



City of Bonner Springs

KANSAS

Monday, September 26, 2022

200 East Third Street, Bonner Springs, KS 66012
Bonner Springs City Hall
Council Chambers

WORKSHOP MEETING - 6:30 p.m.

REGULAR CITY COUNCIL MEETING - 7:30 p.m.

We will follow safety precautions recommended by the Centers for Disease Control and Prevention, the Kansas Department of Health and Environment, and local health officers. Attendees are strongly encouraged to wear masks.

WORKSHOP - 6:30 P.M.

1. Bonner Springs Police Department Policy Review

Action No action is to be taken.

Recommendation

Documents:

1. BSPD Policy Review_2
2. Use_of_Force
3. Use_of_Force_Review_Boards
4. Control_Devices
5. Conducted_Energy_Device
6. Handcuffing_and_Restraints
7. Officer-Involved_Shootings_and_Deaths
8. Firearms
9. Personnel_Complaints
10. Property_and_Evidence_Section
11. Temporary_Custody_of_Adults
12. Temporary_Custody_of_Juveniles
13. Custodial_Searches
14. Prison_Rape_Elimination

CITY COUNCIL MEETING - 7:30 P.M.

CITIZEN CONCERNS ABOUT ITEMS NOT ON TODAY'S AGENDA. (COPIES OF MATERIAL PRESENTED TO THE CITY COUNCIL MUST ALSO BE PROVIDED TO THE CITY CLERK.)

This item is for comments and questions from the audience about items that are not included on today's agenda.

CONSENT AGENDA

1. Minutes of the September 12, 2022 City Council Meeting

Action Make a motion to approve the minutes as presented.

Recommendation Staff recommends approval

Documents:

1. 09122022 CCM Minutes

2. Claims for City Operations

Action Make a motion to approve the claims for City operations as presented.

Recommendation Staff recommends approval.

Documents:

1. SUPPLEMENT CHECK REGISTER
2. SUPPLEMENT EXPENSE APPROVAL REPORT
3. MAIN CHECK REGISTER
4. MAIN EXPENSE APPROVAL REPORT

3. Public Use Request - Makers Fair

Action Make a motion to approve the public use request for the Makers' Fair

Recommendation Staff recommends approval

Documents:

1. PUR - Makers Fair

OLD BUSINESS

NEW BUSINESS

1. KDHE State Revolving Fund Loan Public Hearing

Action 1. Make a motion to open the Kansas Department of Health and Environment State Revolving Fund Loan Public Hearing at ____p.m.
2. Make a motion to close the Public Hearing at ____p.m.

Recommendation Staff recommends approval.

Documents:

2. Resolution Authorizing KDHE State Revolving Fund Loan Application

Action Make a motion to adopt a resolution authorizing staff to complete the application for the KDHE SRF Loan in the amount of \$2,500,000.

Recommendation The Public Works Director recommends approval.

Documents:

1. KPWSLF Application Resolution

3. Traffic Signal Replacement at K7 & Canaan - Engineering/Design Services Agreement

Action Make a motion to approve the agreement with Wilson & Company, Inc. for engineering services associated with Traffic Signal Replacement at K7 & Canaan in the amount of \$55,127.

Recommendation The Public Works Director recommends approval.

Documents:

1. K-7 Traffic Signal Proposal

4. Child Care Sustainability Grant

Action Make a motion to approve spending Child Care Sustainability Grant funds for Camp Great Adventure expenses in the total amount of \$108,000.

Recommendation The Recreation Manager recommends approval.

Documents:

5. Resolution of Intent to Adopt the Community for All Ages Plan

Action Make a motion to adopt a resolution to become a Community for All Ages

Recommendation The Recreation Manager recommends approval

Documents:

1. A Resolution of intent to become a Community for All Ages

2. KCCFAA_Toolkit_Executive_Summary_FINAL

6. National Fitness Campaign Project

Action Make a motion to allow staff to pursue the National Fitness Campaign project and grants to help fund the project.

Recommendation The Recreation Manager recommends approval

Documents:

1. 2022 NFC Briefing Deck_BCBSKS

7. Intergovernmental Services Agreement with Lenexa and Olathe to Offer Combined Senior Center Trip Opportunities in 2023

Action Make a motion to enter into a service agreement with the cities of Lenexa and Olathe.

Recommendation The Recreation Manager and Senior Center Director recommend approval.

Documents:

1. Intergovernmental Services Agreement - 2023 Trips_

8. FEMA Assistance to FireFighters Grant (AFG) Award

Action Make a motion to accept the 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity in the amount of \$111,238.09 in Federal funding with matching city funds in the amount of \$5,561.91.

Recommendation The Interim Fire Chief recommends approval.

Documents:

REPORTS

1. City Manager's Report

Action

Recommendation

Documents:

1. City Managers Update 9-23-22
2. 9.20.22 Pending Planning Projects
3. InCode Building Permit Report
4. InCode Code Enforcement Report
5. Leagues of Their Own Kansas City Regional Mexican American Baseball Teams Presented by Gene T. Chávez, Ed.D. ,
6. Mobile Mammogram Event

2. City Council Items

Action

Recommendation

Documents:

3. Mayor's Report

Action

Recommendation

Documents:

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Billy Naff

Subject: Bonner Springs Police Department Policy Review

Recommendation:

Action: No action is to be taken.

Background:

Discussion:

Financial Impact:

Bonner Springs Police

LIABILITY POLICY REVIEW



Use of Force

- ◆ Statutory Authority:

Kansas Statutes Annotated (K.S.A.) 21-5227

- ◆ “(a) A law enforcement officer, or any person whom such officer has summoned or directed to assist in making a lawful arrest, need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. Such officer is justified in the use of any force which such officer reasonably believes to be necessary to effect the arrest and the use of any force which such officer reasonably believes to be necessary to defend the officer's self or another from bodily harm while making the arrest. However, such officer is justified in using deadly force only when such officer reasonably believes that such force is necessary to prevent death or great bodily harm to such officer or another person, or when such officer reasonably believes that such force is necessary to prevent the arrest from being defeated by resistance or escape and such officer has probable cause to believe that the person to be arrested has committed or attempted to commit a felony involving death or great bodily harm or is attempting to escape by use of a deadly weapon, or otherwise indicates that such person will endanger human life or inflict great bodily harm unless arrested without delay.

- ◆ (b) A law enforcement officer making an arrest pursuant to an invalid warrant is justified in the use of any force which such officer would be justified in using if the warrant were valid, unless such officer knows that the warrant is invalid.”

Constitutional Standard

The U.S. Supreme Court case of *Graham v. Connor*, 490 U.S. 386 (1989), established “Objective Reasonableness” as the standard for all applications of force in United States. All Use of Force applications are judged based upon:

- ◆ The totality of circumstances
- ◆ From the perspective of a reasonable officer
- ◆ On the scene
- ◆ At the moment force was used.
- ◆ Without 20/20 hindsight
- ◆ In circumstances that are tense, uncertain and rapidly evolving

Constitutional Standard Continued...

The court specified four specific factors, sometimes referred to as the **Graham Factors**, which assist in determining reasonableness. The factors are:

- ◆ The severity of the crime
- ◆ Whether the subject was an immediate threat to the officers or others
- ◆ How the subject was actively resisting arrest (seizure)
- ◆ How the subject was attempting to evade arrest by flight

Constitutional Standards Continued...

The following list represents facts, which if present, may assist in justifying a particular Use of Force. It is not intended to be all inclusive.

- ◆ The number of suspects vs. the officers involved (availability of back-up)
- ◆ Pre-assault indicators (be specific...describe the subject's actions and statements)
- ◆ Size, age, and physical condition of the officer and suspect
- ◆ Known or perceived physical abilities of the suspect (i.e. known Mixed Martial Artist)
- ◆ Previous violent or mental history, known to the officer at the time
- ◆ Perception of the use of alcohol or drugs by the subject
- ◆ Perception of the suspect's mental or psychiatric history based on specific actions
- ◆ The availability and proximity to weapons
- ◆ Environmental factors (night, day, snow, ice, heights, heat, terrain, etc.)
- ◆ Injury to the officer or prolonged duration of the incident
- ◆ Officer on the ground or other unfavorable position
- ◆ Characteristics of being armed (i.e. bulges, adjustment of clothing, "security touches")

Constitutional Standard Continued...

- ◆ Tennessee v. Garner (471 U.S. 1,2)

“Under the Fourth Amendment of the U.S. Constitution, a police officer may use deadly force to prevent the escape of a fleeing suspect only if the officer has probable cause to believe that the suspect poses a significant threat of death or serious physical injury to the officer or others”.

Federal and State Case Law



Bonner Springs Use of Force Policy

- ◆ Authorization of Use of Force
 - ◆ Mirrors State Statute
 - ◆ Mirrors Constitutional Standards
 - ◆ Ongoing update and influence by Federal and State case law decisions

Bonner Springs Police Use of Force Policy

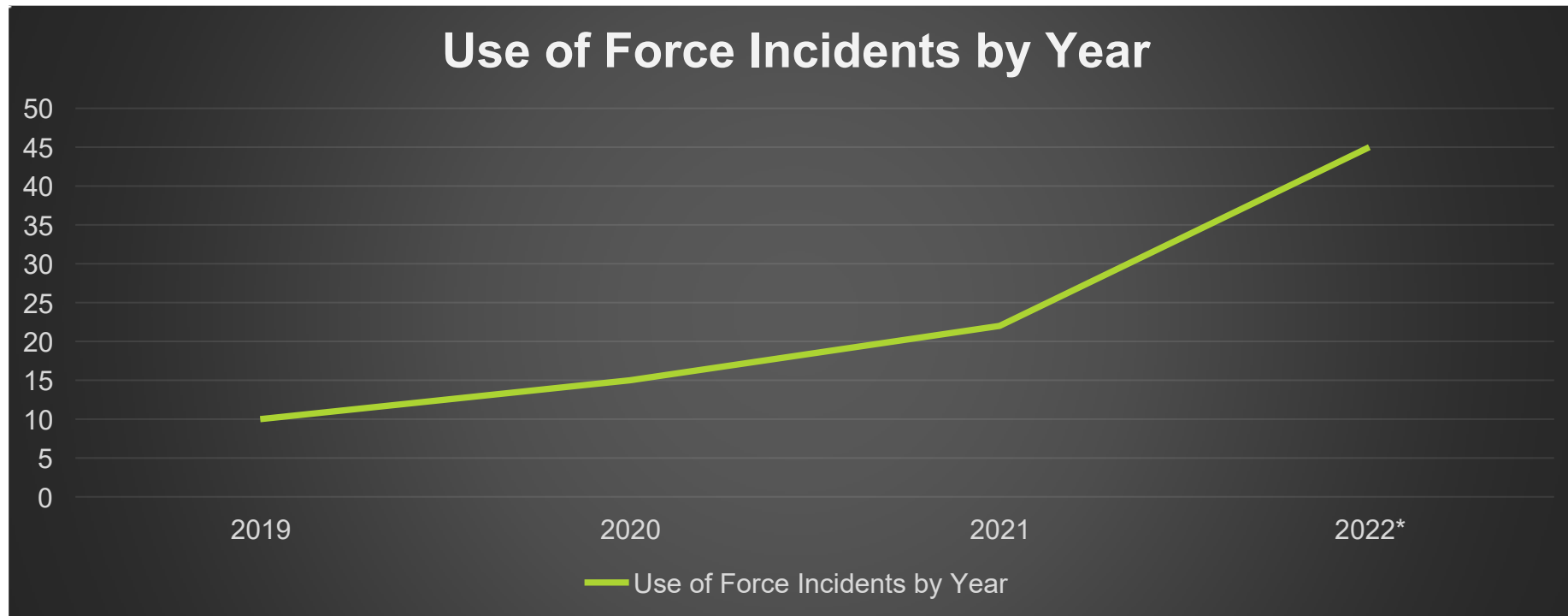
- ◆ Controlled by in excess of 9 separate Use of Force or Application policies (Use of Force, Use of Force Review Boards, Control Devices, Conducted Energy Devices, Officer-Involved Shootings and Deaths, Firearms, Pursuits, K9, etc).
- ◆ Mandatory electronic reporting via new KBI Use of Force Submission Portal
- ◆ Post Incident Supervisor Required Review
- ◆ Post Incident Command Staff Review to Determine trends, needs, training

Types of Force Used by BSPD

- ◆ New State of Kansas Reporting Guidelines in line with BSPD Policy:

Firearm Discharged, Active Pointing with a Firearm (without discharging), Electronic Control Weapon (Display, Drive Stuns, Probes), Explosive Device, Chemical Agent/Pepper Spray, Baton, Impact Projectile (Bean Bag, Sting Ball, OC Rounds), Blunt Instrument, Hands-Fist-Foot/Restraint (Empty Hand Control, Carotid Control Restraint Complied, Carotid Restrain; Unconscious, Join Locks, Hand Strikes, Leg Strikes, Pressure Point Later Vascular Neck Restraint, K-9, Vehicle (Ram, Roadblock, TVI, Grappler, Boxing, Tire Deflation Device), Mechanical Restraint (Handcuffs used as leverage, Wrap Restraint, Hobble Restraint, Restraint Chair, Spit Hood)

Bonner Springs Use of Force Statistics



* 2022 BSPD began the new State of Kansas Use of Force Reporting Program

Personnel Complaints

1008.2 Policy:

The Bonner Springs Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1008.3 Personnel Complaints:

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

Complaint Classification

1008.3.1 Complaint Classifications:

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Shift Supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Major, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Major, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

Sources of Complaints

1008.3.2 Sources of Complaints

The following applies to the source of complaints:

1. Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
2. Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
3. Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
4. Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
5. Tort claims and lawsuits may generate a personnel complaint.

Dispositions

1008.6.4 Dispositions

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

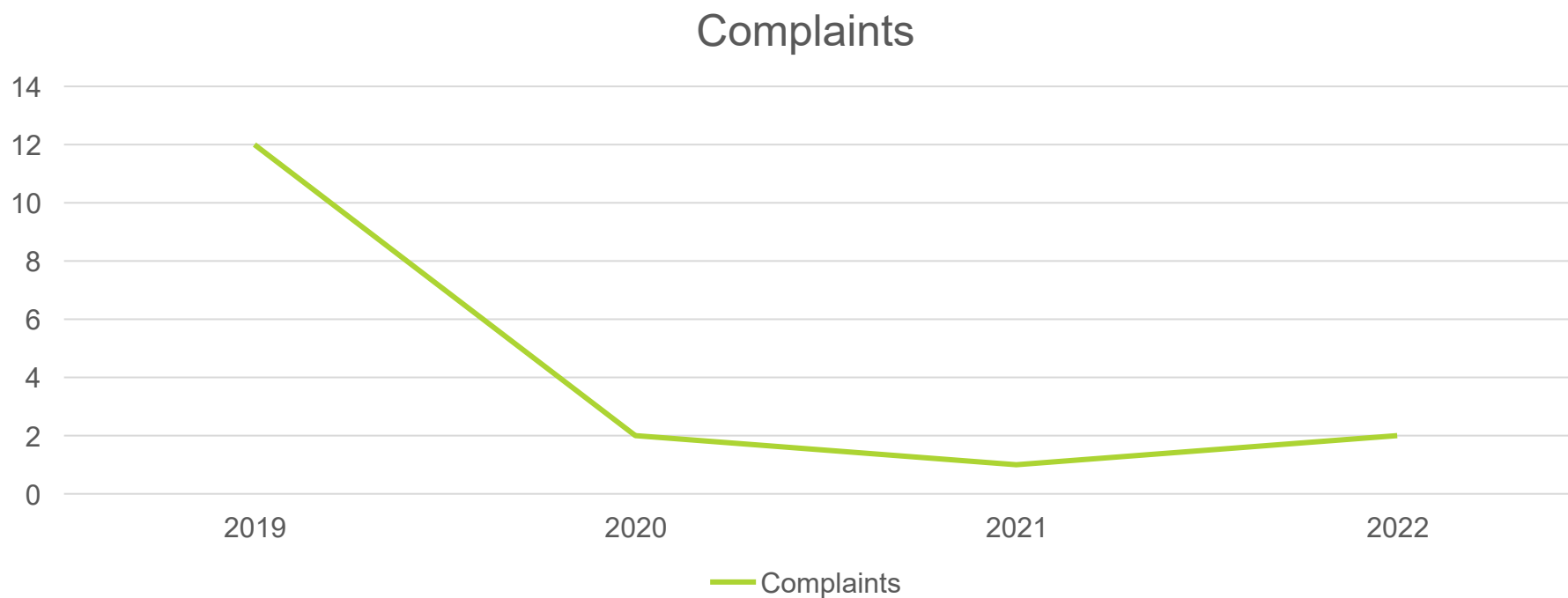
Internal Affairs Training



RANDY MEANS & ASSOCIATES, LLC
— RMA —



Personnel Complaints Statistics By Year



Property Processing



Property Processing



Southwest Solutions Evidence Locker System



IAPE Standards



Audits

- ◆ Prior to 2017 (Pre-Implementation of PMI):
19+ outstanding missing or un-accounted for items.
- ◆ 2017, 2018, 2019, 2020, 2021, 2022- (Post-Implementation of PMI): Quarterly and Full Evidence Audit Annually = **0** missing an unaccounted for items.

Kansas Procedural Statutes

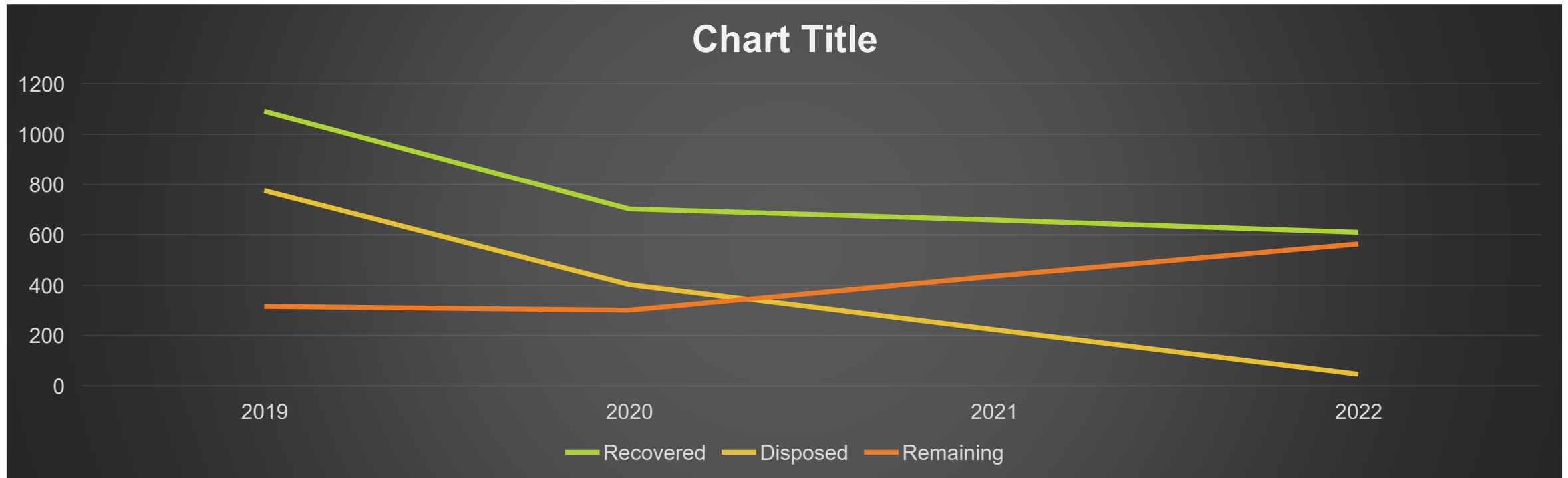
22-2512. Custody and disposition of property seized.



Kansas Legislative Updates 2022

- ◆ HB 2228 (Sexual Assault Kits)
- ◆ SB367 (Firearms)

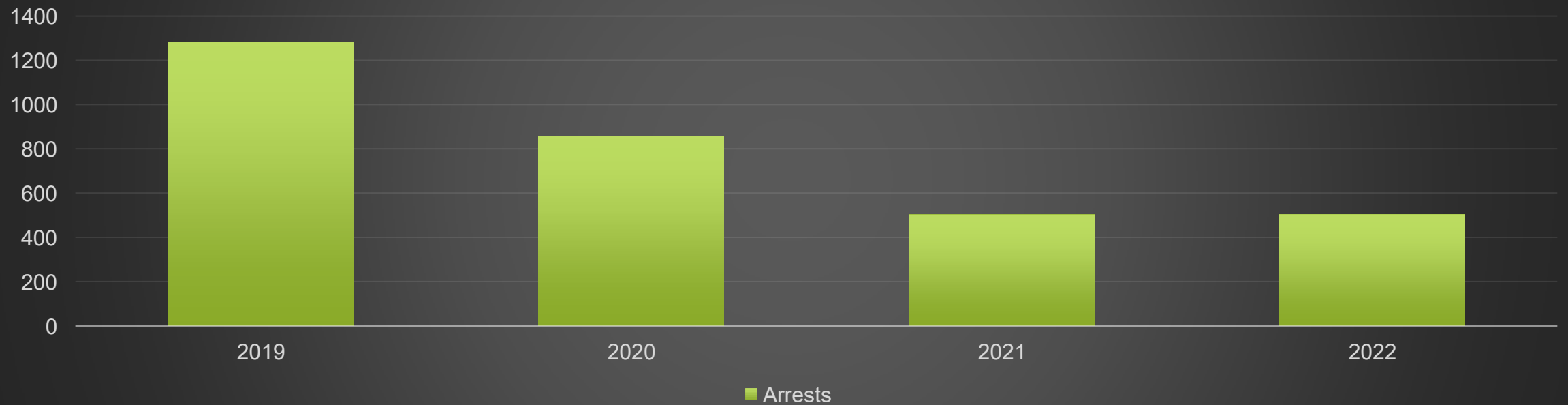
BSPD Property Room



TOTAL ITEMS IN EVIDENCE (09/2022): **7880**

Prisoner Processing

Arrests



Notice to Appear Vs. Full Custodial Arrests

Temporary Custody of Adults/Juveniles

- ◆ Four (4) Bonner Springs Police Department Policies govern the handling of individuals in police custody. Those policies include: **(Temporary Custody of Adults, Temporary Custody of Juveniles, Custodial Searches, Prison-Rape Elimination)**

Temporary Custody of Adults & Juveniles

- ◆ Bonner Springs Police Department Policy drafted in accordance with Federal, State, and law enforcement best practices.
- ◆ Juvenile Sight and Sound Separation mandated and required. New Police Facility allows for two different floors of separation.
- ◆ Once needed additional testing and or jail intake paperwork completed, transported to the appropriate County Jail (generally Wyandotte County).

Custodial Searches & Prison Rape Elimination Act (PREA)

- ◆ Bonner Springs Policy drafted in accordance to Federal and State Law.

County Jail (K.S.A. 19-1930)

- ◆ 19-1930. County jails; U.S. prisoners, city prisoners and inmates on parole or conditional release; compensation for maintenance; payments by inmates to defray maintenance cost; Sedgwick county, tax levy; failure of sheriff or jailer to perform duties; attorney visitation. (a) The sheriff or the keeper of the jail in any county of the state shall receive all prisoners committed to the sheriff's or jailer's custody by the authority of the United States or by the authority of any city located in such county and shall keep them safely in the same manner as prisoners of the county until discharged in accordance with law. The county maintaining such prisoners shall receive from the United States or such city compensation for the maintenance of such prisoners in an amount equal to that provided by the county for maintenance of county prisoners and provision shall be made for the maintenance of such prisoners in the same manner as prisoners of the county. The governing body of any city committing prisoners to the county jail shall provide for the payment of such compensation upon receipt of a statement from the sheriff of such county as to the amount due therefor from such city.

County Jail (K.S.A. 19-1930) Continued...

- ◆ (f) If any sheriff or jailer neglects or refuses to perform the services and duties required by the provisions of this act, the sheriff or jailer shall be subject to the same penalties, forfeitures and actions as if the prisoners had been committed under the authority of this state.

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Bonner Springs Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

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Use of Force

300.2.1 DUTY TO INTERCEDE AND REPORT

Any officer present, observing or with knowledge that another law enforcement officer or a member is using or about to use force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

A law enforcement officer or any person summoned or directed to assist in making a lawful arrest need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. A law enforcement officer is justified in the use of any force he/she reasonably believes to be necessary to both effect the arrest and also to defend him/herself or another from bodily harm while making the arrest (K.S.A. § 21-5227).

Use of Force

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
- (i) The availability of other reasonable and feasible options and their possible effectiveness.
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.

Bonner Springs Police Department

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Use of Force

- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

300.3.4 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

- (a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.
- (b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.
- (c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.
- (d) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
- (e) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Bonner Springs Police Department for this specific purpose.

300.3.6 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

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300.3.7 RESPIRATORY RESTRAINTS

The use of a respiratory restraint, also known as a chokehold, is limited to circumstances where deadly force is authorized and if applied, is subject to the same guidelines and requirements as a carotid control hold.

300.3.8 LESS THAN LETHAL SHOTGUNS AND 40MM LESS THAN LETHAL LAUNCHER

The authorized department-issued less than lethal shotgun is the Remington, 870, 12 gauge.

- (a) When not deployed, the shotgun shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

The 40mm launcher is a less lethal launcher which fires a foam projectile. When properly used, the 40mm launcher can assist officers in controlling a violent individual with less likelihood of serious injury to both the subject and the involved officers. The 40mm launcher fires a foam projectile. The department currently uses the 4557 40mm foam baton sponge round.

STORAGE AND ISSUE PROCEDURES:

The 40mm launchers and ammunition, deployed in the field, shall be stored in the patrol vehicle less lethal rack or in the rear storage box. All patrol vehicles shall be equipped with either a 40mm launcher or a less than lethal shotgun.

TRAINING:

Only officers who have received the training and yearly re-certification in the use of the 40mm launcher are authorized to check out and/or deploy the 40mm launcher.

TACTICAL DEPLOYMENT AND OPERATION OF THE 40MM LAUNCHER

- (a) The 40mm launcher may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:
 - The subject is violent or is physically resisting.
 - The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.
- (b) Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the 40mm launcher to apprehend an individual.
- (c) The 40mm launcher shall not be used to psychologically torment, to elicit statements or to punish any individual.
- (d) When officers intend to deploy the less than lethal 40mm launcher, they should announce their intent to other responding officers. If the situation permits, officers should warn subjects they intend to use a less than lethal weapon. This warning may include a verbal and brief display of the weapon in an effort to gain compliance.

FIRING THE 40MM LAUNCHER

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- (a) Officers should aim and fire the 40mm launcher at the subject's outer extremities. The red zones should not be targeted unless deadly force is a reasonable and/or justifiable option (see attached target area diagram).
- (b) The 40mm launcher shall not be randomly fired into a crowd. Specific target acquisition is the most crucial way to prevent serious injury from less lethal projectiles. To avoid striking unintended targets, operators deploying the 40mm launcher must carefully consider the nature of their backdrop before firing.

SUBJECT FACTORS

Avoid using the 40mm launcher on the subjects who are known or believed to have the following conditions:

- Individuals who are known to be pregnant.
- Elderly individuals or obvious juveniles.
- Individuals with obviously low body mass.
- Individuals who are handcuffed or otherwise restrained.
- Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

TARGET AREA DIAGRAM

Green areas are Primary Target Areas

Yellow areas are Secondary Target Areas

Red areas are potentially lethal if targeted

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify him/herself as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

- (a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.
- (b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under

Use of Force

such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the conducted energy device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

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- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

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- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
 - 1. The content of the interview should not be summarized or included in any related criminal charges.
 - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
 - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
 - 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
 - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY

The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 USE OF FORCE ANALYSIS

At least annually, the Major should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Bonner Springs Police Department to review the use of force by its members.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of the use of force.

301.2 POLICY

The Bonner Springs Police Department will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever a member's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the member was on- or off-duty, excluding training, recreational use, and emergency euthanasia of animals suffering from imminently fatal injuries.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Major will convene the Use of Force Review Board as necessary. It will be the responsibility of the Major or supervisor of the involved member to notify the Major of any incidents requiring board review. The Major or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Major should staff the Use of Force Review Board with five individuals from the following, as appropriate:

- Representatives of each division
- Command staff representative from the involved member's chain of command
- Non-administrative supervisor

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- A peer officer/departments member
- A law enforcement officer from an outside law enforcement agency, as appropriate
- Department instructor for the type of weapon, device or technique used

The senior ranking command staff representative who is not in the same division as the involved member will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with Bonner Springs Police Department disciplinary procedures, the Personnel Complaints Policy, the current employment agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

- (a) The member's actions were within department policy and procedure.
- (b) The member's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional

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actions, investigations or reviews are appropriate. Those findings will be forwarded to the Major for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Bonner Springs Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor may authorize the use of a control device by selected department members who may not currently be issued or carrying the control device or by those in specialized assignments who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster, or designated instructor, shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

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Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

303.6 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Shift Supervisor, Incident Commander or Special Response Team Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of department members or the public.

303.7.1 OC SPRAY

Uniformed members carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.7.2 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

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303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other department members and/or other people.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.

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- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.

When they are not deployed, shotguns will be unloaded and properly and securely stored in police department vehicles. When deploying a kinetic energy projectile shotgun, officers shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Major shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the member's training file.

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- (c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device.

304.2 POLICY

The conducted energy device is used to control a violent or potentially violent individual. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING CONDUCTED ENERGY DEVICES

Only members who have successfully completed department-approved training may be issued and may carry the conducted energy device.

Conducted energy devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the conducted energy device and cartridges that have been issued by the Department. Uniformed officers who have been issued the conducted energy device shall wear the device in an approved holster. Non-uniformed officers may secure the conducted energy device in the driver's compartment of their vehicles.

Members carrying the conducted energy device should perform a spark test prior to every shift.

When carried while in uniform, officers shall carry the conducted energy device in a weak-side holster on the side opposite the duty weapon.

- (a) All conducted energy devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the conducted energy device.
- (c) Officers shall be responsible for ensuring that the issued conducted energy device is properly maintained and in good working order.
- (d) Officers should not hold a firearm and the conducted energy device at the same time.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the conducted energy device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the conducted energy device may be deployed.

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If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required, to display the electrical arc (provided that a cartridge has not been loaded into the device) or the laser in a further attempt to gain compliance prior to the application of the conducted energy device. The aiming laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the conducted energy device in the related report.

304.5 USE OF THE CONDUCTED ENERGY DEVICE

The conducted energy device has limitations and restrictions requiring consideration before its use. The conducted energy device should only be used when its operator can safely approach the subject within the operational range of the device. Although the conducted energy device is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE CONDUCTED ENERGY DEVICE

The conducted energy device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

- (a) The subject is violent or is physically resisting.
- (b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the conducted energy device to apprehend an individual.

The conducted energy device shall not be used to psychologically torment, to elicit statements or to punish any individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the conducted energy device on certain individuals should be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.

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- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the conducted energy device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.5.3 TARGETING CONSIDERATIONS

The preferred targeting areas include the individual's back or front lower-center mass. The head, neck, chest and groin should be avoided when reasonably practicable. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the conducted energy device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CONDUCTED ENERGY DEVICE

Officers should apply the conducted energy device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one conducted energy device at a time against a single individual.

If the first application of the conducted energy device appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the conducted energy device, including:

- (a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.
- (b) Whether the probes are making proper contact.
- (c) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (d) Whether verbal commands, other options or tactics may be more effective.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the conducted energy device. As soon as practicable, officers shall notify a supervisor any time the conducted energy device has been discharged. The expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

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304.5.6 DANGEROUS ANIMALS

The conducted energy device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department conducted energy devices while off-duty.

Officers shall ensure that conducted energy devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Officers shall document all conducted energy device discharges in the related arrest/crime reports and the conducted energy device report forms. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device, other than for testing purposes, will also be documented on the report form.

304.6.1 CONDUCTED ENERGY DEVICE REPORT FORM

Items that shall be included in the conducted energy device report form are:

- (a) The type and brand of conducted energy device and cartridge and cartridge serial number.
- (b) Date, time and location of the incident.
- (c) Whether any display, laser or arc deterred a subject and gained compliance.
- (d) The number of conducted energy device activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
- (e) The range at which the conducted energy device was used.
- (f) The type of mode used (probe or drive-stun).
- (g) Location of any probe impact.
- (h) Location of contact in drive-stun mode.
- (i) Description of where missed probes went.
- (j) Whether medical care was provided to the subject.
- (k) Whether the subject sustained any injuries.
- (l) Whether any officers sustained any injuries.

The Major should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Major should also conduct audits of data downloads and reconcile conducted

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energy device report forms with recorded activations. conducted energy device information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS

The officer should include the following in the arrest/crime report:

- (a) Identification of all personnel firing conducted energy devices
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, officers may remove conducted energy device probes from a person's body when no sensitive areas have been struck by the probes. Probes that strike sensitive areas, or when a request has been made by the suspect, shall only be removed by appropriate medical personnel. Used conducted energy device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by conducted energy device probes or who have been subjected to the electric discharge of the device or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The conducted energy device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

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The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the conducted energy device (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the conducted energy device may be used. A supervisor should respond to all incidents where the conducted energy device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the conducted energy device. The device's onboard memory should be downloaded through the data port by a certified conducted energy device instructor and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.9 TRAINING

Personnel who are authorized to carry the conducted energy device shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the conducted energy device as a part of their assignments for a period of six months or more shall be recertified by a qualified conducted energy device instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued conducted energy devices should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time if deemed appropriate by the Major. All training and proficiency for conducted energy devices will be documented in the officer's training files.

Command staff, supervisors and investigators should receive conducted energy device training as appropriate for the investigations they conduct and review.

Officers who do not carry conducted energy devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Major is responsible for ensuring that all members who carry conducted energy devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of conducted energy devices during training could result in injuries and should not be mandatory for certification.

The Major, or designated instructor, should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

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- (e) Handcuffing a subject during the application of the conducted energy device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the conducted energy device.

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Bonner Springs Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Bonner Springs Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

302.3.3 RESTRAINT OF JUVENILES

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.4 NOTIFICATIONS

Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide

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assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.
- (b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

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- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
- (f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.
- (b) Supervisor notification and approval of restraint use.
- (c) The types of restraint used.
- (d) The amount of time the person was restrained.
- (e) How the person was transported and the position of the person during transport.
- (f) Observations of the person's behavior and any signs of physiological problems.
- (g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

Subject to available resources, the Major should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

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- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Bonner Springs Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair, and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Bonner Springs Police Department would control the investigation if the suspect's crime occurred in Bonner Springs.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

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305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved BSPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved BSPD supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
 - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any BSPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties, and pursue suspects.
 - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident

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scene, identity of known or potential witnesses, and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the Shift Supervisor and Dispatch. If feasible, sensitive information should be communicated over secure networks.
 - (d) Take command of and secure the incident scene with additional BSPD members until properly relieved by another supervisor or other assigned personnel or investigator.
 - (e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.
 1. Each involved BSPD officer should be given an administrative order not to discuss the incident with other involved officers or BSPD members pending further direction from a supervisor.
 2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or is transported by other officers.

305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or a Major.

All outside inquiries about the incident shall be directed to the Shift Supervisor.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Major
- Kansas Bureau of Investigation (OIS Team)
- Outside agency investigators (if appropriate)
- Psychological/peer support personnel
- Chaplain
- Coroner (if necessary)
- Public Information Officer

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.

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1. Involved BSPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-BSPD officers should be referred to their employing agency.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with employee groups/agency representatives will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved BSPD officer. A licensed psychotherapist may also be provided to any other affected BSPD members, upon request.
 1. Interviews with a licensed psychotherapist will be considered privileged.
 2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
 3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved BSPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

The District Attorney's Office is responsible for the criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

- (a) BSPD supervisors and Investigation Division Commander should not participate directly in any voluntary interview of BSPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

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- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, he/she shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved officer is physically, emotionally, or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED BSPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved BSPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

Reports will be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved BSPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
 - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
 - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or

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probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
 - 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the Major to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the Kansas Bureau of Investigation and may be assigned to separately handle the investigation of any related crimes not being investigated by the District Attorney's Office.

All related department reports, except administrative and/or privileged reports, will be forwarded to the Major for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the Major for appropriate dissemination and retention.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved BSPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Major and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws.

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

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- (c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.
 - 1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
 - 2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.
 - 3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.
 - 4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
 - 5. The Major shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
 - 6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings to whether there was compliance with the Use of Force Policy.
 - 7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings after providing a recorded statement to investigators. After being allowed to watch any applicable videos, the involved officer can provide further detail to investigators or complete applicable reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

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305.8.1 REQUESTS TO REVIEW RECORDINGS

Requests to review recordings of an officer-involved shooting or death made by a body-worn device or in-car camera shall be processed in accordance with the Records Maintenance and Release Policy (K.S.A. § 45-254).

305.9 DEBRIEFING

Following an officer-involved shooting or death, the Bonner Springs Police Department should conduct both a critical incident stress debriefing and a tactical debriefing.

305.9.1 CRITICAL INCIDENT STRESS DEBRIEFING

A critical incident stress debriefing should occur as soon as practicable. The Major is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Investigative Services Bureau Supervisor personnel.

305.9.2 CISD TRAINING

The Major is responsible for maintaining a list of CISD providers who have successfully completed periodic department-approved CISD training.

305.9.3 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.

305.10 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and the department representative responsible for each phase of the investigation. Releases will be available to the Shift Supervisor, Major and Public Information Officer in the event of inquiries from the media.

No involved BSPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Major.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

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Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Bonner Springs Police Department will equip members to carry firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

These guidelines provide department personnel with technical and procedural information regarding the use of the 40mm Less Lethal Launcher. It addresses operational use and reporting requirements. Additionally, it is intended to familiarize employees with the 40mm launcher's technology, deployment techniques, limitations and general use.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the Chief of Police or their designee. This exclusion does not apply to the carrying of a single pocketknife or multi-tool that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock, 9mm. The following additional handguns are approved for on-duty use:

MAKE	MODEL	CALIBER

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306.3.2 PATROL RIFLES

The authorized department-issued patrol rifle is the Ar-15 / M4, .223/5.56. The following additional patrol rifles are approved for on-duty use:

MAKE	MODEL	CALIBER

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

306.3.3 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

- (a) The firearm shall be in good working order and on the department list of approved firearms.
- (b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
- (d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

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306.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order and on the department list of approved firearms.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as law enforcement officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried, and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
 - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

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- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that the member is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number, and caliber of the firearm to the Rangemaster, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, the member may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition.
- (i) When armed, officers shall carry their badges and Bonner Springs Police Department identification cards under circumstances requiring possession of such identification.

306.3.6 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member. All department issued firearms shall be returned upon separation or demand by the Chief of Police or his designee.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

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306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

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- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage locker. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage locker.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability.

306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty while under the influence of alcohol or drugs, or both, to such a degree as to render such person incapable of safely operating a firearm (K.S.A. § 21-6332).

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms. In addition to quarterly training, all members will qualify at least annually with their duty firearms. Members will qualify with off-duty and secondary firearms at least twice a year. Training and qualifications must be on an approved range course.

All members who carry a firearm while on-duty are required to successfully qualify annually on the required Kansas Commission on Police Officers' Standards and Training (KS-CPOST) range course. The Rangemaster or the department designated firearms instructor must be present when

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conducting the required annual KS-CPOST qualification process. This qualification may substitute for one quarterly qualification.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

The Major shall maintain written documentation and submit evidence of each member's successful compliance with or failure to complete the required annual firearms qualification standard to KS-CPOST.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for:
 - 1. Unauthorized range make-up.
 - 2. Failure to meet minimum standards or qualify after remedial training.

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with his/her Major or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

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- (b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

In addition, an officer may take charge of any livestock or other domestic animal and, if the animal is injured or diseased beyond recovery or appears likely to injure any person or property, may euthanize it in a humane manner (K.S.A. § 47-1803).

306.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

306.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Major after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.

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The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Major documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Major.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their Bonner Springs Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).
- (c) The Bonner Springs Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Bonner Springs Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

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- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry his/her Bonner Springs Police Department identification card whenever carrying such firearm.
- (b) The officer may not be the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Personnel Complaints

1008.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Bonner Springs Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1008.2 POLICY

The Bonner Springs Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1008.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1008.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Shift Supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Major, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Major, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

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1008.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
- (b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (e) Tort claims and lawsuits may generate a personnel complaint.

1008.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1008.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

[See attachment: Complaint Form.pdf](#)

1008.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1008.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.

Personnel Complaints

1008.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows.

1008.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with a member's non-immediate supervisor, unless the non-immediate supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
 - 1. The original complaint form will be directed to a non-immediate Shift Supervisor of the accused member, via the chain of command, who will take appropriate action.
 - 2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to either the Captain, the Major or the Chief of Police, who will initiate appropriate action.
- (b) Responding to all complaints in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
 - 1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
 - 2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Shift Supervisor.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Shift Supervisor and Chief of Police are notified via the chain of command as soon as practicable.
- (e) Promptly contacting the Human Resources Department and the Shift Supervisor for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the Shift Supervisor, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:

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1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1008.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor, the Captain or the Major, the following applies to employees:

- (a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated.
- (b) Unless waived by the employee, interviews of an accused employee shall be at the Bonner Springs Police Department or other reasonable and appropriate place.
- (c) No more than two interviewers should ask questions of an accused employee.
- (d) Prior to any interview, an employee should be informed of the nature of the investigation.
- (e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.
- (f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
- (g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
 1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
 2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
- (h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

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- (i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (j) All employees shall provide complete and truthful responses to questions posed during interviews.
- (k) Public Safety Employees serve in a position of public trust, as such an employee may be compelled to submit to a polygraph examination. Any refusal to submit to such examination may be mentioned in any investigation and may grounds for further disciplinary action.

1008.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1008.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

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If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1008.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1008.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1008.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1008.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1008.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

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A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Bonner Springs Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1008.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1008.10.1 MAJOR RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Major shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Major may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Major may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Major shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1008.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Major for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
 - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

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2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

1008.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1008.11 DISCIPLINE

Disciplinary actions and reviews will be handled as outlined in the City of Bonner Springs Employee Personnel Manual.

1008.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1008.13 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

Attachments

Complaint Form.pdf

COMPLAINT FORM

Bonner Springs Police Department
130 N. Nettleton Street, Bonner Springs, KS 66012
Tel: 913-422-7800 Fax: 913-422-1395
www.bonnerrsprings.org

To Be Completed by BSPD Staff

1. IAS Control Number

2. Date & Time Complaint Received

3. How Complaint Was Received (Please Circle):

In Person Fax E-mail U.S. Mail Other Specify:

4. Complainant's Name – Last, First, Middle	5. Date of Birth	6. Age	7. Sex	8. Race, Ethnicity or N.O.

9. Home Address:	10. Home Telephone Number

11. Work Address:	12. Occupation	13. Work Telephone Number

14. Other Means of Contacting Complainant
(cell phone, page, e-mail, friend, etc.)

15. General Nature of Incident

16. Location of Incident

17. Date and Day of Week Incident Occurred

18. Time of Incident	19. Witnesses

20. Name of Employee(s) Involved	21. Officer Vehicle-Tag Description

22. Physical Description of Employee(s) (hair and eye color, height, sex, race/ethnicity, etc)

23. Describe Injuries (if any)

24. Where Treated (name of hospital, doctor, etc.)

25. Name(s), Telephone Number(s) or Contact Information for Other People Present During the Incident (including police officers)

26. Complainant's Name – Last, First, Middle	<u>To Be Completed by BSPD Staff</u>

Property and Evidence Section

801.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

801.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Property and Evidence Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

801.2 POLICY

It is the policy of the Bonner Springs Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

801.3 PROPERTY AND EVIDENCE SECTION SECURITY

The Property and Evidence Section shall maintain secure storage and control of all property in the custody of this department. A evidence custodian shall be appointed by and will be directly responsible to the Major or the authorized designee. The evidence custodian is responsible for the security of the Property and Evidence Section.

801.3.1 REFUSAL OF PROPERTY

The evidence custodian has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the evidence custodian refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Property and Evidence Section.

801.3.2 KEY CONTROL

Property and Evidence Section keys should be maintained by the evidence custodian and members assigned to the Property and Evidence Section. An additional set of keys should be

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kept in the sole custody of the Major.. Property and Evidence Section keys shall not be loaned to anyone and shall be maintained in a secure manner. If a Property and Evidence Section key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Property and Evidence Section via the additional set of keys must be documented in a memorandum and submitted to the Major as soon as practicable.

801.3.3 ACCESS

Only authorized members assigned to the Property and Evidence Section shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Investigation Division Major and accompanied by the evidence custodian. Each individual must sign the Property and Evidence Section access log and indicate:

- (a) The date and time of entry and exit.
- (b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

801.4 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the evidence custodian and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice on how to retrieve the property from the Department. A copy of the property receipt form shall be given to the individual from whom the property was taken.

801.4.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

- (a) A property form shall be completed describing each item. List all known information, including:
 - 1. Serial number.
 - 2. Owner's name.
 - 3. Finder's name.
 - 4. Other identifying information or marking.
- (b) Each item shall be marked with the member's initials and the date processed using a method that will not damage, deface, degrade or devalue the item. Items too small

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or too delicate to mark should be individually packaged and labeled and the package marked with the member's initials and date.

- (c) Property shall be packaged in a container suitable for its size.
- (d) A property tag shall be completed and attached to the property or container in which the property is stored.
- (e) The case number shall be indicated on the property tag and the container.
- (f) The property form, without the hard card portion (property control card), shall be submitted with the case report.
- (g) The property control card shall be submitted with the property directly to the evidence custodian or placed in a temporary property locker. Items too large to fit in a temporary property locker may be placed in a designated storage area that can be secured from unauthorized entry, and the property control card placed in a temporary property locker.

801.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated in PMI and a tag attached to the property if possible..

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor shall be contacted for cash in excess of \$1,000. The supervisor shall witness the count, initial and date the envelope, and specify any additional security procedures that may be necessary.

Explosives and fireworks - Explosives will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The evidence custodian is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

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Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package knives.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Department of Revenue, Division of Vehicles. No formal property processing is required.

City property that is of no evidentiary value should be released directly to the appropriate City department. No formal property processing is required.

If no responsible City personnel can be located, the property should be held for safekeeping.

Sharps - Syringes pose a significant danger to members and should not routinely be collected and retained. If a syringe is collected as evidence then syringe tubes should be used to package syringes and needles ensuring the needle is securely lodged in protective foam.

801.4.3 CONTROLLED SUBSTANCE

- (a) Controlled substances shall not be packaged with other property, but shall be processed separately using a separate property form.
- (b) The member processing controlled substances shall retain such property in his/her possession until it is weighed, packaged, tagged and placed in the designated controlled substances locker, accompanied by the property control card and lab copy of the property form.
- (c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances. If conducted, the result of the test shall be included in the crime report.
 - 1. The member shall package controlled substances as follows:
 - (a) Maintain the property in the container in which it was seized and place it in a property envelope of appropriate size.
 - (b) Seal and initial the property envelope and cover the initials with cellophane tape.
 - (c) Weigh the property envelope to obtain the Gross Package Weight (GPW).
 - (d) Write the GPW and then initial and date the outside of the package and the property form.
- (d) When the quantity of controlled substances exceeds the available safe storage capacity as determined by the evidence custodian, the quantity shall be photographed and weighed.
 - 1. A representative sample of sufficient quantity to allow scientific analysis of the controlled substances should be taken as allowed by state law and placed in a separate package or container.
 - 2. Excess quantities should be stored or disposed of as required by law or directed by court order.

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- (e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The evidence custodian shall monitor stored marijuana for growth of mold.

801.5 RECORDING OF PROPERTY

The evidence custodian receiving custody of property shall ensure a property control card for each item or group of items is created. The property control card will be the permanent record of the property in the Property and Evidence Section. The evidence custodian will record on the property control card his/her signature, GPW if the package contains controlled substances, the date and time the property was received and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property form, property tag and the property control card. The property log shall document the following:

- (a) Property number
- (b) Case number
- (c) Property tag number
- (d) Item description
- (e) Item storage location
- (f) Receipt, release and disposal dates

Any change in the location of property held by the Bonner Springs Police Department shall be noted in the property log.

801.6 PROPERTY CONTROL

The evidence custodian temporarily relinquishing custody of property to another person shall record on the property control entry in PMI his/her signature, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Property and Evidence Section or released to another authorized person or entity.

The return of the property to the Property and Evidence Section should be recorded on the property control entry in PMI, indicating the date, the time, the name and signature of the person who returned the property and the name and signature of the person to whom the property was returned.

801.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the property control card shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from the Investigation Division supervisor or investigator.

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The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property control card, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the evidence custodian at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the evidence custodian. This request may be submitted any time after the property has been processed.

801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The evidence custodian releasing items of evidence for laboratory analysis must complete the required information on the property control entry in PMI. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property control entry in PMI. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item, the member will record the delivery time on the lab form and the property control card, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the Records Division for filing with the case.

801.6.3 CONTROLLED SUBSTANCES

The Evidence Custodian will be responsible for the storage, control and periodic destruction of controlled substances coming into the custody of this department. The GPW will be verified every time controlled substances are checked in or out of the Property and Evidence Section and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the Major.

Upon conclusion of a case or an determination no prosecution can be pursued, controlled substances may be retained and temporarily assigned for legitimate department training purposes (examples include: K9 Training and Field Test Training). A request to obtain/use controlled substances set for destruction shall be done via department memorandum to the Chief of Police. If approved, the substance will be subject to inventories and controls outlined within this policy and or other specific protocols as in the case of the K9 Unit. All transfers shall be annotated within PMI and once no longer usable for a legitimate training use, all items shall be returned promptly to the Evidence Custodian for final destruction of the property.

801.6.4 UNCLAIMED MONEY

The evidence custodian shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police and the City department responsible for auditing property, or more frequently as directed. The evidence custodian may deposit such money in compliance with existing laws upon receipt of proper authorization from the Chief of Police.

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801.7 RELEASE OF PROPERTY

The Property Bureau shall authorize the release of all property coming into the care and custody of the Department.

Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing supervisor or investigator and must conform to the items listed on the property control entry in PMI or must specify the specific items to be released. Release of all property shall be documented on the property control in PMI.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Property and Evidence Section members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the property control entry in PMI.

A evidence custodian shall release such property when the owner presents proper identification and an authorized property release form has been received. The signature of the person receiving the property shall be recorded on the property control entry in PMI.

If any item listed on a property control entry in PMI has not been released, the property control entry in PMI will remain with the Property and Evidence Section. When all property listed on the entry in PMI has been released, the property control entry in PMI shall be annotated accordingly and documentation indicated such shall be forwarded to the Records Division for filing with the case.

801.7.1 DISCREPANCIES

The Shift Supervisor shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor will interview the person claiming the shortage. The Shift Supervisor shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

801.7.2 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

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801.7.3 RELEASE OF WEAPONS

Within 30 days of receipt of notice from the prosecutor's office of a decision not to prosecute or of an acquittal, Property and Evidence Section members should make reasonable efforts to determine the owner of the weapons seized as evidence in the case, and shall notify any identified owner that the weapons may be released. If it is determined that the identified owner may not lawfully possess the weapons, the notification shall indicate the disqualifying reasons. The weapons shall be retained by the department for at least 60 days after the notice is provided to allow time for the owner to challenge the decision. After 60 days, the weapons may be processed for disposal in accordance with applicable law and department procedures (K.S.A. 22-2512).

801.8 DESTRUCTION OR DISPOSAL OF PROPERTY

An authorized Investigation Division investigator or supervisor shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on the property control card and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled substances declared by law to be illegal to possess without a legal prescription

801.8.1 BIOLOGICAL EVIDENCE

The evidence custodian shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor and Attorney General
- (d) Any sexual assault victim
- (e) The Investigation Division Major

Biological evidence shall be retained for a minimum period established by law or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice, unless a motion seeking an order to retain the sample is filed and served on this department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any

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objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigation Division Major.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Investigation Division Major should be consulted and the sexual assault victim should be notified.

801.8.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the evidence custodian shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The evidence custodian should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

801.9 INSPECTION OF THE PROPERTY AND EVIDENCE SECTION

The Major shall ensure that periodic, unannounced inspections and/or audits of the Property and Evidence Section operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Major also shall ensure that a full audit is conducted annually, or as directed by the Chief of Police. Inspections and audits shall be conducted by a member of this department who is not routinely or directly connected with the Property and Evidence Section operations.

Whenever there is a change of assignment for any member with authorized access to the Property and Evidence Section, an inventory of all property shall be conducted by a person who is not associated with the Property and Evidence Section or its function. This is to ensure that all property is accounted for and the records are correct.

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900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody / processing by members of the Bonner Springs Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody / processing of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The period an adult is in custody at the Bonner Springs Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Bonner Springs Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Bonner Springs Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
- (b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.

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- (d) Individuals who are a suspected suicide risk (see the Involuntary Commitments Policy).
 - 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY / PROCESSING

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody / processing. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

A female department member should be present when a female adult is in temporary custody / processing when feasible. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process as soon as any processing has been completed.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.

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- (c) Any other person authorized by the Shift Supervisor.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody / processing for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY / PROCESSING AT BSPD

The arresting officer is responsible for an individual in temporary custody / processing and should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The arresting officer should determine if there is any statement, indication or evidence surrounding the individual's arrest and transportation that would indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The officer should promptly notify the Shift Supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Supervisor shall determine whether the individual will remain in temporary custody for processing at BSPD, immediately released or transported to jail or another facility.

900.4.1 SCREENING AND PLACEMENT

The officer responsible for an individual in custody shall:

- (a) Advise the Shift Supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
 - 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
 - 2. Provide an individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
 - (a) Continuous, direct sight and sound supervision.
 - 3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
 - 4. Ensure males and females are separated by sight and sound when in cells.
 - 5. Ensure restrained individuals are not placed near unrestrained individuals.

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- (c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
- (d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Captain will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
 - 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
 - 1. If the country is on the mandatory notification list, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
 - (c) Forward any communication from the individual to his/her consular officers without delay.
 - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
 - 2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
 - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
 - (b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

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900.5.1 TEMPORARY CUSTODY / PROCESSING REPORTING

Any time an individual is in temporary custody/processing at the Bonner Springs Police Department, the custody shall be promptly and properly documented in any and all applicable reports. These reports should include at a minimum:

- (a) Identifying information about the individual, including his/her name.
- (b) Date and time of arrival at the Department.
- (c) Any charges for which the individual is in temporary custody and any case number.
- (d) Time of all safety checks.
- (e) Any medical and other screening requested and completed.
- (f) Any emergency situations or unusual incidents.
- (g) Any other information that may be required by other authorities, such as compliance inspectors.
- (h) Date and time of release from the Bonner Springs Police Department.

The Shift Supervisor should be aware of anyone who remains in long or continued temporary custody/processing and should be familiar when the individual is released from custody or transferred to another facility.

The Shift Supervisor should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 TEMPORARY CUSTODY / PROCESSING REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are conducted and reported.
- (b) Individuals in custody / processing are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins.
- (d) There is reasonable access to a drinking fountain or water.
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.

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- (g) Those in temporary custody / processing are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (h)
- (i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Bonner Springs Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS

Every individual in temporary custody / processing should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.
 - 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult.
- (b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

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1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.
- (c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices are permitted within the processing area of BSPD. Members should be mindful and assess individual habits and surroundings to ensure the environment and area is safe for both the individual being processed and the officers. Officers are susceptible to rules and regulations of secure areas where individuals are in custody or are processed at other facilities. If firearms are prohibited at these facilities they should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a facility supervisor.

All perimeter doors to secure areas within BSPD shall be kept locked at all times, except during routine cleaning, or in the event of an emergency, such as an evacuation.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody / processing may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody / processing at the Bonner Springs Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

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900.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody / processing should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient's signature on the appropriate form.

Upon release of an individual from temporary custody / processing, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person's signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Shift Supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor shall attempt to prove or disprove the claim.

900.8 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Captain will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody / processing at the Bonner Springs Police Department. The procedures should include:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Shift Supervisor, Chief of Police and the Major.
- (c) Notification of the spouse, next of kin or other appropriate person.
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the City Attorney.
- (f) Notification of the Coroner.
- (g) Evidence preservation.

900.9 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody / processing, the member releasing the individual should ensure the following:

- (a) All proper reports, forms have been completed prior to release.
- (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

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- (c) It has been confirmed that the correct individual is being released or transported.
- (d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the Bonner Springs Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
 - 1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
- (h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.
- (i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.10 ASSIGNED ADMINISTRATOR

The Captain will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

- (a) General security
- (b) Key control
- (c) Sanitation and maintenance
- (d) Emergency medical treatment
- (e) Escapes
- (f) Evacuation plans
- (g) Fire and life-safety
- (h) Disaster plans
- (i) Building and safety code compliance

900.11 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.

Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Bonner Springs Police Department (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. It also includes any juvenile less than 10 years of age (K.S.A. § 38-2202).

Juvenile offender - A juvenile 10 to 17 years old who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (K.S.A. § 38-2302). It also includes an offense for underage possession of a handgun (28 CFR 31.303; K.S.A. § 21-6301).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when a non-secure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

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- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender (K.S.A. § 38-2202). Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY

The Bonner Springs Police Department is committed to releasing juveniles from temporary custody / processing as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Department. Juveniles should be held in temporary custody / processing only for as long as reasonably necessary for processing, transfer or release.

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Bonner Springs Police Department. These include:

- (a) Unconsciousness or having been unconscious while being taken into custody or transported.
- (b) Serious injuries or a medical condition requiring immediate medical attention.
- (c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Involuntary Commitments Policy).
 - 1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.
- (d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (e) Extremely violent or continuously violent behavior.
- (f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

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901.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Bonner Springs Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Department without authorization of the arresting officer's supervisor or a Captain and above. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable (K.S.A. § 38-2232). In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Department (34 USC § 11133; K.S.A. § 38-2332).

The officer shall furnish to the District Attorney all information in the possession of the officer pertaining to the child, the child's parents or other interested persons, and all other facts and circumstances which caused the child to be taken into custody (K.S.A. § 38-2232; K.S.A. § 38-2330).

901.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Bonner Springs Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers shall take a status offender into custody when required by K.S.A. § 38-2231. In addition, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

901.4.3 PLACEMENT OF NON-OFFENDERS AND STATUS OFFENDERS

Generally, juvenile non-offenders and juvenile status offenders should be released to a parent or other custodian. However, if an officer has reasonable grounds to believe it is not in the juvenile's best interest to be delivered to a parent or other custodian, the officer shall deliver a juvenile non-offender or juvenile status offender to a designated facility or location in accordance with K.S.A. § 38-2232.

901.4.4 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Bonner Springs Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

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Juvenile offenders may be taken into custody under the following circumstances (K.S.A. § 38-2330):

- (a) The officer has a court order.
- (b) The officer has witnessed the commission of an offense.
- (c) The officer has probable cause to believe the juvenile has committed an act which, if committed by an adult, would constitute one of the following:
 - 1. A felony.
 - 2. A misdemeanor and the juvenile will not be apprehended or evidence will be irretrievably lost unless the juvenile is immediately taken into custody.
 - 3. A misdemeanor and the juvenile may cause injury to him/herself or others, damage to property or may be injured unless immediately taken into custody.
- (d) The officer has probable cause to believe that the juvenile has violated an order for electronic monitoring as a term of probation.
- (e) The officer has received a statement from a person authorized to supervise a juvenile that the juvenile has violated a condition of release.

The officer shall release a juvenile to a parent or guardian after appropriate processing or the issuance of a notice to appear as soon as practicable. The officer shall notify the court or the juvenile intake and assessment worker immediately when a juvenile offender has been taken into custody to determine the appropriate placement or disposition when a release may not be in the best interests of the child or would pose a risk to public safety or property. A complaint should be filed with the juvenile intake and assessment worker without unnecessary delay after a juvenile offender is released on a notice to appear (K.S.A. § 38-2330).

901.5 JUVENILE CUSTODY REPORTS

Any time a juvenile is in temporary custody / processing at the Bonner Springs Police Department, the custody shall be promptly and properly documented in all applicable juvenile custody reports, these reports at a minimum should include:

- (a) Identifying information about the juvenile.
- (b) Date and time of arrival and release from the Department.
- (c) Captain notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
- (e) Any changes in status (e.g., emergency situations, unusual incidents).
- (f) Time of all safety checks.
- (g) Any medical and other screening requested and completed.
- (h) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

Temporary Custody of Juveniles

The Captain should be aware of the duration of time any juvenile is temporary custody / processing at BSPD, including any secure custody, and should also be aware of when the juvenile is released.

901.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Bonner Springs Police Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

901.7 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Bonner Springs Police Department shall ensure:

- (a) The Captain is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the Captain to ensure no juvenile is held at the Department more than six hours.
- (b) Safety checks and significant incidents/activities are noted on the log.
- (c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
 - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
 - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (e) There is reasonable access to toilets and wash basins.
- (f) There is reasonable access to a drinking fountain or water.
- (g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (i) There is privacy during family, guardian and/or attorney visits.
- (j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

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1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (l) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (m) Adequate furnishings are available, including suitable chairs or benches.
- (n) Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).
- (o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

901.8 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

901.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Bonner Springs Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Captain. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.9.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.10 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.11 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody. Supervisor approval should be considered before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

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When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. A member must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

901.12 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Captain will ensure procedures are in place to address any suicide attempt, death or serious injury of any juvenile held at the Bonner Springs Police Department. The procedures should include the following:

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Shift Supervisor, Chief of Police and the Major
- (c) Notification of the parent, guardian or person standing in loco parentis of the juvenile
- (d) Notification of the appropriate prosecutor
- (e) Notification of the City Attorney
- (f) Notification of the Coroner
- (g) Notification of the juvenile court
- (h) Evidence preservation

901.13 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation. If the juvenile is under the age of 14, no interrogation should occur until there has been a consultation with the juvenile's attorney or parent, provided the parent is not an alleged victim or codefendant (K.S.A. § 38-2333).

901.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

A juvenile offender may only be photographed or fingerprinted (K.S.A. § 38-2313):

- (a) Pursuant to a court order.
- (b) If the juvenile has been taken into custody for a felony, a class A or B misdemeanor, or an assault.

The fingerprints and photographs of juveniles may be kept in the same manner as those of adults but must be indexed separately (K.S.A. § 38-2313).

901.15 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

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Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS

Definitions related to this policy include (K.S.A. § 22-2520):

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include touching or a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

902.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Bonner Springs Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

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Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Bonner Springs Police Department identification number and information regarding how and when the property may be released.

902.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All cash will be counted and verified by two officers and if possible captured on the officers body camera. All envelopes should clearly indicate the contents on the front. The department members sealing and verifying it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

902.5 STRIP SEARCHES

No individual in temporary custody at any Bonner Springs Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Probable cause to believe the individual is concealing a weapon or a controlled substance is required if the individual is detained or arrested for a violation of a statute, resolution or ordinance involving a traffic, regulatory or nonviolent misdemeanor offense (K.S.A. § 22-2521).

Factors to be considered in determining reasonable suspicion and probable cause include, but are not limited to:

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- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
 - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at Bonner Springs Police Department facilities shall be conducted as follows (28 CFR 115.115; K.S.A. § 22-2521):

- (a) Written authorization from the Shift Supervisor shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include:
 - 1. The facts that led to the decision to perform a strip search.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The written authorization for the search, obtained from the Shift Supervisor.

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4. The name of the individual who was searched.
 5. The name and sex of the members who conducted the search.
 6. The name, sex and role of any person present during the search.
 7. The time and date of the search.
 8. The place at which the search was conducted.
 9. A list of the items, if any, that were recovered.
 10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.
- (g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Supervisor authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Supervisor authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (K.S.A. § 22-2522):

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor and only upon a search warrant .
- (b) Only a licensed physician or registered nurse may conduct a physical body cavity search.
- (c) Except for the licensed physician or registered nurse conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary

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department members needed to maintain the safety and security of the medical personnel shall be present.

- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
 - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
 - 2. The reasons less intrusive methods of searching were not used or were insufficient.
 - 3. The Shift Supervisor's approval.
 - 4. A copy of the search warrant.
 - 5. The time, date and location of the search.
 - 6. The medical personnel present.
 - 7. The names, sex and roles of any department members present.
 - 8. Any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and made available to the individual who was searched or other authorized representative upon request.

902.7 TRAINING

The Captain shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

Prison Rape Elimination

903.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.111).

903.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the individual in custody does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a member of the Department or a contractor, with or without consent of the individual in custody, as follows:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the department member or contractor has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the department member or contractor has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the member or contractor has the intent to abuse, arouse or gratify sexual desire

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- Any attempt, threat or request by the department member or contractor to engage in the activities described above
- Any display by the department member or contractor of his/her uncovered genitalia, buttocks or breast in the presence of an individual in custody
- Voyeurism by the department member or contractor (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one individual in custody that are directed toward another; repeated verbal comments or gestures of a sexual nature to an individual in custody by a member of the Department or contractor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

903.2 POLICY

The Bonner Springs Police Department has zero tolerance with regard to all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment, or who cooperates with a sexual abuse or sexual harassment investigation.

The Bonner Springs Police Department will take immediate action to protect those in its custody who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

903.3 PREA COORDINATOR

The Chief of Police designates the Captain as the PREA coordinator. The coordinator shall be an upper-level manager appointed by and directly responsible to the Chief of Police or the authorized designee. The coordinator must have sufficient time and authority to develop, implement and oversee department efforts to comply with PREA standards (28 CFR 115.111).

The responsibilities of the coordinator shall include, but are not limited to:

- (a) Developing and maintaining procedures to comply with the PREA Rule.
- (b) Ensuring that any contract for the confinement of individuals in custody includes the requirement to adopt and comply with applicable provisions in PREA and the implementing regulations, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).
- (c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect those in custody from sexual abuse (28 CFR 115.113).
 1. This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

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- (d) Developing methods for department members to privately report sexual abuse and sexual harassment of individuals in custody (28 CFR 115.151).
- (e) Developing a written plan to coordinate response among department members, medical and mental health practitioners, investigators, command staff and other first responders to an incident of sexual abuse (28 CFR 115.165).
- (f) Ensuring a protocol is developed for investigating allegations of sexual abuse. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):
 - 1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents" or a similarly comprehensive and authoritative protocol.
 - 2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
 - 3. A process to document all referrals to other law enforcement agencies.
 - 4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
 - 5. In accordance with security needs, provisions to give, to the extent available, individuals in custody access to victim advocacy services if the individual is transported for a forensic examination to an outside hospital that offers such services.
- (g) Ensuring that individuals with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes access to appropriate interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills; intellectual, hearing, speech or vision disabilities) (see the Limited English Proficiency Services and Communications for Persons with Disabilities policies) (28 CFR 115.116).
 - 1. The Department shall not rely on other individuals in custody for assistance except in limited circumstances where an extended delay in obtaining an appropriate interpreter could compromise the individual's safety, the performance of first-response duties under this policy, or the investigation of an individual's allegations of sexual abuse, harassment or retaliation.
- (h) Publishing on the department website:
 - 1. Information on how to report sexual abuse and sexual harassment on behalf of an individual in custody (28 CFR 115.154).

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2. A protocol describing the responsibilities of the Department and any other investigating agency responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).
- (i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this department (28 CFR 115.187).
 1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.
 2. The data shall be aggregated at least annually.
- (j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all department facilities used to house individuals in custody overnight (28 CFR 115.193).
- (k) Ensuring those who work in department facilities where individuals are held in custody are informed of the department zero-tolerance policy regarding sexual abuse and sexual harassment of individuals in custody (28 CFR 115.132).

903.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Individuals in custody may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other individuals in custody or department members for reporting sexual abuse or sexual harassment
- Department member neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

Individuals in custody shall be notified of the department zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward a report of sexual abuse or sexual harassment to department supervisors and command staff. This allows the individual to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

903.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from individuals in custody and third parties, and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Shift Supervisor any knowledge, suspicion or information regarding:

- (a) An incident of sexual abuse or sexual harassment.

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- (b) Retaliation against the individual or the member who reports any such incident.
- (c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

903.4.2 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall report to Bonner Springs Police Department designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a dependent adult, the Shift Supervisor shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that an individual in custody was sexually abused while confined at another facility, the Shift Supervisor shall notify the head of that facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Shift Supervisor shall document such notification (28 CFR 115.163).

If an alleged victim is transferred from the Department to a jail, prison or medical facility, the Shift Supervisor shall, as permitted by law, inform the receiving facility of the incident and the individual's potential need for medical or social services, unless the individual requests otherwise (28 CFR 115.165).

903.5 INVESTIGATIONS

The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

903.5.1 FIRST RESPONDER RESPONSIBILITIES

The responsibilities of the first officer to respond to a report of sexual abuse or sexual assault shall include, but are not limited to (28 CFR 115.164):

- (a) Separating the parties.
- (b) Establishing a crime scene to preserve and protect any evidence.
- (c) Identifying and securing witnesses until steps can be taken to collect any evidence.
- (d) Requesting that the alleged victim and suspect not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating if the abuse occurred within a time period that still allows for the collection of physical evidence.

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If the first responder is not an officer, he/she shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify an officer (28 CFR 115.164).

903.5.2 INVESTIGATOR RESPONSIBILITIES

The responsibilities of investigators shall include, but are not limited to (28 CFR 115.171):

- (a) Gathering and preserving direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.
- (b) Interviewing alleged victims, suspects and witnesses.
- (c) Reviewing any prior complaints and reports of sexual abuse involving the suspect.
- (d) Conducting compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
- (e) Assessing the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as an individual in custody or a member of the Bonner Springs Police Department.
- (f) Documenting in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.
- (g) Referring allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe an individual in custody sexually abused another individual in custody at the department facility (28 CFR 115.178).
- (h) Cooperating with outside investigators and remaining informed about the progress of any outside investigation.

903.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether department member actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

903.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No individual in custody who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

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903.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the City Manager or another designated entity. The Chief of Police or City Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All department members shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and shall be reported to any relevant licensing body (28 CFR 115.176).

Any contractor who engages in sexual abuse shall be prohibited from contact with individuals in custody and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with individuals in custody by a contractor.

903.6 RETALIATION PROHIBITED

All individuals in custody and department members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other person who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that person.

The Shift Supervisor or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for individuals in custody or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

A member of the Department shall be identified by the Shift Supervisor or the authorized designee to monitor the conduct and treatment of individuals in custody or members who have reported sexual abuse, and of those who were reported to have suffered sexual abuse. The member shall act promptly to remedy any such retaliation. In the case of individuals in custody, such monitoring shall also include periodic safety checks.

903.7 REVIEWS AND AUDITS

903.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of

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the conclusion of the investigation. The review team shall include command staff and seek input from supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

- (a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.
- (b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or other group dynamics at the department facility.
- (c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
- (d) Assess the adequacy of staffing levels in that area during different shifts.
- (e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by department members.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Chief of Police and the PREA coordinator. The Chief of Police or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

903.7.2 DATA REVIEWS

The PREA coordinator shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

- (a) Identification of any potential problem areas.
- (b) Identification of any corrective actions taken.
- (c) Recommendations for any additional corrective actions.
- (d) A comparison of the current year's data and corrective actions with those from prior years.
- (e) An assessment of the progress in addressing sexual abuse.

The report shall be approved by the Chief of Police and made readily available to the public through the department website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated.

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All aggregated sexual abuse data from department facilities and private facilities with which it contracts shall be made readily available to the public at least annually. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

903.8 RECORDS

The Bonner Springs Police Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is in custody or is a member of the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

903.9 TRAINING

All department members and contractors who may have contact with individuals in custody shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within the department facility.

- (a) The Captain shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):
 - 1. The department zero-tolerance policy and the right of individuals in custody to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
 - 2. The dynamics of sexual abuse and harassment in confinement settings, including which individuals in custody are most vulnerable.
 - 3. The right of individuals in custody and department members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
 - 4. Detecting and responding to signs of threatened and actual abuse.
 - 5. Communicating effectively and professionally with all individuals in custody.
 - 6. Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.
- (b) Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):
 - 1. Techniques for interviewing sexual abuse victims.
 - 2. Proper use of *Miranda* and *Garrity* warnings.
 - 3. Sexual abuse evidence collection in confinement settings.
 - 4. Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

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The Major shall maintain documentation that department members, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current department members who may have contact with individuals in custody shall be trained within one year of the effective date of the PREA standards. The Department shall provide annual refresher information to all such members to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Christina Brake

Subject: Minutes of the September 12, 2022 City Council Meeting

Recommendation: Staff recommends approval

Action: Make a motion to approve the minutes as presented.

Background:

Discussion:

Financial Impact:

City Council Minutes – Regular Meeting – September 12, 2022

The Bonner Springs City Council met in regular session at 7:30 p.m.

Councilmembers present: Mayor Harrington, Shannon, Thompson, Wood, Gurley, Kipp, Stephens and Reeves.
Councilmembers Long was absent

City staff present: Sean Pederson, City Manager; Chris Brake, City Clerk; Amber Vogan, Assistant City Manager; Matt Zayas, Assistant to the City Manager; Tillie LaPlante, Finance Director; Frank Abart, Public Works Director, Billy Naff, Police Chief and Chris Jennings, Fire Chief

The Mayor led the Pledge of Allegiance to the Flag of the United States of America and asked Councilmember, Mike Thompson, to lead the invocation.

PRESENTATION –

1. Proclamation -POW/MIA Remembrance Day – The Mayor presented a proclamation to members of the VFW.
2. Wyandotte District Attorney Mark Dupree presented information about Bonner Springs criminal case reports and dispositions handled by his office in the previous year and his BOLDD initiative.

Citizen Concerns about Items Not on Today’s Agenda – None presented.

CONSENT AGENDA – The Mayor read the Consent Agenda Items and asked the staff, audience or City Council if they wished to remove an item for separate consideration. No items were removed.

1. Minutes of the August 22, 2022 City Council Meeting
2. Claims for City Operations
3. Public Use Request – Homecoming Parade
4. Public Use Request – Junkers Jamboree
5. Massage Therapy License – Helping Hands Therapeutic Massage

Reeves moved and Shannon seconded to approve the consent agenda as presented. Unanimous approval.

OLD BUSINESS – None Presented.

NEW BUSINESS –

1. **Public Hearing for 2022 Budget Amendments and the 2023 Budget–** Gurley moved and Stephens seconded to open a Public Hearing for the 2022 Budget amendments and 2023 Budget beginning at 8:27 p.m.

The Mayor asked for public comment – None was presented.

Stephens moved and Gurley seconded to close the public hearing at 8:32 p.m. Unanimous approval.

2. **Approve 2022 Budget Amendments and 2023 Budget-** Shannon moved and Stephens seconded to adopt the 2022 Budget Amendments, the 2023 Budgeted Expenditures of \$29,927,213 and the 2022 Ad Valorem Tax for the 2023 Budget in the amount of \$4,420,687. The motion passed on a vote of 5 to 2 with Thompson and Kipp dissenting.
3. **Public Hearing for Sandstone Townhomes Rural Housing Incentive District -** Reeves moved and Shannon seconded to open a Public Hearing for the Sandstone Apartments Rural Housing Incentive District beginning at 8:35 p.m.

The Mayor asked for public comment – None was presented.

- Shannon moved and Stephens seconded to close the public hearing at 8:39 p.m. Unanimous approval.
4. **Ordinance to Establish the Sandstone Rural Housing Incentive District** - Shannon moved and Gurley seconded adopt an ordinance establishing a rural housing incentive district within the city and adopting a plan for the development of housing and public facilities in the district. Unanimous approval. Ordinance No. 2533.
 5. **Kansas Avenue - Engineering/Design Services Agreement** – Reeves moved and Stephens seconded to to approve the Agreement with Wilson & Company, Inc. for Engineering Services associated with culvert replacement design at 137th & Kansas Ave. in the amount of \$18,875. Unanimous approval.
 6. **Ordinance to Adopt the Standard Traffic Ordinance 49th Edition** - Thompson moved and Stephens seconded to approve an ordinance to adopt the Standard Traffic Ordinance 49th Edition. Unanimous approval. Ordinance No. 2534.
 7. **Ordinance to Adopt the Uniform Public Offense Code 38th Edition** – Gurley moved and Shannon seconded to approve an ordinance to adopt the Uniform Public Offense Code 38th edition. Unanimous approval. Ordinance No. 2535.
 8. **CALEA Agency Support Program (CASP) Grant Application** – Shannon moved and Reeves seconded to authorize the Chief of Police to submit a CALEA Agency Support Program (CASP) Grant Application. Unanimous approval.
 9. **Amendment** – Thompson moved and Shannon seconded to to approve the change order to reduce the service pricing. Unanimous approval.

REPORTS

Item No. 1: City Manager's Report:

- The City website has links for public feedback regarding the Farmers' Market pavilion location.
- City staff applied for funding through MARC for improvements for Metropolitan Avenue. Public feedback will be accepted through September 23rd.
- Total Electric is replacing light poles at K-7 and Canaan. Two poles were damaged by a vehicle and temporary poles will be used until permanent ones can be placed. The City Manager Thanked the City of Lenexa for providing a pole to speed the process up.

Item No. 2: City Council Items

- Wood is stunned by the detailed level of work provided.
- Gurley asked reviewing Madison for an additional streetlight.
Gurley commended the Recreation Department and specifically Justine Spease for her work in getting two grants for summer camp.
- Kipp stated Tiblow Days seemed very busy.
- Stephens asked in the temporary light at K-7 and Canaan will still be connected to Operation Green Light.
- Reeves stated City staff did a good job of cleaning up Springs Creek but weeds are starting to grow again and the rock is continuing to disintegrate.
Reeves asked for an update about the new water meter installations. Staff reported about 500 new meters have been installed.
Reeves stated the cemetery mowing. Trimming and pond look great.
- Thompson stated a resident family thanked the City Manager for his work.
- Shannon stated he respects Kipp and Thompson for their votes on the budget and he feels the dog is being wagged by the tail.

Item No. 3: Mayor's Report

- Commended staff for their work on the budget.

- Reminded everyone on the two sales tax renewals on the ballot in November
- Attended the Wyandotte Johnson County Mayors' meeting and believes people are paying attention to what happens in Bonner Springs; it is no longer just a little town.
- Complimented the incoming North Park restrooms.
- Tiblow Days was well received, he complimented the Tiblow Days Committee on the success.
- Reported a street light is out at 131st & Heritage.

The meeting adjourned at 9:22 p.m.

_____ Christina Brake, City Clerk

DRAFT

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Kim Mosier

Subject: Claims for City Operations

Recommendation: Staff recommends approval.

Action: Make a motion to approve the claims for City operations as presented.

Background: Staff enclosed the supplement claims for City operations in the amount of \$11,261.40 and the regular claims in the amount of \$515,448.43.

Discussion:

Financial Impact:



Bonner Springs, KS

Check Register

Packet: APPKT00450 - PAYROLL 9/16/2022

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP BANK-AP BANK						
0121	BONNER SPGS LIBRARY	09/16/2022	Regular	0.00	255.71	149412
11908	CMRS-FP	09/16/2022	Regular	0.00	820.00	149413
7513	HSA BANK	09/16/2022	Regular	0.00	6,980.92	149414
0898	ICMA RETIREMENT CORPORATION	09/16/2022	Regular	0.00	2,339.77	149415
9879	MAINSTREET CREDIT UNION	09/16/2022	Regular	0.00	865.00	149416

Bank Code AP BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	5	0.00	11,261.40
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	6	5	0.00	11,261.40



Bonner Springs, KS

Expense Approval Report

By Vendor Name

Post Dates 9/16/2022 - 9/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 0121 - BONNER SPGS LIBRARY				
201 N NETTLETON				
BONNER SPRINGS, KS 66012				
BONNER SPGS LIBRARY	0002145	09/16/2022	JO CO TAX DISTRIBUTION	255.71
Vendor 0121 - BONNER SPGS LIBRARY Total:				255.71
Vendor: 11908 - CMRS-FP				
U.S. POSTAL SERVICE (CMRS-FP)				
PO BOX 0505				
CAROL STREAM, IL 60132-0505				
CMRS-FP	SEPTEMBER 2022	09/16/2022	METER POSTAGE ACCOUNT NUMBER 106001001663	820.00
Vendor 11908 - CMRS-FP Total:				820.00
Vendor: 7513 - HSA BANK				
PO BOX 939				
SHEBOYGAN, WI 53082-0939				
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	2,043.42
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	187.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	125.00
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	187.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	125.00
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	562.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	187.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	312.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	1,937.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	625.00
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	250.00
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	312.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	62.50
HSA BANK	0002143	09/16/2022	HEALTH SAVINGS ACCOUNT FOR 9/19/2022	62.50
Vendor 7513 - HSA BANK Total:				6,980.92
Vendor: 0898 - ICMA RETIREMENT CORPORATION				
P O BOX 64553				
BALTIMORE, MD 21264-4553				
ICMA RETIREMENT CORPORA	0002141	09/16/2022	PR-457-VANTAGEPOINT TRANSFER AGENT 301961	1,984.77
ICMA RETIREMENT CORPORA	0002142	09/16/2022	PR-R0TH-VANTAGEPOINT TRANSFER AGENT 706353	355.00
Vendor 0898 - ICMA RETIREMENT CORPORATION Total:				2,339.77

Expense Approval Report

Post Dates: 9/16/2022 - 9/16/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 9879 - MAINSTREET CREDIT UNION				
ATTN: PYMT SYSTM DEPT-SEG PR				
13001 W 95TH STREET				
LENEXA, KS 66215				
MAINSTREET CREDIT UNION	0002144	09/16/2022	PAYROLL FOR 9/19/2022	865.00
Vendor 9879 - MAINSTREET CREDIT UNION Total:				865.00
Grand Total:				11,261.40



Bonner Springs, KS

Check Register

Packet: APPKT00452 - CHECK RUN 9/20/2022

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP BANK-AP BANK						
7484	1138, INC	09/20/2022	Regular	0.00	80.00	149417
0402	ALDEN-HARRINGTON FUNERAL HON	09/20/2022	Regular	0.00	552.70	149418
10078	AMAZON CAPITAL SERVICES, INC AN	09/20/2022	Regular	0.00	1,346.96	149419
6730	AMERICAN RESPONSE VEHICLES INC	09/20/2022	Regular	0.00	751.15	149420
7449	APEX ENVIROTECH, INC.	09/20/2022	Regular	0.00	2,676.00	149421
5184	AT & T MOBILITY	09/20/2022	Regular	0.00	3,197.86	149422
7913	AT&T	09/20/2022	Regular	0.00	69.55	149423
2470	ATMOS ENERGY	09/20/2022	Regular	0.00	749.60	149424
6536	BANKCARD PROCESSING CENTER	09/20/2022	Regular	0.00	20,819.61	149425
	Void	09/20/2022	Regular	0.00	0.00	149426
10140	BEVERLY S MILLS	09/20/2022	Regular	0.00	88.00	149427
7416	BG CONSULTANTS, INC	09/20/2022	Regular	0.00	4,817.50	149428
0121	BONNER SPGS LIBRARY	09/20/2022	Regular	0.00	22,063.59	149429
11759	BURNS & MCDONNELL	09/20/2022	Regular	0.00	303,180.65	149430
0204	CHAMBER OF COMMERCE BONNER	09/20/2022	Regular	0.00	30.00	149431
11793	CHARTER COMMUNICATIONS HOLDIN	09/20/2022	Regular	0.00	240.65	149432
12038	CINDY PAYNE	09/20/2022	Regular	0.00	125.00	149433
10027	CINTAS	09/20/2022	Regular	0.00	415.60	149434
0213	COLEMAN EQUIPMENT INC	09/20/2022	Regular	0.00	76.00	149435
10136	COMPLIANCEONE	09/20/2022	Regular	0.00	476.00	149436
2216	CROSBY PLUMBING	09/20/2022	Regular	0.00	8,328.70	149437
10911	CULINARY VENTURES LTD DBA ROSS	09/20/2022	Regular	0.00	4,250.00	149438
12018	CYNTOX LLC	09/20/2022	Regular	0.00	164.80	149439
11924	DANA SAFETY SUPPLY	09/20/2022	Regular	0.00	2,204.98	149440
0014	DEFFENBAUGH INDUSTRIES INC WM	09/20/2022	Regular	0.00	5,878.37	149441
12035	ESCOBAR TREE AND LAWN SERVICE:	09/20/2022	Regular	0.00	4,000.00	149442
5420	EVERETT MILBERGER PEST CONTROL	09/20/2022	Regular	0.00	150.00	149443
10964	EVERGY FKA KCP&L	09/20/2022	Regular	0.00	530.61	149444
10942	EVERGY KANSAS CENTRAL INC FKA I	09/20/2022	Regular	0.00	39,792.11	149445
5516	EXECUTIVE MARKETING PROMOTIO	09/20/2022	Regular	0.00	1,458.50	149446
4342	FELDMANS	09/20/2022	Regular	0.00	1,482.20	149447
10572	FELLOWSHIP WEST CHURCH	09/20/2022	Regular	0.00	207.50	149448
11686	FIRE RECOVERY EMS	09/20/2022	Regular	0.00	1,915.56	149449
11792	FREESE AND NICHOLS, INC	09/20/2022	Regular	0.00	9,278.63	149450
2755	FTC EQUIPMENT LLC	09/20/2022	Regular	0.00	745.00	149451
7858	GALLS, LLC	09/20/2022	Regular	0.00	70.40	149452
10924	GO CAR WASH MGMT CORP	09/20/2022	Regular	0.00	843.00	149453
7383	GREAT PLAINS SOCIETY FOR PREVEN	09/20/2022	Regular	0.00	970.00	149454
1532	GT DISTRIBUTORS	09/20/2022	Regular	0.00	339.30	149455
4275	HAYNES EQUIPMENT CO INC	09/20/2022	Regular	0.00	2,745.00	149456
7242	HELGET GAS PRODUCTS INC	09/20/2022	Regular	0.00	101.92	149457
11940	JOHN DAMIAN JOHNSON	09/20/2022	Regular	0.00	758.00	149458
11598	JOHNSON & WYANDOTTE COUNCIL	09/20/2022	Regular	0.00	350.00	149459
5345	JOHNSON COUNTY WASTEWATER	09/20/2022	Regular	0.00	696.75	149460
12033	KAYLIE VITT	09/20/2022	Regular	0.00	200.00	149461
10214	KC AUCTION DIRECT LLC	09/20/2022	Regular	0.00	1,417.08	149462
0594	KDHE-BUREAU OF WATER TECHNICA	09/20/2022	Regular	0.00	370.00	149463
3516	KUTAK ROCK LLP	09/20/2022	Regular	0.00	2,940.10	149464
0418	KWEA	09/20/2022	Regular	0.00	70.00	149465
11253	LEAVENWORTH COUNTY HUMANE S	09/20/2022	Regular	0.00	100.00	149466
11747	LENEXA PARK & RECREATION	09/20/2022	Regular	0.00	3,571.87	149467
8009	LIFE-ASSIST, INC	09/20/2022	Regular	0.00	20.77	149468
7604	M.R.P.P. INC.	09/20/2022	Regular	0.00	598.05	149469
7587	MCANANY OIL CO., INC.	09/20/2022	Regular	0.00	6,507.31	149470

Check Register

Packet: APPKT00452-CHECK RUN 9/20/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
12040	MELYSSA BRUCE	09/20/2022	Regular	0.00	40.00	149471
8189	MIDWEST PUBLIC RISK C/O THOMA	09/20/2022	Regular	0.00	459.00	149472
5116	MILLER SIGN SHOPPE LLC KIMBERLY	09/20/2022	Regular	0.00	1,995.00	149473
6849	MJV-A LLC	09/20/2022	Regular	0.00	219.00	149474
11810	MORIDGE MANUFACTURING, INC	09/20/2022	Regular	0.00	10,608.60	149475
12039	NAOMI RUFF	09/20/2022	Regular	0.00	125.00	149476
0947	O'REILLY AUTO STORES INC	09/20/2022	Regular	0.00	160.15	149477
11894	ORRICK & ERSKINE, LLP	09/20/2022	Regular	0.00	3,354.00	149478
3393	PACE ANALYTICAL	09/20/2022	Regular	0.00	48.87	149479
10020	PDC DIESEL AND AUTO LLC	09/20/2022	Regular	0.00	1,446.24	149480
11541	PEREGRINE CORPORATION	09/20/2022	Regular	0.00	923.91	149481
11867	PI MANAGED SERVICES LLC	09/20/2022	Regular	0.00	156.25	149482
6374	POLYDYNE INC	09/20/2022	Regular	0.00	2,970.00	149483
0562	POMP'S TIRE SERVICE, INC	09/20/2022	Regular	0.00	28.62	149484
7889	PREMIER AUTOMOTIVE OF BS LLC	09/20/2022	Regular	0.00	1,505.42	149485
11644	PROGRESSIVE ELECTRONICS INC	09/20/2022	Regular	0.00	322.50	149486
0646	PUSHWATER ENTERPRISES INC	09/20/2022	Regular	0.00	882.00	149487
12036	RACHEAL LARSON	09/20/2022	Regular	0.00	500.00	149488
8031	REDDI SERVICES INC	09/20/2022	Regular	0.00	1,419.15	149489
11773	RONALD TILDEN	09/20/2022	Regular	0.00	389.85	149490
3714	SAMS CLUB DIRECT COMMERCIAL C	09/20/2022	Regular	0.00	254.84	149491
11923	SANTA FE TOW SERVICE INC	09/20/2022	Regular	0.00	480.00	149492
7485	SCHULTE SUPPLY INC	09/20/2022	Regular	0.00	155.40	149493
8441	SHAWNEE COPY CENTER	09/20/2022	Regular	0.00	75.00	149494
7670	STAPLES CONTRACT & COMMERCIA	09/20/2022	Regular	0.00	91.58	149495
12031	SUZANNE HERN	09/20/2022	Regular	0.00	125.00	149496
12032	TAYLOR CAPPS	09/20/2022	Regular	0.00	25.00	149497
10879	TEUTONIC HOLDINGS LLC SYNDEO L	09/20/2022	Regular	0.00	218.83	149498
10854	THE JATH GROUP, INC	09/20/2022	Regular	0.00	227.68	149499
0591	TIRE TOWN	09/20/2022	Regular	0.00	139.50	149500
11556	U.S. BANK EQUIPMENT FINANCE	09/20/2022	Regular	0.00	14.78	149501
3025	U.S. VENTURE, INC	09/20/2022	Regular	0.00	1,395.32	149502
5824	ULINE, INC.	09/20/2022	Regular	0.00	143.89	149503
3736	UNIFIED TREASURER	09/20/2022	Regular	0.00	3,994.50	149504
6819	UNIFIRST CORPORATION	09/20/2022	Regular	0.00	782.99	149505
10838	URBAN CORRIDOR COORDINATED T	09/20/2022	Regular	0.00	50.00	149506
3088	VANCE BROTHERS, INC	09/20/2022	Regular	0.00	605.48	149507
8404	VESTA LEE LUMBER COMPANY	09/20/2022	Regular	0.00	22.00	149508
7375	WATCHMEN SECURITY SERVICES	09/20/2022	Regular	0.00	123.12	149509
1366	WATER ENVIRONMENT FEDERATION	09/20/2022	Regular	0.00	300.00	149510
12034	WENDY DORSSOM	09/20/2022	Regular	0.00	40.00	149511
1321	WESTLAKE HARDWARE	09/20/2022	Regular	0.00	1,139.53	149512
	Void	09/20/2022	Regular	0.00	0.00	149513
	Void	09/20/2022	Regular	0.00	0.00	149514
10810	WILLIAM F TUCKER	09/20/2022	Regular	0.00	600.00	149515
11505	WILLIAM H. TURLEY	09/20/2022	Regular	0.00	1,650.00	149516
3012	WORK ZONE	09/20/2022	Regular	0.00	427.50	149517

Check Register

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
11346	WY ECONOMIC DEVELOPMENT COL	09/20/2022	Regular	0.00	10,000.00	149518

Bank Code AP BANK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	206	99	0.00	515,448.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	206	102	0.00	515,448.43



Bonner Springs, KS

Expense Approval Report

By Vendor Name

Payment Dates 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 7484 - 1138, INC				
PO BOX 25406				
OVERLAND PARK, KS 66225-5406				
1138, INC	222882	09/20/2022	BACKGROUND CHECK	80.00
			MASSAGE THERAPY LIC X 4	
Vendor 7484 - 1138, INC Total:				80.00
Vendor: 0402 - ALDEN-HARRINGTON FUNERAL HOME				
220 OAK STREET				
BONNER SPRINGS, KS 66012				
ALDEN-HARRINGTON FUNERA	2360	09/20/2022	MAYOR'S BANQUET-2 FRESH	177.70
			ARRANG @88.85/EACH	
ALDEN-HARRINGTON FUNERA	2360	09/20/2022	MAYOR'S BANQUET-25 BUD	375.00
			VASES @ 15/EACH	
Vendor 0402 - ALDEN-HARRINGTON FUNERAL HOME Total:				552.70
Vendor: 10078 - AMAZON CAPITAL SERVICES, INC AMAZON CAPITAL SERVICES				
PO BOX 035184				
SEATTLE, WA 98124-5184				
AMAZON CAPITAL SERVICES, I	13FP-RVCK-CPWR	09/20/2022	CANDLE WARMERS FOR	279.90
			BIOMETRIC SCREENING EVEN	
AMAZON CAPITAL SERVICES, I	1417-GPMG-FGT4	09/20/2022	CANDLE WARMERS FOR	139.95
			BIOMETRIC SCREENING EVEN	
AMAZON CAPITAL SERVICES, I	14W6-M3XF-V3LP	09/20/2022	SIGNS FOR HALL WAY AND	584.95
			EVENTS	
AMAZON CAPITAL SERVICES, I	1VRF-HCM9-64VR	09/20/2022	CANDLE WAX WARMERS FOR	289.90
			BIOMETRIC SCREENING EVEN	
AMAZON CAPITAL SERVICES, I	1WTL-TFHT-6H3N	09/20/2022	2023 CALENDAR PLANNERS	52.26
			FOR REC STAFF X 3	
Vendor 10078 - AMAZON CAPITAL SERVICES, INC AMAZON CAPITAL SERVICES Total:				1,346.96
Vendor: 6730 - AMERICAN RESPONSE VEHICLES INC				
521 HILLSDALE ROAD				
COLUMBIA, MO 65201				
AMERICAN RESPONSE VEHICL	11988	09/20/2022	2522 A/C REPAIR	751.15
Vendor 6730 - AMERICAN RESPONSE VEHICLES INC Total:				751.15
Vendor: 7449 - APEX ENVIROTECH, INC.				
7111 W. 151 ST				
#338				
OVERLAND PARK, KS 66223-2231				
APEX ENVIROTECH, INC.	CSM03.001 AUG 2022	09/20/2022	CSM SAMPLING-AUGUST 202	2,676.00
Vendor 7449 - APEX ENVIROTECH, INC. Total:				2,676.00
Vendor: 5184 - AT & T MOBILITY				
P O BOX 6463				
CAROL STREAM, IL 60197-6463				
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12	135.60
			-8/11/2022	
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12	50.25
			-8/11/2022	
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12	725.02
			-8/11/2022	
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12	135.60
			-8/11/2022	
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12	1,321.66
			-8/11/2022	
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12	187.95
			-8/11/2022	

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12 -8/11/2022	274.39
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12 -8/11/2022	322.19
AT & T MOBILITY	287288930469Z08192022	09/20/2022	MOBILE PHONE SERVICE 7/12 -8/11/2022	45.20
Vendor 5184 - AT & T MOBILITY Total:				3,197.86

Vendor: 7913 - AT&T

PO BOX 5014

CAROL STREAM, IL 60197-5014

AT&T	117079761 9-9/10-9-2022	09/19/2022	POOL INTERNET 9/9-10/9/20	69.55
Vendor 7913 - AT&T Total:				69.55

Vendor: 2470 - ATMOS ENERGY

P.O. BOX 740353

CINCINNATI, OH 45274-0353

ATMOS ENERGY	0002148	09/20/2022	GAS SERVICE	184.75
ATMOS ENERGY	0002148	09/20/2022	GAS SERVICE	177.02
ATMOS ENERGY	0002148	09/20/2022	GAS SERVICE	115.05
ATMOS ENERGY	0002148	09/20/2022	GAS SERVICE	151.92
ATMOS ENERGY	0002148	09/20/2022	GAS SERVICE	115.05
ATMOS ENERGY	0002148	09/20/2022	GAS SERVICE	5.81
Vendor 2470 - ATMOS ENERGY Total:				749.60

Vendor: 6536 - BANKCARD PROCESSING CENTER

PO BOX 6818

CAROL STREAM, IL 60197-6818

BANKCARD PROCESSING CEN	0002155	09/20/2022	NITRILE GLOVES	157.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	WW EXAM- J WISTHOFF	25.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	WW EXAM-S HARRISON	25.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	ANNUAL COMM LIC FOR SCADA SYS-WWTP & WTP	617.50
BANKCARD PROCESSING CEN	0002155	09/20/2022	PUMP ALARM SWITCH- WWTP	69.99
BANKCARD PROCESSING CEN	0002155	09/20/2022	NITRILE GLOVES	157.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	POWER WASHER- WWTP	299.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	ONLINE WATER TREAT PLAN OPER COURSE-G ISTAS	159.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	WW EXAM- J ALTHOUSE	25.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	WW EXAM- C WORRALL	25.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	WW EXAM- A ESCOBAR	25.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	J ALTHOUSE- WATER TEST EXAM IN WICHITA, KS	10.00
BANKCARD PROCESSING CEN	0002155	09/20/2022	ANNUAL COMM LIC FOR SCADA SYS-WWTP & WTP	617.50
BANKCARD PROCESSING CEN	0002155	09/20/2022	NITRILE GLOVES	157.00
BANKCARD PROCESSING CEN	0002156	09/20/2022	KSGFOA CONFERENCE- LAPLANTE	250.00
BANKCARD PROCESSING CEN	0002157	09/20/2022	PIZZA PARTY FOR CUSTOMER	39.96
BANKCARD PROCESSING CEN	0002157	09/20/2022	PIZZA PARTY FOR CUSTOMER	49.95
BANKCARD PROCESSING CEN	0002157	09/20/2022	HOME DEPOT-5 MURIATIC ACIDES FOR SWIM POOL	59.80
BANKCARD PROCESSING CEN	0002158	09/20/2022	GLASS REPLACEMENT VID #2581	347.00
BANKCARD PROCESSING CEN	0002158	09/20/2022	VEHICLE GRAPHIC SUPPLIES	2,186.98
BANKCARD PROCESSING CEN	0002159	09/20/2022	20 TRAFFIC CONES	816.49
BANKCARD PROCESSING CEN	0002160	09/20/2022	SOCCER UNIFORMS	866.70
BANKCARD PROCESSING CEN	0002160	09/20/2022	SOCCER UNIFORMS	208.32
BANKCARD PROCESSING CEN	0002161	09/20/2022	TRAINING CLASS	60.00
BANKCARD PROCESSING CEN	0002161	09/20/2022	ADOBE SOFTWARE	29.99
BANKCARD PROCESSING CEN	0002161	09/20/2022	MONTHLY CAR WASHES	27.99
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO-SUPPLIES	643.85
BANKCARD PROCESSING CEN	0002161	09/20/2022	CABLE SERVICES	87.38
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO HEADLAMPS	61.12

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO HEADLAMPS- TAX REFUND	-5.23
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO-SUPPLIES	59.82
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO-SUPPLIES	37.98
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO-SUPPLIES	68.36
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO-SUPPLIES	133.75
BANKCARD PROCESSING CEN	0002161	09/20/2022	COSTCO-SUPPLIES	79.98
BANKCARD PROCESSING CEN	0002161	09/20/2022	VEHICLE GRAPHIC SUPPLIES	590.00
BANKCARD PROCESSING CEN	0002162	09/20/2022	RYSTROM DRONE TEST-PSI SERVICES	175.00
BANKCARD PROCESSING CEN	0002162	09/20/2022	HEDRICK TRAINING-FBI DEED	695.00
BANKCARD PROCESSING CEN	0002162	09/20/2022	CIKO VET BILL-AID ANIMAL HOSPIT	411.84
BANKCARD PROCESSING CEN	0002162	09/20/2022	SERV AWARD-MIDWEST ENGRAVERS	39.50
BANKCARD PROCESSING CEN	0002162	09/20/2022	MAILBOX TAG	5.00
BANKCARD PROCESSING CEN	0002162	09/20/2022	DRONE LICENSE-FAA	10.00
BANKCARD PROCESSING CEN	0002162	09/20/2022	TOLL-NORTHWEST PARKWAY	6.60
BANKCARD PROCESSING CEN	0002163	09/20/2022	BINDER FOR PARK PLAYGROUND INSP SHEETS	5.82
BANKCARD PROCESSING CEN	0002163	09/20/2022	WATER GARDEN MAINT SUPPLIES- CENT PARK	97.91
BANKCARD PROCESSING CEN	0002163	09/20/2022	DOG WASTE BAGS AND TRASH CAN LINERS	229.58
BANKCARD PROCESSING CEN	0002164	09/20/2022	FALL REFRESHER TRAINING	180.00
BANKCARD PROCESSING CEN	0002164	09/20/2022	MEMBERSHIP DUES- MID STATE ORG CRIME	37.50
BANKCARD PROCESSING CEN	0002164	09/20/2022	ADOBE PDF EDITOR SOFTWARE	257.87
BANKCARD PROCESSING CEN	0002164	09/20/2022	RANGE/ACO DUMPSTER	210.45
BANKCARD PROCESSING CEN	0002164	09/20/2022	HARBOR FREIGHT-AC FACILITY IMPUROVEMENT SUPPLY	79.99
BANKCARD PROCESSING CEN	0002164	09/20/2022	HARBOR FREIGHTAC FACILITY IMPUROVEMENT SUPPLY	65.75
BANKCARD PROCESSING CEN	0002164	09/20/2022	GERKEN RENTAL-AC FACILITY TOOL RENTAL	39.61
BANKCARD PROCESSING CEN	0002164	09/20/2022	HARBOR FREIGHT-AC FACILITY IMPUROVEMENT SUPPLY	17.52
BANKCARD PROCESSING CEN	0002164	09/20/2022	CREDIT VOUCHER RETURN	-109.55
BANKCARD PROCESSING CEN	0002164	09/20/2022	LOWES-AC FACILITY IMPUROVEMENT SUPPLY	4.56
BANKCARD PROCESSING CEN	0002164	09/20/2022	CREDIT VOUCHER-SALES TAX	-3.31
BANKCARD PROCESSING CEN	0002164	09/20/2022	HARBOR FREIGHT-CREDIT VOUCHER	-17.52
BANKCARD PROCESSING CEN	0002164	09/20/2022	CREDIT VOUCHER RETURN	-28.47
BANKCARD PROCESSING CEN	0002164	09/20/2022	CREDIT VOUCHER RETURN	-46.41
BANKCARD PROCESSING CEN	0002164	09/20/2022	HARBOR FREIGHT-SALE TAX RETURN	-65.75
BANKCARD PROCESSING CEN	0002164	09/20/2022	HARBOR FREIGHT-AC FACILITY IMPUROVEMENT SUPPLY	15.98
BANKCARD PROCESSING CEN	0002164	09/20/2022	LOWES-AC FACILITY IMPUROVEMENT SUPPLY	663.22
BANKCARD PROCESSING CEN	0002165	09/20/2022	ANNUAL SERV FEE-DROPBOX	1,440.00
BANKCARD PROCESSING CEN	0002166	09/20/2022	SHRM REGISTRATION	1,295.00
BANKCARD PROCESSING CEN	0002167	09/20/2022	DISPATCH SOFTWARE SUB	130.00
BANKCARD PROCESSING CEN	0002167	09/20/2022	KTAG	45.70
BANKCARD PROCESSING CEN	0002167	09/20/2022	OIL CHANGE	111.57
BANKCARD PROCESSING CEN	0002167	09/20/2022	FIRE HOSE STRAPS	516.00
BANKCARD PROCESSING CEN	0002167	09/20/2022	SMALL TOOLS	78.94
BANKCARD PROCESSING CEN	0002168	09/20/2022	MITER SAW & GRINDER PW MAINT SHOP	308.00
BANKCARD PROCESSING CEN	0002168	09/20/2022	CORDLESS TOOL SET & NAIL GUN PW MAINT SHOP	624.98
BANKCARD PROCESSING CEN	0002169	09/20/2022	CAMP SUPPLIES FOR 2023	2,614.78

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
BANKCARD PROCESSING CEN	0002170	09/20/2022	CERTIFIED MAILINGS FOR RHI	24.27
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	36.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	6.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	9.33
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	54.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	TIBLOW DAYS STAFF BREAK ROOM SUPPLIES	55.34
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	12.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAIL NEWSLETTER PROG RENEWAL	682.12
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	24.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	LETTER HEAD	151.50
BANKCARD PROCESSING CEN	0002170	09/20/2022	LAMINATOR SHEETS	54.72
BANKCARD PROCESSING CEN	0002170	09/20/2022	RAYNOR BUSINESS CARDS	49.49
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	48.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	12.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	48.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	168.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	18.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	71.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	30.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	30.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	6.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	6.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	6.00
BANKCARD PROCESSING CEN	0002170	09/20/2022	EMAILS	6.00
Vendor 6536 - BANKCARD PROCESSING CENTER Total:				20,819.61

Vendor: 10140 - BEVERLY S MILLS

634 N NETTLETON

BONNER SPRINGS, KS 66012

BEVERLY S MILLS	22-226	09/20/2022	MARION VAUGHN AWARD PLAQUE	88.00
Vendor 10140 - BEVERLY S MILLS Total:				88.00

Vendor: 7416 - BG CONSULTANTS, INC

1405 WAKARUSA DRIVE

LAWRENCE, KS 66049

BG CONSULTANTS, INC	20-1413 I (23)	09/20/2022	Owners Representative Services - Water Plant Proj	735.00
BG CONSULTANTS, INC	21-1307 L (3)	09/20/2022	Engineering for Traffic Signal Modernization Proj	980.00
BG CONSULTANTS, INC	21-1398 L (8)	09/20/2022	Lift Station No. 2 Replacement Preliminary Desi	2,000.00
BG CONSULTANTS, INC	22-1301 I (2)	09/20/2022	Owners Rep services with Lift Station #2 Project	1,102.50
Vendor 7416 - BG CONSULTANTS, INC Total:				4,817.50

Vendor: 0121 - BONNER SPGS LIBRARY

201 N NETTLETON

BONNER SPRINGS, KS 66012

BONNER SPGS LIBRARY	0002171	09/20/2022	WY CO TAX DISTRIBUTION	22,063.59
Vendor 0121 - BONNER SPGS LIBRARY Total:				22,063.59

Vendor: 11759 - BURNS & MCDONNELL

BONNER SPRINGS JV

PO BOX 411883

KANSAS CITY, MO 64141-1883

BURNS & MCDONNELL	#1	09/20/2022	Phase I Design/Build services for Lift Station #2	35,548.20
BURNS & MCDONNELL	#2	09/20/2022	Phase II Water Treatment Facility Project	267,632.45
Vendor 11759 - BURNS & MCDONNELL Total:				303,180.65

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 0204 - CHAMBER OF COMMERCE BONNER SPRINGS-EDWARDSVILLE				
PO BOX 548				
309 OAK ST				
BONNER SPRINGS, KS 66012-1445				
CHAMBER OF COMMERCE BO	789	09/20/2022	APRIL LUNCHEON-VOGAN AND GILLILAND	30.00
Vendor 0204 - CHAMBER OF COMMERCE BONNER SPRINGS-EDWARDSVILLE Total:				30.00
Vendor: 11793 - CHARTER COMMUNICATIONS HOLDINGS, LLC				
PO BOX 6030				
CAROL STREAM, IL 60197-6030				
CHARTER COMMUNICATIONS H	99865090622	09/20/2022	INTERNET BILL	240.65
Vendor 11793 - CHARTER COMMUNICATIONS HOLDINGS, LLC Total:				240.65
Vendor: 12038 - CINDY PAYNE				
111 EMERSON				
BONNER SPRINGS, KS 66021-				
CINDY PAYNE	INV00049	09/20/2022	OVERPMT WEED MOWING PD THROUGH TAX ASSESSME	125.00
Vendor 12038 - CINDY PAYNE Total:				125.00
Vendor: 10027 - CINTAS				
P.O. BOX 88005				
CHICAGO, IL 60680-1005				
CINTAS	4131389347	09/20/2022	BUILDING SUPPLIES	224.67
CINTAS	4131393260	09/20/2022	MATS, SCREENS-CITY HALL	190.93
Vendor 10027 - CINTAS Total:				415.60
Vendor: 0213 - COLEMAN EQUIPMENT INC				
P O BOX 456				
BONNER SPRINGS, KS 66012				
COLEMAN EQUIPMENT INC	544965	09/20/2022	MOTOMIX FUEL FOR POWER EQUIP	76.00
Vendor 0213 - COLEMAN EQUIPMENT INC Total:				76.00
Vendor: 10136 - COMPLIANCEONE				
2121 SW CHELSEA DRIVE				
TOPEKA, KS 66614				
COMPLIANCEONE	295983	09/20/2022	AUGUST 2022 DRUG POOL ACCT G45452	293.25
COMPLIANCEONE	295983	09/20/2022	AUGUST 2022 DRUG POOL ACCT G45452	89.25
COMPLIANCEONE	296445	09/20/2022	AUGUST 2022 DRUG POOL ACCT CI4050	44.00
COMPLIANCEONE	296445	09/20/2022	AUGUST 2022 DRUG POOL ACCT CI4050	24.75
COMPLIANCEONE	296445	09/20/2022	AUGUST 2022 DRUG POOL ACCT CI4050	19.25
COMPLIANCEONE	296445	09/20/2022	AUGUST 2022 DRUG POOL ACCT CI4050	5.50
Vendor 10136 - COMPLIANCEONE Total:				476.00
Vendor: 2216 - CROSBY PLUMBING				
16040 LINWOOD ROAD				
BONNER SPRINGS, KS 66012				
CROSBY PLUMBING	27411536	09/20/2022	Grinder Pump Replacement at 13521 Pioneer Drive	6,200.00
CROSBY PLUMBING	27616587	09/20/2022	ACO FACILITY REPAIRS	2,128.70
Vendor 2216 - CROSBY PLUMBING Total:				8,328.70
Vendor: 10911 - CULINARY VENTURES LTD DBA ROSS CATERING				
2407 W. 105TH STREET				
LEAWOOD, KS 66202				
CULINARY VENTURES LTD DBA	2174	09/20/2022	MAYOR'S BANQUEST CATERING 150 X 27.50	4,125.00
CULINARY VENTURES LTD DBA	2174	09/20/2022	TABLE CLOTHES	125.00
Vendor 10911 - CULINARY VENTURES LTD DBA ROSS CATERING Total:				4,250.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 12018 - CYNTOX LLC				
PO BOX 930				
JACKSON, NJ 08527-				
CYNTOX LLC	173978	09/20/2022	BIO HAZARD WASTE REMOVA	164.80
Vendor 12018 - CYNTOX LLC Total:				164.80
Vendor: 11924 - DANA SAFETY SUPPLY				
PO BOX 117297				
ATLANTA, GA 30368-7297				
DANA SAFETY SUPPLY	809832	09/20/2022	BODY ARMOR	2,204.98
Vendor 11924 - DANA SAFETY SUPPLY Total:				2,204.98
Vendor: 0014 - DEFFENBAUGH INDUSTRIES INC WM CORPORATE SERVICES INC				
AS PAYMENT AGENT				
PO BOX 4648				
CAROL STREAM, IL 60197-4648				
DEFFENBAUGH INDUSTRIES I	1608-4861-8	09/20/2022	SLUDGE HAULING 8/16-8/31/2022	3,877.43
DEFFENBAUGH INDUSTRIES I	6850003-4858-9	09/20/2022	IMPACT CHARGE- WWTP DUMPSTER	2.50
DEFFENBAUGH INDUSTRIES I	6850047-4858-6	09/20/2022	DUMPSTER SERV AQUATIC PARK 8/1-8/31/2022	1,197.27
DEFFENBAUGH INDUSTRIES I	6857249-4858-1	09/20/2022	DUMPSTER SERVICE	210.45
DEFFENBAUGH INDUSTRIES I	6864096-4858-7	09/20/2022	40 YD DUMPSTER SERVICE 12401 KAW DR 8/2-8/31/202	590.72
Vendor 0014 - DEFFENBAUGH INDUSTRIES INC WM CORPORATE SERVICES INC Total:				5,878.37
Vendor: 12035 - ESCOBAR TREE AND LAWN SERVICES LLC				
4734 SKYLINE DRIVE				
ROELAND PARK, KS 66205-				
ESCOBAR TREE AND LAWN SE	0002147	09/20/2022	ACO FACILITY REPAIRS	4,000.00
Vendor 12035 - ESCOBAR TREE AND LAWN SERVICES LLC Total:				4,000.00
Vendor: 5420 - EVERETT MILBERGER PEST CONTROL				
5600 HARRY TRUMAN DR				
GRANDVIEW, MO 64030				
EVERETT MILBERGER PEST CO	998920	09/20/2022	SENTRICON SEMI ANNUAL	150.00
Vendor 5420 - EVERETT MILBERGER PEST CONTROL Total:				150.00
Vendor: 10964 - EVERGY FKA KCP&L				
PO BOX 219330				
KANSAS CITY, MO 64121-9330				
EVERGY FKA KCP&L	5302265559 AUG 2022	09/20/2022	SIREN 631 N 126TH STREET	28.82
EVERGY FKA KCP&L	8816867433 AUG 2022	09/20/2022	MUNICIPAL ST LIGHT-LED-2MLL 7/31-8/31/2022	473.80
EVERGY FKA KCP&L	9359-44-2971 AUG 2022	09/20/2022	SIREN 708 S. 122ND ST	27.99
Vendor 10964 - EVERGY FKA KCP&L Total:				530.61
Vendor: 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC				
PO BOX 219915				
KANSAS CITY, MO 64121-9915				
EVERGY KANSAS CENTRAL INC	0002126	09/20/2022	ELECTRIC SERVICE-MULTIPLE	86.48
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	3,739.49
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	126.01
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	3,093.85
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	3,468.92
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	67.04
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	85.40
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	2,328.80
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	604.66
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	10,566.17
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	8,529.71
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	278.47
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	243.50
EVERGY KANSAS CENTRAL INC	0002130	09/20/2022	ELECTRIC SERVICE-MULTIPLE	2,637.99

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
EVERGY KANSAS CENTRAL INC	0002149	09/20/2022	ELECTRICAL SERVICE-POLICE DEPT	3,328.11
EVERGY KANSAS CENTRAL INC	7728399519-TIBLOW	09/20/2022	ELECTRICAL SERVICE-TIBLOW DAYS	607.51
Vendor 10942 - EVERGY KANSAS CENTRAL INC FKA WESTAR ENERGY INC Total:				39,792.11

Vendor: 5516 - EXECUTIVE MARKETING PROMOTIONS
10601 N AMBASSADOR DRIVE K
KANSAS CITY, MO 64153

EXECUTIVE MARKETING PRO	822731	09/20/2022	SOCCER UNIFORMS-SCREEN PRINTING	965.50
EXECUTIVE MARKETING PRO	82815	09/20/2022	FALL BALL UNIFORMS	493.00
Vendor 5516 - EXECUTIVE MARKETING PROMOTIONS Total:				1,458.50

Vendor: 4342 - FELDMANS
1332 W KANSAS ST
LIBERTY, MO 64068-2379

FELDMANS	322011	09/20/2022	AC FACILITY REPAIR MATERIAL	398.25
FELDMANS	322012	09/20/2022	RATCHET STRAP	15.99
FELDMANS	798499	09/20/2022	AC FACILITY KENNEL DOORS	1,067.96
Vendor 4342 - FELDMANS Total:				1,482.20

Vendor: 10572 - FELLOWSHIP WEST CHURCH
303 S. BLUEGRASS DRIVE
BONNER SPRINGS, KS 66012

FELLOWSHIP WEST CHURCH	42364599	09/20/2022	GYM RENTAL CANCELLED 9/14/2022	210.00
FELLOWSHIP WEST CHURCH	42364599	09/20/2022	REFUND DEPOSIT	100.00
FELLOWSHIP WEST CHURCH	42364599	09/20/2022	CANCELLATION FEES	-102.50
Vendor 10572 - FELLOWSHIP WEST CHURCH Total:				207.50

Vendor: 11686 - FIRE RECOVERY EMS
3223 N. WILKE ROAD
ARLINGTON HEIGHTS, IL 60004-

FIRE RECOVERY EMS	15097	09/20/2022	AUGUST AMBULANCE PAYMENTS	1,915.56
Vendor 11686 - FIRE RECOVERY EMS Total:				1,915.56

Vendor: 11792 - FREESE AND NICHOLS, INC
PO BOX 980004
FORT WORTH, TX 76198-0004

FREESE AND NICHOLS, INC	1341922	09/20/2022	Unified Development Ordinance Phases 2 & 3	9,278.63
Vendor 11792 - FREESE AND NICHOLS, INC Total:				9,278.63

Vendor: 2755 - FTC EQUIPMENT LLC
5238 WINNER ROAD
KANSAS CITY, MO 64127

FTC EQUIPMENT LLC	15651	09/20/2022	PUMP REMOVAL AFTER ELECTRICAL FIRE EQUIP/MAIN REPA	745.00
Vendor 2755 - FTC EQUIPMENT LLC Total:				745.00

Vendor: 7858 - GALLS, LLC
PO BOX 71628
CHICAGO, IL 60694-1628

GALLS, LLC	21794078	09/20/2022	UNIFORM ITEMS	70.40
Vendor 7858 - GALLS, LLC Total:				70.40

Vendor: 10924 - GO CAR WASH MGMT CORP
925 S GILBERT RD SUITE 205
MESA, AZ 85204-4440

GO CAR WASH MGMT CORP	INV0996	09/20/2022	JULY CASH WASH	180.00
GO CAR WASH MGMT CORP	INV1061	09/20/2022	AUG CAR WASH	150.00
GO CAR WASH MGMT CORP	INV566	09/20/2022	OCTOBER 2021 CAR WASHES	234.00
GO CAR WASH MGMT CORP	INV862	09/20/2022	MAY CAR WASH	279.00
Vendor 10924 - GO CAR WASH MGMT CORP Total:				843.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 7383 - GREAT PLAINS SOCIETY FOR PREVENTION CRUELTY TO ANIMALS				
GREAT PLAINS SPCA 5428 ANTIOCH DRIVE MERRIAM, KS 66202				
GREAT PLAINS SOCIETY FOR P	0822BS	09/20/2022	ANIMAL SHETER TRANSFERS	970.00
Vendor 7383 - GREAT PLAINS SOCIETY FOR PREVENTION CRUELTY TO ANIMALS Total:				970.00
Vendor: 1532 - GT DISTRIBUTORS				
1124 NEW MEISTER LANE, SUITE 100 PFLUGERVILLE, TX 78660-6937				
GT DISTRIBUTORS	INV0921141	09/20/2022	UNIFORM ITEMS	101.70
GT DISTRIBUTORS	UNIV0006202	09/20/2022	UNIFORM ITEMS	237.60
Vendor 1532 - GT DISTRIBUTORS Total:				339.30
Vendor: 4275 - HAYNES EQUIPMENT CO INC				
15725 PFLUMM RD OLATHE, KS 66062				
HAYNES EQUIPMENT CO INC	27774E	09/20/2022	REPLACE GRINDER PUMP-S TWIST DRIVE	2,745.00
Vendor 4275 - HAYNES EQUIPMENT CO INC Total:				2,745.00
Vendor: 7242 - HELGET GAS PRODUCTS INC				
PO BOX 24246 OMAHA, NE 68124-0246				
HELGET GAS PRODUCTS INC	1916822	09/20/2022	EMS OXYGEN CONTRACT	101.92
Vendor 7242 - HELGET GAS PRODUCTS INC Total:				101.92
Vendor: 11940 - JOHN DAMIAN JOHNSON				
1202 PEACH STREET EUDORA, KS 66025-				
JOHN DAMIAN JOHNSON	DJC2022	09/20/2022	CITY BAND ASST DIRECTOR 2ND PAYMENT	758.00
Vendor 11940 - JOHN DAMIAN JOHNSON Total:				758.00
Vendor: 11598 - JOHNSON & WYANDOTTE COUNCIL OF MAYORS				
LIZ RUBACK 100 E. SANTA FE STREET OLATHE, KS 66062-				
JOHNSON & WYANDOTTE CO	0002127	09/20/2022	ANNUAL DUES 2021-2022	350.00
Vendor 11598 - JOHNSON & WYANDOTTE COUNCIL OF MAYORS Total:				350.00
Vendor: 5345 - JOHNSON COUNTY WASTEWATER				
PO BOX 219948 KANSAS CITY, MO 64121-9948				
JOHNSON COUNTY WASTEWA	0002151	09/20/2022	WW CHARGES 8/1-8/31/2022	696.75
Vendor 5345 - JOHNSON COUNTY WASTEWATER Total:				696.75
Vendor: 12033 - KAYLIE VITT				
545 CREST CIRCLE BONNER SPRINGS, KS 66012-				
KAYLIE VITT	35627546	09/20/2022	DEPOSIT REFUND- SUNFLOWER ROOM WITH KIT	200.00
Vendor 12033 - KAYLIE VITT Total:				200.00
Vendor: 10214 - KC AUCTION DIRECT LLC				
6615 WOODLAND DRIVE SHAWNEE, KS 66218-				
KC AUCTION DIRECT LLC	22686	09/20/2022	UNIT 54	683.28
KC AUCTION DIRECT LLC	22688	09/20/2022	UNIT 68	733.80
Vendor 10214 - KC AUCTION DIRECT LLC Total:				1,417.08
Vendor: 0594 - KDHE-BUREAU OF WATER TECHNICAL SERVICES SECTION				
1000 SW JACKSON ST, STE 420 ATTN: PERMIT CLERK TOPEKA, KS 66612-1367				
KDHE-BUREAU OF WATER TEC	0002128	09/20/2022	ANNUAL PERMIT FEE PERMIT NO M-KS06-0002	370.00
Vendor 0594 - KDHE-BUREAU OF WATER TECHNICAL SERVICES SECTION Total:				370.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 3516 - KUTAK ROCK LLP				
P O BOX 30057				
OMAHA, NE 68103-1157				
KUTAK ROCK LLP	3095857	09/20/2022	LEGAL SERV FOR SANDSTONE RHID	2,940.10
Vendor 3516 - KUTAK ROCK LLP Total:				2,940.10
Vendor: 0418 - KWEA				
6209 SW 24TH TERRACE				
TOPEKA, KS 66614				
KWEA	0002152	09/20/2022	WATER DIST CLASS I-ESCOBAR	70.00
Vendor 0418 - KWEA Total:				70.00
Vendor: 11253 - LEAVENWORTH COUNTY HUMANE SOCIETY, INC				
ATTN: TREASURER				
100 W. GILMAN ROAD				
LANSING, KS 66043				
LEAVENWORTH COUNTY HU	BS-0822	09/20/2022	ANIMAL SHELTER TRANSFERS	100.00
Vendor 11253 - LEAVENWORTH COUNTY HUMANE SOCIETY, INC Total:				100.00
Vendor: 11747 - LENEXA PARK & RECREATION				
MARISA SHARTZER				
17201 W. 87TH STREET PARKWAY				
LENEXA, KS 66219-				
LENEXA PARK & RECREATION	0002129	09/20/2022	GRAND O' OPRY	637.86
LENEXA PARK & RECREATION	0002129	09/20/2022	GOLDEN EAGLE CASINO	288.55
LENEXA PARK & RECREATION	0002129	09/20/2022	ARKANSAS (CRYSTAL BRIDGES	2,478.86
LENEXA PARK & RECREATION	0002129	09/20/2022	SAC & FOX CASINO	166.60
Vendor 11747 - LENEXA PARK & RECREATION Total:				3,571.87
Vendor: 8009 - LIFE-ASSIST, INC				
11277 SUNRISE PARK DRIVE				
RANCHO CORDOVA, CA 95742				
LIFE-ASSIST, INC	1248994	09/20/2022	PEDIATRIC SCAP VEIN NEEDLE 21 GA	20.77
Vendor 8009 - LIFE-ASSIST, INC Total:				20.77
Vendor: 7604 - M.R.P.P. INC.				
PO BOX 2305				
KANSAS CITY, KS 66110				
M.R.P.P. INC.	4776	09/20/2022	RESOLUTION NO 2022-13	324.09
M.R.P.P. INC.	4789	09/20/2022	TIBLOW TRANSIT	11.88
M.R.P.P. INC.	4813	09/20/2022	NOTICE OF PUBLIC HEARING-KDHE RLF	33.93
M.R.P.P. INC.	4847	09/20/2022	NOTICE OF PUBLIC HEARING-BSRZ-01-22	42.12
M.R.P.P. INC.	4848	09/20/2022	ORDINANCE NO 2531	33.93
M.R.P.P. INC.	4865	09/20/2022	ORDINANCE NO 2531	36.27
M.R.P.P. INC.	4866	09/20/2022	RESOLUTION 2022-15	35.10
M.R.P.P. INC.	4867	09/20/2022	NOTICE OF BUDGET HEARING	80.73
Vendor 7604 - M.R.P.P. INC. Total:				598.05
Vendor: 7587 - MCANANY OIL CO., INC.				
PO BOX 906				
OLATHE, KS 66051				
MCANANY OIL CO., INC.	9190	09/20/2022	MOTOR FUEL	6,507.31
Vendor 7587 - MCANANY OIL CO., INC. Total:				6,507.31
Vendor: 12040 - MELYSSA BRUCE				
20929 147TH STREET				
BASEHOR, KS 66007-				
MELYSSA BRUCE	44974561	09/20/2022	VOLLEYBALL REGISTRATION	50.00
MELYSSA BRUCE	44974561	09/20/2022	REFUND MINUS ADMIN FEE	-10.00
Vendor 12040 - MELYSSA BRUCE Total:				40.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 8189 - MIDWEST PUBLIC RISK C/O THOMAS MCGEE L.C.				
PO BOX 419013 KANSAS CITY, MO 64141-				
MIDWEST PUBLIC RISK C/O T	MPR210671	09/20/2022	LEGAL COUNSEL FOR 6/1 PD TVI INCIDENT	459.00
Vendor 8189 - MIDWEST PUBLIC RISK C/O THOMAS MCGEE L.C. Total:				459.00
Vendor: 5116 - MILLER SIGN SHOPPE LLC KIMBERLY S MILLER				
KIM MILLER 15146 174TH ST BONNER SPGS, KS 66012				
MILLER SIGN SHOPPE LLC KIM	28156	09/20/2022	WAYFINDING SIGNAGE	1,995.00
Vendor 5116 - MILLER SIGN SHOPPE LLC KIMBERLY S MILLER Total:				1,995.00
Vendor: 6849 - MJV-A LLC				
MISTY OSBORN 13613 S US 71 HWY. GRANDVIEW, MO 64030				
MJV-A LLC	1234000-083122	09/20/2022	UNIFORM CLEANING	219.00
Vendor 6849 - MJV-A LLC Total:				219.00
Vendor: 11810 - MORIDGE MANUFACTURING, INC				
PO BOX 810 MOUNDRIDGE, KS 67107-				
MORIDGE MANUFACTURING,	998874	09/20/2022	Sweeper Units for Grasshopper Equipment	10,608.60
Vendor 11810 - MORIDGE MANUFACTURING, INC Total:				10,608.60
Vendor: 12039 - NAOMI RUFF				
205 LOCUST BONNER SPRINGS, KS 66012-				
NAOMI RUFF	INV00046	09/20/2022	OVERMPT WEED MOWING 207 N NECONI PD THROUGH T	125.00
Vendor 12039 - NAOMI RUFF Total:				125.00
Vendor: 0947 - O'REILLY AUTO STORES INC				
P O BOX 9464 SPRINGFIELD, MO 65801-9464				
O'REILLY AUTO STORES INC	0264-175549	09/20/2022	UNIT 69	7.99
O'REILLY AUTO STORES INC	0264-178129	09/20/2022	UNIT 63	9.99
O'REILLY AUTO STORES INC	264-168586	09/20/2022	BELT FOR BACK HOE-VID #580	18.71
O'REILLY AUTO STORES INC	264-172885	09/20/2022	SOCKET HOLDERS	19.98
O'REILLY AUTO STORES INC	264-173516	09/20/2022	BATTERY FOR PORTABLE GENERATOR VID#528	103.48
Vendor 0947 - O'REILLY AUTO STORES INC Total:				160.15
Vendor: 11894 - ORRICK & ERSKINE, LLP				
11900 COLLEGE BLVD, SUITE 203 OVERLAND PARK, KS 66203-				
ORRICK & ERSKINE, LLP	0002150	09/20/2022	ORRICK ATTORNEY FEES	3,354.00
Vendor 11894 - ORRICK & ERSKINE, LLP Total:				3,354.00
Vendor: 3393 - PACE ANALYTICAL				
PO BOX 684056 CHICAGO, IL 60695-4056				
PACE ANALYTICAL	2260166458	09/20/2022	wtp backwash sample0wtp	48.87
Vendor 3393 - PACE ANALYTICAL Total:				48.87
Vendor: 10020 - PDC DIESEL AND AUTO LLC				
2910 LORING DR STE B BONNER SPRINGS, KS 66012				
PDC DIESEL AND AUTO LLC	2998	09/20/2022	2522 VEHICLE REPAIR- EMMISSIONS	1,446.24
Vendor 10020 - PDC DIESEL AND AUTO LLC Total:				1,446.24

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 11541 - PEREGRINE CORPORATION				
PO BOX 14190				
MONROE, LA 71207-4190				
PEREGRINE CORPORATION	487995	09/20/2022	SECT AUGUST UTIL BILLS (699/665)	361.01
PEREGRINE CORPORATION	489890	09/20/2022	SECT 2 SEPTEMBER UTIL BILLS (1008/970)	562.90
Vendor 11541 - PEREGRINE CORPORATION Total:				923.91
Vendor: 11867 - PI MANAGED SERVICES LLC				
PO BOX 844725				
KANSAS CITY, MO 64184-4725				
PI MANAGED SERVICES LLC	3193	09/20/2022	IT SERVICE	125.00
PI MANAGED SERVICES LLC	3221	09/20/2022	IT SERVICE	31.25
Vendor 11867 - PI MANAGED SERVICES LLC Total:				156.25
Vendor: 6374 - POLYDYNE INC				
P O BOX 404642				
ATLANTA, GA 30384-4642				
POLYDYNE INC	1666964	09/20/2022	4 DRUMS-CLARIFLOC	2,970.00
Vendor 6374 - POLYDYNE INC Total:				2,970.00
Vendor: 0562 - POMP'S TIRE SERVICE, INC				
PO BOX 88697				
MILWAUKEE, WI 53288-8697				
POMP'S TIRE SERVICE, INC	1230035900	09/20/2022	REPLACE CAPS DUE TO LOW PRESSURE PROB VID 522	28.62
Vendor 0562 - POMP'S TIRE SERVICE, INC Total:				28.62
Vendor: 7889 - PREMIER AUTOMOTIVE OF BS LLC				
1800 N 100TH TERR				
KANSAS CITY, KS 66109				
PREMIER AUTOMOTIVE OF BS	510953	09/20/2022	BRAKE SWITCH ASSEMBLY	35.92
PREMIER AUTOMOTIVE OF BS	643923	09/20/2022	REPLACE RD OUTER TIE ROD	1,442.00
PREMIER AUTOMOTIVE OF BS	643938	09/20/2022	END ALIGNED-VID 562	27.50
			TIRE PATCH-VID #523	
Vendor 7889 - PREMIER AUTOMOTIVE OF BS LLC Total:				1,505.42
Vendor: 11644 - PROGRESSIVE ELECTRONICS INC				
6120 ARLINGTON AVE				
RAYTOWN, MO 64133-				
PROGRESSIVE ELECTRONICS I	0153505-IN	09/20/2022	RESTOR CONNECTION TO CAMERA IN COUNCIL CHAMBERS	322.50
Vendor 11644 - PROGRESSIVE ELECTRONICS INC Total:				322.50
Vendor: 0646 - PUSHWATER ENTERPRISES INC				
ROBERT VILE				
109 EAST 2ND ST				
BONNER SPGS, KS 66012				
PUSHWATER ENTERPRISES IN	20479	09/20/2022	BLACK/WHITE #10 WINDOW ENVELOPES	882.00
Vendor 0646 - PUSHWATER ENTERPRISES INC Total:				882.00
Vendor: 12036 - RACHEAL LARSON				
407 W. MARCIA AVE				
INDEPENDENCE, MO 64050-				
RACHEAL LARSON	885011	09/20/2022	BOND REFUND 8/26/2022-B MILHOUSE	500.00
Vendor 12036 - RACHEAL LARSON Total:				500.00
Vendor: 8031 - REDDI SERVICES INC				
4011 BONNER INDUSTRIAL DR				
SHAWNEE, KS 66226				
REDDI SERVICES INC	163501933	09/20/2022	CCTV SEWER LINES @ EMERSON /PINE/CORNELL/SP RING	1,419.15
Vendor 8031 - REDDI SERVICES INC Total:				1,419.15

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 11773 - RONALD TILDEN				
312 OAK STREET				
BONNER SPRINGS, KS 66012-				
RONALD TILDEN	102924	09/20/2022	OIL CHANGE, FILTER AND LUBE #112	55.95
RONALD TILDEN	102934	09/20/2022	OIL CHANGE FILTER AND LUBE #110	55.95
RONALD TILDEN	102953	09/20/2022	FLAT REPAIR-VID 482	18.00
RONALD TILDEN	103026	09/20/2022	MOUNT NEW TIRES ON MOWER	35.00
RONALD TILDEN	103065	09/20/2022	REPLACE BATTERY-#110	224.95
Vendor 11773 - RONALD TILDEN Total:				389.85
Vendor: 3714 - SAMS CLUB DIRECT COMMERCIAL CREDIT				
P O BOX 530981				
ATLANTA, GA 30353-0981				
SAMS CLUB DIRECT COMMER	0002153	09/20/2022	TRAINING EVENT REFRESHMENTS/ SNACKS	254.84
Vendor 3714 - SAMS CLUB DIRECT COMMERCIAL CREDIT Total:				254.84
Vendor: 11923 - SANTA FE TOW SERVICE INC				
9125 ROSEHILL ROAD				
LENEXA, KS 66215-				
SANTA FE TOW SERVICE INC	530902	09/20/2022	TOW VID#525	480.00
Vendor 11923 - SANTA FE TOW SERVICE INC Total:				480.00
Vendor: 7485 - SCHULTE SUPPLY INC				
PO BOX 388				
EDWARDSVILLE, IL 62025				
SCHULTE SUPPLY INC	S1189802.001	09/20/2022	12 ROLLS-CAUTION TAPE	155.40
Vendor 7485 - SCHULTE SUPPLY INC Total:				155.40
Vendor: 8441 - SHAWNEE COPY CENTER				
PO BOX 860730				
SHAWNEE, KS 66286-0730				
SHAWNEE COPY CENTER	131089	09/20/2022	MAGNET FOR COUNCILMEMBER-TIBLOW DAYS	75.00
Vendor 8441 - SHAWNEE COPY CENTER Total:				75.00
Vendor: 7670 - STAPLES CONTRACT & COMMERCIAL STAPLES BUSINESS ADVANTAGE				
PO BOX 660409				
DALLAS, TX 75266-0409				
STAPLES CONTRACT & COMM	8067379915	09/20/2022	8.5 X 14 PAPER	7.29
STAPLES CONTRACT & COMM	8067379915	09/20/2022	HP26A TONER	84.29
Vendor 7670 - STAPLES CONTRACT & COMMERCIAL STAPLES BUSINESS ADVANTAGE Total:				91.58
Vendor: 12031 - SUZANNE HERN				
7150 LACKMAN ROAD #1308				
SHAWNEE, KS 66217-				
SUZANNE HERN	0002131	09/20/2022	PIANO PLAYING FOR MAYORS BANQUET- 2 HOURS	125.00
Vendor 12031 - SUZANNE HERN Total:				125.00
Vendor: 12032 - TAYLOR CAPPS				
1534 S. 104TH TERRACE				
EDWARDSVILLE, KS 66111-				
TAYLOR CAPPS	43786576	09/20/2022	DEPOSIT REFUNDED SOUTH PARK 9/3	150.00
TAYLOR CAPPS	43786576	09/20/2022	DEPOSIT RETAINED-SOUTH PARK 9/3/22	-125.00
Vendor 12032 - TAYLOR CAPPS Total:				25.00

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 10879 - TEUTONIC HOLDINGS LLC SYNDEO LLC DBA BROADVOICE				
LOCKBOX #913150				
PO BOX 31001-3150				
PASADENA, CA 91110-3150				
TEUTONIC HOLDINGS LLC SYN	329320	09/20/2022	PHONE SERVICE 200 E 3RD 9/7-10/6/2022	218.83
Vendor 10879 - TEUTONIC HOLDINGS LLC SYNDEO LLC DBA BROADVOICE Total:				218.83
Vendor: 10854 - THE JATH GROUP, INC				
PO BOX 9258				
OVERLAND PARK, KS 66201-				
THE JATH GROUP, INC	S-11483	09/20/2022	CLEANING SUPPLIES	227.68
Vendor 10854 - THE JATH GROUP, INC Total:				227.68
Vendor: 0591 - TIRE TOWN				
21000 MIDLAND DRIVE				
SHAWNEE, KS 66218				
TIRE TOWN	307301	09/20/2022	MOUNT 2 NEW TIRES ON GRASSHOPPER MOWER	32.00
TIRE TOWN	307317	09/20/2022	FLAT REPAIR VID 5800 (556)	107.50
Vendor 0591 - TIRE TOWN Total:				139.50
Vendor: 11556 - U.S. BANK EQUIPMENT FINANCE				
P.O. BOX 790448				
ST. LOUIS, MO 63179-0448				
U.S. BANK EQUIPMENT FINAN	481008621	09/20/2022	COPIER RENTAL/SERVICING	14.78
Vendor 11556 - U.S. BANK EQUIPMENT FINANCE Total:				14.78
Vendor: 3025 - U.S. VENTURE, INC				
7984 SOLUTION CENTER				
CHICAGO, IL 60677-7009				
U.S. VENTURE, INC	5239513	09/20/2022	TIRES	348.60
U.S. VENTURE, INC	5280468	09/20/2022	TIRES	348.60
U.S. VENTURE, INC	5409071	09/20/2022	FLEET TIRES	1,046.72
U.S. VENTURE, INC	8309354	09/20/2022	CREDIT REFUND ON TIRES	-348.60
Vendor 3025 - U.S. VENTURE, INC Total:				1,395.32
Vendor: 5824 - ULINE, INC.				
PO BOX 88741				
ATTN: ACCOUNTS RECEIVABLE				
CHICAGO, IL 60680-1741				
ULINE, INC.	152877605	09/20/2022	2 PKS-18# CABLE TIES	143.89
Vendor 5824 - ULINE, INC. Total:				143.89
Vendor: 3736 - UNIFIED TREASURER				
710 N 7TH ST, SUITE 20				
KANSAS CITY, KS 66101				
UNIFIED TREASURER	AUG 2022	09/20/2022	WYCO JAIL HOUSING-AUG 2022	3,994.50
Vendor 3736 - UNIFIED TREASURER Total:				3,994.50
Vendor: 6819 - UNIFIRST CORPORATION				
PO BOX 650481				
DALLAS, TX 75265-0481				
UNIFIRST CORPORATION	229-0071990	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	71.36
UNIFIRST CORPORATION	229-0072068	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	42.74
UNIFIRST CORPORATION	229-0072068	09/20/2022	UNIFORMS	96.14
UNIFIRST CORPORATION	229-0072068	09/20/2022	UNIFORMS	21.89
UNIFIRST CORPORATION	229-0072068	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	42.74
UNIFIRST CORPORATION	229-0072068	09/20/2022	UNIFORMS	47.08
UNIFIRST CORPORATION	229-0074725	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	13.24
UNIFIRST CORPORATION	229-0074725	09/20/2022	UNIFORMS	71.14

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
UNIFIRST CORPORATION	229-0074725	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	13.24
UNIFIRST CORPORATION	229-0074725	09/20/2022	UNIFORMS	24.09
UNIFIRST CORPORATION	229-0074725	09/20/2022	UNIFORMS	44.88
UNIFIRST CORPORATION	229-0077369	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	42.74
UNIFIRST CORPORATION	229-0077369	09/20/2022	UNIFORMS	68.64
UNIFIRST CORPORATION	229-0077369	09/20/2022	UNIFORMS	21.89
UNIFIRST CORPORATION	229-0077369	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	42.74
UNIFIRST CORPORATION	229-0077369	09/20/2022	UNIFORMS	47.08
UNIFIRST CORPORATION	229077292	09/20/2022	BLDG MAINT/RESTROOM SUPPLIES	71.36
Vendor 6819 - UNIFIRST CORPORATION Total:				782.99

Vendor: 10838 - URBAN CORRIDOR COORDINATED TRANSIT COUNCIL, INC

PO BOX 38

BONNER SPRINGS, KS 66012

URBAN CORRIDOR COORDINA	0002132	09/20/2022	2022-2023 MEMBERSHIP DUE	50.00
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Vendor 10838 - URBAN CORRIDOR COORDINATED TRANSIT COUNCIL, INC Total: 50.00

Vendor: 3088 - VANCE BROTHERS, INC

P O BOX 877366

KANSAS CITY, MO 64187-7366

VANCE BROTHERS, INC	IG00016313	09/20/2022	ASPHALT-STREET REPAIRS	605.48
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Vendor 3088 - VANCE BROTHERS, INC Total: 605.48

Vendor: 8404 - VESTA LEE LUMBER COMPANY

P O BOX 392

BONNER SPRINGS, KS 66012

VESTA LEE LUMBER COMPANY	174387	09/20/2022	LUMBER FOR SIDE BOARD ON VID#512	22.00
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Vendor 8404 - VESTA LEE LUMBER COMPANY Total: 22.00

Vendor: 7375 - WATCHMEN SECURITY SERVICES

10312 E. 63RD TERRACE

RAYTOWN, MO 64133

WATCHMEN SECURITY SERVIC	67006	09/20/2022	MONTHLY MONITORING-COMM CTR-JULY	123.12
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Vendor 7375 - WATCHMEN SECURITY SERVICES Total: 123.12

Vendor: 1366 - WATER ENVIRONMENT FEDERATION WEF

MEMBERSHIP

PO BOX 38008

BALTIMORE, MD 21297-8008

WATER ENVIRONMENT FEDER	1637783	09/20/2022	MEMBERSHIP DUES-ABART/STAPLES	150.00
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WATER ENVIRONMENT FEDER	1637783	09/20/2022	MEMBERSHIP DUES-ABART/STAPLES	150.00
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Vendor 1366 - WATER ENVIRONMENT FEDERATION WEF Total: 300.00

Vendor: 12034 - WENDY DORSSOM

408 N. NETTLETON AVE

BONNER SPRINGS, KS 66012-

WENDY DORSSOM	37545718	09/20/2022	SESSION 3 SWIM LESSON REFUND	40.00
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Vendor 12034 - WENDY DORSSOM Total: 40.00

Vendor: 1321 - WESTLAKE HARDWARE

P O BOX 219370

KS-014

KANSAS CITY, MO 64121-9370

WESTLAKE HARDWARE	14004161-C	09/20/2022	OVERPMT OF CHARGE	-0.30
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WESTLAKE HARDWARE	14004185	09/20/2022	MISC HARDWARE, REPL	84.26
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			HANDLE & WIRE REPORT-WWTP	
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WESTLAKE HARDWARE	14004193	09/20/2022	MISC HARDWARE AND PAINT	22.63
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MIXERS

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
WESTLAKE HARDWARE	14004194	09/20/2022	MISC HARDWARE, EXT CORD	54.56
WESTLAKE HARDWARE	14004197	09/20/2022	WWTP BIOSOLIDS BLDG	
WESTLAKE HARDWARE	14004200	09/20/2022	MISC HARDWARE FOR DIST	69.52
WESTLAKE HARDWARE	14004204	09/20/2022	MAINT BID #482	
WESTLAKE HARDWARE	14004207	09/20/2022	UNIT 2571	36.97
WESTLAKE HARDWARE	14004208	09/20/2022	WALL REPAIR SUPPLIES FOR	76.54
WESTLAKE HARDWARE	14004209	09/20/2022	AC FACILITY	
WESTLAKE HARDWARE	14004210	09/20/2022	WORK GLOVES, INSECT SPRAY	20.58
WESTLAKE HARDWARE	14004215	09/20/2022	WORK GLOVES, UTILITY KNIFE	34.97
WESTLAKE HARDWARE	14004225	09/20/2022	BULBS FOR FIREPLACE LIGHTS	22.99
WESTLAKE HARDWARE	14004233	09/20/2022	LIBRARY	
WESTLAKE HARDWARE	14004234	09/20/2022	2-SECTIONS OF ANGLE IRON	27.98
WESTLAKE HARDWARE	14004236	09/20/2022	PATROL FLEET	7.99
WESTLAKE HARDWARE	14004237	09/20/2022	AIR FRESHENERS & BATTERY	11.99
WESTLAKE HARDWARE	14004242	09/20/2022	SCREWS FOR BARRACADES	17.58
WESTLAKE HARDWARE	14004247	09/20/2022	TOOL TOTE BAG-METER	39.99
WESTLAKE HARDWARE	14004248	09/20/2022	INSTALLATION VID #519	
WESTLAKE HARDWARE	14004262	09/20/2022	DRILL BIT & FASTNERS-INSTAL	35.55
WESTLAKE HARDWARE	14004263	09/20/2022	OF BOLLARDS @ LP	
WESTLAKE HARDWARE	14004266	09/20/2022	EXCHANGE SCREWS FOR	1.00
WESTLAKE HARDWARE	14004270	09/20/2022	LONG SHAFTS	
WESTLAKE HARDWARE	14004273	09/20/2022	ZIP TIES-SOCCER GOALS	17.29
WESTLAKE HARDWARE	14004276	09/20/2022	PLASTIC ZIP TIES	39.78
WESTLAKE HARDWARE	14004279	09/20/2022	STAPLE GUN FOR SIGNS-	25.97
WESTLAKE HARDWARE	14004280	09/20/2022	TIBLOW DAYS AND PARK	
WESTLAKE HARDWARE	14004284	09/20/2022	RENTALS	
WESTLAKE HARDWARE	14004288	09/20/2022	EPOXY	19.98
WESTLAKE HARDWARE	14004292	09/20/2022	2-FLASHLIGHTS	40.99
WESTLAKE HARDWARE	14004303	09/20/2022	PADLOCK & SPARE KEYS-PW	56.88
WESTLAKE HARDWARE	14004306	09/20/2022	ELASTIC BANDS TO HOLD	27.93
WESTLAKE HARDWARE	14004307	09/20/2022	TRUSH CAN LINERS-TIBLOW	
WESTLAKE HARDWARE	14004312	09/20/2022	DAYS	
WESTLAKE HARDWARE	3308576	09/20/2022	MISC HARDWARE	8.59
			LED WORK LIGHT-	44.99
			METERINSTALLS	
			DRILL BITS	21.99
			FOLDING HAND SAW	29.99
			COMBO WRECH & SOCKET	74.57
			SET, PRY BAR WWTP MAINT	
			FASTNERS	7.84
			MISC HARDWARE & PVC PIPE	20.17
			WWTP SLUDGE PUMP ROOM,	
			CONCERTE MIXPLP SWINGSET	29.94
			POST	
			COVER PLATES-ACO IMPOUN	9.18
			DRAIN SNAKE-WWTP UV BLD	22.99
			ZIP TIES	27.78
			ELASTIC BANDS TO HOLD	47.88
			TRASH CANS LINERS-TIB DAYS	
Vendor 1321 - WESTLAKE HARDWARE Total:				1,139.53

Vendor: 10810 - WILLIAM F TUCKER

3626 SE CR 3255

BUTLER, MO 64730

WILLIAM F TUCKER	2822-1	09/20/2022	MOWED 227 SHADYSIDE	200.00
WILLIAM F TUCKER	2822-2	09/20/2022	MOWED-201 S. NECONI	200.00
WILLIAM F TUCKER	2822-3	09/20/2022	MOWED- 201 S NECONI	200.00
Vendor 10810 - WILLIAM F TUCKER Total:				600.00

Expense Approval Report

Payment Dates: 9/20/2022 - 9/20/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Amount
Vendor: 11505 - WILLIAM H. TURLEY 15577 CRESTWOOD DRIVE BASEHOR, KS 66007-				
WILLIAM H. TURLEY	WTCB2022-2	09/20/2022	CITY BANK DIRECTOR -2ND PAYMENT	1,650.00
Vendor 11505 - WILLIAM H. TURLEY Total:				1,650.00
Vendor: 3012 - WORK ZONE 1248 TANEY N KANSAS CITY, MO 64116				
WORK ZONE	62762	09/20/2022	REFLECTIVE ROAD CLOSED SIGNS	427.50
Vendor 3012 - WORK ZONE Total:				427.50
Vendor: 11346 - WY ECONOMIC DEVELOPMENT COUNCIL 727 MINNESOTA AVE KANSAS CITY, KS 66101				
WY ECONOMIC DEVELOPMEN	3569	09/20/2022	2022 EXONOMIC DEVELOPMENT DUES	10,000.00
Vendor 11346 - WY ECONOMIC DEVELOPMENT COUNCIL Total:				10,000.00
Grand Total:				515,448.43

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Christina Brake

Subject: Public Use Request - Makers Fair

Recommendation: Staff recommends approval

Action: Make a motion to approve the public use request for the Makers' Fair

Background: The Bonner Springs/Edwardsville Chamber of Commerce submitted a public use request for Makers' Fair on Saturday, October 22, 2022. The request includes closure of Oak Street from Front Street to Nettleton Avenue from 7:00 a.m. - 4:00 p.m. the day of the event.

Discussion:

Financial Impact:



City of Bonner Springs
KANSAS

Private Use of Parks, Streets, or Public Parking Lot Application

Fee \$50.00 (Non-Alcohol)

Fee \$250.00 (Alcohol on Premises)

Not-for-profit organizations or individuals exempt from fees. (Attach certification form or 501c status)

Date: Sept 11 22

Date of Requested Event: 10-22-22

Time of Requested Event: 7 AM - 4:00 pm closure / event time 9-3

Applicant Name: Pamela Poe

Business or Organization: Bonner Springs Chambers

Street Address/Mailing Address: 221 Oak Street City/State/Zip: Bonner Springs KS 66201

Phon

Email:

Public Parking Lot(s) Requested:

☐ Clear diagram of the parking lot area to be used attached

(Events with alcohol or cereal malt beverages must be fenced and be at least 30 feet from Centennial Park).

Park Requested: ☐ Centennial Park ☐ Dog Park ☐ Lion's Park ☐ Kelly Murphy Memorial Park

☐ Kerry Roberts Memorial Park ☐ North Park ☐ South Park ☐ Trails:

✓ Street(s) Requested: 100 - 300 blocks of Oak Street

☒ Route Attached

Police, Fire, EMS or Other Municipal Services Needed: Yes ☐ No ☒ If yes, what services?

☐ Background check forms for security personnel for police chief approval attached.

☐ Certificate of insurance that names the city as an additional insured attached.

Tent will be Used: Yes ☐ No ☐ (Tent permit form required, if applicable)

Provide full, detailed explanation of purpose of event; include if admissions or space rental will be charged:

☒ List of vendors that will participate in event attached.

☒ List of planned activities attached

☒ Statement that the public property used and adjacent areas will be cleaned immediately after the event attached.

☒ Statement detailing how applicant will notify all affected property owners and tenants attached. If the applicant does not notify affected tenants, future requests may be denied.

Event to Raise Funds for Charitable Purposes: Yes ☐ No ☐ If yes, what Charitable Purpose?

☐ Organization Status Proof attached

Application Requirements:

- A. Submit this application and all required forms and information to the City Clerk's Office at least 30 days prior to the date of the event for City Council approval, but no more than one year in advance.
- B. Not-for-profit organizations, association or individuals must provide proof of their non-profit status. A not-for-profit certificate of good standing from the Kansas Secretary of State is an acceptable proof for purposes of this subsection.
- C. Unincorporated associations, organizations or individuals not registered with the Kansas Secretary of State must provide certification of their not-for-profit status.
- D. All applicants must have or obtain all applicable business licenses and ensure vendors that participate in the event have or obtain an occupational license from the City.

Restrictions:

- A. Unless otherwise allowed by ordinance, no more than four special event permits will be issued per calendar year to any individual, business, association, or organization for the use of a public parking lot.
- B. Any event or activity that a for-profit individual, business, association or organization co-sponsors, promotes or participates in any way with any not-for-profit qualified individual, business, association or organization as defined in Section 12-703, paragraph J or K of this ordinance, will count as an event for the for-profit entity.
- C. Unless otherwise allowed by ordinance, no permit will be issued for more than three consecutive days, except for the carnival for Tiblow Days.
- D. No permit will be issued which conflicts with the Annual Chamber of Commerce Tiblow Days, or any other city approved celebration.
- E. Approved event shall not take place between the hours of 12 a.m. midnight and 6 a.m. of any day.
- F. No permit will be issued in conflict with any other approved event, Zoning Ordinance, City Ordinance, policy, or regulation.
- G. Sale, possession and/or consumption of alcoholic beverages or cereal malt beverages require separate permits per Chapter III Beverages, Article 1 General Provisions, Sections 3-104 and 3-105 and Chapter 8 Temporary Permits of this Code. Applications for these permits shall be submitted at the same time as the permit required in this Article.

Display of Permit: A permit issued shall prominently display the permit at the special event site or have the permit available to display to any officer or employee of the City upon demand.

Revocation of Permit: The City Manager or designee may suspend or revoke a permit issued if: The permittee fails to meet the conditions imposed on the issuance of the permit; violates any provision of this Code or other ordinance of the City governing the activities permitted by the permit or if the permit was obtained by fraud or misrepresentation.

Hazard Prohibited: No person shall make any use of the public parking lot that constitutes an immediate hazard requiring immediate action to protect the public.

Penalty: Any person who violates the requirements of Ordinance No. 2304, upon conviction, shall be fined not less than \$20.00 nor more than \$500.00 or be imprisoned for not more than thirty (30) days, or be both so fined and imprisoned. Each day that a person violates the requirements of this Article shall constitute a separate offense.

I hereby confirm by signing this application that I understand the regulations and will comply with all regulations and ordinances of the City of Bonner Springs, as outlined above.


Signature of Applicant

Receipt

Transaction Code: MS
Product Code: LL



City of Bonner Springs
KANSAS

**Private Use of Parks, Streets, or Public Parking Lot Application
Individual Not-for-Profit Certification**

I hereby certify that I am not personally nor do I represent an organization, association or business that is and should be registered with the Kansas Secretary of State as a for profit entity.

I further certify that:

- I will personally operate an event and no for-profit individual, organization, association or business will promote, sponsor or participate in the event/activity.
- The event/activity that I will conduct is for a not for profit purpose. The purpose of this event/activity is: promote downtown shopping + events
- I, nor any other individual, organization, association or business will profit in any manner as a result of the event/activity.

I understand any misrepresentation or erroneous information provided on this form can result in termination of any approval given for use of a City park, street, and/or parking lot and denial of any future requests.

Date:

7/12/22

Applicant:

Printed Name:

Pam Poe

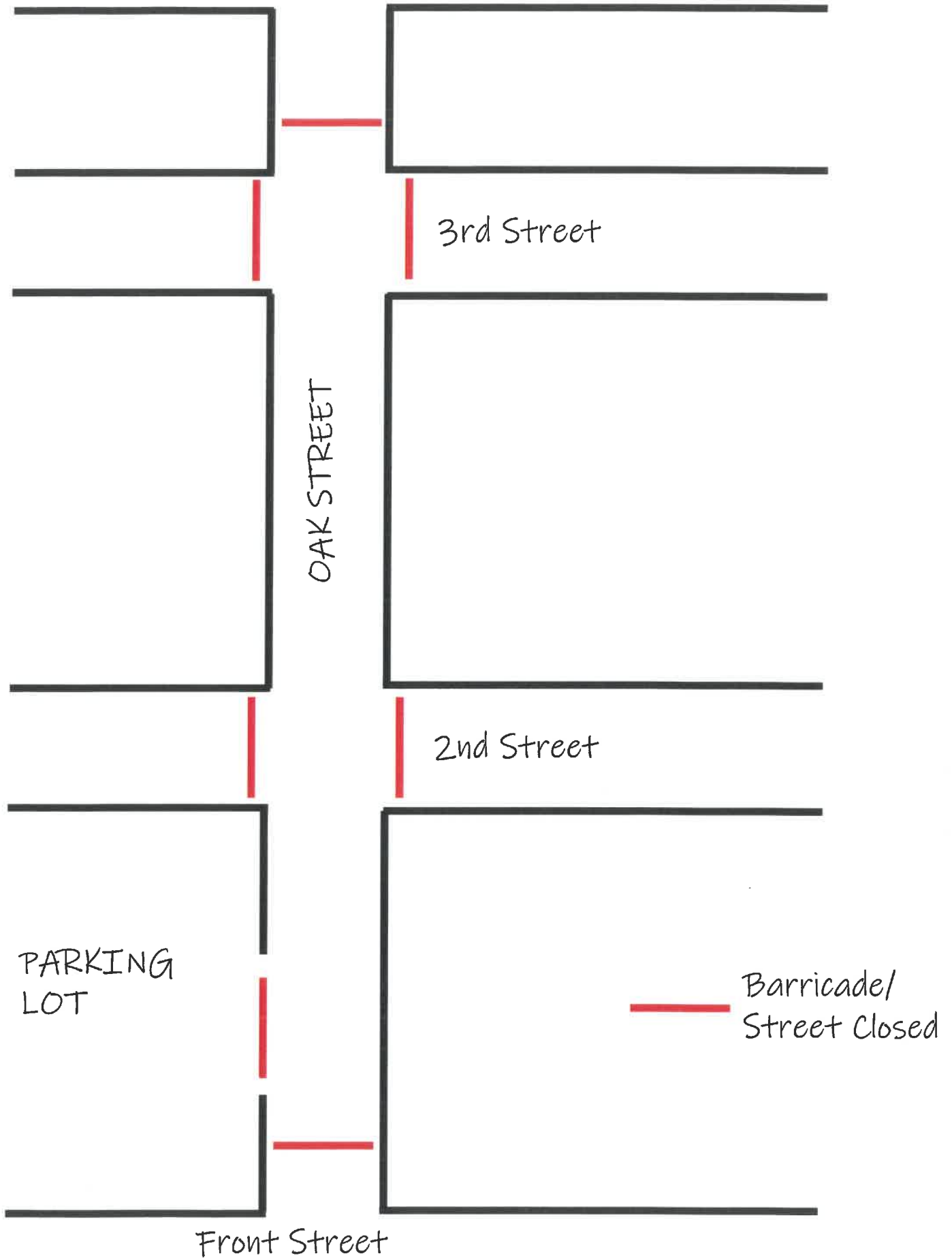
Signature:

[Handwritten Signature]

Attest:

Christina Brake, City Clerk

South Nettleton



September 12, 2022

TO: Merchants and Downtown Residents

The downtown merchants are planning another Makers' Fair event for Saturday, October 22, 2022. The event will be held from 9 a.m. to 3 p.m.

Oak Street will be closed from 7:00 a.m. to 4:00 p.m. Vendors will set up between the hours of 7:30 a.m. and 8:45 a.m. and tear down between 3 p.m. and 4 p.m.

We are asking vendors to drive to their designated spaces, unload, and then find a parking space elsewhere.

We are hoping for a beautiful day and large crowds to showcase downtown Bonner Springs.

Thank you,

Pam Poe
Good Vibe Society

September 12, 2022

TO: City of Bonner Springs

As event organizers, we recognize that we need to maintain a clean atmosphere and we will ask that all vendors clean up their spaces and discard trash into a receptacle in the event area.

Thank you,

Pam Poe
Good Vibe Society

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Frank Abart

Subject: KDHE State Revolving Fund Loan Public Hearing

Recommendation: Staff recommends approval.

Action: 1. Make a motion to open the Kansas Department of Health and Environment State Revolving Fund Loan Public Hearing at ____p.m.
2. Make a motion to close the Public Hearing at ____p.m.

Background: Public Hearing to consider an application to the Kansas Public Water Supply Loan State Revolving Fund in the amount of \$2.5 million. Public Works staff has been pursuing grant funding from a variety of sources for the Water Treatment Facility Project. One opportunity currently in progress is loan forgiveness funding for the costs associated with the manganese removal from the well water through the new treatment process. Manganese has been identified as an emerging contaminant by the EPA, making the costs for removal eligible for 100% loan forgiveness.

Discussion: The Public Works Department is working closely with consultants and KDHE to pursue the loan forgiveness funding. The first step was to request a waiver from the Buy American, Build American (BABA) requirements associated with the loan forgiveness funding. The waiver request has been granted by EPA and the funding can only be acquired through KDHE via a completely separate State Revolving Fund (SRF) application, hearing, and completed process.

The City must pursue this KDHE process as a loan application even though there is no intention of acquiring a loan without a corresponding loan forgiveness commitment.

Financial Impact: There is an indirect cost of the Administrative Burden to complete and submit the loan application. The application is required by KDHE before the "loan forgiveness" component can be applied.

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Frank Abart

Subject: Resolution Authorizing KDHE State Revolving Fund Loan Application

Recommendation: The Public Works Director recommends approval.

Action: Make a motion to adopt a resolution authorizing staff to complete the application for the KDHE SRF Loan in the amount of \$2,500,000.

Background:

Discussion:

Financial Impact:

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE COMPLETION OF AN APPLICATION TO
THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT REGARDING
A LOAN FROM THE KANSAS PUBLIC WATER SUPPLY LOAN FUND**

WHEREAS, the City of Bonner Springs, Kansas (the “City”) is a duly incorporated city of the second class, organized under the laws of the state of Kansas (the “State”) which operates a public water supply and distribution system (the “System”); and

WHEREAS, the City Council (the “Governing Body”) of the City of Bonner Springs has heretofore determined in to be in the best needs of the customers of the System to undertake certain modifications and improvements (the “Project”) to the System; and

WHEREAS, the pursuant to K.S.A. 65-163c *et seq.* (the “Act”), the Kansas Department of Health and Environment (“KDHE”) administers the Kansas Public Water Supply Loan Fund (the “Fund”) from which loans are made to certain qualified Municipalities (as said term is defined in the Act) to finance modification and improvements to public water supply systems; and

WHEREAS, the City of Bonner Springs has heretofore made an application to KDHE for a loan in an amount not to exceed \$2,500,000 (the “Loan”) to finance the Project; and

WHEREAS, the Governing Body has conducted a public hearing this date on the advisability of proceeding with the completion of the application for the Loan and desires to authorize the appropriate officials of the City of Bonner Springs to accomplish the completion process.

**BE IT RESOLVED BY THE GOVERNING BODY OF BONNER SPRINGS, KANSAS,
AS FOLLOWS:**

Section 1. Loan Application. The Mayor of the City is hereby authorized to cause to be prepared and to execute a Loan Application, including all attachments thereto (jointly, the “Application”); in substantially the form presented to the Governing Body this date, in order to provide financing for the Project. The Application shall be forwarded to KDHE as soon as possible.

Section 2. Further Proceedings. The Mayor and the other officers and representatives of the City are hereby authorized and directed to take such other action as may be necessary to complete the Application and to coordinate processing of a loan agreement for the Loan (the “Loan Agreement”); provided that the authorization to execute the Loan Agreement shall be subject to further resolution of the Governing Body.

Section 3. Further Authority. This Resolution shall be in full force and effect from and after its adoption.

Adopted by the Governing Body of the City of Bonner Springs, Kansas on September 26, 2022.

(SEAL)

Jeff Harrington, Mayor

ATTEST:

Christina Brake, City Clerk

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Frank Abart

Subject: Traffic Signal Replacement at K7 & Canaan - Engineering/Design Services Agreement

Recommendation: The Public Works Director recommends approval.

Action: Make a motion to approve the agreement with Wilson & Company, Inc. for engineering services associated with Traffic Signal Replacement at K7 & Canaan in the amount of \$55,127.

Background: The City of Bonner Springs is responsible for the maintenance and operation of the traffic signal system associated with KDOT Hwy K7. There are four intersections on KDOT Hwy K7 which have traffic signal systems.

On Thursday, August 25, an errant vehicle struck, and damaged beyond repair, two of the signal posts, mast arms, and foundations located along the East side of Hwy K7. A temporary signal system was approved and put in place.

Subsequent discussions with KDOT have resulted in a plan to proceed with replacement of the two damaged units. The first part of the restoration plan is to engage the services of a qualified consulting engineering firm to perform design services to develop approved plans and specifications for the project.

Discussion: Public Works staff consulted with KDOT staff locally and in Topeka regarding acquisition of professional services. Staff selected Wilson & Company to perform these services. With approval of this agreement, staff expects that the approved plans/specifications will be completed by approximately January, 2023. Realistically, the installation of new poles and completion of the project will likely be in the August, 2023 timeframe.

Financial Impact: Staff anticipates all costs associated with this project will be paid by the City's insurance carrier and then mitigated with the insurance carrier of the errant vehicle that caused the damage. The cost of the design engineering services for this initial part of the project is \$55,127.



Alaska
Arizona
California
Colorado
Illinois
Kansas
Louisiana
Minnesota
Missouri
Nebraska
New Mexico
Oklahoma
Texas
Utah

September 20, 2022

Mr. Frank Abart
Public Works Director
12401 Kaw Drive
Bonner Springs, KS 66012

Re: Engineering Services – K-7/Canaan Center Drive Traffic Signal Replacement

Dear Mr. Abart,

In accordance with our previous discussions, Wilson & Company is pleased to submit this proposal to the City of Bonner Springs for the traffic signal replacement at the intersection of K-7, Canaan Center Drive, & westbound I-70 ramp that were damaged during a recent accident.

The cost to develop final design documents and provide construction related services for the above project is **\$55,127.00** which includes all time, materials, and expenses associated with this work. A detailed scope of services and fee breakdown is presented as an attachment hereto. The final design will be completed, and plans delivered to the reviewing agencies (KDOT, KTA, and Bonner Springs) within 6 weeks from the Notice to proceed. The proposed work will be performed as a supplemental task order, but in accordance with the Terms and Conditions in effect for our City Engineer contract.

We appreciate the opportunity to assist you with this project. Should you have any questions, please do not hesitate to contact us.

Sincerely,
WILSON & COMPANY

Justin C. Klaudt, PE
Vice President

SIGNATURES

In witness whereof, the parties hereto have made and executed this Agreement.

Frank Abart
City of Bonner Springs

Name

Title

Date

WILSON & COMPANY, INC.
ENGINEERS & ARCHITECTS

Justin C. Klaudt, PE

Vice President

Title

9-20-2022

Date



SHARED OWNERSHIP • COLLABORATION
INTENSITY • DISCIPLINE • SOLUTIONS

WILSON & COMPANY, INC, ENGINEERS & ARCHITECTS

EXHIBIT A
SCOPE OF SERVICES

BONNER SPRINGS SIGNAL REPAIRS

Intersection of K-7, Canaan Center Drive, & westbound I-70 ramp

Narrative of Project Scope: Traffic Signal Improvements in the NE and SE quadrants of the Intersection of K-7, Canaan Center Drive, & westbound I-70 ramp in Bonner Springs, KS. The scope listed below defines the work to be completed under this contract. The work is defined as the preliminary and final engineering necessary for plan development for the replacement of portions of the existing traffic signal system damaged by a recent accident. The design plans are to include replacement of the signal foundations, poles, mast arms, and equipment in the NE and SE islands, along with damaged conduit and cable. The plans will be developed to allow for review and permitting by KDOT and KTA. It is anticipated that Construction will be negotiated by the City of Bonner Springs.

- 1) Field Survey
 - a) Topographic Survey will be collected by Wilson & Company.
 - b) Prepare topographic survey & alignment.
 - c) Horizontal & Vertical Control will be minimal, as it is expected that the signal bases will be staked from the existing curb lines.
 - d) Topographic survey to include existing traffic signal components, roadway section, and pavement markings.
 - e) Locations of sanitary, storm, electric, water, communication, gas & fiber lines located in the field from Kansas One-Call (811) markings, available utility info from Bonner Springs Public Works and other data sources.
- 2) Traffic Signal
 - a) Replacement of the signal foundations, poles, mast arms, and equipment in the NE and SE islands, along with damaged conduit and cable as necessary. Conduit and cable replacement locations to be defined by city/city vendor.
 - b) The traffic signal will be city owned. Coordination with the city/city vendor, KDOT, and KTA will be required during the design to meet city's ability to maintain the system with compatibility/equipment preferences.
 - (1) Detection type – Video
 - (2) Emergency Vehicle Preemption
 - c) Signal Specifications will be standard KDOT sheets with modifications, quantities for information purposes only (negotiated lump sum).
- 3) The following plan sheets are anticipated may be submitted for the Office Check Plans / Permitting / Construction
 - Title Sheet
 - Signal Plan Sheet
 - Signal Operations and Wiring
 - Traffic Signal Quantities Sheet (TE130A) (information only)
 - Traffic Signal Installation Sheet (TE110)
 - Traffic Signal Installation Detail Sheets (TE111A, TE111B, TE112)
 - Traffic Signal Mast Arm Loadings and Footings (TE114, SL156)
 - Traffic Signal Specifications (TE120A, 120B, 120C, 120D)
 - Traffic Control Plan and Details (TE700, TE702, TE704, TE705, TE710, TE712, TE720, TE744, TE795)
- 4) Traffic Control
 - a) Maintain traffic thru intersection during construction.
 - b) WB I-70 ramp may be temporarily closed for construction.
 - c) Traffic control is lump sum and typical KDOT standard sheets.
- 5) Permitting
 - a) Prepare permit applications for KDOT and KTA

- b) Address comment responses.
- 6) Utility Coordination
 - a) Issue information and design plans to utility companies after preliminary plan preparation.
 - b) Keep a record of utilities contacted and identified clearances or conflicts.
- 7) Construction Engineering and Construction Observation Services
 - a) Attend project meetings, as needed, before and during the construction.
 - b) Shop Drawing Reviews
 - c) Respond to Contractor Requests for Information
 - d) Site Visits – The Consultant design team shall visit the project site as requested by the construction observation team, and/or the City during construction.
 - e) Perform full time construction observation duties. Final authority regarding questions and approval of contractor deviations from construction documents will remain with the City.
 - f) Provide documentation of construction activities and progress.
 - g) Substantial and Final completion site visits and documentation.
 - h) Preparation of Record Drawings
- 8) Scope Assumptions
 - a) Assumed that existing ROW is adequate for the project.
 - b) Electronic Cad Drawing files will not be required for submittal to the owner and/or permitting agencies.
 - c) No design work beyond the signal replacement as noted.
 - d) Signal replacement will be with similar equipment to the existing equipment; no pedestrian facilities, Observations from Google Earth include: protected left turn, video detection, and emergency vehicle preemption.
 - e) Utilize KDOT standard luminaires.
 - f) Geotechnical services not included.
 - g) Anticipated that the city will negotiate the construction with the city's vendor. No bidding or negotiation services are included.
 - h) Relocation of utilities, if necessary, will be by supplement.
 - i) Changes in scope, extent, or character of the project.
 - j) Construction related observation services: The Consultant understands the City does not control the contractor's schedule. The fees listed in are assuming that the contractor will make good speed, and complete work according to the plans and specifications in a timely manner, requiring approximately 5, 10 hour days for construction observation. If any changes occur, the City and Consultant may negotiate any required modifications to the scope of services and corresponding fees.
 - k) Construction testing services shall be by supplement.

NOTE: Consultant shall not, during construction engineering or as a result of construction observation of Contractor's Work in progress, supervise, direct, or have control over Contractor's Work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by the Contractor, for security or safety at the Site, for safety precautions and programs incident to the Contractor's Work, nor for any failure of the Contractor to comply with Laws and Regulations applicable to the Contractor's furnishing and performing the Work. Accordingly, the Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish or perform the Work in accordance with the Contract Documents.



COMPENSATION
BONNER SPRINGS SIGNAL REPAIRS
Intersection of K-7, Canaan Center Drive, & westbound I-70 ramp

Design Phase Services
September 20, 2022

Task No.	Task Item	P6	P5	P4	P3	PD3	FS5/FS4
K-7 Traffic Signal Design							
0	Project Management						
	Project Startup	1	4				
	General Project Management		10				
	QA/QC	4	4				
1	Field Survey						
	Survey Startup	2	2				
	Topographic Field Survey		4				16
	Survey Processing		2	2		8	
	Survey QA/QC	2					
2	Traffic Signal Design						
	Traffic Signal Design	2	8	8	40		
	Coordination		8		8		
	Specification		8	8			
3	Plan Sheet Production						
	General Plan Production		4	4	16	32	
4	Traffic Control Design						
	Maintenance of Traffic Design		2	4	4	8	
5	Permitting						
	Prepare permit applications		4		4		
	Address comments				8	4	
6	Utility Coordination						
	Issue design plans to utility companies				8		
	Coordination and Records	1			4		
	Total Hours	12	60	26	92	52	16

		Rate	Hours	Cost
	QC Manager (P6)	\$ 216.00	12	\$ 2,592
	Project Manager (P5)	\$ 184.00	60	\$ 11,040
	Design Engineer (P4)	\$ 144.00	26	\$ 3,744
	Design Engineer (P3)	\$ 119.00	92	\$ 10,948
	CADD Tech (PD3)	\$ 104.00	52	\$ 5,408
	Surveyor (FS5/FS4)	\$ 122.00	16	\$ 1,952
Direct Labor Subtotal		Total	258	\$ 35,684

	Reimbursable Expenses		
	Reproduction & Plotting	\$ -	
	MISC.	\$ -	
	Vehicle Miles (\$0.80/miles)	\$ 260.00	
	Survey Equipment (\$125 daily rate per field surveyor)	\$ 500.00	
	Reimbursable Expenses Total	\$ 760	\$ 760.00

	Design Phase Services	\$ 36,444
	Construction Related Services (page 2)	\$ 18,683
	TOTAL	\$ 55,127



COMPENSATION
BONNER SPRINGS SIGNAL REPAIRS
Intersection of K-7, Canaan Center Drive, & westbound I-70 ramp

Construction Related Services
September 20, 2022

Task No.	Task Item	P6	P5	P3	PD3	CO	CO OT
K-7 Traffic Signal CRS							
7	Construction Engineering and Construction Observation						
	Project Meetings		8	2		8	
	Shop Drawing Reviews		2	8			
	Respond to RFIs		4				
	Site Visits		8	8			
	Full Time Construction Observation				8	40	10
	Substantial and Final completion site visits and documentation		12	12		8	
	Record Drawings			4			
	Total Hours	0	34	34	8	56	10
		Rate	Hours				Cost
	Project Manager (P5)	\$ 184.00	34				\$ 6,256
	Design Engineer (P3)	\$ 119.00	34				\$ 4,046
	CADD Tech (PD3)	\$ 104.00	8				\$ 832
	Construction Observer	\$ 99.00	56				\$ 5,544
	Construction Observer OT	\$ 148.50	10				\$ 1,485
	Direct Labor Subtotal	Total	142				\$ 18,163
	Reimbursable Expenses						
	Reproduction & Plotting	\$ -					
	MISC.	\$ -					
	Vehicle Miles (\$0.80/miles)	\$ 520.00					
	Survey Equipment (\$125 daily rate per field surveyor)						
	Reimbursable Expenses Total	\$ 520					\$ 520.00
	Construction Related Services					\$	18,683

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Justine Spease

Subject: Child Care Sustainability Grant

Recommendation: The Recreation Manager recommends approval.

Action: Make a motion to approve spending Child Care Sustainability Grant funds for Camp Great Adventure expenses in the total amount of \$108,000.

Background: In June of 2022, staff applied for the Round 3 Child Care Sustainability Grant as provided by Child Care Aware of Kansas. The grant was awarded in the amount of \$18,000 per month for 6 months starting in July of 2022, for a total of \$108,000. Funds can be used for any Camp Great Adventure expense incurred from March 12, 2020 – June 30, 2023.

Discussion:

To date, expenditures total \$43,921.27, which covers the cost of salaries for both spring break and summer camp as well as the purchase of classroom supplies from both spring and summer camps, in addition to the restocking of supplies for summer 2023.

Staff proposes the remaining \$64,078.73 be utilized for Camp Great Adventure in the following ways:

*designates estimate **designates requested in 2023 budget

- **Replacement of gym lighting-** \$12,000 **
 - Existing lights are 7 years old and past warranty. Staff replaced 2 of the lights that went completely out in March. Since then, the majority of fixtures are now either partly or completely out except the 2 that were replaced earlier in the year.
- **Winter Camp '22 wages & supplies** - \$3,000 *
- **Spring Break Camp '23 wages & supplies** - \$3,000 *
- **Staff 2023 Training** - \$7,000 *
 - Required 16hrs each year
 - Would like to include diversity and inclusion training
- **Licensing fees** - \$205
- **Summer '23 Staff Onboarding expenses-** \$9,000 *
 - First Aid/CPR/AED with BBP, EPI and Asthma certification
 - Physical
 - Fingerprint background check
 - Drug screen
 - Uniforms (2 camp shirts, lanyard and whistle)
- **Summer Camp '23 Camper Shirts** - \$2,000*
- **Lower-Level Hallway Flooring** - \$12,000 **
- **Bison & Honeybee Rooms Flooring** - \$7,008.47
- **20 Scholarships to Families for FREE camp enrollment for 6 weeks in 2023.-** \$8,100
 1. The other half of enrollment to be paid by existing scholarship fund
 2. Open to families that qualify for our existing scholarship fund
 3. Anticipated use for spring break camp and the first 5 weeks of summer camp

- **Remaining funds to offset the summer '23 staff wages**

Financial Impact: The grant provides \$18,000 a month for 6 months from July 2022-December 2022 for a total of \$108,000. All funds must be spent by June 30th, 2023.

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Justine Spease

Subject: Resolution of Intent to Adopt the Community for All Ages Plan

Recommendation: The Recreation Manager recommends approval

Action: Make a motion to adopt a resolution to become a Community for All Ages

Background: In 2012, the Mid-America Regional Council (MARC) established the KC Communities for All Ages (KCCFAA) initiative. KCCFAA partnered with the First Suburbs Coalition to develop and implement tools for local municipalities to approach the aging demographic shift, resulting in the Community for All Ages program. This program is designed to raise awareness, perform analysis and implement strategies to become an age-friendly community. The recognition program encourages communities to respond positively to the rapid increase in the older adult population and to adopt policies and programs that make the region a great place for residents of all ages to live and age well. The program recognizes three levels of achievement that reflect increasing degrees of commitment to becoming a Community for All Ages; bronze, silver and gold.

Discussion: The attached resolution represents the first of many steps to achieve the status of a community for all ages. The City of Bonner Springs will work with KC Communities for All Ages, the Mid-America Regional Council, and other regional partners to further promote the Communities for All Ages concepts, strategies, and policies. In particular, the City, through the attached resolution, will adopt and endorse the Making Your Community Work for All Ages toolkit, July 2013 edition in efforts to make the community age friendly.

Financial Impact:

RESOLUTION NO. 2022-__

A RESOLUTION ACKNOWLEDGING AND SUPPORTING THE MID-AMERICA REGIONAL COUNCIL'S COMMUNITIES FOR ALL AGES INITIATIVE AND EXPRESSING THE CITY OF BONNER SPRINGS' COMMITMENT TO BE RECOGNIZED AS A COMMUNITY FOR ALL AGES

WHEREAS, The First Suburbs Coalition and the KC Communities for All Ages initiative have developed the tools to help local communities develop and implement Communities for All Ages strategies; and

WHEREAS, the KC Communities for All Ages and the Mid-America Regional Council have developed a Communities for All Ages Tool Kit and Communities for All Ages Idea Book; and

WHEREAS, the First Suburbs Coalition adopted a Communities for All Ages Checklist, as an official tool for communities to use to build awareness of changing demographics and plan services and infrastructure to be responsive to residents of all ages; and

WHEREAS, the City of Bonner Springs is dedicated to taking steps to become more welcoming to residents of all ages and, in the process, more vibrant, healthy and prosperous; and

WHEREAS, the Governing Body desires the City of Bonner Springs to be a Community for All Ages. The City of Bonner Springs intends to utilize the Communities for All Ages Checklist to assess City programs, policies, and infrastructure to ensure they are adaptable to the needs of all members of the community.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF BONNER SPRINGS, KANSAS:

Section 1. The City of Bonner Springs will work with KC Communities for All Ages, the Mid-America Regional Council, and other regional partners to further promote the Communities for All Ages concepts, strategies, and policies.

Section 2. The Governing Body hereby expresses its support for the recommended concepts of the Community for All Ages initiative.

Section 3. City staff is hereby directed to pursue recognition in the Community for All Ages Program.

Section 4. The City of Bonner Springs hereby adopts and endorses the Making Your Community Work for All Ages toolkit, July 2013 edition in efforts to make the community age friendly.

Passed and approved by the Governing Body of the City of Bonner Springs and Signed by the Mayor on _____, 2022.

Attest:

Jeff Harrington, Mayor

Christina Brake, City Clerk
(Seal)

Making Your Community Work for All Ages

Executive Summary

A Toolkit for Cities

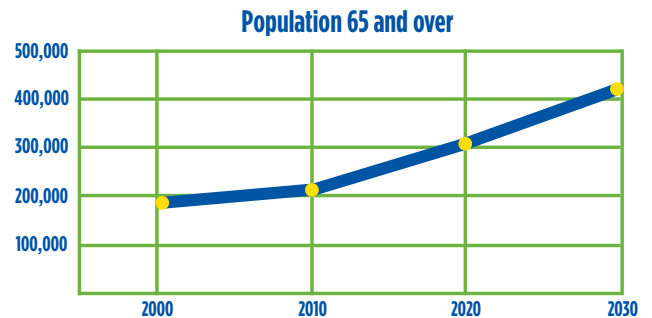


In mid-20th century America, increased wealth from the post-war boom contributed to a trend to larger families, in turn creating a need for housing. Suburbs sprung up everywhere, including here in the Kansas City area. The fast and cost-effective solution for developers meeting this increased housing demand was to build new houses around the fringes of downtowns, made newly accessible by affordable automobiles and an expanding network of roads.

For the last 60 years, the suburbs did exactly what they were designed to do: provide houses and services for the families raising the generation we now call the baby boomers. Baby boomers are aging and community leaders are starting to recognize that their communities need to evolve to meet the new preferences and needs of all ages.

The time to plan for these changes is now. KC Communities for All Ages and the First Suburbs Coalition have developed a toolkit to help elected officials, planners and community leaders respond to these evolving trends, maintain a high quality of life for all residents and to make their cities communities for all ages.

The Kansas City metropolitan area's older adult population ages 65 and older is expected to nearly double.



Strategies you'll learn from the toolkit include:

- Involving older adults in community decision making.
- Developing codes for higher-density development.
- Ensuring affordable, accessible housing in your area.
- Designing universal, visitable buildings and retrofitting existing homes for accessibility.
- Creating transportation plans that work for all ages and abilities.
- Promoting walkability and public transportation.
- Creating opportunities for intergenerational interaction.
- Encouraging residents to stay active, engaged and learning.
- Establishing an advisory group, creating goals and objectives to become a community for all ages.

To read the **Making Your Community Work for All Ages Toolkit** in its entirety, visit www.kccfaa.org. Contact Cathy Boyer-Shesol at cboyer@marc.org or 816/701-8246 to order a printed copy.

Meeting the Challenge

Make your community age friendly

The **Making Your Community Work for All Ages Toolkit** offers strategies to improve facilities and services for older adults that will in turn improve the quality of life for all residents. These strategies include improvements to community design, housing choices, local transportation and the pedestrian environment, community services, programs for healthy living, and civic engagement.

A community for all ages seeks to **meet the needs of the very old, the very young and everyone in between**. It creates and fosters an active, caring and welcoming community that promotes respect, diversity and inclusion of all ages and cultures. Future planning must consider the needs of families with young children, older adults, young professionals, newcomers and more established residents if the first suburbs are to reach their 21st century potential.

A common goal for decision makers in the first suburbs is to develop their communities as **affordable, livable, sustainable places**. The first suburbs developed during a time when such issues as walkability, energy efficiency and environmental sustainability were not uniformly addressed. Community planning is changing to achieve more sustainable, pedestrian-friendly results.

A Changing Population

Plan for the “age wave”

Today, the oldest boomers are in their late 60s. By 2030, **one in five Americans, or about 70 million, will be older than 65**. The aging of the population will place a strain on social welfare systems and require us to rethink how we build and manage our communities.

Boomers are also redefining what it is to “age.” As many retire, they are **more active than previous generations**. They have good health care, are mentally and physically fit and live longer.

Millennials are the children of the baby boom generation, some 76 million strong, now in their child-bearing years, and anticipated to be the first American generation to do less well economically than their parents. This age group also faces economic challenges associated with young families, including housing costs, child care and health insurance. They are likely to be the motivating force behind future economic growth.

The **needs of millennials must also be considered** when planning for boomers to age. The two generations want many of the same things: affordable housing, jobs, high-quality educational and recreation opportunities, high-quality health care and other services, and safe, walkable communities. By emphasizing the concept of communities for all ages, it is possible to meet the needs of boomers, millennials and the generations to follow.

Strategies

Choose what works for your community

The toolkit offers helpful strategies for community leaders to address community and neighborhood environment; housing; transportation; communication services and facilities; health care and healthy living — and how to put it all together. **Elected officials in the first suburbs can select the strategies that work best for their respective communities**. Each of these strategies is directly related to aging in place and communities for all ages.



To read the **Making Your Community Work for All Ages Toolkit** in its entirety, visit www.kccfaa.org.

Aging in Place

Provide options to stay in the community

Many older adults prefer to remain in their own homes for as long as possible. They are comfortable in the neighborhoods where they have lived for years and can remain close to familiar institutions, friends and family. As long as they can afford to live in their current homes and are healthy enough to live independently, aging in place works well. Communities for all ages provide support for this preference, and also to provide options for different housing nearby when living independently is no longer an option.

Greater housing diversity includes smaller homes, apartments and condominiums, single-level duplexes or multiplexes, accessory dwelling units (self-contained units attached to existing single-family dwellings), and small group homes. Older adults who cannot live independently but wish to remain in their communities close to family and friends will need assisted living facilities, continuous-care retirement centers (with living arrangements from independent to nursing care) and long-term nursing homes.

Housing

Build on your strengths

The first suburbs are attractive to potential buyers who seek well-built, well-maintained homes in convenient, close-in neighborhoods with mature landscaping. The houses are smaller and more affordable than in many newer developments and close to employment centers. Moreover, the market will always be strong for homes in neighborhoods that offer the good schools, public safety, economic diversity and vitality, efficient local government, and recreational and cultural amenities found in the first suburbs.

Transportation

Change with residents' needs

Roads dominate the American landscape. For the last 70 years or so, cities and towns have been built around the automobile. In general, the first suburbs are an example of this auto-oriented development pattern. We drive everywhere — to work, to school, to stores and to parks. Modern transportation has served as the backbone of the nation's economy and provided Americans great mobility, but there have also been negative impacts. Low-density use of land is inefficient and expensive, environmental and cultural impacts are significant, and governments are challenged to maintain current infrastructure.

Good planning is needed to meet the mobility needs of both new generations and a growing number of older residents, while addressing accessibility and livability. Some issues are longstanding — congestion and safety, for example. Others are more recent. Increasingly, the bicycle is emerging as a major element of the home-to-work commuter pattern. Communities that address their mobility needs in innovative ways will be well-positioned for success in the 21st century.

Walkability

Make pedestrian improvements

First suburbs can be enhanced by improving opportunities for residents to walk from neighborhoods to services. **Walking improves health for both young and old, promotes social interaction, reduces dependency on cars and reduces energy demands.** Many of the neighborhoods in the first suburbs, however, were not designed with pedestrians in mind. The focus on the automobile after World War II resulted in many neighborhoods with wide streets and no safe sidewalks.



Contact Cathy Boyer-Shesol at cboyer@marc.org or 816/701-8246 to order a printed copy.

Community Facilities

Keep residents engaged

Community and recreation centers, universities, libraries, museums, parks and other public facilities are important for communities for all ages because they **enable people to connect, share experiences and communicate with each other**. Community services such as lifelong learning, intergenerational programs and volunteer opportunities play a large part in how we perceive our communities. Older adults who have an active social life typically have fewer disabilities and better mental health.

One reason we need to take the idea of a community for all ages seriously is that we can't afford to do things the way we have always done them. Meeting the costs of care as older adults become infirm is a financial issue for families. The impact on both older and younger generations can be considerable, and there are profound economic and societal costs involved as well. The Metlife Report on the Health Status of the 40+ Population estimates total wage, Social Security and private pension losses due to caregiving could range from \$283,716 for men to \$324,044 for women, for an estimated \$655 billion in lost wages per year.

Health Care and Healthy Living

Make healthy options easy to find

Opportunities for physical activity, safe travel, healthy homes and healthy eating are elements of a healthy community. Rising health care costs and increases in chronic health conditions are requiring communities to focus attention on public health. Access to health care is necessary for older adults, who are more likely to live with multiple chronic conditions.

Parks and recreation opportunities play a critical role in creating a healthy and vibrant community for all ages.

Growing evidence indicates strong links between parks and recreation and physical and mental health, youth development, social well-being, economic vitality and opportunities for aging in place.

Pulling It All Together

Make YOUR community work for all ages

A goal of a community for all ages is for residents to participate in making decisions about the community. In particular, the participation of older residents can be beneficial in ensuring that decisions about changes to neighborhoods, facilities and programs are suited to the growing population of older users. **This toolkit will help the first suburbs determine the most effective strategies as we prepare for the next generation.**



To read the **Making Your Community Work for All Ages Toolkit** in its entirety, visit www.kccfaa.org.
Contact Cathy Boyer-Shesol at cboyer@marc.org or 816/701-8246 to order a printed copy.



The toolkit is made available through the Community AGenda: Improving America for All Ages grant sponsored by the Pfizer Foundation and Grantmakers in Aging, with local funding through the WJ Brace Charitable Trust, Bank of America, Trustee, and in partnership with Jewish Heritage Foundation of Greater Kansas City.

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Justine Spease

Subject: National Fitness Campaign Project

Recommendation: The Recreation Manager recommends approval

Action: Make a motion to allow staff to pursue the National Fitness Campaign project and grants to help fund the project.

Background: The National Fitness Campaign (NFC) was founded in 1979, with the goal of building healthy communities by providing free outdoor fitness opportunities for community members. These fitness courts are very adaptable and can be used by community members of all abilities. It uses your own body weight to get a great workout. The outdoor fitness court could also be a public art piece with different wrap options available.

Discussion: Jack Linehan, a National Fitness Campaign Manager, reached out to City Staff about the project availability and process. To qualify, the City would need to agree that community wellness is a priority, have a suitable site that would provide a large impact, and fund the remaining portion of the project. If approved, the City will provide a letter of support for the project and grant applications; staff will pursue the non-binding grant applications, and speak with the NFC manager about site locations.

Financial Impact: The total estimated cost of the project is \$137,350. Blue Cross Blue Shield of Kansas is offering a \$50,000 grant to Kansas communities to install an outdoor fitness court by the National Fitness Campaign. Staff would seek an additional \$50,000 grant from T-Mobile's Hometown grant, leaving approximately \$37,350 to be funded through the Park Dedication Fund.



NATIONAL FITNESS CAMPAIGN

2022 Blue Cross and Blue Shield of Kansas Statewide Campaign Briefing



NATIONAL FITNESS CAMPAIGN
BROUGHT TO YOU BY



WHO WE ARE

National Fitness Campaign is a San Francisco based wellness consulting firm.



WHAT WE DO

NFC develops partnerships with cities, schools and sponsors to build healthy communities.

CAMPAIGN IMPACT

Cities designed for people have a tremendous impact on the health and happiness of their residents.



This is our work at the campaign, to improve the quality of life for people in every community.

LET'S BRING PEOPLE OUTDOORS AND BUILD A WELLNESS CULTURE TOGETHER!



CAMPAIGN STORY

1979
FITNESS COURT®
INVENTED

1980-2000
CAMPAIGN
EXPANDS

2012
NEW CAMPAIGN &
WORLD CLASS TEAM

2018 - PRESENT
**WELCOMING OUR
500TH HEALTHY
COMMUNITY**

2030
NFC REACHES 10,000
COMMUNITIES

1979

1980

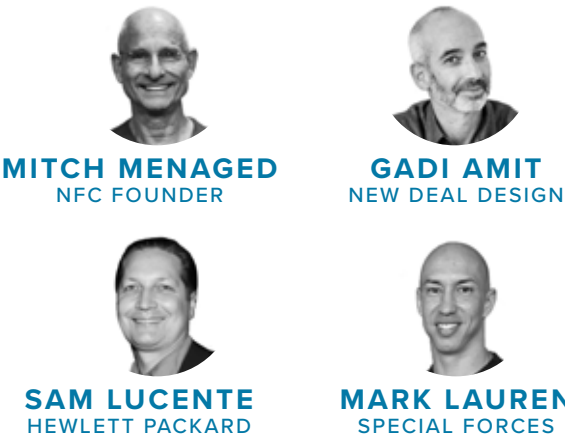
2012

2018

2030



DESIGN TEAM





OUR MISSION

BUILD HEALTHY COMMUNITIES



*WE MAKE WORLD CLASS
FITNESS FREE!*

2022 CAMPAIGN OVERVIEW



Kansas

A COMPREHENSIVE
COMMUNITY WELLNESS
PROGRAM





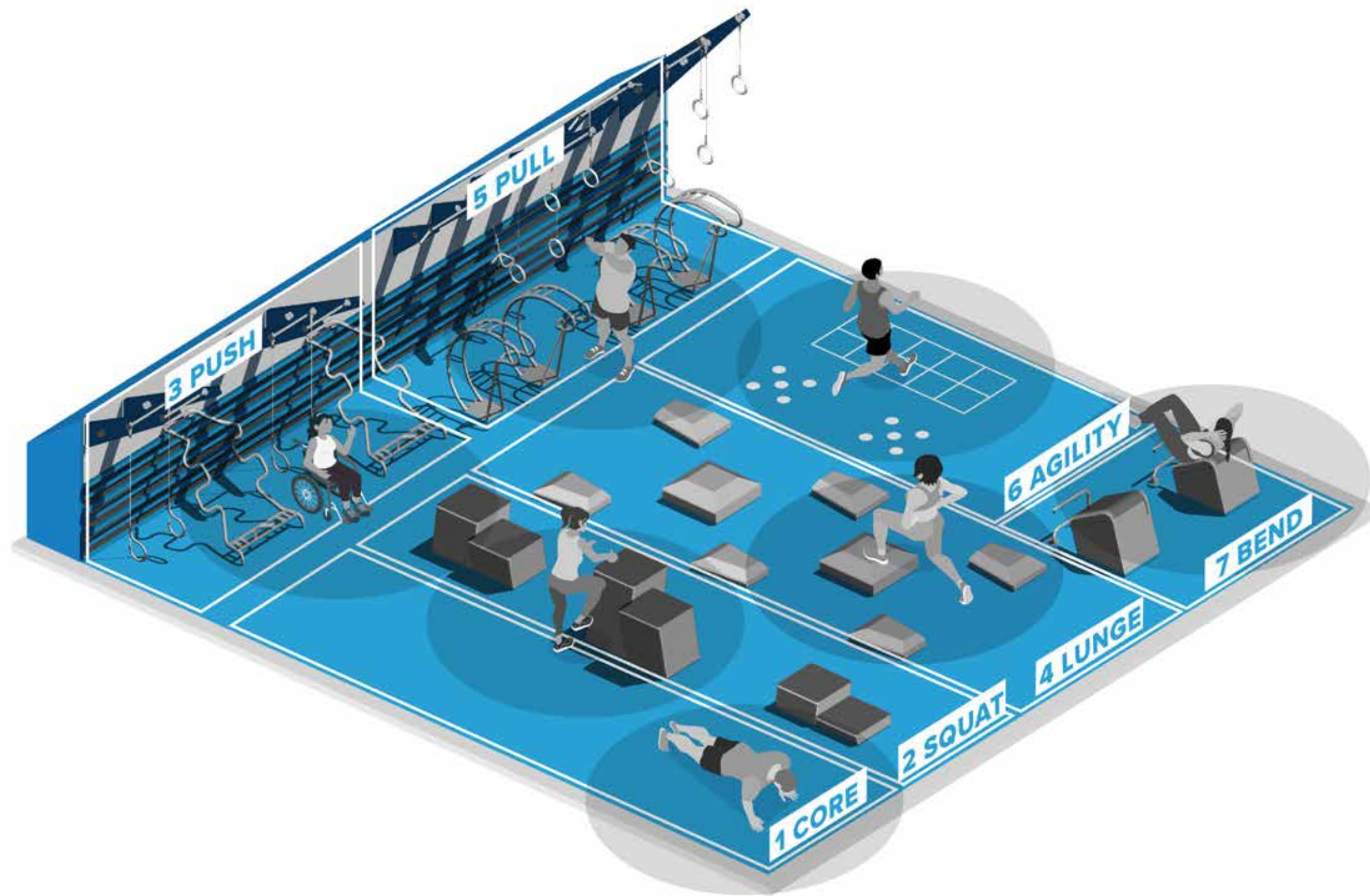


FITNESS COURT®



FITNESS COURT®
WORLDS BEST OUTDOOR GYM





FUNCTIONAL TRAINING SYSTEM
THOUSANDS OF EXERCISES

SCIENTIFICALLY DESIGNED

7 MOVEMENT FULL BODY WORKOUTS



CORE



SQUAT



PUSH



LUNGE



PULL



AGILITY



BEND



ADULTS OF ALL AGES AND ABILITY



I am glad to see movements to improve balance.

- Carol Claybaker, Senior Resident of Janesville, WI



FITNESS COURT® APP
CAMPAIGN SERVICES



PRE LAUNCH
SUPPORT



AMBASSADOR
TRAINING



MEDIA & PRESS



LAUNCH!



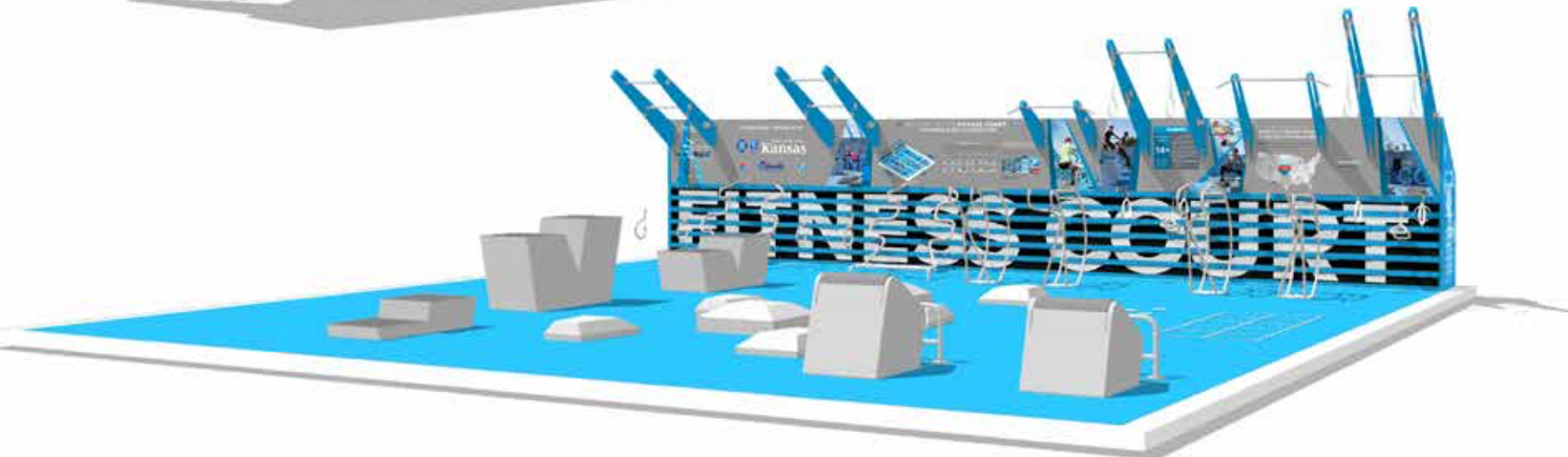
FREE WORKOUTS
& GROUP CLASSES



DATA & IMPACT

A wellness culture to engage people in healthy communities!

FITNESS COURT® PUBLIC ART



STANDARD DESIGN

FOR BLUE CROSS BLUE SHIELD OF KANSAS CAMPAIGN IN KANSAS

No Additional Funding Required

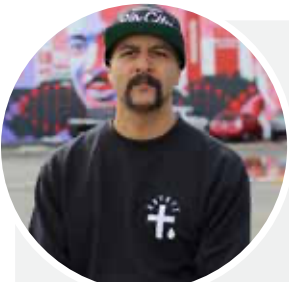
Each Fitness Court® is a one-of-a-kind work of art.



JEAN-MICHEL BASQUIAT



2022 FEATURED ARTIST *Additional Funding Required*



DAMIN LUJAN - SANTA ANA, CA



LOCAL ARTIST *Additional Funding Required*

2022 CAMPAIGN OVERVIEW



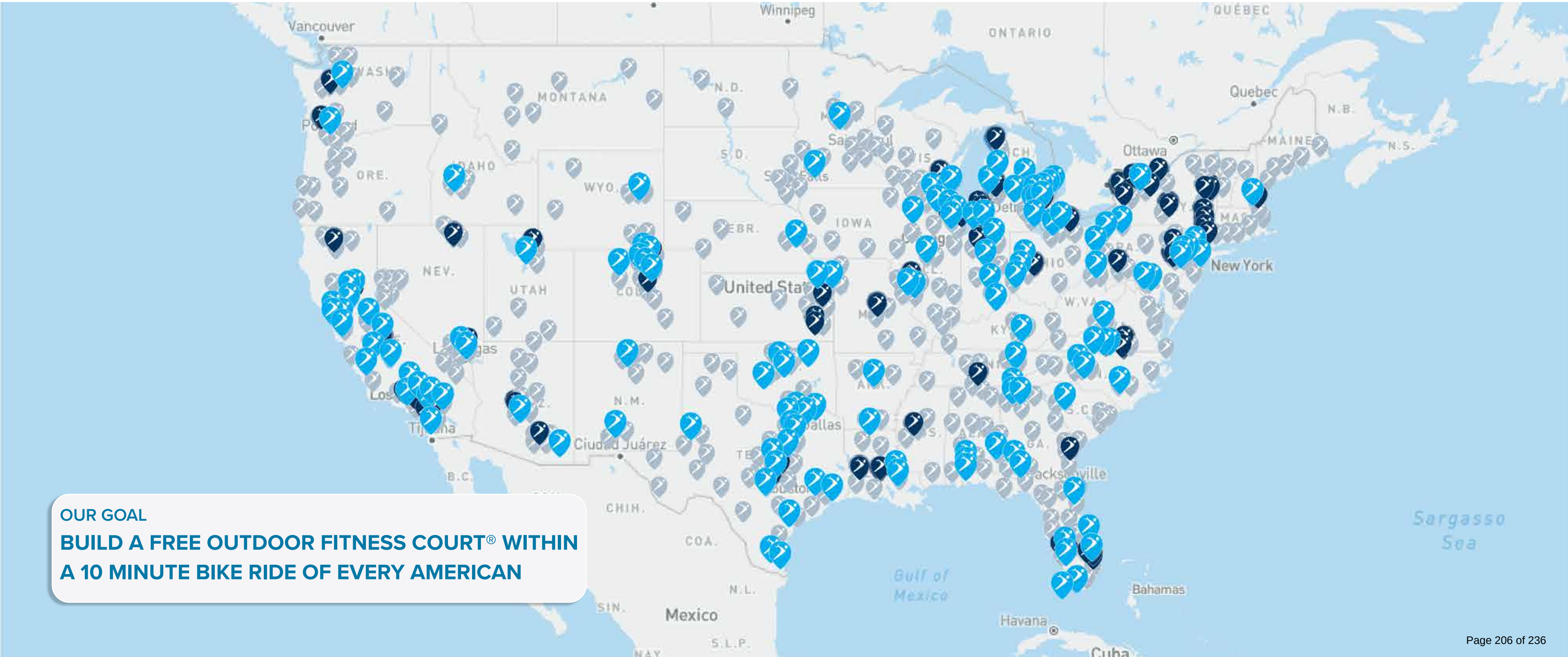
Kansas

A COMPREHENSIVE
COMMUNITY WELLNESS
PROGRAM





10,000+ Fitness Courts® coming to America by 2030



OUR GOAL
BUILD A FREE OUTDOOR FITNESS COURT® WITHIN
A 10 MINUTE BIKE RIDE OF EVERY AMERICAN

2022 KANSAS STATEWIDE CAMPAIGN



PRESENTED BY BLUE CROSS AND BLUE SHIELD OF KANSAS

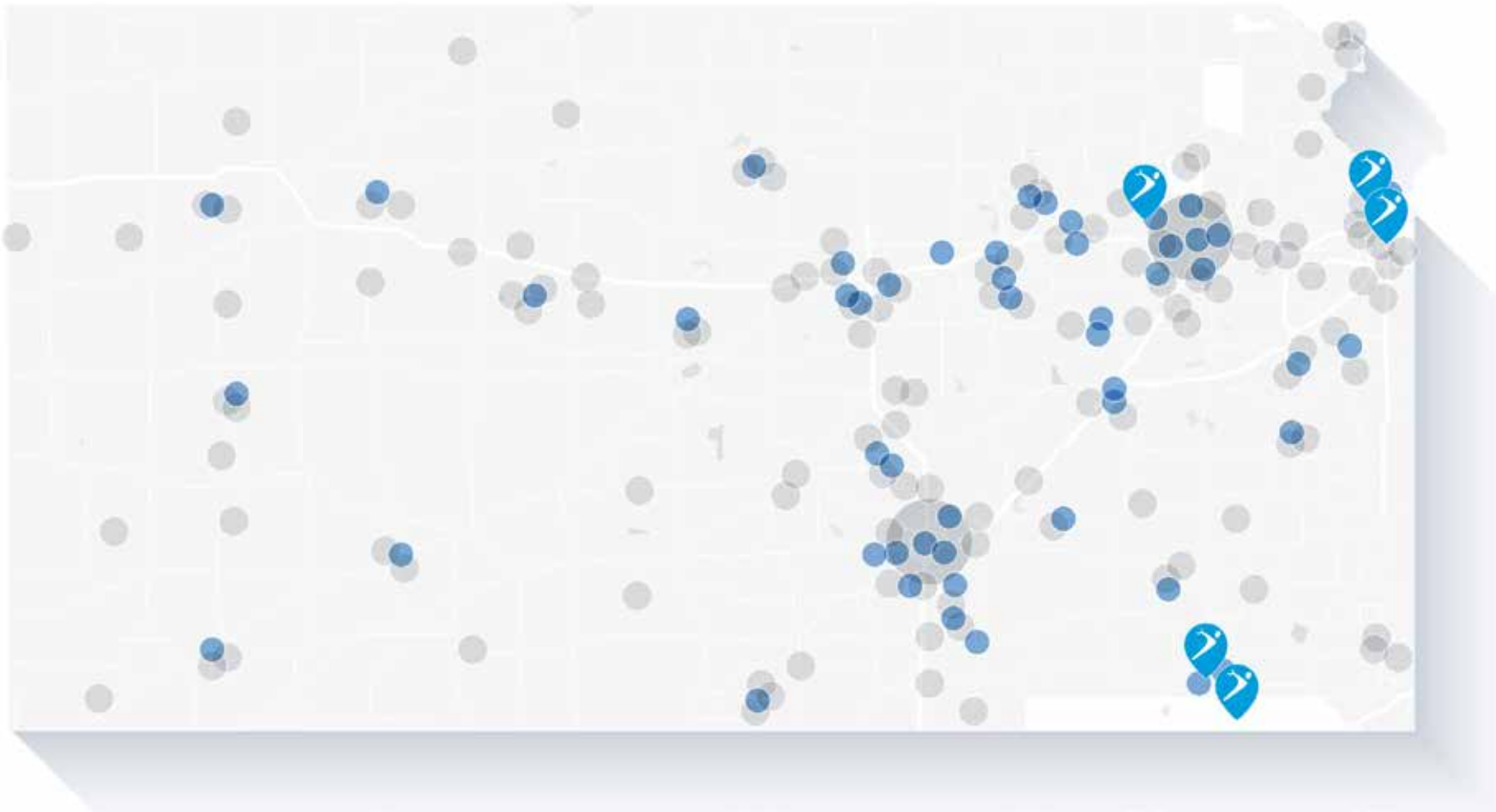
LIMITED FUNDING FOR UP TO 10 COMMUNITIES IN 2022



BlueCross BlueShield
Kansas



**\$500,000 in Funding
Now Available for
Qualified Site Partners**

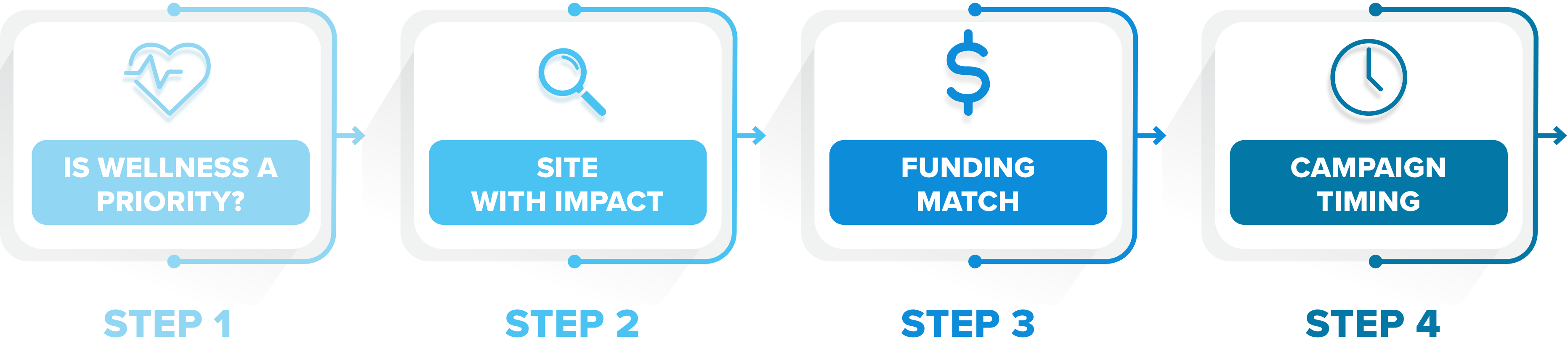


**Strategic Plan Adopted for Health
Impact Across Kansas**

157 Fitness Courts® coming by 2030!



NFC GRANT PROGRAM

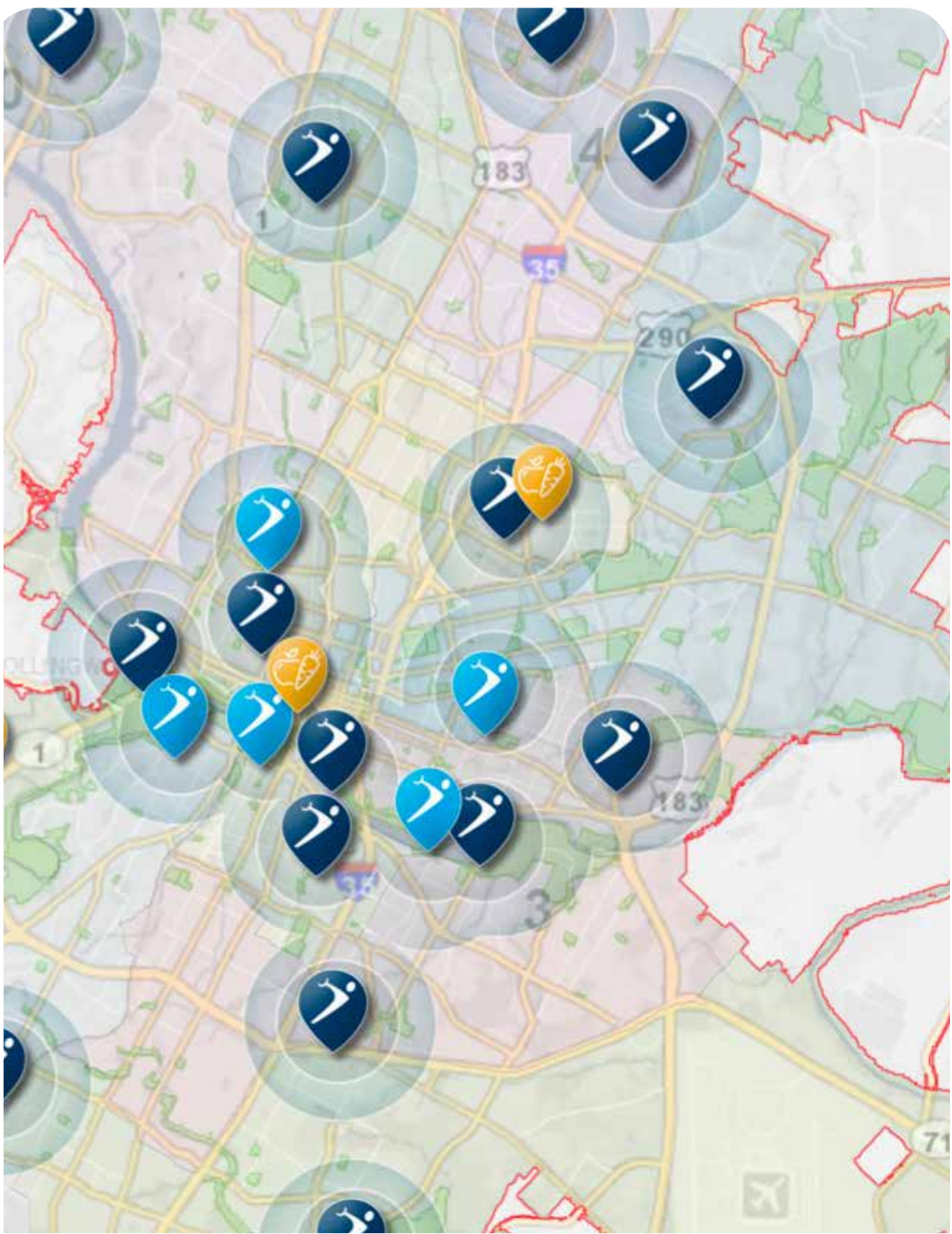


WELLNESS AS A PRIORITY

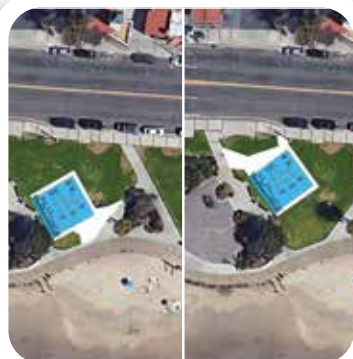
STEP 1



Design & Planning Consulting
Site selection workshop



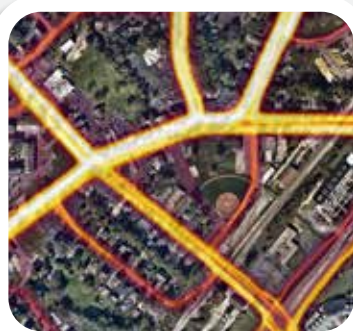
Phase Plan & Multi-Site Mapping



Circulation Planning



Site Plan Integration



Pedestrian Movement
Analysis

STEP 2

1

VISIBLE

Site locations must be recognizable with high visibility.



2

ACTIVE

Site locations must be heavily trafficked and centrally located.



3

CONNECTED

Site locations must be integrated with pedestrian infrastructure.



2022 CAMPAIGN FUNDING REQUIREMENT

NFC PROGRAM FUNDING

The Fitness Court® and National Campaign Services \$ 142,350

Art Options



State Sponsor Art Collection
Included



Local Artist Collection
\$25,000

OPTIONAL

NFC - BLUE CROSS BLUE SHIELD OF KANSAS 2022 GRANT AWARD \$50,000

NFC PROGRAM TOTAL WITH \$50,000 GRANT AWARD \$ 92,350

CONCRETE SLAB
Can be performed in-house or in-kind est.\$ 0-20,000

EIS INSTALLATION  Turn Key Fitness Court Assembly
Art & Graphic Installation \$ 25,000
Installation Partner (separate contract) With Prevailing Wage Rates: \$27,000

TOTAL FUNDING REQUIREMENT

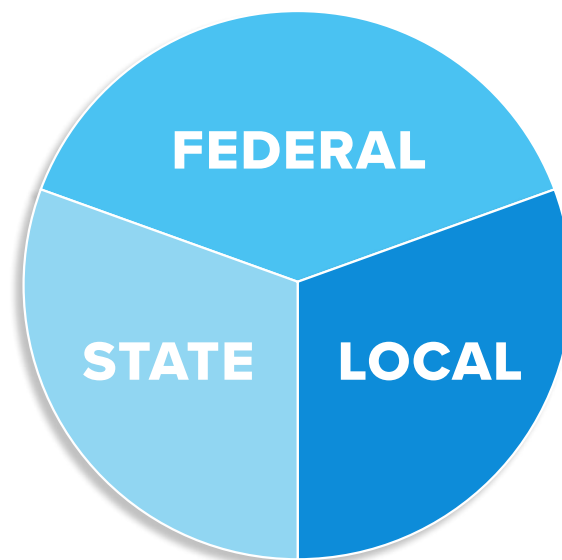


\$117,350-
\$137,350

Includes standard art collection

ALTERNATE FUNDING PATHWAYS

FEDERAL AND STATE FUNDING



Expert funding consulting
for eligible partners



LOCAL AND REGIONAL SPONSORS



2022 GRANT APPLICATION PERIOD NOW OPEN



Campaign seeking qualified applicants
able to meet the 2022 timeframe for
adoption and local funding match.

PARTNERSHIP QUALIFICATION PROCESS

PRE APPLICATION PHASE

- 1 Feasibility Review
- 2 Evaluation Call
- 3 Non-Binding Grant Application

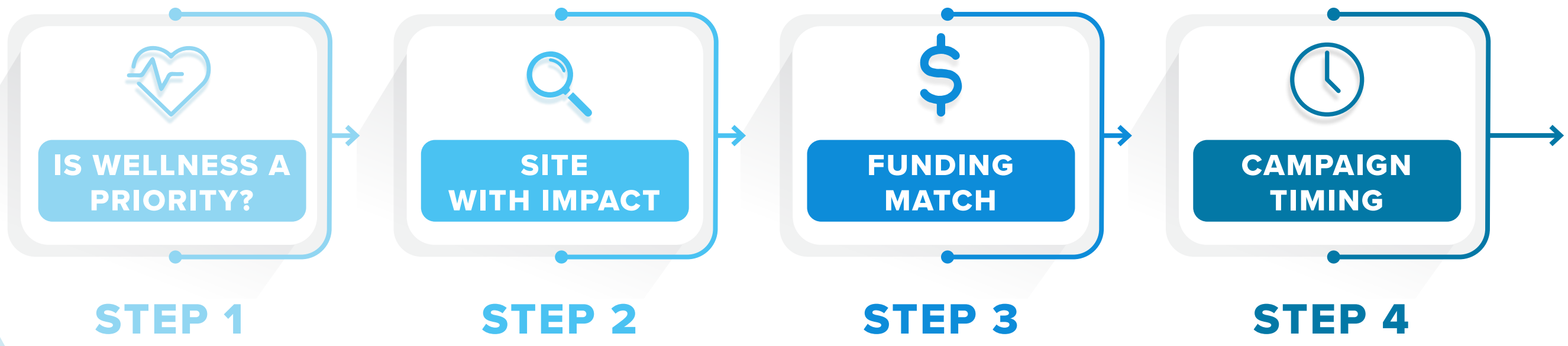
AWARD PHASE

- 4 Award of Grant Eligibility (First Come, First Served)
- 5 Local Adoption by Governing Body
- 6 Develop and Confirm Funding Match

LAUNCH PHASE

- 7 Shipment for Storage
- 8 Install Concrete Slab and Art Approval
- 9 Fitness Court Assembly
- 10 Press Launch Ceremony





**SCHEDULE
EVALUATION
CALL IF
APPROPRIATE**

NEXT STEP

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Justine Spease

Subject: Intergovernmental Services Agreement with Lenexa and Olathe to Offer Combined Senior Center Trip Opportunities in 2023

Recommendation: The Recreation Manager and Senior Center Director recommend approval.

Action: Make a motion to enter into a service agreement with the cities of Lenexa and Olathe.

Background: Continuing the agreement with Lenexa and the addition of Olathe allows staff to provide a quality social and educational program for the community. We first entered into an agreement with the City of Lenexa to offer these combined trips for 2021.

Discussion: This intergovernmental service agreement between the City of Bonner Springs, the City of Lenexa, and the City of Olathe proposes a partnership of the senior centers to offer combined trip opportunities in 2023. There are many benefits for the community in this agreement, including the decline of canceled trips due to low registration or driver unavailability. This also spreads trip planning and staff travel host responsibility across three cities instead of two, which helps reduce our staff time spent on these trips.

Financial Impact: Included in the budget for the fiscal year 2023.

INTERGOVERNMENTAL SERVICES AGREEMENT

THIS AGREEMENT [hereinafter "Agreement"], is made and entered into this ____ day of _____, 20____, in Johnson County, Kansas, by and between the City of Lenexa, Kansas [hereinafter "Lenexa"], the City of Olathe, Kansas [hereinafter "Olathe"], and the City of Bonner Springs, Kansas, [hereinafter "Bonner Springs"], each Party having been organized and now existing under the laws of the State of Kansas,

WHEREAS, Lenexa, Olathe, and Bonner Springs, hereinafter collectively referred to as "Parties", are vibrant and growing communities which share a common interest in providing recreational programs including travel opportunities to residents of the community; and

WHEREAS, the Parties deem it to be in the best interest of the public to cooperate in the planning and providing of combined travel opportunities (hereinafter the "Service") in order to serve the community more efficiently by not duplicating trips and decreasing the number of trip cancellations due to an insufficient number of participants; and

WHEREAS, K.S.A. 12-2908, as amended, authorizes the Parties to cooperate in providing the Service; and

WHEREAS, the Governing Bodies of each of the Parties hereto have determined to enter into this Agreement for the aforesaid Service; and

WHEREAS, the Governing Body of Lenexa did approve and authorize its mayor to execute this Agreement by official vote of the Body on the ____ day of _____, 2022; and

WHEREAS, the Governing Body of Olathe did approve and authorize its mayor to execute this Agreement by official vote of the Body on the ____ day of _____, 2022; and

WHEREAS, the Governing Body of Bonner Springs did approve and authorize its mayor to execute this Agreement by official vote of the Body on the ____ day of _____, 2022.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants and agreements herein contained, and for other good and valuable consideration, the Parties agree to the following terms and conditions:

1. **PURPOSE OF AGREEMENT:** The Parties enter into this Agreement to provide the Service for residents of each community, efficiently in a non-duplicative manner. The Parties believe that by providing the Service, attendance will increase thereby reducing

the number of cancellations due to an insufficient number of participants. This Agreement is not intended to create a separate or independent legal entity. Nothing in this Agreement is intended to limit or prevent, in any way, the authority or ability of each Party to plan, manage, provide, or approve any recreational program.

2. ADMINISTRATION OF THE SERVICE: It is acknowledged and understood between the Parties that since there are three separate entities included within the proposed Service, one of the entities should be designated as being “in charge” of scheduling and contracting the individual trips (hereinafter “Trip(s)”) anticipated under the Service. However, Parties shall have the right of review and comment on the Service decisions at any time throughout duration of the Agreement, and any subsequent agreements hereto. Therefore, the Parties agree that the Service shall be administered as follows:

a. Trip Coordination: The Parties shall work together to determine which Party is responsible for coordinating and organizing the scheduling and booking of any and all necessary Trip services, such as transportation and lodging, essential to each individual Trips (hereinafter “Trip Services”). Lenexa shall draft any and all Agreements for Trip Services (hereinafter “Trip Services Agreements”) as further provided in Section 2(j). In the event Lenexa will not be attending a specific Trip, Olathe or Bonner Springs shall be responsible for coordinating such Trip Services.

b. Principals: The Parties anticipate that the following individuals will perform as the Principals under this Agreement:

1. Lenexa: Bettie Partington;
2. Olathe: Elizabeth Preston and Kristen Holloway; and
3. Bonner Springs: Gloria Ochoa

As Principals on this Service, these individuals shall be the primary contact for their respective city as well as arranging plans for respective assigned trips in Exhibit “A”.

c. Marketing: Parties agree that Lenexa will draft and print the Annual Trip Brochure and the cost will be split between the Parties proportionally based on quantities requested by each Party. Parties may individually market each of the individual Trips in their respective city brochures, newsletters, and flyers or mutually market the individual trips. If marketing individual trips mutually, costs may be shared proportionally.

d. Schedule of Trips: The schedule of Trips (hereinafter “Schedule”), attached hereto as Exhibit “A” and incorporated herein by reference provides a non-exclusive list of anticipated Trips. Every party may not attend all Trips and the Principals on this Service may agree to add or remove Trips from the Schedule as necessary.

e. Participants: Prior to opening registration for a Trip, the Parties shall determine the maximum total number of individuals permitted to register for participation in the Event (hereinafter “Participants”). The Parties agree to equally apportion a minimum number of Participant registrations to each Party each Trip. The Parties may choose to set-aside a certain number of the maximum total number of Participant registrations (“Floating Registration(s)”) which may be used by any Party to register a Participant on such Party’s waitlist, as further described in Section 2(f).

f. Wait List: In the event a Party exceeds their apportioned minimum number of Participant registrations for a particular Trip, such Party may maintain a waiting list (hereinafter the “Wait List”) for use in the event a Floating Registration, as described in Section 2(e), is available and/or in the event another Party does not fill its apportioned minimum number of Participants (“Unfilled Registration(s)”). The Parties shall cooperatively manage and coordinate the distribution and use of any available Floating Registrations and/or Unfilled Registrations to register individuals who have been placed on the Wait List of any Party. Individuals on a Wait List shall not be guaranteed participation in the Trip.

The Parties acknowledge and understand that each Trip requires a minimum total number of Participants from all Parties (“Trip Participant Minimum”) in order for the Trip to run as scheduled without additional costs to each Party. If this Trip Participant Minimum number is not met the Trip may not run. As such, the Parties agree that meeting the Trip Participant Minimum shall take priority over any Party’s apportioned minimum number of Participants. As such, the Parties agree that in the event a Party’s apportioned minimum number of Participants has not been filled at least sixty (60) days prior to a Trip or as mutually agreed upon by the parties, such Party’s remaining apportioned minimum number of Participants may be used by another Party to register any waitlisted participants.

g. Pick-up Locations: The following locations are designated as each Party’s Participant pick-up and drop-off locations for Trip(s):

1. **Lenexa:** Lenexa Senior Center, 13425 Walnut Street, Lenexa, KS 66215;
2. **Olathe:** Olathe Community Center, 1205 E. Kansas City Road., Olathe KS 66061; and

3. **Bonner Springs:** Bonner Springs Community Center, 200 East 3rd St., Bonner Springs, KS 66012.

h. Trip Escorts: Each Party shall be required to send one (1) escort on any Trip which such Party has Participants registered to attend except as provided for in subsection 2(i). Escorts attending a Trip shall meet the following minimum qualifications:

1. CPR/AED/First Aid Certified;
2. Ability to Lift and assist with luggage handling; and
3. Ability to assist Participants on and off the motorcoach.

In Addition, escorts attending a trip shall be responsible for the following:

1. Assist with luggage loading and unloading;
2. Assist Participants on and off the motorcoach;
3. Conduct headcounts of Participants throughout the Trip, as needed;
4. Make announcements during Trips regarding the itinerary, group games and activities, introducing step-on guides, etc.;
5. Assist with collecting bus driver tips from Participants;
6. Lead participants in games, tours, and other activities as needed;
7. Proactively check on and attend to Participants needs throughout the Trip, including, but not limited to, passing out water and snacks and checking in Participants at venues;
8. Help maintain a safe environment for Participants and provide aid and assistance to Participants and other escorts in the event of an emergency;
9. Be accessible 24/7 on overnight trips for emergency contact (cell phone required);
10. Help ensure compliance with motorcoach rules and regulations;
11. Limit time on personal phone calls; and
12. Other duties that may be required.

The Parties agree that if a Party's escort does not meet the abovementioned criteria, such Party will be responsible for providing an alternate escort or paying any additional cost incurred by another Party providing an alternate escort.

i. Cost Recovery: To help cover the costs incurred by Parties in the performance of the Service, the Parties will charge Participants an additional amount between ten percent (10%) to thirty percent (30%) (hereinafter "Upcharge") of the total cost of each Trip. The exact Upcharge percentage will depend on the particular Trip as mutually agreed by the Parties. Each Party's respective Principal shall be individually responsible for registering Participants and collecting payments from Participants. If

any agreement for Trip Services requires an advance deposit to reserve the Trip Services (hereinafter “Deposit”), each Party agrees to notify the other Party of such deposit and make payment of such Deposit.

Monthly, the Parties will total and provide an accounting of the total costs(s) paid (hereinafter “Trip Expenses”) and the total Participant registrations for all trips during the previous month. . The Parties shall divide and apportion the Trip Expenses between the Parties based on the number of Participants from each Party who attended the Trip.

Additionally, a Party shall incur additional costs to send a required escort on the particular Trip if the minimum number of Participants, as discussed in Section 2(e), is not met by a particular party.

As the expenses of sending an escort, including without limitation costs related to their time, attendance, admissions, food and/or lodging, are offset based on successfully registering a minimum number of participants, failure by a Party to register the minimum number of Participants as contemplated herein and agreed upon by the Parties for each particular trip, shall result in a reallocation of collected revenue and/or forfeiture of the right to send an escort.

In the event that a single Party fails to meet the minimum participant number (the “Sole Insufficient Party”), the Sole Insufficient party shall be limited to the following options:

1. If the minimum number of escorts required (as determined by the Parties for a particular trip) is met, the Sole Insufficient Party:
 - a. shall forfeit their right to a trip escort, and disperse ninety percent (90%) of collected revenue to the remaining Parties; or
 - b. may still send an escort, but shall pay ninety percent (90%) of the participant Trip cost for that escort to attend; or
2. On trips where only Two Parties are participating and the minimum number of escorts required (as determined by the Parties for a particular trip) is not met, the Sole Insufficient Party must provide a trip escort, but shall pay ninety percent (90%) of the participant Trip cost for that escort to attend.

In the event that two Parties fail to meet the minimum participant number (the “Dual Insufficient Parties”), the Dual Insufficient Party with the least number of registered participants shall forfeit their right to a trip escort, and redistribute ninety percent (90%) of their collected revenue from participant registration(s) to the remaining parties. The Dual

Insufficient Party with the greater number of registered participants Must still send an escort to ensure the minimum number of escorts for the trip is met.

j. Trip Services Agreement: Lenexa shall be responsible for drafting and coordinating execution of any Trip Services Agreement for each trip scheduled. Lenexa will email a draft Trip Services Agreement to the Principals at Bonner Springs and Olathe for their review. Bonner Springs and Olathe agree that they will return any comments or proposed changes to the draft Trip Services Agreement to Lenexa as quickly as possible, but in no event later than five (5) calendar days after receipt. Once the Trip Services Agreement's terms are agreed upon by the Parties, Lenexa will email the final Trip Services Agreement to Bonner Springs' and Olathe's Principals for execution. Trip Services Addendum may be executed on behalf of each Party by an individual authorized to bind said Party and agree to the terms contained therein. Lenexa will ensure Bonner Springs and Olathe receives a fully-executed copy of each Trip Services Agreement. In the event Lenexa is not attending a particular Trip, Bonner Springs and Olathe shall be responsible for coordinating the Service in accordance with Section 2(a), and shall be responsible for drafting and coordinating execution of any Trip Services Agreement as provided above.

1. DURATION AND TERMINATION OF AGREEMENT: This Agreement shall continue in full force and effect until December 31, 2023. This Agreement may be extended by written addendum executed by all Parties. Each Party's City Administrator/Manager is authorized to execute any and all addendums to this Agreement.
2. PLACING AGREEMENT IN FORCE: This Agreement may be executed in one or more counterparts, each of which when so executed shall be deemed an original and all of which together shall constitute one and the same instrument. Hand signatures transmitted by fax or electronic mail in portable document format or similar format are permitted as binding signatures to this Agreement. Upon Governing Body approval and execution, each Party shall email to the other Parties' Principals a scanned copy of their respective execution page.
3. AMENDMENTS TO THIS AGREEMENT: This Agreement cannot be modified or changed by any verbal statement, promise or agreement, and no modification, change nor amendment to this Agreement shall be binding on the Parties unless it shall have been agreed to in writing and signed by all Parties. Each Party's City Administrator/Manager is authorized to execute any and all amendments and/or addendums to this Agreement.
4. JURISDICTION: This Agreement shall be construed according to the laws of the State of Kansas and may be enforced in the District Court for Johnson County, Kansas.

IN WITNESS WHEREOF, the above and foregoing Agreement has been executed by each of the Parties hereto on the day and year first above written.

CITY OF LENEXA, KANSAS

Michael A. Boehm, Mayor

ATTEST:

Jennifer Martin, City Clerk

APPROVED AS TO FORM:

Alexander J. Aggen, Assistant City Attorney

CITY OF BONNER SPRINGS, KANSAS

_____, Mayor

ATTEST:

_____, City Clerk

APPROVED AS TO FORM:

CITY OF OLATHE, KANSAS

_____, Mayor

ATTEST:

_____, City Clerk

APPROVED AS TO FORM:

EXHIBIT “A”**Anticipated Schedule of Trips
(Certain Trip Dates TBD)**

<u>TRIP</u>	<u>Dates 2023</u>	<u>Bonner</u>	<u>Lenexa</u>	<u>Olathe</u>	<u>Planning & Payments</u>	<u>Charter or Tour</u>
Kauffman Ballet (Cinderella) + supper	2/23/2023	X	X		Gloria	Charter
Music Hall (Hamilton) show dates 3/21-4/2)	TBD	X	X	X	Kristen	Charter
Golden Eagle Casino	3/15/2023	X	X	X	Kristen	Charter
All Aboard for Iowa (Bridges Mad. Cty)	Late April	X	X	X	Bettie/XR	Tour
Pella Iowa (Tulip Festival)	May 3-4	X	X	X	Gloria/XR	Tour
Excelsior Springs Wine Around	6/1/2023	X	X	X	Kristen/XR	Tour
Sac & Fox Casino	7/19/2023	X	X	X	Bettie	Charter
Lyceum Theatre + Blufftop Bistro	June or July	X	X	X	Kristen/XR	Tour
Quality Hill Playhouse	August	X	X	X	Gloria	Charter
Art & Wine Adventure *	9/21 - 22/2023	X	X *	X	Bettie	Tour
Balloons & Trains	10/7--15	X	X	X	Bettie/XR	Tour
Ozark Mountain Christmas (Branson)	November	X	X	X	Kristen/XR	Tour
Kansas Crossing Casino + Chicken place	November	X	X	X	Gloria	Charter
Holiday Lights Tour	11/29/23		X		Bettie	Charter
Holiday Lights Tour				X	Gloria	Charter
*register LX only						

Memorandum

Date: September 26, 2022
To: Mayor and City Council
From: Chris Jennings

Subject: FEMA Assistance to FireFighters Grant (AFG) Award

Recommendation: The Interim Fire Chief recommends approval.

Action: Make a motion to accept the 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity in the amount of \$111,238.09 in Federal funding with matching city funds in the amount of \$5,561.91.

Background: The Assistance to Firefighter Grant (AFG) program, administered through FEMA, helps firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards. This is an extremely competitive grant process with limited funds for program requests across the country.

An application submitted for the 2021 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been reviewed and awarded in the amount of \$111,238.09 in Federal funding. As a condition of this grant, the city is required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or a minimum of \$5,561.91 for a total approved budget of \$116,800.00.

Discussion: A critical item for the Department is structural firefighting protective ensembles (e.g. Turn out or bunker gear). At this time, a complete set of Turn Out gear can exceed \$5,000.00 for each responder. With acceptance of the grant, we are to ensure our responders not only have the protection they need, but equipment to perform in service to our citizens.

Financial Impact: Acceptance of this grant award accelerates our Personnel Protective Equipment maintenance program and compliance with structural firefighting gear. The matching funds from the city amount to a total of at least 5,561.91. The city would be responsible for any minor overages that exceed the federal share of \$111,238.09.

This specific grant award is our 3rd federal award in the past 2 years.

City Manager's Update

Date: September 9, 2022

To: Mayor and City Council

General

- The City email newsletter is going to a monthly format. Until now, the newsletter has been sent out quarterly.
- A survey is available on our website at www.bonnersprings.org/bsfm to obtain feedback on the Farmers' Market Pavilion location preference. The flier is attached. We've received 128 responses to date. The current placement leader is Centennial Park with over half the votes, followed by Elm Street. Majority of respondents are from residents and visitors.
- There are less than 50 days until the November 8, 2022 General Election. There are two sales taxes up for renewal on the November ballot that would support City of Bonner Springs services. The two sales taxes on the ballot are renewal taxes that have been used to support public safety, emergency medical services and general capital improvements – specifically street maintenance. If the sales tax renewals do not pass with a simple majority vote, the city would have to either consider decreasing services or look at how to replace these funds, of approximately \$1,240,000 annually, through a property tax increase which equates to about 12 mills.

The city will begin sharing sales tax facts and information on our city Facebook page, website and e-newsletter. We encourage public officials and residents to share this information with others before they go to vote later this fall. The information will be located on our website at www.bonnersprings.org/salestax.

Public Works

Cleanup of vandalism at Lions Park Bathrooms

Water Treatment Plant Project

- Final Design stages and KDHE input & approvals

Lift Station #2

- Preliminary design in progress, multiple issues and discussions
- Updating and altering current by-pass operation over next 3 months
- Pursuing eminent domain process for the lot

Traffic Signal Upgrade Project – anticipated completion date is October 1.

K7 & Canaan Project

- Traffic signal replacement project with poles, mast arms, foundations, etc.
- Initial coordination with KDOT completed and moving forward
- Engaging Design/Engineering consultant (Wilson) to get started

Water Meter Project – approximately 600 units installed out of 3,100

Kansas Avenue Culvert Projects

- P.O. issued to make immediate repairs to erosion problem located at the West site

- P.O. to design solution to the twin culvert pipes at the East site
- Organizing funding solution for the East site project in 2023

Aerator Project – preparing for removal of old & install of new at Waste Water Treatment Plant in November

Library

- **Mobile Mammography at the Bonner Springs Library**; Saturday, October 1 from 9:00 to 3:00 - 3D mammograms for women 40+; free colorectal testing kits for men and women 45+. Walk-ins welcome. If you have health insurance, please bring your insurance card. A service of the Wyandotte County Health Department, Masonic Cancer Alliance, and Diagnostic Imaging Centers, P.A.
- **Leagues of Their Own: Kansas City Regional Mexican American Baseball Teams**; Monday, October 3 at 6:30 - A presentation by author Gene T. Chávez, Ed.D at the library.

Recreation

- City Wide Yard Sale on Saturday, September 24th. \$5 to list your sale with Parks & Rec. Interactive map of listed sales available on Friday, September 23rd on website and Facebook.
- Mark your calendars for this year's Halloween event! Saturday, October 29th from 3PM-6PM at the Agricultural Hall of Fame! For just \$10 per car, you and whomever you can safely transport gets access to a tractor hayride, train ride, story trail, games, prizes, photo contest and more! Concessions will be available for additional purchase. Staff is currently seeking sponsorship for games and prizes, please email nbrungardt@bonnersprings.org if interested or register as a sponsor online at <https://bit.ly/3cRPNFg>
- Space is limited, register for the following trips today! Weston, MO (10/19); Golden Eagle Casino (11/2); and Holiday Lights Tour (11/30). Register online at <https://bit.ly/3cRQmPo> or at the Community Center.
- The \$2,500 startup grant for Camp Great Adventure was used to pay for admission for 3 field trips and a bus driver for the entire summer's transportation (this included 2 trips to the pool each week and transportation to weekly field trips)
- Staff is working on a Be Safe, Play Safe program to serve as training for coaches across our programs to ensure safe practices.
- Halloween Story Trail on 10/29/22 from 3pm-6pm at the Agricultural Hall of Fame.
 - There is a \$10 cost per vehicle this year to cover the cost of running 4 tractors, a pick-up, and a train
 - Nathan is looking for volunteers to sponsor candy, help hand out bags, and help guide people at the end of the trail. Please reach out to him if you are interested/able to assist.
- Youth Volleyball registration closed September 12th. Practices begin the week of October 3rd.
- Registration for youth basketball opens Monday, October 3rd. Registration open thru November 14th; practices begin in December.
- Holiday Lights Tour - November 30th. Deadline to register is October 28th. \$20 a person. Open to all ages.

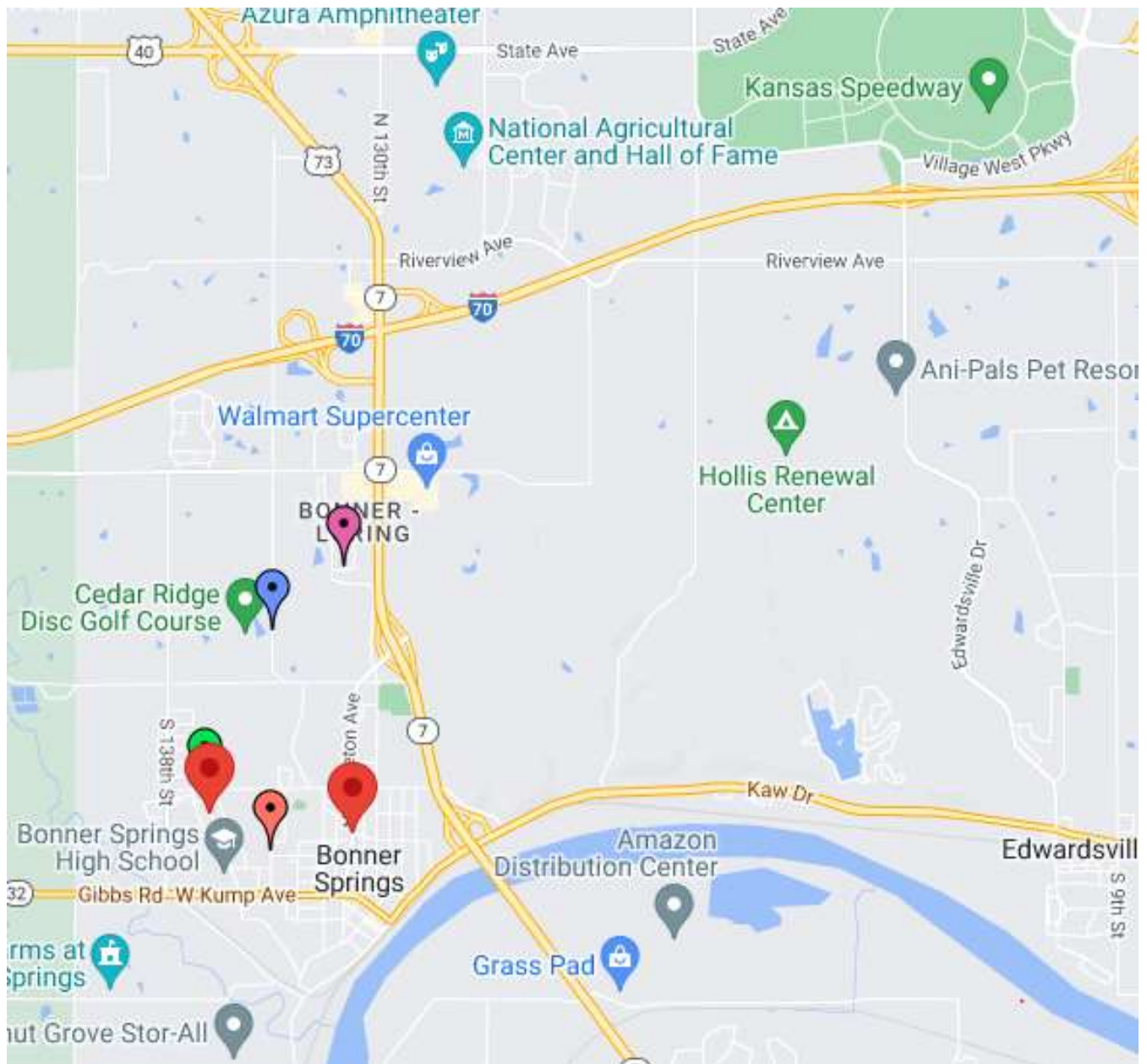
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REPORT OF BUILDING PERMITS ISSUED

ISSUED DATES: 9/5/2022 THRU 9/18/2022

STATUS: OPENED, COMPLETED

TYPE OF PERMIT	NUMBER OF PERMITS
COMMERCIAL NEW/ADDITION	1
COMMERCIAL REMODEL	0
COMMERCIAL ROOF.....	0
DECK.....	2
DRIVEWAY.....	0
DEMOLITION	0
ELECTRICAL	2
FENCE	0
FIREWORKS.....	0
GENERAL INSPECTION.....	0
MECHANICAL	1
OPEN FLAME	1
PLUMBING	4
POOL, ABOVE GROUND.....	0
POOL, IN GROUND	0
RESIDENTIAL ACCESSORY STRUCTURE	0
RESIDENTIAL MANUFACTURED MOVE-IN	0
RESIDENTIAL NEW/ADDITION	0
RESIDENTIAL REMODEL	0
RIGHT OF WAY	1
SIGN	0
TENT.....	1
UTILITIES OFF	0
=====	
TOTAL NEW PERMITS.....	13
 TOTAL ACTIVE PERMITS	 138



CODE ENFORCEMENT INCIDENT ACTIVITY REPORT

INCIDENT CODE: * - All

USER: mstites

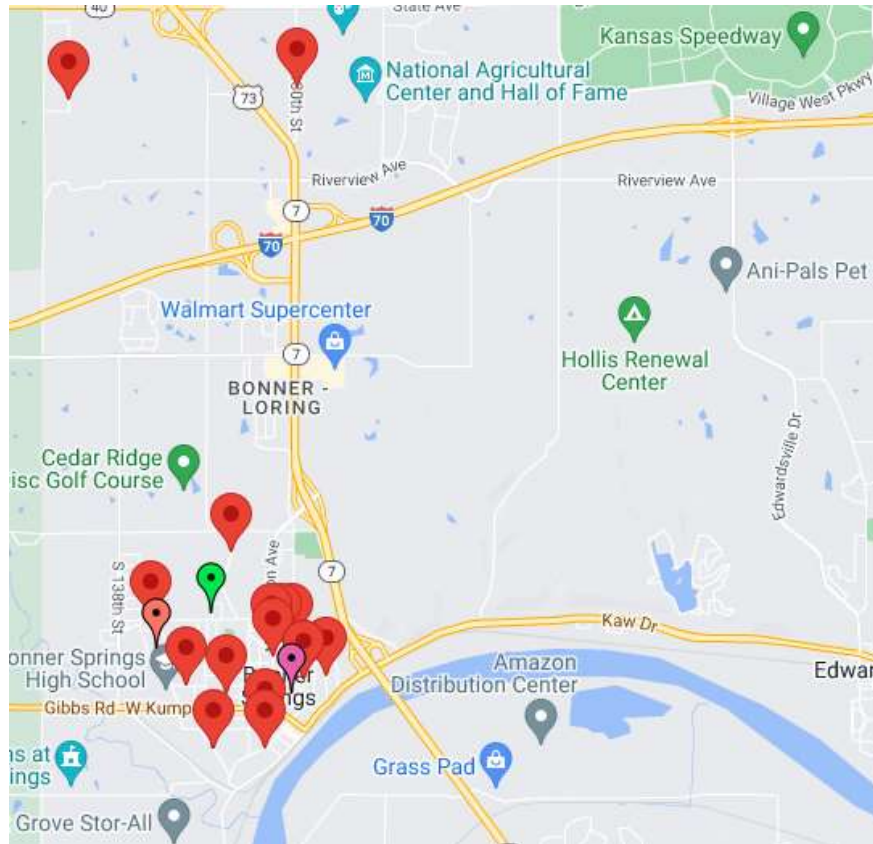
DATES: 9/5/2022 THRU 9/18/2022

	NEW INCIDENTS	RESOLVED/ CLOSED	CUMULATIVE ACTIVE CASES
BRUSH	0	8	0
GENERAL	8	62	15
INOP/UNLIC/ON-GRASS	3	92	13
OUTSIDE STORAGE	0	113	17
PERMIT CHECK.....	5	90	0
PROPERTY MAINTENANCE	0	52	12
SIGNS.....	11	221	0
SNOW & ICE.....	0	8	0
TALL GRASS/WEEDS	6	28	63

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TOTALS 33 674 120

Report shows number of locations with multiple violations at many locations; does not include site re-inspections

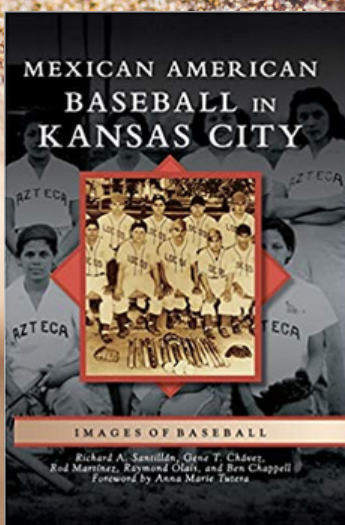


Leagues of Their Own: Kansas City Regional Mexican American Baseball Teams

Presented by Gene T. Chávez, Ed.D.

Monday, October 3rd, 6:30 pm
Bonner Springs City Library

This program traces the history of Mexican immigrants and their descendants who formed “leagues of their own” in order to play the game they loved.



BONNER SPRINGS CITY LIBRARY
201 N. Nettleton Ave
Bonner Springs, KS 66012
913-441-2665
www.bonnerlibrary.org

**3D MAMMOGRAMS FOR WOMEN 40+
FREE COLORECTAL TESTING KITS
FOR MEN AND WOMEN 45+**

Walk-ins welcome!

Men and Women will be served in the order they arrive



**Bonner Springs Library
201 Nettleton Ave.
Bonner Springs, KS
66012**

**October 1st
9:00am - 3:00pm**



If you have health insurance, please bring your **insurance card**.

Mammograms for **Kansas women 40+ without health insurance**, may qualify, for the Early Detection Works Program.

**Don't forget
your mask!**



Questions? Call Crystal Doran: 913-742-9059



**DIAGNOSTIC IMAGING
CENTERS, P.A.**