.90	8,653.57
4238	Loomly	19	Annual Subscription	300.00	300.00
4239	Lynn Peavey Company	29	Replenishment Supplies	72.55	72.55
4240	Manh Chamber of Commerce	07	Good Morning MHK	25.00	
		07	Military Relations Luncheon	20.00	
		07	Military Relations Luncheon	20.00	65.00
4241	Manhattan Mercury	22	Subscription	38.85	38.85

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

APRIL 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4242	Menards	29	Replenishment Supplies	65.64	
		12	Equipment Repair	50.98	
		28	Office Supplies	20.97	
		31	Crime Supplies	21.99	
		11	Building Supplies	89.55	249.13
4243	Military Names	23	Uniforms	28.75	28.75
4244	Office Plus	28	Office Supplies	2,038.40	
		28	Office Supplies	45.85	2,084.25
4245	Optiv Security Inc	28	Computer Supplies	1,703.35	
		28	Computer Supplies	859.20	2,562.55
4246	O'Reilly Auto Parts	13	Vehicle Maintenance	20.90	20.90
4247	Otter.ai, Inc	20	Subscription	119.99	119.99
4248	P-Card Misc Vendors	20	Extradition	-118.52	
		07	KS Narcotics Officers Annual Conf	188.18	
		07	Penn Arms Armorers	-325.00	
		07	AJA Conference	718.79	
		20	Extradition	650.44	
		07	Resource Allocation Training	1,276.27	
		07	KC Arson Task Force Conf	599.03	
		20	Juvenile Transport	55.13	
		07	Enhance & Detection of Blood Evidence	225.20	
		07	Trauma-Informed Sexual Asslt Trng	181.76	
		07	Daigle Learning Center	245.00	
		07	FMLA and ADA Training	299.00	
		07	LE NVG Instructor	2,313.64	
		07	CALEA Conference	4,151.77	
		07	Adv. Incident Command Sys Trng	142.71	
		07	2024 Employment Law Trng	250.00	
		07	EMD/EFD Re-cert	93.00	
		07	Responsive Pract. To School Safety Trng	250.00	
		07	Leadership Academy	1,122.08	
		07	Bulletproof K-9 Tactics	450.00	
		07	CAB Luncheon	64.20	
		07	Work Load Assessment Training	20.28	
		19	Subscription	169.99	
07	Jail/Correction Risk Mngmt Institute	619.40			
07	VAWA Training	339.71			
07	Jail/Correction Risk Mngmt Institute	83.90			

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

APRIL 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4248	P-Card Misc Vendors	20	Annual Fees	30.00	
		07	Clandestine Laboratory Invest. Conf	1,390.00	
		20	Extradition	286.79	
		07	Shooting Forensic Solutions	495.00	
		20	Cash Back	-2,000.00	14,267.75
4249	Pro Copy Inc	10	Dept Copies	1,685.66	1,685.66
4250	Reconyx	20	Device and Image Charges	100.00	100.00
4251	reMarkable	33	License	2.99	
		33	License	2.99	5.98
4252	Riley County	13	Vehicle Maintenance	12.95	12.95
4253	Rock Auto	13	Vehicle Maintenance	1,191.14	
		13	Vehicle Maintenance	44.47	
		13	Vehicle Maintenance	676.77	
		13	Vehicle Maintenance	125.87	2,038.25
4254	Safe Life Defense	23	Uniforms	192.71	192.71
4255	Sharps Compliance	17	Inmate Supplies	75.00	75.00
4256	Univ of Louisville SPI	22	SPIAA Annual Dues	50.00	50.00
4257	Staples Advantage	28	Office Supplies	90.47	
		28	Office Supplies	173.83	
		28	Office Supplies	48.43	
		28	Office Supplies	81.69	
		29	Replenishment Supplies	84.65	
		28	Office Supplies	48.96	528.03
4258	Tactical Gear Junkie	23	Uniforms	27.31	27.31
4259	Terminix	11	Pest Control	185.00	
		11	Pest Control	69.00	254.00

RILEY COUNTY POLICE DEPARTMENT

2024 EXPENDITURES

APRIL 2024

<u>V #</u>	<u>VENDOR NAME</u>	<u>ACCT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	
4260	TLOxp	20	Access	301.60	301.60
4261	T-Mobile US Inc	14	Patrol Car Phones	47.13	47.13
4262	Twin Valley Telephone, Inc	14	Riley - Phone	53.77	
		14	Riley - Internet	79.99	133.76
4263	ULINE	29	Replenishment Supplies	90.99	90.99
4264	UPS	08	Shipping	28.86	
		08	Shipping	97.57	126.43
4265	Verizon Wireless	14	Agency Phones	4,760.39	4,760.39
4266	Walgreen's	17	Inmate Supplies	61.98	61.98
4267	Wal-Mart	29	Replenishment Supplies	73.65	
		29	Replenishment Supplies	77.86	
		28	Office Supplies	347.99	499.50
4268	WTC	19	Aggeville - Internet	80.00	
		19	Aggeville - Internet	80.00	
		19	LEC - Internet	335.95	
		19	Downtown - internet	80.00	
		19	LEC - Internet	335.95	
		19	Downtown - Internet	80.00	991.90
			Subtotal	63,883.51	
			Total	383,505.25	

Chair, Riley County Law Enforcement Agency




**Riley County Police Department
Credits Report
Net Changes from 3/1/2024 to 3/31/2024**

Account Number	Description	March	YTD
600100-00	Manhattan	1,778,697.00	5,336,091.00
600200-00	Riley County	0.00	1,334,023.00
610110-00	Copy Fees-Discovery, etc.	325.00	595.00
610112-00	Copy Fees-Records	345.85	1,704.91
610113-00	Fingerprint Fees-Records	984.69	3,070.40
Budget:		1,780,352.54	6,675,484.31
620900-01	Misc Reimbursements-salaries	15.00	1,612.18
620900-07	Misc Reimbursements-training	0.00	823.96
620900-08	Misc Reimbursements-postage	50.62	121.67
620900-11	Misc Reimbursements-building & grounds	0.00	20.35
620900-13-130	Misc Reimbursements-vehicles	5,340.15	6,368.07
620900-14	Misc Reimbursements-phone	201.06	532.79
620900-17-170	Misc Reimbursements-jail	31.39	28,920.18
620900-20	Misc Reimbursements-Cont Svc	1,678.84	1,678.84
620900-20-400	Misc Reimbursements-Car Lease HIDTA	1,935.85	4,853.40
620900-23	Misc Reimbursements-Uniforms	2,456.99	2,926.99
620900-28	Misc Reimbursements-Office Sup	0.00	55.07
620900-30	Misc Reimbursements-comm eq	0.00	2,961.00
631500-23	Bulletproof Vest Program	0.00	5,241.76
632500-03	JTTF Grant-OT	1,699.47	2,881.71
632700-03	STEP Grant-OT	0.00	1,057.89
632800-01-415	VOCA 2024 Grant Reimb	0.00	25,967.00
Budget Credits:		13,409.37	86,022.86
640902-00	Prior year Restitution	0.00	151.70
Non Budget Credits:		0.00	151.70
Total:		1,793,761.91	6,761,658.87

Riley County Police Department
Journal entries
Period 3/1/2024 to 3/31/2024

Acct #/Source Code	Description	Date	Year	Prd	Code	Debits	Credits
700120-01	Regular Salaries-----INVEST'N						
Salary March	M Mosher	3/31/2024	2024	03	GL-JE		5,252.00
	Total: Regular Salaries-----INVEST'N					0.00	5,252.00
700122-01-415	VOCA Grant Salaries 2024						
Salary March	M Mosher	3/31/2024	2024	03	GL-JE	5,252.00	
	Total: VOCA Grant Salaries 2024					5,252.00	0.00
Adjust VAC Salary entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Pilschneider</i> Approved by: <i>[Signature]</i>							
743700-37	KPERS						
March KPERS	M Mosher	3/31/2024	2024	03	GL-JE		539.00
	Total: KPERS					0.00	539.00
743700-37-415	KPERS - VOCA Grant 2024						
March KPERS	M Mosher	3/31/2024	2024	03	GL-JE	539.00	
	Total: KPERS - VOCA Grant 2024					539.00	0.00
Adjust VAC KPERS entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Pilschneider</i> Approved by: <i>[Signature]</i>							
743800-38	Social Security						
March SS	M Msoher	3/31/2024	2024	03	GL-JE		326.00
	Total: Social Security					0.00	326.00
743800-38-415	Social Security - VOCA Grant 2024						
March SS	M Msoher	3/31/2024	2024	03	GL-JE	326.00	
	Total: Social Security - VOCA Grant 2024					326.00	0.00
Adjust VAC SS entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Pilschneider</i> Approved by: <i>[Signature]</i>							
743810-38	Medicare Tax						
March Medicare	M Mosher	3/31/2024	2024	03	GL-JE		76.00
	Total: Medicare Tax					0.00	76.00
743810-38-415	Medicare Tax- VOCA Grant 2024						
March Medicare	M Mosher	3/31/2024	2024	03	GL-JE	76.00	
	Total: Medicare Tax- VOCA Grant 2024					76.00	0.00
Adjust VAC Medicare entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Pilschneider</i> Approved by: <i>[Signature]</i>							

Riley County Police Department
Journal entries
Period 3/1/2024 to 3/31/2024

Acct #/Source Code	Description	Date	Year	Prd	Code	Debits	Credits
743900-39	Health Insurance						
March Health Ins	M Mosher	3/31/2024	2024	03	GL-JE		489.00
	Total: Health Insurance					0.00	489.00
743900-39-415	Health Insurance - VOCA Grant 2024						
March Health Ins	M Mosher	3/31/2024	2024	03	GL-JE	489.00	
	Total: Health Insurance - VOCA Grant 2024					489.00	0.00
Adjust VAC Health Ins entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Reifschneider</i> Approved by: 							
744000-40	Workers Comp Insured deductibles						
March WC	M Mosher	3/31/2024	2024	03	GL-JE		123.00
	Total: Workers Comp Insured deductibles					0.00	123.00
744000-40-415	Workers Comp - VOCA Grant 2024						
March WC	M Mosher	3/31/2024	2024	03	GL-JE	123.00	
	Total: Workers Comp - VOCA Grant 2024					123.00	0.00
Adjust VAC WC entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Reifschneider</i> Approved by: 							
744100-41	Unemployment Compensation						
March Unemployment Ir	M Mosher	3/31/2024	2024	03	GL-JE		5.00
	Total: Unemployment Compensation					0.00	5.00
744100-41-415	Unemployment Compensation - VOCA Grant 2024						
March Unemployment Ir	M Mosher	3/31/2024	2024	03	GL-JE	5.00	
	Total: Unemployment Compensation - VOCA Grant 2024					5.00	0.00
Adjust VAC Unemployment Comp entires per VOCA Grant Reporting Requirements:							
Completed by: <i>Jennifer Reifschneider</i> Approved by: 							

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	1,654.12		.00
		Department Revenue.. #142		.00	.00	1,654.12 *		.00
		Total Revenue Fund... 168		.00	.00	1,654.12 **		
		Total Trans. IN Fund.. 168		.00	.00	.00 **		
		Total Rev. & Trans. .. 168		.00	.00	1,654.12 **		
		Total Disbursements... 168		.00	.00	.00 **		

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

SUMMARY for - Fund 168 RCPD Federal Seizure Fund	
Beginning Year Balance.....	116,018.19
YTD Revenue.....	1,654.12
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 Expenses00
Prior Year Revenues00
Prior Year Corrections.....	.00
Ending Fund Balance.....	117,672.31 ***

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

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	.00	6,000.00-	.00
402		Investment Interest	R	.00	.00	2,455.52	.00
		Department Revenue.. #142		.00	.00	2,455.52 *	.00
		Department Dsbmnts.. #142		.00	.00	6,000.00-*	
		Total Revenue Fund... 169		.00	.00	2,455.52 **	
		Total Trans. IN Fund.. 169		.00	.00	.00 **	
		Total Rev. & Trans. .. 169		.00	.00	2,455.52 **	
		Total Disbursements... 169		.00	.00	6,000.00-**	

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

SUMMARY for - Fund 169 RCPD State Seizure Fund	
Beginning Year Balance.....	176,457.01
YTD Revenue.....	2,455.52
YTD Reported Expenses.....	.00
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	6,000.00-
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses00
Prior Year Revenues00
Prior Year Corrections.....	.00
Ending Fund Balance.....	172,912.53 ***

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

DISBURSEMENTS/REVENUES/TRANSFERS - Fund.. 173 RCPD Levy/Op								
Obj	Prj	Description	Kind	Budget \$	M-T-D	Y-T-D	%	Remaining
<u>Department. 0</u> Not Designated								
180		Distr - Real Current	R	5,219,242.00	96,212.24	3,040,946.55	58.26	2,178,295.45
182		Distr - Oil & Gas Curr.	R	.00	26.91	642.12		.00
184		Distr - P.P. Current	R	.00	4,067.33	35,150.98		.00
190		Distr - 16/20M Trucks Cur	R	2,896.00	168.44	2,249.35	77.67	646.65
193		Distr - Watercraft Cur	R	3,022.00	553.95	2,549.97	84.38	472.03
181		Distr - Real Delq.	R	.00	7,854.47	28,052.46		.00
185		Distr - P.P. Delq.	R	.00	1,702.28	1,992.29		.00
192		Distr - 16/20M Trucks Del	R	.00	179.30	179.30		.00
194		Distr - Watercraft Del	R	.00	217.41	230.93		.00
102		Distr - Motor Vehicle Tax R	R	385,401.00	32,177.25	107,594.65	27.92	277,806.35
103		Vehicle Rental Excise Tax R	R	8,690.00	.00	3,111.35	35.80	5,578.65
113		Distr - RV Tax	R	3,781.00	160.30	896.79	23.72	2,884.21
130		Distr - Commercial Veh	R	16,285.00	3,803.34	4,082.89	25.07	12,202.11
191		Distr - TIF Adjustment	R	.00	159.08	78,073.25-		.00
Department Revenue.. # 0				5,639,317.00	147,282.30	3,149,606.38 *		2,477,885.45
<u>Department.171</u> RCPD Operations								
<u>Department.416</u> HD-KCCTF								
Total Revenue Fund... 173				5,639,317.00	147,282.30	3,149,606.38 **	55.85	
Total Trans. IN Fund.. 173				.00	.00	.00 **		
Total Rev. & Trans. .. 173				5,639,317.00	147,282.30	3,149,606.38 **		
Total Disbursements... 173				.00	.00	.00 **		

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op									
Obj	Prj	Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
<u>Department. 0</u> Not Designated									
<u>Department.171</u> RCPD Operations									
2200		Office Equipment Rental		950.00	1,900.00		1,900.00-	.00	1,900.00-
2220		Building Space Rental	12,000.00	.00	950.00	7.92	11,050.00	.00	11,050.00
2330		Transportation Servic	6,000.00	.00	.00		6,000.00	.00	6,000.00
2480		Repair/Maint Build/Gr	140,000.00	6,514.61	17,040.75	12.17	122,959.25	.00	122,959.25
2650		Physician Fees	240,000.00	31,054.81	68,249.13	28.44	171,750.87	.00	171,750.87
2655		Hospital Fees	10,000.00	.00	.00		10,000.00	.00	10,000.00
2900		Budget Appropriations	5,336,092.00	.00	1,334,023.00	25.00	4,002,069.00	.00	4,002,069.00

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.

BUDGETARY EXPENDITURES - Fund.. 173 RCPD Levy/Op								
Obj	Prj Description	Budget \$	Used M-T-D	Used Y-T-D	%Used	Remaining	Encumbrance	Available
Department.171 (continued)								
	Total Contractual Expenses	5,744,092.00	38,519.42	1,422,162.88	24.76	4,321,929.12	.00	4,321,929.12
3010	Office Supplies	500.00	.00	.00		500.00	.00	500.00
3060	Medical Supplies	500.00	.00	.00		500.00	.00	500.00
3070	Prescriptions	500.00	.00	.00		500.00	.00	500.00
	Total Commodities Expense	1,500.00	.00	.00		1,500.00	.00	1,500.00
	Department Expense # 171	5,745,592.00	38,519.42	1,422,162.88	24.75	4,323,429.12	.00	4,323,429.12 *
	Expense & Transfers# 171	5,745,592.00	38,519.42	1,422,162.88				
Department.416 HD-KCCTF								
	Total Expenditures Fund 173	5,745,592.00	38,519.42	1,422,162.88	24.75	4,323,429.12	.00	4,323,429.12 **

SUMMARY for - Fund 173 RCPD Levy/Op

Beginning Year Balance.....	137,841.73
YTD Revenue.....	3,149,606.38
YTD Reported Expenses.....	1,422,162.88-
YTD Non-Reported Expenses...	.00
YTD Treasurer Disbursements.	.00
YTD Transfers In.....	.00
YTD Transfers Out.....	.00
Prior Year Voided Checks....	.00
Prior Year Expenses	13,252.42-
Prior Year Revenues00
Prior Year Corrections.....	.00
Ending Fund Balance.....	1,852,032.81 ***

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


RILEY COUNTY POLICE DEPARTMENT
Report Submission

Assigned Tracking # **24-070**

To:	Director Peete		
Thru:	Assistant Director Moldrup		
From:	Cpt. Mark French		
Position:	Commander	Division:	Jail
Report Title:	Monthly Inmate Population Report		
Rpt Freq./Year:	March 2024		
Policy #:	N/A		
Date:	April 4, 2024		

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

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
JAN	73.7	70.2	87.0	75.0	72.6	84.8	71.6	67.3	100.1	102.3	104.2
FEB	68.9	74.3	93.1	82.9	68.4	85.5	64.8	67.1	111.5	109.5	104.1
MAR	66.2	71.8	91.9	73.2	75.2	88.4	68.6	78.6	112.1	115.0	103.2
APR	62.0	74.2	89.1	74.1	81.0	81.6	58.9	80.4	114.6	117.5	
MAY	68.9	80.3	81.9	77.4	87.5	79.4	47.4	74.2	104.6	113.4	
JUN	63.9	82.0	87.8	73.1	88.5	78.4	50.0	66.0	100.5	115.6	
JUL	68.8	77.8	83.6	80.0	83.8	71.9	53.7	71.5	99.5	121.0	
AUG	74.5	72.7	75.7	82.4	80.6	82.3	55.8	85.2	95.7	123.5	
SEPT	61.7	73.6	75.8	84.3	81.2	74.6	61.3	90.2	109.0	123.6	
OCT	76.3	73.5	73.4	74.3	72.8	76.2	60.0	91.5	115.9	125.9	
NOV	77.0	76.7	73.0	76.2	78.3	71.3	69.3	96.0	106.1	112.5	
DEC	71.0	77.4	69.6	78.9	79.9	72.9	69.4	97.9	99.4	106.7	
YADP	64.2	75.4	81.8	77.7	79.15	78.9	60.9	80.5	105.8	115.5	103.8

Policy Title: 0.0.0 Applicability And Change		
Policy & Procedures	Approved On: 04-13-2011	Order: GO 2011-001
 RILEY COUNTY POLICE DEPARTMENT <small>To reduce crime and improve the quality of life for the citizens we serve</small>	Approved: <i>B. Schoen</i>	
	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.

GENERAL ORDER (Requires Law Board Approval)

NUMBER: N/A

 SPECIAL ORDER
 New Policy

 Update Existing Policy

POLICY: 46.1.13 - Continuity of Operations Plan
PURPOSE: New Policy

 Date Proposed Policy Disseminated: 2/28/2024

 Date Approved Policy Disseminated: N/A

INITIAL REVIEW & RECOMMENDATION:

 Sworn - Command Staff

 Non-Sworn - Jail Lieutenants

 Non-Sworn - RMS Supervisor

 Sworn - Command Level

 Non-Sworn - Communication Mgr.

 Non-Sworn - Accreditation Mgr.

Electronic Review Via PowerDMS - See Report

Approved:	Revision Suggested:	Initials:	Date:
Assistant Director - Initial Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>2/22/2024</u>

APPROVALS:

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

Brad Ingalls
Policy Review Committee Chair Approval

AD Moldrup
Assistant Director's Approval

Director Peete
Director's Approval

Law Board Chair Approval (General Orders Only)


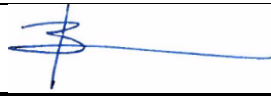
3/10/2024
Date

3/7/2024
Date

3/28/2024
Date

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]

Policy Title: 46.1.13 Continuity of Operations Plan		
Policy & Procedures	Approved On:	Order:
 RILEY COUNTY POLICE DEPARTMENT <small>To reduce crime and improve the quality of life for the citizens we serve</small>	Approved: 	
	Brian R. Peete, Director	
Riley County Police Department	CALEA Standard:	
Manhattan, KS	46.1.13, COMM 6.4.2	
Chapter: 46 - Critical Incidents, Special Operations and Homeland Security		

1. **Continuity of Operations Plan (COOP)** – The Riley County Police Department maintains a Continuity of Operations Plan to ensure the continuous performance of the essential functions and operations during an emergency or other critical circumstances. The COOP includes instruction on protecting facilities, equipment, and records during an emergency in order to minimize damage and losses as well as a timely and orderly plan to recover and resume full service. A hard copy of the Continuity of Operations Plan will be maintained in the Communications Center and an electronic copy will be stored on the department’s network as well as within the department’s policy management software.

2. Documented quadrennial training consisting of a table-top or similar exercise will be provided to all department employees.

3. Once the plan has been activated and the emergency has passed, an After-Action review will be completed when feasible. Each Division Commander will submit a written report of their action. The After-Action report should be as detailed as possible and will include, at a minimum, their Division’s:
 - 1) Nature or circumstances causing the plan to be activated;
 - 2) Specific Components or resources within the plan which were utilized to include commitment of equipment and manpower committed;
 - 3) Impact of command and supervisory actions;
 - 4) Number of hours dedicated to the incident;
 - 5) Identification of specific problems encountered;
 - 6) Areas where future operational or administrative improvements should be considered, if any.

4. The Assistant Director will hold a formal After-Action Review. All agencies involved in the incident will be invited to attend. The information will be used to modify and improve the existing Continuity of Operations Plan. (See also [policy 46.1.3 – ICS Command Function](#)).

5. The COOP will be reviewed annually by Command Staff. The review will result in a written report prepared by each Division Commander and sent to the Director. The report should and include:

- 1) Confirmation that all information contained therein is accurate and up to date; OR
- 2) Recommendations for updates and changes to the COOP;
- 3) Final draft of recommended changes submitted for approval.

6. See also [Policy 6.4.4 – Independent Backup Communications System](#) and [Policy 46.0.0 – Law Enforcement Center Emergency Evacuation Plan](#).

LICENSE PLATE READER LICENSE AGREEMENT

THIS Agreement is made and entered into this ____ day of _____, 2024, by and between the City of Manhattan, a Kansas municipal corporation (“City”); the Riley County Police Department (“RCPD”), and the Riley County Law Enforcement Agency (“Agency”).

WITNESSETH:

WHEREAS, the City controls the City’s rights-of-way and owns, operates and maintains certain light poles within the City rights-of-way; and,

WHEREAS, RCPD desires to place license plate reading cameras and related equipment on breakaway poles in several locations upon within the City’s rights-of-way, and on City-owned light poles in certain locations where stand-alone poles are not possible; and,

WHEREAS, the license plate reader cameras will capture still photos of automobile license plates traveling on the nearby street or intersection and will improve RCPD operational efficiency, accelerate case clearance, compliment responses to silver and amber alerts, and provide actionable evidence.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

1. **Revocable License Grant.** City hereby grants a revocable license to the Agency and RCPD to use portions of the City’s rights-of-way and City-owned light poles, subject to the terms and conditions contained in this Agreement, for the installation, use and maintenance of RCPD Equipment as described herein.
2. **RCPD Equipment.** For the purposes of this Agreement, “RCPD Equipment” means motion-activated license plate reading cameras placed and oriented to capture still photos of automobile license plates traveling on the nearby street or intersection with a cellular transmitter to wirelessly transmit that data. Such term includes related battery supply, solar recharging panels, software, and KDOT standard breakaway poles to support the camera and related equipment.
3. **Installation of RCPD Equipment.**

A. ***Approval required.*** RCPD is authorized to install, maintain and use RCPD Equipment at the locations listed in Appendix A. For additional locations, prior to installation, RCPD shall submit detailed maps and proposed locations for RCPD Equipment to the City’s Director of Public Works (“PW Director”) or other City designee. The PW Director or designee shall review the proposed location(s) and, if necessary, shall conduct site visits to determine the suitability of the location. RCPD shall make available a representative with proper authority to attend each site visit. If the proposed location includes an RCPD request to connect to a City electrical power source, the City will notify the RCPD whether the City will donate the electrical costs or require RCPD to pay for the costs. The final location within City ROW shall be within the sole discretion of the PW Director or designee, but RCPD shall be under no obligation to install the RCPD Equipment if it

deems the location or costs unacceptable. If additional locations are agreed upon, the parties agree to add the locations to Appendix A, along with the party responsible for payment of electrical costs when the RCPD Equipment connects to a City electrical power source.

B. **Installation.** RCPD is solely responsible for the proper, professional and safe installation of RCPD Equipment. RCPD shall follow proper “dig-safe” and utility location procedures prior to installation of any breakaway pole.

C. **Signage.** RCPD shall label its cameras with its agency name, and shall not allow any other signage to be placed on, or affixed to, any RCPD Equipment.

D. **Change to Approved RCPD Equipment.** If RCPD wants to change, add to, or upgrade any hardware component of the RCPD Equipment from what is approved, RCPD agrees to seek the City’s prior approval as set forth in Section 3(A). Provided that, the RCPD may make software updates, or other non-physical changes, to the RCPD Equipment without the City’s approval.

4. **Maintenance of RCPD Equipment.** RCPD shall be solely responsible for the maintenance and upkeep of its RCPD Equipment, in a safe condition and working order, including all expenses and software licenses related thereto. In the event of damage, RCPD shall take all reasonable, expedient measures, and act with all deliberate speed, to remove, replace or repair the RCPD Equipment to prevent obstruction(s) and/or unsafe condition(s). In the event of emergency, the City may immediately remove any damaged RCPD equipment, without liability to RCPD. The City will notify RCPD of the damage and removal as soon as practicable.

5. **Term and Termination of Agreement.** The term of the License granted, and this Agreement, shall commence upon execution. Either party may terminate this Agreement at its convenience with thirty (30) days prior written notice to the other party. Upon termination, the license granted in Section 1 shall be considered revoked.

6. **Removal of RCPD Equipment.** Within thirty (30) days of the termination of this Agreement, RCPD agrees to remove all RCPD Equipment from City rights-of-way and City light poles. In addition, RCPD may remove the RCPD Equipment from any location, at its discretion, after providing the City’s Director of Public Works at least five (5) business days prior written notice of removal. The City may require the RCPD to remove RCPD Equipment at a location if the City, in its sole discretion, determines that the RCPD Equipment negatively impacts a City light pole or creates a safety hazard. RCPD will repair any damage related to the removal of the RCPD Equipment and shall restore the City right-of-way or City light pole, to as good a condition, less reasonable wear and tear, as existed prior to installation of the RCPD Equipment.

7. **Subcontracting.** RCPD may subcontract the installation, maintenance and/or removal of the RCPD Equipment, but RCPD shall be responsible to the City for any and all work performed by a subcontractor, as if performed by RCPD.

8. **Insurance.** RCPD and the Agency warrants to the City that ~~it~~ ~~they~~ ~~has~~ have adequate insurance coverage for their use of the City’s rights-of-way and light poles as set forth in this Agreement.

9. **Term.** The term of this License Agreement shall commence upon execution and shall terminate upon written notice of revocation issued by either party.

10. **Costs and Compensation.** Although no compensation is required for the RCPD's use of the City's rights-of-way and light poles, RCPD agrees to pay all costs related to its use of the City's rights-of-way and light poles for the RCPD Equipment. Provided that, if the LPR camera installation in Aggieville identified in Appendix A as of the Effective Date is connected to the City's electrical power source, the City will donate the minimal cost of electricity related to this installation. Prior to the installation at an additional location that requires connection to a City electrical source, the parties will designate whether the RCPD or the City will pay for the electrical costs, based upon the process set forth in Section 3.

11. **Ownership of Records.** RCPD will own, and control access to, all photos and other data captured by the RCPD Equipment.

12. **Notification.** All notices given under this Agreement shall be in writing and shall be delivered to the addresses specified below. Notices shall be effective upon receipt, and shall be deemed to have been received as follows: (i) if personally delivered, when delivered; (ii) if by certified mail return receipt requested, on the date it is officially recorded as delivered to or refused by the intended recipient by return receipt or equivalent; or, (iii) if by expedited messenger service (e.g. FedEx), when delivered as confirmed by delivery receipt.

City: Ron Fehr, City Manager
Attn: Contract Notification
1101 Poyntz Ave.
Manhattan, KS 66502

RCPD: Riley County Police Department
Attn: Director Brian Peete
1001 S. Seth Child Road
Manhattan, KS 66502

AGENCY: Riley County Law Enforcement Agency
Attn: Chairperson
1001 S. Seth Child Road
Manhattan, KS 66502

13. **Entire Agreement.** This Agreement contains all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party, nor of any force or effect.

14. **Indemnification.** The Agency and RCPD shall indemnify the City for any damage to City property or ROW, including any City owned poles on which RCPD Equipment is installed.

15. **Compliance with Applicable Laws.** The Agency and RCPD warrants that ~~it~~ they will comply with, and cause any sub-contractors to comply with, all applicable federal, state and local laws, orders, rules, codes and regulations relating to performance of this Agreement.
16. **Assignment.** Neither this Agreement, nor any rights or obligations hereunder, shall be assigned or otherwise transferred by Agency or RCPD without the prior written consent of the City.
17. **Modification.** This Agreement may not be modified except in writing, and with the signatures of the City Manager, the Agency Chairperson, and the RCPD's Director.
18. **Discrimination Prohibited.** Pursuant to the provisions of K.S.A. 44-1030, et. seq., and Chapter 10 of the Code of the City of Manhattan, the Agency and RCPD shall not discriminate against any person in hiring or otherwise in the performance of work under this Agreement because of race, religion, color, sex, disability, national origin, ancestry, age, sexual orientation or gender identity. The Agency and RCPD shall be deemed in default of this Agreement and the Agreement may be immediately canceled, terminated, or suspended, in whole or in part, by City if the Agency or RCPD violates the applicable provisions of any of the Federal or State anti-discrimination acts or ordinance.
19. **Savings Clause.** If any provision of the Agreement is determined to be void, invalid, illegal or unenforceable, that provision shall be null and void; however, the remaining provisions of this Agreement shall be unaffected and shall continue to be valid and enforceable.
20. **Governing Law and Jurisdiction.** This Agreement shall be subject to and interpreted according to the laws of the state of Kansas. The parties agree that Kansas shall have sole jurisdiction over any cause of action arising from this Agreement, and that venue is proper in Riley County.
21. **Kansas Cash Basis Law.** Each party is only obligated to make expenditures for or related to this Agreement as may be lawfully made from funds budgeted and appropriated for the purposes set forth in this Agreement during the party's current budget year. In the event either party does not so budget and appropriate the funds, the parties acknowledge and agree that they shall be relieved from all obligations, without penalty, under this Agreement.

CITY OF MANHATTAN

Wynn Butler, Mayor

ATTEST:

Brenda K. Wolf, CMC, City Clerk

RILEY COUNTY POLICE DEPARTMENT ("RCPD")



Brian Peete, Director

Approved by:

RILEY COUNTY LAW ENFORCEMENT AGENCY

John Matta, Chairperson



Monthly Report

March 2024

Alyssa Ward, Crime Analyst
Criminal Intelligence Unit
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).

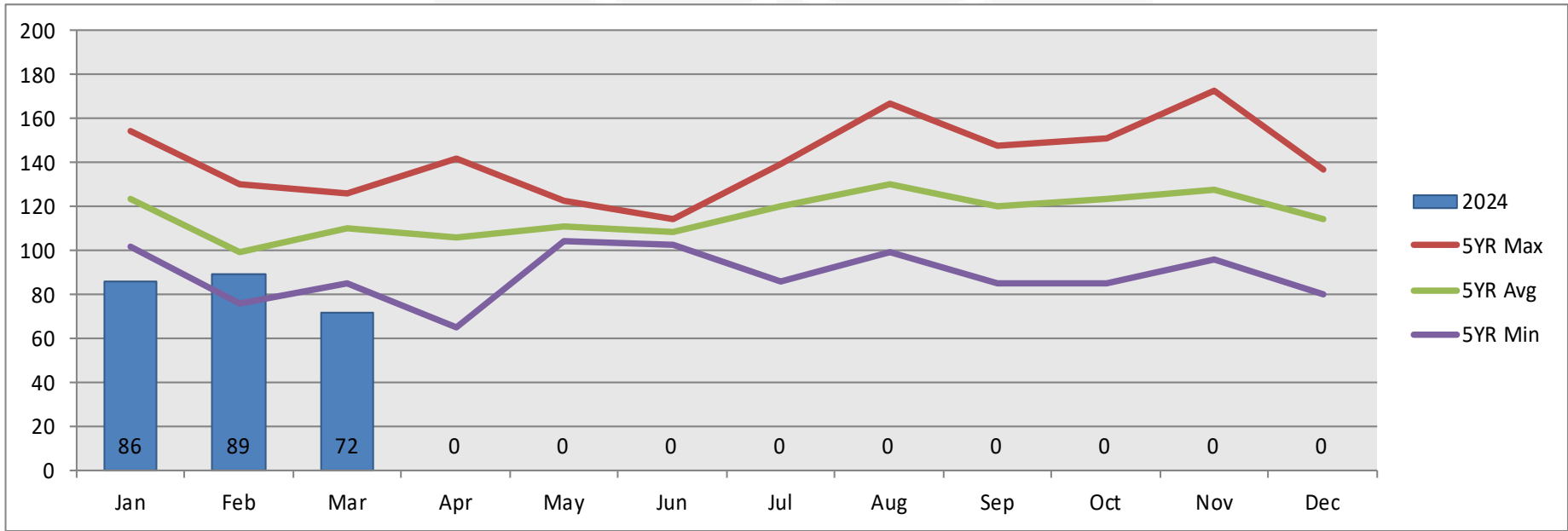
Part I Crime

Offense Codes: 0100-0810

All Data As Of: 4/1/24 12:00 AM

- Part I crime in March 2024 was 34.6% below the 5 year average. Compared to March 2023 there was a 42.9% decrease.
- Year to date 2024 is down 25.9% from the 5 year average.
- In March, both Part I violent and property crimes were below the 5 year average.

	Mar	Year to Date	Yearly Total
2019	124	355	1583
2020	85	345	1493
2021	120	317	1420
2022	95	303	1152
2023	126	347	1328
2024	72	247	
% Change	-42.9%	-28.8%	-22.7%
Yearly Total Projection:			1027



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	154	77	124	142	123	114	138	167	148	143	116	137
2020	130	130	85	65	113	107	139	125	148	151	173	127
2021	121	76	120	111	104	106	114	149	127	123	156	113
2022	102	106	95	100	108	103	86	99	92	85	96	80
2023	112	109	126	113	107	111	123	113	85	117	99	113
2024	86	89	72	0	0	0	0	0	0	0	0	0

Includes Part 1 crimes that were the primary offense only.

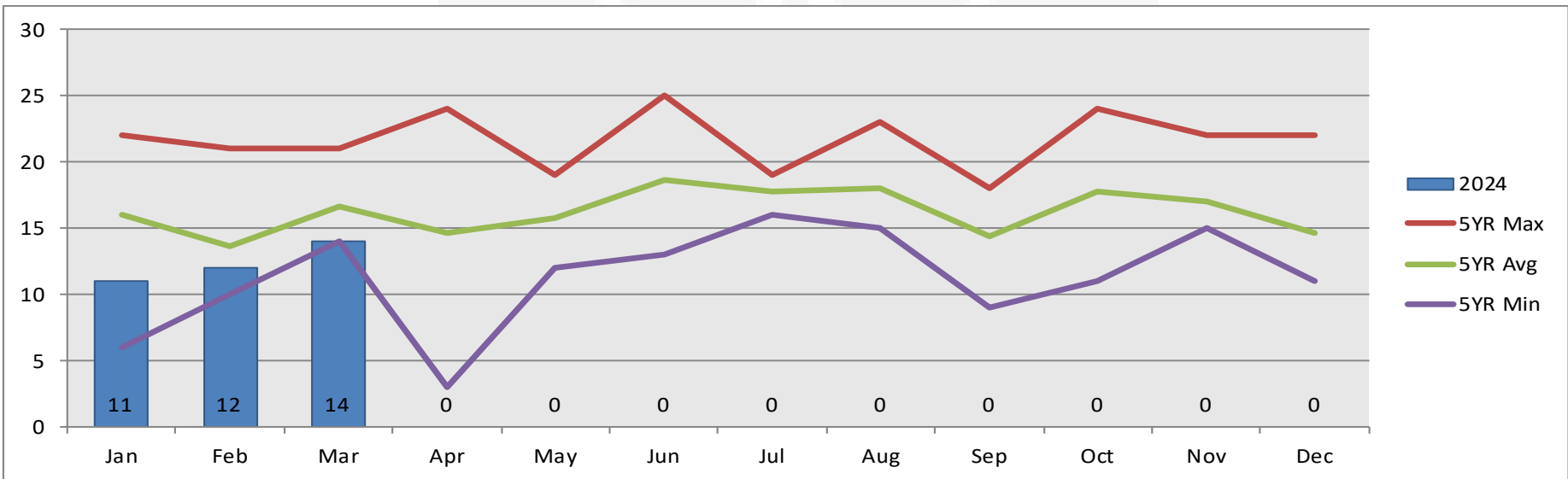
Part 1 Violent Crimes

Offense Codes: 0100-0440

All Data As Of: 4/1/24 12:00 AM

- March 2024 was 15.7% below the 5 year average in Part I violent crime.
- Year to date Part I violent crime is down 19.9% from the 5 year average.
- There were 13 aggravated assaults / batteries, 1 rape, 0 robberies, and 0 homicides reported during March 2024.

	Mar	Year to Date	Yearly Total
2019	14	40	217
2020	14	53	196
2021	16	50	198
2022	21	38	181
2023	18	50	182
2024	14	37	
% Change	-22.2%	-26.0%	-14.7%
Yearly Total Projection:			155



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

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

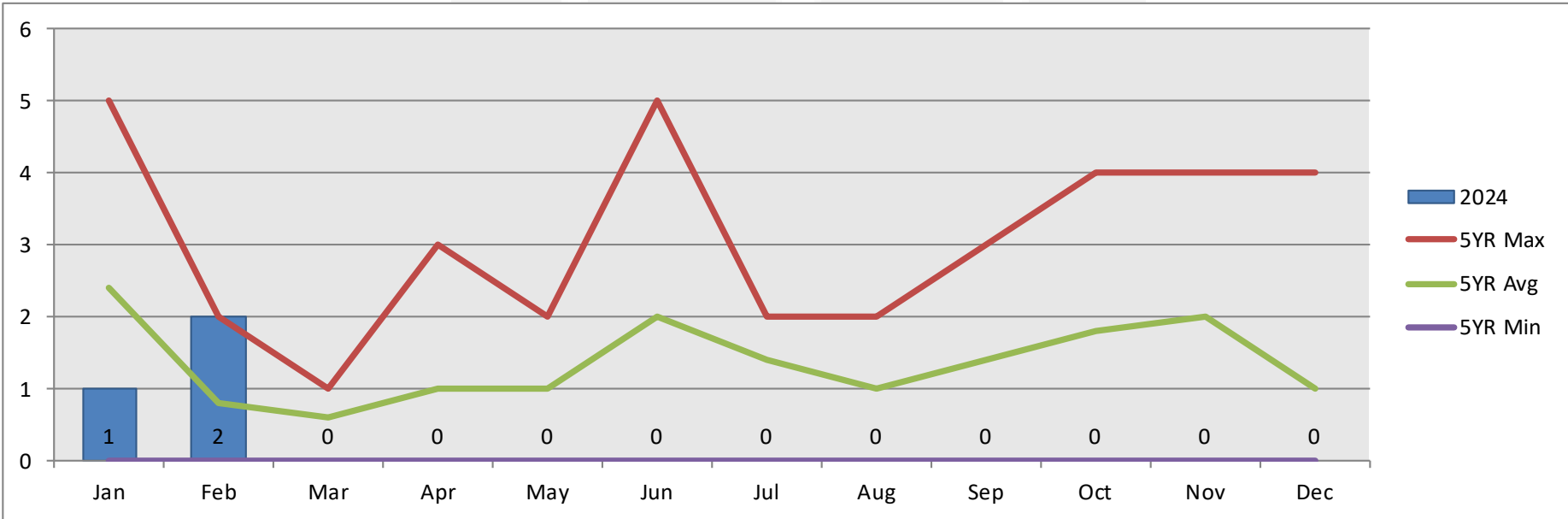
Robbery

Offense Codes: 0310

All Data As Of: 4/1/24 12:00 AM

	Mar	Year to Date	Yearly Total
2019	0	7	26
2020	1	4	17
2021	0	3	18
2022	1	1	11
2023	1	4	10
2024	0	3	
% Change	-100.0%	-25.0%	+29.1%
Yearly Total Projection:			13

➤ There were no robberies reported in March.



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

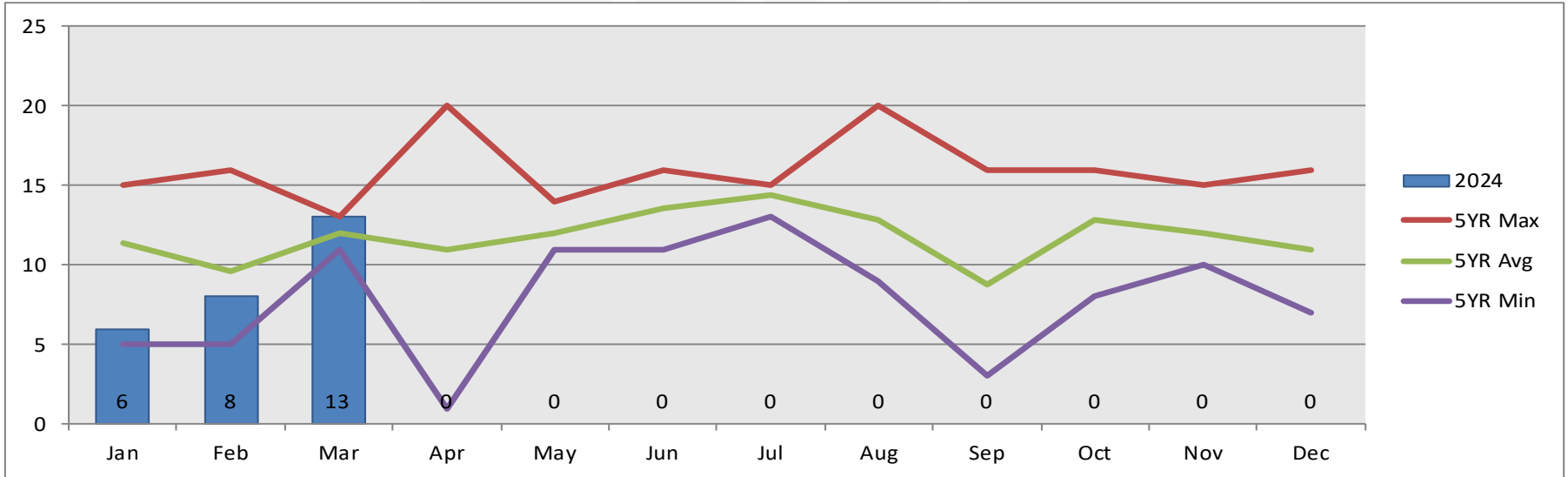
Aggravated Assault and Battery

Offense Codes: 0410-0440

All Data As Of: 4/1/24 12:00 AM

- There were 10 aggravated batteries and 3 aggravated assaults reported during the month of March. This is 8.3% above the 5 year average.
- Three of the incidents in March were domestic.
- As of 4/8/2024, there were arrests in 8 of the incidents.

	Mar	Year to Date	Yearly Total
2019	11	24	155
2020	12	43	145
2021	13	39	145
2022	11	22	128
2023	13	37	134
2024	13	27	
% Change	0.0%	-27.0%	-13.8%
Yearly Total Projection:			116



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

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

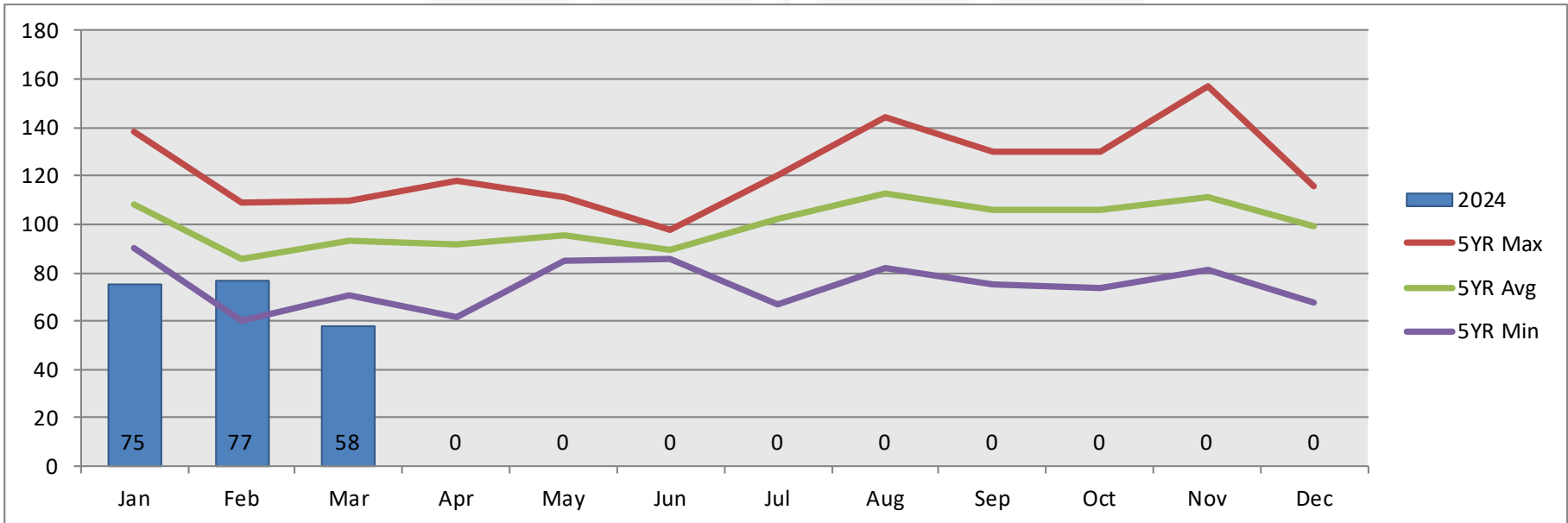
Part I Property Crime

Offense Codes: 0500-0810

All Data As Of: 4/1/24 12:00 AM

- For March, Part I property crime was down 37.9% from the 5 year average.
- Part I property crime year to date is 26.9% below the 5 year average.
- The property crime for March 2024 included 7 structural burglaries, 5 larcenies from motor vehicle, 1 auto thefts, and 0 arson incidents. The rest of the incidents were larcenies (45 incidents).

	Mar	Year to Date	Yearly Total
2019	110	315	1366
2020	71	292	1297
2021	104	267	1222
2022	74	265	971
2023	108	297	1146
2024	58	210	
% Change	-46.3%	-29.3%	-24.0%
Yearly Total Projection:			870



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	138	67	110	118	111	89	120	144	130	125	99	115
2020	112	109	71	62	98	87	120	105	130	130	157	116
2021	103	60	104	93	85	86	98	134	118	108	134	99
2022	96	95	74	81	90	88	67	82	75	74	81	68
2023	90	99	108	104	92	98	106	98	75	93	84	99
2024	75	77	58	0	0	0	0	0	0	0	0	0

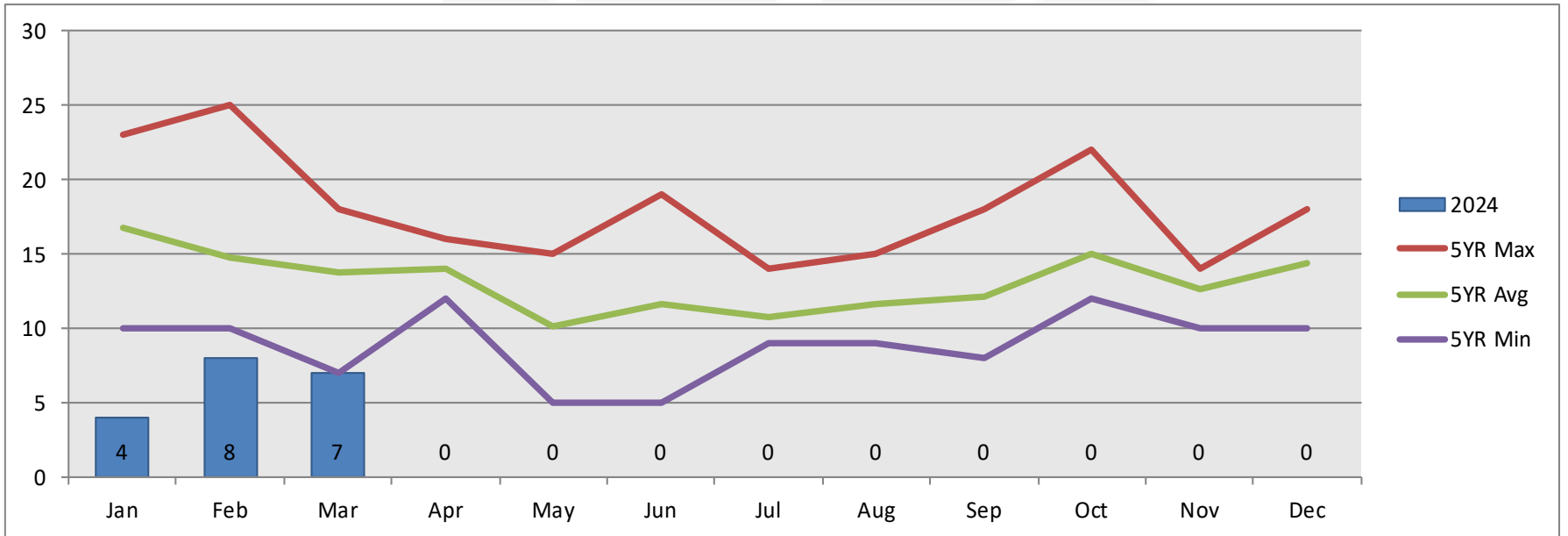
Structural Burglary

Offense Code: 0510

All Data As Of: 4/1/24 12:00 AM

- Structural burglaries were 49.3% below the 5 year average for March.
- Three of the burglaries were non-residential and four were residential.
- All of them occurred in Manhattan.

	Mar	Year to Date	Yearly Total
2019	18	43	171
2020	14	57	174
2021	18	46	157
2022	7	48	150
2023	12	33	137
2024	7	19	
% Change	-41.7%	-42.4%	-51.6%
Yearly Total Projection:			66



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

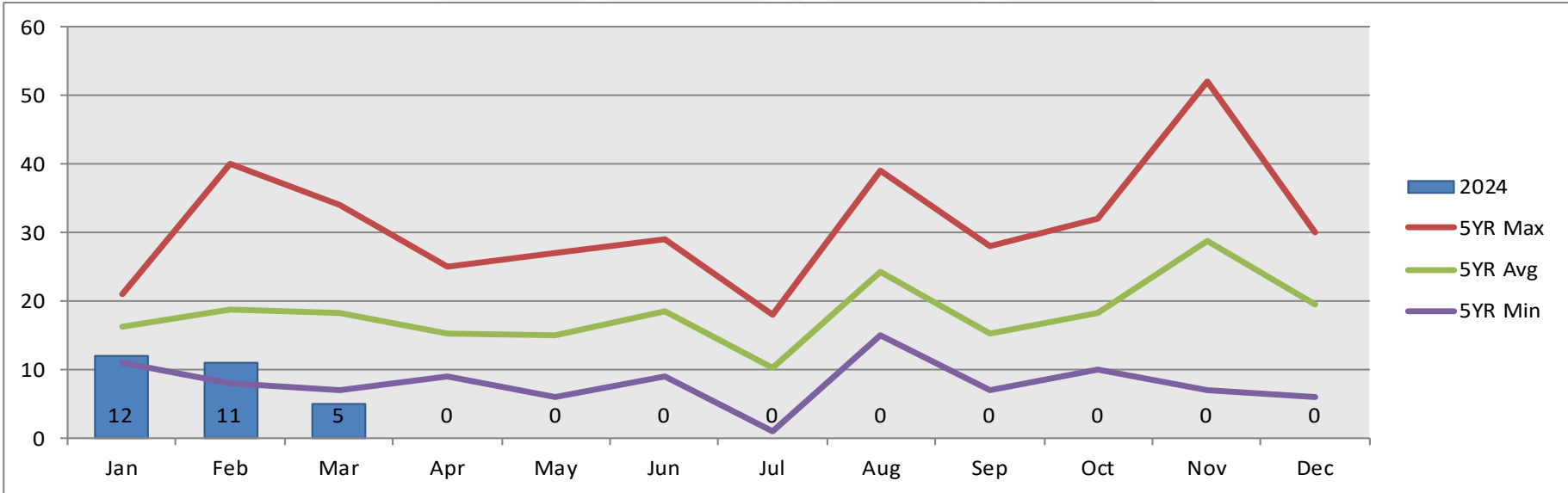
Vehicle Burglary

Offense Code: 0640

All Data As Of: 4/1/24 12:00 AM

- March 2024 was 72.5% below the 5 year average for vehicle burglary.
- There were no signs of forced entry noted in two of the reports.

	Mar	Year to Date	Yearly Total
2019	13	34	228
2020	7	38	255
2021	27	60	255
2022	10	40	122
2023	34	95	233
2024	5	28	
% Change	-85.3%	-70.5%	-52.7%
Yearly Total Projection:			110



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

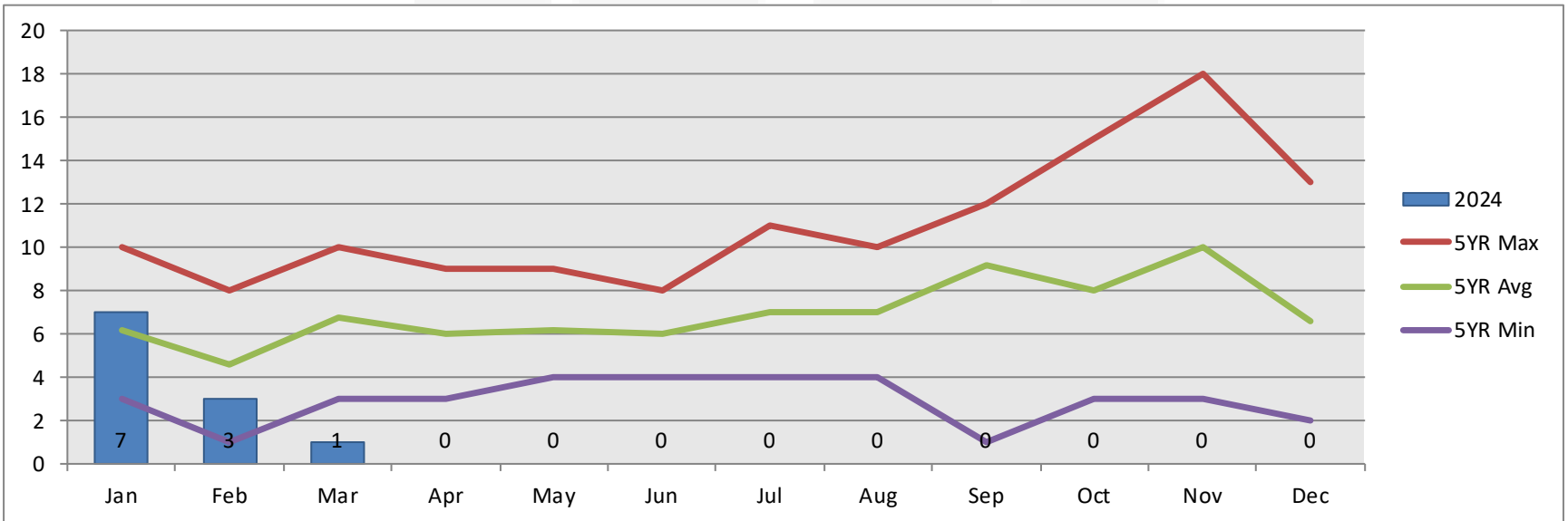
Motor Vehicle Thefts

Offense Code: 0710

All Data As Of: 4/1/24 12:00 AM

	Mar	Year to Date	Yearly Total
2019	10	22	104
2020	3	13	96
2021	7	17	86
2022	8	19	67
2023	6	17	65
2024	1	11	
% Change	-83.3%	-35.3%	-22.4%
Yearly Total Projection:			50

- Motor vehicle thefts were down 85.3% from the 5 year average in March.
- The vehicle was stolen by means of fraud and has not been recovered as of 4/8/2024.



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

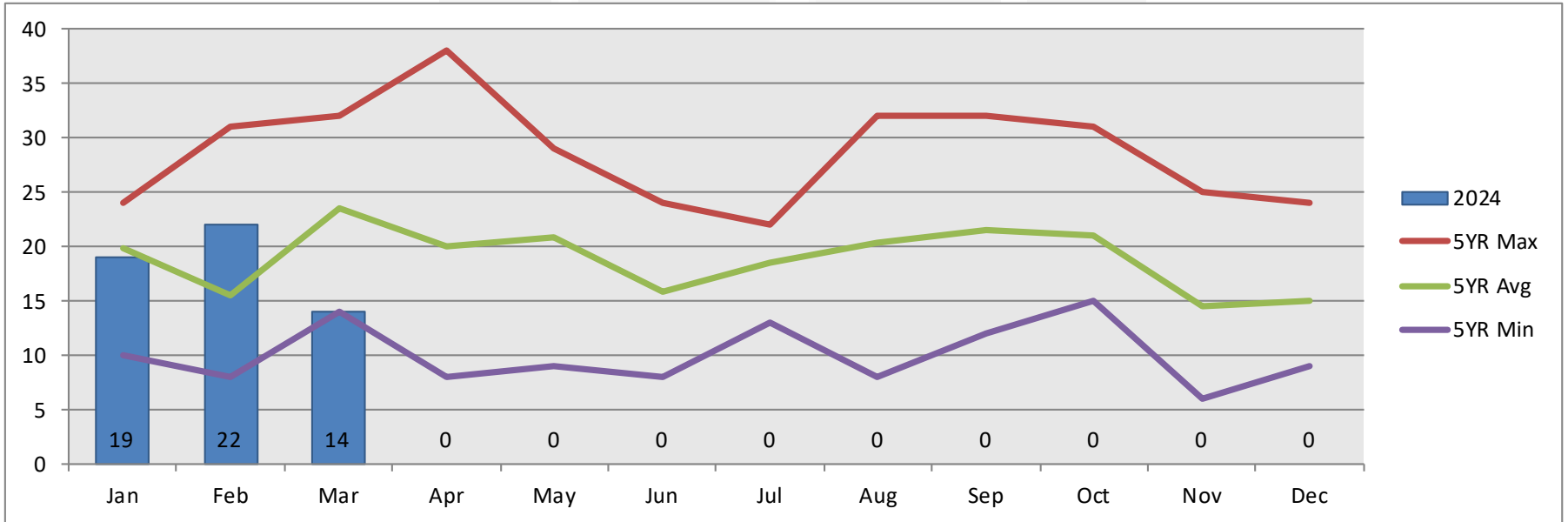
DUIs

Offense Code: 2110

All Data As Of: 4/1/24 12:00 AM

➤ The number of DUIs for March 2024 was 40.7% below the 5 year average.

	Mar	Year to Date	Yearly Total
2019	32	64	285
2020	14	48	168
2021	26	53	191
2022	18	47	208
2023	28	83	282
2024	14	55	
% Change	-50.0%	-33.7%	-25.4%
Yearly Total Projection:			210



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

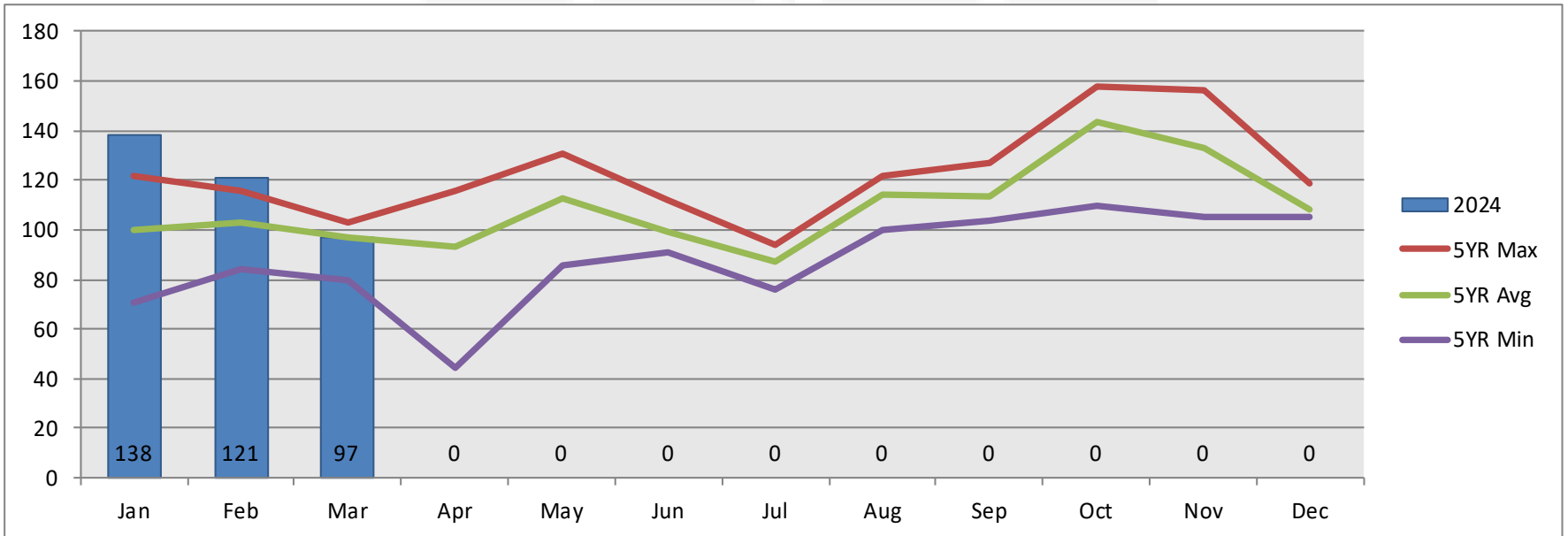
Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 4/1/24 12:00 AM

➤ The number of traffic accidents in March 2024 was right at the 5 year average.

	Mar	Year to Date	Yearly Total
2019	103	338	1436
2020	96	327	1220
2021	103	258	1314
2022	103	303	1283
2023	80	272	1264
2024	97	356	
% Change	+21.3%	+30.9%	+22.3%
Yearly Total Projection:			1546



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

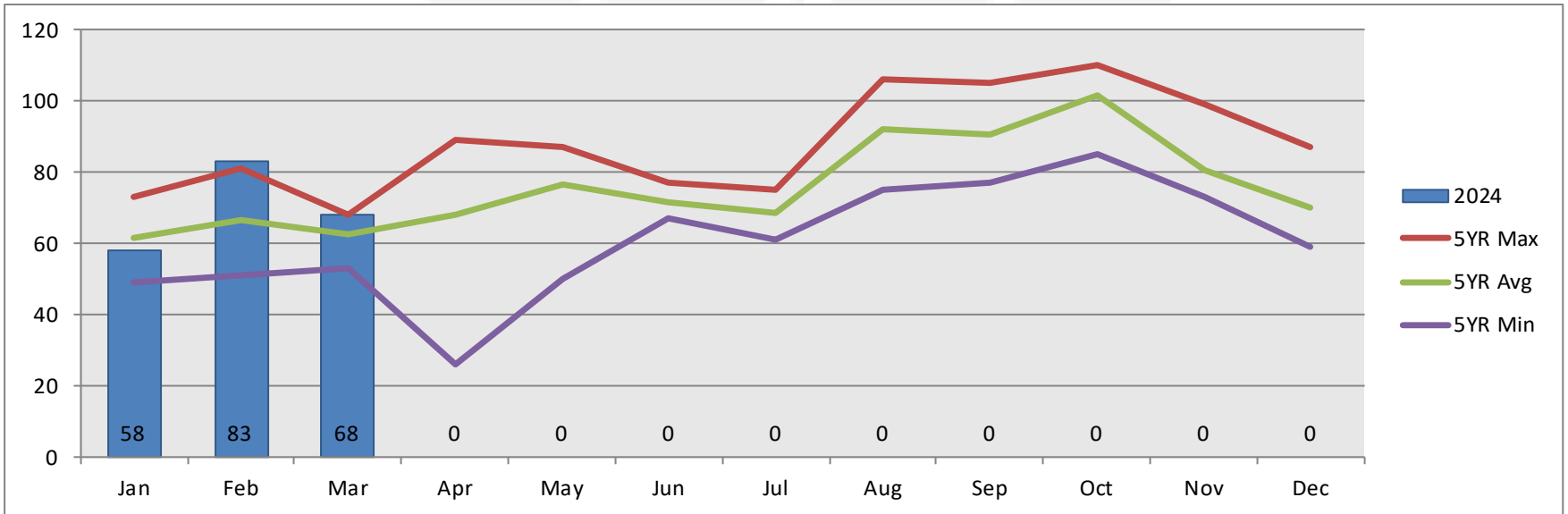
Preventable Traffic Accidents

Offense Codes: 5000-5139

All Data As Of: 4/1/24 12:00 AM

- The number of preventable traffic accidents in March 2024 was 8.3% above the 5 year average.
- Number may change as data entry corrections continue.

	Mar	Year to Date	Yearly Total
2019	66	177	945
2020	60	214	855
2021	67	170	965
2022	68	200	897
2023	53	194	891
2024	68	209	
% Change	+28.3%	+7.7%	+11.2%
Yearly Total Projection:			991



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

Riley County Police Department

1001 South Seth Child Road
Manhattan, Kansas 66502

(785) 537-2112

www.RileyCountyPolice.org



RILEY COUNTY
POLICE DEPARTMENT

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

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

Part I Violent Crime Definition

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

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

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

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

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

Part 1 Property Crime Definition

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

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

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

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

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

Traffic Related Definitions

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

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

Traffic Accidents: All accidents.

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



**RILEY COUNTY
LAW ENFORCEMENT AGENCY
DR. LORENZA LOCKETT**

**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.**

2021 - 2023


**KURT M. MOLDRUP
ASSISTANT DIRECTOR
RILEY COUNTY POLICE DEPARTMENT**




**BRIAN R. PEETE
DIRECTOR
RILEY COUNTY POLICE DEPARTMENT**

RILEY COUNTY POLICE DEPARTMENT COMMENDATION AWARD

Presented to

Officer Jeffrey Nelson



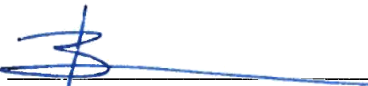
The Riley County Police Department Commendation Award is presented to Officer Jeffrey Nelson in recognition of his exceptional teamwork and valor during a dangerous encounter. In the morning hours of November 13, 2023, Officers Jeffrey Nelson and Wesley Ulmer responded to a distress call at Walmart in Manhattan, Kansas, concerning a male individual who officers believed was potentially armed and had been involved in multiple felony flee and elude incidents with the RCPD earlier that day.

Upon arrival, the officers swiftly evaluated and managed the rapidly evolving situation. Confronted with an individual who was exhibiting concerning behavioral cues and pre-force indicators, the officers demonstrated commendable restraint and tact in their interaction with him.

Upon observing a concealed firearm in the individual's pocket, both officers moved to restrain his arms to prevent access to the weapon. Despite resistance, the officers pursued the individual deeper into the store, where he attempted to retrieve the firearm. Fearing for their safety and that of bystanders, Officers Nelson and Ulmer drew their firearms and issued repeated commands in an effort to de-escalate the situation.

Ultimately, the individual complied, allowing for his apprehension without further incident. Through their swift actions and effective teamwork, both officers successfully secured the individual and recovered the firearm, ensuring the safety of all involved. Moreover, the subsequent statements made by the individual underscore the danger posed to law enforcement personnel, further highlighting the significance of Officers Nelson and Ulmer's actions. For his commitment to duty and exceptional performance under duress, Officer Jeffrey Nelson is hereby presented the Riley County Police Department's Commendation Award.

Presented this 15th day of April 2024


Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT COMMENDATION AWARD

Presented to

Officer Wesley Ulmer



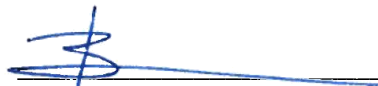
The Riley County Police Department Commendation Award is presented to Officer Wesley Ulmer in recognition of his exceptional teamwork and valor during a dangerous encounter. In the morning hours of November 13, 2023, Officers Wesley Ulmer and Jeffrey Nelson responded to a distress call at Walmart in Manhattan, Kansas, concerning a male individual who officers believed was potentially armed and had been involved in multiple felony flee and elude incidents with the RCPD earlier that day.

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Presented this 15th day of April 2024


Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Corrections Officer Keegan Anschutz

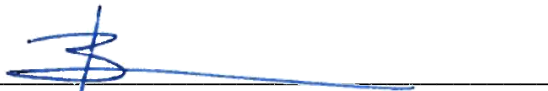
The Riley County Police Department Life Saving Award is presented to Corrections Officer Keegan Anschutz in recognition of his efforts and dedication to duty while providing critical lifesaving assistance. On March 13, 2024 at approximately 4:37 a.m., corrections officers were alerted by Master Control of an urgent situation in A Pod. Upon arrival, they discovered an inmate unresponsive, and cold to the touch with a blue complexion.

Corrections Officers Keegan Anschutz, Ashley Britt, and Nicholas Schmidt assessed the situation, attempting to locate a pulse without success. Corrections Sergeant Jayme Klym summoned Emergency Medical Services (EMS), while Officers Schmidt and Anschutz began chest compressions and Officer Britt ensured proper airway clearance. Despite the challenging circumstances, their persistent efforts led to the inmate eventually regaining a pulse. They continued their life-saving actions until EMS arrived, aiding the inmate's recovery and transfer to Via Christi Hospital for further treatment.

The actions of these Corrections Officers epitomize the highest standards of professionalism and humanity. For his decisive response and remarkable teamwork which played a pivotal role in preserving life, it is my honor to present this Life Saving Award to Corrections Officer Keegan Anschutz.

Presented this 15th day of April 2024





Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Corrections Officer Ashley Britt

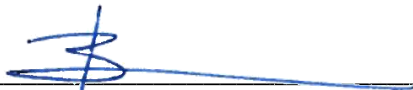
The Riley County Police Department Life Saving Award is presented to Corrections Officer Ashley Britt in recognition of her efforts and dedication to duty while providing critical lifesaving assistance. On March 13, 2024 at approximately 4:37 a.m., corrections officers were alerted by Master Control of an urgent situation in A Pod. Upon arrival, they discovered an inmate unresponsive, and cold to the touch with a blue complexion.

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Presented this 15th day of April 2024





Brian R. Peete
Director
Riley County Police Department

RILEY COUNTY POLICE DEPARTMENT

LIFE SAVING AWARD

Presented to

Corrections Officer Nicholas Schmidt

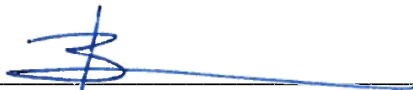
The Riley County Police Department Life Saving Award is presented to Corrections Officer Nicholas Schmidt in recognition of his efforts and dedication to duty while providing critical lifesaving assistance. On March 13, 2024 at approximately 4:37 a.m., corrections officers were alerted by Master Control of an urgent situation in A Pod. Upon arrival, they discovered an inmate unresponsive, and cold to the touch with a blue complexion.

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Presented this 15th day of April 2024





Brian R. Peete
Director
Riley County Police Department



Proclamation

NATIONAL CORRECTIONAL OFFICERS' WEEK

WHEREAS, Correctional Officers are essential to the success of our judicial process, and to the health, safety, and general welfare of law-abiding citizens everywhere. A correctional officer's work includes daily exposure to a hostile environment with many of society's most dangerous individuals and

WHEREAS, the morale of Correctional Officers is affected by many factors including public perception of the role of correctional officers, and is important in the performance of their duties as they carry out their work with courage, pride, and true professionalism; and

WHEREAS, the Correctional Officers maintain a high degree of professionalism through career development, training, and education, making them assets to Riley County in a job of continuing high stress and challenge; and

WHEREAS, the Correctional Officers of the Riley County Law Enforcement Agency are an integral part of the criminal justice framework and coordinate with law enforcement and judicial professionals, constantly striving to provide a correctional system which exceeds all recognized standards; and

WHEREAS, the week of May 5th - May 11th, 2024 will be devoted to increasing awareness of the excellent job performance of the Riley County Correction Officers and their efforts to protect the public safety; and

THEREFORE, BE IT RESOLVED, that the citizens of Manhattan and Riley County observe the week of May 5th - May 11th, 2024 as National Correctional Officers' Week, in honor of the men and women whose diligence in supervising incarcerated individuals and effectively providing custody and care ensure our public safety.

John E. Matta
Chair of the Riley County Law Board



Proclamation

NATIONAL POLICE WEEK

WHEREAS, the Congress and President of the United States have designated May 12th to May 18th, 2024 as National Police Week; and,

WHEREAS, the members of the Riley County Law Enforcement Agency play an essential role in safeguarding the rights and freedoms of the citizens of Manhattan and Riley County; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the men and women of the Riley County Law Enforcement Agency unceasingly provide a vital public service;

NOW, THEREFORE, I, John Matta, Chair of the Riley County Law Enforcement Agency, call upon all citizens of Manhattan and Riley County to observe the week of May 12th through May 18th, 2024, as National Police Week to commemorate those police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and , in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I FURTHER call upon all citizens of Manhattan and Riley County to observe Wednesday, May 15th, 2024, as Peace Officers Memorial Day in honor of those police officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty.

John E. Matta
Chair of the Riley County Law Board



April 9, 2024

Riley County Law Enforcement Agency Board
Manhattan, Kansas

We are pleased to confirm our understanding of the services we are to provide the Riley County Police Department (the Department) for the year ended December 31, 2023.

We will audit the financial statement of the Department, including the related notes to the financial statement, which collectively comprise the basic financial statement of the Department as of and for the year ended December 31, 2023. *The Kansas Municipal Accounting and Audit Guide* (KMAAG) provide for certain regulatory required supplementary information (RRSI), to supplement the Department's basic financial statement. Such information, although not a part of the basic financial statement, is required by the KMAAG who considers it to be an essential part of financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. We have also been engaged to report on RRSI that accompanies the Department's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- Schedule 1 – Summary of Expenditures – Actual and Budget
- Schedule 2 – Schedules of Receipts and Expenditures – Actual and Budget
- Schedule 3 – Summary of Receipts and Disbursements – Agency Funds

We have been engaged to report on other information other than RRSI that accompanies the Department's financial statement. We will subject the following other information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- Schedule A – Composition of Ending Cash Balances

The following other information accompanying the financial statement will not be subjected to the auditing procedures applied in our audit or the basic financial statement, and our auditor's report will not provide an opinion or any assurance on that other information:

- Schedule B – Schedule of Fixed Assets

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statement are fairly presented, in all material respects, in conformity with KMAAG and the accounting practices described by the State of Kansas to demonstrate compliance with the cash basis and budget laws of the State of Kansas which is a regulatory basis of accounting, the practices of which differ from the accounting principles generally accepted in the United States of America (GAAP) and to report on the fairness of the RRSI and other supplementary information referred to in the second and third paragraph when considered in relation to the financial statement as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Department's financial statement. Our report will be addressed to the Riley County Law Enforcement Agency Board of the Department. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.



Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. We will plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statement. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statement and related matters.



Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the Department's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statement of the Department in conformity with KMAAG based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of the financial statement that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statement in conformity with the KMAAG.

You are responsible for including all informative disclosures that are appropriate for the KMAAG. Those disclosures will include (1) a description of the KMAAG, including a summary of significant accounting policies, and how the KMAAG differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statement to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statement, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.



You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement.

Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the RRSI and other supplementary information, which we have been engaged to report on, in conformity with the KMAAG. You agree to include our report on the RRSI and other supplementary information in any document that contains and indicates that we have reported on the RRSI and other supplementary information. You also agree to include the audited financial statement with any presentation of the RRSI and other supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the RRSI and other supplementary information in accordance with the KMAAG; (2) you believe the RRSI and other supplementary information, including its form and content, is fairly presented in accordance with the KMAAG; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the RRSI and other supplementary information.

With regard to the electronic dissemination of audited financial statement, including financial statement published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, grant, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of James Gordon & Associates CPA, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to federal or state agencies providing director or indirect funding, the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of James Gordon & Associates CPA, P.A.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.



We expect to begin our audit in approximately August 2024 and to issue our reports in a timely manner. Jacob Kujath is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services based on our proposed agreement will be \$8,300 for audit services. If a single audit is applicable, additional fees will apply. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Department and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

James Gordon of Associates CPA, P.A.

James Gordon & Associates CPA, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Riley County Police Department.

Management signature: _____

Title: _____

Date: _____



RILEY COUNTY POLICE DEPARTMENT
Memorandum

To: Riley County Law Board
From: Captain Erin Freidline
Ref: Grant Application for Corrections Mental Health & Life Skills Program Director
Date: April 9, 2024

Purpose:

The Riley County Police Department would like to apply for a Community Oriented Policing Services (COPS) grant via the promoting Access to Crisis Teams (CACT) solicitation. This is a competitive grant with the COPS office and if selected allows for funding up to two (2) years for personnel and program implementation.

Background:

The Riley County Police Department determined a need to assist inmates with an opportunity to improve life skills and promote positive mental health behaviors. The Jail has an environment where program consistency can be enhanced for inmates to learn skills and coping mechanisms for re-entry into the community. The program director can teach and connect inmates to resources available upon release and how to improve their skill sets while in both a pre-trial or post-trial status to reduce recidivism. The grant solicitation includes funding for mental and behavior health services employed within a law enforcement setting. A competitive grant was offered through the COPS Office and RCPD intends to apply for funding and believes the grant can start funding for the position and training materials.

The Director will be notified, if selected, around September 2024.

Recommendation:

We request the Law Board support the Riley County Police Department in applying for the grant opportunity to offset the initial cost of the position and program and conduct an evaluation of the success through the grant.

RILEY COUNTY POLICE DEPARTMENT
Memorandum

To: Riley County Law Board
From: Brian R. Peete, Director
Ref: Grant Application for FY24 Rural and Small Department Violent Crime Reduction Program
Date: April 10, 2024

Purpose:

The Riley County Police Department (RCPD) would like to apply for the Bureau of Justice Assistance (BJA) FY24 Rural and Small Department Violent Reduction Program grant solicitation. This is a competitive grant with the BJA and if selected will award up to 15 agencies up to \$300,000 with a period of performance start date on October 1, 2024 for a duration of 36 months. There is no match requirement.

Background:

The goal of this grant program is to increase the capacity of police departments or prosecutors' offices to fully implement programming and activities that reflect critical elements found in the Violent Crime Reduction Operations Guide or the Prosecutors' Guide to Reducing Violence and Building Safer Communities to combat violent crime. RCPD's recent publication mirrors the priorities set in the BJA's Violent Crime Reduction Operations Guide. If awarded, RCPD would use funding for LPRs in main thoroughfare areas, cameras in the entertainment districts throughout Manhattan, and potentially a portable traffic-related camera which could be used in Ogden and other areas of safety and concern, and training equipment that would strengthen de-escalation techniques. Funds would also be applied to case management and recidivism programs in the jail, mentorship programs with community groups such as YouthBuild and the House Café, Be Able. Lastly, there may be an opportunity to procure Crisis Intervention Team (CIT) case management software for RCPD and external stakeholder partners in Riley County such as USD 383 and Ascension Via Christi.

RCPD would be notified presumably around September of the grant award.

Recommendation:

We request the Law Board support RCPD in applying for this grant opportunity.



2025 Budget Presentation

Director Brian Peete

Captain Brad Jager

Finance Manager Jennifer Reifschneider



Today's Agenda

Director's Introduction of the Budget

Budget Process

Budget Considerations

Needs Assessment

5 Year Strategic Plan

2024-2025 Base Adjustments

Item A: COLA

Item B: Salary Survey

Item C: Health Insurance

Item D: Liability Insurance

Item E: Prisoner Food & Care

Item F: Fuel

Item G: Crime Analyst

Item H: COPS Grant

Introduction to the Budget

Director Peete

Captain Brad Jager

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



Four Long-Term Goals

Minimize the Financial and Social Cost of Public Safety

Maintain a Safe and Secure Community

Promote Legitimacy in the Eyes of the Public

Safeguard operational readiness by increasing resiliency and wellness for staff while creating a culture of service throughout the organization.

Annual Planning Cycle

SWOT Analysis



Department Goals



Divisional Goals



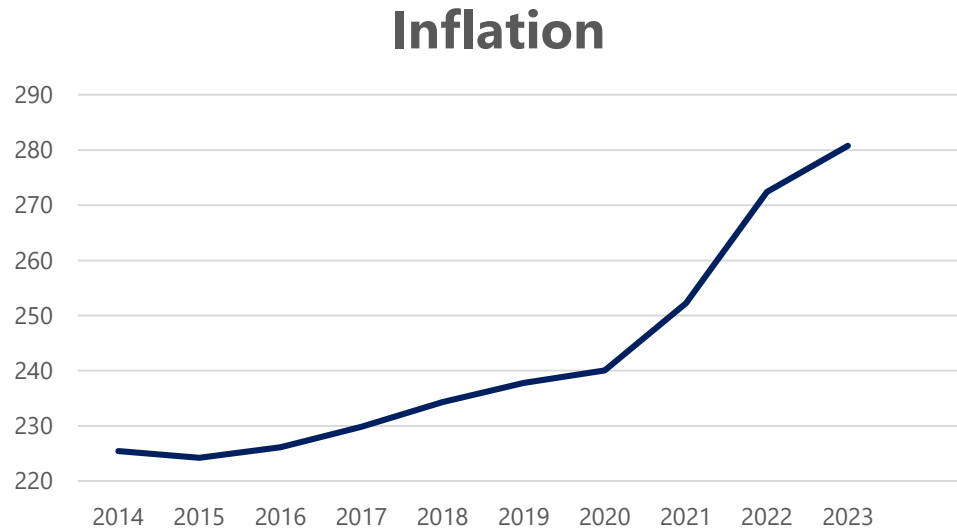
Needs Assessment



Budget Requests

Budget Considerations

- Inflation
 - 24.8% Inflation in the last 10 years
 - *2020 to 2023 inflation was 17.9%*



Budget Considerations

- Salaries
 - Salary Survey – 1.3M Remaining
 - Retention of Current Employees with implementation of Salary Adjustments to Market
 - Recruitment and Competing Workforce (Nearly Fully Staffed)
 - Intent was 2 years – moved to 5 year total implementation (3 years left)
 - 2022-2027

Vacancies:



	Patrol	Corrections	Dispatchers	Total
Authorized	90	47	24	
Vacant	2	0	1	3
In Training	11	9	2	22
Total Available*	77	38	21	
Additional Info: *As of 4/4/2024				

SWOT Analysis

Department Goals

Divisional Goals

Needs Assessment

Budget Requests



Needs Assessment

Personnel:

Cost of Living Adjustment
Salary Survey Implementation
3 Police Officers
Community Resource Officer
Jail Case Worker
Crime Analyst

Non-Personnel:

Prisoner Food & Care
Health Insurance
Liability Insurance
Flock Camera Contract
Axon Contract
Fuel

Reallocations

Reduced Line Items



Increased Line Items

Equipment Repair	(25,000.00)	Vehicles	25,000.00
Maintenance Supplies	(10,000.00)	Vehicle Maintenance	10,000.00
Furniture	(5,000.00)	Prisoner Food	81,588.00
Equipment	(52,000.00)	Overtime	20,000.00
<3 Corrections Officers>	(186,560.00)	Insurance	26,000.00
<1 Investigations Asst>	(80,115.00)	Corrections Asst	84,286.00
<1 Police Lt>	(165,389.28)	Jail Case Worker	78,801.00
<2 Police Corporals>	(256,754.50)	Flock Contract	33,000.00
<1 Custodian>	(68,880.00)	Marta & Sons Contract	28,080.00
Crime Analyst Contract	(65,000.00)	Axon Contract	40,800.00
Additional Pays	(19,268.42)	Crime Analyst	85,000.00
		Additional Pays	2,357.82
		5 Police Officers	416,503.45
Budget Reallocations	(\$933,967.20)	Budget Increases	\$931,416.27
Contracts Removed	(305,556.40)		
Total	(1,239,523.60)		

SWOT Analysis

Department Goals

Divisional Goals

Needs Assessment

Budget Requests



Needs Assessment

There were significant needs that were removed from our 2025 budget increase. This was due to the internal budget assessment and re-allocations of current funds to these needed areas.

Addressed Internally:

3 Police Officers
Community Resource Officer
Jail Case Worker
Crime Analyst

Personnel:

Cost of Living Adjustment
Salary Survey Implementation

Addressed Internally:

Flock Camera Contract
Axon Contract

Non-Personnel:

Prisoner Food & Care
Liability Insurance
Health Insurance
Fuel

5-Year Strategic Goal

	2025 Budget Input Requests	Est. Cost	2025	2026	2027	2028	2029	Total	Remaining
Patrol									
Police Officer		\$81,186	\$81,186					\$0	\$0
Police Officer		\$81,186	\$81,186					\$0	\$0
Police Officer (3 yr Grant)		\$81,186	\$40,593			\$40,593		\$81,186	\$0
Police Officer (3 yr Grant)		\$81,186	\$40,593			\$40,593		\$81,186	\$0
Police Officer (3 yr Grant)		\$81,186	\$40,583			\$40,593		\$81,176	\$10
Police Officer Training Budget Line Increase		\$8,000		\$5,000	\$3,000			\$8,000	\$0
ERU Training Budget		\$3,000		\$3,000				\$3,000	\$0
Investigations									
Detective Training Budget Line Increase		\$4,000		\$4,000				\$4,000	\$0
Crime Analyst		\$100,000				\$100,000		\$100,000	\$0
Flock Camera Contracts - Account 19		\$33,000	\$33,000					\$33,000	\$0
Crime Analyst Contract		\$105,000	\$19,175					\$0	\$105,000
Corrections									
Prisoner Food and Care - Account 17		\$195,000	\$68,412	\$45,000				\$195,000	\$0
Case Worker/Program Director		\$78,801	\$78,801					\$78,801	\$0
Jail Assistant		\$84,286	\$84,286					\$84,286	\$0
Support									
Replenish IT Reserve Fund		\$150,000						\$0	\$150,000
Vehicle Maintenance Line Increase		\$40,000	\$10,000	\$10,000	\$10,000	\$10,000		\$40,000	\$0
Axon Contract - Account 19		\$84,236	\$40,800	\$43,436				\$84,236	\$0
Marta & Sons - Account 20		\$28,080	\$28,080					\$28,080	\$0
Dispatch Consoles		\$50,000		\$25,000	\$25,000			\$50,000	\$0
Administration									
Community Resource Officer		\$80,000	\$80,000					\$80,000	\$0
Metal Building at Range (Training)		\$250,000							\$250,000
Other Expenses									
Salary Survey Adjustments		\$1,317,301	\$439,100	\$439,100	\$439,101			\$1,317,301	\$0
2024 Cost of Living Adjustments		\$815,898	\$815,898					\$815,898	\$0
General Counsel		\$114,000			\$114,000			\$114,000	\$0
2024 Base Adjustments		\$377,264	\$358,331					\$358,331	\$18,933
Line 3 - Overtime Increase		\$64,215	\$20,000	\$20,000	\$24,215			\$64,215	\$0
Line 39 - Health Insurance Increase		\$112,850	\$112,850					\$112,850	\$0
Line 4 - Utilites		\$55,000			\$45,000	\$10,000		\$55,000	\$0
Line 5 - Insurance		\$148,300	\$74,000	\$58,300	\$16,000			\$148,300	\$0
Line 7 - Training		\$38,000		\$15,000	\$10,000	\$13,000		\$38,000	\$0
Line 14 - Telephones		\$20,000			\$10,000	\$10,000		\$20,000	\$0
Line 16 - Medical Fees		\$10,000				\$5,000	\$5,000	\$10,000	\$0
Line 20 - Contractual Services		\$76,650		\$25,000	\$25,000	\$26,650		\$76,650	\$0
Line 22 - Books, Subscriptions, Memberships		\$8,000				\$4,000	\$4,000	\$8,000	\$0
Line 26 - Fuel		\$80,000	\$40,000	\$20,000	\$20,000	\$20,000	\$20,000	\$80,000	\$0
Line 28 - Office Supplies		\$6,000				\$6,000		\$6,000	\$0
Line 31 - Guns & Crime Equipment		\$15,000			\$8,000	\$7,000		\$15,000	\$0
Line 34 - Vehicles and Equipment		\$25,000	\$25,000					\$25,000	\$0
Total		\$4,982,811	\$2,049,547	\$712,836	\$741,316	\$333,429	\$29,000	\$4,250,496	\$523,943

2024-2025 Base Adjustments

Finance Manager Jennifer Reifschneider

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



Base Adjustment – 2024 Budget

\$26,937,092 2024 Approved Budget	2025 Base
	2024 Budget*
	Approved
Full Time Salaries	\$17,089,553
Part Time Salaries	125,000
Overtime	471,762
Total Salaries & OT	\$17,686,315
KPF	\$2,380,795
KPERS	798,707
FICA	709,538
Health Insurance	1,537,150
Workers Comp.	380,000
Unemployment	17,687
Total Benefits	\$5,823,877
Non-Personnel	
Total Personnel	\$23,510,192



Base Adjustment – Turnover

\$26,937,092 2024 Approved Budget	2025 Base	
	2024 Budget*	Turnover
	Approved	
Full Time Salaries	\$17,089,553	(\$231,180)
Part Time Salaries	125,000	
Overtime	471,762	
Total Salaries & OT	\$17,686,315	(\$231,180)
KPF	\$2,380,795	(\$8,548)
KPERS	798,707	(\$49,801)
FICA	709,538	(\$7,607)
Health Insurance	1,537,150	
Workers Comp.	380,000	
Unemployment	17,687	(\$251)
Total Benefits	\$5,823,877	(\$66,207)
Non-Personnel		
Total Personnel	\$23,510,192	(\$297,387)
*Increase		-1.10%
*total Increase		-1.10%



Base Adjustment – Benefits

\$26,937,092 2024 Approved Budget	2025 Base		
	2024 Budget*	Turnover	Benefit Changes
	Approved		
Full Time Salaries	\$17,089,553	(\$231,180)	
Part Time Salaries	125,000		
Overtime	471,762		
Total Salaries & OT	\$17,686,315	(\$231,180)	\$0
KPF	\$2,380,795	(\$8,548)	\$153,110
KPERS	798,707	(\$49,801)	\$24,486
FICA	709,538	(\$7,607)	
Health Insurance	1,537,150		
Workers Comp.	380,000		
Unemployment	17,687	(\$251)	
Total Benefits	\$5,823,877	(\$66,207)	\$177,596
Non-Personnel			
Total Personnel	\$23,510,192	(\$297,387)	\$177,596
<i>*Increase</i>		-1.10%	0.66%
<i>*total Increase</i>		-1.10%	-0.44%

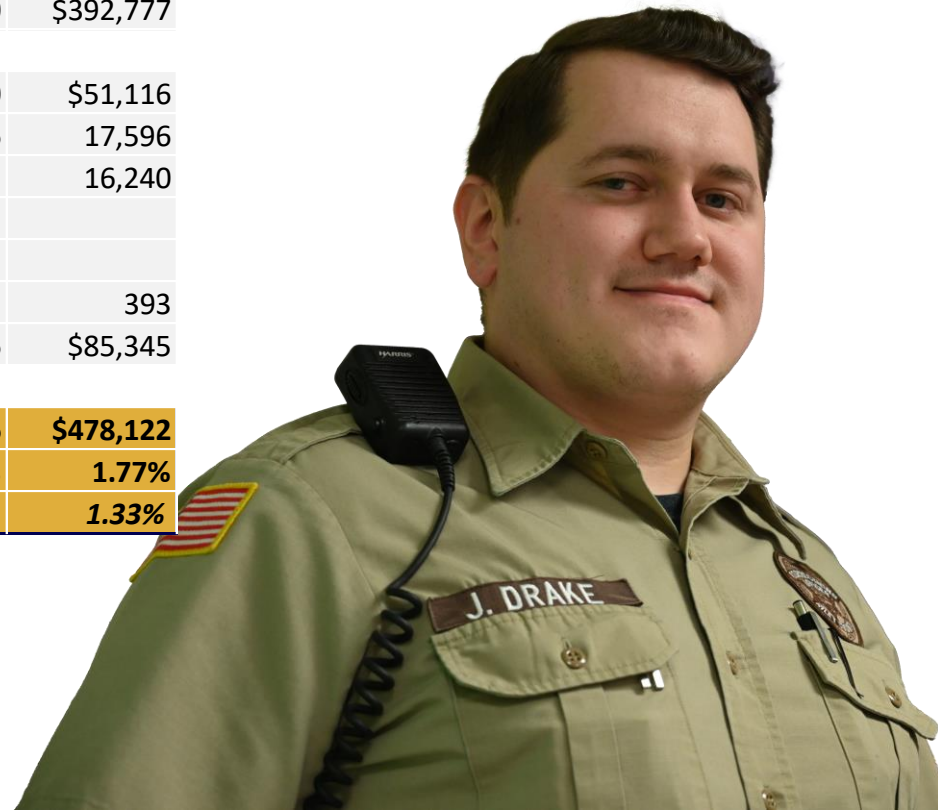
KPF Employer Contribution
23.10% to 24.61%

KPERS Employer Contribution
10.26% to 10.60%



Base Adjustment – Merits

2024 Approved Budget	2025 Base			
	2024 Budget*	Turnover	Benefit Changes	Steps & Longevity Pay
	Approved			
Full Time Salaries	\$17,089,553	(\$231,180)		\$392,777
Part Time Salaries	125,000			
Overtime	471,762			
Total Salaries & OT	\$17,686,315	(\$231,180)	\$0	\$392,777
KPF	\$2,380,795	(\$8,548)	\$153,110	\$51,116
KPERS	798,707	(\$49,801)	\$24,486	17,596
FICA	709,538	(\$7,607)		16,240
Health Insurance	1,537,150			
Workers Comp.	380,000			
Unemployment	17,687	(\$251)		393
Total Benefits	\$5,823,877	(\$66,207)	\$177,596	\$85,345
Non-Personnel				
Total Personnel	\$23,510,192	(\$297,387)	\$177,596	\$478,122
<i>*Increase</i>		-1.10%	0.66%	1.77%
<i>*total Increase</i>		-1.10%	-0.44%	1.33%



Total Base Adjustment

2024 Approved Budget	2025 Base					
	2024 Budget*	Turnover	Benefit Changes	Steps & Longevity Pay	Total Adjustments	2022 Base Budget
	Approved					
\$26,937,092						
Full Time Salaries	\$17,089,553	(\$231,180)		\$392,777	\$161,597	\$17,251,150
Part Time Salaries	125,000				\$0	\$125,000
Overtime	471,762				\$0	\$471,762
Total Salaries & OT	\$17,686,315	(\$231,180)	\$0	\$392,777	\$161,597	\$17,847,912
KPF	\$2,380,795	(\$8,548)	\$153,110	\$51,116	\$195,678	\$2,576,473
KPERS	798,707	(\$49,801)	\$24,486	17,596	(\$7,719)	\$790,988
FICA	709,538	(\$7,607)		16,240	\$8,633	\$718,171
Health Insurance	1,537,150				\$0	\$1,537,150
Workers Comp.	380,000				\$0	\$380,000
Unemployment	17,687	(\$251)		393	\$142	\$17,829
Total Benefits	\$5,823,877	(\$66,207)	\$177,596	\$85,345	\$196,734	\$6,020,611
Non-Personnel						
Total Personnel	\$23,510,192	(\$297,387)	\$177,596	\$478,122	\$358,331	\$23,868,523
*Increase		-1.10%	0.66%	1.77%	1.33%	1.33%
*total Increase		-1.10%	-0.44%	1.33%	1.33%	1.33%

Item A: Cost of Living Adjustment

Finance Manager Jennifer Reifschneider

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



Item A: COLA

Data provided by US Dept. of Labor, Bureau of Labor Statistics

- **Assert that monthly and annual averages are appropriate when used consistently**
 - Reduce volatility
 - Avoid using seasonal adjustments and local indexes
- **Annual averages reduce volatility**

Item A: CPI - Midwest

Consumer Price Index (CPI) Midwest Region
Used by the City of Manhattan & Riley County

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.6	1.2	0.7	1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9	4.9	3.7	2.4	2.9	3.4	3.2	2.9	2.9	3.2	3.8	4.5	3.1
2024	2.7	2.8	2.8												

Item A: COLA

Annual average since 2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2014	1.4	0.9	1.5	1.9	1.6	1.7	1.8	1.6	1.6	1.2	0.7		1.5	1.5	1.4
2015	-0.3	-0.5	-0.9	-1.1	-0.8	-0.7	-0.5	-0.3	-0.8	-0.3	-0.2	0.0	-0.5	-0.7	-0.4
2016	0.8	0.4	0.5	0.8	0.8	0.8	0.4	0.6	1.1	1.0	1.2	1.8	0.8	0.7	1.0
2017	2.2	2.4	1.9	1.8	1.4	0.9	1.3	1.5	1.5	1.5	1.9	1.7	1.7	1.8	1.6
2018	1.6	1.7	1.8	1.8	2.3	2.5	2.4	2.1	1.9	2.2	1.4	1.3	1.9	2.0	1.9
2019	0.8	1.3	1.7	1.5	1.3	1.2	1.5	1.5	1.4	1.5	1.9	2.3	1.5	1.3	1.7
2020	2.5	2.1	1.0	-0.4	-0.4	0.4	0.7	1.1	1.3	1.0	1.0	1.1	1.0	0.9	1.0
2021	1.2	1.7	3.0	4.9	5.6	5.8	5.9	5.7	5.7	6.6	7.3	7.5	5.1	3.7	6.5
2022	7.9	8.0	8.6	8.2	8.8	9.5	8.6	8.1	8.1	7.4	6.8	6.0	8.0	8.5	7.5
2023	6.0	5.6	4.9	4.9	3.7	2.4	2.9	3.4	3.2	2.9	2.9	3.2	3.8	4.5	3.1
2024	2.7	2.8	2.8												

CPI Comparison		
Year	Annual Average	RCPD Budget
2014	1.5	
2015	-0.5	
2016	0.8	1.5
2017	1.7	-0.5
2018	1.9	0.8
2019	1.5	1.7
2020	1	1.9
2021	5.1	0*
2022	8.0	1
2023	3.8	5.1
2024		6.5*
2025	93.	3.8

Item A: COLA

\$26,937,092 2024 Approved Budget	Items	
	2025 Base	A
		COLA (3.8%)
\$ Change	\$358,331	\$815,898
% Change	1.33%	3.03%

Item B: Salary Survey

Captain Brad Jager

Finance Manager Jennifer Reifschneider

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



Item B: Salary Survey

Remaining: \$1,400,000

Request: Implementation of 33% of remaining

- \$439,100
- Retention of current employees
- Stay Competitive with Market Salaries

Item B: Salary Survey

2024 Approved Budget	\$26,937,092	Items	
		A	B
	2025 Base	COLA (3.8%)	Salary Survey
\$ Change	\$358,331	\$815,898	\$439,100
% Change	1.33%	3.03%	1.63%

Item C: Health Insurance

Captain Brad Jager

Finance Manager Jennifer Reifschneider

To **reduce crime** and
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the **citizens we serve**



Item C: Health Insurance

Estimated Projections from our Broker

- 8% Increase in Medical Claims
- 12% Increase in Rx Claims
- 44% increase in stop loss premiums

Estimated shortfalls of \$400,000

Item C: Health Insurance

	Items			
	2025 Base	A	B	C
\$26,937,092 2024 Approved Budget				
		COLA (3.8%)	Salary Survey	Health Insurance
\$ Change	\$358,331	\$815,898	\$439,100	\$112,850
% Change	1.33%	3.03%	1.63%	0.42%

Item D: Liability Insurance

Captain Brad Jager

Finance Manager Jennifer Reifschneider

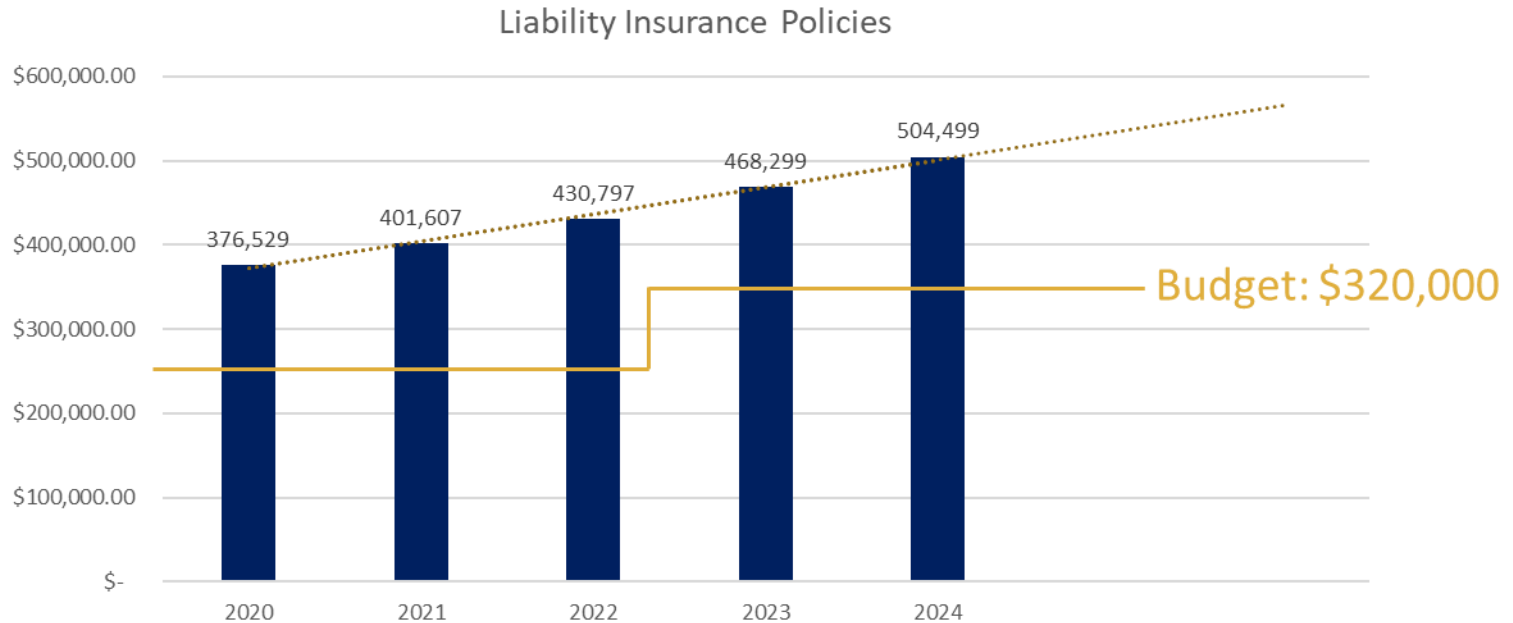
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Item D: Liability Insurance

Need: \$143,300

- 2025- Addressing \$100,000
 - \$26,000 addition through reallocation of funds
 - Budget addition \$74,000



Item D: Liability Insurance

2024 Approved Budget	Items				
	2025 Base	A	B	C	D
		COLA (3.8%)	Salary Survey	Health Insurance	Liability Insurance
\$ Change	\$358,331	\$815,898	\$439,100	\$112,850	\$74,000
% Change	1.33%	3.03%	1.63%	0.42%	0.27%

Item E: Prisoner Food & Care

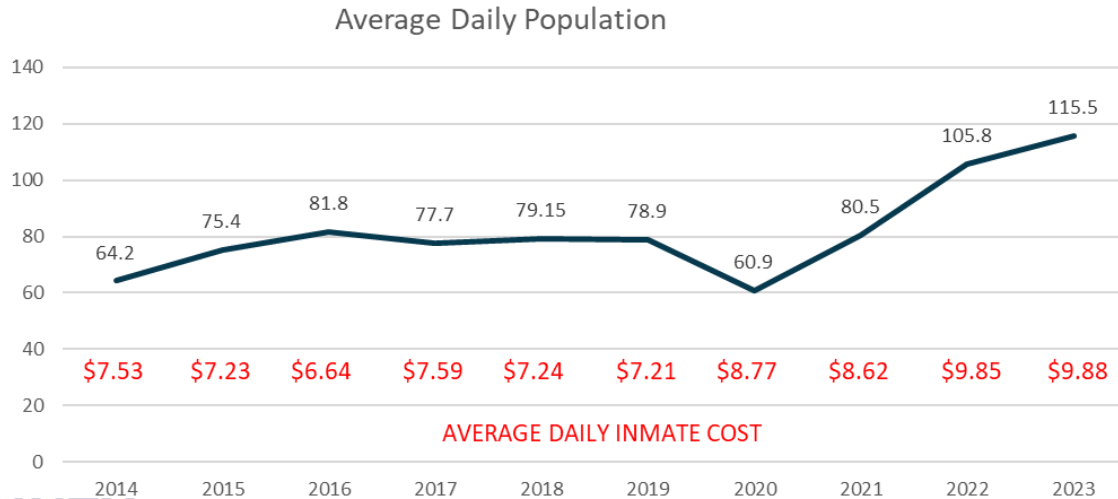
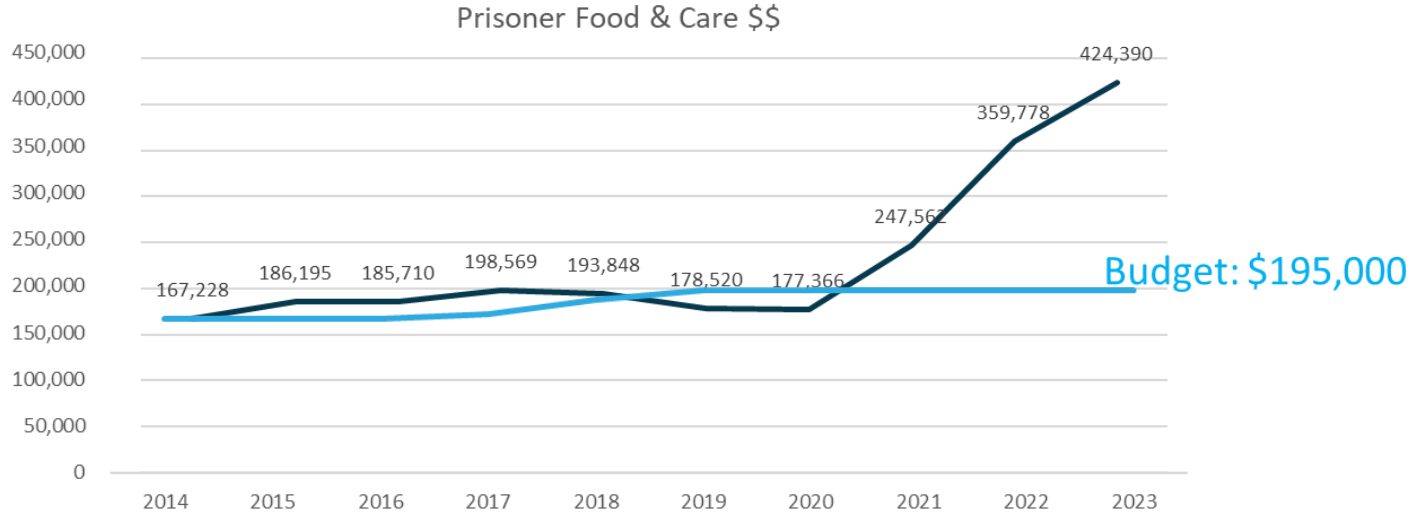
Captain Brad Jager

Finance Manager Jennifer Reifschneider

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Item E: Prisoner Food & Care



Item E: Prisoner Food & Care

Total Need: \$195,000

- Addressing in 2025 – \$150,000
 - \$81,588 through reallocation of funds
- Budget Request – \$68,412

Item E: Prisoner Food & Care

2024 Approved Budget	Items					
	2025 Base	A	B	C	D	E
		COLA (3.8%)	Salary Survey	Health Insurance	Liability Insurance	Prisoner Food & Care
\$26,937,092	\$358,331	\$815,898	\$439,100	\$112,850	\$74,000	\$68,412
\$ Change	\$358,331	\$815,898	\$439,100	\$112,850	\$74,000	\$68,412
% Change	1.33%	3.03%	1.63%	0.42%	0.27%	0.25%

Item F: Fuel

Captain Brad Jager

Finance Manager Jennifer Reifschneider

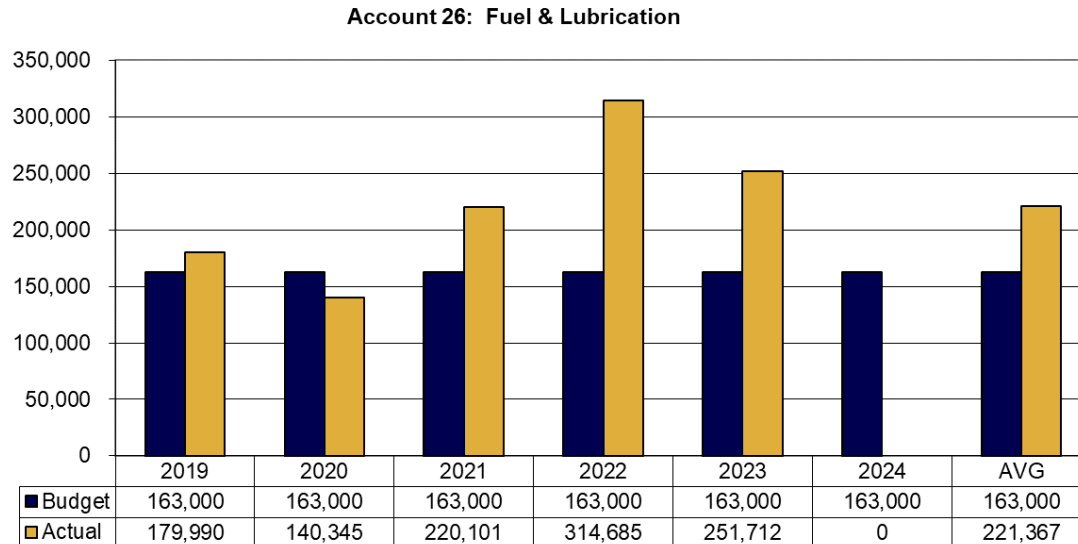
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Item F: Fuel

Need \$80,000

- 2025 Budget Request \$40,000



Item F: Fuel

2024 Approved Budget	Items						
	2025 Base	A	B	C	D	E	F
		COLA (3.8%)	Salary Survey	Health Insurance	Liability Insurance	Prisoner Food & Care	Fuel
\$ Change	\$358,331	\$815,898	\$439,100	\$112,850	\$74,000	\$68,412	\$40,000
% Change	1.33%	3.03%	1.63%	0.42%	0.27%	0.25%	0.15%

Item G: Crime Analyst

Captain Brad Jager

Finance Manager Jennifer Reifschneider

To **reduce crime** and
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Item G: Crime Analyst

Current Crime Analyst Contract

- Annual Cost 105K

On Site Crime Analyst

- Annual Cost 84,175
 - Actual Cost will decrease \$20,000

Budgeted Funds: 65,000

- Increase budgeted funds by \$19,175

Item G: Crime Analyst

2024 Approved Budget	Items							
	2025 Base	A	B	C	D	E	F	G
		COLA (3.8%)	Salary Survey	Health Insurance	Liability Insurance	Prisoner Food & Care	Fuel	Crime Analyst
\$ Change	\$358,331	\$815,898	\$439,100	\$112,850	\$74,000	\$68,412	\$40,000	\$19,175
% Change	1.33%	3.03%	1.63%	0.42%	0.27%	0.25%	0.15%	0.07%

Item H: 3 Police Officers

Captain Brad Jager

Finance Manager Jennifer Reifschneider

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Item H: 3 Police Officers (Government Grant)

Address Current Needs & Anticipated Growth

Government Grant - 3 Police Officers

- 50% Grant Funded - \$121,780
- 50% Match - \$121,780

Item G: 3 Police Officers (Government Grant)

2024 Approved Budget	\$26,937,092								
	Items								
	2025 Base	A	B	C	D	E	F	G	H
		COLA (3.8%)	Salary Survey	Health Insurance	Liability Insurance	Prisoner Food & Care	Fuel	Crime Analyst	COPS Grant (3 Cops) 50/50
\$ Change	\$358,331	\$815,898	\$439,100	\$112,850	\$74,000	\$68,412	\$40,000	\$19,175	\$121,780
% Change	1.33%	3.03%	1.63%	0.42%	0.27%	0.25%	0.15%	0.07%	0.45%

Proposed Budget

2024 Approved Budget	Items									Total Increase
	2025 Base	A	B	C	D	E	F	G	H	
		COLA (3.8%)	Salary Survey	Health Insurance	Liability Insurance	Prisoner Food & Care	Fuel	Crime Analyst	COPS Grant (3 Cops) 50/50	
\$ Change	\$358,331	\$815,898	\$439,100	\$112,850	\$74,000	\$68,412	\$40,000	\$19,175	\$121,780	\$2,049,547
% Change	1.33%	3.03%	1.63%	0.42%	0.27%	0.25%	0.15%	0.07%	0.45%	7.61%

Proposed Budget	\$28,986,639.17	7.61%
Carry Over	<\$259,66.17>	<.96%>
Proposed Budget Realized	\$28,726,976	6.64%

Proposed Budget

Attached – Official copies of Budget

Possible Action Items:

Move to approve a Budget for Publication in
Manhattan Mercury

Suggest modifications for May Law Board
Meeting

Budget Timeline

The following is the proposed timeline for development of the 2025 RCPD budget.

At the **January 16, 2024** Law Board meeting, discuss, modify as necessary and approve the 2025 budget development timeline.

During the month of March conduct special Law Board meetings, as the Board deems necessary, to begin preliminary budget discussions and obtain Law Board guidance.

At the **April 15, 2024** Law Board meeting, update the Board on budget development and provide a draft 2025 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the **May 20, 2024** Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing, unless additional special budget meetings are deemed necessary.

No later than **June 7, 2024** publish the proposed 2025 budget of expenditures with the City and County Revenue Neutral Rate (if available) in the Manhattan Mercury.

At the **June 17, 2024** Law Board meeting, conduct a public hearing on the 2025 budget of expenditures and formally adopt the budget.

On or before **July 1, 2024** certify to the Riley County Board of County Commissioners and the City of Manhattan a budget of expenditures for the 2025 operation of the Riley County Law Enforcement Agency/Riley County Police Department.



Thank You!

Riley County Police Department

*1001 South Seth Child Road
Manhattan, Kansas 66502*

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@RileyCountyPD

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