CITY OF GREENSBURG
REGULAR CITY COUNCIL MEETING
300 SOUTH MAIN GREENSBURG, KANSAS
MONDAY, AUGUST 3, 2020
6:00 PM

The meeting is available online via the City of Greensburg Facebook page and
Kiowa County Media Center YouTube Channel.

A) CALL TO ORDER

B) PLEDGE OF ALLEGIANCE AND INVOCATION

C) ROLL CALL & APPROVAL OF THE AGENDA

D) CITIZEN COMMENTS
   All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meetings Act, City Council
   members may not discuss or take action on any item that is not on the Agenda.

E) CONSENT AGENDA
   These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Council
   member so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.
   1. Approval of Minutes
      a. Regular Meeting – July 20, 2020
   2. Appropriation Ordinance
      a. Ordinance #1177

F) ITEMS OF BUSINESS
   1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
   2. Consider Planer Attachment Purchase
   3. Police Department Standard Operating Procedure Policy Discussion

G) CITY STAFF REPORTS
   1. City Administrator
   2. Police Chief

H) GOVERNING BODY COMMENTS

I) EXECUTIVE SESSION
   Executive session in accordance with K.S.A 75-4319(b) for personnel matters of non-elected
   personnel. 20 minutes

J) ADJOURNMENT

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing
Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.

To be placed on future agendas please contact City Administrator Stacy Barnes at administrator@greensburgks.org or call City Offices at 620-723-2751.
Greeensburg City Council
July 20, 2020
City Hall

A) CALL TO ORDER
Mayor Matt Christenson called the July 20, 2020 meeting to order at 6:00 p.m.

B) PLEDGE OF ALLEGIANCE & INVOCATION
The Pledge of Allegiance was said. Invocation was given by Pastor Jon Harrison.

C) ROLL CALL & APPROVAL OF THE AGENDA
Council Present: Mike McBeath, Mark Trummel, Pam Reves, and Chance Little. Haley Kern was absent.
Staff present: Administrator Stacy Barnes, City Clerk Christy Pyatt, and Chief of Police Aaron Webb.

Trummel made a motion to approve the agenda as presented. McBeath seconded. Motion passed 4-0.

D) CITIZEN COMMENTS
There were no comments submitted in advance, and no comments from those in the audience.

E) CONSENT AGENDA
Reves made a motion, seconded by McBeath, to approve the Consent Agenda as presented. Motion passed 4-0.

F) ITEMS OF BUSINESS
1. Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates
Kerri Ulrich, Kiowa County Public Health Officer, reported that the county currently has 6 confirmed cases of COVID-19. Three of those cases are active. The Health Department is working to contact all of their potential exposures. State numbers are continuing to rise. County Commissioners voted to rescind the Governor’s order mandating the wearing of masks in public. County Health continues to encourage the wearing of masks, though they are not mandatory. Governor Kelley announced Executive Orders concerning schools this afternoon. Ulrich went over the particulars of each order. There are many questions still up in the air. Ulrich hopes additional documents with some of those clarifications will be released later this week. Health Department Staff have been experimenting with various masks, attempting to determine which will work best for young school age kids.

2. Review 2021 Budget and Set Public Hearing Date
Barnes provided 2021 budget documents prior to the meeting. Little has changed from what was discussed at the last Council meeting. The annual transfer from the Electric Fund to the General Fund was lowered from $80,000 to $50,000. Notice of a public hearing on August 17, 2020 at 6 p.m. will be published in the Kiowa County Signal. Barnes noted that the estimated mill levy would be just barely up from previous years, holding taxes steady.

Christenson opened the meeting for questions from the Council. Reves voiced surprise in the change of valuation. Barnes showed that there was an increase in valuation over last year, though the last 2 years have been lower than previous years.

Trummel made a motion to approve the draft 2021 budget and Notice of Budget Hearing as presented. McBeath seconded the motion, which passed 4-0.
3. Resolution 2020-04 Regarding Coronavirus Relief Funds
Through the Federal Coronavirus Relief Fund, Kansas has received $1.25 billion to be distributed to counties for COVID-19 related expenses. Kiowa County has received $493,000 to distribute locally (county, cities, schools). Hospitals will receive relief funds independently. Christenson is the County administrator of the funds. A local task force made up of representatives of each eligible entity has been meeting to determine appropriate distribution. Eligible entities may request reimbursement of added expenses due to the pandemic. Entities are also allowed to make purchases that will assist with pandemic related issues. Resolution 2020-04 provides direction on how the City will request funds and what funds can be spent for. The City will be responsible to repay any funds found during an audit to be outside of the parameters set. The County has a similar resolution in place. The task force is currently working on the reimbursement piece of the program. Reimbursed expenses must be non-budgeted items, so wages paid to Big Well employees who were furloughed are not reimbursable. The addition of sneeze guards to desks at the Big Well and City Hall and additional cleaning supplies are eligible. If relief funds are not used, they must be returned. Non-profits and private businesses can benefit from the funds as well.

Reves made a motion, seconded by Trummel, to approve Resolution 2020-04. The motion passed 4-0.

4. Resolution 2020-05 Amending the Position Classification and Pay Plan
Barnes has been reviewing the current Position Classification and Pay Plan, adopted in 2012. Changes to the pay scale have only been for COLA increases. The City currently has 2 employees who are at their maximum pay levels, one for the last 6 years. There are 5 additional employees who will reach the maximum within the next 2 years. Employees who reach their maximum still receive merit increases, but in the form of a lump sum payment rather than a change in pay rate. Since its adoption, there have been 6 pay grades within the scale that were empty of positions. There is very little change in rates between those empty grades. In an effort to simplify the pay scale and make opportunity for employees to receive merit increases through the year, rather than in a lump sum, Barnes recommended adoption of Resolution 2020-05. As proposed, the resolution would combine pay grades 02-04, 05-08, 09-10, and 11-12; adjust the upper limit of new Grade 05; amend job descriptions within the document to reflect the pay grade changes; amend any policy manual language regarding pay scale and pay grades; and rescind the previously adopted Position Classification and Pay Plan. Barnes stated that she was not recommending wage increases for employees, just changes to their pay ranges and simplifying of the pay scale itself.

Reves asked how long it would be before an employee would again max out on the proposed scale. Barnes stated that under the currently proposal it would be several years before an employee would max out. Barnes also explained that income tax plays a part in what an employee actually receives in a lump sum situation vs. a merit increase spread throughout the year. Also, employees who reach the max pay rate do not have the benefit of a compounding wage increase. Staff hopes these adjustments will assist the City in continuing its high level of employee retention. Barnes has reviewed average salaries and wages for 2018, compiled by LKM from across the state. Recommended rates are in line with the City’s population bracket.

McBeath made a motion to approve Resolution 2020-05. Little seconded. Motion passed 4-0.

5. Ordinance 1099 Amending Chapter II, Article 2 Regarding Animal Control & Regulations
Barnes proposed Ordinance 1099, amending Chapter II, Article 2 regarding animal control & regulations, specifically tethering and picketing of animals. The current code does not address tethering, though many other cities do address the issue. Recommended changes are in response to a recently dispatched call for animal cruelty. Webb advised that in that case the dog was taken due to lack of shelter, lack of
food and water, tethering that allowed the animal to become entangled, and tethering for extensive periods of time in extreme heat. Recommended changes provide specifics on how an animal may be tethered and limits the amount of time an animal could be tethered.

Reves made a motion to approve Ordinance 1099. Trummel seconded the motion. Christenson called for a roll call vote. The motion passed 4-0.

Webb advised that there were no formal operating policies adopted since the Police Department began in 2012. With the addition of future department employees, Webb drafted “Standard Operating Procedures for the Greensburg Police Department” for the Council’s review. Noting that procedures related to the use of force are currently under review, Webb explained that a majority of the proposed procedures were taken from those adopted by the City of Wichita. Many other cities have patterned their procedures off of the Wichita manual, which provides a very consolidated policy. City Attorney Clayton Kerbs has reviewed the proposed document.

Christenson asked for questions and comments from the Council. Reves and Trummel voiced appreciation that a manual was compiled. Webb explained that he was proposing only the adoption of policies applicable to Greensburg. The manual would be a living document, allowing for changes to be made as needed. Adoption of a use of force policy will be proposed at a later date. Christenson asked if Council needed additional time to review the proposed manual. With no further comments and no request for additional time, Trummel made a motion to adopt Resolution 2020-06. Reves seconded. The motion passed 4-0.

7. 2nd Quarter Financial Report
Included in the meeting packet was a report of 2nd quarter financials. Barnes pointed out that revenues exceeded expenditures, except at the Big Well (which was closed for several weeks due to the COVID-19 pandemic). Most funds are showing an increase in cash balance. Staff went ahead with 1st and 2nd quarter transfers in July, except the Electric fund to General Fund transfer. Barnes felt that the General Fund was stable and preferred to see those funds remain in the Electric Fund. Reves voiced that she was pleased with the City’s current financial status. Barnes pointed out that the Incubator Fund was currently in the black. There were no questions from the Council.

G) CITY STAFF REPORTS
Barnes reported to Council on the following topics:

• LKM Updates: Barnes provided a letter from Erik Sartorius, Executive Director of the League of Kansas Municipalities, regarding the 2020 Legislative session. Also, LKM is hosting their annual Governing Body Institute this year virtually July 30 and 31. The Governing Body Institute and Kansas Mayors Conference provides elected and appointed city leaders an opportunity to discuss the challenges facing our cities and how leadership at the local level can better address contemporary issues in local government. A web address for more information was included in the digital version of the City Administrator’s Report. If any of the governing body is interested in attending, they are asked to let Barnes know so that she can get them registered. City Hall will provide space and technology if needed.

• KDOT Cost Share Grant: KDOT announced Thursday, July 9th the KDOT Cost Share Grant awardees. There were 136 applicants and 24 projects were funded. City of Greensburg was not chosen for funding this round. Barnes will apply for this program again when it opens up later this year and also for the Airport Improvement Program that the City has applied for previously. Barnes is talking with Lochner about other potential funding opportunities that may be available.
• **Swimming Pool Night Swim:** Due to KCHS graduation on Saturday and a shortage of pool staff, there will be a Night Swim at the pool from 5-10 p.m. instead of regular hours. There are also 4 private pool parties that have been scheduled for the next week.

• **Public Works:** Public Works has been busy mowing, beginning the street repair east of the courthouse, installing security cameras at City facilities, monthly meter readings and other day to day operations.

• **MIH Program Update:** The MIH duplexes are nearing completion. Barnes is working with the developer on an open house date. The Kansas Housing Resources Corporation has released the RFP for the 2020 round of MIH applicants. Barnes will be inquiring if any local developers would like to apply. The grant can be used for a variety of housing developments including rehabs, new builds, single-family or multi-family.

Council inquired about the status of the Housing Authority. Barnes reported that the Board intends to make an offer today for the Manager’s position. Currently there is 1 board vacancy and 1 more coming, due to the member moving out of the community. Interested parties are asked to contact Barnes. McBeath’s term on the board ends at the end of the year.

**H) GOVERNING BODY COMMENTS**
There were no additional comments from the Governing Body.

**I) EXECUTIVE SESSION – In accordance with K.S.A. 75-4319(b) for personnel matters of non-elected personnel. 15 minutes**
Reves made a motion to go into executive session for 15 minutes, until 7:00 p.m. for matters of non-elected personnel. Trummel seconded, and the motion passed 4-0. Council returned to open session at 7:00 p.m. with no action taken.

Trummel made a motion to go into executive session until 7:10 p.m. for matters of non-elected personnel. McBeath seconded, and the motion passed 4-0. Council returned to open session at 7:10 p.m. with no action taken.

**J) ADJOURNMENT**
With nothing further to discuss, Christenson declared the meeting adjourned at 7:12 p.m.

____________________________________         ____________________________________
Matt Christenson, Mayor           Christy Pyatt, City Clerk
## APPROPRIATION ORD. 1177

**08.03.20**

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To: Mayor and City Council  
From: Stacy Barnes, City Administrator  
Subject: Agenda items F. 1-3

Agenda Item F.1  Receive Kerri Ulrich, Kiowa County Public Health Officer, for COVID-19 Updates

Agenda Item F.2  Consider Planer Attachment Purchase
With the purchase of the new Bobcat last year, we were able to try to utilize some attachments that were previously unused. One of those was the planer attachment that can be used to grind out areas of asphalt for repair and replacement. The planer attachment we have has major issues and within a little time of using it drains all of the hydraulic fluid from the skid steer.

Included in the packet are quotes from Bobcat and from Caterpillar for new planer attachments. The Bobcat 18-inch planer is quoted at $13,061.36 and Caterpillar is $18,344. You will see the note on the Caterpillar quote that there is concern that the harness will not hook up to the Bobcat Skid Steer.

You can watch a video here to see how this piece of equipment operates.
https://www.youtube.com/watch?v=QZwMVOGILXn4&t=3s

This purchase can be funded through the $5,000 transfer from the sanitation fund to general fund and the remaining amount ($8,130.99) from equipment reserve fund. The equipment reserve fund has a balance of $46,819.

Agenda Item F.3  Police Department Standard Operating Procedure Policy Discussion
At the last meeting, council adopted Resolution 2020-06 adopting the Greensburg Police Department Standard Operating Procedure Policy. Following the meeting, the Mayor and I both received questions from the public regarding the ride along program and asked Chief Webb to pause the program until council could discuss it again at the next meeting. The main questions received were regarding minors participating in the program and the types of calls that would be involved. I think the concern is for the safety of those participating and potential liability to the city since this program is not something that has been done before in our community. Both the city attorney and our insurance agent have reviewed the program and waiver of liability forms.

Chief Webb has done a great job engaging the community and this program is an example of this. This policy is presented again for further discussion, should the governing body so desire.
# Product Quotation

**Quotation Number:** HMM-21673  
**Date:** 2020-06-10 11:01:40  

**Customer Name/Location:**  
**CITY OF GREENSBURG**  
**GREENSBURG, KS**  
**Bobcat Dealer:**  
White Star Machinery, WICHITA KS  
Contact: Edi Clark  
Fax: 815-572-8175  
Cellular: 316-712-8723  
E Mail: e克拉k@whitestarmachinery.com  

**ORDERS TO BE PLACED WITH:**  
**Contact Holder/Manufacturer:**  
Clark Equipment Company  
dba Bobcat Company  
PO Box 6000, 250 E Beaton Dr  
West Fargo, ND 58078

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**Notes:**  
*Prices per the Kansas –44071  
*Terms Net 30 Days. Credit cards accepted.  
*FOB Destination within the 48 Contiguous States.  
*Delivery: 60 to 90 days from ARO.  
*State Sales Taxes apply.  
*IF Tax Exempt, please include Tax Exempt Certificate with placed order.*  
*TID# 38-0425350  
*ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales,  
PO Box 6000, 250 E. Beaton Drive, West Fargo, ND 58078.  

Prices & Specifications are subject to change. Applies to factory ordered units only.  

**ORDER ACCEPTED BY:**

**SIGNATURE**  
**DATED**

**PRINT NAME AND TITLE**  
**PURCHASE ORDER #**

**SHIP TO ADDRESS:**

**BILL TO ADDRESS (if different than Ship To):**

**IF Tax Exempt, please include Tax Exempt Certificate with placed order.**
Quote 177806-01
July 20, 2020

CITY OF GREENSBURG
ATTN CITY CLERK
300 S MAIN ST
GREENSBURG
Kansas
67054-1799

Attention: DANNY TREN T

Dear Sir,

We are concerned the work-tool harness on this attachment will not hook up to a Bobcat skid steer.

If it does not the only function that will work is the drum spin with hydraulic.

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: CPSSL305 18 in High Flow Cold Planer Attachment

STOCK NUMBER: TGN01068 SERIAL NUMBER: 0DZK00160 YEAR: SMU:

We wish to thank you for the opportunity of quoting on your equipment needs. This quote is contingent upon Customer's acceptance of Foley's standard terms and conditions. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Wes Kenton
Regional Sales Representative
MACHINE SPECIFICATIONS
Description
OP0096
COLD PLANER, PC305

Reference No
0P-0096
529-5780

SELL PRICE $18,344.00
NET BALANCE DUE $18,344.00
PLUS ANY APPLICABLE TAXES $18,344.00

Accepted by ___________________________ on __________

_____________________________
Signature
August 1, 2020

To: Greensburg City Council Members
From: Aaron Webb, Chief of Police
Subject: Ride Along & Explorer Programs

At the last council meeting, the Greensburg Police Department Policy and Procedure Manual was approved, and in this manual was the policy for the ride along program and the explorer program. Following the council meeting I was instructed by the Mayor and City Administrator to suspend these programs and they would not provide a reason, it was just stated they did not feel the council made an informed decision.

Before starting these programs I had discussed them with the City Administrator and the City Attorney. Both of them approved the programs. In order for anyone to ride along they must complete a liability waiver, and if they are under 18 years of age they must also have a parent sign a waiver. The waiver must be signed in the presence of an officer. The liability waiver has been reviewed by the City Attorney on three separate occasions at the request of the City Administrator. The City’s insurance provider has also been consulted and there is not any additional coverage that would be needed.

Ride Along and Explorer programs are common in law enforcement agencies and allow the public to have a better understanding of the job. They also provide youth interested in law enforcement with a positive activity to help them determine if this is something they are truly interested in.

The Explorer Program is a more in-depth learning program for youths interested in law enforcement and provides them with hands-on training and experience in a controlled environment. Deputy Capansky will be helping with this program. The training material is taught out of a national course curriculum at regular meetings, similar to a scout program. Explorers will experience different aspects of law enforcement but are not issued nor allowed to carry any weapons or handcuffs. These items may be used in different trainings with supervision, but will not leave the department.

I have attached the ride along waiver for your review, along with the information and application for the explorer program. I ask that the council make a decision on if these programs should continue or not. It would be my recommendation that they continue. It is important to build a positive relationship with the community and with the youth, and I feel this is a great opportunity to do so.

Sincerely,

Aaron Webb, Chief of Police
1. Any person who wishes to ride as an observer with a department member will be instructed to obtain prior approval from the Chief of Police.

2. Any member of the Department may have a spouse, child(ren), friend(s) or relative(s) ride as an observer, but he/she must obtain prior approval of the Chief of Police.

3. Before completing the required paperwork, the prospective observer will be shown a list of disqualifiers for employment with the Greensburg Police Department. If the prospective observer self-identifies as having been arrested for or convicted of any of the disqualifiers listed on the sheet, there is no need to fill out any paperwork, as they will not be allowed to ride.

4. All observers (including family members) must be thirteen (13) years of age and will be required to complete a Release From Liability Form, Security Awareness Statement form, and a Criminal History Check form prior to riding in any police vehicle.
   a. In addition, any observer under the age of eighteen (18) must have a parent/guardian sign the Release From Liability Form. The Release From Liability Form will not be accepted from the observer, under the age of eighteen (18), who turns in the observer packet with the Juvenile Release from Liability section already signed.
   b. Photocopies of the observer’s driver’s license are a required element of the criminal history check and will be attached to the observer packet.
   c. A Criminal History Check consisting of a Triple I (III) will be completed on all observers through Kiowa County Emergency Communications to determine whether an arrest record exists. If so, the Chief of Police shall be notified, and shall approve or disapprove the riding assignment after reviewing the report.

5. The Chief of Police has the right to deny an individuals request to participate in the Ride Along Program.

6. Observers can be listed as possible witnesses on any Police incident, therefore, all observers will be prohibited from recording any part of the ride along process without authorized approval of the Chief of Police.

7. All observers shall wear clean, appropriate clothing, which includes a shirt/blouse and long pants/skirt. All observers shall wear appropriate footwear, i.e. no open toe shoes, when riding.

8. Ride Along Policies
   a. The ride-along is an observer only, and should not become involved in or interfere with any situation, either physically or verbally. In the event of an emergency, an observer may take appropriate action to protect themselves and/or officers.
   b. The ride-along will wear professional clothing. Shorts, sleeveless shirts, and t-shirts are not acceptable attire.
   c. Participants will be under the direct order of the Police Officer and must follow all instructions of the Officer.
   d. Participants will not be allowed to carry a weapon while on a ride-along, despite current concealed weapon laws.
e. Participants will not be allowed to photograph, videotape, or otherwise record without the officer’s approval

f. Ride-along will be allowed to observe as much of any situation as is possible, consistent with their safety; however, they may not leave the police vehicle unless given permission to do so by the officer.

g. Officers will not allow participants to enter private homes or other areas where a citizen has a reasonable expectation of privacy without the explicit consent of the citizen. Participants will not be allowed to photograph and/or videotape within these same areas.

h. Participants must conduct themselves in a civil and courteous manner at all times

i. Participants will not interfere with police officers while in the performance of their duties

j. The officer may terminate the ride if the participant fails to follow the regulations or is acting in a manner inconsistent with the best interests of the police department.

k. The participant may request that the ride be terminated at any time. The participant will be returned to the station as soon as the officer determines it is practical.

9. Observers are to act only as an observer and shall not actively being involved in any case or investigation. Observers must always stay in the patrol vehicle, unless given specific authorization from the Officer to exit the vehicle.

a. Observers are not allowed to exit the vehicle on:
   i. Traffic Stops
   ii. Disturbance or Domestic Disturbance Calls.
   iii. Calls involving a crime in progress, i.e. a trespassing call or a burglary in progress
   iv. Any time the officer believes the safety of the observer could be placed at an elevated risk of harm.
Ride Along Application

The Greensburg Police Department ride-along program is offered to residents of Greensburg and Kiowa County, applicants, students and those employed within the City of Greensburg. Reasonable efforts should be made to accommodate interested persons. Any applicant may be disqualified without cause from participating in the program.

Legal Name: ___________________________ Date of Birth: ___________________________

Home Address: ________________________________________________________________

City, State, Zip Code: __________________________________________________________

Social Security Number: __________________ Driver’s License Number: ______________

Phone Number: ___________________ Email: _________________________________

*If Under 18 Years of Age:

Legal Guardian: ___________________________ Date of Birth: __________________________

Home Address: ________________________________________________________________

City, State, Zip Code: __________________________________________________________

Social Security Number: __________________ Driver’s License Number: ______________

Phone Number: ___________________ Email: _________________________________

All Ride Along Applicants must agree to submit to a criminal background check, which can determine your eligibility to participate in the program.

Please read all of the following pages of information carefully, **WAIVER MUST BE SIGNED IN THE PRESENCE OF A GREENSBURG POLICE OFFICER.**

The Completion of this application does not guarantee you will be approved for the ride along program.
Regulations

1. The ride-along is an observer only, and should not become involved in or interfere with any situation, either physically or verbally. In the event of an emergency, an observer may take appropriate action to protect themselves and/or officers.

2. The ride-along will wear professional clothing. Shorts, sleeveless shirts, and t-shirts are not acceptable attire.

3. Participants will be under the direct order of the Police Officer and must follow all instructions of the Officer.

4. Participants will not be allowed to carry a weapon while on a ride-along, despite current concealed weapon laws.

5. Participants will not be allowed to photograph, videotape, or otherwise record without the officer’s approval.

6. Ride-along will be allowed to observe as much of any situation as is possible, consistent with their safety; however, they may not leave the police vehicle unless given permission to do so by the officer.

7. Officers will not allow participants to enter private homes or other areas where a citizen has a reasonable expectation of privacy without the explicit consent of the citizen. Participants will not be allowed to photograph and/or videotape within these same areas.

8. Participants must conduct themselves in a civil and courteous manner at all times.

9. Participants will not interfere with police officers while in the performance of their duties.

10. The officer may terminate the ride if the participant fails to follow the regulations or is acting in a manner inconsistent with the best interests of the police department.

11. The participant may request that the ride be terminated at any time. The participant will be returned to the station as soon as the officer determines it is practical.

12. The Chief of Police has the right to deny an individual’s request to participate in the Ride Along Program.

I, __________________________ agree to the above regulations and agree to follow them and all orders given to me by a law enforcement officer during the ride along.

Signature: __________________________ Date: __________________________

Parent/Legal Guardian Signature: __________________________ Date: __________________________
Security Awareness Statement

Your association with this criminal justice agency requires you to read, acknowledge and sign this document. By virtue of a criminal justice agency’s mission, information is collected from the Kansas Criminal Justice Information System (KCJIS) on individuals that may include, but is not limited to criminal history record information, notations of arrest, detention, release, or other formal criminal charges; and any disposition arising from them, driving records, addresses, birthdates, social security numbers, personal descriptors and other personal information.

Any information, whether on an official agency report, computer screen, printout, etc., sufficient to identify individuals and notations regarding any criminal justice transaction, as well as information regarding the systems used to access KCJIS or KCJIS itself must be protected.

Your association with this agency does not constitute a “right to know” for any law enforcement sensitive information. Furthermore, it does not involve access to systems that may be used to access KCJIS, or to KCJIS-sensitive information in any format such as printed or on digital media. However, you may be exposed to such information through your involvement with this agency.

You are not allowed to disseminate or disclose any information you view or otherwise obtain through your agency association to any persons or organizations outside of this agency. All personnel granted unsescorted access to facilities where KCJIS-sensitive information is used must be aware of some basic security principals as follows.

I, __________________________ agree to the above regulations and agree to follow them and all orders given to me by a law enforcement officer during the ride along.

Signature: __________________________ Date: __________________________

If Under 18 Years of Age:

Parent or Legal Guardian: __________________________ Date of Birth: __________________________

Signature: __________________________ Date: __________________________
Waiver and Release of Liability

I, _____________________________, desire to participate in the Greensburg Police Department’s Ride-Along Program in order to observe officers of the Greensburg Police Department (GPD) perform their duties. This observation will include riding in police vehicles with GPD officers as they respond to calls. Because police work can involve dangerous and hazardous situations, I acknowledge that by accompanying GPD officers on their calls, I may be exposed to situations involving the risk to me of bodily injury or damage to my property.

I acknowledge the inherent risk in such situations and that any exposure to these situations is voluntary on my part. I am freely and voluntarily requesting permission to participate in the Ride-Along Program. This program does not entitle me to, nor am I requesting, any compensation. I acknowledge that any services I might perform during the Ride-Along Program are done voluntarily. I understand that permission to participate in this program may be revoked at any time.

In consideration of the GPD allowing me to participate in the Ride-Along Program and other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I, for myself and for my assignees, heirs, relatives, executors, agents, any and all other persons and entities acting for or on my or their behalf or behast, hereby agree to indemnify the Greensburg Police Department, City of Greensburg, Kansas, and their respective officers, employees, agents, representatives, members, attorneys, and any and all other persons and entities acting for or on their behalf or behast, from any and all claims, causes of action, damages, losses, and expenses of any kind (including, but not limited to, negligence, personal injury, other bodily injury, illness, death or property damage arising directly or indirectly out of the above described observations, and related activities;

Further, I, for myself and for my assignees, heirs, relatives, executors, agents, any and all other persons and entities acting for or on my or their behalf or behast, hereby and forever release and discharge the Greensburg Police Department, City of Greensburg, Kansas, and their respective officers, employees, agents, representatives, members, attorneys, and any and all other persons and entities acting for or on their behalf or behast, from liability which may arise from participation in the Ride-Along Program and from any and all claims, causes of action, damages, losses, and expenses of any kind (including, but not limited to, negligence, personal injury, other bodily injury, illness, death or property damage arising directly or indirectly out of the above described observations, and related activities.

I also acknowledge that my signature to this form as “parent” indicates my consent to all the terms of the form including, but not limited to, the those terms concerning indemnification and release from liability, as to my child who is above-named and is less than 18 years of age.

Participant’s Signature (must be signed in front of officer) ___________________________ Date __________

Parent/Guardian Signature (If Participant is Under 18) ___________________________ Date __________

Officer’s Signature ___________________________ Date __________
The Greensburg Police Department Explorer Program is designed to provide challenging and rewarding experiences and learning opportunities for young citizens interested in a law enforcement career. Participants will receive hands-on experience to prepare them for the realities of a law enforcement career. The Explorers are provided with the opportunity to perform various police tasks while not being placed in dangerous situations.

The program is open to residents of the City of Greensburg and students who attend Kiowa County Public Schools. The application must be completed in full and all information contained within it must be completely true and accurate.

Explorers will have the opportunity to learn about various topics related to law enforcement and will be able to take part in various community events, trainings, and the ride along program.

Topics will cover:

- Accident Investigations
- Crime Prevention
- Crime Scene Investigation
- Criminal Investigations
- Criminal Law
- Domestic Violence
- Drug Prevention
- DUI Investigations
- Evidence Collection
- Firearms Safety and Training
- First Aid
- General Police Procedures
- Radio Procedures
- Traffic Control
- Traffic Enforcement
- Traffic Laws
- And Much More...

Program Requirements:

- Must be between 14 and 20 years of age.
- Must have completed the 8th Grade
- Must be able to pass a criminal background check
- Must have a good driving record
- Must have a minimum of a 2.0 GPA
- Maintain Good Moral Character
- Have no arrest record or negative interactions with law enforcement
• Demonstrate willingness to serve and participate in explorer activities
• Attend all Explorer Meetings

Conduct and Behavior

• Although Explorers are not commissioned members of the Greensburg Police Department, they are held to the same high standards and must present themselves accordingly. This includes during official activities, at school, and in their everyday lives.
• Appropriate conduct is expected during all Explorer meetings and activities. This includes treating other explorers, law enforcement officers, civilian employees, advisors, and guest speakers with respect at all times. If inappropriate conduct occurs, a counseling session will be held with the Explorer and if the behavior continues, then the explorer may be removed from the program.
• Any inappropriate conduct deemed extreme by Advisors can result in membership being terminated after the first occurrence.
• Sexual harassment will not be tolerated. Disrespectful words or actions about one’s gender/race/religion/etc will not be tolerated. Immediate termination of membership will result from these behaviors.
• Inappropriate social media activity may result in discipline/restrictions up to membership termination.
• Any possession, consumption, or association with alcohol (if under 21), drugs, or illegal tobacco usage will result in termination. The use of tobacco products is prohibited at all Explorer functions regardless of age. Explorers are not to be under the influence of alcohol during Explorer functions regardless of age.
• Explorers shall not represent themselves in a law enforcement capacity at any time. Any Explorer found to be impersonating a law enforcement officer will be terminated and face appropriate criminal charges.
• Explorers are not allowed to wear uniforms, department shirts, or carry department badges unless engaged in an official Explorer activity.

Explorers are held to a high standard and are expected to adhere to all laws and school rules at all times. Any contacts with law enforcement or any disciplinary actions at school, including referrals, detentions, suspensions, and any other disciplinary actions must be reported to the Chief of Police within 24 hours.

Attendance Policy

• Meetings are held on a weekly basis and will be on Tuesday nights between 7:00 P.M. and 9:00 P.M. and attendance is mandatory for all Explorers. Additional meetings may be scheduled to accommodate special trainings.
• Explorers are expected to attend and participate in all special events.
• Excessive absences or tardiness may result in the Explorer being removed from the program.
If you know you are going to be absent, relay the information to the Chief of Police as soon as possible!

Uniform Policy

- Explorers are required to be in uniform at all meetings and department activities, unless instructed otherwise.
- Uniform will consist of a department issued shirt, khaki pants, and closed toe shoes. Pants should not sag low, be excessively baggy, or excessively tight.
- Explorers are not authorized to carry any weapons, including but not limited to, firearms, CEWs, batons, etc.
- All Greensburg Police Department issued gear or clothing must be returned to an Advisor upon request and/or termination of membership. This is to be done within 5 days of request and/or termination.

Ride Along Policy

- The Explorer ride along program is a privilege not a membership right.
- Professional and Safe conduct is required during ride alongs. Explorers must follow all instructions given to them by officers.
- Explorers will be directed to wear either their uniform or business casual clothing upon approval of the ride along.
- The Chief of Police must approve all Explorer Ride Alongs.
- Both the Explorer and a parent must sign a Liability Waiver for each ride along.

Range

- Explorers will have the opportunity to participate in firearms training including firing of a live weapon.
- Attendance of all range training meetings are required to participate in simunition and live fire.
- Explorers are required to pass a written test and weapon handling test to participate in simunition and live fire. Passing is 90% or higher.
- Any horseplay or unsafe acts by an Explorer on the range will result in removal from the range.
- Additional punishments/restrictions to include membership termination may also occur.
- Signed consent form, including parent or guardian signature for minor, must be completed prior to participation in simunition and/or live fire.
LAW ENFORCEMENT EXPLORER APPLICATION

Applicant’s Name: __________________________________________

Date of Application: _______________________________________
The Greensburg Police Department Explorer Program is designed to provide challenging and rewarding experiences and learning opportunities for young citizens interested in a law enforcement career. Participants will receive hands-on experience to prepare them for the realities of a law enforcement career. The Explorers are provided with the opportunity to perform various police tasks while not being placed in dangerous situations.

The program is open to residents of the City of Greensburg and students who attend Kiowa County Public Schools. The application must be completed in full and all information contained within it must be completely true and accurate.

Explorers will have the opportunity to learn about various topics related to law enforcement and will be able to take part in various community events, trainings, and the ride along program.

Topics will cover:

- Accident Investigations
- Crime Prevention
- Crime Scene Investigation
- Criminal Investigations
- Criminal Law
- Domestic Violence
- Drug Prevention
- DUI Investigations
- Evidence Collection
- Firearms Safety and Training
- First Aid
- General Police Procedures
- Radio Procedures
- Traffic Control
- Traffic Enforcement
- Traffic Laws
- And Much More...

Program Requirements:

- Must be between 14 and 20 years of age.
- Must have completed the 8th Grade
- Must be able to pass a criminal background check
- Must have a good driving record
- Must have a minimum of a 2.0 GPA
- Maintain Good Moral Character
- Have no arrest record or negative interactions with law enforcement
- Demonstrate willingness to serve and participate in explorer activities
- Attend all Explorer Meetings
Conduct and Behavior

- Although Explorers are not commissioned members of the Greensburg Police Department, they are held to the same high standards and must present themselves accordingly. This includes during official activities, at school, and in their everyday lives.
- Appropriate conduct is expected during all Explorer meetings and activities. This includes treating other explorers, law enforcement officers, civilian employees, advisors, and guest speakers with respect at all times. In inappropriate conduct occurs, a counseling session will be held with the Explorer and if the behavior continues, then the explorer may be removed from the program.
- Any inappropriate conduct deemed extreme by Advisors can result in membership being terminated after the first occurrence.
- Sexual harassment will not be tolerated. Disrespectful words or actions about one’s gender/race/religion/etc will not be tolerated. Immediate termination of membership will result from these behaviors.
- Inappropriate social media activity may result in discipline/restrictions up to membership termination.
- Any possession, consumption, or association with alcohol (if under 21), drugs, or illegal tobacco usage will result in termination. The use of tobacco products is prohibited at all Explorer functions regardless of age. Explorers are not to be under the influence of alcohol during Explorer functions regardless of age.
- Explorers shall not represent themselves in a law enforcement capacity at any time. Any Explorer found to be impersonating a law enforcement officer will be terminated and face appropriate criminal charges.
- Explorers are not allowed to wear uniforms, department shirts, or carry department badges unless engaged in an official Explorer activity.

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Attendance Policy

- Meetings are held on a weekly basis and will be on Tuesday nights between 7:00 P.M. and 9:00 P.M. and attendance is mandatory for all Explorers. Additional meetings may be scheduled to accommodate special trainings.
- Explorers are expected to attend and participate in all special events.
- Excessive absences or tardiness may result in the Explorer being removed from the program. If you know you are going to be absent, relay the information to the Chief of Police as soon as possible!
Uniform Policy

- Explorers are required to be in uniform at all meetings and department activities, unless instructed otherwise.
- Uniform will consist of a department issued shirt, khaki pants, and closed toe shoes. Pants should not sag low, be excessively baggy, or excessively tight.
- Explorers are not authorized to carry any weapons, including but not limited to, firearms, CEWs, batons, etc.
- All Greensburg Police Department issued gear or clothing must be returned to an Advisor upon request and/or termination of membership. This is to be done within 5 days of request and/or termination.

Ride Along Policy

- The Explorer ride along program is a privilege not a membership right.
- Professional and Safe conduct is required during ride alongs. Explorers must follow all instructions given to them by officers.
- Explorers will be directed to wear either their uniform or business casual clothing upon approval of the ride along.
- The Chief of Police must approve all Explorer Ride Alongs.
- Both the Explorer and a parent must sign a Liability Waiver for each ride along.

Range

- Explorers will have the opportunity to participate in firearms training including firing of a live weapon.
- Attendance of all range training meetings are required to participate in simunition and live fire.
- Explorers are required to pass a written test and weapon handling test to participate in simunition and live fire. Passing is 90% or higher.
- Any horseplay or unsafe acts by an Explorer on the range will result in removal from the range.
- Additional punishments/restrictions to include membership termination may also occur.
- Signed consent form, including parent or guardian signature for minor, must be completed prior to participation in simunition and/or live fire.
Greensburg Police Department Explorer Membership Requirements and Expectations Acceptance

We have read the provided membership requirements and expectations. We agree that the Explorer will abide by the requirements and expectations. We understand that failure by the Explorer to abide by the requirements and expectations can result in the Explorer's involvement in the program being restricted or terminated.

<table>
<thead>
<tr>
<th>Explorer Printed Name</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Parent Printed Name (If under 18)</th>
<th>Signature</th>
<th>Date</th>
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</table>
Greensburg Police Department Explorer Application

Applicant Information:

Full Name: ____________________________________________

Home Address: ________________________________________

City/State/Zip: ______________________________________

Date of Birth: ________________ Age: ______ Social Security Number: __________________

Sex: _______ Height: _______ Weight: _______ Eye Color: _______ Hair Color: _______

Driver’s License State: ___________ Driver’s License Number: _______________________

Phone Number: ____________________ Email: ____________________________

School: _______________________________ Grade: ______________________

Parent’s Information/Emergency Contacts:

Full Name: ____________________________________________

Home Address: ________________________________________

City/State/Zip: ______________________________________

Phone Number: ____________________ Email: ____________________________

Relationship to Explorer: ______________________________

Full Name: ____________________________________________

Home Address: ________________________________________

City/State/Zip: ______________________________________

Phone Number: ____________________ Email: ____________________________

Relationship to Explorer: ______________________________
Explorer Questionnaire

Please answer each question. If you answer yes to any of these questions, please explain in the space provided. Use additional pages if needed.

1. Have you ever been stopped or questioned by law enforcement?
   ______ Yes    ______ No
   If Yes, Explain: ___________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Have you ever been arrested?
   ______ Yes    ______ No
   If Yes, Explain: ___________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. Have you ever used illegal drugs?
   ______ Yes    ______ No
   If Yes, Explain: ___________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. Have you ever received any disciplinary action at school?
   ______ Yes    ______ No
   If Yes, Explain: ___________________________________________________________
   __________________________________________________________
   __________________________________________________________

5. Have you ever committed a crime?
   ______ Yes    ______ No
   If Yes, Explain: ___________________________________________________________
   __________________________________________________________
Why do you want to be a part of the Greensburg Police Department Explorer Program?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do you expect to gain out of this program?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I hereby certify that all statements made on or in connection with this application, including those regarding my training and experience are true and complete to the best of my belief and knowledge; and I understand and agree that any mis-statements or omissions of material fact herein will cause forfeiture on my part of all rights to appointment as a Greensburg Police Explorer.

________________________________________________________________________

Signature of Applicant
Greensburg Police Department – Explorer Program

Security Awareness Statement

Your association with this criminal justice agency requires you to read, acknowledge and sign this document.

By virtue of a criminal justice agency’s mission, information is collected from the Kansas Criminal Justice Information System (KCJIS) on individuals that may include, but is not limited to criminal history record information, notations of arrest, detention, release, or other formal criminal charges; and any disposition arising from them, driving records, addresses, birthdates, social security numbers, personal descriptors and other personal information.

Any information, whether on an official agency report, computer screen, printout, etc., sufficient to identify individuals and notations regarding any criminal justice transaction, as well as information regarding the systems used to access KCJIS or KCJIS itself must be protected.

Your association with this agency does not constitute a “right to know” for any law enforcement sensitive information. Furthermore, it does not involve access to systems that may be used to access KCJIS, or to KCJIS-sensitive information in any format such as printed or on digital media. However, you may be exposed to such information through your involvement with this agency.

You are not allowed to disseminate or disclose any information you view or otherwise obtain through your agency association to any persons or organizations outside of this agency. All personnel granted unescorted access to facilities where KCJIS-sensitive information is used must be aware of some basic security principals as follows.

I, __________________________ agree to the above regulations and agree to follow them and all orders given to me by a law enforcement officer during my tenure with the Greensburg Police Department.

Signature: __________________________ Date: __________________________

If Under 18 Years of Age:

Parent or Legal Guardian: __________________________ Date of Birth: __________________________

Signature: __________________________ Date: __________________________
Greensburg Police Department Explorer Program  
Waiver and Release of Liability

I, ____________________________, desire to participate in the Greensburg Police Department's Explorer Program in order to better understand the jobs of a law enforcement officer. I understand the risk associated with some activities as apart of this program, including but not limited to, the use of firearms, defensive tactics, physical training, riding in patrol vehicles, traffic control, emergency dispatch procedures, first aid, and performance of any law enforcement or department duties.

I acknowledge the inherent risk in such situations and that any exposure to these situations is voluntary on my part. I am freely and voluntarily requesting permission to participate in the Explorer Program. This program does not entitle me to, nor am I requesting, any compensation. I acknowledge that any services I might perform during the Explorer Program are done voluntarily. I understand that permission to participate in this program may be revoked at any time.

In consideration of the GPD allowing me to participate in the Explorer Program and other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge, I, for myself and for my assignees, heirs, relatives, executors, agents, any and all other persons and entities acting for or on my or their behalf or behest, hereby agree to indemnify the Greensburg Police Department, City of Greensburg, Kansas, and their respective officers, employees, agents, representatives, members, attorneys, and any and all other persons and entities acting for or on their behalf or behest, from any and all claims, causes of action, damages, losses, and expenses of any kind (including, but not limited to, negligence, personal injury, other bodily injury, illness, death or property damage arising directly or indirectly out of the above described observations, and related activities;

Further, I, for myself and for my assignees, heirs, relatives, executors, agents, any and all other persons and entities acting for or on my or their behalf or behest, hereby and forever release and discharge the Greensburg Police Department, City of Greensburg, Kansas, and their respective officers, employees, agents, representatives, members, attorneys, and any and all other persons and entities acting for or on their behalf or behest, from liability which may arise from participation in the Ride-Along Program and from any and all claims, causes of action, damages, losses, and expenses of any kind (including, but not limited to, negligence, personal injury, other bodily injury, illness, death or property damage arising directly or indirectly out of the above described observations, and related activities.

I also acknowledge that my signature to this form as “parent” indicates my consent to all the terms of the form including, but not limited to, those terms concerning indemnification and release from liability, as to my child who is above-named and is less than 18 years of age.

________________________________________  __________________________
Participant's Signature (must be signed in front of officer)  Date

________________________________________  __________________________
Parent/Guardian Signature (If Participant is Under 18)  Date

________________________________________  __________________________
Officer's Signature  Date
Authorization for Consent to Medical Treatment of Minor Child

I, _______________________________________, hereby authorize any member of the Greensburg Police Department to give consent for all medical and/or surgical treatment that may be required for my child during my absence.

Child’s Full Name ____________________________________________________________

Date of birth ______________________________________________________________

Child’s Physician: __________________________________________________________

Child’s Allergies ____________________________________________________________

Medications child is taking: ________________________________________________

Important medical history __________________________________________________

Date of last Tetanus Immunization ____________________________________________

Home address of parent/guardian: __________________________________________

Parent/guardian Telephone #: __________________________ Cell #: ________________

Emergency contact (other than parent/guardian): ______________________________

Telephone: ___________________________ Cell: ________________________________

Primary Medical Insurance Carrier ____________________________________________

Member’s Name ____________________________________________________________

ID# ___________________________________ Group # ______________________________

Signature of parent/guardian(s) ______________________________________________

Date signed __________________________

Signature of witness ________________________________
August 1, 2020

To: Greensburg City Council Members  
From: Aaron Webb, Chief of Police  
Subject: July 2020 Monthly Report

During the Month of June, I had 236 calls for service, including 180 traffic stops which resulted in 119 traffic citations being issued. Of the remaining 56 calls for service, 9 resulted in investigative and criminal cases being opened. Of these calls for service, 42 of them were dispatched by Kiowa County 911 and 8 were initiated by citizens, either in person or by calling the Police Department directly. Additionally, 2 adults were arrested and booked into the Kiowa County Detention Center and another case was submitted for prosecution.

Attached to this report is a monthly activity report breaking down the different types of calls and traffic violations for the month. The types of calls for service were varied this month, including a non-injury vehicle accident, 3 disturbance calls, a burglary to a residence, and an animal cruelty case that resulted in two individuals being cited to appear in municipal court in August.

During the period around the Fourth of July most citizens respected the fireworks ordinances and the Police Department only received one fireworks complaint. No citations were issued this year.

Currently I am working on a Sexual Assault Case involving a juvenile and that has been occupying the majority of my time over the past week.

During the month of July I was requested numerous times to assist the Sheriff’s Office with calls in the county, several of these were providing assistance with vehicle searches. Of the other calls, 2 involved assisting with disturbances in Haviland, one resulted in an arrest for Domestic Battery and the other resulted in a juvenile arrest for aggravated assault after a juvenile attempted to stab another juvenile with a knife.

On July 19th I was requested along with the Highway Patrol to assist the Sheriff’s Office with locating a missing 13 year old child in rural Kiowa County. The boy had gotten into an argument with his father and left on foot and after he had not returned for 3 hours, his father contacted law enforcement. After a nearly two hour search, the boy was found safe.

On July 24th, I assisted the Sheriff’s Office with a high speed vehicle pursuit that entered the City Limits of Greensburg. I deployed spikes just west of the City Limits and the suspect avoided them and entered the City at approximately 120 miles per hour according to the pursuing deputy. The suspect fled on foot near North Main Street and East California Avenue and was taken into custody by Undersheriff McCann and myself after a brief foot pursuit.

The implementation process for DigiTicket is still underway and should be implemented in August. They are currently in the process of building the software for our agencies and next will be our final approval and training on they system before it is installed.

I will be continuing the Apple Tree Program that the department has participated in during past school years and the school will provide a list of supplies and students in need of assistance after enrollment and then the apples will be available for pick up at City Hall.

Sincerely,

[Signature]

Aaron Webb, Chief of Police
# Traffic Stop
- Total Calls For Service: 236
- Written Warning: 0
- Verbal Warning: 61
- Citation: 119

## Calls For Service

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## Totals
- Total Calls For Service: 236
- Written Warning: 0
- Verbal Warning: 61
- Citation: 119

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## Total Arrests
- Total Arrests: 3

## Source

- Self Initiated: 186
- Dispatched: 42
- Citizen: 8
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