

**RILEY COUNTY LAW ENFORCEMENT AGENCY  
LAW BOARD MEETING  
City Commission Meeting Room  
1101 Poyntz Ave.  
Manhattan, KS  
September 19, 2022 12:00 p.m.  
Minutes**

**Members Present:** Chairperson Linda Morse Vice Chairperson Robert Ward  
Secretary Barry Wilkerson Member Kathryn Focke  
Member John Ford Member Patricia Hudgins (Arrived at 12:15 p.m.)

**Absent:** Member BeEtta Stoney

**Staff Present:** Interim Director Kurt Moldrup Captain Erin Freidline  
Captain Brad Jager Captain Josh Kyle  
Captain Derek Woods

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

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

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

**III. Consent Agenda:**

- A.** Approval of Minutes
  - 1. August 15, 2022 Law Board Meeting
  - 2. August 31, 2022 Special Law Board Meeting
  - 3. September 12, 2022 Special Law Board Meeting
- B.** Approve 2022 Expenditures/Credits
- C.** 2022 Adjusted Financial Journal Entries
- D.** Juvenile Transport Reimbursement
- E.** RCPD Related County Expenditures (*Review*)
- F.** Riley County Jail Average Daily Inmate Population- (*Review*)
- G.** Seizure Expenditure- (*Review*)
- H.** Approval of Communications Center Policies
  - 1. General Order 2021-062 - Policy 1.2.1 - Risk Management Program
  - 2. General Order 2022-136 - Policy 2.5.1 - Agency Performance Measurement Program
  - 3. General Order 2022-127 - Policy 2.5.2 - Emergency Line Performance Measures Established
  - 4. General Order 2022-126 - Policy 2.5.3 - Review of Emergency Line Performance Measurements
  - 5. General Order 2022-128 - Policy 2.5.4 - (COMM) - CEO Notification of Results of Performance Measurements

6. General Order 2022-001 - Policy 3.2.5 - Medical Examinations
7. General Order 2022-009 - Policy 6.1.3 - Policies and Procedures Approved
8. General Order 2022-008 - Policy 6.1.5 - Quality Checks
9. General Order 2022-018 - Policy 6.2.6 - Procedures for Emergency Hang up Call
10. General Order 2022-026 - Policy 6.2.7 - Procedures for Handling Difficult Callers
11. General Order 2022-025 - Policy 6.2.8 - Procedures for Calls From Elderly and Children
12. General Order 2022-022 - Policy 6.4.6 - Encoding Communications
13. General Order 2022-024 - Policy 6.5.6 - Digital Information
14. General Order 2022-027 - Policy 6.6.3 - Interoperable Radio Communications Plan
15. General Order 2022-028 - Policy 6.7.3 - Collection of Data for Client Agencies
16. General Order 2022-070 - Policy 7.1.1 - Position for Planning Response to Critical Incidents at Center
17. General Order 2022-071 - Policy 7.1.2 - Emergency Operations Plan
18. General Order 2021-001 - Policy 11.1.1 - Organizational Structure And Administration
19. General Order 2022-017 - Policy 11.4.4 - Computer Software
20. General Order 2020-003 - Policy 15.1.3 - Multi-Year Plan
21. General Order 2021-007 - Policy 21.2.1 - Classification Plan
22. General Order 2021-016 - Policy 22.1.6 - Provisions For Clothing and Equipment
23. General Order 2020-101 - Policy 22.2.4 - Off-Duty Employment
24. General Order 2020-303 - Policy 26.1.1 - Code of Conduct
25. General Order 2022-078 - Policy 31.3.2 - Notification Expectations
26. General Order 2020-162 - Policy 31.4.1 - Selection Process Described
27. General Order 2020-131 - Policy 33.6.1 - Assignments Requiring Specialized Training
28. General Order 2022-003 - Policy 35.1.7 - Employee Consultation
29. General Order 2021-013 - Policy 33.8.2 - Job Related Training to Newly Promoted Personnel
30. General Order 2022-122 - Policy 45.1.2 - Organizing Prevention Groups
31. General Order 2020-039 - Policy 46.1.3 - ICS - Command Function
32. General Order 2022-072 - Policy 46.1.8 - Operational Readiness Inspections
33. General Order 2022-073 - Policy 46.1.9 - All Hazard Plan Annual Training
34. General Order 2022-075 - Policy 46.2.7 - Special Event Planning
35. General Order 2021-014 - Policy 46.3.1 - Agency Liaison
36. General Order 2022-015 - Policy 61.4.3 - Towing
37. General Order 2022-111 - Policy 81.1.2 - Operations - FCC Requirements
38. General Order 2022-021 - Policy 81.2.1 - 24-Hour Toll Free Service and TDD Access
39. General Order 2022-010 - Policy 81.2.3 - Recording Information
40. General Order 2022-014 - Policy 81.2.4 - Radio Communications Procedures
41. General Order 2022-009 - Policy 81.2.5 - Access To Resources
42. General Order 2022-020 - Policy 81.2.8 - Local-State-Federal Criminal Justice Information System
43. General Order 2022-011 - Policy 81.2.11 - Misdirected Emergency Calls
44. General Order 2022-012 - Policy 81.2.13 - First Aid Over the Phone
45. General Order 2022-016 - Policy 81.3.1 - Communication Center Security
46. General Order 2022-137 - Policy 82.1.1 - Privacy and Security
47. General Order 2022-031 - Policy 82.1.6 - Computer File Backup and Storage

- I. Reports
  - 1. Monthly
    - a) Monthly Crime Report

Interim Director Moldrup explained that the policies listed under the Consent Agenda are part of the process of the RCPD Communications Center (Dispatch) becoming nationally accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA). The vast majority of the policies were existing policies that have been updated to include procedures for the Communications Center.

Vice Chairperson Ward inquired about Voucher #9021 payable to Grant Petroleum, Inc., and Voucher #9045 payable to Riley County Public Works for fuel. He wished to know if the officers obtain fuel at both locations.

Interim Director Moldrup said that is correct. The Department has a contract with Grant Petroleum, Inc. to maintain the fuel pumps at the police department. Officers assigned to the county often obtain fuel at Riley County Public Works.

Vice Chairperson Ward moved to approve the Consent Agenda as presented. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Morse, and Ward, voting in favor, and no one voting against. The motion passed 4-0. Secretary Wilkerson abstained.

Chairperson Morse thought it important for the community to hear from Captain Freidline regarding the Monthly Crime Report and any notable trends before advancing to the next item on the agenda.

Captain Freidline stated that the month of August is a time in the community when the population under the age of 25 returns to town. She was happy to report that Part I Violent Crime in August 2022 was below the 5-year average with 14 Part I Violent Crimes reported. She commented that aggravated assault and aggravated batteries were also below the 5-year average.

Captain Freidline reminded the Law Board and listening public that the RCPD has continued its efforts reduce preventable traffic accidents and create safer roadways by educating the public through the Accident Reduction Citations (ARC) initiative. Officers are targeting the top five causes of preventable accidents in Riley County which are: driving under the influence, speeding, tailgating, running red lights and stop signs, and cellphone use. The number of preventable traffic accidents in August 2022 was just below (down 1.1%) the 5-year average.

#### **IV. General Agenda:**

**J. Additions or Deletions:** None.

**K. Public Comment:** None.

**L. Fraternal Order of Police Lodge#17 Comments:** None.

**M. Board Member Comments:** Chairperson Morse commented that the Law Board continues to move forward with the RCPD Director selection process.

**N. Community Advisory Board Update:** Brent Riffel, Chairperson, Community Advisory Board (CAB), briefed the Law Board on CAB activities to date. He reported that since his last update to the Law Board, the CAB observed training in which the RCPD was involved and learned about the various training schedules that employees are required to maintain. At the most recent meeting of the CAB, members met with RCPD Command Staff who provided an overview of their roles and the divisions they supervise. Most notably, the CAB continues to have an open dialogue with the RCPD.

*To view upcoming meetings of the CAB visit [rcpdcab.org](http://rcpdcab.org).*

**O. RCLEA 2022 Meeting Resolution No. 22-03:** Interim Director Moldrup explained that the Law Board expressed a desire last month to continue the commitment of hosting Law Board Meetings in the county. Riley County Law Enforcement Agency (RCLEA) 2022 Meeting Resolution No. 22-03 establishes the monthly meeting of the Riley County Law Enforcement Agency scheduled for 12:00 noon on October 17, 2022 to be held at 118 N. Erpelding Road, Leonardville, KS, and the monthly meeting of the Riley County Law Enforcement Agency scheduled for 12:00 noon on November 21, 2022 to be held at the Ogden Community Center, 220 Willow Street, Ogden, Kansas.

Vice Chairperson Ward moved to adopt RCLEA 2022 Meeting Resolution 22-03 as presented. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 5-0.

**P. RCPD Audit Bid Process & Agreement Letter:** Captain Kyle addressed the letter of agreement from James Gordon & Associates CPA, P.A. to conduct the audit for the RCPD for year ending December 31, 2021. Once completed, James Gordon & Associates CPA, P.A. will present the findings of the audit to the Law Board at a regularly scheduled monthly meeting (October or November).

Vice Chairperson Ward asked if the cost to conduct the 2021 audit is similar to what has been paid in the past.

Captain Kyle responded he was not certain. The Department conducted a bid process and James Gordon & Associates CPA, P.A., was awarded the bid. This is their first year under a three-year contract. Their fee based on the agreement will be \$7,500 for audit services.

Vice Chairperson Ward recalled that the RCPD used James Gordon & Associates CPA, P.A. in the past.

Captain Kyle said that is correct. James Gordon & Associates CPA, P.A. won the previous bid for three years and prior to that it was a different company.

Wilkerson moved to authorize the Chair to sign the Agreement. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

**Q. 2022 Midwest High Intensity Drug Trafficking Area (HIDTA) Topeka DEA Task Force Agreement:** Captain Kyle explained that the Department has participated in the Midwest HIDTA Topeka DEA Task Force for several years. By participating in the program, the RCPD agrees to assign one detective to work part-time with the Drug Enforcement Administration (DEA) out of the Topeka Office.

Captain Kyle said that as many know, illegal drug activity has no boundaries. Being a part of this Task Force allows the RCPD to address drugs such as Fentanyl not just on a local level, but state and national level.

Captain Kyle expressed that it is the opinion of the Department that agreements for law enforcement services should be reviewed and signed by the Law Board. Riley County Police Department staff have carefully reviewed both the general and financial agreement and believe the RCPD is compliant with all applicable standards.

Vice Chairperson Ward moved to approve the 2022 Midwest High Intensity Drug Trafficking Area (HIDTA) Topeka DEA Task Force Agreement as presented. Secretary Wilkerson seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

**R. Approval of General Order 2022-057 – Policy 22.1.1 – Leave Program:** Interim Director Moldrup explained that language was added to the Department’s leave program policy that requires employees whose actions or use of force in an official capacity result in death or serious physical injury to complete a fitness for duty evaluation by a department designated psychologist. The section of the policy to be modified was previous contract language and cannot be altered without the approval of the Law Board.

Secretary Wilkerson moved to approve General Order 2022-057 – Policy 22.1.1 – Leave Program as presented. Member Hudgins seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

**S. American Rescue Plan Act Update:** Captain Jager had no update to provide to the Law Board.

**T. Executive Session:** At 12:25 p.m. Secretary Wilkerson moved to recess into Executive Session until 12:35 p.m. to discuss non-elected personnel matters. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 12:35 p.m. the open meeting reconvened.

Secretary Wilkerson moved to recess into Executive Session until 1:06 p.m. for the purpose of discussing non-elected personnel matters. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

At 1:07 p.m. the open meeting reconvened.

**U. Affirmation or Revocation of Discipline:** Secretary Wilkerson moved to affirm the Interim Director’s disciplinary actions. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0.

**V. Adjournment:** Secretary Wilkerson moved to adjourn the meeting. Member Ford seconded the motion. Chairperson Morse polled the Board and the motion passed with Focke, Ford, Hudgins, Morse, Ward, and Wilkerson voting in favor, and no one voting against. The motion passed 6-0. The September 19, 2022 Law Board Meeting adjourned at 1:07 p.m.