



City Council Meeting

Monday, August 28, 2023 at 5:15 pm

LOCATION OF MEETING:

City Hall Council Chambers, 627 N. Adams Street, Carroll, Iowa 51401

NOTICE

In addition to attending the meeting in person, the public can watch the meeting live from the City's Cable Access Channel CAAT6 available on Western Iowa Network and Mediacom or on the City's YouTube channel by going to: <https://www.youtube.com/CityofCarrollIowa> If you choose to watch live on YouTube you are encouraged to subscribe to the City's YouTube channel so you can access the meeting live when it starts. CAAT6 and YouTube meeting feeds are a view only option and you will not be able to participate in the meeting via CAAT6 or YouTube.

The City of Carroll will make the meeting available telephonically via zoom for those individuals who wish to attend remotely. Individuals wishing to attend remotely need to contact the City at 712-792-1000 by 3:00 PM the day of the meeting to make arrangements.

AGENDA

1. Pledge of Allegiance

2. Roll Call

3. Recognition of Retirement

- Terry Kluver, Water Superintendent
- Phil Bock, Street Division

4. Consent Agenda

a. Approval of Minutes of the August 14, 2023 Meeting

b. Approval of Bills and Claims

c. Licenses and Permits:

1. Renewal of Class "C" Retail Alcohol License – *Hunan Chinese Restaurant*

d. Resolution Approving and Accepting a Sports Tourism Grant Agreement

e. Infill Housing Incentive Applications

5. Oral Requests and Communications from the Audience

Members of the public wishing to address the Council for items not on the agenda are asked to approach the podium and wait to be recognized. After recognition, the person shall state their name

and address for the record. Statement or questions are limited to five (5) minutes.

6. Ordinances

7. Resolutions

a. Water Distribution Main Replacements

- Professional Services Agreement Amendment No. 1

Also see item 6.d – [November 14, 2022](#) – Water Distribution Main Replacements – 2023 – Professional Services Agreement

b. Police Standard Operating Procedures Update

8. Reports

a. Empower Rural Iowa Rural Housing Assessment Grant

- Housing Committee Appointments

Also see item 9.a - [August 14, 2023](#) - Empower Rural Iowa Rural Housing Assessment Grant

9. Committee Reports (Informational Only)

10. Comments from the Mayor

11. Comments from the City Council

12. Comments from the City Manager

13. Adjourn

September Meetings:

* Board of Adjustment - September 5, 2023 - City Hall - 627 N Adams St

* City Council – September 11, 2023 – City Hall – 627 N Adams St

* Airport Commission – September 11, 2023 – Airport Terminal Building - 21177 Quail Ave

* Planning and Zoning Commission – September 13, 2023 – City Hall - 627 N Adams St

* Library Board of Trustees – September 18, 2023 – Carroll Public Library – 118 E 5th St

* Parks, Recreation and Cultural Advisory Board - September 18, 2023 - Recreation Center - 716 N Grant Rd

* City Council – September 25, 2023 – City Hall – 627 N Adams St

www.cityofcarroll.com

The City of Carroll will make every attempt to accommodate the needs of persons with disabilities, please notify us at least three business days in advance when possible at 712-792-1000, should special accommodations be required.

COUNCIL MEETING

AUGUST 14, 2023

(Please note these are draft minutes and may be amended by Council before final approval.)

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Council Members present: Kyle Bauer, Misty Boes, Tom Bordenaro, LaVern Dirx, Carolyn Siemann and JJ Schreck. Absent: None. Mayor Mark Beardmore presided and City Attorney Dave Bruner was in attendance.

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The Pledge of Allegiance was led by the City Council. No Council action taken.

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The Carroll RAGBRAI Executive Committee was recognized for all their hard work planning for the overnight stay in Carroll on July 24, 2023, for the 50th Anniversary of the RAGBRAI Event. No Council action taken.

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The 2023 Carroll State Baseball Committee was recognized for all their hard work for the 2023 Class 1A and Class 2A State Baseball Tournament held at Merchants Park on July 17 – 21, 2023. No Council action taken.

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It was moved by Bordenaro, seconded by Schreck, to approve the following items on the consent agenda: a) minutes of the July 25, 2023 Council meeting, as written; b) bills and claims in the amount of \$1,557,807.35; c) Licenses and Permits: Renewal of Class “C” Retail Alcohol License with Outdoor Service – *Jalisco*, and New 5-day Class “C” Retail Alcohol License (September 29, 2023) – *Hy-Vee Carroll for Kuemper Homecoming Event*, d) to authorize staff to sell the Building Department’s city vehicle on the GovDeals online auction website, and e) Resolution No. 23-66, Amended FY 2022/2023 Year End Transfers. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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There were no oral requests or communications from the audience.

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It was moved by Bordenaro, seconded by Siemann, to support the application of the Empower Rural Iowa Rural Housing Assessment Grant which includes a cash match of \$5,000.

On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Bauer, to waive City Policies 304 and 307 related to the sale of real property and approve the amended (by extending the bid deadline to September 8, 2023 and holding the public hearing on September 25, 2023) Notice – Request for Bids and Bid Form for 408 W 7th Street. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Bauer, to go into closed session at 5:49 p.m. per Iowa Code 21.5(1)(j) to discuss the purchase of particular real estate where premature disclosure could be reasonably expected to increase the price the City would have to pay for the property. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Boes, to go back into open session at 6:32 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Bauer, to adjourn at 6:32 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

Mark E. Beardmore, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====			
PAID ITEMS DATES	: 8/11/2023 THRU 8/24/2023	8/11/2023 THRU	8/24/2023	8/11/2023 THRU	8/24/2023		
PARTIALLY ITEMS DATES:	8/11/2023 THRU 8/24/2023	8/11/2023 THRU	8/24/2023	8/11/2023 THRU	8/24/2023		
UNPAID ITEMS DATES	:	8/11/2023 THRU	8/24/2023	8/11/2023 THRU	8/24/2023		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-001704	ACCO	POOL CHEMICALS	1,668.60	0.00	000000	0/00/00	1,668.60
		** TOTALS **	1,668.60	0.00			1,668.60
01-002370	ARNOLD MOTOR SUPPLY	TIRE CAPS - VALVE	32.70	0.00	000000	0/00/00	32.70
01-002370	ARNOLD MOTOR SUPPLY	RUNNING BOARDS FOR PICKUP	378.53	0.00	000000	0/00/00	378.53
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	33.35	0.00	000000	0/00/00	33.35
01-002370	ARNOLD MOTOR SUPPLY	BATTERY #42	181.99	0.00	000000	0/00/00	181.99
		** TOTALS **	626.57	0.00			626.57
01-001943	BAUER BUILT TIRE CENTER	TIRE REPAIRS	21.26	0.00	000000	0/00/00	21.26
		** TOTALS **	21.26	0.00			21.26
01-000528	BLUEGLOBES LLC	RUNWAY LAMPS	598.60	598.60-	127885	8/17/23	0.00
01-000528	BLUEGLOBES LLC	RUNWAY BULBS	1,519.76	1,519.76-	127885	8/17/23	0.00
		** TOTALS **	2,118.36	2,118.36-			0.00
01-003515	BOMGAARS	WEED SPRAY	69.99	0.00	000000	0/00/00	69.99
01-003515	BOMGAARS	WEED TRIMMER LINE	39.98	0.00	000000	0/00/00	39.98
01-003515	BOMGAARS	SUPPLIES	43.97	0.00	000000	0/00/00	43.97
01-003515	BOMGAARS	ROUNDUP	59.98	0.00	000000	0/00/00	59.98
01-003515	BOMGAARS	SUPPLIES	18.98	0.00	000000	0/00/00	18.98
01-003515	BOMGAARS	SUPPLIES	11.48	0.00	000000	0/00/00	11.48
01-003515	BOMGAARS	SAW BLADES AND SUPPLIES	40.77	0.00	000000	0/00/00	40.77
01-003515	BOMGAARS	BOLTS	1.50	0.00	000000	0/00/00	1.50
01-003515	BOMGAARS	SUPPLIES	80.63	0.00	000000	0/00/00	80.63
01-003515	BOMGAARS	GAS & GAS CAN FOR SAWS & JAWS	83.98	0.00	000000	0/00/00	83.98
01-003515	BOMGAARS	LEAK REPAIRS - ROOF DRAIN	29.98	0.00	000000	0/00/00	29.98
		** TOTALS **	481.24	0.00			481.24
01-003714	BROTHERS CART WORLD	RENTAL OF GOLF CARTS	1,000.00	0.00	000000	0/00/00	1,000.00
01-003714	BROTHERS CART WORLD	RENTAL OF GOLF CARTS	2,200.00	0.00	000000	0/00/00	2,200.00
		** TOTALS **	3,200.00	0.00			3,200.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	80.16	0.00	000000	0/00/00	80.16
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	9.50	0.00	000000	0/00/00	9.50
01-004138	CAPITAL SANITARY SUPPLY	TOILET TISSUE	66.02	0.00	000000	0/00/00	66.02
		** TOTALS **	155.68	0.00			155.68
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	127897	8/17/23	0.00
		** TOTALS **	350.00	350.00-			0.00
01-004005	CARRICO AQUATIC RESOURCES	DIVING BOARD REPLACEMENT	4,507.50	0.00	000000	0/00/00	4,507.50
		** TOTALS **	4,507.50	0.00			4,507.50

=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====			
PAID ITEMS DATES	: 8/11/2023 THRU 8/24/2023	8/11/2023 THRU	8/24/2023	8/11/2023 THRU	8/24/2023		
PARTIALLY ITEMS DATES:	8/11/2023 THRU 8/24/2023	8/11/2023 THRU	8/24/2023	8/11/2023 THRU	8/24/2023		
UNPAID ITEMS DATES	:	8/11/2023 THRU	8/24/2023	8/11/2023 THRU	8/24/2023		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-004132	CARROLL AVIATION INC.	CONTRACT	7,085.00	7,085.00-	127891	8/17/23	0.00
		** TOTALS **	7,085.00	7,085.00-			0.00
01-004155	CARROLL COUNTY	GASOLINE	6,150.75	0.00	000000	0/00/00	6,150.75
		** TOTALS **	6,150.75	0.00			6,150.75
01-004173	CARROLL COUNTY 911 FUND	2 NEW PAGERS	225.68	0.00	000000	0/00/00	225.68
		** TOTALS **	225.68	0.00			225.68
01-004195	CARROLL GLASS CO.	WINDOW CAULK	17.36	0.00	000000	0/00/00	17.36
01-004195	CARROLL GLASS CO.	DOUBLE STRENGTH GLASS	15.83	0.00	000000	0/00/00	15.83
		** TOTALS **	33.19	0.00			33.19
01-004196	CARROLL HYDRAULICS	#31 HYDRAULIC HOSE	48.07	0.00	000000	0/00/00	48.07
		** TOTALS **	48.07	0.00			48.07
01-002977	CARROLL REFUSE SERVICE	JULY GARBAGE	65.55	65.55-	127887	8/17/23	0.00
		** TOTALS **	65.55	65.55-			0.00
01-003866	CHAD TIEMEYER	IPRA EVENT MILEAGE	125.76	125.76-	127906	8/23/23	0.00
		** TOTALS **	125.76	125.76-			0.00
01-004525	CITY OF CARROLL	DOWNTOWN RESTROOM WATER BILL	50.00	50.00-	127908	8/23/23	0.00
		** TOTALS **	50.00	50.00-			0.00
01-004835	COMMERCIAL SAVINGS BANK	AUGUST WATER ACH PROCESSING	126.42	126.42-	000000	8/17/23	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	14,602.60	14,602.60-	001612	8/24/23	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	17,702.82	17,702.82-	001612	8/24/23	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	5,498.12	5,498.12-	001612	8/24/23	0.00
		** TOTALS **	37,929.96	37,929.96-			0.00
01-004836	COMMUNITY OIL CO. INC.	GREASE	56.70	0.00	000000	0/00/00	56.70
01-004836	COMMUNITY OIL CO. INC.	EQUIPMENT FUEL	1,485.35	1,485.35-	127892	8/17/23	0.00
		** TOTALS **	1,542.05	1,485.35-			56.70
01-003214	CORE-MARK MIDCONTINENT IN	CONCESSIONS	517.10	0.00	000000	0/00/00	517.10
		** TOTALS **	517.10	0.00			517.10
01-005395	D & K PRODUCTS	SEED	850.00	0.00	000000	0/00/00	850.00
		** TOTALS **	850.00	0.00			850.00
01-002648	D/R ELECTRIC INC.	LL - POLE LIGHTS	1,082.55	0.00	000000	0/00/00	1,082.55
		** TOTALS **	1,082.55	0.00			1,082.55

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-003924	DELTA DENTAL	SEPT. DENTAL PREMIUMS	1,497.72	1,497.72-	127907	8/23/23	0.00
		** TOTALS **	1,497.72	1,497.72-			0.00
01-006270	DREES HEATING & PLUMBING	DEEP FAT FRYER REPAIRS	1,037.40	0.00	000000	0/00/00	1,037.40
		** TOTALS **	1,037.40	0.00			1,037.40
01-012590	ECHO ELECTRIC SUPPLY	FUEL ISLAND BULBS	173.81	173.81-	127895	8/17/23	0.00
01-012590	ECHO ELECTRIC SUPPLY	SLOW PITCH POLE LIGHT	47.09	0.00	000000	0/00/00	47.09
01-012590	ECHO ELECTRIC SUPPLY	ELECTRIC BOX	122.13	0.00	000000	0/00/00	122.13
		** TOTALS **	343.03	173.81-			169.22
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	138.11	138.11-	127893	8/17/23	0.00
		** TOTALS **	138.11	138.11-			0.00
01-008027	FAREWAY STORES	CHAMBER COFFEE	7.96	0.00	000000	0/00/00	7.96
01-008027	FAREWAY STORES	CONCESSIONS	14.97	0.00	000000	0/00/00	14.97
01-008027	FAREWAY STORES	LIFEGUARD WATER	29.94	0.00	000000	0/00/00	29.94
		** TOTALS **	52.87	0.00			52.87
01-003403	FAST LANE AUTO CARE	FLOOR SWEEP	77.72	0.00	000000	0/00/00	77.72
01-003403	FAST LANE AUTO CARE	CLEANER	72.74	0.00	000000	0/00/00	72.74
		** TOTALS **	150.46	0.00			150.46
01-008050	FASTENAL COMPANY	SUPPLIES	19.20	0.00	000000	0/00/00	19.20
		** TOTALS **	19.20	0.00			19.20
01-001291	FEH DESIGN	STREET MAINT BLDG	53,820.00	0.00	000000	0/00/00	53,820.00
		** TOTALS **	53,820.00	0.00			53,820.00
01-006860	FELD FIRE EQUIPMENT CO.	SCBA REPAIR	40.20	0.00	000000	0/00/00	40.20
		** TOTALS **	40.20	0.00			40.20
01-000013	FIRE/POLICE RETIREMENT SY	MFPRSI CONTRIBUTIONS	14,536.70	14,536.70-	001613	8/24/23	0.00
		** TOTALS **	14,536.70	14,536.70-			0.00
01-003848	FIRST IMPRESSION	AUGUST MALL RESTROOM CLEANING	300.00	0.00	000000	0/00/00	300.00
		** TOTALS **	300.00	0.00			300.00
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	1,197.50	0.00	000000	0/00/00	1,197.50
		** TOTALS **	1,197.50	0.00			1,197.50
01-003534	FUSEBOX MARKETING	KICK IT UP SOCCER MARKETING	4,230.00	0.00	000000	0/00/00	4,230.00
		** TOTALS **	4,230.00	0.00			4,230.00

VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====		
PAID ITEMS DATES :	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	
PARTIALLY ITEMS DATES :	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	
UNPAID ITEMS DATES :		8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	
VENDOR	---- VENDOR NAME ----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT	----BALANCE---
01-009500	GEHLING WELDING & REPAIR	GATE	565.03	0.00	000000 0/00/00	565.03
01-009500	GEHLING WELDING & REPAIR	#33 CHAIN	48.50	0.00	000000 0/00/00	48.50
		** TOTALS **	613.53	0.00		613.53
01-001654	GOLDEN VALLEY HARDSCAPES	PLAYGROUND MULCH	2,457.90	0.00	000000 0/00/00	2,457.90
		** TOTALS **	2,457.90	0.00		2,457.90
01-002172	GPM ENVIRONMENTAL SOLUTIO	FLOWMETER CALIBRATION	1,321.00	0.00	000000 0/00/00	1,321.00
		** TOTALS **	1,321.00	0.00		1,321.00
01-010156	GRAPHIC EDGE LLC	PATCHES ON LEAGUE SHIRTS	170.00	0.00	000000 0/00/00	170.00
		** TOTALS **	170.00	0.00		170.00
01-002869	I SAW THE SIGN LLC	FALL SPORTS SIGN UP BANNERS	576.00	0.00	000000 0/00/00	576.00
		** TOTALS **	576.00	0.00		576.00
01-012706	IPERS	IPERS CONTRIBUTIONS	21,361.00	21,361.00-	001614 8/24/23	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	473.62	473.62-	001614 8/24/23	0.00
		** TOTALS **	21,834.62	21,834.62-		0.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	1,410.00	0.00	000000 0/00/00	1,410.00
		** TOTALS **	1,410.00	0.00		1,410.00
01-003478	JEFF STORJOHANN	PD GROUP PHOTO	25.00	0.00	000000 0/00/00	25.00
		** TOTALS **	25.00	0.00		25.00
01-013917	JEO CONSULTING GROUP INC.	2022 STORMWATER IMP.	26,450.00	0.00	000000 0/00/00	26,450.00
		** TOTALS **	26,450.00	0.00		26,450.00
01-025020	JOHN DEERE FINANCIAL	PARTS	2.14	2.14-	127896 8/17/23	0.00
01-025020	JOHN DEERE FINANCIAL	7" HEX PLUGGER	342.00	342.00-	127896 8/17/23	0.00
		** TOTALS **	344.14	344.14-		0.00
01-014520	KASPERBAUER CLEANING SER	LAUNDER RUGS	69.03	0.00	000000 0/00/00	69.03
		** TOTALS **	69.03	0.00		69.03
01-000560	LAURA SCHAEFER	MPA CONFERENCE MILEAGE	170.30	170.30-	127902 8/23/23	0.00
		** TOTALS **	170.30	170.30-		0.00
01-003481	MARCO TECHNOLOGIES LLC	COPIER CONTRACT	78.83	0.00	000000 0/00/00	78.83
		** TOTALS **	78.83	0.00		78.83
01-004054	MARLA SMITH	DE-ESCALATION SESSION	1,500.00	0.00	000000 0/00/00	1,500.00
		** TOTALS **	1,500.00	0.00		1,500.00


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=====PAYMENT DATES=====
PAID ITEMS DATES : 8/11/2023 THRU 8/24/2023
PARTIALLY ITEMS DATES: 8/11/2023 THRU 8/24/2023
UNPAID ITEMS DATES :
=====ITEM DATES=====
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023
=====POSTING DATES=====
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023
  
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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-017133	MASTERCARD	2023 IA STREETS & ROADS WRKSH	220.00	220.00-	127909	8/23/23	0.00
01-017133	MASTERCARD	CONFERENCE EXPENSES	1,495.21	1,495.21-	127910	8/23/23	0.00
01-017133	MASTERCARD	ZOOM/MAIL CHIMP/ADOBE SOFTWARE	48.98	48.98-	127911	8/23/23	0.00
01-017133	MASTERCARD	SUPPLIES/MEMBERSHIPS	2,383.89	2,383.89-	127912	8/23/23	0.00
01-017133	MASTERCARD	BACKGROUND CHECK POSTEL	27.75	27.75-	127913	8/23/23	0.00
		** TOTALS **	4,175.83	4,175.83-			0.00
01-002993	MC CLURE ENGINEERING CO.	JUNE LED LIGHTING PROJECT	5,397.19	5,397.19-	127888	8/17/23	0.00
01-002993	MC CLURE ENGINEERING CO.	JULY LED LIGHTING PROJECT	6,260.34	6,260.34-	127888	8/17/23	0.00
		** TOTALS **	11,657.53	11,657.53-			0.00
01-017220	MC FARLAND CLINIC PC	PRE-EMPLOY PHYSICAL POSTEL	186.00	0.00	000000	0/00/00	186.00
		** TOTALS **	186.00	0.00			186.00
01-003966	MICROBAC LABORATORIES INC	MONTHLY BAC-T/FLUORIDE	92.00	0.00	000000	0/00/00	92.00
01-003966	MICROBAC LABORATORIES INC	LEAD AND COPPER	27.50	0.00	000000	0/00/00	27.50
		** TOTALS **	119.50	0.00			119.50
01-017585	MIDWEST WHOLESALE BLDG PR	EXPANSION JOINT	66.24	0.00	000000	0/00/00	66.24
		** TOTALS **	66.24	0.00			66.24
01-018408	NAPA AUTO PARTS	GREASE AND PUMP PARTS	55.96	0.00	000000	0/00/00	55.96
01-018408	NAPA AUTO PARTS	GREASE	22.58	0.00	000000	0/00/00	22.58
01-018408	NAPA AUTO PARTS	SUPPLIES	58.75	0.00	000000	0/00/00	58.75
01-018408	NAPA AUTO PARTS	SOCKET - SHOP TOOL	19.49	0.00	000000	0/00/00	19.49
		** TOTALS **	156.78	0.00			156.78
01-003263	NETBANX	JULY EFT PROCESSING FEES	92.50	92.50-	000000	8/17/23	0.00
		** TOTALS **	92.50	92.50-			0.00
01-020203	OFFICE STOP	OFFICE SUPPLIES	53.42	0.00	000000	0/00/00	53.42
		** TOTALS **	53.42	0.00			53.42
01-000169	PERRY JOHNSON	JULY MILEAGE INSPECTIONS	191.92	0.00	000000	0/00/00	191.92
		** TOTALS **	191.92	0.00			191.92
01-003127	PLANET TECHNOLOGIES, INC.	EMAIL/0365 SOFTWARE	6,821.76	6,821.76-	127904	8/23/23	0.00
		** TOTALS **	6,821.76	6,821.76-			0.00
01-021860	PRESTO-X-COMPANY	PEST CONTROL - REC CENTER	96.05	0.00	000000	0/00/00	96.05
		** TOTALS **	96.05	0.00			96.05
01-003741	QUADIENNT FINANCE USA INC	METER MAINTENANCE	111.00	0.00	000000	0/00/00	111.00

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=====PAYMENT DATES=====
PAID ITEMS DATES : 8/11/2023 THRU 8/24/2023
PARTIALLY ITEMS DATES: 8/11/2023 THRU 8/24/2023
UNPAID ITEMS DATES : 8/11/2023 THRU 8/24/2023

=====ITEM DATES=====
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023

=====POSTING DATES=====
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023
8/11/2023 THRU 8/24/2023
  
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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
** TOTALS **			111.00	0.00			111.00
01-003931	QUEEN BEANS COFFEE HOUSE	CHAMBER COFFEE SUPPLIES	72.97	0.00	000000	0/00/00	72.97
** TOTALS **			72.97	0.00			72.97
01-001136	R & R SEPTIC SERVICE INC	SEPTIC TANK PUMP	325.00	325.00-	127886	8/17/23	0.00
** TOTALS **			325.00	325.00-			0.00
01-009870	RACCOON VALLEY ELECTRIC C	JULY ELECTRIC SERVICE	959.96	959.96-	127894	8/17/23	0.00
** TOTALS **			959.96	959.96-			0.00
01-004030	RASCH CONSTRUCTION INC	WATERMAIN REPAIR QUINT/HWY 30	23,523.84	0.00	000000	0/00/00	23,523.84
** TOTALS **			23,523.84	0.00			23,523.84
01-003455	ROZANNE SWARTZENRUBER	ATTACH PATCHES	20.00	0.00	000000	0/00/00	20.00
** TOTALS **			20.00	0.00			20.00
01-025250	SHERWIN WILLIAMS CO.	TRAFFIC PAINT	960.22	0.00	000000	0/00/00	960.22
** TOTALS **			960.22	0.00			960.22
01-025880	STONE PRINTING CO.	FOLDERS RETURNED	109.06-	0.00	000000	0/00/00	109.06-
01-025880	STONE PRINTING CO.	FOLDERS	109.06	0.00	000000	0/00/00	109.06
01-025880	STONE PRINTING CO.	FOLDERS	139.98	0.00	000000	0/00/00	139.98
01-025880	STONE PRINTING CO.	LEGAL PAPER	11.99	0.00	000000	0/00/00	11.99
01-025880	STONE PRINTING CO.	LASERJET TONER CARTRIDGES	637.97	0.00	000000	0/00/00	637.97
01-025880	STONE PRINTING CO.	GROMMETS FOR DESK	2.52	0.00	000000	0/00/00	2.52
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	4.99	0.00	000000	0/00/00	4.99
01-025880	STONE PRINTING CO.	LAMINATING	6.00	0.00	000000	0/00/00	6.00
01-025880	STONE PRINTING CO.	GROMMETS FOR DESK	18.88	0.00	000000	0/00/00	18.88
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	26.69	0.00	000000	0/00/00	26.69
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	47.88	0.00	000000	0/00/00	47.88
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	2.50	0.00	000000	0/00/00	2.50
01-025880	STONE PRINTING CO.	SUPPLIES	21.32	0.00	000000	0/00/00	21.32
01-025880	STONE PRINTING CO.	FILE LABELS	11.68	0.00	000000	0/00/00	11.68
01-025880	STONE PRINTING CO.	CALL SHEETS	151.65	0.00	000000	0/00/00	151.65
01-025880	STONE PRINTING CO.	INTERMENT FORMS	117.13	0.00	000000	0/00/00	117.13
01-025880	STONE PRINTING CO.	EXERCISE ROOM PUNCH CARD	75.00	0.00	000000	0/00/00	75.00
01-025880	STONE PRINTING CO.	FITNESS PUNCH CARDS	96.00	0.00	000000	0/00/00	96.00
** TOTALS **			1,372.18	0.00			1,372.18
01-002702	TERRY JENSEN	STEEL TOED BOOTS	155.10	155.10-	127903	8/23/23	0.00
** TOTALS **			155.10	155.10-			0.00
01-002272	TIGGES OVERHEAD DOORS	MAINT SHED REPAIRS	376.80	0.00	000000	0/00/00	376.80

=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====		
PAID ITEMS DATES :	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	
PARTIALLY ITEMS DATES:	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	
UNPAID ITEMS DATES :		8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT	----BALANCE---
			** TOTALS **	376.80	0.00	376.80
01-026940	TOYNE INC.	SHOCKS E-1	65.00	0.00	000000 0/00/00	65.00
			** TOTALS **	65.00	0.00	65.00
01-027060	TREASURER OF IOWA	JULY SALES TAX	11,246.40	11,246.40-	000000 8/17/23	0.00
01-027060	TREASURER OF IOWA	JULY SALES TAX	6,824.71	6,824.71-	000000 8/23/23	0.00
			** TOTALS **	18,071.11	18,071.11-	0.00
01-004016	TRIVISTA	REPAIRS CREDITED	1,198.47-	0.00	000000 0/00/00	1,198.47-
01-004016	TRIVISTA	#26 REPAIRS	2,595.72	0.00	000000 0/00/00	2,595.72
01-004016	TRIVISTA	#26 CAMSHAFT BRACKET	161.88	0.00	000000 0/00/00	161.88
01-004016	TRIVISTA	BATTERIES	288.58	0.00	000000 0/00/00	288.58
			** TOTALS **	1,847.71	0.00	1,847.71
01-027085	TROPHIES PLUS INC.	PLAQUE - KLUVER RETIREMENT	36.99	0.00	000000 0/00/00	36.99
01-027085	TROPHIES PLUS INC.	PLAQUE - BOCK RETIREMENT	36.99	0.00	000000 0/00/00	36.99
			** TOTALS **	73.98	0.00	73.98
01-028814	VAN METER COMPANY	SUPPLIES	4.29	0.00	000000 0/00/00	4.29
			** TOTALS **	4.29	0.00	4.29
01-029009	VESSCO INC.	SUPPLIES RETURNED	204.79-	0.00	000000 0/00/00	204.79-
01-029009	VESSCO INC.	LAB SUPPLIES & EQUIPMENT	150.23	0.00	000000 0/00/00	150.23
01-029009	VESSCO INC.	LAB SUPPLIES & EQUIPMENT	491.71	0.00	000000 0/00/00	491.71
01-029009	VESSCO INC.	LAB SUPPLIES & EQUIPMENT	95.00	0.00	000000 0/00/00	95.00
01-029009	VESSCO INC.	LAB SUPPLIES & EQUIPMENT	497.48	0.00	000000 0/00/00	497.48
01-029009	VESSCO INC.	LAB SUPPLIES AND EQUIPMENT	435.86	0.00	000000 0/00/00	435.86
01-029009	VESSCO INC.	LAB SUPPLIES & EQUIPMENT	85.47	0.00	000000 0/00/00	85.47
			** TOTALS **	1,550.96	0.00	1,550.96
01-003377	WELLMARK BLUE CROSS/BLUE	SEPT. HEALTH INS. PREMIUMS	47,343.96	47,343.96-	127905 8/23/23	0.00
			** TOTALS **	47,343.96	47,343.96-	0.00
01-030355	WITTROCK MOTOR CO.	JULY CAR RENTAL	550.00	550.00-	127898 8/17/23	0.00
			** TOTALS **	550.00	550.00-	0.00
01-003291	WORLDPAY INTEGRATED PAYME	JULY CC PROCESSING FEES	1,824.36	1,824.36-	000000 8/17/23	0.00
			** TOTALS **	1,824.36	1,824.36-	0.00
01-003970	WORLDWIDE EXPRESS	FREIGHT W/E 08/09/2023	41.13	41.13-	127889 8/17/23	0.00
01-003970	WORLDWIDE EXPRESS	FREIGHT W/E 8/16/2023	81.40	81.40-	127890 8/17/23	0.00
			** TOTALS **	122.53	122.53-	0.00

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023
PARTIALLY ITEMS DATES:	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023
UNPAID ITEMS DATES :		8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023

VENDOR	----	VENDOR NAME	-----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE	---
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* Payroll Expense					198,093.89						
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023
PARTIALLY ITEMS DATES:	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023
UNPAID ITEMS DATES :		8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	378,098.91	378,098.91CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	146,161.89	0.00	146,161.89
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	524,260.80	378,098.91CR	146,161.89

U N P A I D R E C A P

UNPAID INVOICE TOTALS	147,674.21
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	1,512.32CR
** UNPAID TOTALS **	146,161.89

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023
PARTIALLY ITEMS DATES :	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023
UNPAID ITEMS DATES :		8/11/2023 THRU 8/24/2023	8/11/2023 THRU 8/24/2023

FUND TOTALS

001	GENERAL FUND	117,288.85
010	HOTEL/MOTEL TAX	28.99
110	ROAD USE TAX FUND	12,295.06
121	LOCAL OPTION SALES TAX	350.00
303	C.P. - AIRPORT	11,657.53
314	C.P.-STREETS MAINT BLDG	54,385.03
600	WATER UTILITY FUND	41,555.69
610	SEWER UTILITY FUND	12,727.68
620	STORM WATER UTILITY	586.40
621	STORM WATER CAP. IMP.	26,450.00
850	MEDICAL INSURANCE FUND	48,841.68
	* PAYROLL EXPENSE	198,093.89
GRAND TOTAL		524,260.80

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager *AK*

FROM: Chad Tiemeyer, Director of Parks and Recreation *GT*

DATE: August 21, 2023

SUBJECT: Resolution Approving and Accepting a Sports Tourism Grant Agreement

Earlier this year, the Carroll Parks and Recreation Department applied for a Sports Tourism Grant through the Enhance Iowa Board. This grant is found under the Iowa Economic Development Authority/Enhance Iowa Board and is a match grant helping fund large sports tourism needs in the state of Iowa.

On May 4, 2023, Carroll Parks and Recreation was awarded \$2,570 for the 2023 Kick It Up Youth Soccer Tournament to be used for a marketing campaign. This money was spent locally with graphic designers and advertisers to help boost the overall number of participants in the event.

RECOMMENDATION: Mayor and City Council consideration and approval of the attached resolution approving the acceptance of the Sports Tourism Grant Agreement through the Iowa Economic Development Authority/Enhance Iowa Board.

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ACCEPTING THE SPORTS TOURISM GRANT AGREEMENT BETWEEN THE ENHANCE IOWA BOARD AND THE CITY OF CARROLL

WHEREAS, the City of Carroll is eligible for Sports Tourism Grant funding from the Enhance Iowa Board and;

WHEREAS, it is determined that the approval of the attached Agreement is in the best interest of the City of Carroll, Iowa;

WHEREAS, the funds were used for marketing for the 2023 Kick It Up Youth Soccer Tournament held in June in Carroll, Iowa,

NOW, THEREFORE, BE IT RESOLVED that the Sports Tourism Grant Agreement, attached as Exhibit "A", be authorized, and approved, and that the Mayor is authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of August 2023.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Mark E. Beardmore, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

SPORTS TOURISM GRANT AGREEMENT

RECIPIENT: City of Carroll
AGREEMENT NUMBER: 23-STG-005
AWARD DATE: May 4, 2023
PROJECT NAME: Kick It Up Soccer
TOTAL GRANT AMOUNT: \$2,570
PROJECT COMPLETION DATE: May 31, 2024

This **SPORTS TOURISM GRANT AGREEMENT** (“**Agreement**”) is made by and between the **Enhance Iowa Board** (“**Board**”) and **City of Carroll** (“**Recipient**”).

WHEREAS, Recipient submitted an application to the Enhance Iowa Board requesting assistance through the Sports Tourism Program (“**Program**”) to help finance the Project.

WHEREAS, the Enhance Iowa Board found the Project meets the requirements established for participation in the Program.

WHEREAS, the Board, on May 4, 2023, unanimously voted to award a Grant of **\$2,570** to Recipient to assist in funding the Project, subject to the terms and conditions herein.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement and intending to be legally bound, the Enhance Iowa Board and Recipient agree to the following terms:

ARTICLE 1 **DEFINITIONS**

As used in this Agreement, the following terms shall apply:

1.1 **“AUTHORITY” or “IEDA”** means the economic development authority created in Iowa Code section 15.105.

1.2 **GRANT** “Grant” means an award of assistance for which repayment of funds is not required upon fulfillment of the conditions of the award.

1.3 **PROJECT** “Project” means the detailed description of the work, services, and other obligations to be performed or accomplished by Recipient as described in the Project Description and Budget (Exhibit B) and the program application as approved by the Board (Exhibit A).

1.4 **PROJECT COMPLETION DATE** “Project Completion Date” means May 31, 2024, which is the date by which the Project tasks are to be fully completed.

1.5 **TOTAL PROJECT COST** “Total Project Cost” means the amount specified as such in the Project Description and Budget (Exhibit B).

ARTICLE 2 **GRANT AGREEMENT DURATION**

2.1 **GRANT AGREEMENT DURATION** This Contract shall be in effect on the Award Date and shall remain in effect until IEDA has completed Contract closeout procedures and provided written notice that all contract obligations have been met. The date of such written notice shall be the Agreement End Date.

2.2 **SURVIVAL OF OBLIGATIONS** Article 2.1 shall not abrogate or otherwise affect the obligations, terms, and conditions that survive beyond the Agreement End Date, including but not limited to Article 5.4 (Accounting Records) and Article 5.5 (Documentation).

ARTICLE 3 **IDENTITIES OF THE PARTIES**

3.1 **ENHANCE IOWA BOARD** The **Enhance Iowa Board** is a public instrumentality of the State of Iowa. Iowa Code Chapter 15F authorizes the Board and its programs. The Board's address is 1963 Bell Avenue, Suite 200, Des Moines, Iowa 50315. The Enhance Iowa program is administered by IEDA. IEDA's address is 1963 Bell Avenue, Suite 200, Des Moines, Iowa 50315.

3.2 **RECIPIENT** The **City of Carroll** is an Iowa City located at 716 N Grant Road, Carroll, IA 51401.

ARTICLE 4 **FUNDING**

4.1 **FUNDING SOURCE** The source of funding for the award is funds legally available to the Board in the Sports Tourism Marketing Fund ("Fund") established pursuant to Iowa Code section 15F.403. The funds of the State of Iowa, other than those of the Fund, are not obligated or available to meet any obligations of the Board created by this Agreement, and this Agreement shall not constitute an obligation or debt of the Board or the State except to the extent expressly described herein from funds that are legally available for such purposes.

4.2 **RECEIPT OF FUNDS** All payments under this Agreement are subject to possession by the Board of sufficient funds for the Program. Any termination, reduction, or delay of funds to the Board for the purposes of the Program may, in the Board's sole discretion, result in the termination, reduction, or delay of funds to Recipient and/or termination of this Agreement.

ARTICLE 5 **TERMS OF GRANT**

5.1 **GRANT** The Board shall make a Grant up to the amount specified above to Recipient to assist in financing the Project, subject to the requirements in Iowa Code chapter 15F, the Board's administrative rules (261 Iowa Administrative Code Chapter 215), and the terms and conditions of this Agreement. A copy of Recipient's Application describing the Project is attached hereto as Exhibit A.

5.2 **MAXIMUM PAYMENTS** It is expressly understood and agreed that the maximum amount to be paid to Recipient for Project activities shall conform to the budget as presented in the Project Description and Budget (Exhibit B). It is further understood and agreed that the total of all payments to Recipient for Project activities shall not exceed the amount specified herein unless the amount is modified by written amendment of this Agreement in accordance with Article 10.7.

5.3 **USE OF FUNDS** Recipient hereby agrees to complete the Project as described in its Application (Exhibit A) and the Project Description and Budget (Exhibit B). Recipient shall maintain the Project in accordance with the representations in Exhibits A and B during the term of this Agreement. Recipient shall allow the Board, its internal or external auditors, IEDA, the Auditor of the State of Iowa, the Treasurer of the State of Iowa, the Attorney General of the State of Iowa, and the Iowa Division of Criminal Investigations to inspect the Project at all reasonable

times to monitor and evaluate performance with Iowa law and the terms of this Agreement.

5.4 **ACCOUNTING RECORDS** Recipient shall maintain its books, records, and all other evidence pertaining to this Agreement in accordance with generally accepted accounting principles and such other procedures specified by the Board. Recipient shall account for all activity pertaining to the Agreement in a distinct and separate category within its accounting system. These records shall be available to the Board, its internal or external auditors, IEDA, the Auditor of the State of Iowa, the Treasurer of the State of Iowa, the Attorney General of the State of Iowa, and the Iowa Division of Criminal Investigations at all times during the duration of the Agreement and any extension thereof, and for three (3) years after the Agreement End Date.

5.5 **DOCUMENTATION** Within ten (10) days of receipt of a written request from the Board, Recipient shall deliver to IEDA,

- (i) Copies of all agreements or documents relating to the Project;
- (ii) Copies of all invoices, receipts, statements, or vouchers relating to the Project;
- (iii) A list of all unpaid bills for the Project; and
- (iv) Budgets and revisions showing estimated Project costs and funds required at any given time to complete and pay for the Project.

Recipient shall be bound by Article 5.5 from the Award Date to the date three (3) years after the Agreement End Date.

5.6 **COST VARIATION** In the event that the actual cost of the project is less than the amount specified as the Total Project Cost in Exhibit B, the Grant funds shall be reduced by the same ratio as the actual cost divided by the Total Project Cost. Any reimbursed excess above the reduced Grant funds amount shall be returned to IEDA.

Example:

If the total amount spent to complete the project is less than the Total Project Cost, the Board or IEDA shall calculate the amount of Grant funds to be returned as follows: first, the total amount spent to complete the project is subtracted from the Total Project Cost listed in Exhibit B to determine the change in project cost. Second, the change in project cost is divided by the Total Project Cost listed in Exhibit B. Third, this percentage is multiplied by the original Grant award. The product is the amount of the Grant award that Recipient shall return to IEDA.

Numbers from Exhibit B of the Agreement

- The funded project had a Total Project Cost listed in Exhibit B of \$100,000
- The funded project had a total Grant funds listed in Exhibit B of \$20,000

Completed project numbers

- The project, when completed, had an actual total cost of \$90,000

Calculation of the amount to be returned

1. The actual cost of the project (\$90,000) is subtracted from the Total Project Cost listed in Exhibit B (\$100,000). This amount equals \$10,000.
2. \$10,000 divided by \$100,000 equals 10%.
3. 10% multiplied by \$20,000 equals \$2,000. **Recipient shall return \$2,000 to IEDA.**

5.7 **PRIOR COSTS** No expenditures made prior to the Award Date may be included as project costs for the purposes of this Agreement.

ARTICLE 6
CONDITIONS TO REIMBURSEMENT AND DISBURSEMENT OF FUNDS

6.1 **CONDITIONS TO REIMBURSEMENT** All of the following conditions shall be met before IEDA disburses Grant funds to Recipient:

- (a) **AGREEMENT EXECUTED** This Grant Agreement shall be properly executed and returned to the Board within forty-five (45) days of the Board's transmittal of the final Agreement to Recipient.
- (b) **BINDING FINANCIAL COMMITMENTS** Recipient shall obtain, to the satisfaction of the Board, all other legally binding financial commitments necessary to complete the Project.
- (c) **SUBMISSION OF RECIPIENT DOCUMENTATION** Prior to making any distribution of Grant funds, Recipient shall have submitted the following documents to IEDA:

For City/County recipient:

- (i) A resolution of the City Council authorizing the execution and delivery by Recipient of this Agreement.
- (ii) Evidence acceptable to the Board or IEDA of all other funding sources that have been committed to this Project.

6.2 **REIMBURSEMENT OF FUNDS** Grant funds are disbursed on a reimbursement basis. Recipient shall request reimbursement no more than once per calendar year by submitting the request in the form designated by IEDA and submitting a Project progress report as described in Article 8.1(c). The reimbursement form shall itemize Recipient's total actual allowable expenses. Expenses shall be documented in a manner acceptable to IEDA.

IEDA will review the request and, if Recipient has met the requirements for reimbursement, will make the appropriate disbursement from the Fund. The reimbursement will be limited to a pro-rata portion of Recipient's allowable expenses for the relevant period. No disbursements under \$500 will be made, except for the final draw of Grant funds.

- (a) **RETAINAGE** Ten percent (10%) of the Grant award will be withheld from disbursement until Agreement closeout procedures have been completed.
- (b) **METHOD OF PAYMENT** Prior to reimbursement, Recipient shall specify the account to receive funds.
- (c) **SUSPENSION OF REIMBURSEMENT** Upon the occurrence of an Event of Default by Recipient as defined in this Agreement, IEDA may suspend payment to Recipient until the default has been cured to the Board's satisfaction. Notwithstanding anything to the contrary in this Agreement, upon a termination of this Agreement because of an Event of Default by Recipient, Recipient will no longer have the right to receive any reimbursements after the date of the Event of Default.

ARTICLE 7
REPRESENTATIONS AND WARRANTIES OF RECIPIENT

To induce the Board to make the Grant award referred to in this Agreement, Recipient represents, covenants, and warrants that:

7.1 **AUTHORITY** Recipient is duly organized and validly existing under the laws of the State and is in good standing and has complied with all applicable laws of the State of Iowa. Recipient is duly authorized and empowered to execute and deliver this Agreement. All action on the part of Recipient, such as appropriate resolution of its governing body for the execution and delivery of the Agreement, has been effectively taken.

7.2 **FINANCIAL INFORMATION** All financial statements and related materials concerning Recipient and the Project provided to the Board are true and correct in all material respects and completely and accurately represent the subject matter thereof as of the effective date of the statements and related materials, and no material adverse change has occurred since that date.

7.3 **APPLICATION** The contents of the Application submitted by Recipient to the Board for funding completely and accurately represents Recipient and the Project as of the date of submission and there has been no material adverse change in the organization, operation, Recipient prospects, fixed properties, key personnel, or Project plan since the date Recipient submitted the Application to the Board.

7.4 **LITIGATION AND OTHER CONTROVERSIES** There is no litigation or governmental proceeding pending, nor to the knowledge of Recipient, threatened, against Recipient which, if adversely determined would be substantially likely to result in any material adverse change in Recipient's ability to complete the Project, nor is Recipient aware of any existing basis for any such litigation or governmental proceeding.

7.5 **EFFECTIVE DATE** The covenants, warranties, and representations of this Article are made as of the Award Date and shall be deemed to be renewed and restated by Recipient when each request for reimbursement of funds is submitted.

ARTICLE 8
COVENANTS OF RECIPIENT

8.1 **AFFIRMATIVE COVENANTS** Until the terms of this Agreement are fulfilled, Recipient covenants to the Board that:

(a) **PROJECT WORK; OPERATION AND MAINTENANCE** Recipient shall complete the Project by May 31, 2024.

(b) **NOTICE OF PROCEEDINGS** Recipient shall promptly notify the Board of the initiation of any claims, lawsuits, bankruptcy proceedings, or other proceedings brought against Recipient that would adversely impact the Project.

(c) **REPORTS** Recipient shall prepare, sign, and submit the requests and reports as specified below in the form and content specified by the Board.

(i) Recipient shall review all reimbursement requests and verify that claimed expenditures are allowable costs and shall submit Project progress reports with each reimbursement request. Recipient shall maintain documentation adequate to support the claimed costs.

(ii) Recipient shall submit a project completion report that details the impact of the Project and final expenditures.

(iii) Recipient shall submit an annual progress report if Recipient does not submit either a disbursement and progress report or project completion report within the twelve (12) months immediately following the award date.

(iv) Recipient shall submit any other information reasonably requested by the Authority in sufficient detail to permit the authority to prepare any reports required by the Authority, the Board, the general assembly or the governor's office.

(v) The Board reserves the right to require more frequent submission of reports if, in the opinion of the Board, more frequent submissions would help improve Recipient's Project performance.

(d) **INDEMNIFICATION** Recipient shall indemnify, defend, and hold harmless the Board; IEDA; the State of Iowa; and its departments, divisions, agencies, sections, commissions, officers, employees, and agents from and against all losses, liabilities, penalties, fines, damages, and claims, including but not limited to taxes, and all related costs and expenses, including but not limited to reasonable attorneys' fees and disbursements and costs of investigation, litigation, settlement, judgments, interest, and penalties arising from or in connection with any of the following:

- (i) Any claim, demand, action, citation, or legal proceeding arising out of or resulting from the Project;
- (ii) Any claim, demand, action, citation, or legal proceeding arising out of or resulting from a breach by Recipient of any representation or warranty made by Recipient in the Agreement;
- (iii) Any claim, demand, action, citation, or legal proceeding arising out of or related to occurrences that Recipient is required to insure against as provided for in this Agreement; and
- (iv) Any claim, demand, action, citation, or legal proceeding that results from an act or omission of Recipient or any of its agents in its capacity as an employer of a person.

(f) **RELEASE** Recipient shall release, discharge, and relinquish the Board; all Board members; IEDA; the State of Iowa; and all departments, divisions, agencies, sections, commissions, officers, employers, agents, contractors, associates, and affiliates of the State of Iowa from any and all liability resulting from or related to the termination, suspension, reduction, or delay of grant proceeds under this Agreement.

(g) **PROJECT FEES** Recipient shall promptly pay all fees and expenses incurred incident to the Project funded by this Agreement.

8.2 **NEGATIVE COVENANTS** Throughout the term of this Agreement, Recipient shall not, without prior written consent of the Board:

(a) **RECIPIENT'S INTEREST** Assign, waive, or transfer any of Recipient's rights, powers, duties, or obligations under this Agreement.

(b) **RECIPIENT OWNERSHIP** Change the ownership, structure, or control of Recipient including but not limited to, entering into any merger or consolidation with any person, firm or corporation or permitting substantial distribution, liquidation or other disposal of Recipient's assets directly associated with the Project, if such change materially affects the Project. Recipient shall notify the Board forty-five (45) days prior to any change in Recipient's ownership, structure, or control. A change in board membership of Recipient, which takes place in the normal course of business, does not require Board consent. The Board has sole discretion to determine whether the change materially affects the Project. The Board shall not unreasonably withhold consent and will notify Recipient prior to the expiration of the 45-day period if it determines that the change in ownership, structure, or control does not materially affect the Project and therefore does not require Board consent

(c) **RECIPIENT OPERATION** Materially change the scope or use of the Project or the nature of the

business and activities being conducted or proposed to be conducted by Recipient as described in Recipient's approved Application (Exhibit A), unless the change is approved in writing by the Board. The Board shall determine the materiality of the change.

ARTICLE 9
DEFAULT; REMEDIES; AND TERMINATION

9.1 **NOTICE OF EVENT(S) OF DEFAULT** Recipient shall promptly notify the Board upon becoming aware of an actual or imminent Event of Default by Recipient.

9.2 **EVENT(S) OF DEFAULT** Each of the following shall constitute an Event of Default under this Agreement:

(a) **MATERIAL MISREPRESENTATION** Any representation, warranty or statement made or furnished to the Board by, or on behalf of, Recipient in connection with this Agreement or to induce the Board to make a Grant to Recipient shall be determined by the Board to be incorrect, false, misleading, or erroneous in any material respect when made or furnished.

(b) **NONCOMPLIANCE** Recipient fails to comply with Iowa Code Chapter 15F, the Board's administrative rules (261 Iowa Administrative Code Chapter 215), or any of the covenants, terms or conditions contained in this Agreement or documents executed pursuant to this Agreement.

(c) **FAILURE TO COMPLETE PROJECT** The Project, in the sole judgment of the Board, is not completed on or before the Project Completion Date.

(d) **RECIPIENT CHANGES** There is a material change in Recipient's ownership, structure, or control that occurs without the prior written disclosure to and, if required, written consent of the Board.

(e) **MISSPENDING** Recipient expends Grant funds for purposes not described in the Application as approved by the Board (Exhibit A) or the Project Description and Budget (Exhibit B).

(f) **INSOLVENCY OR BANKRUPTCY** Recipient becomes insolvent or bankrupt, or admits in writing its inability to pay its debts as they mature, or makes an assignment for the benefit of creditors, or Recipient applies for or consents to the appointment of a trustee or receiver for Recipient or for the major part of its property; or if a trustee or receiver is appointed for Recipient or for all or a substantial part of the assets of Recipient and the order of such appointment is not discharged, vacated or stayed within sixty (60) days after such appointment; or if bankruptcy, reorganization, arrangement, insolvency, or liquidation proceedings or other proceedings for relief under any bankruptcy or similar law or laws for the relief of debtors are instituted by or against Recipient and, if instituted against Recipient, are consented to, or, if contested by Recipient, such proceeding is not dismissed by the adverse parties or by an order, decree or judgment within sixty (60) days after such institution.

(g) **INSURANCE** Loss, theft, damage, or destruction of any substantial portion of the Project property occurs for which there is either no insurance coverage or for which, in the opinion of the Board, there is insufficient insurance coverage.

(h) **INSECURITY** The Board in good faith deems itself insecure and reasonably believes, after consideration of all the facts and circumstances then existing, that the prospect of payment and satisfaction of the obligations under this Agreement or the performance of or observance of the covenants in this Agreement is or will be materially impaired.

(i) **CONVEYANCE OF RESPONSIBILITIES** Recipient assigns, waives, or transfers any of Recipient's

rights, powers, duties, or obligations under this Agreement without written permission of the Board.

9.3 **NOTICE OF DEFAULT** The Board shall issue a written notice of default providing therein a thirty (30) day period during which Recipient shall have an opportunity to cure. Notwithstanding this Article 9.3, if the Board determines cure is not possible or feasible, the Board may immediately deem Recipient in default without prior written notice or opportunity to cure.

9.4 **REMEDIES UPON DEFAULT** Upon the occurrence of any Event of Default, the Board shall have the right to terminate this Agreement and to require immediate repayment of the full amount of funds disbursed to Recipient under this Agreement plus interest at the rate of ten percent (10%) per annum without presentment, demand, protest, notice of protest, notice of intention to accelerate, or other notice of any kind, all of which are expressly waived by Recipient.

9.5 **TERMINATION FOR CONVENIENCE** In addition to termination due to an Event of Default or nonappropriation of funds, this Agreement may be terminated in whole, or in part, when the Board and Recipient agree that the continuation of the Project would not produce beneficial results commensurate with the future disbursement of funds.

9.6 **PROCEDURE UPON TERMINATION** If this Agreement is terminated for convenience, reimbursement shall be allowed for costs expended up to the date of termination determined by the Board to be in compliance with Iowa Code Chapter 15F, the Board's administrative rules (261 Iowa Administrative Code Chapter 215), and this Agreement. If this Agreement is terminated for an Event of Default, nonappropriation of funds, or a reduction of appropriated funds, the Board may, in its sole discretion, allow reimbursement or partial reimbursement for costs up to the date of termination determined by the Board to be in compliance with Iowa Code Chapter 15F, the Board's administrative rules (261 Iowa Administrative Code Chapter 215), and this Agreement. Recipient shall return to IEDA all unencumbered Grant funds within thirty (30) days of receipt of Notice of Termination. Any costs previously paid by the Board that are subsequently determined to be unallowable through audit procedures shall be returned to the Board within thirty (30) days of the disallowance.

ARTICLE 10 **GENERAL TERMS AND PROVISIONS**

10.1 **BINDING EFFECT** This Agreement shall be binding upon and shall inure to the benefit of the Board and Recipient and their respective heirs, successors, legal representatives, and assigns. The obligations, covenants, warranties, acknowledgments, waivers, agreements, terms, provisions, and conditions of this Agreement shall be jointly and severally enforceable against the parties to this Agreement.

10.2 **TIMELY PERFORMANCE** The parties agree that the dates and time periods specified in this Agreement are of the essence to the satisfactory performance of this Agreement.

10.3 COMPLIANCE WITH LAWS AND REGULATIONS

(a) Recipient shall comply with all applicable State and federal laws, rules, ordinances, regulations and orders. Recipient shall comply with Iowa Code Chapter 15F and the Board's administrative rules (261 Iowa Administrative Code Chapter 215).

(b) Recipient declares that it has complied or will comply, in a timely fashion, with all federal, state, and local laws regarding permits, licenses, and clearances that may be required to carry out the Project.

(c) The Board may consider the failure of Recipient to comply with any law or regulation as a material breach of this Agreement. In addition, Recipient may be declared ineligible for future assistance or be subjected to other sanctions, as defined by law, for failure to comply with this article.

10.4 **SURVIVAL OF AGREEMENT** Each provision of this Agreement shall be deemed severable from all other provisions of the Agreement and, if one or more of the provisions of the Agreement shall be declared invalid, the remaining provisions of the Agreement shall remain in full force and effect.

10.5 **CHOICE OF LAW AND FORUM** The laws of the State of Iowa shall govern and determine all matters arising out of or in connection with this Agreement without regard to any other principles of conflicts of law.

In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Agreement, the proceeding shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa, if such court has jurisdiction. If however, such court lacks jurisdiction and jurisdiction lies only in a United States District Court, the matter shall be commenced in the United States District Court for the Southern District of Iowa, Central Division.

This provision shall not be construed as waiving any immunity to suit or liability, in state or federal court, which may be available to the Enhance Iowa Board, the State of Iowa or their Board members, officers, employees or agents.

10.6 **NO THIRD-PARTY BENEFICIARIES** There are no third-party beneficiaries to this Agreement.

10.7 **MODIFICATION** Neither this Agreement nor any documents incorporated by reference in connection with this Agreement may be changed, waived, discharged, or terminated orally, but only as provided below:

(a) **WRITING REQUIRED** The Agreement may only be amended through written prior approval of the Board. Examples of situations where amendments are required include, but are not limited to, extensions for completion of Project activities and changes to the Project including, but not limited to, alteration of existing approved activities or inclusion of new activities.

(b) **BOARD REVIEW** The Board will consider whether an amendment request is so substantial as to necessitate reevaluating the Board's original funding decision on the Project. The Board will deny an amendment if it substantially alters the circumstances under which the Project funding was originally approved or if it does not meet requirements set forth in Iowa Code Chapter 15F or 261 Iowa Administrative Code Chapter 215.

10.8 **NOTICES** All notices hereunder shall be in writing and shall be given to the relevant party at its address or e-mail address set forth below, or such other address or e-mail address as such party may hereafter specify by notice to the other parties. Notices hereunder shall be addressed:

To the Recipient at:
City of Carroll
Jack Wardell
716 N Grant Road
Carroll, IA 51401

E-mail: jwardell@cityofcarroll.com

To the Board at:
Iowa Economic Development Authority
Enhance Iowa Board

1963 Bell Avenue, Suite 200
Des Moines, Iowa 50315

E-mail: enhanceiowa@iowaeda.com

10.9 **WAIVERS** No waiver by the Board of any default hereunder shall operate as a waiver of any other default or of the same default on any future occasion. No delay on the part of the Board in exercising any right or remedy hereunder shall operate as a waiver thereof. No single or partial exercise of any right or remedy by the Board shall preclude future exercise thereof or the exercise of any other right or remedy.

10.10 **LIMITATION** It is agreed by Recipient that the Board shall not, under any circumstances, be obligated financially under this Agreement except to disburse funds according to the terms of the Agreement.

10.11 **ENFORCEMENT EXPENSES** Recipient shall pay upon demand all reasonable fees and expenses, including but not limited to the fees and expenses of the Board's attorneys, including the Iowa Attorney General, experts and agents, in connection with the exercise or enforcement of any of the Board's rights under the Agreement.

10.12 **HEADINGS** The headings in this Agreement are intended solely for convenience of reference and shall be given no effect in the construction and interpretation of this Agreement.

10.13 **EVENT OF BOARD DISSOLUTION** Recipient hereby acknowledges that the Enhance Iowa Board is a public instrumentality of the State of Iowa and that, in the event that the Board is dissolved for any reason, the State of Iowa is entitled to enforce any right, title, or interest held by the Board and that all Recipient's obligations hereunder are also owed to the State of Iowa.

10.14 **FINAL AUTHORITY** The Board shall have the final authority to assess whether Recipient has complied with the terms of this Agreement. The Board's decision shall be final and binding on all questions concerning the interpretation of this Agreement.

10.15 **INTEGRATION** This Agreement contains the entire understanding between Recipient and the Board relating to this Project and any representations that may have been made before or after the signing of this Agreement, which are not contained herein, are nonbinding, void, and of no effect. None of the Parties has relied on any such prior representation in entering into this Agreement.

10.16 **COUNTERPARTS** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute but the same instrument.

10.17 **DOCUMENTS INCORPORATED BY REFERENCE** The following documents are hereby incorporated by reference:

- (a) Exhibit A - Recipient's Application, as approved by the Enhance Iowa Board on May 4, 2023. Due to its size, Exhibit A will not be attached to this Agreement, but will be kept on file at IEDA.
- (b) Exhibit B - Project Description and Budget.


10.18 **ORDER OF PRIORITY** In the event of a conflict between documents, the following order of priority shall be applied:

- (a) Articles 1-10 of this Grant Agreement.
- (b) Exhibit B - Project Description and Budget.

(c) Exhibit A - Recipient's Application as approved by the Enhance Iowa Board.

IN WITNESS WHEREOF in consideration of the mutual covenants set forth above and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into the above Agreement and have caused their duly authorized representatives to execute this Agreement, effective as of the Award Date.

FOR THE ENHANCE IOWA BOARD:

BY: 
[Steve Roesner \(Jun 26, 2023 10:23 MDT\)](#)

Steve Roesner, Chair

FOR RECIPIENT:

BY: *Chad Tiemeyer*
[Chad Tiemeyer \(Jun 26, 2023 07:58 CDT\)](#)

City of Carroll

Chad Tiemeyer Director of Parks and Recreation

Name and Title

LIST OF EXHIBITS

- | | |
|-----------|---|
| Exhibit A | Recipient's Application as approved by the Enhance Iowa Board (on file with IEDA) |
| Exhibit B | Project Description and Budget |

EXHIBIT B

Recipient: City of Carroll

Award Date: May 4, 2023

Agreement Number: 23-STG-005

Project Description	Award Amount	One-to-One Match	Total Project Cost
Marketing of the City of Carroll’s Kick It Up youth soccer tournament for boys and girls U10, U12 & U14. This includes custom flyer’s, increase and improve social media presence with digital marketing campaigns. Upgrades will also be made to event banners, signage and tents.	\$2,570	\$2,570	\$5,140

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager *AK*
FROM: Laura Schaefer, City Clerk/Finance Director *LS*
DATE: August 23, 2023
SUBJECT: Infill Housing Incentive Applications

The City of Carroll received four new Infill Housing Incentive applications as follows:

Applicant: Jake Vonnahme
Property Location: 1528 E 10th Street
Estimated Building Value: \$375,000

Applicant: MB Construction and Real Estate
Property Location: 1505 E 10th Street
Estimated Building Value: \$260,000

Applicant: MB Construction and Real Estate
Property Location: 1417 – 1419 E 10th Street
Estimated Building Value: \$380,000

Applicant: MB Construction and Real Estate
Property Location: 1421 – 1425 E 10th Street
Estimated Building Value: \$380,000

Also, construction for one of the previous applications approved by Council was not started within three months of the approval, as required by the incentive program. The contractor, MB Construction & Real Estate, has applied for a new building permit and submitted a new housing incentive application as follows:

Applicant: MB Construction and Real Estate
Property Location: 1413 – 1415 E 10th Street
Estimated Building Value: \$380,000

On another note, two applications approved in April 2023 for Schroeder Construction (1546 Oakwood Drive & 1558 Oakwood Drive) have been withdrawn by the contractor. The contractor is no longer planning to build houses at these two locations.

As a reminder, the incentive is paid to the applicant after the City issues the final occupancy permit for the home. If these applications are approved, there will be 4 incentives remaining.

RECOMMENDATION: Mayor and City Council consideration and approval of the requested Infill Housing Incentive applications.

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: Lot 5 block 5 Phase 3 NR Sub Division

Legal Description or Parcel Number: 1528 E 10th Northridge 4th Phase 3

Applicant: Jake Vornahme

Address: 19026 Hawthorne Ave 19026

City: Carroll State: IA

Phone: 712-790-9134

Current Property Value (from assessor's records)

Land: \$ 51,840 Building(s): \$ 0

Brief Description of Project: New House

Estimated Cost of Actual Building Improvements: \$ 375,000

Start Date: 9/1/2023

Estimated or Actual Completion Date: 9/1/2024

Note: No change may be made once an application is approved without approval of the Carroll City Council.

Acknowledgments:

A copy of the building permit is attached.

The property to which improvements are made conform to all applicable city codes.

The applicant certifies that all information in this application and all information provided in the support of this application is given for the purpose of obtaining a housing incentive from the City of Carroll and is true and complete to the best of the applicant's knowledge. The applicant acknowledges that no incentive will be received unless it is approved by the Carroll City Council. The applicant understands and acknowledges the rules of the Program and acknowledges that incentive eligibility is subject to the Program rules.

Applicant's Signature:  **Date Signed:** 8-24-2023

City Council Action:

Approved

Date: _____

Disapproved

Date: _____

Reason for disapproval: _____

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 8/21/2023

PERMIT #: 230281

DATE ISSUED: 8/21/2023

PROJECT ADDRESS: 1528 E 10
LOCATION: 1528 E 10
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: JAKE VONNAHME
CONSTRUCTION
ADDRESS 19026 HAWTHORNE AVE
CITY CARROLL
STATE IA
ZIP: 51401-8923
PHONE:

CONTRACTOR: JAKE VONNAHME CONSTRUCTION
ADDRESS: 19026 HAWTHORNE AVE
CITY: CARROLL
ST: IA
ZIP: 51401-8923
PHONE:

VALUATION: \$ 375,000.00
WORK: RESIDENTIAL NEW
PROP.USE
ARCHITECT:

SQ FT 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE	DESCRIPTION	AMOUNT
BL ISSUE	BUILDING ISSUE FEE	\$1,128.50
CONST WTR	CONSTRUCTION WATER	\$ 42.00
	TOTAL	\$1,170.50

NOTES: SINGLE FAMILY DWELLING

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE

(APPROVED BY)

DATE

DATE 8/8/2023

PERMIT NO. 230281

BUILDING PERMIT APPLICATION

CITY OF CARROLL, IOWA

Job Address 1528 E 10th

Legal Description - Include Lot No., Block No. Tract
Lot 5 block 5 North Ridge Phase 3 4 Sub division

Owner <u>Jake Vonnahme Construction</u>	Mailing Address <u>18026 Hawthorne Ave Carroll IA 51401</u>	Phone <u>712-780-9135</u>
--	--	------------------------------

Contractor <u>Same</u>	Mailing Address <u>19026 Hawthorne Ave</u>	License No.	Phone
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Architect or Designer <u>Same</u>	Mailing Address	License No.	Phone
--------------------------------------	-----------------	-------------	-------

Use of Building
Residential

Description of Work
New Construction

****REVIEW NOTICE & SIGN BELOW****

ATTACH BLUE PRINTS AND SITE PLAN

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE THE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

[Signature]
Signature of owner or authorized agent 8/8/2023

Valuation of Work \$ 375,000

Permit Fee \$ 1128.50

Additional Fees:

Plan Check Fee	\$
Sewer Connection	\$
Water Connection	\$ <u>42.00</u>
Other	\$

TOTAL AMOUNT DUE

1170.50

Plumbing Permit # _____

Mechanical Permit # _____

Electrical Permit # _____

R.O.W. Permit # _____

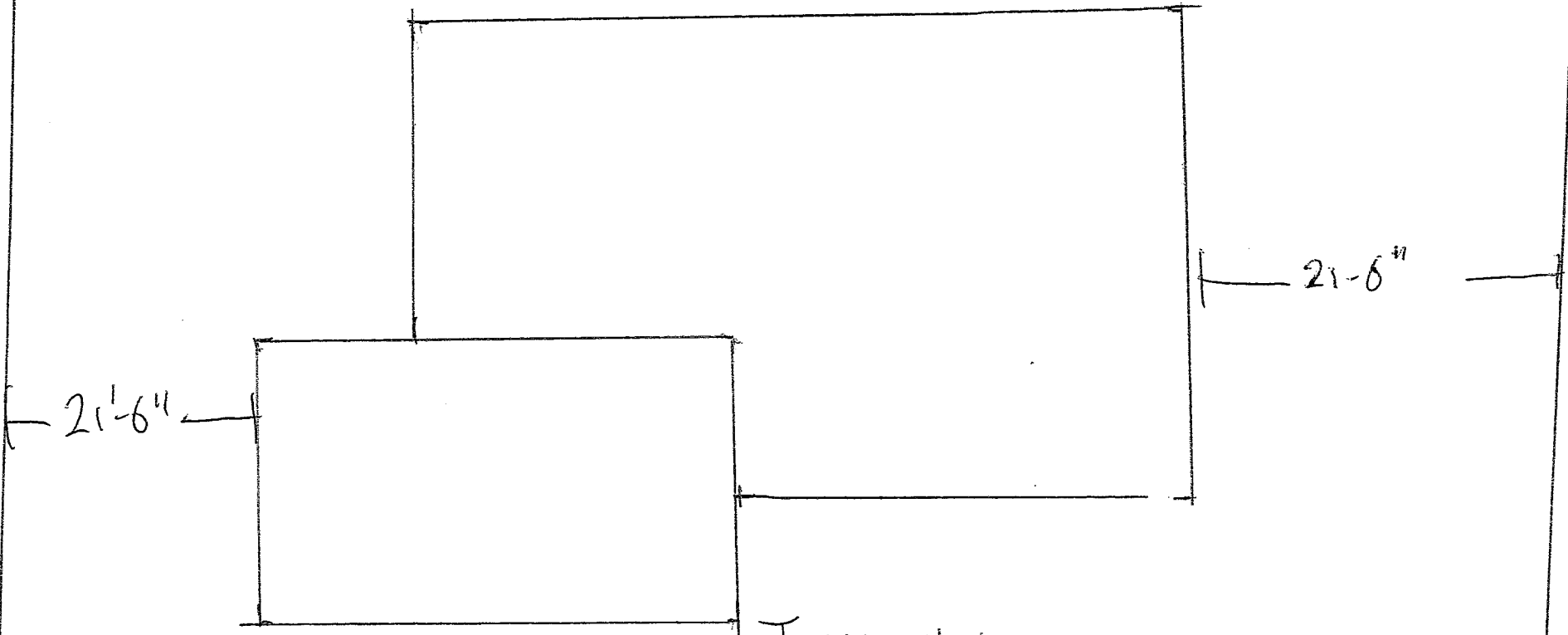
WHEN PROPERLY APPROVED BELOW THIS IS YOUR PERMIT

Application accepted by:
PERRY JOHNSON

Date:
8-16-23

Approved by:
[Signature]

Lot 5



21'-6"

21'-6"

30' bldg setback

sidewalk

road

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: 1413-1415 E 10TH
Legal Description or Parcel Number: lot 3 Block 3
Northridge North Subdivision Phase 3

Applicant: MB Construction
Address: 5375 Katelyn Ave
City: Van Meter State: IA
Phone: 515-721-3367

Current Property Value (from assessor's records)
Land: \$ _____ Building(s): \$ _____

Brief Description of Project: New Construction ~~to be~~ duplex
Estimated Cost of Actual Building Improvements: \$ 380,000

Start Date: 10/20/23
Estimated or Actual Completion Date: April 1, 2024

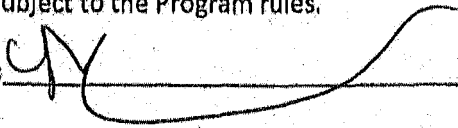
Note: No change may be made once an application is approved without approval of the Carroll City Council.

Acknowledgments:

A copy of the building permit is attached.

The property to which improvements are made conform to all applicable city codes.

The applicant certifies that all information in this application and all information provided in the support of this application is given for the purpose of obtaining a housing incentive from the City of Carroll and is true and complete to the best of the applicant's knowledge. The applicant acknowledges that no incentive will be received unless it is approved by the Carroll City Council. The applicant understands and acknowledges the rules of the Program and acknowledges that incentive eligibility is subject to the Program rules.

Applicant's Signature:  Date Signed: 8/20/23

City Council Action:

Approved Date: _____

Disapproved Date: _____

Reason for disapproval: _____

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 8/21/2023

PERMIT #: 230280

DATE ISSUED: 8/21/2023

PROJECT ADDRESS: 1413-1415 E 10
LOCATION: 1413-1415 E 10
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: MB CONSTRUCTION & REAL ESTATE

CONTRACTOR: MB CONSTRUCTION & REAL ESTATE

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
STATE: IA
ZIP: 50261-6716
PHONE:

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
ST: IA
ZIP: 50261-6716
PHONE:

VALUATION: \$ 380,000.00
WORK: RESIDENTIAL NEW
PROP.USE:
ARCHITECT:

SQ FT 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE	DESCRIPTION	AMOUNT
BL ISSUE	BUILDING ISSUE FEE	\$1,141.00
CONST WTR	CONSTRUCTION WATER	\$ 84.00
	TOTAL	\$1,225.00

NOTES: DUPLEX

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE 8/21/23

(APPROVED BY)



DATE 8/21/23

DATE 8-21-23

PERMIT NO. 230280

BUILDING PERMIT APPLICATION

CITY OF CARROLL, IOWA

Job Address E 10th st Lot 3 1413-1415 E 10th

Legal Description - (include lot no., block no.) OR Parcel ID Number (found on property tax record)

Owner <u>Mike Mohr</u>	Mailing Address <u>5375 KATELYN AVE Van Meter 50261</u>	Phone <u>5157213367</u>
---------------------------	--	----------------------------

Contractor <u>MB Construction</u>	Mailing Address <u>5375 KATELYN AVE Van Meter 50261</u>	License No. <u>C129543</u>	Phone <u>5157213367</u>
--------------------------------------	--	-------------------------------	----------------------------

Architect or Designer	Mailing Address	License No.	Phone
-----------------------	-----------------	-------------	-------

Use of Building New Construction Duplex

Description of Work New Construction Duplex

Dimensions of Proposed Building or Structure _____ Length _____ Width _____ Height _____ Other

Airport Airspace Zoning Approved? _____ Yes _____ No _____ NA

****REVIEW NOTICE & SIGN BELOW****

ATTACH BLUE PRINTS AND SITE PLAN

NOTICE

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE THE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

Valuation of Work	\$ <u>380,000.00</u>
Permit Fee	\$ <u>1,141.00</u>
Additional Fees:	
Plan Check Fee	\$
Sewer Connection	\$
Water Connection	\$ <u>84.00</u>
Other	\$
TOTAL AMOUNT DUE	
<u>1,225.00</u>	

Signature of owner or authorized agent <u>Mike Mohr</u>	Date <u>8-1-23</u>
--	-----------------------

Plumbing Permit # _____
Mechanical Permit # _____
Electrical Permit # _____
R.O.W. Permit # _____

WHEN PROPERLY APPROVED BELOW THIS IS YOUR PERMIT

Application accepted by:
TERRY JOHNSON

Date:
8-21-23

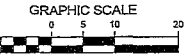
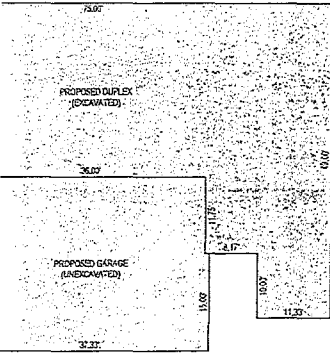
Approved by:
[Signature]

ES PLAN

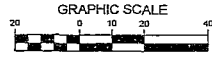
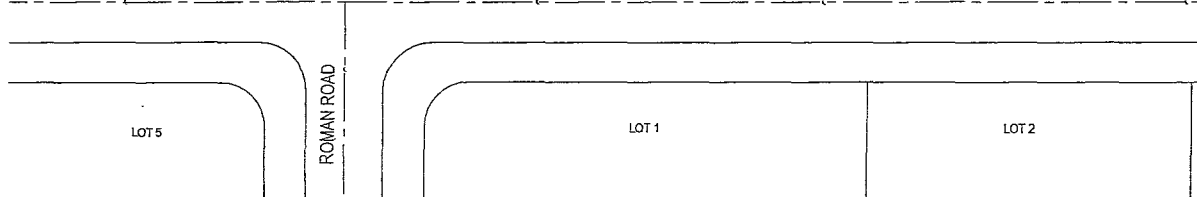
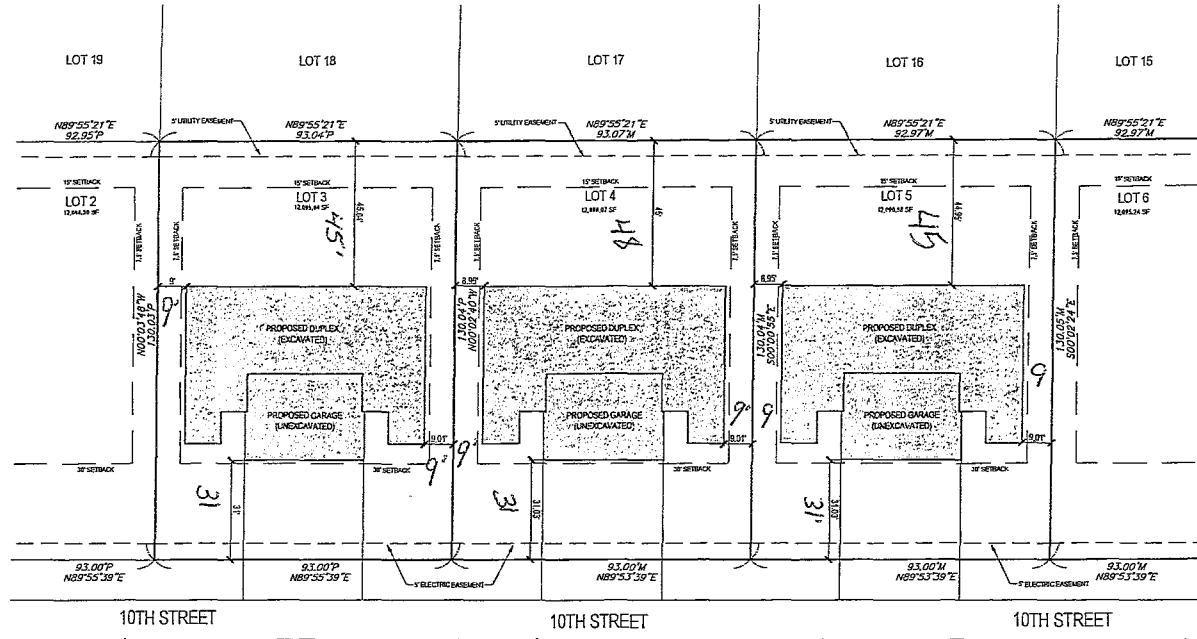
THREE CITY OF
ID.

RECORDER

EX DIMENSION PLAN



DUPLEX LAYOUTS



- LEGEND:**
- FLATTED DISTANCE (SEE EXISTING CONVEYANCE NOTES) P
 - PUBLIC UTILITY EASEMENT PUE
 - RIGHT OF WAY ROW



RESIDENTIAL DUPLEX SITE PLAN

NORTH RIDGE SUBDIVISION CARROLL, IOWA

DRAWING DATE:
8-10-2023

ORCA PROJECT #:
220030

SHEET:
1 OF 1

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: 1417-1419 E 10TH
Legal Description or Parcel Number: lot 4 Block 3 Northridge
Fourth Subdivision Phase 3

Applicant: AMB Construction
Address: 5375 Katelyn Ave
City: Van Meter State: IA
Phone: 515-721-3367

Current Property Value (from assessor's records)

Land: \$ _____ Building(s): \$ _____

Brief Description of Project: New Construction duplex
Estimated Cost of Actual Building Improvements: \$ 380,000

Start Date: 10/20/23
Estimated or Actual Completion Date: April 1 2024

Note: No change may be made once an application is approved without approval of the Carroll City Council.

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 8/22/2023

PERMIT #: 230279

DATE ISSUED: 8/21/2023

PROJECT ADDRESS: 1417-1419 E 10
LOCATION: 1417-1419 E 10
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: MB CONSTRUCTION & REAL ESTATE

CONTRACTOR: MB CONSTRUCTION & REAL ESTATE

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
STATE: IA
ZIP: 50261-6716
PHONE:

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
ST: IA
ZIP: 50261-6716
PHONE:

VALUATION: \$ 380,000.00
WORK: RESIDENTIAL NEW
PROP. USE:
ARCHITECT:

SQ FT: 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE	DESCRIPTION	AMOUNT
BL ISSUE	BUILDING ISSUE FEE	\$1,141.00
CONST WTR	CONSTRUCTION WATER	\$ 84.00
	TOTAL	\$1,225.00

NOTES: DUPLEX

NOTICE

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(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE

(APPROVED BY)

DATE

DATE 8-21-23

PERMIT NO. 230279

BUILDING PERMIT APPLICATION

CITY OF CARROLL, IOWA

Job Address E 10th st Lot 4 1417-1419 E 10th

Legal Description - (include lot no., block no.) OR Parcel ID Number (found on property tax record)
10th St Lot 4

Owner	Mike Mohr	Mailing Address	5375 KATELYN AVE Van meter 50261	Phone	5157213367
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Contractor		Mailing Address	5375 KATELYN AVE Van Meter 50261	License No.	C129543	Phone	5157213367
------------	--	-----------------	----------------------------------	-------------	---------	-------	------------

Architect or Designer		Mailing Address		License No.		Phone	
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Use of Building New Construction Duplex

Description of Work New Construction Duplex

Dimensions of Proposed Building or Structure _____ Length _____ Width _____ Height _____ Other

Airport Airspace Zoning Approved? _____ Yes _____ No _____ NA

****REVIEW NOTICE & SIGN BELOW****

ATTACH BLUE PRINTS AND SITE PLAN

NOTICE

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Valuation of Work	\$ <u>380,000.00</u>
Permit Fee	\$ <u>1,141.00</u>
Additional Fees:	
Plan Check Fee	\$
Sewer Connection	\$
Water Connection	\$ <u>84.00</u>
Other	\$
TOTAL AMOUNT DUE	
<u>1,225.00</u>	

Signature of owner or authorized agent	Date
<u>Mike Mohr</u>	<u>8-1-23</u>

Plumbing Permit #	_____
Mechanical Permit #	_____
Electrical Permit #	_____
R.O.W. Permit #	_____

WHEN PROPERLY APPROVED BELOW THIS IS YOUR PERMIT

Application accepted by: TERRY JOHNSON

Date: 8-21-23

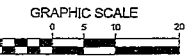
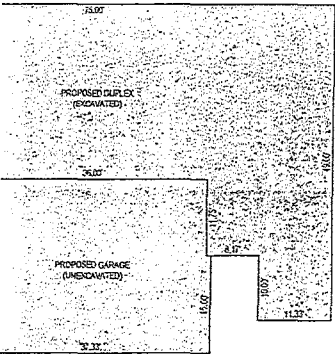
Approved by: [Signature]

ES PLAN

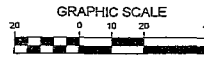
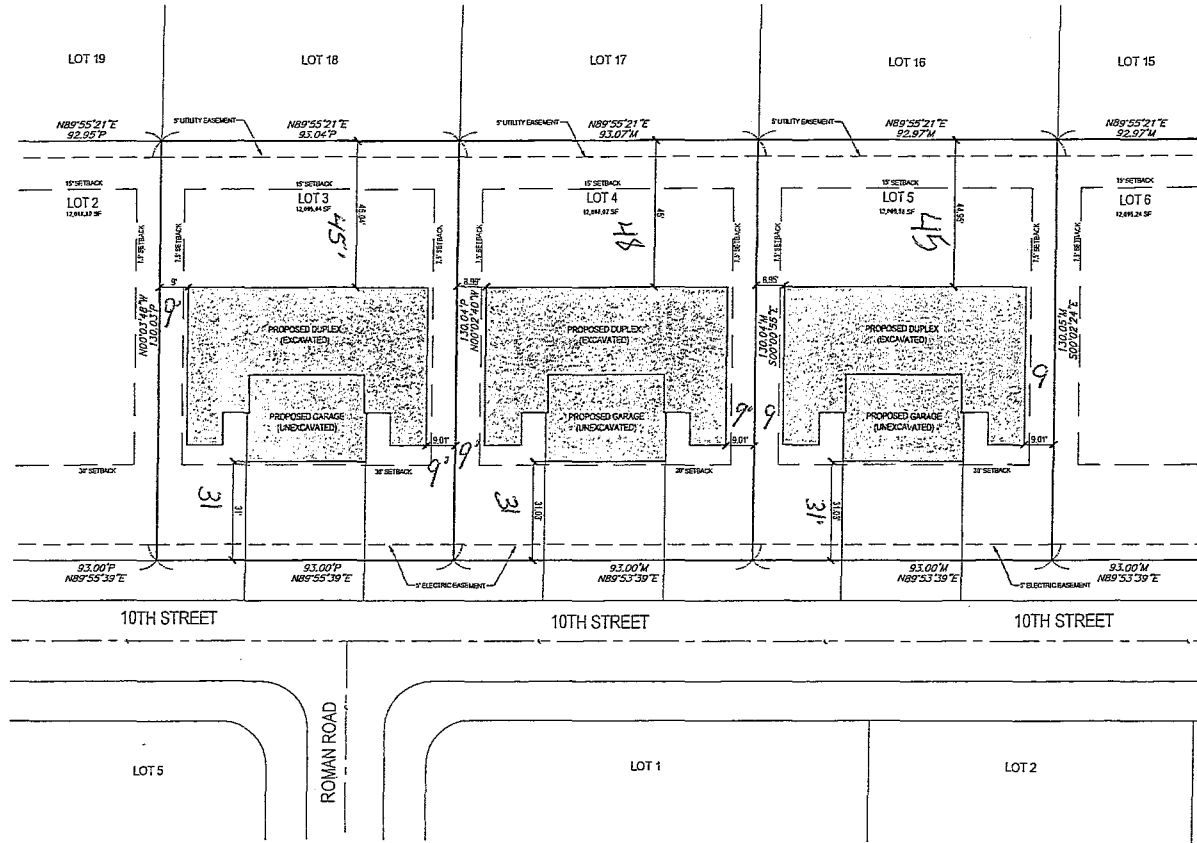
BE THREE, CITY OF
NO.

RECORDER

EX DIMENSION PLAN



DUPLEX LAYOUTS



- LEGEND:**
- PLATTED DISTANCE (SEE DISTING. BOOKING WITH) P
 - PUBLIC UTILITY EASEMENT PUE
 - RIGHT OF WAY ROW

ORCA
CONSULTING
3512 Robbing Road Van Meter, IA 50261
michael@orcaconsulting.biz
(515) 778-6597

RESIDENTIAL
DUPLEX
SITE PLAN

NORTHTRIDGE SUBDIVISION
CARROLL, IOWA

DRAWING DATE:
8-10-2023

ORCA PROJECT #:
220030

SHEET:
1 OF 1

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: 1421-1425 E 10TH
Legal Description or Parcel Number: lot 5 Block 3 Northridge
Subdivision Phase 3

Applicant: MB Construction
Address: 5375 Katelyn Ave
City: Van Meter State: IA
Phone: 515 721 3367

Current Property Value (from assessor's records)
Land: \$ _____ Building(s): \$ _____

Brief Description of Project: New Construction Duplex
Estimated Cost of Actual Building Improvements: \$ 380,000

Start Date: Oct 20 2023
Estimated or Actual Completion Date: April 1, 2024

Note: No change may be made once an application is approved without approval of the Carroll City Council.

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 8/21/2023

PERMIT #: 230278

DATE ISSUED: 8/21/2023

PROJECT ADDRESS: 1421-1425 E 10
LOCATION: 1421-1425 E 10
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: MB CONSTRUCTION & REAL ESTATE

CONTRACTOR: MB CONSTRUCTION & REAL ESTATE

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
STATE: IA
ZIP: 50261-6716
PHONE:

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
ST: IA
ZIP: 50261-6716
PHONE:

VALUATION: \$ 380,000.00
WORK: RESIDENTIAL NEW
PROP.USE:
ARCHITECT:

SQ FT 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE	DESCRIPTION	AMOUNT
BL ISSUE	BUILDING ISSUE FEE	\$1,141.00
CONST WTR	CONSTRUCTION WATER	\$ 84.00
	TOTAL	\$1,225.00

NOTES: DUPLEX

NOTICE

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(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE

(APPROVED BY)

DATE

DATE 8-21-23

PERMIT NO. 230278

BUILDING PERMIT APPLICATION

CITY OF CARROLL, IOWA

Job Address e 10th st lot 5 1421 - 1425 E 10th

Legal Description - (include lot no., block no.) OR Parcel ID Number (found on property tax record)
e 10 st lot 5

Owner	Mike Mohr	Mailing Address	5375 KATELYN AVE Van meter 50261	Phone	5157213367
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Contractor	MB Construction	Mailing Address	5375 KATELYN AVE Van meter 50261	License No.	C129543	Phone	5157213367
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Architect or Designer		Mailing Address		License No.		Phone	
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Use of Building New Construction Duplex

Description of Work New Construction Duplex

Dimensions of Proposed Building or Structure _____ Length _____ Width _____ Height _____ Other

Airport Airspace Zoning Approved? _____ Yes _____ No _____ NA

****REVIEW NOTICE & SIGN BELOW****

ATTACH BLUE PRINTS AND SITE PLAN

NOTICE

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Valuation of Work	\$ <u>380,000.00</u>
Permit Fee	\$ <u>1,141.00</u>
Additional Fees:	
Plan Check Fee	\$
Sewer Connection	\$
Water Connection	\$ <u>84.00</u>
Other	\$

TOTAL AMOUNT DUE

1,225.00

Signature of owner or authorized agent	Date
Mike Mohr	8-1-23

Plumbing Permit #	_____
Mechanical Permit #	_____
Electrical Permit #	_____
R.O.W. Permit #	_____

WHEN PROPERLY APPROVED BELOW THIS IS YOUR PERMIT

Application accepted by:
Perry Johnson

Date:
8-21-23

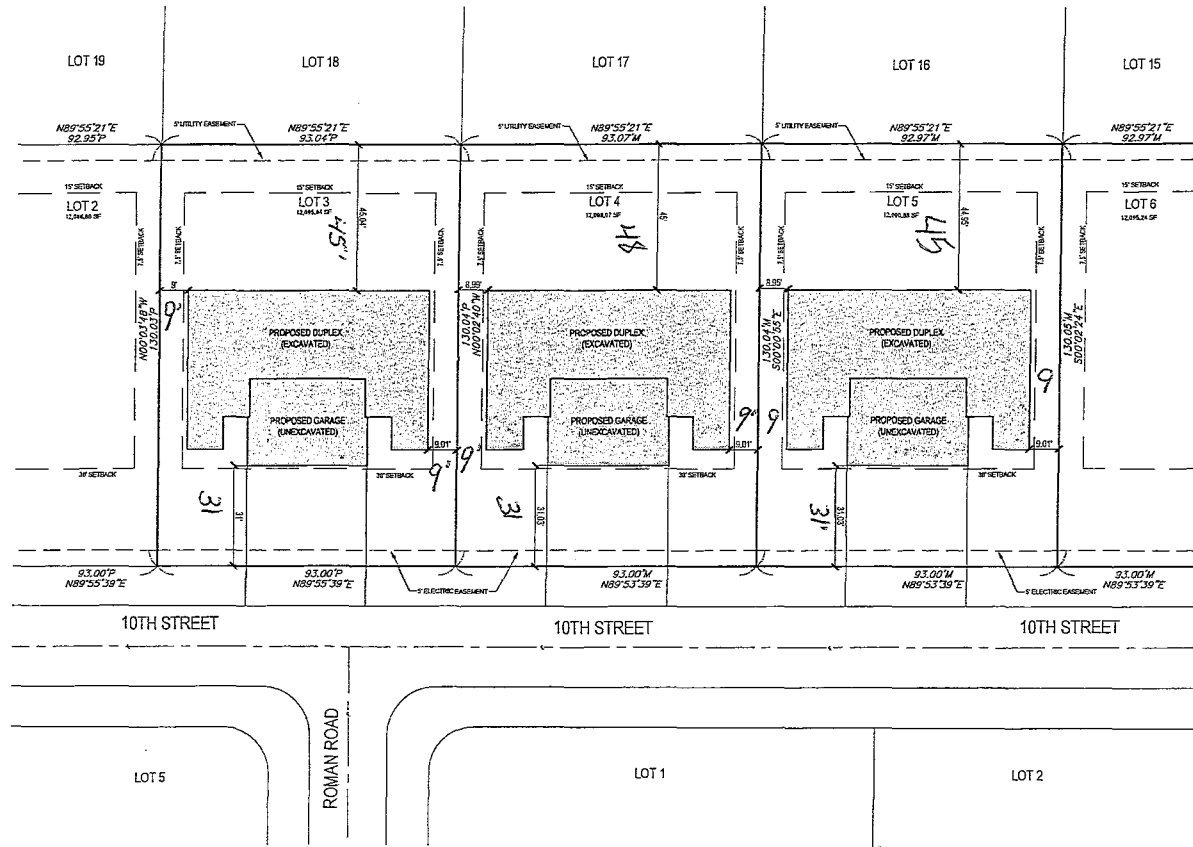
Approved by:
[Signature]

ES PLAN

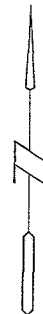
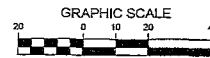
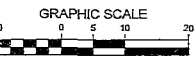
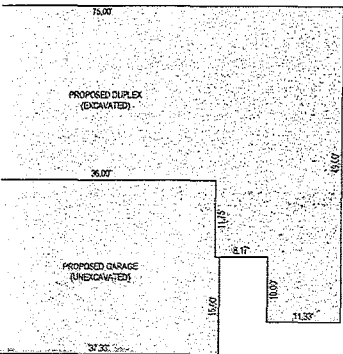
USE THREE, CITY OF
JRD.

RECORDER.

DUPLEX LAYOUTS



EX DIMENSION PLAN



LEGEND:

- FLATTED DISTANCE (SEE POSTING CONSTRUCTION MATS) P
- PUBLIC UTILITY EASEMENT PUE
- RIGHT OF WAY ROW



RESIDENTIAL
DUPLEX
SITE PLAN

NORTHTRIDGE SUBDIVISION
CARROLL, IOWA

DRAWING DATE:
8-10-2023

ORCA PROJECT #:
220030

SHEET:

1 OF 1

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: 1505 E 10th

Legal Description or Parcel Number: lot 6 Block 3 Northridge
Subdivision phase 3

Applicant: DMB Construction

Address: 5375 Rocklyn Ave

City: Van Meter State: Iowa

Phone: 515-721-3367

Current Property Value (from assessor's records)

Land: \$ _____ Building(s): \$ _____

Brief Description of Project: New Construction Single-Family

Estimated Cost of Actual Building Improvements: \$ 260,000

Start Date: Sept 1st 2023

Estimated or Actual Completion Date: Jan 30 2024

Note: No change may be made once an application is approved without approval of the Carroll City Council.

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 8/21/2023

PERMIT #: 230277

DATE ISSUED: 8/21/2023

PROJECT ADDRESS: 1505 E 10
LOCATION: 1505 E 10
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: MB CONSTRUCTION & REAL ESTATE

CONTRACTOR: MB CONSTRUCTION & REAL ESTATE

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
STATE: IA
ZIP: 50261-6716
PHONE:

ADDRESS: 5375 KATELYN AVE
CITY: VAN METER
ST: IA
ZIP: 50261-6716
PHONE:

VALUATION: \$ 0.00
WORK: RESIDENTIAL NEW
PROP.USE
ARCHITECT:

SQ FT 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE	DESCRIPTION	AMOUNT
BL ISSUE	BUILDING ISSUE FEE	\$ 841.00
CONST WTR	CONSTRUCTION WATER	\$ 42.00
	TOTAL	\$ 883.00

NOTES: SINGLE FAMILY DWELLING

NOTICE

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(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE

(APPROVED BY)

DATE

DATE 8-21-23

PERMIT NO. 230277

BUILDING PERMIT APPLICATION

CITY OF CARROLL, IOWA

Job Address E 10th st Lot 6 1505 E 10th

Legal Description - (include lot no., block no.) OR Parcel ID Number (found on property tax record)
E 10th st Lot 6

Owner	Mike Mohr	Mailing Address	5375 KATELYN AVE Van meter 50261	Phone	5157213367
-------	-----------	-----------------	----------------------------------	-------	------------

Contractor	MB Construction	Mailing Address	5375 KATELYN AVE Van meter 50261	License No.	C129543	Phone	5157213367
------------	-----------------	-----------------	----------------------------------	-------------	---------	-------	------------

Architect or Designer		Mailing Address		License No.		Phone	
-----------------------	--	-----------------	--	-------------	--	-------	--

Use of Building
New Construcion Single Family

Description of Work
New Construcion Single Family

Dimensions of Proposed Building or Structure
_____ Length _____ Width _____ Height _____ Other

Airport Airspace Zoning Approved?
_____ Yes _____ No _____ NA

****REVIEW NOTICE & SIGN BELOW****

ATTACH BLUE PRINTS AND SITE PLAN

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Valuation of Work	\$ <u>260,000.00</u>
Permit Fee	\$ <u>841.00</u>
Additional Fees:	
Plan Check Fee	\$
Sewer Connection	\$
Water Connection	\$ <u>42.00</u>
Other	\$
TOTAL AMOUNT DUE	<u>883.00</u>

Signature of owner or authorized agent	Date
Mike Mohr	8-1-23

Pluming Permit # _____
 Mechanical Permit # _____
 Electrical Permit # _____
 R.O.W. Permit # _____

WHEN PROPERLY APPROVED BELOW THIS IS YOUR PERMIT

Application accepted by:
PERRY JOHNSON

Date:
8-21-23

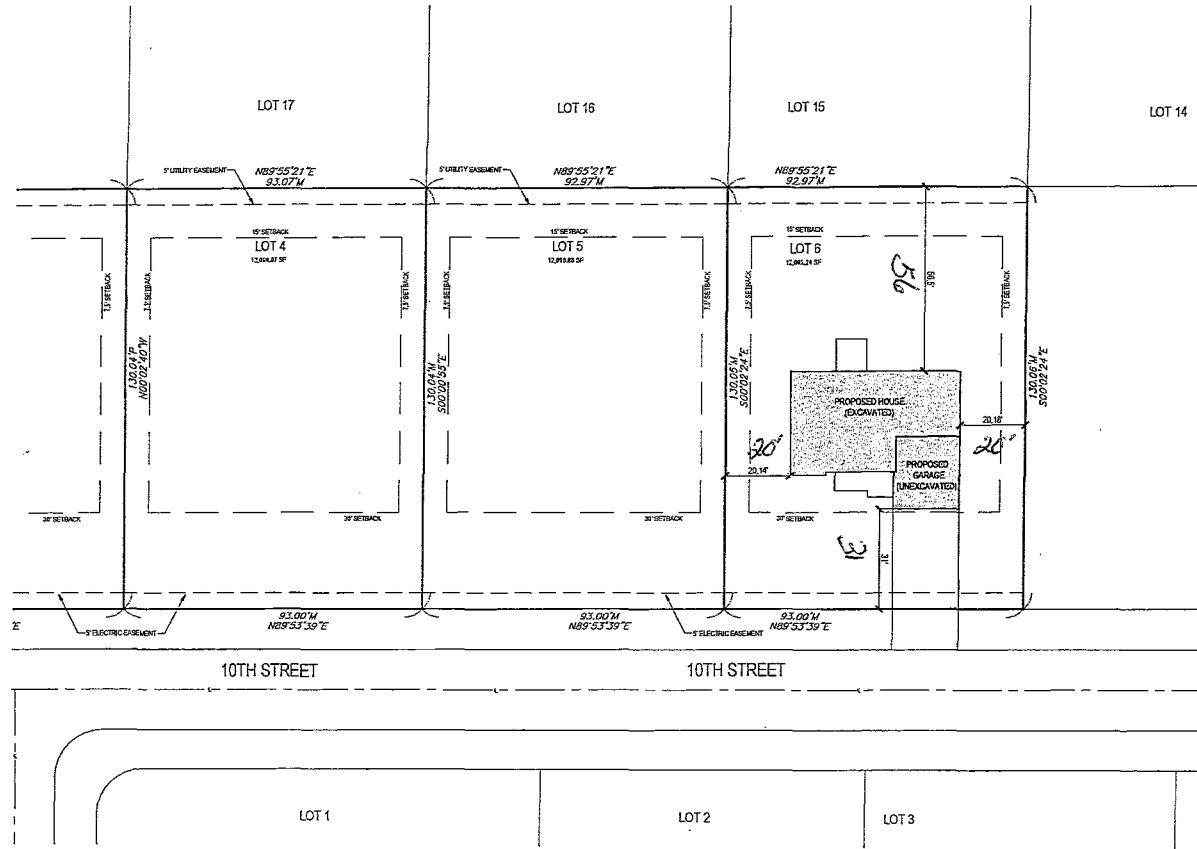
Approved by:
[Signature]

ES PLAN

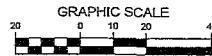
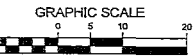
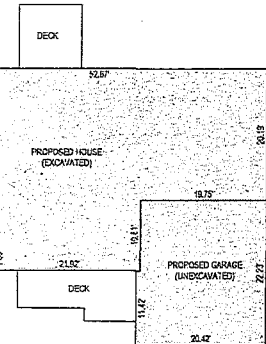
SEE CITY OF
RD.

RECORDER

HOUSE LAYOUT



E DIMENSION PLAN



- LEGEND:**
- PLATTED DISTANCE (SEE EXISTING CONDITIONS NOTE) P
 - PUBLIC UTILITY EASEMENT PUE
 - RIGHT OF WAY ROW



RESIDENTIAL
HOUSE
SITE PLAN

NORTHTRIDGE SUBDIVISION
CARROLL, IOWA

DRAWING DATE
8-15-2023

ORCA PROJECT #
220030

SHEET
1 OF 1

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager

AK

FROM: Randall M. Krauel, Director of Public Works

RMK

DATE: August 23, 2023

SUBJECT: Water Distribution Main Replacements
Professional Services Agreement Amendment No. 1

During design of the Water Distribution Main Replacements project, it was determined that a permanent and two temporary easements are required from adjacent properties for the construction of the project. The November 11, 2022, Professional Services Agreement does not include preparation of easement plats in the Scope of Services or fees.

An Amendment to the Professional Services Agreement with JEO Consulting Group, Inc. to add the preparation of easement plats has been requested and received. A copy of Proposed Amendment No. 1 is attached. The proposed Amendment adds the preparation of three easement plats to the Scope of Services at a proposed lump sum fee of \$2,100.00.

With the proposed Amendment, total fees included in the Agreement are as follows:

Original Agreement	\$68,300.00
Proposed Amendment No. 1	\$2,100.00
Amended Agreement	\$70,400.00

The current project schedule includes bid receipt on September 19, 2023, with an option for staged construction in 2023 or 2024.

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolution approving the Agreement Amendment No. 1 with JEO Consulting Group, Inc. for Professional Services for the Water Distribution Main Replacements project at a cost of \$2,100.00

RMK:ds

attachments (2)

RESOLUTION NO. _____

RESOLUTION APPROVING THE AGREEMENT AMENDMENT NO. 1 WITH JEO CONSULTING GROUP, INC. FOR PROFESSIONAL SERVICES FOR THE WATER DISTRIBUTION MAIN REPLACEMENTS PROJECT.

WHEREAS, Chapter 17 of the Code of Ordinances of the City of Carroll, Iowa, provides that contracts made by the City be approved by the City Council; and,

WHEREAS, a Professional Services Agreement Amendment No. 1 for the Water Distribution Main Replacements project has been prepared with JEO Consulting Group, Inc.; and,

WHEREAS, the City Council has determined that the Professional Services Agreement Amendment No. 1 is in the best interests of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Services Agreement Amendment No. 1 with JEO Consulting Group, Inc. for the Water Distribution Main Replacements project is approved and the Mayor is authorized to execute the Agreement on behalf of the City.

Passed and approved by the Carroll City Council this 28th day of August, 2023.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Mark E. Beardmore, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1

1. *Background Data:*

- a. Effective Date of Owner-Engineer Agreement: November 14, 2022
- b. Owner: City of Carroll, Iowa
- c. Engineer: JEO Consulting Group, Inc.
- d. Project: Water Distribution Main Replacements - 2022

2. *Description of Modifications:*

- a. Engineer shall perform or furnish the following Additional Services:

Project: JEO to create easement plats for required temporary/permanent easements for proposed water distribution main replacements.

The scope of services for the amendment will include additional services not included in the original agreement. These are summarized as follows:

- Creation of one (1) permanent easement plat & two (2) temporary easement plats.
- b. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

JEO's fees for the additional services outlined above shall be:

Temporary & Permanent Easements \$ 2,100.00 (Lump Sum)

Total Additional Amount *\$ 2,100.00*

* Engineer's estimate of the amount that will become payable are only estimates for planning purposes, are not binding on the parties, and are not the minimum or maximum amounts payable to Engineer under the Agreement.

When nearing estimated compensation amounts stated herein and it subsequently becomes apparent to Engineer that the total compensation amount estimated will be exceeded, Engineer shall give Owner written notice thereof. Should the Owner determine the estimated amount should not be exceeded, Owner shall notify Engineer and Engineer shall reduce the remaining services to be rendered by Engineer, so that total compensation for such services will not exceed said estimated amount when such services are completed. If Engineer exceeds

the total estimated amount before Owner notifies the Engineer, the Engineer shall be paid for all services rendered up to being notified.

c. The schedule for rendering services is modified as follows:

JEO Consulting Group will submit the easements for City review within 30 days from authorization to proceed.

3. Agreement Summary (Reference only)

a. Original Agreement amount:	\$ <u>68,300.00</u>
b. Net change for prior amendments:	\$ <u>0.00</u>
c. This amendment amount:	\$ <u>2,100.00</u>
d. Adjusted Agreement amount:	\$ <u>70,400.00</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is August 9th, 2023.

OWNER:

ENGINEER:



By: Mark E. Beardmore

By: Noah Dryden

Title: Mayor

Title: Project Manager

Date
Signed: _____

Date Signed: August 9th, 2023

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

MEMO TO: Aaron Kooiker, City Manager

FROM: Brad Burke, Chief of Police

DATE: July 5, 2023

SUBJECT: Police Standard Operating Procedures Update

It has been since 2016 that a full review was completed on the Standard Operating Procedures (SOP) for the police department. Over the last few months, I have completed a review and sent the changes out to the officers for input. The below subjects have been updated and are reflected with highlights or with a strikethrough as needed. These changes are due to code changes, union contract changes, training tactics changes, and societal changes.

Active Shooter Response	Authorization	Automated Defibrillator
Bank Alarm Robbery Response	Breaks	Department Awards
Electronic Control Devices	Evidence	Hazardous Materials
Hostage Policy	Hours of Service	Juvenile Procedures
Missing Children	MDT	Physical Fitness
Public Records	Purchasing	Secondary Employment
Snow Removal	Status of Personnel	Tattoos
Training	Uniform	Video (Car and BWC)

RECOMMENDATION: Council review and approval of the amendments to the Carroll Police Department Standard Operating Procedures.

RESOLUTION NO. _____

WHEREAS: The City Council of Carroll, Iowa meeting in regular session on the 28th day of August, 2023, has adopted this Resolution, and;

WHEREAS: The City Council supports a standard operating policy for the Carroll Police Department.

WHEREAS: The City Council recognizes that a review of the policies requires changes to meet changes in union contracts, state code, training tactics, and societal changes.

THEREFORE: BE IT RESOLVED, that the City of Carroll, by this Resolution of the City Council, approves the Carroll Police Department Standard Operating Procedures.

Passed and approved by the City Council of the City of Carroll, IA, this 28th day of August, 2023.

CITY OF CARROLL, IOWA

Mark E. Beardmore, Mayor

ATTEST: _____
Laura Schaefer, City Clerk

CARROLL POLICE DEPARTMENT STANDARD OPERATING PROCEDURES

PREFACE

Modern police departments are confronted with changing management and operational methods. This manual will incorporate not only the policy of the administration but also the instructions, methods, and procedures to be followed by the uniform personnel of this department. It is also noted that not all facets of law enforcement need, nor should be, routine or uniform in application. As a result these policies and procedures are merely a broad overview and in no way complete.

This manual is designed to supplement the City of Carroll Personnel Policies in some areas as they relate to police personnel. Additionally, there may be some areas in this manual which will be superseded by the police union contract. In all cases, however, the Chief of Police shall have the ultimate authority and responsibility to interpret and apply the provisions contained herein.

RESPONSIBILITIES

The Chief of Police will have the ultimate responsibility for the contents and preparation of this manual. The captain and field supervisors, through the general guidance or direction of the Chief of Police, may assist the Chief of Police in the carrying out of these responsibilities. The captain and sergeants shall thoroughly review the activities of their subordinates to ensure conformity with this manual's contents. Patrol officers shall acquaint themselves with all provisions of this manual.

CONFORMITY

Officers shall thoroughly acquaint themselves with the provisions of this manual and shall not deviate from the instructions noted except when absolutely necessary. In cases of deviation from the standard operating procedure, justification must be in writing and forwarded through the chain of command.

REVISIONS

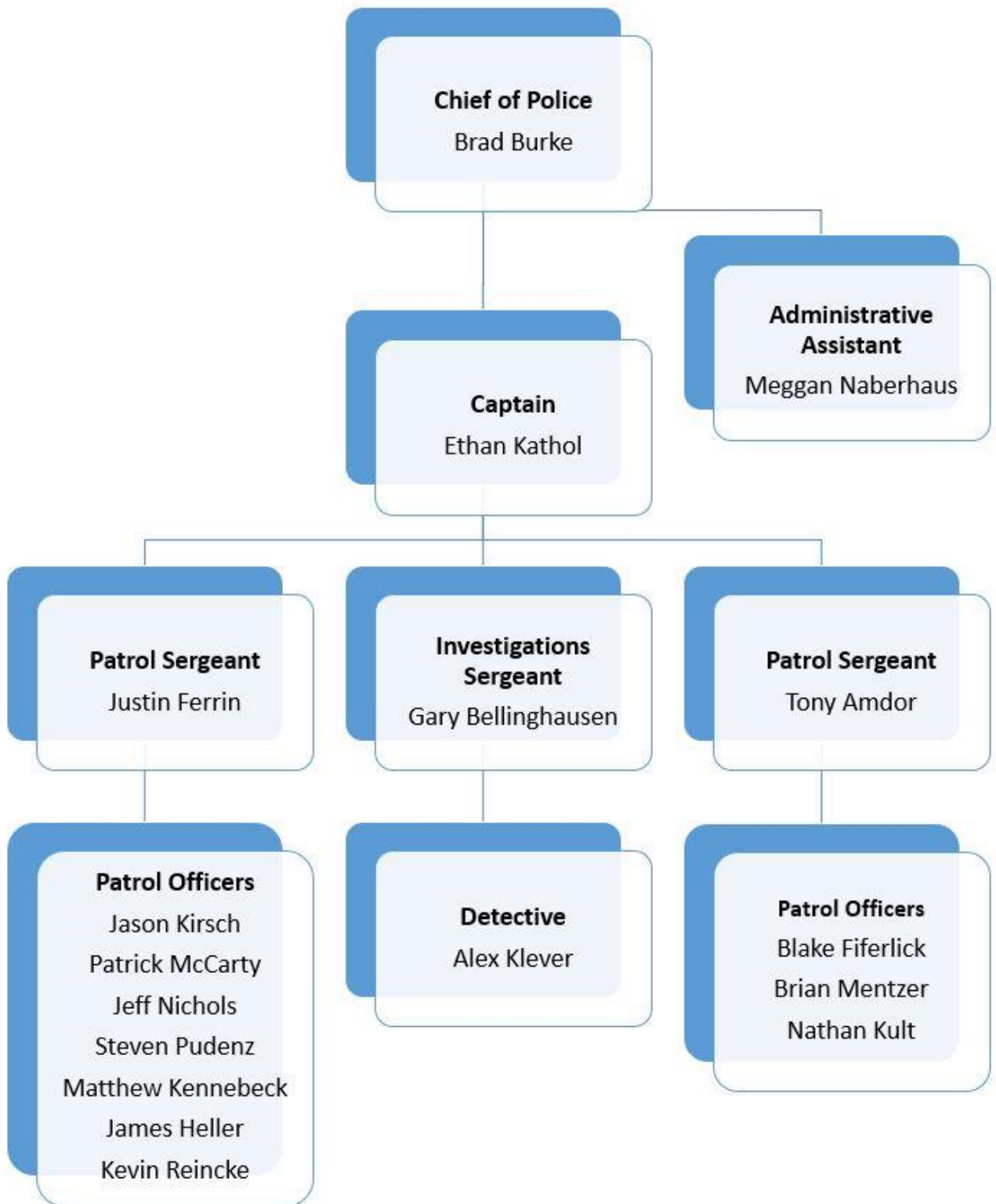
Officers may request changes or additions to this manual. Such requests shall be in writing and shall make reference to the noted article, if possible. Such requests shall be forwarded through the chain of command.

STANDARD OPERATING PROCEDURES

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		<i>Effective Date</i>	<i>Number</i>
<i>Subject</i> Active Shooter Response			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> 7/14/23	<i>No. Pages</i> 3	

- I. **PURPOSE:** To outline the Department response to an “Active Shooter” situation.
- II. **POLICY:** It is the policy of the Carroll Police Department to protect life by any legal means possible. Officers responding to an active shooter incident shall accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooter and stop him. This may include arrest, containment, or use of deadly force.
- A. **Philosophy.** The Carroll Police Department recognizes that the active shooter must be stopped before he/she can destroy any more innocent lives. This is the duty and responsibility of the initial responding officers, and they shall use all legal means to accomplish it. The prioritization of activities, in their order of importance is:
1. Stop the active shooter
 2. Rescue the victims
 3. Assist in providing medical assistance
 4. Preserve the crime scene
- While it is important to provide medical treatment to the wounded, it is our duty as law enforcement officers to first protect all innocent life by stopping the actions of the active shooter.
- B. **Definitions.**
1. **Active Shooter** – one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding objective appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc.
For purposes of this policy, the term “active shooter” will also include anyone who uses any other deadly weapon (knife, club, bow and arrow, explosives, etc.) to systematically or randomly inflict death or great bodily harm on people.
 2. **Contact Team** – A team consisting of two or three officers who are deployed at the scene of an active shooter incident with the mission to locate and contain all threats created by the active shooter(s).
 3. **Rescue Team** – A team consisting of three or four officers who are deployed at the scene of an active shooter incident with the mission to locate and report the location of or rescue injured persons.
 4. **Incident Commander** – The first supervisor to arrive who is not part of a contact

or rescue team, or most senior officer if rank is not available, will assume the role of Incident Commander until relieved by a higher-ranking officer.

- C. **Equipment.** A rifle with a minimum of three (3) magazines of ammunition, or other authorized shoulder fired weapon, should be deployed with the Contact Team(s) and Rescue Team(s) if available. Equipment for entry includes:
1. Ballistic vest
 2. Radio
 3. Flashlight
 4. Handcuffs
 5. Visible identification for plain-clothes officers. More than just a badge on neck chain or belt.

III. PROCEDURE:

- A. **Officer Response.** All enforcement personnel who are not on an emergency call shall respond to the staging area of an active shooter incident or shall respond to a location as directed by the controlling supervisor.
- B. **Intelligence Gathering.** An attempt should be made to gather intelligence about the situation by contacting persons who have the necessary information to better enable the officers to resolve the incident. If the incident involves a location that has a crisis plan (School District, Hospitals) their crisis team should be contacted. Intelligence gathering, while important, should not detract from the primary mission, which is to first protect all innocent life by stopping the actions of the active shooter.
- C. **Individual Officer Intervention.** The first arriving officer(s) may take immediate action as necessary and reasonable to stop the active shooter threat. As soon as resources are available, a contact team shall be formed to take action.
- D. **Contact Officer or Team.**
1. The first responding officer will, upon arrival at the scene, immediately report that he/she is on-scene, will clear the radio frequency of non-critical communications if that has not already been done and will provide a situation report to Communications.
 2. The officer will announce his/her exact location and will direct additional responding units to that location.
 3. The officer may take immediate action as necessary and reasonable to stop the active shooter threat without waiting for additional support.
 4. Additional responding officers As soon as another officer arrives on scene, he/she and the first responding officer will form and deploy as a Contact Team. If a third officer arrives at the same time as the second, a three-officer Contact Team will deploy. If four or more officers are on scene at the same time before the first Contact Team deploys, they will form two or three officer Contact Teams and immediately deploy.
 5. Contact Teams will not wait for additional officers or set perimeters prior to deployment.
 6. All Contact Teams shall notify the Comm Center upon deployment.
 7. Contact Team(s) will remain actively deployed until the incident is contained.

8. An individual rooms or defined space containing the suspect, should only be entered by a Contact Team, if and when the risk of death or great bodily harm to individuals in the room is greater if the Team does not enter than the risk incurred during an entry by the Team.

E. Incident Commander. The Incident Commander shall determine if additional contact teams are necessary and deploy if needed. The Incident Commander shall then deploy Rescue Teams to facilitate treating the injured and evacuating the building. The Incident Commander shall:

1. Establish a command post (in his/her squad car if necessary)
2. Choose a safe staging area for arriving personnel
3. Order the dispatcher to initiate proper notifications
4. Form additional contact and rescue teams, as necessary
5. Call for mutual aid from other agencies, as necessary
6. Establish media staging area
7. Arrange a safe staging area for medical units and treatment of the injured
8. Post additional responding officers to guard crime scenes
9. Call for resources to bring the incident to conclusion
10. If the suspect is arrested or incapacitated, regular agency procedure will be followed regarding the investigation and evidence preservation.

F. Rescue Team. Rescue Team members should maintain 360-degree coverage as the changing dynamics of the incident may put them in contact with the suspect(s).

G. Community Notification

1. A designated individual shall be responsible for ensuring appropriate information is distributed in a timely manner to the community.
2. Will be responsible to set up and direct reunification points.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Animal Control			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 3

A. **GENERAL.** From time to time officers will respond to calls requiring the handling, capture, or destruction of animals running at large. These will generally be dogs or cats but may also include deer, opossum, raccoon, muskrats, badgers, rabbits, and/or any other type of animal. This policy is general in nature. No written summary can completely and without exception cover every situation that may develop. In those instances where specific policy guidance is not available, officers will be expected to exercise discretion and common sense.

B. **PURPOSE.** To establish guidelines and procedures for safe handling, capture, and destruction of animals running at large. This policy is designed to eliminate or minimize the potential for injury to officers responding to calls of animals running at large.

C. **POLICY.** It shall be the policy of this department to respond to all calls of animals running at large. In such cases officers shall take appropriate safety precautions and use the necessary safety equipment in order to eliminate or minimize the potential for injury to themselves and/or any other officers responding to the call.

D. **PROCEDURE.** The procedures outlined below are general in nature and may not apply to all animal at large situations that officers may encounter. In all cases where they do apply officers shall follow these procedures, and in all cases shall use the safety equipment required by the situation.

FORMS

1. Incident numbers shall be assigned to each call for service for animal(s) running at large.
2. If any animal is impounded an Animal Disposition shall be filled out. A copy of this will be left at the Veterinary Clinic and the remaining copies will be returned to the police department. This disposition form should include the Incident Number.
3. If the owner of the animal is not known, a citation may be filled out with the animal owner's information left blank. This citation should be attached to the Animal Disposition form and turned in at the police department.
4. When the owner of the animal comes to retrieve their pet they will be responsible for paying the animal impound fee and daily boarding fees as outlined in the city code. They will also be required to sign any citations issued promising to appear in court to answer the charge.
5. If the officer is able to determine who the owner of the animal is he/she may return the animal and take whatever enforcement action appropriate under the circumstances.

HANDLING AND/OR CAPTURE

In many cases when responding to calls of animals running at large officers will be required to attempt to capture the animal(s). In most cases these will be dogs or cats. Due to the temperament and/or disposition of many of these animals, capture may not be possible. In some of these cases it may become necessary to destroy the animal. This will be addressed later in this policy. In those instances where capture is not possible and it is not necessary to destroy the animal the officer should notify the dispatcher of the description of the animal, the general area, and that capture was not possible.

In attempting to capture animals it is important to remember that not all animals are friendly and may react adversely to your attempts at impoundment. Additionally, many animals, especially dogs, have a natural aversion to people in uniforms. As such, all animals shall be treated as though they may bite, scratch, and/or claw the officer thus causing injury and/or disease.

To help minimize the risk of being bitten or scratched each vehicle will be equipped with protective gloves and an animal "fetch pole." This safety equipment shall be used in all cases when necessary to prevent injury to the responding officer(s). In all cases when cats are involved the protective gloves shall be worn to help reduce the risk of bites or scratches. Each officer will be responsible for assuring that this equipment is in their patrol vehicle at the beginning of each shift.

DESTRUCTION OF ANIMALS

In some instances where capture is not possible it may become necessary for an officer to destroy an animal. Generally, this will be necessary when an animal is seriously injured or sick, and/or when an animal is dangerous and presents an immediate hazard to the officer or the public in general, and only when other disposition of the animal is not practical.

In those instances where it becomes necessary to destroy an animal, a firearm should be used only if the officer reasonably believes that discharge of such firearm can be done without substantial risk of injury to the officer or other persons. The choice of firearm (e.g. handgun or shotgun) should be dictated by the location, type of animal, and other factors that would ensure the safety of the officer and the public.

If it becomes necessary to destroy an animal the officer(s) involved shall file a report of the incident including the date, time, and location of the incident, the type of animal involved, the reasons for destruction of the animal, the type of weapon used, and the number of rounds fired.

Because of the unpredictable nature of animal at large calls they have the potential to be among the most dangerous calls to which you may respond. By following the procedures outlined above and utilizing the protective equipment the risk of injury will be greatly reduced.

ANIMAL TRAP

The police department owns a live animal trap which may be used by members of the department or loaned to members of the public for the purpose of capturing animals at large. When this is loaned to members of the public, the issuing officer shall obtain the name, address and phone number of the person borrowing the trap. This information shall be entered into the daily log book and shall also be forwarded to the shift supervisor. Additionally, this information shall be entered on the checkout sheet located in the Administrative Assistant's office. Traps should generally not be loaned out for periods

exceeding one week. If the trap is needed for a longer period, the officer shall renew the checkout along with the proper paperwork. **There is a \$50 cash deposit, refundable upon the return of the animal trap.**

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Answering Routine Non-Emergency Calls			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

- A. Personnel shall respond to non-emergency calls in a routine manner but with no unnecessary delay. The majority of calls will probably justify this classification. Examples of such calls:
1. Motorist assists
 2. Property damage accidents
 3. Illegal parking
 4. Animal Calls

This type of call is important but requires no particular speed or urgency by personnel.

- B. In responding to fire calls personnel shall handle as a routine non-emergency call unless the personnel of the element responding have knowledge of a life being in danger **or other imminent threat**.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Assistance - Outside Police Agencies			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

- A. Officers of the Carroll Police Department shall not be sent outside the corporate boundaries of the city of Carroll to give aid and assistance to other police agencies except:
1. When operating under the auspices of "Hot Pursuit" or when the officer has personally observed a public offense in progress.
 2. When requested by the head of an outside police agency or his designee.
 3. When directed to do so by the on-duty supervisor or the Chief of Police.
- B. When a request is received to assist an outside law enforcement agency the following steps shall be taken.
1. An immediate request shall be forwarded to the supervisor who shall determine the extent and officer(s) who will respond.
 2. A written report shall be made by the supervisor outlining the circumstances of the request and the action taken, and forwarded through the chain of command.
 3. The supervisor shall keep in mind his/her primary duty to the citizens of Carroll before committing units outside the city limits. At no time will all on-duty personnel be allowed to leave the city for extended periods of time.

		<i>Effective Date</i>	April 12, 2010	<i>Number</i>	
<i>Subject</i>					
Authorization					
<i>Reference</i>			<i>Special Instructions</i>		
<i>Distribution</i>			<i>Reevaluation Date</i>	<i>No. Pages</i>	
			May 23, 2016	1	

- A. Chapter ~~25~~ 30 of the Municipal Code of the City of Carroll provides for the establishment and organization of the police department. Additionally, the qualifications of officers, required training, and appointment of the Chief of Police and officers are also addressed.
- B. Section ~~25.09~~ 30.08 of the Municipal Code of the City of Carroll provides that “the Chief of Police shall establish such rules, not in conflict with the Code of Ordinances, and subject to the approval of the council, as may be necessary for the operation of the department...”
- C. Derivation of Police Authority. The purpose of this section is to offer reference to those sections of the State Code of Iowa and the Municipal Code of the City of Carroll pertaining to general powers and duties of the department and its members. Sections pertaining to the department and its operation shall include, but not be limited to, the following:
 - 1. State Code of Iowa; Chapter 400, 411, and Chapters 101 through 821.
 - 2. City of Carroll Code of Ordinances; Chapter 25.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Automated Defibrillator			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

PURPOSE

The purpose of this policy is to provide Carroll Police Department officers with guidelines for the proper use and care of the Automated External Defibrillators (AED).

DEFINITIONS

Automated External Defibrillator (AED): An automated computerized medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation and provide visual and voice instructions for the device operator, including, if indicated, to administer an electric shock.

POLICY

The Carroll Police Department will train its officers in the use and maintenance of the AEDs and will provide equipment to serve its citizens in the event of a medical emergency.

PROCEDURE:

A. Training

All officers will receive training in the proper use of the automated external defibrillator (AED) before being allowed to use it. Retraining will be provided for all officers on an annual basis. In service refresher training will be provided to requesting officers more often, if needed. Each officer will place documentation of this training in his/her training file.

B. Availability of Automated External Defibrillators

All patrol vehicles are assigned an AED. ~~There are a limited number of AEDs available (2) at this time.~~ Officers should check their vehicle at the beginning of each shift to determine whether or not an AED is available. If there is not, officers may elect to take an AED from another patrol vehicle that is not in use, or request a spare AED.

C. Operation of Automated External Defibrillator (AED)

Officers shall follow the guidelines and protocol for operation of the AED and shall operate the AED in accordance with their training. If possible, the AED operator should notify the communications center when the AED is being used.

D. Documentation of Usage

Any time an officer uses the AED, whether a shock is delivered or not, a written incident report

shall be completed and forwarded to the Chief of Police.

Written reports shall include:

1. Victim name and personal details
2. Location and incident.
3. Date and time
4. If shock delivered, what time
5. Number of times shocked
6. Detailed narrative of incident
7. Name of defibrillator operator.

E. Maintenance of AEDs

The Chief of Police will be responsible to see that needed maintenance is done. The manufacturer's recommendations for all scheduled defibrillator maintenance shall be followed. Officers shall report any performance discrepancies, device defects, or missing expired and/or damaged accessories to the Captain. If there are any items removed or missing from the AED kit, notify the Captain immediately so that it can be replaced.

<i>Effective Date</i> May 23, 2016		<i>Number</i>
<i>Subject</i> Bank Alarm Robbery Response		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i> 2

The general armed robbery bank alarm response is as follows:

A bank alarm is received at the communications center; officers are dispatched to the scene.

At least two officers shall respond. The officer arriving first at the scene will be in command of the situation.

The first responding officer shall communicate with the backup officer and shall deploy himself and the backup officer(s) at strategic, opposite diagonals of the building.

The first responding officer shall radio communications to verify the status of the alarm. A police dispatcher will phone the bank and advise them of the alarm, then hang up. A representative of the bank should immediately telephone the communications center to confirm the alarm. The first responding officer shall have the communications center direct bank personnel to come out a specific exit that he has surveillance of.

The first responding officer shall verify the identity of the bank personnel and confirm the status of the alarm.

If the dispatcher does not receive a response from the bank within a reasonable time, the alarm will be handled as an actual bank robbery.

In the event the alarm is actual:

The bank will notify the communications center at the earliest, safest opportunity.

The communications center will issue the appropriate teletype and radio broadcast as soon as sufficient information is available. This shall include, but not be limited to, an initial broadcast to the surrounding counties.

Security officers for the banks are as follows may be located through premise files in the Record Management System through dispatch.

~~Carroll County State Bank
Terry Vetter
792-3567~~

~~Commercial Savings Bank
Shelly Madden
792-4346~~

~~Iowa Savings Bank
Dan Kratoska
792-9772~~

~~Bank of the West
Julie Stuhr
792-4397~~

~~United Bank of Iowa
Jim Friel
712-792-8559~~

~~Dupaco Community Credit Union
Kathy Steffes
792-1735~~

Keep in mind that our aim, in the event of an actual robbery, is to respond appropriately without unduly jeopardizing the public at large. Safety, ours and the public's, is our paramount concern.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Bomb Threats			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 3	

PURPOSE: The purpose of this directive is to establish departmental procedures regarding bomb threats and other bomb-related emergencies with the intent of minimizing danger to the public and police in the event a bomb threat is received. Officers should not underestimate the danger involved with such a threat but also should not overreact and create undue alarm.

POLICY: The Carroll Police Department shall treat both bomb threats and actual incendiary incidents or explosions with the utmost caution and seriousness. The department shall make every effort to reduce the possibility of personal injury or property damage resulting from a bomb and to apprehend those responsible or involved.

PROCEDURE: Threats: The dispatch staff must ensure that it obtains all pertinent information, i.e., phone line call received on, location of bomb threat, time set for detonation, description and type of bomb, persons or group claiming responsibility and reason for bombing.

Notify shift supervisor/commander.

Direct responding unit to discontinue radio traffic before arrival at the scene.

First responding officer will interview person receiving the bomb threat and obtain as much information regarding the threat as possible.

Confer with person having authority over building or site and determine if they wish to evacuate or to search first and evacuate if warranted. If time permits, search evacuation routes before evacuation.

The shift supervisor or designee will ensure that the dispatch center notifies:

1. Carroll County Ambulance Service.
2. St. Anthony Regional Hospital.
3. Fire Department.
4. State Fire Marshal's Office.
5. Area law enforcement agencies for additional personnel.
6. Chief of Police.

The shift supervisor will direct backup officers to the scene to assist in the search or traffic and crowd control.

If the scene is evacuated, the shift supervisor will instruct building personnel to ensure that occupants and staff are located at a safe distance -- minimum 300 yards from the structure -- and also away from parked vehicles within the building's parking lot. Building staff should conduct a roll call as soon as practical.

REMEMBER, DECISIONS ARE BASED ON ORIGINAL INFORMATION. BE ACCURATE AND EXACT. MAKE NOTES!

SEARCH PROCEDURES: Personnel conducting a search for an explosive device must approach the assignment with the attitude that the threat is real. Each bomb threat situation will be different and will require the shift supervisor to adjust search procedures accordingly. The safety of all concerned shall be the first priority.

The shift supervisor may request additional personnel to assist with the search of the building; i.e., Carroll Police Department personnel, Fire Department, Carroll County Sheriff Department and other civilian personnel who are familiar with the building.

The shift supervisor shall designate search teams to search specific areas of the premises. A minimum number of building personnel familiar with the premise should be utilized to assist in the search. The search teams should consist of one employee of the building and one or two members from law enforcement/fire department.

If an explosive device detection K-9 is needed to assist a search, the dispatch center will be directed by the shift commander to contact the State Fire Marshal's Office. ~~at 515-281-3451 and the request made.~~

SUSPICIOUS OR UNDETONATED DEVICE LOCATED: All personnel involved in the search must be instructed that their mission is to search and report suspicious objects -- not to move, jar or touch a suspected explosive device.

The following procedures shall guide personnel actions when a suspicious or undetonated device is located:

The shift supervisor/commander and on-scene supervisor shall be notified immediately so that visual confirmation can be made.

The area should immediately be cleared of nonessential personnel. Officers should evacuate an area commensurate with the type of suspected bomb. The perimeter shall remain in tact until conclusion of the incident.

The shift supervisor will notify the dispatch center by telephone.

In the event a bomb is located, the State Fire Marshal's Office should be contacted ~~at Post 4 Headquarters~~. The district office of the ATF should also be contacted ~~at 515-284-4329~~. Their personnel should be informed of the description and type of device, if known; the exact location of the device; and any other pertinent information.

No person other than a qualified bomb technician shall move or attempt to move, handle, dismantle or take any other action that could cause detonation of a suspected explosive device. Attempt to utilize personnel from the State Fire Marshal's Office or a member of the Des Moines Police Department's Bomb Squad.

Fire and emergency medical personnel should be dispatched to the scene in case a fire or explosion occurs. It may be necessary to have utilities personnel respond to the scene to control various forms of gas and other power. The Carroll Fire Department and the Region V Hazardous Materials Response Team ~~(515-573-2323)~~ should be contacted when hazardous materials are present.

EXPLOSIONS: No one should be allowed in the area except for rescue personnel, explosive specialists

and investigators. The perimeter should be secured with crime scene tape, barricades, officers or any combination thereof.

After the scene is secured, the on-scene supervisor shall coordinate the preservation and collection of evidence with the fire department and/or other law enforcement agencies.

Persons at the scene should use extreme caution since the explosion may have caused structural damage. To prevent further injury, personnel should be cognizant of secondary explosions resulting from leaking gas lines or entrapment bombing techniques -- other undetonated explosive devices may still be present.

If injured personnel are transported to the area hospital by ambulance, have a staff member acquainted with the personnel accompany the first ambulance for identification purposes.

A media release area should be established in the vicinity of the incident, but in a separate, secure area by the Department Public Information Officer. The purpose of this provision is to furnish the news media with accurate information and to ensure that additional bomb threats are not precipitated by irresponsible statements by uninformed sources. Officers will refer all media questions to the Chief of Police.

TERMINATION OF INCIDENT: If no suspicious device is found following an extensive search or after a device has been disarmed and removed from the scene, the person in charge of the property or building shall be notified by the shift supervisor/commander.

The person in charge of the property or building shall then decide if and when the property will be reoccupied.

All actions shall be recorded in an incident report. All officers involved should prepare supplemental reports.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Breaks		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

Officers of this department must work their assigned watch/schedule without scheduled breaks, therefore it is necessary to establish policy as to when, where, and how breaks may be taken.

WHEN:

- A. Officers may take a break from duty whenever time permits, but at no time may the officer take or continue a break if duty calls.
- B. No more than two patrol units may be parked at any business when the occupants are on break unless approval is given by the supervisor.
- C. When three or more officers are working patrol, in their own patrol vehicles, one must stay in service and on patrol unless approval is given by the supervisor.

WHERE:

Breaks may be taken at any location unless otherwise directed by a supervisor.

HOW:

- A. Officers will contact the communications center and notify the dispatcher, via the operations channel **or through MACH** of the location and nature of activity and when going on break. ~~I.e. Carroll/ 98/ 97, 10-7/ Burger King.~~
- B. Officers should avoid taking breaks at the same time and same location day after day.
- C. Total break time in a single, eight-hour tour of duty should not exceed one hour. Total break time in a single ten-hour tour of duty should not exceed one hour and fifteen minutes.

Breaks will normally be 1/2 hour for lunch, and 15 minutes for coffee breaks.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Building Searches		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

1. Notify the communication center at once giving the address or location of the building and what has been detected.
2. Request additional backup and do not enter the structure until a minimum of two officers are present to conduct the search.
3. The supervising officer shall direct the systematic search of the area.
4. If additional personnel are available, they shall be positioned on the exterior to guard likely avenues of escape.
5. Notify the owner or person in control of the area searched and assure it is secured.
6. Due to the unknown circumstances surrounding open door situations or circumstances requiring buildings to be searched, officers conducting searches shall normally enter buildings with weapons drawn. This will enable responding officers to react more quickly in the event there is a crime in progress or an armed intruder in the building. Responding officers may use their handguns, shotguns, or rifles depending on the circumstances.

		<i>Effective Date</i> March 28, 2011	<i>Number</i>
<i>Subject</i> Bullet Resistant Vests			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

PURPOSE: The purpose of this policy is to provide Carroll Police Department officers with guidelines for the proper use and care of body armor.

POLICY: It is the policy of the Carroll Police Department to maximize officer safety through the use of body armor in combination with established safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

DEFINITIONS: Field Activities: Duty assignments and/or tasks that could place or could be reasonably expected to place officers in situations where they could be required to act in enforcement rather than administrative or support capacities.

PROCEDURES:

A. Issuance of Body Armor.

1. All body armor must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
2. All officers shall be issued agency-approved body armor.
3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse, abuse, or neglect by an officer shall be replaced by the officer.

B. Use of Body Armor.

1. Officers shall wear only agency-approved body armor.
2. Officers that are assigned to a uniform function and non-uniformed sworn officers are required to wear body armor while engaged in field activities both on duty and during off-duty employment unless exempt as follows:
 - a. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor.
 - b. When an officer is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by the wearing of body armor.
 - c. When the department determines that circumstances make it inappropriate to mandate wearing body armor.
 - d. When the Chief of Police or his/her designee so authorizes an exemption.

C. Inspections of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and/or periodic documented inspections.
2. Annual inspections of armor shall be conducted for fit, cleanliness, signs of damage, abuse, and wear.

D. Care, Maintenance and Repair of Body Armor

1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.
2. Officers shall be responsible for cleaning body armor in accordance with the manufacturer's instructions.
3. Officers are responsible for the proper storage, maintenance, and care of body armor, in accordance with manufacturer's instructions.
4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and to the individual responsible for the uniform supply function.
5. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

E. Training.

The training officer shall be responsible for:

1. Monitoring technological advances in the body armor industry that may necessitate a change in body armor.
2. Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Cases Involving Family Members or Relatives		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

Officers shall not be assigned to investigate cases that involve members of their immediate family or other relatives. If it is determined during the course of an investigation that a member of the investigator's family is involved, that investigator shall be removed from the case and another, unrelated investigator, shall be assigned. Incidents involving close friends, boyfriends, girlfriends, etc., should also be referred to other officers so as to avoid any potential, or appearance of a conflict of interest. Exceptions to this policy shall be approved by the Chief of Police or his designee.

<i>Effective Date</i>		<i>Number</i>
May 23, 2016		
<i>Subject</i>		
Cell Phones		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>		<i>Reevaluation Date</i>
		<i>No. Pages</i>
		1

POLICY

The Carroll Police Department recognizes the value of cellular telephones which enhance the efficient delivery of law enforcement services to the community. However, the use of cellular telephones and other communication devices can present a dangerous distraction to police employees as well as becoming a source of complaints from the public due to a perception of overuse or abuse. Professional and personal use of these devices shall be limited to situations where they can be safely used.

PURPOSE

The purpose of this policy is to establish guidelines for all members of the Carroll Police Department to follow concerning the use of cellular telephones or other individual communication devices while the employee is on duty.

PROCEDURES

A. Employees using cellular telephones or other communication devices, whether provided by or paid for by the Carroll Police Department, or personally owned, shall:

1. Use these devices for their intended purpose to serve the community.
2. Refrain from abusing the privilege of their availability.
3. Prohibited from using hand held devices while driving City vehicles.
4. If a call is received while driving, the employee must pull over and stop to use the phone.
5. Officers may make or receive phone calls when responding to an emergency in an effort to gather more information.
6. All cellular telephones and individual communication devices shall be placed in the "silent" or "vibrate" modes when deemed necessary outside of the patrol vehicle to ensure officer safety.

B. Generally speaking, personal business should be conducted on personal time. Personal telephone calls, text messages or other personal communication from family members, friends, or associates, should be kept to a minimum. Employees should not allow themselves to be distracted from their daily assignments by these devices. Excessive use or abuse may result in further restrictions.

April 12, 2010

Chain of Command

Reviewed May 23, 2016 Pages 1

A. PURPOSE

The purpose of this procedure is to establish the chain of command for the Carroll Police Department.

B. DEFINITION

The chain of command is the unbroken line of authority extending from the Chief of Police through a single subordinate at each level of command down to the level of execution to guide, coordinate and control members of the organization. The chain of command provides guidelines for the proper functioning of each organizational unit, ensuring supervision in a fair and equal manner. The chain of command places only one officer in charge and only one shall be in direct command. The chain of command identifies the person who must be responsible to direct each task to a successful conclusion.

C. PROCEDURE

To ensure supervision and properly place responsibility, the following will be the chain of command for the Carroll Police Department:

Chief of Police
Captain
Sergeant
Police Officer

1. The Chief of Police is the Chief executive of the department and is directly responsible to the city manager.
2. The captain is responsible to the Chief of Police. The captain is also responsible and accountable for the performance of the sergeants under his/her command.
3. The sergeants are responsible directly to the captain. The sergeants are also responsible and accountable for the performance of the police officers under their command.
4. The police officers are responsible to their sergeants.
5. In the event that two officers of the same rank are responsible for the police mission while working the same shift, the officer of higher seniority shall assume the overall supervisory responsibility for the shift.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Citations		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

- A. **DISMISSAL OF CITATIONS:** It sometimes becomes necessary to either void or seek dismissal of traffic, parking or notice to appear citations.
1. In cases where the defendant has not received the "Defendant's Copy" of the citation, the "void" procedure may be used.
 2. Marked or unmarked police cars when on official business; these tickets may be voided when accompanied by explanation justifying the action.
 3. The policy of voiding or dismissing of any citation is based on unusual circumstances that dictate such action. The final decision of voiding or seeking dismissal is that of the Chief of Police.
- B. **VOID PROCEDURE:**
1. The officer will take all copies of the citation to his immediate supervisor and explain the reason for voiding, in writing.
 2. The immediate supervisor will then write their recommendation and attach same to the copies of the citation.
 3. The citation and the reason are then given to the Chief of Police for voiding purposes.
 4. The reason for voiding the citation will be written on the back of the citation, dated and initialed by the person voiding same.
 5. The citation (all copies) will be turned over to the secretary for filing.
- C. **DISMISSAL PROCEDURE:**
1. If a citation has been forwarded to the court and circumstances exist that would void the citation, a request for "dismissal" may be initiated.
 2. In cases of dismissal the defendant will be told that the city or county attorney and/or the court has sole dismissal powers and that the Chief of Police can only recommend dismissal.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Clothing Provision			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

All personnel of the Carroll Police Department will be supplied with uniforms, safety equipment and other supplies deemed necessary for the performance of their duties. Any equipment or other items that have not been issued by the police department shall not be worn with or on the uniform without the written permission of the Chief of Police.

Those employees covered by a union contract or collective bargaining agreement will be issued uniforms, safety equipment and other supplies as required therein.

<i>Effective Date</i> September 25, 2017		<i>Number</i>
<i>Subject</i> Critical Incident Stress Management		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i> 3

I. **PURPOSE:** The purpose of this policy is to provide guidelines that shall be uniformly applied to the management of stress resulting from critical incidents. Providing support following any critical incident will assist in minimizing the chances that involved personnel will suffer from the negative physical, cognitive, emotional, and behavioral reactions that may occur. Law enforcement duties often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations may cause disabling emotional and physical problems. It has been found that critical incidents such as officer-involved shootings, vehicle accidents, line-of-duty deaths, and gruesome homicides may cause adverse reactions and behaviors in officers.

II. **POLICY:** It is the responsibility of this department to manage critical incident stress by providing personnel with a critical incident stress management (CISM) program. The CISM program shall be utilized to provide personnel with information on reactions to the trauma associated with critical incidents and assist in the deterrence of negative responses. It is the policy of this department to take immediate action after such incidents to safeguard the continued mental well-being of all involved personnel.

A. Definitions:

- a. Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and is diagnosed as such if symptoms persist after 30 days.
- b. Acute Stress Disorder: An anxiety disorder that can result from exposure to a traumatic event and occurs within 30 days of exposure.
- c. Critical Incident: An incident that is unusual, violent, and involves a perceived threat to, or actual loss of, human life that may overwhelm an individual's normal coping mechanisms and cause extreme psychological distress.
- d. Critical Incident Stress Management: A formal process used to assist an individual who has been involved in a traumatic event to return to or maintain an effective level of functioning.
- e. Critical Incident Stress Debriefings: A formal one-on-one or group discussion conducted by a qualified mental health professional and, where possible, an appropriately trained peer support officer that is designed to assist participants in understanding their emotions and strengthening their coping mechanisms following a critical incident.
- f. Qualified Mental Health Professional (QMHP): Any individual who is licensed as a mental health professional and has an in-depth understanding of the law enforcement culture.
- g. Peer Support Team Members: A formal group of individuals consisting of department members who have undergone training in peer support methods.
- h. Involved Personnel: Any employee who is directly affected by a critical incident. This may include officers who are on the scene at the time of the incident, those

individuals who respond to the scene immediately following the incident, and/or support personnel participating in the response to the incident, such as volunteer firefighters.

III. PROCEDURES

A. Immediate Response Following a Critical Incident

- a. During any period where it is reasonable to believe that involved personnel may experience physical, cognitive, emotional, and/or behavioral reactions to a critical incident, the department shall provide personnel with the proper mental health resources.
- b. Where possible, the supervisor shall briefly meet with involved personnel to ask supportive questions concerning the critical incident;
- c. discuss any standard investigations that will occur concerning the incident; and
- d. Advise the involved personnel that they may seek legal counsel if necessary.

B. At all times, when at the scene of an incident, the supervisor should interact with all involved personnel in a manner that acknowledges the potential stress caused by the incident and refrain from passing judgment regarding the critical incident or the reactions of individuals.

C. Post-Incident Procedures

- a. The supervisor shall notify the appropriate person in his or her chain of command so that a QMHP can be contacted as soon as possible in order to schedule a one-on-one or group debriefing for all involved personnel. The on-scene supervisor shall brief the QMHP on all important and relevant aspects of the critical incident.
- b. All involved personnel shall be required to attend a one-on-one and/or group debriefing provided by the department's QMHP as soon as reasonably possible. After a QMHP meets with the involved personnel, and with the involved personnel's understanding and release, the department shall be advised of
 - i. whether it would be in the best interest of certain individuals to have time off work; and
 - ii. the best continued course of counseling and intervention.
- c. Follow up counseling services should be made available to every individual who was involved in the critical incident. The initial follow-up should be face-to-face.
- d. In order to promote trust and encourage the use of CISM services, all one-on-one debriefings and other individual counseling sessions shall be kept confidential and shall not have any bearing on the involved personnel's fitness-for-duty evaluation. Any information provided to the QMHP will be used solely for return-to-work status recommendations. Whenever possible, the QMHP involved in the CISM program should not conduct this department's fitness-for-duty examinations.
- e. This department strongly encourages the families of the involved personnel to take advantage of any available department mental health/counseling services. It is recommended that family/relationship joint counseling services be offered to the involved personnel and their families or significant others whenever possible.
- f. Any department investigation of the incident shall be conducted as soon as practical. This department shall make every effort to expedite the completion of any administrative or criminal investigation with the understanding that it can decrease the negative distress reactions that the involved personnel may experience.

D. Daily Stress Recognition

- a. Physical, cognitive, emotional, and behavioral reactions or problems may not arise immediately. In addition, involved personnel may attempt to hide their negative responses to the critical incident. Supervisors are responsible for monitoring the behaviors of personnel for any adverse reactions or symptoms.
- b. A supervisor may mandate that involved personnel seek assistance or counseling from a QMHP upon recognizing behavioral indicators that suggest stress may be disrupting the individual's job performance.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Command Presence And Courtesy		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

- A. General. Command presence and courtesy play an important part in the efforts of this department. Personnel using proper courtesy and command presence will find their job of obtaining the cooperation and backing of the public much easier.
- B. Personnel of this department shall:
1. Recognize that this department exists for the purpose of serving the public.
 2. Render prompt and courteous service when summoned by a citizen.
 3. Avoid behavior which may cause resentment, always seek to create good will.
 4. Be positive in their attitude and show willingness to act upon all complaints.
 5. Address all citizens with courtesy and respect.
 6. Citizens requesting information shall be answered in a courteous manner. If the information is not known to personnel, then the citizen shall be so advised and an attempt shall be made to obtain the information for them.
 7. Extend the same type of courtesy to all citizens regardless of race, creed, color, religion or status in the city.
 8. Treat all complaints with sincerity.
- C. Causes of Discourtesy. All personnel shall develop their personality and traits so as to guard against the following:
1. Feeling of self importance. Must overcome the feeling of self importance and not take a law violation as a personal offense.
 2. Desire to show off. Personnel shall refrain from smart remarks, use of sarcasm.
 3. Discourteous behavior of others. Citizens that personnel are dealing with sometimes become discourteous; however, personnel shall refrain from lowering themselves to the level of the discourteous citizen.
 4. Ignorance. Personnel shall practice and acquire courtesy through practice, imitation and thoughtfulness.
 5. Fatigue. Personnel who are tired shall be on guard to see that their physical condition does not become an excuse for being discourteous.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Compensatory Time		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

COMPENSATORY TIME: Upon request employees shall be compensated for overtime in compensatory time off. Employees will only be allowed to bank a maximum of sixty (60) hours of accumulated time. Once the accumulated balance is below 60 hours, it may be regenerated back to a maximum of 60 hours. Compensatory time will be accumulated in accordance with the Fair Labor Standards Act and the union contract.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Complaints - Officer Conduct		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

GENERAL

The wide range of powers and duties given to Carroll Police Department members will involve them in all manner of contacts and relationships with the public. Out of these contacts may come questions concerning actions of members of the department. These questions often require immediate investigation by supervisory officers, as designated by the Chief of Police. In an effort to ensure that these investigations are conducive to good order and discipline, the procedures detailed below shall be followed.

Complaints are received in a number of different manners. They may be in writing, by telephone, or verbally in person. Complaints made in person are reduced to writing and signed by the complainant. Complaints made by telephone are also reduced to writing, and the complainant advised that the complaint must be signed before an investigation will be conducted. Third party complaints and complaints that have not been formalized (signed) are not investigated.

A. **CITIZEN COMPLAINTS AGAINST POLICE PERSONNEL:** Whenever a police officer is under investigation or subjected to interrogation by members of this department for any reason which could lead to disciplinary action, demotion, dismissal or criminal charges, such investigation or interrogation shall be conducted under the following conditions:

1. The Chief of Police shall appoint a supervisor to conduct a complete investigation of the complaint filed. The investigator(s) shall report, in writing, all findings to the Chief of Police. All investigations will be conducted in accordance with the provisions of Chapter 80F of the Iowa Code, Rights of Peace Officers and Public Safety and Emergency Personnel.
2. A formal administrative investigation of an officer shall be commenced and completed in a reasonable period of time and an officer shall be immediately notified of the results of the investigation when the investigation is completed.
3. An officer shall not be compelled to submit to a polygraph examination against the will of the officer except as otherwise provided in Section 730.4, subsection 3, of the Iowa Code.
4. The officer under investigation shall, at a minimum, be provided a written summary of the complaint prior to an interview.
5. An officer being interviewed shall be advised by the interviewer that the officer shall answer the questions and be advised that the answers shall not be used against the officer in any subsequent criminal proceeding.
6. An interview of an officer who is the subject of the complaint shall, at a minimum, be audio recorded. If possible, audio and video is preferable.

7. The officer shall have the right to have legal counsel present, at the officer's expense, during the interview of the officer. In addition, the officer shall have the right, at the officer's expense, to have a union representative present during the interview or, if not a member of a union, the officer shall have the right to have a designee present.
8. If a formal administrative investigation results in the removal, discharge, or suspension, or other disciplinary action against an officer, copies of any witness statements and the investigative agency's report shall be timely provided to the officer upon the request of the officer.
9. An interview shall be conducted at any facility of the investigating agency.
10. If an interview is conducted while an officer is off duty, the officer shall be compensated as provided by law, or as provided in the applicable collective bargaining agreement.
11. The interview or interrogation of the officer shall be conducted at a reasonable hour, preferably at a time when the officer is on duty, unless the seriousness of the investigation is of such a degree that immediate action is required
12. Upon receipt of the investigative report, the Chief of Police will determine what, if any, disciplinary action is appropriate.
13. If disciplinary action is taken, the Chief of Police will notify the officer in writing of the charges against him, action being taken, and the appeal period allowed in Chapter 400 of the Iowa Code. The Chief of Police shall notify the City Manager and the Civil Service Commission of any disciplinary action taken against officers resulting in suspension or dismissal.

<i>Effective Date</i>		<i>Number</i>
May 23, 2016		
<i>Subject</i>		
Concealed Weapon – Nationwide Carry		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i>	<i>No. Pages</i>
		7

I. POLICY

A. H.R. 218, the Law Enforcement Officers Safety Act (LEOSA), was enacted July 22, 2004, as Pub. L. 108-277, and is codified as 18 U.S. Code 926B and 926C.

1. The Act permits the nationwide carrying of concealed handguns by qualified current and retired law enforcement officers and amends the Gun Control Act of 1968 (Pub. L. 90-618, 82 Stat. 1213) to exempt qualified current and retired law enforcement officers from state and local laws prohibiting the carrying of concealed firearms.

2. It does not exempt current or retired officers from any state or local firearm owner registration laws.

3. It is the policy of the Carroll Police Department to comply with the Act, under the following conditions and provisions.

II. PROCEDURE

A. In order to comply with the Act, and thereby legally carry a concealed weapon as provided therein, current law enforcement officers with the Carroll Police Department shall:

1. Possess statutory powers of arrest and be authorized by the Carroll Police Department to carry a concealed firearm.
2. Successfully have completed the State of Iowa/Carroll Police Department designated firearms qualification course.
3. Not be under the influence of alcohol or drugs.
4. Not be prohibited by Federal or State laws from possession a firearm.
5. Not be subject to Carroll Police Department disciplinary action preventing the officer from carrying a firearm per existing policy.
6. Not take a Carroll Police Department owned firearm out of state except on official business and with the approval of the Chief of Police.
7. Not wear a concealed Carroll Police Department owned firearm except as provided by Carroll Police Department firearms regulations.

B. Required Identification for Active Officers:

1. Current officers must have his or her Carroll Police Department photo identification card and official badge on his/her person when carrying any concealed weapon.

C. In order to comply with the Act, and thereby legally carry a concealed weapon as provided therein, qualified retired law enforcement officers of the Carroll Police Department must:

1. Have retired in good standing from service as a law enforcement officer for the Carroll Police Department, other than for reasons of mental instability.
 - a. The term “in good standing” means, at the time of retirement, the officer was not facing disciplinary action that could have resulted in his or her termination for misconduct or unfitness for office.
 - b. The term “mental instability” means that the officer either was medically separated for mental instability or, at the time of a years-of-service or disability retirement, the officer was facing removal for reasons of mental instability.
 - c. Interpretative guidance will be provided, on a case by case basis, by the Carroll City Attorney for the Carroll Police Department.
2. Have an aggregate of at least 15 years of service as an active law enforcement officer or have retired from service after completing a probationary period, due to a service-connected disability, as determined by the Carroll Police Department.
3. Have a non-forfeitable right to benefits under the Iowa Public Employee’s Retirement System (IPERS) or the 411 retirement system.
4. Have successfully passed an annual Carroll Police Department background check indicating that he or she is not prohibited by Federal law from receiving or possession a firearm.
5. Not be under the influence of alcohol or drugs.
6. Have during the most recent 12-month period, successfully passed the standards for training and qualification for active law enforcement officers to carry firearms in the state of Iowa or the state of their primary residency.
7. Have in his/her possession the retired Carroll Police Department Identification Card or other approved credentials, and documentation certifying current weapons qualification.

D. Upon request, qualified retired law enforcement officers of the Carroll Police Department who do not reside in the state of Iowa, and who have not successfully passed Iowa’s standards for training and qualification for active law enforcement officers to carry firearms, will be sent a retirement identification card or other approved credentials, by mail, that indicates that the retired officer:

1. Has met all of the conditions in Part II-C, sections 1 through 4.
2. Must meet standards for training and qualification for active officers in the retired officer’s primary state of residence, or they may qualify through the Carroll Police Department as indicated in section II.G. below:
3. Must have in his/her possession documentation certifying current weapon qualification status in order to comply with the Act.

4. Must submit, in acceptable size format, two recent color digital image facial photographs.

E. Retired Carroll Police Department Identification Cards:

1. The Chief of Police of the Carroll Police Department is not required to issue any type of retired officer identification card or credentials under the LEOSA. Any such credentials are issued at the sole discretion of the Chief of Police. These credentials may be revoked and recalled at any time and without a stated reason by the Chief of Police.
2. In the case of retired officers who have failed to pass this state's standards for training and qualification for active law enforcement officers to carry firearms, the identification card will clearly state that the person has NOT qualified to carry a concealed weapon as a qualified retired law enforcement officer.
 - a. Note: Because of different qualification standards, such persons might lawfully possess a citizen's Concealed Weapons Permit, which is valid in the state that issues the permit, and in states that have reciprocal recognition agreements.
3. In the case of retired officers who request an identification card to be issued to them, the card will clearly state that the individual also must possess an additional card or appropriate document that indicates that he or she has met the standards for qualification for active law enforcement officers to carry firearms in the retired officer's primary state of residence or the State of Iowa, in order to qualify for the Federal LEOSA concealed firearms exemption.
4. All retired officer identification cards remain the property of the Carroll Police Department and can be invalidated and recalled at any time by the Chief of Police.
5. Violation of the provisions of this General Order may result in the revocation and recall of the retired officer's credentials.
6. All retired officer identification cards or credentials that authorize carrying of concealed weapons will expire upon the date indicated on the card or credentials. Replacement cards or credentials will be issued pursuant to this General Order.

F. Required identification for Retired Officers:

1. Retired officers must have his or her Carroll Police Department photo identification card and certification of current weapons qualification in their possession whenever a concealed weapon is carried.
2. Retired officers in good standing are authorized to purchase, at their own expense, a Carroll Police Department badge or a generic "Retired Peace Officer" badge. This badge must have the word "RETIRED" prominently imprinted upon the face of the shield. Although not required, it is highly recommended that this badge be in the retired officer's possession whenever a concealed weapon is carried.

G. Qualification for active Carroll Police Department officers:

1. Current officers will comply with the Act by successfully completing the State of Iowa/Carroll Police Department firearms qualification course during the scheduled firearms training session.
2. The minimum qualifying is 80 percent.

H. Qualification for the Carroll Police Department qualified retired officers:

1. Qualified retired officers shall complete weapons qualification in one of three ways:
 - a. Through the Iowa Law Enforcement Academy
 - b. Through the Carroll Police Department
 - c. Through a local or state agency in their state or primary residence.
2. For those who wish to qualify through the Carroll Police Department, the department's firearms instructor will schedule at least one (1) period each year for retired officers to qualify. More may be scheduled if required. Range times for the retiree qualifications can be arranged by contacting the Carroll Police Department.
 - a. These qualification dates may coincide with current officer qualification dates if time permits.
 - b. If time does not permit such scheduling, then the retired officer must schedule a range date and time acceptable to the firearms instructor; and may be required to pay the cost of such scheduling and range use.
3. Qualified retired officers will be allowed to qualify on more than one concealable firearm, as time and scheduling permits. Such number shall be the decision of the firearms instructor or designee. Retired officers:
 - a. Must bring their own handgun(s), either a revolver or a semi-automatic capable of being loaded with 5 or more rounds.
 - b. Must bring (50) rounds of factory-issued ammunition for the weapon for qualification.
 - c. Must bring their own cleaning supplies.
 - d. Must have a safe and secure holster.
 - e. All handguns and holsters must pass inspection by the department's firearms instructor.
4. The minimum qualifying score is 70 percent.
5. The Carroll Police Department's firearms instructor shall keep a database of qualified retired officers, qualification dates, qualification course of fire, qualification score, and the type, make a serial number of the firearms used to qualify.
6. Qualified retired officers will be required to sign a waiver of liability of the Carroll Police Department for all acts taken related to carrying a concealed firearm, acknowledging their personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by the Act and not as an employee or former employee of the Carroll Police Department or as a current law enforcement officer (unless currently employed as a law enforcement officer of another agency). Such disclaimer shall also release the Carroll Police Department from any claim or action at law resulting from any injury or accident during the described firearms qualification activities.

I. Failure to qualify and remedial training.

1. Any qualified retired officer who fails to qualify will be given the option of basic remedial training and given one additional attempt as soon as practicable after the failed attempt.
2. If the qualified retired officer fails to qualify on the second attempt, the firearms instructor will:
 - a. Notify the retired officer of the failure.
 - b. Complete a memo outlining the retiree's name, the course of fire, the firearm type, the score received on each attempt, and any remediation given.

- c. Recommend that the retired officer seek additional or alternative remedial training.
 - d. Advise the retired officer to contact the firearms instructor or designee to arrange an additional attempt at qualification.
3. Qualified retired officers will be given a reasonable number of attempts, but not less than three, at qualifying during the scheduled retiree qualification dates, subject to range availability and the firearms instructor or designee's time constraints. Any number beyond three attempts will be the decision of the firearms instructor, and can only be appealed to the Chief of Police whose decision is final.
- a. Should the retired officer fail to qualify, he or she will be allowed to attempt to qualify at the next scheduled retiree qualification shoot or at a date scheduled by the firearms instructor or designee.
 - b. Upon the third or final failure, the firearms instructor or designee will submit a memo to the Chief of Police outlining the failures.

J. Restrictions

1. The firearms instructor or designee's determination will be final as to all issues of safety and equipment. Any weapon, holster, ammunition, or related equipment found unsafe for qualification and carry will be prohibited on the range and noted in writing and of record. The retired officer will be notified and required to sign a statement acknowledging the unsafe condition of the equipment and the reason for such removal and prohibition.
2. The Law Enforcement Officers Safety Act allows the retired officer to carry a concealed weapon for personal safety as a private citizen. **It does not authorize the retired officer to:**
 - a. Carry a machine gun, silencer, or other destructive device.
 - b. Act in the capacity of a law enforcement officer of the Carroll Police Department or any other law enforcement authority.
 - c. Carry a firearm on any government property, installation, facility, building, base or park with laws or regulations prohibiting or restricting the carrying of firearms (such as airport boarding areas, courthouses, etc.)
 - d. Carry a firearm on any other public or privately owned property, facility, building or area, where the carrying of firearms is prohibited or restricted (such as private schools, commercial aircraft, etc.)

III. CONTENT OF LIABILITY WAIVER AND RELEASE BY A QUALIFIED RETIRED OFFICER

A. *The "Acknowledgement, Waiver and Release Form" shall be titled, and contain the following verbiage:*

I am a retired officer of the Carroll Police Department who is eligible to attempt to qualify to carry a concealed firearm, pursuant to the Law Enforcement Officers Safety Act of 2004 (18 U.S. Code 926C).

I recognize that the Carroll Police Department is not legally required to issue me credentials under the Act, and doing so, does not invest me with any police power or authority.

I hereby acknowledge the requirements of the Concealed Weapons – Nationwide Carry Policy of the Carroll Police Department and agree to comply with the provisions contained therein.

I recognize that the Carroll Police Department is not legally required to provide me with firearms instruction or a firearms qualification course. I understand that to do so, I will be required to fire my weapon under the direct supervision of the Carroll Police Department instructors.

I agree to indemnify, defend and hold harmless the City of Carroll, the Carroll Police Department, or its agents and employees, for any injury caused by my participation in this or future qualification

processes. I further waive any claim for damages against the City of Carroll, the Carroll Police Department, or its agents and employees, for any injury suffered by me while participating in this or future qualification processes.

I recognize that the Act allows me to carry a concealed weapon for personal safety as a private citizen and that it does not confer to me any authorization for law enforcement power or responsibility.

Further, I hereby specifically agree to indemnify, defend and hold harmless the City of Carroll, the Carroll Police Department and/or its officers and employees, from any and all liability resulting from my carrying and/or use of any weapon allowed under the Law Enforcement Officers Safety Act of 2004, including, but not limited to, civil litigation.

IV. QUALIFYING CHECKS OF CURRENT AND RETIRED OFFICERS

A. Before issuing or renewing Carroll Police Department photo identification cards, the Chief of Police shall review the officer's or retired officer's firearms qualification record and updated criminal history record.

V. VERIFICATION OF LEOSA STATUS OF ACTIVE AND RETIRED OFFICERS IN FIELD SITUATIONS.

A. Current and retired officers of the Carroll Police Department.

1. A list of all current and retired officers shall be kept in the dispatch office. It is the responsibility of the Administrative Assistant to the Chief of Police to promptly furnish a roster to the dispatch office, whenever it is updated.
2. The Carroll Police Department's phone number will be printed on the reverse side of all LEOSA photo identification cards.
3. Upon receiving a call from another law enforcement agency requesting to verify the LEOSA status of an active or retired Carroll Police Department officer; the dispatch office or shift supervisor shall consult the list of current and retired officers and verify the correct status.

B. Current and Retired Officers of other agencies

1. No verification of credentials of active or retired officers of agencies other than the Carroll Police Department shall be authorized by Carroll Police Department personnel.
2. Requests for verification of the credentials of active and retired law enforcement and corrections officers of agencies other than the Carroll Police Department shall be directed to the appropriate other law enforcement agency.
3. The Carroll Police Department will not provide firearms training and qualification for any active or retired law enforcement or corrections officer of other agencies other than the Carroll Police Department, without specific approval of the Chief of Police.

RETIRED OFFICER ACKNOWLEDGEMENT, WAIVER AND RELEASE FORM

I am a retired officer of the Carroll Police Department who is eligible to attempt to qualify to carry a concealed firearm, pursuant to the Law Enforcement Officers Safety Act of 2004 (18 U.S. Code 926C).

I recognize that the Carroll Police Department is not legally required to issue me credentials under the Act, and doing so, does not invest me with any police power or authority.

I hereby acknowledge the requirements of the Concealed Weapons – Nationwide Carry Policy of the Carroll Police Department and agree to comply with the provisions contained therein.

I recognize that the Carroll Police Department is not legally required to provide me with firearms instruction or a firearms qualification course. I understand that to do so, I will be required to fire my weapon under the direct supervision of the Carroll Police Department instructors.

I agree to indemnify, defend and hold harmless the City of Carroll, the Carroll Police Department, or its agents and employees, for any injury caused by my participation in this or future qualification processes. I further waive any claim for damages against the City of Carroll, the Carroll Police Department, or its agents and employees, for any injury suffered by me while participating in this or future qualification processes.

I recognize that the Act allows me to carry a concealed weapon for personal safety as a private citizen and that it does not confer to me any authorization of law enforcement power or responsibility.

Further, I hereby specifically agree to indemnify, defend and hold harmless the City of Carroll, the Carroll Police Department and/or its officers and employees, from any and all liability resulting from my carrying and/or use of any weapon allowed under the Law Enforcement Officers Safety Act of 2004, including, but not limited to, civil litigation.

Name of Retired Officer

Signature

Date:

Name of Witness

Signature

Date:

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Court Appearances			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

- A. **COURT APPEARANCE:** Officers on duty shall appear in court wearing the uniform of the day. Caps are not to be worn in the courtroom.
- B. **OFF DUTY COURT APPEARANCE:** When off duty, officers may appear in court in uniform or civilian clothing. Civilian clothing for court appearances shall consist of a business suit or sport coat and slacks with a tie. Any deviation from this policy must be with the approval of the Chief of Police. Female employees shall wear moderate and conventional clothing when testifying in court.
- C. **PUNCTUALITY:** Officers required to be in court by departmental order or subpoena shall be prompt in attendance and shall remain until excused by competent authority.
- D. **LEGITIMATE ABSENCE:** When a subpoena is received for an individual who is on vacation, military leave, extended sick leave or the individual will not be able to be present in court on the date the subpoena is issued due to some other legitimate reason, this reason will be noted on the original copy of the subpoena, with the inclusive dates the individual will not be present. It shall be the employee's responsibility to arrange this absence and/or an alternate appearance date.
- E. **COURT APPEARANCE CONFLICTS:** Those individuals scheduled to appear in Grand Jury, Carroll County District Court, Magistrate Court or any other Court on the same date and time they are scheduled to appear in another Court, shall notify the Clerk of Court, in writing, of their inability to appear on their designated court date and time, and request that their cases be continued to another date set by the Court.

Any other conflicts between Magistrate Court, Grand Jury and District Court shall be coordinated by the individual concerned with the Clerk of Carroll County Grand Jury or the Carroll County Attorney, or in the case of appeals on city violations, with the City Attorney.

- F. **SICKNESS:** When an individual is sick on the date that he is scheduled for a court appearance, it shall be that individual's responsibility to notify the Carroll County Attorney, City Attorney or the Clerk of Court that he/she is sick.

		<i>Effective Date</i> December 21, 2020	<i>Number</i>
<i>Subject</i> Deadly and Non-Deadly Force			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i>	<i>No. Pages</i> 4

I. PURPOSE

The purpose of this policy is to provide police officers with guidelines on the use of deadly and non-deadly force.

II. POLICY

This department recognizes and respects the value of each human life. Therefore, it is the policy of this department that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

III. DEFINITIONS

- A. *Deadly force*: Any use of force that creates a substantial risk of causing death or serious bodily injury.
- B. *Less-Lethal force*: Any use of force other than that which is considered deadly force that involves physical effort to control, restrain, or overcome the resistance of another.
- C. *Objectively Reasonable*: The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.
- D. *Serious bodily injury*: Injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss of impairment of the function of a body part or organ.
- E. *De-Escalation*: Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary. De-escalation may include the use of such techniques as command presence, advisements, warnings, verbal persuasion, and tactical repositioning.
- F. *Exigent Circumstances*: Those circumstances that would cause a reasonable person to believe that a particular action is necessary to prevent physical harm to an individual, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating

legitimate law enforcement efforts.

- G. *Choke Hold*: A physical maneuver that restricts an individual's ability to breathe for the purposes of incapacitation.
- H. *Vascular Neck Restraint*: A technique that can be used to incapacitate individuals by restricting the flow of blood to their brain.
- I. *Warning Shot*: Discharge of a firearm for the purpose of compelling compliance from an individual, but not intended to cause physical injury.

IV. PROCEDURES - DEADLY FORCE

A. General Provision

1. Use of physical force should be discontinued when resistance ceases or when the incident is under control.
2. Physical force shall not be used against individuals in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the officer, or another person. In these situations, only the minimal amount of force necessary to control the situation shall be used.
3. Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or requests medical attention. This may include providing first aid, requesting emergency medical services, and/or arranging for transportation to an emergency medical facility.
4. An officer has a duty to intervene to prevent or stop the use of excessive force by another officer when it is safe and reasonable to do so.

B. De-escalation

1. An officer shall use de-escalation techniques and other alternatives to higher levels of force consistent with his or her training whenever possible and appropriate before resorting to force and to reduce the need for force.
2. Whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before force is used.

C. Use of Less-Lethal Force

When de-escalation techniques are not effective or appropriate, an officer may consider the use of less-lethal force to control a non-compliant or actively resistant individual. An officer is authorized to use agency-approved, less-lethal force techniques and issued equipment

1. To protect the officer or others from immediate physical harm,
2. To restrain or subdue an individual who is actively resisting or evading arrest, or
3. To bring an unlawful situation safely and effectively under control.

D. Use of Deadly Force

1. An officer is authorized to use deadly force when it is objectively reasonable under the totality of the circumstance. Use of deadly force is justified when one or both of the following apply:
 - a. to protect the officer or others from what is reasonable believed to be an immediate threat of death or serious bodily injury
 - b. to prevent the escape of a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit a felony involving serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to the officer or another

- if the subject is not immediately apprehended.
- 2. Where feasible, the officer shall identify himself or herself as a law enforcement officer and warn of his or her intent to use deadly force.
- 3. Deadly Force Restrictions
 - a. Deadly force should not be used against persons whose actions are a threat only to themselves or property.
 - b. Warning shots are prohibited.
 - c. Firearms shall not be discharged at a moving vehicle unless
 - 1. A person in the vehicle is threatening the officer or another person with deadly force by means other than the vehicle; or
 - 2. The vehicle is operated in a manner deliberately intended to strike an officer or another person, and all other reasonable means of defense have been exhausted (or are not present or practical), which includes moving out of the path of the vehicle.
 - d. Firearms shall not be discharged from a moving vehicle except in exigent circumstances. In these situations, an officer must have an articulable reason for this use of deadly force.
 - e. Choke holds are prohibited unless deadly force is authorized.
- E. Training and Qualifications
 - 1. Deadly weapons:
 - a. While on and off-duty, police officers shall carry only weapons and ammunition authorized and approved by the Chief of Police.
 - b. Authorized weapons are those with which the officer has qualified and received departmental training on proper and safe usage, and that comply with departmental specifications.
 - c. The police department shall schedule regular training and qualification sessions for all department-issued deadly weapons.
 - d. Police officers will undergo all mandatory training as prescribed by state law for obtaining and retention of a professional (peace officer's) weapons permit.
- F. Reporting Uses of Force
 - 1. A written report or supplement will be required in the following situations:
 - a. When a firearm is discharged outside of the firing range.
 - b. When a use of force results in death or injury.
 - c. When a non-lethal weapon is used on a person.
 - 2. A supervisor will be immediately summoned to the scene and will investigate in any of the following situations.
 - a. When a firearm is discharged outside of the firing range (except ordinary animal calls requiring destruction of the animal).
 - b. When a use of force results in death or serious injury.
 - c. When a subject complains that an injury has been inflicted.
- G. Departmental Response
 - 1. Deadly force incident:
 - a. When a police officer's use of force causes death, the department shall conduct both an administrative and criminal investigation of the incident. Outside agencies may be called in to assist in the investigation if deemed necessary by the Chief of Police.
 - b. When an officer is involved in a deadly force incident, the officer may be placed on administrative leave after completing all internal investigation requirements. The officer will also be referred to a mental health professional for counseling regarding the incident.
 - 2. Administrative review of critical incidents:
 - a. Reported uses of force will be reviewed by the appropriate supervisor and/or

the Chief of Police to determine whether:

- (1) Departmental rules, policy or procedures were followed.
- (2) The relevant policy was effective to cover the situation.
- (3) Departmental training is currently adequate.

		Effective Date April 12, 2010	Number
Subject Department Awards			
Reference		Special Instructions	
Distribution		Reevaluation Date May 23, 2016	No. Pages 2

MEDAL OF VALOR:

- A. The department Medal of Valor shall be awarded to members of the department who, while serving in an official capacity, distinguish themselves conspicuously by the performance of a heroic act in excess of normal demands of police service where the officer was fully aware of the imminent threat of his or her personal safety.
- B. Criteria: Each commendation for the Medal of Valor is based on the following criteria:
 - 1. The situation was extremely hazardous.
 - 2. The strong possibility existed at the time the officer acted that he or she could have suffered serious injury or death.
 - 3. The act was not foolhardy.
 - 4. The officer did not use poor judgment thus creating the necessity for his or her acts.
- C. Nomination: A supervisory officer who believes that the action of a subordinate may warrant the awarding of the departmental Medal of Valor shall submit a recommendation to the Chief of Police in the form of an inter-office communication. The inter-office communication shall contain a statement of the action, statements of witnesses (if practical) and any other information which would assist in an evaluation of the action.
- D. Committee: All recommendations that may warrant the awarding of a Medal of Valor shall be forwarded to the commendation committee which shall be comprised of the following:
 - 1. Chief of Police
 - 2. Captain
 - 3. All Field Supervisors

Upon unanimous decision of the commendation committee, the concerned officer shall be awarded the department Medal of Valor.

- E. A bar and a plaque will be awarded the recipient.

LIFE-SAVING AWARD

- A. The department Life-Saving Award shall be awarded to any members of the department whose actions directly contribute to saving or significantly prolonging human life. This award will be presented in the form of a commendation bar to be worn above the name plate on the class A uniform.
- B. Nomination: A supervisor or fellow officer who believes that the action of an officer warrants the Life-Saving Award shall submit a recommendation to the Chief of Police in the form of an inter-office

communication. The inter-office communication shall contain a statement of the action, statements of witnesses (if practical) and any other information which would assist in an evaluation of the action.

CERTIFICATE OF COMMENDATION:

- A. A department certificate of commendation shall take official notice of a commendatory act or service by a member of the department. Examples of actions warranting the awarding of a certificate of commendation would be: alertness resulting in a key apprehension or recovery, conspicuous bravery or superior handling of a difficult situation.
- B. Nomination: Recommendation for the awarding of a certificate of commendation shall be made by supervisory officers when they have knowledge of an act or service performed which is deserving of such recommendation.

The nomination, in the form of an inter-office communication, shall be forwarded to the Chief of Police. The recommendation shall contain:

- 1. The date, time, place, and detailed account of the act or service performed.
- 2. Suggested wording to be placed on the certificate of commendation.

- C. Selection: A certificate of commendation shall be signed and issued only by the Chief of Police.

SERVICE INJURY AWARD

- A. The departmental service injury award shall be awarded to members of the department who, while serving in an official capacity, are injured in the performance of their duties.
- B. Criteria:
 - 1. The officer was serving in an official capacity.
 - 2. The officer was attempting to carry out the duties of his or her office.
 - 3. The injury required medical attention.
 - 4. The injury was one that normally could only be sustained by a police officer carrying out the duties of his or her office.
 - 5. The officer may have been attempting to distinguish himself or herself at the time the injury occurred.

- C. Nomination Procedure:

- 1. A supervisory officer who believes that the action and subsequent injury of a subordinate may warrant the awarding of the service injury award shall submit a recommendation to the Chief of Police in the form of an inter-office communication.
- 2. The inter-office communication shall contain a statement of the action, statements of witnesses (if practical), case reports, and any other information that would assist in an evaluation of the action.
- 3. All recommendations that may warrant the awarding of a service injury award shall be forwarded to the commendation committee which shall be comprised of:
 - a. Chief of Police
 - b. Captain
 - c. All Field Supervisors

Upon a majority decision of the commendation committee, the concerned officer shall be awarded the service injury award.

4. A bar will be awarded to the recipient.

RECORDING OF AWARDS AND COMMENDATIONS

ITEM 1. Whenever a member is awarded a medal of valor, service injury award, or a certificate of commendation; a record of same shall be placed in the officer's personnel folder for an official record of the recognition bestowed.

PRESENTATION OF AWARDS

ITEM 1. The Chief of Police will notify the press of the awarding of a department recognition to the department member.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Department Discipline		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

DEPARTMENT DISCIPLINE: Any employee of the police department who violates any rule, regulation or order (general, verbal or written directive) of the police department or who is incompetent in the performance of his/her duties is subject to disciplinary action.

The disciplinary process is intended to be progressive in nature. A violation, however, of a specific rule, policy or procedure, depending upon the seriousness of the incident, may result in immediate disciplinary action.

Disciplinary action could include any of the following:

- Oral Reprimand
- Written Reprimand
- Suspension
- Demotion
- Discharge/Termination

DEPARTMENTAL AUTHORITY TO DISCIPLINE: Final departmental disciplinary authority and responsibility rests with the Chief of Police. Except for oral reprimands and emergency suspensions, all departmental discipline must be approved by the Chief of Police. The captain or sergeants may take the following disciplinary measures:

- A. Oral reprimand
- B. Emergency suspension
- C. Written reprimand with approval of the Chief of Police

ORAL REPRIMAND: When an oral reprimand is issued a written report shall be forwarded to the Chief of Police as soon after the incident as practical.

EMERGENCY SUSPENSION: Emergency suspensions may be imposed if such action is in the best interest of the department.

A member relieved under emergency suspension shall be paid for the entire shift. Circumstances under which a member could be relieved from duty through an emergency suspension include, but are not limited to:

1. The presence of alcohol or non-prescription drugs in the employee's system.
2. Insubordination.
3. Employee not physically/psychologically fit for duty.
4. Neglect of duty.
5. Serious abuse of department equipment.

6. Serious misconduct.

Follow-up action on emergency suspension. A member or employee receiving an emergency suspension shall be required to report to the Chief of Police on the next business day at 9:00 a.m. unless otherwise directed by competent authority. The supervising officer imposing or recommending the suspension shall also report to the Chief of Police at the same time, in person, with all reports, facts and evidence regarding said action taken.

Reports of disciplinary action shall contain the following information:

- A. The name, rank and present assignment of the person being disciplined.
- B. The date(s) and time(s) of the misconduct, and location(s).
- C. The section number(s) of this manual violated or common name of the infraction.
- D. A complete statement of the facts of the misconduct.
- E. The punishment recommended, where appropriate.
- F. The written signature and rank of the preparing officer.

INFORMING THE PERSON BEING DISCIPLINED: The employee being disciplined shall be informed in writing of any disciplinary action taken at the time such action is taken.

APPEALS FROM PENALTIES: Appeals from penalties imposed as disciplinary measures may be taken as provided and in accordance with the City Employee Policy or Civil Service Rules (Chapter 400, Code of Iowa).

		Effective Date May 23, 2016	Number
Subject Discretion Guidelines			
Reference		Special Instructions	
Distribution		Reevaluation Date	No. Pages 1

Discretion, being the ultimate power of any law enforcement agency, has to be guarded against possible abuse. This S.O.P. will assist the officer by providing examples of acceptable and non-acceptable uses of discretion by our officers.

Officers of this department must understand that every action they take is related to their use of discretion. Rules, regulations, policies, directives, and orders whether verbal or written, all assist in affecting acceptable use of discretion.

The S.O.P. for the use of discretion shall be as follows:

- A. Does the enforcement action conform to present rules, regulations, policies, directives and orders, written or verbal?
- B. Is this enforcement action justifiable in light of the circumstances?
 - 1. Should I be making this decision?
 - 2. Is this proper and fair?
 - 3. Can I justify these actions?
- C. Will this be labeled abuse of power and neglect of duty when reviewed by my supervisors or others?

EXAMPLES:

ACCEPTABLE -

Issuing a warning in lieu of a citation for a **minor** violation when it appears the warning will produce compliance by the violator.

UNACCEPTABLE -

Issuing a warning in lieu of a citation for a minor violation when the violator has previously received a warning and continues to commit the violation.

ACCEPTABLE -

Issuing a citation for 45 MPH in 35 MPH zone when the violator was actually clocked at 47 MPH.

UNACCEPTABLE -

Issuing a warning in lieu of a citation for 45 MPH in a 35 MPH zone when the violator was clocked at any speed faster than 49 MPH.

Generally speaking, if a violator is going more than 10 mph over the speed limit, he/she has passed the point where a warning would be appropriate.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Domestic Violence			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

PURPOSE

The nature or seriousness of crimes committed between family or household members are not mitigated because of the relationships or living arrangements of those involved. It is the intent of this policy to prescribe courses of action which police officers should take in response to domestic violence that will enforce the law while also serving to intervene and prevent future incidents of violence.

POLICY

It is the policy of this agency to:

- Reduce the incidence and severity of domestic violence.
- Protect victims of domestic violence and provide them with support through a combination of law enforcement and community services.
- Promote officer safety by ensuring that officers are fully prepared to respond to and effectively deal with domestic violence calls for service.

DEFINITIONS

- A. Domestic abuse occurs when an assault, as defined in 708.1 takes place among any of the participants delineated under 236.2(2), Code of Iowa.

RESPONDING OFFICER PROCEDURES

A. On-Scene Investigation

When responding to a domestic abuse call, the officer(s) shall:

1. Request specific information from the dispatcher regarding the incident, suspect, location, weapons, etc.
2. Respond to this type call as any other emergency situation, as safely, but as fast as possible.
3. Restore order by gaining control of the situation.
4. Take control of all weapons used or threatened to be used in the crime, or which constitute a potential hazard to the victim or responding officers.
5. Assess the need for medical attention and arrange for appropriate aid if needed.
6. Interview all parties and/or witnesses.
7. Determine whether an arrest is mandated, or should otherwise be made, and/or what other actions should be taken.
8. Collect and record evidence; when applicable, take photographs of injuries and/or property damage.
9. Complete appropriate incident reports necessary to fully document the officer's response, whether or not a crime was committed or an arrest made.

10. If the offender has left the scene and a crime has been committed, the officers will:
 - a. Conduct a search of the immediate vicinity for the offender.
 - b. Obtain information from victims and witnesses as to where the offender may be.
 - c. Take the necessary actions to apprehend the offender.

B. Arrest

1. Officers will make an arrest under circumstances mandated by the Code of Iowa, Chapter 236.12, in domestic abuse situations. When such an arrest is so mandated, the arrested party shall be taken to the county jail to be held for arraignment before a magistrate.
2. The officers should emphasize to the victim and the offender that the criminal action is being initiated by the State and not the victim.

C. Victim Assistance/Crime Prevention

Many victims of domestic abuse are unaware of the resources available to them. Also, the offender may have threatened further violence if the victim attempts to leave or seek assistance. Therefore, officers shall verbally advise the victim of the Domestic Abuse Victims' Rights Notification, and if necessary provide a bilingual copy of the same to the victim.

D. Special Reports

Because domestic violence is a serious matter, reports specific to such investigations have been developed. In addition to any other reports, when an arrest is made in a domestic abuse situation officers shall complete the reports associated with the Domestic Abuse Reporting Form. This shall be included when submitting their case investigations.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Driving Habits			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 2	

A. GENERAL: A motor vehicle is an incomplete mechanism until the driver is added, then it becomes either an instrument of service or one of potential danger. The vehicles assigned to this department have all the safety devices that engineers can think of, but very often personnel cause the vehicle to lack the most important safety feature -- the safe driver.

B. There is a distinct difference between a good driver and a safe driver. Personnel of this department must have the following qualifications to be considered a safe driver.

1. Proper attitude
2. Knowledge of the rules of the road and vehicle.
3. Driving skill
4. Good physical condition

C. Department personnel driving attitude.

1. Attitude in driving is the consideration shown by one driver for the other drivers and pedestrians who use the street. All personnel shall develop an attitude of courtesy at home and in other phases of police services. Safety-mindedness is an attitude that all personnel shall develop and strive to keep when driving.

D. Knowledge of the Rules of the Road. Personnel of the department are required to know the traffic laws to enforce them properly, and this knowledge of traffic laws is to be applied when personnel operate a motor vehicle.

E. Physical Condition of the Driver.

1. Personnel shall strive to remain in good physical condition. As one advances in age certain physical changes take place. Officers are encouraged to take part in the Department Physical Fitness Program and undergo regular physical exams to detect and correct any deficiencies.

2. Regular eye examinations are also encouraged, and the use of eyeglasses when needed help the driver do a safer and more efficient job. Personnel must remember the eyes are the most important tool in driving.

3. Fatigue is a temporary physical condition that will affect personnel. When driving, if fatigue strikes the individual, he will stop the car, get out and walk around for a few minutes, wash face in cold water, have a cup of coffee. If this does not correct the problem, personnel shall contact their field supervisor.

F. Driving Skill. All personnel feel they are expert drivers, but this does not mean they are safe drivers. This is one of the reasons personnel of this department may have accidents, which are caused by the

skilled driver committing unsafe driving acts. Personnel must develop the ability to handle a vehicle proficiently, judge distance correctly and be able to size up traffic situations in advance so as to avoid the “tight spots” and narrow escapes while driving.

Personnel shall remember that because they enforce the traffic laws, their driving of police vehicles is scrutinized by the public at all times.

		<i>Effective Date</i> September 25, 2017	<i>Number</i>
<i>Subject</i> ELECTRONIC CONTROL DEVICE / TASER			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages 4</i>	

I. **PURPOSE.** The purpose of this policy is to establish and maintain uniform guidelines for the use of Conducted Electrical Weapons (CEW) by officers in the Carroll Police Department.

II. **POLICY.** It is the policy of the Carroll Police Department to make available to its officers, in the performance of their duties, non-lethal, Conducted Electrical Weapons. These devices are intended to be used to ensure the safety of the officers, the safety of the public, and the safe immobilization of violent or potentially violent suspects when deadly force is not justifiable.

The guidelines in this policy have been established in accordance with the Deadly Force and Non-Deadly Force policy of the Carroll Police Department. Therefore, officers should always consider the totality of the circumstances when applying these guidelines and shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

III. DEFINITIONS.

- a. **Taser:** The Taser (including current X26P and X2 models) is a Conducted Electrical Weapon (CEW), otherwise known as an Electronic Control Device (ECD). The Taser uses a replaceable cartridge containing compressed nitrogen to deploy two small probes that are attached to the Taser by insulated conductive wires. The Taser transmits electrical pulses through the wires and into the body, affecting the sensory and motor functions of the peripheral nervous system. The Taser is designed to immobilize a suspect by means of an electrical current, which causes the muscles of the body to involuntarily contract.
- b. **Deployment:** Shooting the projectiles that are housed in the cartridge of a CEW.
- c. **Discharge:** Any time the CEW is triggered, causing an electric current to arc, without the use of a cartridge or the actual deployment of projectiles.
- d. **Drive Stun:** Anytime the CEW is deployed or discharged while direct contact occurs between the CEW and a target subject.

IV. GENERAL GUIDELINES.

- a. The official CEW of the Carroll Police Department is the Taser X2 Model. Only those officers who have satisfactorily completed the required training will be allowed to carry and use the TASER.
- b. While on duty, officers shall only carry the CEW that is issued to them by the Carroll Police Department.
- c. Officers should conduct a spark test, in accordance with TASER, at the beginning of their shift, to ensure that the CEW is in good working order.

- d. When the CEW is carried as a part of the officer's equipment, it shall be positioned ~~on the officer's duty belt~~, in a department approved holster. The carry position of the CEW may be determined by each individual officer. However, officers shall not carry the CEW in a position that is readily accessible or can be easily deployed through the use of the officer's primary hand or service weapon hand. Officers shall train to access and deploy the CEW, primarily using the support-hand. The CEW should not be carried in any position that causes it to come into contact with the portable radio, which could result in accidental discharge of the CEW cartridges.
- e. Extra CEW cartridges should not be carried in pockets as this could result in damaged blast doors and the cartridges are subject to accidental discharge due to static electricity. However, the plastic shipping containers for CEW cartridges should be kept and readily available to officers in the field, for post CEW deployment purposes.
- f. Officers shall be responsible for ensuring their department issued CEW is properly maintained and kept in good working order at all times. In addition, officers are responsible for ensuring that their CEW is stored in a safe and secure location when the officer is off-duty or when the CEW is not secured in the officer's duty holster.
- g. Each CEW must be submitted to the department's CEW Instructor at regular intervals, to ensure that each CEW is operational, in safe working condition, that the data has been downloaded, and that all updates have been properly installed. The CEW Instructor is authorized to remove any unsafe CEW from service and should advise the Chief of Police upon taking such action.
- h. Any problems associated with the CEW or related equipment shall be brought to the attention of the shift supervisor and/or CEW Instructor at once.

V. USE OF THE CONDUCTED ELECTRICAL WEAPON (CEW)

- a. There are limitations and restrictions associated with Conducted Electrical Weapons, such as the TASER, that requires consideration before each use.
- b. The CEW should only be used when the officer can safely approach the target subject within the operational range. Furthermore, the CEW may be used when lethal force does not appear to be justifiable. Although the CEW is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared to use other force options.
- c. The CEW should only be used against a subject if an officer reasonably believes that violence is imminent, against a subject who is exhibiting active aggression, or against a subject who is actively resisting in a manner that the officer believes, will likely result in injuries to themselves or others.
- d. The CEW should not be used against calm subjects or those demonstrating passive resistance, unless an officer reasonably determines that there are exigent circumstances.
- e. The CEW should not be used indiscriminately or in anticipation against verbal threats of violence or resistance. An officer must reasonably determine that a threat of violence or resistance is credible before use of the CEW.
- f. The CEW may be used when attempts to subdue a suspect through other use-of-force

options have been or will likely be ineffective, or there is a reasonable expectation that it will be unsafe for officers to approach within reach of the suspect.

- g. Due to the risk of falling, the CEW should generally not be used against pregnant women, elderly persons, young children, individuals with low body mass, and visibly frail persons. In addition, personnel should evaluate whether the use of the CEW is reasonable, based on the totality of the circumstances. Officer/Subject factors to be considered include the subject's age, gender, size, fitness level, skill level, the number of offenders present, and the number of officers present. In addition, special circumstances to be considered include the target subject's proximity to a weapon, special knowledge, injuries or exhaustion, ground position, disabilities, and imminent danger.
- h. The use of the CEW should also be avoided on certain individuals such as those who are handcuffed/restrained (except under exigent circumstances) and individuals who have recently been sprayed with a flammable chemical agent or in close proximity to any known combustible vapor or flammable material.
- i. Fleeing should not be the sole justification for using the CEW against a subject. Personnel should consider the severity of the offense, the subject's threat level to others, and the risk of serious injury to the subject before deciding to use the CEW on a fleeing subject.
- j. The CEW should not be used against a subject in physical control of a vehicle in motion.
- k. The CEW should not be used when a subject is in an elevated position where a fall may cause substantial injury or death.
- l. CEWs shall not be used to harass or punish a suspect. It should only be used when justifiable circumstances exist.
- m. Officers should apply the CEW for only one standard cycle (5 seconds) and then evaluate the situation before applying subsequent cycles. Multiple applications of the CEW against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the target subject outweighs the potentially increased risk posed by multiple applications.
- n. Officers should generally not intentionally apply more than one CEW against a single subject.
- o. If an officer has deployed 3 cycles (15 seconds) with the CEW he/she should consider other force options.
- p. Generally, a verbal warning of the intended use of the CEW should precede its use, unless it would otherwise endanger the safety of the officer or another, or when it is not practicable to do in the circumstances. A verbal warning provides the subject with a reasonable opportunity to voluntarily comply and provides other officers with a warning that the CEW may be deployed. When deployed the officer should loudly verbalize that the CEW has been deployed by repeating the terms "TASER" or "TASE" multiple times.
- q. While it is recognized that incidents occur in a dynamic and uncontrollable manner, reasonable effort should be made to target areas recommended by TASER and avoid the head, neck, chest, and groin.

VI. AFTER USING THE CONDUCTED ELECTRICAL WEAPON (CEW)

- a. Efforts should be made to restrain the target subject while still being subjected to CEW deployment or immediately after
- b. If the target subject begins to exhibit any unusual behavior after the firing cycle has been completed or requests medical attention, contact EMS immediately.
- c. Officers may remove CEW probes in accordance with training unless they are in sensitive areas such as the face, neck, or groin. Probe removal is a biohazard and should be performed according to TASER guidelines. If a probe is lodged in a sensitive area it should be removed by medical personnel.
- d. Notify the supervisor on-duty as soon as practicable.
- e. Take photographs of the subject, regardless of whether or not there are visible effects of the CEW usage. Note where each probe made contact with the skin and the distance between probes.
- f. Collect the fired cartridge and all of its components, placing them into a shipping container, which will all be logged into evidence.
- g. Complete an Incident Report outlining the use-of-force during the incident.
- h. Notify the department's CEW Instructor so that he/she may obtain the firing data download, which should be included in the case file.

VII. CEW TRAINING:

- a. All sworn personnel shall be required to complete the departmental CEW training certification program as prescribed by TASER. Upon successful completion of the training, officers will be authorized to carry the TASER for on-duty-use.
- b. Proficiency training for personnel who have been issued a CEW shall be conducted annually. Annual recertification shall be as prescribed by TASER. A reassessment of an officer's knowledge and/or practical skill may be required if deemed necessary by departmental supervision.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Emergency Operation of Motor Vehicles			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

- A. General. Motor vehicles will be operated on an emergency basis only when the operator has reasonable cause to believe a life is in extreme danger, or when in the immediate pursuit of a traffic offender or criminal.
- B. The following shall be considered emergency cases in the operation of vehicles:
1. Officer needs assistance
 2. Person calling for help
 3. Report of an explosion
 4. Report of a shooting
 5. Similar cases requiring the immediate and urgent presence of an officer.
- C. Most ambulance calls are considered emergency cases unless otherwise advised by the communication center and until arrival at the scene. Officers' primary duties will be to serve as secondary or tertiary backup to first responders and ambulance personnel. The officers of the Carroll Police Department should not transport injured persons to the hospital except in extreme emergencies. (No ambulance available, too few ambulances, or other situations where immediate medical attention is required and no paramedics or other medical personnel are available.)
- D. Regardless of the nature of the emergency, personnel shall not drive in such a manner as to endanger the life and property of others. Remember your method of operation of the emergency vehicle shall determine whether or not you arrive or complete your assignment. It doesn't do the victim and/or the department any good if you don't arrive. Safe is far better than quick.
1. Personnel shall at all times consider road, traffic and weather conditions, and their ability to control vehicles under adverse circumstances.
 2. When driving under emergency conditions the following procedures shall be followed.
 - a. Element approaching red signal light or stop sign.
 - (1) Stop the vehicle, if necessary
 - (2) Yield right-of-way to all moving vehicles and pedestrians.
 - (3) Enter intersection only when it is safe.
 - b. Element approaching green traffic signal or an intersecting street controlled by a stop sign.
 - (1) Remove foot from accelerator and be prepared to apply brake.
 - (2) Enter intersection only when safe.
 - (3) Resume speed only when it is safe.
- E. Use of Siren
1. Siren shall be operated throughout entire emergency run.
 2. In approaching intersections activate early to give pedestrians and traffic adequate warning.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Evaluations		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

Supervisors shall prepare performance evaluations of all personnel under their supervision at the direction of the Chief of Police. The evaluations shall be on the city form or other forms as directed by the Chief of Police. In addition to these formal evaluations, supervisors may prepare evaluations more often for the purpose of providing officers with information, advice, and instruction on how to improve their performance.

All officers will be required to sign their evaluation following discussion with the supervisor(s) conducting the evaluation. This signature will signify that the employee is aware of the contents of the evaluation and has discussed it with his/her supervisor – it does not necessarily imply agreement with the evaluation.

Effective Date May 23, 2016		Number
Subject Evidence Policy/Procedures		
Reference	Special Instructions	
Distribution	Reevaluation Date	No. Pages 1

A. **GENERAL.** The following policy is designed to provide for the security of evidence and ensure a uniform and consistent procedure to be followed for documentation, storage, analysis and general caretaking of evidence.

B. **POLICY:**

1. All evidence seized relevant to the same case will have an evidence tag if the evidence may be reasonably placed in one container, or secured as one unit. If this is **not** possible, the officer will use his/her discretion as to whether additional tags are necessary.
 - a. Items seized as a result of a continuing investigation will be tagged separately. The officer will ensure that a property report is filled out with a supplemental report detailing its recovery.
 - b. If a seizing officer is **not** the case officer, the evidence tag will note who the case officer is and an appropriate supplemental report will be submitted.
2. Evidence seized by officers, including but not limited to, tape recordings, documents, physical evidence of all types, photographs etc, shall fall under the purview of this policy.
 - a. Contraband material not seized as evidence need not be entered as evidence (marijuana residue not relevant to a charge, e.g.)
3. The evidence technicians will prepare all evidence for shipment to a third-party agency, whether it be DCI, FBI, another law enforcement agency, or an independent analysis agency. The case officer will detail what is needed and the evidence technician will carry out the request.
 - a. The evidence technicians will be the sole persons who handle evidence tags after the evidence has been logged in by the case officer. Do not use staples to secure evidence, if at all possible. String or tape may be used on the large portion of the evidence tags. **Fill out nothing above the checkered line on the evidence tags. Use tags in sequence. Tags are to remain in the storage slot until use.**
4. Liquid evidence, such as beer or liquor, in containers not able to be sealed, may be marked on the container at the level of the liquid and then disposal of the liquid may be made. Other type liquids in containers which cannot be sealed shall be transferred to a secure container, such as a bottle or jar. Liquids in containers which can be secured by lids shall be retained in their containers.
5. If evidence is needed by an officer, an effort should be made to notify an evidence technician at least seventy-two (72) hours in advance.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Field Training of Probationary Patrol Officer			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 3

A. GENERAL

The Field Training Program is designed to establish and maintain a consistent and professional system by which to properly train recruit officers in the field prior to releasing them to perform police functions on their own.

B. TRAINING REQUIREMENTS

1. Demonstrate a working knowledge of the city streets and important specific locations (ie: hospitals, courthouse, city hall, etc.)
2. Firearms qualifications per departmental SOP.
3. Demonstrate a proficiency in driving skills in emergency and non-emergency situations and have a thorough working knowledge of the patrol vehicles and equipment.
4. Demonstrate a thorough understanding of the use of the radio and frequencies, and appropriate language and radio procedure.
5. Demonstrate a working knowledge of appropriate laws, city and state, their applicability and how to properly enforce them.
6. Demonstrate a working knowledge of the departmental SOP, having read the entire SOP.
7. Demonstrate a knowledge of departmental forms, and when and how to utilize them.
8. Demonstrate proper utilization of the alarm procedures as mandated by SOP.
9. Demonstrate knowledge regarding laws of arrest/search and seizure, and criminal procedure.
10. Demonstrate a working knowledge of the criminal court system, including Juvenile, Magistrate and District Court.

The purpose of the Iowa Law Enforcement Academy is to produce qualified police officers. It would be unrealistic to believe that every cadet has absorbed, retained and learned all of the information presented to them at the academy. Since the consequences of a police officer's action can be serious, the Carroll Police Department has instituted the "Field Training and Evaluation" concept with two purposes in mind. First, by continual evaluation of a probationary officer's performance under actual field conditions, specific weaknesses or deficiencies can be identified and remedial training programs

can be implemented to improve them. Secondly, by continual evaluation, those individuals who are unable to attain the level of proficiency expected of a Carroll police officer may be identified and removed from police service.

C. PROCESS

After graduation from the Iowa Law Enforcement Academy, newly hired police officers will begin a 10-week, four-phase training and evaluation schedule. If the probationary officer is successful, he will spend three weeks in each phase and move through each phase with a new Field Training Officer. Phase 4 is the last phase in which the probationary officer will be evaluated by the field training supervisor. The field training supervisor will use information from field training officers, information and evaluations from daily observation reports, end of phase training reports and other information to determine if the probationary officer will graduate from the field training program.

Throughout the different phases it will be the responsibility of the FTOs to determine if the probationary officer has understood the information and can apply that information on the job through different tasks. The FTOs will also determine if the probationary officer has retained skills taught to him in previous phases.

D. FIELD TRAINING

1. Field training officers are carefully picked from police officers throughout the department. These officers are formally instructed in their responsibilities and duties as field training officers. It is important that these officers inform them of the latest techniques and policies to allow a better evaluation of the recruit's ability to apply his previous training.
2. To assist and formalize the field training program the "Recruit Training Log" has been developed which contains an extensive listing of duties and procedures. This by no means is an exhaustive list nor is it intended to limit the field training officer's training subject material. A copy of the recruit training log will be available from the field supervisors.
3. When situations arise which are not listed or not yet covered, instruction should be given. Each item on the recruit training log shall be explained and demonstrated whenever possible, and actually performed by the recruit under the immediate supervision of the field training officer. As many duties as possible should be completed by the probationary patrol officer by the end of the training period.
4. FTOs will document all items of performance by the probationary officer and will keep a copy of the recruit's casework, traffic citations and warnings in the recruit's FTO binder. The FTO is responsible for checking over the probationary officer's reports for neatness, clarity and spelling. Daily Observation Reports will be prepared by the FTO's on a daily basis. The Field Training Officer will evaluate the probationary officer on a variety of different topics that he/she may observe. The FTOs will use the Standardized Evaluation of Guidelines in scoring the DORs. Near the end of each shift, the FTO will score and discuss the DOR with the probationary officer.

After each three-week phase the FTO will complete an "End of Phase Report" which will be forwarded through the Field Training Chain of Command. The FTO will use the DORs and any other information he possesses to complete the End of Training Report. The FTO will address any recommendations needed for the development of the probationary officer. The FTO will also determine if the recruit is ready for the next phase of training. If not, the FTO will prepare an "Extension of Training Report" and will explain why he feels an extension of training is needed. The FTO Supervisor will review the "Extension of Training Report" with the FTO and the probationary officer. The FTO supervisor will determine if the extension is justified and will inform the FTO and

the probationary officer of any training changes that are needed.

The field training supervisor will review the end of phase report with the new FTO for the upcoming phase along with the probationary officer. This allows the new FTO to be aware of the strengths and deficiencies of the recruit. This also allows for the recruit to express any concerns over the end of phase report. Upon completion of the meeting the probationary officer will sign the report along with the FTO Supervisor. The report will be forwarded through the chain of command to the Chief of Police who will place the report in the probationary officer's personal file.

Remedial Training

During the 10 weeks of field training it may become necessary to re-train a probationary officer over some of the areas discussed by a former FTO or areas in which the recruit is struggling. This type of training is called "Remedial Training." All time that is spent on remedial training shall be documented on the DOR. The goal of remedial training is to provide the probationary officer extra training so that he becomes familiar on how to perform the tasks of the Carroll Police Department. The FTOs will determine how remedial training is to be conducted. Some of the examples of remedial training include, but not limited to, role playing, scenarios, written tests, or any other form of training that will benefit the probationary officer.

Extension of Training

By the end of Phase 3, the probationary officer shall be performing all tasks on the DOR at a consistently acceptable level (normally, level 4 or above). The training period may be extended for a time that will be determined by the FTO supervisor. The FTO supervisor will inform the Chief of Police of an Extension of Training Report and coordinate with him upon the extension of time, if any, for the new probationary officer. As stated above, the FTO will document his beliefs as to why an Extension of Training is needed along with the recommendation of how to resolve the problem the probationary officer is having in performing his job. An Extension of Training can be completed during any phase of the 10-week period at the discretion of the FTO in consultation with the FTO supervisor.

A probationary officer who is granted an Extension of Training will be assigned on a basis of what shift and which FTO would best accomplish the goal of extension. After the extension of training has been completed the FTO will document all information concerning the probationary officer's actions and performance and forward it through the field training chain of command.

Failure to Complete Program

It is the goal of the Carroll Police Department's field training program that all probationary officers graduate from the program. If, however, an officer is not capable of performing the required duties in accordance with the laws of the State of Iowa and the Standard Operating Procedures of the Carroll Police Department, it may become necessary to release them from employment. Termination is a last resort after all other avenues have been exhausted. Any contracts in force at the time of dismissal will be honored by the probationary officer.

		<i>Effective Date</i> May 23, 2016	<i>Number</i>
<i>Subject</i> Firearms			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i> 7	

PURPOSE:

The purpose of this order is to identify procedures for the care and maintenance of department firearms and to establish the minimum requirements for officers to carry firearms, on and off duty.

Sworn Carroll police officers are required to carry a firearm while on duty and may carry a firearm off duty in compliance with the established General Orders of the Carroll Police Department pursuant to 724.2, Code of Iowa.

Proper use and maintenance of a police officer's firearm is a critical aspect of one's professional responsibility.

POLICY:

It is the policy of the Carroll Police Department to equip its officers with weapons and ammunition which are safe and reliable. It is also the policy of the department to require officers to demonstrate, at least annually, proficiency in the use of all firearms utilized under color of official duty. Only officers who demonstrate proficiency with authorized weapons may carry such weapons. Proficiency includes passing proscribed qualification courses, knowledge of the operation and use of the weapons and knowledge of the laws, general orders and safe handling procedures for all authorized weapons.

DEFINITIONS/OTHER:

- A. FIREARMS INSTRUCTOR: A sworn member(s) of the department who has successfully completed the Firearms Instructor School provided by the Iowa Law Enforcement Academy. Certified instructors from other agencies may also assist in firearms training.

The firearms instructor(s) shall be in charge of firearms training for the department. They shall see that all officers receive the proper firearms training and keep their professional permit to carry weapons current.

- B. ARMORER: A sworn member(s) of the department who has received specialized training to provide firearms manufacturer's authorized maintenance and repair for authorized, department issued firearms.
- C. AMMUNITION: Ammunition for department issued weapons shall be approved by the chief of police and issued by the department firearms instructor(s). Ammunition carried in off-duty weapons shall be approved by the chief of police.
- D. FIREARMS CLEANING AND LOADING RESTRICTIONS: All department issued firearms shall be cleaned in the department armory. No "dry firing", cleaning, loading or display of firearms

shall take place in the community building other than the approved area. This restriction shall not apply if ordered to unload by a commanding officer during an inspection.

- E. **CLEANING FIREARMS:** Firearms carried on duty shall be maintained in a clean and serviceable condition.
- F. **REPAIR OF WEAPONS:** An officer wishing to have work done on his sidearm shall make a written request to the department armorer or one of the firearms instructors. Officers identifying problems with department rifles or shotguns shall prepare a repair order and submit it to the department armorer or one of the firearms instructors. Only certified armorers are permitted to perform repairs or modifications on department issued firearms.

PROCEDURE:

- I. The following firearms are authorized for police duties:

A. HANDGUNS

- 1. The official issue weapon of the department is the Glock 17, 9mm, semi-auto pistol.
- 2. Any exceptions to the on-duty firearm must be approved in writing by the chief of police. It is also permissible for officers to use this sidearm for off-duty use.
- 3. Only firearms issued by the department or authorized in writing by the chief of police shall be carried by officers while on duty. Additionally, all non-issued approved firearms carried while on duty shall be inspected for serviceability and safety by the firearms officer during range qualifications.
- 4. Ammunition for the above listed weapons shall be restricted to that which is issued or approved by the department's firearms instructors.
- 5. The firearms instructor is authorized to remove any unsafe weapons from service and should advise the chief of police upon taking such action.

B. PATROL RIFLES AND SHOTGUNS

Only department-issued shotguns and rifles may be used by members of the Carroll Police Department unless otherwise specified by this policy. Only those officers qualified by the firearms instructor(s) may carry and/or use these weapons.

PURPOSE:

To set forth guidelines for the use of patrol rifles and shotguns deployed by members of the Carroll Police Department.

POLICY

It is the policy of the Carroll Police Department to permit police officers who are trained and qualified with rifles and shotguns to deploy them as a resource in high threat level situations.

PROCEDURE:

- A. **DEPLOYMENT CRITERIA:**

1. Only ILEA certified officers who are certified in the use of, and have qualified with patrol rifles and shotguns approved by the department, may carry a patrol rifle or shotgun while on duty.
2. The patrol rifle shall be secured in an approved rifle rack in the front seat area of the patrol vehicle when not being deployed with the safety on, and no chambered rounds (unloaded).
3. The shotgun shall be secured in an approved shotgun rack in the front seat area of the patrol vehicle or in the trunk of the patrol vehicle. It shall have approved ammunition in the magazine area but shall NOT have a round in the chamber. It shall be stored with the safety on and a plastic tab through the forearm, indicating that the weapon is safe, and that there is not a round in the chamber.
4. The patrol rifle or shotgun may be deployed when directed by a supervisor or when an officer authorized to use it deems it appropriate given the high threat level of a particular incident as outlined below.
5. The patrol rifle or shotgun may be deployed during a high threat level incident when there is reason to believe the suspect is:
 - a. Wearing protective body armor.
 - b. Armed with a high-powered weapon that surpasses the capabilities of weapons normally carried by patrol officers.
 - c. Armed and situated at a distance or fortified location that affords the suspect a tactically superior position, in which the deployment of the patrol rifle appears reasonably necessary to neutralize the threat presented by the suspect.
 - d. When a patrol rifle-certified officer encounters an immediate life-threatening situation that meets the deployment criteria.
 - e. Other situations that the officer can justify the use of deadly force and the patrol rifle or shotgun is the best weapon for diminishing the threat including, but not limited to, terrorists assaults.
6. Once the threat is resolved, the patrol rifle or shotgun shall be re-secured in the patrol vehicle.
7. Patrol rifles shall never be left unattended unless locked and unloaded in the police vehicle or secured in a locker at the police department. Patrol vehicles shall never be left unlocked when they are unattended.
8. Officers not trained and qualified in the use of the patrol rifle shall not handle the weapon.
9. The patrol rifle or shotgun should not be displayed to the public as a "show and tell" or handled except in situations authorized by the chief of police (i.e. Citizen's Police Academy).
10. Patrol rifles and shotguns shall be removed from the patrol vehicle and secured at the police station anytime the patrol vehicle is left somewhere for service.

B. EQUIPMENT CARE

1. Department owned patrol rifles and shotguns carried in patrol vehicles will be subject to inspection by the firearms instructor or any supervisory member of the department at any time.
2. Patrol rifles and shotguns shall be kept cleaned and properly maintained. Any maintenance done other than cleaning shall be done by a trained firearms armorer.
3. Patrol rifles and shotguns should be kept in a gun case or on a mounting device when secured in the patrol vehicle.
4. Officers shall not make it widely known that they have a patrol rifle in their vehicle in order to reduce the chances of theft.
5. When a patrol vehicle with a rifle and/or shotgun is in a repair shop or other such facility for any kind of repair or maintenance, the patrol rifle and/or shotgun shall be removed and secured elsewhere.

C. REPORTING

Any time a patrol rifle is deployed, a memo detailing the circumstances along with a copy of any supporting reports shall be forwarded to the chief of police through the chain of command.

D. USE OF FORCE

All laws and departmental policies governing use of force and deadly force shall apply to the patrol rifle.

C. QUALIFICATIONS WITH FIREARMS

1. Officers shall qualify at least annually with any firearm they are authorized to carry.
2. The firearms instructor shall maintain records of all qualification scores and notify the chief of police of any officer failing to meet qualification requirements.
3. The course of qualification and required standards and scores set by the Iowa Law Enforcement Academy (ILEA) shall be followed.
4. Officers failing to qualify with any firearm shall be prohibited from carrying that firearm on or off-duty until such time as they do qualify with the firearm.

FAILURE TO QUALIFY

1. Failure to Qualify

Officers who fail to qualify with their primary service handgun on the day(s) specified for firearms qualification shall be subject to the following provisions:

- a. If an officer fails to qualify, the firearms instructor(s) shall inform the Chief of Police.
- b. The firearms instructor(s) shall arrange for a period of formal remedial firearms training not to exceed seven days in duration. This remedial training shall take place within seven days of the failed attempt to qualify. The firearms instructor may limit the number of attempts to qualify during this remedial training period.

- c. All remedial training will take place during the officer's normally scheduled shift. No overtime will be paid for remedial training. Officers are however, encouraged to engage in any additional informal practice or training sessions that the officer may deem necessary on their own time. The firearms instructor(s) shall forward a written report to the Chief of Police concerning the officer's progress, shooting abilities, and any recommendations for corrective action.
- d. If the officer does not shoot a passing score on the qualification course within seven days of the originally scheduled qualification day, the officer will be temporarily reassigned to non-enforcement duty. While on non-enforcement duty, the officer will work within the police department building. The officer will not wear the police uniform, carry a firearm or drive a police vehicle. While on non-enforcement duty, the officer may be required to report to a medical doctor for a physical examination to determine if a medical condition is impacting the officer's ability to qualify. A written evaluation will be provided to the Chief of Police by the examining physician. If a medical reason exists for the officer's inability to qualify, the medical treatment is prescribed, the officer should follow the treatment as prescribed by the examining physician. Once the officer is medically released, the officer will start the qualifying process from the beginning.
- e. The officer shall be given an additional seven days to shoot a passing score on the qualification course (a total of 14 days from the date of the original qualification course). The firearms instructor may limit the number of attempts to qualify during this remedial training period.
- f. Once the officer successfully qualifies with the firearm, the officer will be informed in writing by the firearms instructor that the officer is again authorized to use the primary service firearm and is eligible to return to full duty. The Chief of Police will be notified and the officer shall meet with the Captain to determine a date to return to full duty. The firearms instructor(s) may require the officer to shoot a qualification course at any time to ensure that officer's abilities continue to meet department standards. All documentation of remedial training and requalification will be placed in the officer's training file.
- g. Any officer who fails to qualify with the primary service handgun within one week from the time of remedial training completion or other corrective action(s), shall be placed on suspension without pay for a period not to exceed (30) days. At any time during the suspension period, the officer may make arrangements with the firearms instructor(s) for additional remedial training. The officer will have four additional attempts to qualify during the suspension period. The chief of police may authorize additional attempts if in his/her judgment it is warranted. If the officer does shoot a qualifying score during the suspension period, the procedures listed in "f" above shall be followed to have the officer return to full duty. Failure to qualify will result in the initiation of termination proceedings against the officer.

D. OFF DUTY AND SECOND (BACKUP) FIREARMS

- 1. Officers may carry an approved concealed firearm with proper identification when off duty. Officers may carry an approved second or "backup" weapon, concealed, while on duty.
- 2. Officers carrying second weapons must receive authorization, in writing, from the chief of police.

3. Second weapons must be carried in a factory-made holster which is capable of holding the weapon securely during running or other exertion. The firearms officer shall be responsible for making this determination.
4. Off duty and second firearms are to be concealed from the normal view of the public.
5. Second weapons are to be used only when an officer's duty weapon is not available or becomes inoperable.
6. A description and a listing of the serial number of a second weapon carried on duty must be maintained by the firearms instructor.
7. Officer's operating departmental vehicles while off duty shall have an approved firearm with them in the vehicle should they need to respond to an emergency situation or defend themselves.
8. Officers must qualify annually on the course of fire prescribed by ILEA with any approved secondary weapons.
9. Officers showing proficiency in department issued firearms and general firearms knowledge can carry off-duty weapons that meet the above mentioned guidelines.

E. FIREARM SECURITY AND CARE

1. Officers are responsible for ensuring their department issued firearms are stored in a safe location and condition when the officer is off-duty or when the weapon is not secured in his/her duty holster when on duty.
2. The accidental discharge of firearms by children and the use of firearms by teenagers or other person's who have or gain access to a police officer's firearms is on the rise. It shall be policy of this department that when the firearm is not being carried on the officer's person on-duty, or off-duty in an approved holster, the weapon shall be secured in such a way that it is not accessible by young children or teenagers.
3. Routine Maintenance and care of a firearm is the responsibility of the officer.
 - a. Weapons must at all times be free of mechanical defect, and functional.
 - b. Repair work to a departmental issued firearm may only be done by a gunsmith approved by the chief of police.
4. No officer, while serving a disciplinary suspension, shall be in possession of a department issued firearm.
5. Only holsters approved or issued by the department may be utilized for carrying approved firearms while on or off duty.

IV. TRAINING

1. All weapons carried on duty shall be inspected by supervisors on a regular basis. Supervisors shall follow the steps listed in the guidelines for inspection of Semi-auto pistols and any other relevant directions or procedures issued by the firearms officer to ensure safe procedures.
2. Personnel must be qualified with all firearms carried in conjunction with police duties.

3. The firearms instructor is responsible for the organization and scheduling of regular firearm training.
4. The firearms instructor shall ensure that the course of fire meets the guidelines established by the Iowa Law Enforcement Academy.
5. The firearms instructor shall ensure that all officers pass annual qualification course with a score of at least 80%. An officer shall be required to complete this process with all firearms carried on duty.
6. The training officer shall retain on file all documentation regarding firearms training and qualification scores and provide a copy of these records to the chief of police annually.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Funeral Escorts		
<i>Reference</i> City of Carroll, Policies and Procedures Manual. Policy No. 0602		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

GENERAL

- A. From time to time funeral homes will request police escorts for funeral processions. These will generally be from the funeral home to the church, church to cemetery, etc.

POLICY

- A. The police department shall provide escorts for funeral processions within the city of Carroll at no charge. The funeral escort shall be conducted in a professional manner to bring credit to the police department in a manner which will show respect to the friends and family of the deceased.
- B. The funeral home should notify the communications center of the origin and destination of the procession a minimum of one hour before it is to begin.
- C. The acting supervisor shall; 1) plan the route of the procession to provide for maximum safety, and 2) station personnel in a reasonable manner to provide traffic control.
- D. In the event the destination of the procession is other than within the city of Carroll, the police department will escort only to the Carroll city limits.

Duties and Responsibilities

Lead Officer

The officer who is assigned to lead the procession shall arrive at the funeral home or church with a clean squad car prior to the start time of the funeral procession. This officer shall notify the communications center by police radio of his arrival at the scene. When the congregation begins exiting the building the lead officer will stand at the left rear of the squad car, facing the hearse to show respect to the deceased and his/her family and friends. The lead officer shall remain at attention facing the hearse until the funeral director states that the escort is ready to begin. The lead officer shall enter his vehicle and lead the funeral escort with headlights and emergency lights activated. The lead officer shall keep the traffic control officer informed of his location with the funeral procession.

Traffic Control Officer

The traffic control officer shall arrive at the pre-determined intersection to control traffic. Upon his arrival at the scene, he shall notify the communications center of his arrival by police radio. When the procession is approaching, the traffic control officer shall stop all traffic to allow the funeral procession to proceed smoothly through the intersection without delay. The traffic control officer

shall leave the intersection once the last car in the procession has gone through the intersection. The officer shall notify the communications center that his assignment is completed and is available for calls.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> General - Police		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

CARE OF DEPARTMENTAL PROPERTY: Employees using departmental equipment or property shall be responsible for its proper care and use. Section 721.2, State Code of Iowa, prohibits the use of any public property for personal reasons.

Loss or damage to departmental property shall be reported immediately to the immediate supervisor on duty. A written report or case investigation report shall be forwarded to the Chief of Police, through the chain of command.

LIABILITY FOR LOST OR DAMAGED PROPERTY THROUGH NEGLIGENCE: Employees are responsible for the proper care of department property and equipment assigned to them. Damaged or lost property, as a result of negligence, may subject the employee responsible to reimbursement charges and/or disciplinary action.

MOVING DEPARTMENTAL PROPERTY: Employees shall not move office equipment or furnishings outside of the area to which the equipment is assigned without permission of the Chief of Police.

EMERGENCY FIELD EQUIPMENT: Emergency field equipment such as high powered rifles, gas equipment, etc., shall be issued by command personnel, when circumstances warrant.

DEPARTMENTAL KEYS: All department employees shall have the approval of the Chief of Police before making any duplicate keys or furnishing keys to any person not employed by the department.

LENDING OF BADGE, POLICE CREDENTIALS: Officers shall not use another officer's badge or official police credentials nor shall they knowingly permit any person, not appointed to this department, to use their badge or official credentials at any time, nor shall they have made or wear a duplicate or facsimile of the badge used by the Carroll Police Department without permission from the Chief of Police.

POLICE PROTOCOL: When meeting in public, officers shall conform to normal courtesy standards, and refer to each other by rank.

NATIONAL COLORS AND ANTHEM: Uniform members will render full military honors to the National Colors and Anthem at appropriate times. Members and employees in civilian dress shall render proper civilian honors to the National Colors and Anthem at appropriate times.

ROLL CALL: Unless otherwise directed, members and employees shall report to daily roll call at the time and place specified, properly uniformed and equipped, and ready for duty. They shall give careful attention to orders and instructions, and become familiar with the cases and incidents of the previous shifts by reviewing the roll call logbook, talking to officers from the previous shift, and reading posted bulletins.

RELIEF: All members and employees are to remain at their assignment and on duty until properly

relieved by another member or employee, or until dismissed by competent authority.

PROHIBITED ACTIVITY ON DUTY: Members and employees are prohibited from engaging in the following activities while on duty:

- A. Sleeping, loafing, or idling, either in the station or on the street.
- B. Recreational reading, except at meals or in designated areas.
- C. Conducting of private business.
- D. Gambling, except in performance of police duty.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Hazardous Materials			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 2	

- I. Be it known to all employees that our actions in dealing with hazardous materials are governed by the State Code of Iowa.
 - A. The following set of procedures is to be followed to effectively accomplish the following:
 1. Protect the public.
 2. Protect the officer.
 3. Rid the situation of danger as quickly as possible.
 4. Resume the normal activities as soon as safe.
 - B. In order to accomplish this, the following information will be needed by first responder:
 1. Type of material spilled (Check placard or shipping paper)
 2. Quantity of material spilled
 3. Location of spill in relation to threat to exposures (water, public health, etc.)
 4. Action to be taken to mitigate the problem.
 - C. The following steps shall be taken by the first responding officer(s):
 1. Notify on-duty supervisor who shall respond to the scene with the Emergency Response Guidebook.
 2. Notify the fire department.
 3. Contact the Region V Hazardous Materials Response Team (515) 573-2323 (Webster County LEC), alternate number (515) 576-1031 (Fort Dodge Fire Department).
 4. Approach incident from an upwind direction, if possible.
 5. Move and keep people away from incident scene.
 6. Do not walk into our touch any spilled material.
 7. Avoid inhaling fumes, smoke and vapors even if no hazardous materials are involved.
 8. Do not assume that gases or vapors are harmless because of lack of smell.
 9. Relinquish command to supervisor or fire Chief when available.
 10. After the material is identified, follow instructions in the Emergency Response Guidebook.
 - D. Utilize the "Hazardous Substance Incident" report form to record information that is mandatory.
 - E. ~~Contact emergency number:~~
 1. ~~Iowa Department of Water, Air, and Waste Management, Spencer, Iowa, (712) 262-4177.~~
 2. ~~After hours call: Clay County Sheriff's Department.~~
 - F. ~~For emergency assistance call: Chemtrec 1-800-424-9300.~~

G. If additional manpower is needed, the on-duty supervisor or senior patrol officer will contact necessary personnel.

II. All hazardous material incidents will be handled in 3 phases:

Phase I: Emergency Phase where

human health hazard exists, fire, etc.: If it is determined that an immediate hazardous condition exists, prompt action should be taken to counteract the problem and remove the chemicals. These actions can include evacuation of the public, fire control, and protection of the public.

Phase II: Defining the Problem: Once the

immediate threat to human health and the environment has been diminished to a lower level, a more refined program to determine the ultimate solution, based on both technically feasible and economically viable consideration, can be developed. The second phase is defining the long-term problems found at the site after the existing immediate threat has been remedied.

Phase III: Cleanup and Monitoring: Once

the immediate and long-term threats to the environment and human health have been defined, remedial measures and long-term monitoring programs may be instituted.

455b.386 Iowa Code: Notification of Spills. Any person manufacturing, storing, handling, transporting, or disposing of a hazardous substance shall notify the department, the local police department, or the office of the sheriff of the affected county of the occurrence of a hazardous condition as soon as possible but not later than six hours after the onset of the hazardous condition or discovery of the hazardous condition. A sheriff or police Chief who has been notified of a hazardous condition shall immediately notify the department. Persons violating this section shall be subject to a civil penalty of not more than ~~\$500.00~~ **\$1,000** (Department of Air, Water & Waste Management).

<i>Effective Date</i> May 23, 2016		<i>Number</i>
<i>Subject</i> Holidays - Police		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i>	<i>No. Pages</i> 1

Employees required to work on holidays shall be compensated in the following manner: eight (8) hours straight time holiday pay plus time and one-half for all hours actually worked.

The following days shall be holidays for police department employees:

1. New Year's Day
2. Good Friday – 1/2 day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Friday following Thanksgiving Day
8. Christmas Day
9. Three Floating Holidays

Exempt employees and the administrative assistant are not entitled to the floating holidays listed above.

Employees covered by a union contract or collective bargaining agreement shall be given holidays and holiday pay in the manner prescribed therein.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Hostage Policy			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 2	

I. OBJECTIVE

- A. Preserve life of, reduce risk of injury to:
 - 1. Hostage(s)
 - 2. Citizens.
 - 3. Police.
 - 4. Suspect.
- B. Apprehend perpetrator(s)
- C. Recover Property (if applicable).

II. PHILOSOPHY

- A. Time is usually on the side of law enforcement; containment until hostage has been, or is in imminent danger of serious bodily harm or of being killed.

III. PROCEDURES

- A. Containment.
 - 1. Seal off area and deploy manpower ~~with walkie-talkies~~; back, front, and sides are off limits to all but sworn police personnel.
 - 2. Remove all citizens from area and control crowds.
 - 3. Notify sheriff department and/or state patrol as needed for crowd and traffic control. Delegate patrol assignments as needed.
- B. Notifications.
 - 1. Chief of Police and captain.
 - 2. Off-duty personnel, if needed.
 - 3. Telephone company for contact and services.
 - 4. Fire department and ambulance.
 - 5. PD negotiators (if applicable)
- C. Command Post
 - 1. Close enough to see hostage location.
 - 2. Home, business, or building if available, 3 room minimum preferred.
 - 3. Telephone with extension and ~~tape~~ recording devices.
 - 4. Negotiator/Command Post Office/General Office

5. Muster Point (Define and Locate)
 6. Communications and Public Relations Area (Press)
- D. Negotiator
1. Temporary negotiator selected by shift supervisor.
 2. Attempt to measure emotional stability.
 3. Attempt to identify the suspect.
 4. Attempt to determine number and identity of hostages.
 5. Attempt to learn the suspect's motive.
- E. Items Negotiable
1. Food and Water
 2. Medical and Health Aids
- F. Items Not Negotiable
1. Suspect's freedom.
 2. Criminal charges.
 3. Auto or escape.
 4. Weapons.
 5. NO OFFICER WILL EXCHANGE HIM/HERSELF FOR A HOSTAGE.
- G. Order to Shoot or Not to Shoot
1. Incident Supervisor shall convey to all officers on scene, as the situation and department dictates, whether:
 - a. Suspect should be shot if a clear shot is available to any officer or on-scene shooting team;
 - b. Entry team shall be deployed (if there is an entry team available);
 - c. The home or building entered;
 - d. Chemical agents/diversion techniques deployed.
 2. Incident supervisor shall convey clearly to all officers on scene the order not to shoot until otherwise ordered to do so.
- H. Media
- a. No media personnel will be allowed access to the scene or operations headquarters; however, all reasonable efforts will be made to provide media with regular reports and status of the situation.
 - b. One staff person will be designated as the information officer for the media and only he/she will present or make statements to the media.
- I. Possible Notifications
1. Electric company.
 2. Gas company.
 3. Telephone companies and dispatchers for service if needed.

		Effective Date May 23, 2016	Number
Subject Hours of Service			
Reference		Special Instructions	
Distribution		Reevaluation Date	No. Pages 1

Police overtime shall be paid in accordance with the Union Contract and/or the Fair Labor Standards Act.

Examples will include:

- A. **Regular duty.** Overtime for employees in the police department is the authorized time worked beyond the forty (40) hour work week **the scheduled number of work hours in the first 7 days or the second 7 days of work period.** Cash payment or compensatory time on the basis of time and one-half shall be paid for overtime worked. Overtime shall be authorized by a supervisor prior to such overtime being worked.
- B. Overtime will be computed at one and one-half times the time worked.
- C. When an off-duty officer is subpoenaed to appear in court in cases in which the city or state is a party, the officer shall be compensated at one and one-half (1 1/2) times regular straight-time rate for all hours the employee is so ordered, with a minimum of two (2) hours for in person testimony and one (1) hour for telephone testimony.
- D. At other times when directed by the Chief of Police.
- E. Overtime shall be compensated for by cash payment or compensatory time at the officer's discretion unless otherwise directed by the Chief of Police
- F. The test for ordering overtime shall be: Is it absolutely necessary that this work be performed now on an overtime basis? Can it be completed on the regular tour of duty or be held over until the next tour of duty?
- G. All of the preceding will meet the minimum standards as prescribed by the Fair Labor Standards Act.
- H. Hours of service may be covered by a union contract or collective bargaining agreement. In that case, that document will have precedence for covered employees.

<i>Effective Date</i>		<i>Number</i>
12/18/18		
<i>Subject</i>		
Immigration Enforcement		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i>	<i>No. Pages</i>
		2

I. PURPOSE

Senate File 481, “An Act relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds”, was passed by the Iowa legislature in 2018 (codified at Chapter 825, Iowa Code). It requires that law enforcement agencies adopt written policies that are consistent with SF 481. With the exception that information will no longer be collected from persons at the scene prior to their identification as a suspect, the standard practices of the Department will not change. This Policy will set forth Department practices in writing and provide additional detail as required by SF 481.

II. POLICY

The primary function of the Carroll Police Department is public safety for all who live, work, and visit Carroll. Enforcement of immigration law is a federal government function carried out by Immigration and Customs Enforcement (ICE), part of the Department of Homeland Security (DHS). If a federal immigration official requests assistance or cooperation with immigration enforcement, the Department will assist or cooperate with immigration enforcement in accordance with this policy, the Constitutions of the United States and the state of Iowa, and all local, state, and federal laws. Except for certain changes set forth in this policy, the standard practices of the Department will not change.

Community trust and cooperation are essential for effective policing and public safety. Accordingly, victims and witnesses of crimes will not be the focus of immigration inquiries and will be encouraged to report and cooperate with investigation of crime. The Department will not inquire about the national origin of a victim of a crime, a witness of a crime, or a person reporting a crime unless such information is pertinent to the investigation.

Enforcement of state and federal immigration laws is complex and requires cooperation of multiple agencies and consideration of many facts and circumstances. Except for emergencies, a supervisor will determine whether a federal immigration officer’s request for enforcement assistance is reasonable or necessary. Department operational needs and overall community safety will be prioritized when determining how to utilize limited Department resources and personnel. Administration and Supervisors will assign and direct Department personnel as Carroll Police Department needs or situations dictate.

III. DEFINITIONS

Immigration Detainer Request: A written federal government request to maintain temporary custody of a person, including DHS I-247 or a successor form that is accompanied by one of the following: a) DHS

form I-200 (Warrant for Arrest of an Alien); or b) DHA form I-205 (Warrant of Removal/Deportation). A request that is not accompanied by one of these forms is *not* an “immigration detainer request.”

Immigration Law: Any state of Iowa or federal law relating to aliens, immigrants, or immigration, including but not limited to the federal Immigration and Nationality Act.

Public Offense: Any offense prohibited by statute and punishable by fine or imprisonment but excluding traffic violations.

Lawful Detention: Detention of a person for investigation of a Public Offense but excluding detention if the only reason for detention is that a person is a victim of or a witness to a public offense or is reporting a public offense.

IV. PROCEEDURE:

Carroll Police Department personnel will comply with all federal and state laws, including SF 481 and will not prevent other Department personnel from compliance. The Department will consult with the Carroll County Attorney and/or City Attorney to determine the appropriate course of action if a conflict or interpretation of laws arises.

The Department does not operate a holding facility. Consequently, if the Department receives an Immigration Detainer Request, it will direct the requesting agency to contact the Carroll County Sherriff's Office or other entity with a holding facility.

If the Department receives a request for immigration enforcement assistance or cooperation from ICE or a federal immigration officer, the Department will cooperate or assist when it is reasonable or necessary. Except in an emergency, a supervisor will determine whether a federal immigration officer's request for enforcement assistance is reasonable or necessary based on the circumstances at the time of the request, including the operational needs of the Department and the overall safety of the City.

Department personnel will not consider race, skin color, spoken language, or national origin when assisting or cooperating with immigration law enforcement except for considerations allowed under the Constitutions of the United States and the state of Iowa.

Department personnel will not ask a victim, a witness to an alleged public offense, or a person reporting an alleged public offense for information about that person's national origin unless that information is pertinent to the investigation of the alleged public offense.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Injury/Work Injury Leave		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

INJURY LEAVE - Field supervisors are responsible to investigate and recommend approval or disapproval of requests for injury time. These reports are to be forwarded to the Chief of Police for final disposition.

JOB-RELATED INJURIES AND ILLNESSES - In accordance with the Federal and State Job Related Injuries Law, and reporting guidelines, the following procedures will be in effect.

A. Following a job-related injury, a case investigation report will be completed immediately and the incident report given to the immediate supervisor. The supervisor shall forward this report and any other additional information to the Chief of Police.

B. The Company Nurse procedure, as provided by the city's insurance carrier, should also be followed each time a job-related injury occurs.

(See also Sick Leave - Police)

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Internet Policy			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 3

POLICY STATEMENT:

Electronic data transmission among employees and outside agencies via radio frequency transmission and electronic networking has increased tremendously during the past few years. This trend has efficiently replaced a significant amount of paper correspondence, messaging and reporting. Electronic data transmissions are governed by police department policies and procedures, government statutes and laws. This policy is to regulate computer security and electronic data transmission by Carroll Police Department employees via Intranet, Internet, Email, remote access communications and other electronic formats.

DEFINITIONS

Intranet – The Local Area Network (LAN) which is the Carroll Police Department’s, PC-based, computer network. The Intranet supports the Records Management System, remote access communications and electronic mail within the department and will eventually connect the Carroll Police Department with other law enforcement agencies in Carroll County for records sharing purposes.

Internet – The worldwide computer network which facilitates electronic mail (email), information sharing, research, commercial activities and program access. The police department provides employees access to the Internet for use consistent with the mission of the police department.

Email – Electronic mail is a messaging system supported by the Intranet and Internet. Email communication is made available to police department employees for purposes consistent with the mission of the Carroll Police Department.

Remote Access Communications – Remote access consist of computer hardware and software allowing access of the LAN from remote locations via a modem of other data transfer protocol.

POLICY

A. All departmental employees will have access to the Carroll Police Department INTRANET and therefore may also have access to the public INTERNET. Use of the Intranet and Internet by means of the police department’s computing resources shall only be available for the purpose of performing research, conducting lawful business, engaging in legitimate communications, keeping abreast of current affairs and news-related to law enforcement or for any other law enforcement purpose as deemed appropriate by the Chief of Police. It shall be a violation of departmental policy to use departmental resources to access sexually-oriented websites or other offensive websites and/or to transmit sexually oriented or offensive text and/or images via email, unless done so as part of a legitimate law enforcement investigation. Likewise, it shall be a violation for any employee, using

departmental resources, to access any website for the purpose of inappropriately obtaining classified or secured information or to fraudulently or maliciously modify computerized data for any reason. Violations of any part of this policy may result in significant disciplinary action, up to and including, dismissal.

B. General Electronic Data Transmission Regulations:

1. Electronic data transmission by email and remote communication software and the Internet is available for authorized employees as an alternative to typewritten or hard copy memoranda and reports, and as a messaging system for work-related purposes between employees and other agencies. Messages to individuals or groups will be in conformity with city and departmental policies, procedures and regulations, as well as state and federal laws.

2. Messages among groups or between individuals must comply with departmental operating procedures. Electronic data transmission utilizing departmental resources may be classified as public record and may not be considered a private transmission. Electronic data transmissions may potentially be discoverable in a legal proceeding.

3. Care must also be taken against offensive or questionable data or executable files being attached to electronic messages transmitted from any departmental computer via the Internet. No attachments, text or images should be included which might tend to bring reproach or discredit upon an employee, the Carroll Police Department or the city of Carroll.

4. Transmission of spam email, chain letter email or other unsolicited electronic messages that annoy or harass others is prohibited.

C. The Internet is a public network; users cannot expect that any information transmitted over the Internet will be kept private. Therefore, no classified files or confidential information may be transmitted via unsecured Internet transmissions.

D. All messages transmitted over the Internet from Carroll Police computing resources bear a Carroll Police Department IP address and may be attributed to the city or this department. Employees should therefore not post personal comments or opinions to or over the Internet via departmental resources without posting a disclaimer indicating that their comments and opinions are their own and do not represent the city of Carroll or the Carroll Police Department. Employees should at all times write in a style suited for business correspondence.

E. Receiving Data and Downloading Software:

1. No software application, plug-in, applet, or executable program shall be downloaded by any method or installed on any departmental computer unless specifically authorized by the Chief of Police.

2. Copyrighted and licensed materials must be used in accordance with applicable laws.

3. Only authorized commercial software approved by the Chief of Police may be downloaded on departmental computing resources.

4. Departmental files, reports, images and records are confidential and shall not be copied or disseminated, except as authorized under departmental public records release, without authorization from the custodian of records or the Chief of Police.

F. All department-owned and/or operated electronic data systems, including but not necessarily limited to data, voice and email boxes and electronic data storage devices are areas subject to entry, search and inspection without further notice. The employee therefore has no expectation to privacy when using department-provided equipment and systems.

G. Employee network and email passwords will not be shared nor provided to persons other than the original password user. Employees shall send electronic data transmissions under their own password and user identification. Accessing and/or sending messages by persons other than the authorized

recipient/sender is prohibited.

H. Each employee using the Intranet/Internet shall be held responsible for all data transmission. All levels of supervision share responsibility for ensuring that Internet users within their command abide by the provision of this policy. Questions concerning the appropriate use of the internet shall be direction to the office of the Chief of Police.

I. Officers shall avoid loafing by spending idle time on the Internet engaged in activities to include, but not limited to, playing games, spending time in chat rooms or using instant messaging programs, or any other activity that take time away from the employee's law enforcement duties. This shall not preclude an employee from conducting research or spending BRIEF periods of time on appropriate Internet sites.

J. Abuse of Internet, email or violations of this policy will result in loss of Internet privileges and/or disciplinary action.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Job Description-Administrative Assistant		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

DESCRIPTION OF WORK

General Statement of Duties: Performs a variety of typing, accounting, public relations, and related clerical work requiring confidentiality and some exercise in independent judgment.

Supervision Received: Works under direct supervision of the Chief of Police.

Supervision Exercised: Exercises supervision over personnel as assigned.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

Maintains confidential police case files, arrest and citation files, and all criminal history information. Responsible for proper dissemination of all confidential material both inside and outside the department.

Prepares Uniform Crime Reports on a monthly basis as required by the Federal Bureau of Investigation and the State of Iowa for tracking local, state and national crime trends.

Responsible for systems management of police department computerized record system. Enters all relevant and required data into the departmental computerized records storage system.

Court Liaison. Retrieval and posting of court dispositions of complaints and citations. Preparing court calendar for scheduled court appearances by officers.

Collects and accounts for fees; records and accounts for payroll data, prepares and posts requisitions, invoices and purchase orders.

Receives telephone and personal inquiries; handles questions and complaints; refers callers requiring further information to appropriate staff members; sets up and confirms appointments, meetings, and other arrangements as required.

Establishes and/or maintains filing systems, control records and indexes.

Trains other staff as directed.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Considerable knowledge of grammar, spelling and punctuation. Considerable knowledge of modern office practices and procedures and equipment. Working knowledge of bookkeeping procedures and filing techniques.

Some knowledge of administrative practices and procedures. Skill in taking and transcribing dictation as required. Skill in the operation of a computer, typewriter and calculator as required. Skill in the operation of a variety of secretarial duties requiring some exercise of independent judgment. Ability to effectively communicate verbally and in writing. Ability to establish and maintain effective working relationships with employees, other agencies and the public.

Education: High School education or equivalent, A.A. Degree desirable.

Experience: Two (2) years of related or comparable experience. Previous computer experience preferred.

OR

Any equivalent combination of education or experience.

Although this job description appears in the Police Department Standard Operating Procedures, all wages, benefits and conditions of employment are covered in the City of Carroll Personnel Policies.

		<i>Effective Date</i> June 11, 2018	<i>Number</i>
<i>Subject</i> Job Description -- Captain			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages 2</i>	

DESCRIPTION OF WORK

General Statement of Duties: Performs administrative and professional work. Will assist the Chief of Police in planning, coordinating and directing the activities of the police department.

Supervision Received: Works under the broad policy guidance and direction of the Chief of Police.

Supervision Exercised: Exercises supervision over field supervisors, patrol officers, and other assigned personnel.

Examples of Duties:

Ensure that all personnel under his/her supervision adhere to the department manuals and directives issued by staff personnel.

Assist the Chief of Police with the daily operation of the police department and with the delivery of all police services.

Assist the Chief of Police with the management and administration of the police department. This will include, but not be limited to, the following duties:

- Scheduling of employees.
- Interview, select and train new employees
- Evaluate the performance of all employees
- Respond to employee grievances
- Assign and direct the work of employees
- Determine the types of materials, supplies and equipment which will be used.
- Investigate citizen complaints against officers and recommend disciplinary action for substantiated violations of departmental policies or procedures.
- Arrange for maintenance and repair of vehicles and keep records of the same.
- Make training assignments, set up registration, travel and lodging for same
- Arrange vehicle maintenance, repair and keep records for each vehicle

Plan, coordinate, supervise and evaluate the activity of assigned field supervisors and patrol officers.

Maintain contact with the Chief of Police providing insight to department problems, personnel problems, operational conditions, etc.

Prepare periodic reports regarding assigned duties and also perform general and specialized duties as prescribed by the Chief of Police.

Perform patrol and/or investigative work when necessary to accommodate schedule conflicts.

Perform related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of modern police methods and procedures including patrol, crime prevention, traffic control, investigation, police records and reports. Must possess and be able to apply considerable knowledge of the principles and practices of administration and management. Must have the ability to make independent critical decisions and have the knowledge and ability to enforce, interpret and apply federal, state and local laws and ordinances.

Education: Graduation from high school or equivalent. Additional education at the college level, with emphasis on criminal justice, police science or related area is preferred. Must have certification from the Iowa Law Enforcement Academy.

Experience: Eligibility for participation in the promotional examination for the position of captain shall be limited to one of the following:

- Internal candidates occupying a supervisory position of sergeant on the Carroll Police Department with at least 2 years in the rank.
- Internal candidates with a minimum of 6 years of law enforcement experience with the Carroll Police Department.
- Internal candidates with a minimum of 5 years of law enforcement experience with the Carroll Police Department and possess an associate's degree in criminal justice or similar field.
- Internal candidates with a minimum of 4 years of law enforcement experience with the Carroll Police Department and possess a bachelor's or master's degree in criminal justice or similar field.
- External candidates occupying a supervisory position of at least sergeant for a minimum of 2 years in the rank and has a minimum of 5 years with a Police Department in the State of Iowa.

Necessary Special Requirement: Must possess a valid driver's license and a State of Iowa Firearms Permit. Must also meet the requirements as established in the "Promotional Examinations" section of these SOPs.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Job Description - Chief of Police			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

DESCRIPTION OF WORK

General Statement of Duties: Performs administrative and professional work, planning, coordinating, and directing the activities of the police department.

Supervision Received: Works under the broad policy guidance and direction of the city manager.

Supervision exercised: Exercises supervision over all department personnel directly or through subordinate supervisors.

EXAMPLES OF DUTIES: (The listed examples may not include all duties found in this class).

Plans, coordinates, supervises and evaluates police department operations.

Establishes policy for the police department; implements directives from the city manager.

Develops the organizational structure, including lines of authority, responsibility and communication for the department in order to carry out policy and goals of the city; revises the organizational structure as required.

Plans a law enforcement program for the city in order to better carry out its policy and goals; reviews department performance and effectiveness and formulates programs or policies to alleviate deficiencies.

Supervises and coordinates the preparation and presentation of an annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new and replacement equipment, controls the expenditures of budgeted funds.

Supervises the personnel function of the department; handles grievances and disciplinary matters; maintains the department discipline and the conduct and general behavior of the lower level personnel.

Supervises the training and instruction of personnel; serves as an instructor for in-house training sessions.

Prepares and submits monthly reports to the city manager regarding the department's activities; prepares a variety of other reports as appropriate.

Meets with elected or appointed officials, other law enforcement agencies, community and business representatives and public on all aspects of the department's activities.

Attends conferences and meetings to keep abreast of current trends in the field.

Represents the city's police department at a variety of state and national meetings.

Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Thorough knowledge of modern law enforcement principles, procedure, techniques, and equipment. Thorough knowledge of applicable laws and ordinances and departmental rules and regulations. Thorough knowledge of administrative methods and procedures. Ability to supervise and coordinate the activities of a complex organization. Ability to exercise sound judgment in evaluating situations and making decisions. Ability to ensure compliance with and follow standard safety practices and procedures common to law enforcement work. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organizations, private business, and the public. Ability to meet necessary special requirements.

Education: Graduation from a college or university with a bachelor's degree in Police Science, Law Enforcement, Criminology, or a closely related field.

Experience: Three (3) years of experience as or in a position equivalent to police captain,

or

Any equivalent combination of education and experience.

Necessary Special Requirement: Must possess a valid driver's license and a State of Iowa Professional Firearms Permit.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Job Description - Patrol Officer			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

General Statement of duties: Performs a wide variety of professional law enforcement work.

Supervision Received: Works under general supervision of an administrative or technical supervisor.

Supervision Exercised: Exercises supervision over personnel as assigned.

Examples of duties: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class)

Patrols streets; checks buildings for security; issues summons and complaints for violation of laws or ordinances; responds to calls from citizens.

Investigates crimes; interviews individuals as necessary; performs traffic control and other safety duties as required; administers first aid to injured persons.

Testifies in court concerning arrests or accident investigation.

Prepares accident, offense, incident, arrest, and other forms and reports.

Registers prisoners for jail; operates radar and other police equipment.

Assists in the training of new recruits and receives training and guidance from technical supervisors in various aspects of law enforcement work.

Assumes the duties and responsibilities of the watch commander or of a supervisor as assigned. Checks for proper operation of assigned equipment; performs emergency repairs; identifies and reports mechanical problems.

Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge Skills, and Abilities: Working knowledge of law enforcement principles, procedures, techniques and equipment. Skill in the use of firearms, the operation of police vehicles and equipment. Working knowledge of applicable laws, ordinances, and departmental rules and regulations. Ability to exhibit imagination, initiative, problem solving capability, discretionary skills in coping with a variety of law enforcement situations. Ability to enforce laws and ordinances with tact and impartiality. Ability to follow standard safety practices and procedures common to law enforcement. Ability to perform work requiring good physical condition. Ability to communicate effectively verbally and in writing. Ability to establish and maintain an effective working relationship with employees, other

agencies, and the public.

Education: High School graduation or equivalent.

Experience: Completion of the probationary period as provided in the Union Contract.

OR

Any equivalent combination of education and experience.

Necessary Special Requirement: Must possess a valid driver's license and a State Firearms Permit.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Job Description - Probationary Patrol Officer			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Page</i> 2

General Statement of Duties: Receives training in performing entry level law enforcement work.

Supervision received: Works under close supervision of an administrative or technical supervisor.

Supervision Exercised: - None

Examples of Duties: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class).

Receives training in law enforcement principles and procedures such as criminal investigation, evidence collection, and traffic enforcement procedures.

Receives training in applicable laws and ordinances and department policies and procedures.

Receives field training and guidance from supervisors for performing law enforcement work and patrol, traffic, and other police functions.

Operates a police cruiser while patrolling an assigned area; responds to calls for assistance; enforces laws and ordinances; performs other functions normally performed by an officer.

Prepares accident, offense, incident, arrest, and other types of reports.

Receives training in and performs in-station work including dispatch work and vehicle impoundment supervision.

Checks for proper operation of assigned equipment; performs emergency repair; reports mechanical problems.

Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Ability to enforce laws and ordinances with tact and impartiality. Ability to react effectively in emergency and stress situations. Ability to acquire in a short period of time a working knowledge of applicable laws, ordinances, and departmental rules and regulations. Ability to learn the city's geography. Ability to develop skills in the use of firearms and the operation of police vehicles and equipment. Ability to exhibit imagination, initiative, good discretionary skills, and problem solving capability in coping with a variety of law enforcement situation. Ability to follow written and verbal instructions. Ability to follow standard safety practices and procedures common to law enforcement work. Ability to perform work requiring good physical condition. Ability to

communicate effectively both verbally and in writing. Ability to establish and maintain an effective working relationship with employees, other agencies, and the public. Ability to meet necessary special requirements.

Education: High School graduation or equivalent.

Experience: None

OR

Any equivalent combination of education and experience.

Necessary Special Requirements: Must possess a valid Iowa Drivers License and State of Iowa Firearms Permit.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Job Description - Sergeant			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

Duties: Performs a wide variety of professional law enforcement work as outlined for patrol officer along with planning, organizing and supervising the work of personnel in field operations during their assigned shifts, along with performing other duties as required.

Supervision received: Works under the general guidance and direction of the police Captain.

Supervision Exercised: Exercises supervision over assigned personnel.

Examples of Duties:

1. The sergeants shall ensure that all personnel under their supervision adhere to the department manuals and directives issued by staff personnel.
2. The sergeant shall contribute to the morale of the department by correcting, if possible, those conditions which tend to cause lowered morale of assigned personnel, but shall at no time voice personal displeasure to a subordinate with regards to any departmental manual reference or directive issued by staff personnel and other department personnel.
3. Plans, coordinates, supervises, and evaluates the activity of assigned patrol officers, reviews reports for accuracy/thoroughness and provides advice or assistance as necessary.
4. Performs all of the duties typical of lower level police personnel with enthusiasm, exercising good police discretion, as an example to subordinate officers.
5. Maintains contact with supervisor providing insight to department problems, personnel problems, operational conditions, etc.
6. Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of modern police methods and procedures, including patrol, crime prevention, traffic control, investigation, police records and reports. Must possess, and be able to apply, considerable knowledge of the principles and practices of supervision, training, organization, ability to make independent critical decisions, knowledge and ability to interpret and apply federal, state and local laws and ordinances.

Education: Graduation from high school or equivalent. (Additional education at the college level is preferred). Must have certification from the Iowa Law Enforcement Academy.

Experience: Three years of law enforcement experience as a patrol officer, at least two of which must

have been with the city of Carroll.

or

Any equivalent combination of education and experience.

Necessary special requirement: Must possess a valid driver's license and a State of Iowa Firearms Permit. Must also meet the requirements as established in the "Promotional Examinations" section of these SOPs.

		<i>Effective Date</i> 02/27/2017	<i>Number</i>
<i>Subject</i> Juvenile Procedures			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i> 3	

- I. **PURPOSE:** To recognize the police role regarding juveniles in the criminal justice system.
- II. **POLICY:** Guidelines for charging and fingerprinting juveniles (anyone under the age of 18 years).
 - A. Officers shall intervene in situations where a person, under the age of 18 years, commits a delinquent act pursuant to the laws relating to arrest.
 - B. Officers will use all reasonable efforts to keep the juvenile safe while investigating the delinquent act. Physical restraints may be used if the juvenile physically resists, threatens physical violence, is being detained for alleged delinquent violence against another person, or when the juvenile presents a risk of injury to themselves or others.
 - C. Officers will complete reports which will be forwarded to the Juvenile Court Officer.

Definitions.

- 1. **Juvenile** – A person under eighteen (18) years of age. The terms juvenile, youth, and child are used interchangeably.
- 2. **Custody** – Legal or physical control of a person; legal, supervisory or physical responsibility for a person.
- 3. **Intake** – The point at which a juvenile offender enters the juvenile justice system. The intake process may be initiated upon request of a law enforcement agency, but is generally supervised by a probation agency or juvenile court.

III. **PROCEDURE:**

- A. **Operations.** Officers dealing with juveniles shall use the least coercive of reasonable alternatives available, consistent with preserving public safety, order, and individual liberty. Officers may deal with juvenile offenders by outright release with no further action, by issuance of citations, or by referral to Juvenile Court Service.
- B. **Handling.** Juvenile offenders will be referred to the juvenile justice system pursuant to state statute. The Code of Iowa, section 232.8 describes proper juvenile processing.
- C. **Custody.**
 - a. The Code of Iowa, section 232.19 states:

A child may be taken into custody:

- i. By order of the court.
- ii. For a delinquent act pursuant to the laws relating to arrest.
- iii. ~~By a peace officer for the purpose to reunite a child with the child's family or removing the child to a shelter care facility when the peace officer has reasonable grounds to believe the child has run away from the child's parents, guardian, or custodian~~ when the peace officer has reasonable grounds to believe the child has run away from the child's parents, guardian, or custodian, for the purposes of determining whether the child shall be reunited with the child's parents, guardian, or custodian or placed in shelter care.
- iv. By a peace officer, juvenile court officer, or juvenile parole officer when the officer has reasonable grounds to believe the child has committed a material violation of a dispositional order.

- b. When a child is taken into custody, the person taking the child into custody shall notify the child's parent, guardian, or custodian as soon as possible.
- c. A juvenile may also be taken into custody for protective purposes, pursuant to the Code of Iowa, sections 232.78 and 232.79, if it appears a child's immediate removal is necessary to avoid imminent danger to the child's life or health.
- d. In the event a child is abused, injured, or neglected by a parent, guardian, or caretaker, officers shall notify the Department of Human Services to report the incident.
- e. Whenever a child is taken into custody and is going to be cited or arrested for a serious misdemeanor or greater offense, the officer shall transport to the Carroll County Jail for fingerprinting.

D. Custodial Interrogation

- a. Miranda Warning should be given to a juvenile if they are a suspect in a criminal investigation, is in custody, and prior to interrogation. Juvenile forms should be used and a parent, guardian, or custodian has legal right to be present during any interrogation or interview.

E. Processing Juveniles

The Code of Iowa, section 232.148 states:

- a. Except as provided in this section, a child shall not be fingerprinted or photographed by a criminal or juvenile justice agency after the child is taken into custody.
- b. Fingerprints of a child who has been taken into custody shall be taken and filed by a criminal or juvenile justice agency investigating the commission of a public offense other than a simple misdemeanor. In addition, photographs of a child who has been taken into custody may be taken and filed by a criminal or juvenile justice agency investigating the commission of a public offense other than a simple misdemeanor. The criminal or juvenile justice agency shall forward the fingerprints to the department of public safety for inclusion in the automated fingerprint identification system and may also retain a copy of the fingerprint card for comparison with latent fingerprints and the identification of repeat offenders.
- c. If a peace officer has reasonable grounds to believe that latent fingerprints found during the investigation of the commission of a public offense are those of a particular child, fingerprints of the child may be taken for immediate comparison with the latent

fingerprints regardless of the nature of the offense. If the comparison is negative the fingerprint card and other copies of the fingerprints taken shall be immediately destroyed. If the comparison is positive, the fingerprint card and other copies of the fingerprints taken shall be delivered to the division of criminal investigation of the department of public safety in the manner and on the forms prescribed by the commissioner of public safety within two working days after the fingerprints are taken. After notification by the child or the child's representative that the child has not had a delinquency petition filed against the child or has not entered into an informal adjustment agreement, the fingerprint card and copies of the fingerprints shall be immediately destroyed.

- d. Fingerprint and photograph files of children may be inspected by peace officers when necessary for the discharge of their official duties. The juvenile court may authorize other inspections of such files in individual cases upon a showing that inspection is necessary in the public interest.
- e. Fingerprints and photographs of a child shall be removed from the file and destroyed upon notification by the child's guardian ad litem or legal counsel to the department of public safety that either of the following situations apply:
 - i. A petition alleging the child to be delinquent is not filed and the child has not entered into an informal adjustment, admitting involvement in a delinquent act alleged in the complaint.
 - ii. After a petition is filed, the petition is dismissed or the proceedings are suspended and the child has not entered into a consent decree and has not been adjudicated delinquent on the basis of a delinquent act other than one alleged in the petition in question, or the child has not been placed on youthful offender status.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Light Duty			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

I. PURPOSE

The purpose of this policy is to establish guidelines for employees who have been injured or are ill but are able to return to partial duty.

II. POLICY

It is the policy of this department to allow police department employees facing extended recovery periods resulting from illness or injury, the opportunity to return to limited work.

Light and limited duty hours will be provided only to the extent that meaningful work is available to be performed. The number of light or limited duty hours available will be determined on a case-by-case basis.

III. PROCEDURES

- A. An employee who is either physically or mentally unable to perform their assigned duty, is capable of performing some level of meaningful work, and desires to do so rather than use sick or regular leave, may submit a written request to the Chief of Police to return to work on a limited/light duty schedule.
- B. The Chief of Police will review the request and ensure that it does not conflict with a doctor's order.
- C. The Chief of Police will determine the extent of the light/limited duty, with the approval of the City Manager. The availability of light/limited duty work will be used to determine the number of hours an employee will be scheduled.
- D. Light or limited duty is restricted to no more than 60 days per injury or illness. Requests for extensions must be made in writing to the Chief of Police.
- E. If during light-limited duty, the employee feels, due to the injury or illness, they cannot continue to perform the assigned duties, they must request through the Chief of Police a change of duties or request be removed from light/limited duty and return to a sick, compensatory time, or other leave status.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Payment of Medical Bills		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

If a person in custody requests care for his/her injuries or health condition, and this request is not made by the police officer, the hospital and medical treatment costs will be paid by the person in custody. If possible, the person in custody should sign a statement that he/she asked for the medical care and is responsible for the costs. A copy of this statement should then be presented to the hospital and/or medical personnel. If that person would be prevented from signing such a statement because the health condition was severe enough and urgent enough to merit postponing the paperwork, then the officer should write up a short statement of the reason why the medical care was necessary, and the officer should include in that statement his or her opinion of who should pay the costs under this policy.

If a person has been arrested on a City charge, and in the judgment of the arresting officer, he/she requires medical attention, this expense may ultimately become the responsibility of the City. However, this will be a last resort, only after all attempts to collect from the individual receiving treatment have failed.

If a person has been arrested on a State charge and he/she requires medical attention, bills will be paid in accordance with the Code of Iowa.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Medical Assistance Request		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

REQUEST FOR MEDICAL TREATMENT

Case Number

I, _____ [person in custody] request medical care and treatment
for the following condition or injury: [brief description of condition or injury requiring care]

I understand I will be responsible for the costs of this medical care and/or treatment because this is my request, not the request of the City of Carroll.

DATED:

Signature

Address

City, State

Telephone

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Missing Child(ren) Policy And Procedures			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 12	

Policy Statement. It shall be the policy of the Carroll Police Department to thoroughly investigate reports of all missing children. In addition, this department holds that every child reported as missing will be considered at-risk until significant information to the contrary is confirmed.

Definitions

- A. The term “missing child” includes a person who is:
1. Under the age of 18 and does not meet the “at risk” criteria as specified in Paragraph B.
- B. The term “at-risk” missing child includes a child who is believed to be:
1. 13 years of age or younger, or
 2. Believed to be:
 - a. Out of the zone of safety for age and developmental stage.
 - b. Mentally incapacitated
 - c. In a life-threatening situation
 - d. In the company of others who could endanger his/her welfare, or
 - e. Is absent under circumstances inconsistent with established patterns of behavior.

Procedures to be followed by agency personnel in the event of a missing child report.

1. Take report from parent/guardian/reporting party. Obtain basic facts, details, and description of missing child and/or abductor.
2. Search juvenile/incident records for previous incidents relating to missing child/family.
3. Advise other patrol units and area law enforcement agencies of the details of the missing child.
4. Ensure that all necessary entries are made into NCIC and the National Center for Missing Children.
5. Notify the shift supervisor and the Chief of Police.

Supervisory Responsibility

1. Obtain briefing from responding officer.
2. Determine if additional personnel are needed to assist in the investigation or search for the missing child.
3. Determine if outside assistance is needed from:
 - a. Area law enforcement agencies.
 - b. State patrol/DCI/FBI.
 - c. Specialized units, i.e., K-9, Dive Team

d. Victim/Witness Services

4. Ensure that the initial officer had the appropriate NCIC entries made and notify the National Center for Missing Children.
5. If circumstances dictate, work in conjunction with the Chief of Police to utilize media, including radio, television, and newspapers, to assist in the search for the missing child.
6. Ensure that the preparation of a flier/bulletin with the child/abductor's photograph and descriptive information is distributed to the appropriate agencies and other applicable geographic locations.
7. Appoint an officer as liaison to the victim's family.

Initial Response Investigative Checklist

The purpose of this Investigative Checklist is to provide law enforcement officers and agencies with a generic guide for the investigation of missing child cases. This checklist is not intended to be followed step-by-step by officers during each missing child investigation. It is meant to provide the officers with a framework of actions, considerations, and activities that can assist them with a generic guide for the investigation of missing child cases. This checklist is not intended to be followed step-by step by officers during each missing child investigation. It is meant to provide them with a framework of actions, considerations, and activities that can assist them in performing competent, productive and successful missing/abducted children investigations.

Dispatch

- () Intake report from parent/caller.
- () Obtain basic facts, details and description of missing child and/or abductor.
- () Search juvenile/incident records for previous incidents related to missing child and prior police activity in the area including prowlers, indecent exposure, attempted abductions, etc. Inform responding officer of any pertinent information.
- () Broadcast known details, on all police communication channels, to other patrol units, other local law enforcement agencies, and surrounding law enforcement agencies, and if necessary, use NLETS telecommunication network to directly alert agencies in multi-state area. Also broadcast details to other city departments, i.e., Street Department.
- () Maintain records/recordings of telephone communication/messages.
- () Upon shift commander's direction, contact Department PIO and activate established protocols for working with the media.
- () Ensure that all necessary entries are made into NCIC and the National Center for Missing Children.

First Responder

- () Interview parent(s)/person who made initial report.
- () Verify that the child is in fact missing.
- () Obtain a detailed description of missing child/abductor/vehicles/etc.
- () Relay detailed descriptive information to communications unit for broadcast updates.
- () Verify child's custody status.
- () Identify the circumstances of the disappearance.
- () Based on the available information, make an initial determination of the type of incident, whether non-family abduction; family abduction; endangered runaway, or lost, injured, or otherwise missing.
- () Request additional personnel if circumstances require.
- () Request investigative assistance if necessary.
- () Request supervisory assistance if necessary.
- () Brief and bring up to date all additional responding personnel including supervisors and investigative staff.
- () Ensure that everyone at the scene is identified and interviewed separately. Make sure that their interview and identifying information is properly recorded. To aid in this process, if possible, take pictures or record video images of everyone present.
 - () Note name, address, home/business telephone numbers of each person.
 - () Determine each person's relationship to missing child.
 - () Note information that each person may have about the child's disappearance.
 - () Determine when/where each person last saw the child.
 - () Ask each one, "What do you think happened to the child?"
 - () Obtain names/addresses/telephone numbers of child's friends/associates and other relatives and friends of the family.
- () Continue to keep the dispatch center apprised of all appropriate developing information for broadcast updates.
- () Obtain and note permission to search home or building where incident took place.
- () Conduct search to include all surrounding areas including vehicles and other places of concealment.
- () Treat the area as a potential crime scene.
- () Seal/protect scene and area of child's home (including child's personal articles such as hair brush, diary, photographs, and items with the child's fingerprints/footprints/teeth impressions) so that evidence is not destroyed during or after the initial search and to ensure that items which could help in the search for and/or identify the child are preserved. Determine if any of the child's

- personal items are missing. If possible, photograph/videotape these areas.
- () Evaluate contents and appearance of child's room/residence.
 - () Obtain photographs/videotapes of missing child/abductor.
 - () Prepare reports/make all required notifications.
 - () Interview other family members, friends/associates of the child, and friends of the family to determine.
 - () When each last saw child.
 - () What they think happened to the child.
 - () Prepare and update bulletins for local law enforcement agencies, state Missing Children's Clearinghouse, FBI, and other appropriate agencies.
 - () Prepare a flier/bulletin with the child/abductor's photograph and descriptive information. Distribute in appropriate geographic regions.

Investigative Officer

- () Obtain briefing from first responding officer and other on-scene personnel.
- () Correct and investigate the reasons for any conflicting information offered by witnesses and other individuals submitting information.
- () Review and evaluate all available information and evidence collected.
- () Develop an investigational plan for follow up.
- () Determine what additional resources and specialized services are required.
- () Execute investigative follow-up plan.
- () Secure the child's latest medical and dental records.
- () Establish a telephone hotline for receipt of tips and leads.
- () Establish a leads management system to prioritize leads and ensure that each one is reviewed and followed up on.
- () Request parents/guardians to submit a polygraph test within first week of disappearance.
- () Conduct a criminal history check on all principal suspects and participants in the investigation.

Supervisor Responsibility

- () Obtain briefing from first responding officer, investigators, and other agency personnel at the scene.
- () Determine if additional personnel are needed to assist in the investigation, including Chief of Police
- () Determine if outside help is necessary from
 - () State Patrol
 - () State Missing Children's Clearinghouse
 - () FBI
 - () Specialized Units
 - () Victim-Witness Services
 - () National Clearinghouse for Missing and Exploited Children's Project ALERT
- () Ensure that all the required resources, equipment and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
- () If needed, establish a command post away from the child's residence.
- () Ensure coordination/cooperation among all police personnel involved in this investigation and search effort.
- () Ensure that all agency policies and procedures are in compliance.
- () Conduct a criminal history check on all principal suspects and participants in the investigation.
- () Be available to make any decisions or determinations as they develop.
- () Utilize media (including radio, television and newspapers) to assist in the search for the missing child and maintain media relations, per established protocols, throughout the duration of the case in conjunction with the Chief of Police.
- () Appoint an officer as a department liaison to victim's family.

In cases of Non-Family Abduction
 Family Abduction
 Runaway Children
 Unknown Missing Children
 Treat as Non-family Abduction

See attached checklists for additional information.

Non-Family Abduction Investigative Checklist

Review all steps outlined in the "Initial Response Investigative Checklist" □ In addition, in cases of non-family abduction, consider the below-listed steps.

The Initial Investigation

- () Assign officer to victim's residence with the ability to record and "trap and trace" all incoming calls. Consider setting up a separate telephone line or cellular telephone for agency use.
- () Conduct neighborhood/vehicle canvass.
- () Compile list of known sex offenders in the region.
- () Develop profile on possible abductor.
- () Consider use of polygraph for parents and other key individuals.
- () In cases of infant abduction, investigate claims of homebirths made in that area.
- () Fully load NCIC Missing Person File (involuntary category) with complete descriptive, medical and dental information.
- () Utilize NLETS and other information systems to alert local, state, regional, and federal law enforcement agencies.
- () Provide support for family through nonprofit missing children's organizations.

The Prolonged Investigation

- () Reread all reports and transcripts of interviews.
- () Revisit the crime scene.
- () Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone identified in the investigation.
- () Review all photographs and videotapes.
- () Re-examine all physical evidence collected.
- () Review child protective agency records for reports of abuse on child.
- () Develop timelines and other visual exhibits.
- () Re-interview key individuals.
- () Interview delivery personnel -- employees of gas, water, electric and cable companies; taxi drivers; post officer personnel; garbage handlers, etc.
- () Critique results of the ongoing investigation with appropriate investigative resources.
- () Arrange for periodic media coverage

- () Utilize rewards and crimestopper programs
- () Contact NCMEC for photo dissemination, age progression and other case assistance.
- () Update NCIC Missing Person File information as necessary.

Recover/Case Closure

- () Arrange for a comprehensive physical examination of the victim.
- () Conduct a careful interview of the child, document the results of the interview, and involve all appropriate agencies.
- () Provide effective reunification techniques
- () Cancel alarms and remove case from NCIC and other information systems.
- () Perform constructive post-case critique

Runaway Investigative Checklist

Review all steps outlined in the “Initial Response Investigative Checklist.” In addition, in cases of runaway children, consider the below-listed steps.

The Initial Investigation

- () Check agency records for recent contact with child (arrests, other activity)
- () Review school record and interview teachers, other school personnel and classmates.
- () Check contents of school locker.
- () Contact community, youth-service organizations for information.
- () Investigate child protective agency records for abuse reports
- () Utilize screening procedures to develop an accurate assessment of the child.
- () Contact the National Runaway **Safeline** Switchboard at 1-800-621-4000 where parents can leave a message for their child and check to see if their child has left a message for them.

The Prolonged Investigation

- () Update initial NCIC entry by fully loading NCIC Missing Person File with all available information including medical and dental records.
- () Consider upgrading the investigation to “Endangered” if facts warrant.
- () Re-interview friends, classmates, and other information sources.
- () Assist family members in the preparation and distribution of missing child posters.
- () Provide support for family through nonprofit missing children’s organization.
- () Consider search of NCIC’s Unidentified Person File, utilization of NCIC’s Off-Line Search capabilities, and notification of state medical examiners by providing descriptive information and photograph of missing child.

Recovery/Case Closure

- () Conduct a thorough interview of the child, document the results of the interview, and involve all appropriate agencies.
 - () Why did the child leave?
 - () Where did the child go?
 - () How did the child survive?
 - () Who helped the child during absence?
 - () Will the child leave again?
- () Consider a comprehensive physical examination for the child.
- () Make child/family aware of community services to deal with any unresolved issues.
- () Complete an agency report of the episode that can be promptly accessed and reviewed if the child leaves again.

() Cancel alarms and remove the case from NCIC and other information systems.

Family Abduction Investigative Checklist

Review all steps outlined in the “Initial Response Investigative Checklist.” In addition, in cases of family abduction, consider the below-listed steps.

The Initial Investigation

- () Examine court records.
- () Conduct background investigation on both parents.
- () Provide tasks for left-behind parents.
- () Interview family and friends of suspect-parent.
- () Enter information about the child and suspect-parent into NCIC Missing Person File (Involuntary Category).
- () Obtain and evaluate all information that may indicate location of suspect-parent.
- () Coordinate the issuance of an arrest warrant against suspect-parent with prosecutor.
- () Assure entry of warrant information into NCIC Missing Person File (child and Wanted Person File (suspect-parent)).
- () Confirm entry of warrant information into NCIC Missing Person File (child), and Wanted Person File (suspect-parent).
- () Provide support for family through non-profit missing children’s organization.

The Prolonged Investigation

- () Secure federal UFAP warrant if facts support issuance.
- () Identify and “flag” all pertinent sources of information about both child (school, medical, birth, etc.) and suspect-parent (employment, education, professional, etc.)
- () Utilize information sources such as credit bureaus, database systems, motor vehicle bureaus, and the Federal Parent Locator Service (FPLS) to search for suspect-parent through identities such as Social Security number, name, date of birth, etc.
- () Request US Postal Service authorities to provide change of address information and assistance in setting up a mail cover on selected family members or friends of the suspect-parent.
- () Identify and evaluate other information about suspect-parent that may provide whereabouts information such as employment records, occupational licenses, organization memberships, social interests, hobbies and other lifestyle indicators.
- () Assist left-behind parent in missing child post preparation and distribution.

International Abductions

- () Become familiar with laws of suspect-parent's country concerning custody matters.
- () Contact US Department of State for assistance in civil aspects of the abduction and potential for return of child through legal and diplomatic channels.
- () Seek information from INTERPOL concerning criminal proceedings against the suspect-parent.

Recovery/Case Closure

- () Arrest suspect-parent away from child, if possible.
- () Notify child protective service workers about possible need for temporary shelter care until left-behind parent or investigator arrives.
- () Conduct thorough interview of the child and abductor, document the results of the interviews, and involve all appropriate agencies.
- () Provide effective reunification techniques.
- () Cancel alarms and remove case from NCIC and other information systems.

		<i>Effective Date</i> August 13, 2012	<i>Number</i>
<i>Subject</i> Mobile Data Terminals (MDT)			
<i>Reference</i>		<i>special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 4

PURPOSE

The purpose of this policy is to establish procedures and guidelines for the use of Mobile Data Terminals (MDT) and Mobile Architecture for Communications Handling (MACH) software by users of the Carroll Police Department.

POLICY

A. The Carroll Police Department shall use MDT to provide better emergency services for the citizens of Iowa, improve response to calls for service, and enhance officer safety. It is to be used only for official business.

B. MACH may be utilized to recommend the closest available unit(s) to an incident, or to identify the location of units involved in an incident. MACH may be used to identify unit locations if radio transmissions fail, advise incoming units of the location of the primary unit or instances where radio transmissions are unintelligible.

C. MDTs will be utilized to issue citations/warnings, complete reports and for other official business of CPD.

DEFINITIONS

A. MACH – Innovative intranet communications architecture that allows public safety agencies to share information for coordination and cooperation during everyday activities and emergency situations. MACH has functions that include instant messaging, chat room sessions, automatic vehicle locating (AVL), broadcast messaging, alert messaging and first responder sessions, and access to the IOWA system for NCIC checks.

B. Main Status – A main status indicates the status of a user. Main status icons are displayed for every user on their “Buddy List.” There are four statuses to choose from:

1. Available Status – A user who is available for duty.
2. Unavailable Status – A user who is not available, accessible or at hand for calls for service.
3. Busy Status – A user who is engaged in activity, but could be available if needed for emergency calls for service.

4. Attention Status – A user in need of emergency assistance.
- C. Sub Status – A sub status is a more detailed description of the main status.
 - D. Transport Mode Status – A transport type is an icon that represents the type of vehicle that is being driven or the type of building that the user is in. Transport types make it easy to quickly identify available resources and to coordinate personnel for an effective incident response.
 - E. Description Status – A status description is a message that lets other users know additional information about a user’s status.
 - F. Sessions – Sessions are communication methods for which official business-related information, documents and images can be communicated among users. There are five types of sessions:
 1. Instant Message – An Instant Message session is used to communicate or share data between two MACH users.
 2. Chat – A Chat session is used to communicate or share data with two or more MACH users.
 3. Alert – An Alert session is used to notify multiple users of time-sensitive serious incident information. Because of the heightened priority of an Alert session compared to other sessions, all users that are recipients of an Alert session will receive a distinct on-screen alert notification.
 4. Broadcast – A Broadcast session is used to broadcast a general message to multiple users, but is not a high priority.
 5. Incident – Similar to an Alert session, an Incident session is used when a serious incident occurs. However, users will receive new Incident sessions in the Sessions panel as opposed to an on-screen alert.
 - G. Undercover – For the purposes of MACH, undercover is the act of engaging in a covert situation, case or investigation – not merely day-to-day operations.
 - H. Mobile Data Terminal – In-car computers that allow operators of MACH and TraCs software provided by DOT along with other-approved software by the Chief of Police or designee.

IV. PROCEDURE

A. Officer Procedures

1. It is not the intent of MACH to circumvent the use of the voice radio system. All communication relating to a call for service or an officer-initiated arrest **may be** ~~shall be~~ conducted through the voice radio system. ~~This will enable the Communication Center to note the time of each transaction or change in status.~~
2. Unless authorized by a supervisor, all officers shall enable MACH within their in-car computer when they begin their tour of duty and disable MACH when they end

their tour of duty. Officers shall also ensure that the GPS feature in MACH is turned on throughout their entire shift.

3. Officers may disable MACH at the discretion of their immediate supervisor if the enablement of the MACH function compromises any undercover, tactical or special operation of the organization. In these situations when officer safety is a concern and MACH is disabled, Communications shall be notified of the operation's location.
4. If at any time an officer becomes aware that the MACH function is not operating properly, he/she shall prepare a repair notice and turn it into their supervisor.
5. Each officer shall select the appropriate main status and/or sub-status in such a way as to describe their current state. (e.g., court, breaks, special assignments, training, meetings, etc.) If an officer is unable to change their main status and/or sub-status due to officer safety concerns or other factors beyond the officer's control, the appropriate Communications Center shall modify the officer's status.
6. The status description tab shall be utilized if the main status is "busy" or "unavailable" and there is no sub-status to describe the main status.
7. Each officer shall identify their current mode of transportation using the "Transport Type" button. "Office" shall be selected if MACH is used on a desktop computer.
8. The "Traffic Stop" (F2 key) sub-status shall be utilized when conducting traffic enforcement stops.
9. The GPS feature on the MACH software shall not be disabled by the user unless a supervisor has authorized it. This GPS feature shall be enabled at all other times during each tour of duty
10. When officers use MACH to check for wants or warrants on individuals or vehicles, all possible "hits" shall be confirmed by a Communications Specialist.
11. Officers shall use the Voice Radio system to begin and end their shifts (10-41, 10-42) along with other traffic that is needed while patrol vehicle is in motion.
12. TraCs will be used for all traffic citations and warnings. TraCs will also be utilized for most required reports. The reports not available on TraCs will be completed using Omniforms.

~~B. Communications Specialist Responsibilities~~

- ~~1. Each Communication Specialist will enable MACH at the beginning of their shift and disable MACH at the conclusion of their shift. It shall be the Communication Specialist's responsibility to configure MACH to display all users. This includes other agencies using MACH.~~
- ~~2. Communication Specialists will utilize the appropriate MACH session type to disseminate officer/public safety information that pertains to their respective areas. This does not negate the responsibility of the Communication Specialist to broadcast information over the voice radio system if warranted and to make the appropriate log entries in IOWA/NCIC and/or notifications via the teletype system.~~

~~3. Communications Specialists will be responsible for changing officers' main status and/or sub-status in MACH for pursuits, en route, arrived at scene, prisoner in custody, or any other status/sub-status that may not be feasible for the officer to change while in the patrol vehicle.~~

~~4. Communications Specialists should use MACH as a tool to identify the closest available unit, regardless of district borders or communications boundaries for a call for service. When appropriate, Communications Specialists should advise other affected Communications Centers that have responsibility for the officers involved.~~

C. MACH shall be used for official departmental business only and shall not be used as a social network. Profanity or any inappropriate content is strictly prohibited when using MACH. All communications via MACH are retained and could be considered public records under Iowa Code Chapter 22; therefore, any and all communications may be subject to release under the Freedom of Information Act (FOIA).

		<i>Effective Date</i> October 8, 2018	<i>Number</i>
<i>Subject</i> Motor Vehicle Inventories			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages:</i> 3	

- I. Motor vehicles including autos, trucks, motorcycles, and other registered and non-registered vehicles may be seized and/or impounded during routine police duties. Officers may impound and tow vehicles within the authority of State law and the City Code.
 1. A motor vehicle may be impounded when:
 - a. An officer determines impoundment is necessary for law enforcement purposes, to include but not limited to:
 - i. Motor vehicles which may have an evidentiary purpose or evidentiary value, examples include:
 1. the vehicle was used in the commission of a felony.
 2. the vehicle was used in a crime involving the sale, transportation, or use of a controlled and dangerous substance.
 - ii. Motor vehicles which need to be processed and/or searched for physical evidence if a lawful purpose exists for such; however, if possible, the officer may conduct the processing and/or search at the scene
 - b. the vehicle is illegally parked and is unattended or constitutes a hazard or obstruction to the movement of traffic or to the maintenance of the street.
 - c. the vehicle is disabled and the person(s) responsible for the vehicle is incapacitated by physical injury to the extent they are unable to provide for its custody or removal.
 - d. the vehicle is found to be in violation of any emergency order issued by an appropriate city authority as authorized by ordinance. Example: City Code 69.14 Temporary Parking Restrictions.
 - e. the driver flees the vehicle either to hinder an investigation or to avoid prosecution or is believed to be intoxicated.
 - f. the vehicle is illegally parked on private property and the property owner is requesting a tow. The owner may choose the tow service and is responsible for the tow if necessary.
 - g. the vehicle is abandoned on private property and the property owner requests a tow. The owner may choose the tow service and is responsible for the tow if necessary.
 - h. any other reason specified by law.
 2. A motor vehicle shall be impounded when:
 - a. the vehicle is a recovered stolen vehicle, UNLESS, direct release to the owner is authorized by the Detective, Investigator, or Shift Supervisor.

3. A motor vehicle shall be impounded when the driver of the vehicle is arrested and reasonable alternatives are unavailable.
 - a. The impoundment shall occur only after the officer explores reasonable alternative arrangements for the vehicle. The alternatives explored should not be illegal, detrimental to the public safety, and should not leave the vehicle exposed to property damage or other claims of loss against the department.
 - b. Reasonable alternative arrangements for the vehicle may include:
 - i. If the driver is not the owner, allowing a reasonable period of time for the owner to arrive at the scene and remove the vehicle.
 - ii. Allowing the owner of the vehicle to release the vehicle to a lawfully licensed driver.
 - iii. Allowing the owner, or receiving consent from the owner to allow an officer, to park and lock the vehicle.
 1. The vehicle may be parked in a parking lot or other reasonable location, including nearby low-traffic roadways with legal parking.
 2. The vehicle shall not be parked on private property without the consent of the owner of the private property.
 3. The vehicle shall not be left on a busy roadway which may place the vehicle at risk of damage or other property loss.
 4. The officer shall only take the vehicle a reasonable distance away from where the vehicle is stopped, which shall not exceed 1 block.
 - c. If the registered owner of the vehicle cannot be contacted and/or located with reasonable efforts, the officer shall impound the vehicle.
4. Impoundment of a vehicle may occur when the driver is arrested, taken into custody, or for any other reason is unavailable to drive the vehicle away, and the driver consents to the impoundment of the vehicle.
5. Regardless of whether a vehicle is impounded or parked in a reasonable location, a peace officer may ask the owner of the vehicle, driver, or other occupants whether there is anything of value in the vehicle for safekeeping. Officers shall record the response on an approved departmental form and/or by suitable audio/video recording device.
- II. All vehicles towed by the Police Department for snow and/or parking ordinance violations and arrests shall be recorded on the Carroll Police Department vehicle towing and inventory report. All pertinent information relating thereto shall be given to the towing company.
- III. The Carroll Police Department will inventory any and all vehicles towed and/or impounded by the Department. All vehicles towed and/or impounded by a member of the Carroll Police Department shall be inventoried. All valuables will be listed on the departmental approved inventory sheet. All sealed containers shall remain sealed and be inventoried as a whole object.
 1. Vehicles that are towed for violation of snow, parking and/or junk ordinances that are locked and to gain entry would cause damage to that vehicle shall be inventoried as a whole object without entry.
 2. If the officer has a lawful reason to search the vehicle, the officer may open sealed containers to search therein.

3. An owner of the vehicle may be allowed to remove any items located in the vehicle prior to inventory.
4. A driver or passenger may be permitted to remove items from the vehicle, assuming the person(s) can satisfy the officer of proof of ownership of the item(s).
5. An officer shall not allow items to be removed from the vehicle by any person if the officer believes that removal may interfere with the safety of any officer or person. Or if a search warrant may be obtained for the vehicle in the future.
6. Officers may receive consent from a driver or owner to search inside sealed containers; however, the person should be advised of their ability to refuse that search.

IV. Illegal or Evidence Property.

Any illegal or evidence property taken from a vehicle will be treated as criminal evidence and the property owner will be given notice for said property.

V. Forfeiture.

Any vehicle impounded that is seized by the Department for forfeiture will have all the necessary forfeiture papers filled out by the seizing officer along with the County Attorney office. The Captain will be notified during the next business day whenever a vehicle is seized.

VI. Vehicle Storage.

Motor Vehicles impounded, towed and/or seized for criminal investigations and serious traffic accidents will be stored at the officer's discretion. Locations include the Police Department or towing companies' property.

DEFINITIONS RELEVANT TO THIS SECTION:

1. Driver – the person who is physical control of a vehicle and/or is the person actually operating the vehicle. A driver may, but will not always, be the owner of the vehicle.
2. Owner – the person (or persons) who actually own the vehicle. An officer may satisfy himself or herself as to ownership by determining who the registered owner of the vehicle and/or observing a title of ownership to the vehicle.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Motorist Assist			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

VEHICLE UNLOCKS

- A. From time-to-time motorists inadvertently lock their keys in their vehicles and request police assistance to retrieve them.
- B. The police department will not routinely unlock vehicles for people requesting this service. This service will be provided on an emergency basis only, or in those cases where a locksmith is not available, and then only after obtaining sufficient proof of ownership or right to operate the vehicle.

In those circumstances where an officer is attempting to unlock a vehicle, he/she should spend only the time he/she feels is reasonable. There may also be circumstances where the motorist has an extra set of keys available at their residence or other location or is able to have a new key made. In these circumstances the officer may also transport the owner to their residence (if within the city limits) to pick up an extra set of keys, or to a car dealership to have new keys made, if time allows.

During those situations where an officer is attempting to unlock a vehicle, it is possible that some damage could occur to the lock mechanism or other mechanisms on or around the door. This risk shall be assumed entirely by the person requesting this service, as the city of Carroll will **not** assume this liability. Officers shall advise the individuals of this condition before any assistance is rendered. Officers will have the person requesting the unlock sign a Waiver of Liability form prior to attempting to unlock the vehicle.

Due to the risk of damage to lock mechanisms during cold weather, vehicle unlocks will not be provided when the temperature is below zero degrees Fahrenheit.

Due to the potential risk of injury or death, officers should not attempt to unlock vehicles that are equipped with side airbags. Officers should attempt to determine if vehicles have side airbags by looking for warning stickers and/or asking the driver of the vehicle.

OTHER TYPES OF ASSISTANCE

- A. Due to the possibility of injury to officers or accidental damage to police vehicles while handling motorist assist-type calls, the following procedures shall be followed:
 1. No act to assist a motorist shall be performed that could reasonably be determined to cause damage or injury to city property or employees (i.e., jump-starting vehicles, pushing or pulling vehicles with a police vehicle).
 2. If towing assistance is needed, the officer, if possible, shall obtain from the driver or owner what towing service they prefer. However, if traffic flow or other safety considerations are involved, the officer will advise the communications center to contact the tow service that is able to

respond the soonest.

3. In the event an officer identifies road-side or roadway hazards, he/she shall report them to the appropriate agency -- whether it be city, county, or state.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Organization and Duties of The Uniform Division		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

1. Officers are assigned the primary responsibility of protecting the public from unlawful acts and other hazards to public safety. The department shall provide patrol to the entire city 24 hours a day, 7 days a week. Officers shall conduct preliminary investigations of all crimes, incidents, and suspicious activity reported to this department or observed while on duty. The investigating officer shall prepare reports, as required, to serve as a permanent record of such occurrences.
2. The police department is commanded by the Chief of Police. The Chief of Police shall be aided first by the captain, the sergeants and then by senior patrol officers, in the performance of the supervisory duties within the division.
3. The Chief of Police will establish policy for the department with assistance from the captain, field supervisors and/or other sources.
4. The captain will perform administrative duties as assigned by the Chief of Police as well as directing the activities of the sergeants. The captain shall be directly accountable and responsible to the Chief of Police. The captain may also be required to perform other duties typical of field supervisors or patrol officers.
5. The sergeant(s) shall be responsible for all matters pertaining to the activities during their assigned shift. The sergeant(s) shall be directly accountable and responsible to the captain. The sergeant(s) shall direct the activities of assigned personnel to ensure compliance and uniform interpretation of all orders, directives, and assignments. The sergeant(s) shall also report violations of policy, along with actions taken or recommendations to the captain. The sergeant(s) shall also perform all duties assigned to patrol officers.
6. The senior patrol officer status shall apply to the patrol officer having the most seniority during that time of the watch when no ranking supervisor is on duty. In the absence of a supervisor, the senior patrol officer shall have the same authority and responsibility as established for a sergeant.
7. The patrol officer shall be responsible for the efficient performance of their duties in conformity with the policies of the department. The patrol officer shall exercise authority consistent with obligations imposed by their oath of office and be accountable to supervisory officers, promptly obeying all orders, and directives.

		<i>Effective Date</i> May 23, 2016	<i>Number</i>
<i>Subject</i> OWI			
<i>Reference</i>		<i>special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i>	<i>No. Pages</i> 2

The Carroll Police Department places a high priority on the detection, apprehension, and prosecution of intoxicated motor vehicle operators. This policy will serve as a guideline in these efforts.

Officers of the Carroll Police Department who come in contact with suspected intoxicated or drugged motor vehicle operators shall conduct field sobriety tests, when possible, to help confirm or allay suspicion of intoxicated or drugged operation. In cases of unconsciousness or other severe physical limitations, or other limiting factors (e.g., weather conditions), field sobriety tests may be limited in scope or duration. Suggested tests include, but are not limited to, HGN (horizontal gaze nystagmus), walk-and-turn, alphabet recital, one leg stand, manual dexterity, number count, and preliminary breath screen. Whenever possible, the testing officer should have another peace officer present as a witness.

If the officer makes an arrest for OWI based on these tests, the arresting officer shall handcuff the operator (unless a non-combative juvenile) and immediately advise that person of their constitutional rights, commonly referred to as the Miranda Warning. The suspect shall then be transported to the nearest approved breath machine for further testing under Iowa's Implied Consent procedure. The breath test is to be given preference over other chemical tests whenever possible. Other chemical tests, such as sampling blood or urine, may be used as circumstances warrant. In those instances when it is desirable to obtain a sample for testing, and the suspect refuses or is unable to provide same, the officer may apply for a search warrant as set forth under 321J.10 of the Code of Iowa. This would typically be an instance where grievous injury or death is involved.

In those instances where the officer suspects intoxicated or drugged driving, but the suspect refuses to perform field sobriety tests and/or submit to a preliminary breath screen, the officer shall ask the suspect to accompany him/her to the nearest approved breath machine for further testing under Iowa's Implied Consent procedure. If the suspect refuses to accompany the officer, the officer may (1) perform an on-site revocation of the operator's license under Iowa's Implied Consent procedure, (2) arrest the suspect for OWI, (3) arrest the suspect for other offenses as the situation warrants.

In cases where the suspect's motor vehicle location may pose a hazard, the officer may ask the suspect for consent to move the vehicle to the nearest safe or lawful location, or a third party may be allowed to move the vehicle with the suspect's consent. The officer shall take reasonable steps to secure the vehicle. In any other circumstances, the vehicle shall be impounded and inventoried pursuant to the Carroll Police Department Vehicle Inventory policy. In all instances of arrest, a search of the motor vehicle shall be made as court rulings and state and federal law provide.

In no circumstances is a suspected intoxicated or drugged motor vehicle operator to be allowed to operate a motor vehicle.

Suspected juvenile offenders shall be handled in the manner set forth under Chapter 232 of the Code of Iowa.

After processing, a suspect may be released to an adult custodian or be held for arraignment, at the officer's discretion. If released, the officer should attempt to obtain a written release from the person acting as the custodian of the released individual.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Personal Appearance and Hygiene		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

- A. **GENERAL.** First impressions are important because they affect later impression. First impressions are largely a matter of appearance. People tend to make initial judgments of police officers based upon how they look. Further judgments are based on the statements or actions of the officer but these too are influenced by the first impression.

To earn and maintain the respect of the public and other department members, all personnel shall strive to look their best. This means that:

1. All personnel shall present a clean and neat appearance, to include being bathed, shaved or neatly trimmed facial hair, proper haircut, and a clean, well fitted uniform.
2. All personnel shall remember that they are a representative of the Carroll Police Department, the city of Carroll, and the law -- the only representative most people will ever see.

- B. **HAIR:** Hair shall be clean and neatly trimmed and shall not cover the ears or touch the collar of the shirt.

Female officers, while on duty, will wear their hair up and off of their shoulders.

The hair will be cut in a neat and proper manner which does not reflect poorly on or detract from the wearing of the department uniform.

Hair will not be dyed unusual colors (examples will include, but not be limited to, blue, orange, purple, pink, green). The Chief of Police will make the final determination as to whether or not a color is deemed "unusual".

- C. **FACIAL HAIR:**

SIDEBURNS - Sideburns shall be neatly trimmed and shall not extend below the bottom of the earlobe. Sideburns shall be cut parallel to the ground.

MUSTACHE - May be worn if kept neatly trimmed and shall not cover upper lip or hang any lower than the corners of the mouth.

BEARDS - Allowed if kept neatly trimmed. Beards will include goatees, Van Dykes and full beards.

Officers wishing to grow a beard must first request permission from the Chief of Police. In the event permission is granted, the officer may be required to begin growing the beard during a period of vacation or other leave. Once a beard has been grown, if an officer elects to shave it off, he would have to again request permission to grow a new beard. Using this process as an excuse to not shave is not acceptable and future requests may be denied. All beards will be subject to inspection by the Chief of Police. In the event the beard is deemed unsightly, the officer will shave the beard

when requested to do so.

Beards shall meet the following general standards:

The beard shall project no further than 3/4 inch from the face and not present a projected, bushy appearance. The beard must be full, not patchy, in appearance.

The beard shall be trimmed in an even line at least one inch above the collar line of the shirt. It shall also be trimmed on the upper part of the face so as to present a neat, well-groomed appearance.

In order to maintain public respect, head and facial hair of members of the department will be neat and well-groomed, consistent with contemporary and community standards. The spirit and purpose of this policy is to prevent personal grooming from constituting an interference or distraction and to permit the evaluation of performance of duty on its own merit, independent of appearances.

The Chief of Police shall make the final decision as to whether or not facial hair meets the standards described above.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Physical Fitness		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 5

PREFACE

The Carroll Police Department has for some time recognized the need for a department-wide physical fitness program. National studies of law enforcement officers have found that, as a group, police officers rate below the general public in physical fitness. Physical agility testing has been done at the entrance level to satisfy state requirements and to protect the integrity of the pension system.

The fitness tests administered at the entry level are age and sex based and have been approved as appropriate measures of fitness for law enforcement candidates in Iowa.

The purpose of this policy is to establish physical fitness standards for members of the Carroll Police Department and provide a safe, structured mechanism by which to attain this goal. The tests and standards contained in this policy will also be used to evaluate physical fitness of police officer applicants.

The physical fitness guidelines, developed by Dr. Kenneth H. Cooper, M.D., M.P.H., and the Institute for Aerobics Research, have been adopted by the Iowa Law Enforcement Academy as the physical fitness assessment tool to evaluate police candidates at the entry level. These same guidelines will be used in conjunction with the FitForce Coordinator guide at the entry level and for the upgrading and/or maintenance of satisfactory fitness levels among sworn officers of the city of Carroll. ~~Guidelines for fitness tests not developed by Dr. Cooper will be set at a level comparable to those in the Cooper tests.~~

These standards may change as court challenges to these standards are decided. The Carroll Police Department will continue to utilize the standards adopted by the Iowa Law Enforcement Academy.

INTRODUCTION

Police work usually involves relatively sedentary duties for long periods of time. The officer may spend most of his/her working time each day riding in a patrol car or doing paperwork. The statistical probability of a physical confrontation would not justify any particular level of fitness but the critical nature of the event may vary well. Where the concept of fitness comes in is in terms of readiness. It is similar to firearms qualification in the sense that a police officer doesn't have to fire his/her weapon every day. In fact, the majority of officers never fire their weapon during their entire career, but the one time they do need to fire, they need to be prepared to do so proficiently. Another risk for the sedentary officer is the serious risk associated with sudden, unregulated and injudicious use of strenuous exercise (job duties and/or workouts). This risk can be minimized and perhaps even eliminated through proper preliminary testing and individualized exercise programs. The rationale for encouraging participation in, and carrying out this plan consists of four basic factors. First, regular, vigorous physical activity helps reduce emotional and nervous tension. Second, a physically fit individual is less susceptible to common injuries and, if injured, recovers more rapidly. Third, associated health hazards, such as degenerative heart disease, hypokinetic diseases, and orthopedic disorders, are less likely to occur in physically fit individuals. Finally, improved health should allow individuals to perform their assigned duties and responsibilities with greater ease and prevent excessive use of sick leave.

PROGRAM GOALS

The Carroll Police Department believes that the department is responsible for meeting two physical fitness goals: (1) Providing a mechanism to improve an individual officer's well-being/physical performance; and (2) Improving the likelihood that officers can provide an appropriate physical response to citizen needs for assistance. In keeping with this philosophy, it is the intent of this program to improve, maintain, and support good physical health which is equal to or greater than the average American.

PROGRAM FORMAT

At the onset of this program, officers taking part in this program will participate in a fitness assessment procedure and a physical examination. Officers will be evaluated to determine individual levels of fitness. After screening, exercise prescriptions will be designed for those individuals who do not meet minimum requirements.

The quarterly fitness tests will include: 1.5 mile run, bench press, leg press, 1 minute sit-ups, 1 minute push-ups, flexibility (sit and reach), and body weight. Other tests may be incorporated as deemed appropriate by the Physical Fitness Coordinator. Standards for each test will be set by this department (in accordance with standards validated by the Dallas Aerobics Institute).

MANDATORY TESTS

1. Cardiorespiratory endurance...each test date...1.5 mile run (12 minute run/walk, or the Rockport Fitness Walking Test may be given as alternate tests).
2. Muscular Strength...each test date...max. bench press.
3. Muscular Strength...each test date...max. Leg press.
4. Muscular endurance...each test date...1 minute sit-ups.
5. Muscular endurance...each test date...1 minute push-ups.
6. Flexibility...each test date...sit and reach.
7. Height and weight...each test date...recorded, but not required to meet any standard.

FITNESS ASSESSMENT

In order to promote good health/fitness, this program must be concerned with the safety of the participants at all times and at each progression stage. A fitness assessment and a physical examination will be performed at the onset on each officer participating in this program. The information gathered in this process will be used to determine each participant's level of physical fitness and if there would be any identifiable health risks in performing the required tests. The entire screening process is aimed at identifying possible health hazards and to make appropriate prescriptive plans. This screening process will aid in determining the level of exercise an officer needs for maintaining or improving his/her physical fitness.

REQUIRED PHYSICAL EXAMINATIONS

PURPOSE: Personal medical evaluation on a regular basis is recommended by the medical community. To diagnose an illness or disease at the early stage is far less damaging to a person and usually promotes faster and easier recovery. It is the purpose of this directive to establish a policy and procedure of mandatory physical examination for each officer participating in this program.

POLICY: It is the policy of the Carroll Police Department to require each officer participating in this program to undergo a physical examination by a physician, according to the established timetable reflected in the procedure section of this directive. The entire expense of an examination will be absorbed by the city, through the provided health insurance first and then by other budgetary means.

PROCEDURE: Each incumbent officer participating in this program will be required to undergo a physical examination every year, unless an officer exhibits other signs or symptoms of health problems and then may be required to be examined at any time. Follow-up treatment of other conditions indicated in the physical examination normally will be done by the officer's physician and the expense incurred is to be covered by the provided health and hospitalization policy and/or the individual officer. One exception is when the officer may be considered for early disability retirement.

**The medical protocol for police officer applicants will be established by the Municipal Fire and Police Retirement System of Iowa. Medical protocol for physical examinations of incumbent officers will be established by the city in consultation with the department physician. Any testing beyond this protocol must first be approved by the city, unless conducted at the officer's time and expense.

PHYSICAL FITNESS AND ASSESSMENT PROGRAM

PURPOSE: The purpose of this policy is to establish reasonable and reachable norms which will permit every officer participating in this program to meet the requirements of the Physical Fitness Testing and Assessment Program.

POLICY: It is the policy of this department that all officers will participate in the physical fitness testing and assessment program. Each officer participating in this program will be expected to strive to achieve at least the minimum norms and all other aspects of the program as set forth in this document. This policy is to be used in conjunction with all relevant existing department policies, procedures, rules, and regulations.

PHYSICAL FITNESS TEST DATES: Four times each calendar year each officer will participate in physical testing to determine his/her level of fitness. Additional test dates may be established by the fitness coordinator. Exemptions from these tests will be made only for the reasons outlined in the "Temporary Medical Release" section of this policy. The date and time of the testing will be posted no less than 15 days prior to the test date. Each officer should strive to prepare themselves so as to

achieve no less than the minimum requirements as established in the norm tables provided by the fitness coordinator. Higher levels are encouraged.

PHYSICAL FITNESS COORDINATOR: The fitness coordinator shall be appointed by, and act under the authority of the Chief of Police. The fitness coordinator shall attend a training program as directed by the Chief of Police to obtain the proper certification. It shall be the duty of the fitness coordinator to establish and monitor testing. He/she will also assist those officers who request/need assistance in all areas of health/fitness. To include, but not limited to: endurance, strength, flexibility and diet. The fitness coordinator will also establish and maintain an up-to-date fitness file on each officer. In the event the department does not have a certified physical fitness coordinator this service may be contracted with a qualified local exercise physiologist.

TESTING: Testing will include, but not be limited to: cardiorespiratory endurance (1.5 mile run, 12 minutes run/walk, or the Rockport Fitness Walking Test), max. Bench press, max. Leg press, 1 minute sit-ups, 1 minute push-ups, flexibility, height and weight.

1.5 MILE RUN: This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.

ALTERNATE TESTS: In the event of medical reasons as indicated by a physician, an officer is unable to participate in the 1.5 mile run, the alternate tests of the 12 minute run/walk or the Rockport Fitness Walking Test may be offered. For the 12 minute run/walk, upon command the officer will start and run and/or walk for a period of 12 minutes. Each officer should cover the minimum distance as prescribed for his/her age and sex within the norm tables within this 12 minute time period. The Rockport Fitness Walking Test requires the officer to walk a distance of one mile as fast as he/she can. At the conclusion of this walk the Fitness Coordinator will take the pulse of the officer and compare it with that shown on the norm table to determine the level of fitness. After the officer's 40th birthday he/she will be given the option of either the 1.5 mile run, 12 minute run/walk, or the Rockport Fitness Walking Test.

ABSOLUTE STRENGTH: Maximum bench press. The weight will be estimated that an individual can press in one maximum effort. The individual will be instructed to press half of that weight as a warm-up. The loading of the weights will normally be in 10-pound increments to maximum. If barbells are used, five pound increments may be used as the individual gets closer to maximum. Instruct the person to lift each additional weight increment for one repetition and then load the next increment. The first three or four repetitions will serve as warm-up lifts in order to prevent muscle injury and to prepare the person for a maximal lift on the fifth or sixth effort. The score for this test is a maximum number of pounds lifted in one repetition. This score will be compared against that required in the norm table to determine pass or fail.

MUSCULAR ENDURANCE: One minute sit-ups. This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is the number of bent leg sit-ups (arms crossed over chest) performed in one minute. This score will be compared against that required in the norm table to determine pass or fail.

MUSCULAR ENDURANCE: One minute push-up test. This test requires each officer to push his/her own weight off the floor the maximum number of times in one continuous effort. This measures the amount of force the upper body can generate and is an important area for performing police tasks requiring upper body strength. The score is calculated by the number of push-ups performed in one continuous effort, in one minute. This score will be compared against that required in the norm table to determine pass or fail.

FLEXIBILITY TEST - Sit & Reach. This is a measure of the flexibility of the lower back and upper leg area. It is an important area of performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score will be calculated by measuring the distance ahead or behind the baseline mark (located at the toes) that the individual is able to stretch to. This score will be compared against that required in the norm table to determine pass or fail.

HEIGHT/WEIGHT - Each individual will be measured and weighed on each test date. These measurements will be compared against a height/weight chart but will not be required to meet any standard.

REWARD - On each regularly scheduled test date when an officer successfully passes each of the required fitness tests (cardiorespiratory endurance (1.5 mile only), absolute strength (2), muscular endurance (2), flexibility, he/she will be rewarded by receiving 8 hours of straight time, compensatory time **as covered in the union contract**. ~~This reward will only be given if the officer passes each of the tests listed above on the regularly scheduled test dates.~~

TEST FAILURE - Those officers who fail any/all of the prescribed tests will have the opportunity to retake that portion of the test failed. He/she must take those portion(s) failed within 30 days from the date of the test failure in order to be eligible for the reward. If the officer does not pass all of the required tests he/she will not receive the reward. Any re-takes will be on the officer's own time.

TEMPORARY MEDICAL RELEASE - Any requests for temporary release from the required physical fitness tests will be presented to the Chief of Police as soon as possible prior to the test date/time. These requests will be reviewed by the Chief of Police, fitness coordinator, and/or the department's medical consultant for a determination on the temporary release. Temporary release from required physical fitness testing may be allowed in the case of:

1. Obvious illness.
2. Physician's advice (with written release).
3. Physical fitness supervisor's judgment.
4. The judgment of the Chief of Police.

This release is not permanent in nature, and may cover some or all of the required fitness tests. All releases will be reviewed every 30 days. All temporary medical releases are subject to review by the department physician. All officers coming off the disabled list who are participating in this program will be expected to complete the fitness tests as directed by the physical fitness coordinator. If the nature of the illness or injury caused a deterioration of the physical conditioning, reasonable time will be allowed for reconditioning.

		<i>Effective Date</i> November 13, 2017	<i>Number</i>
<i>Subject</i> Police Service Dog Team (PSDT)			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i> 3	

I. Purpose

The purpose of this policy is to establish procedure and guidelines for the Police Service Dog Team (PSDT).

II. Policy

The PSDT program was established to aid in the detection of controlled substances, locating lost or missing persons and apprehension of criminals. This SOP will provide policy guidance which will identify the scope of the Carroll Police Department PSDT.

III. Duties and Responsibilities

- A. The duties and responsibilities of the PSDT shall include, but are not limited to, the following:
 1. Narcotics detection
 2. Field searches
 3. Special purpose searches such as tracking and article searches
 4. Demonstrations and other public relations functions when so directed by the Chief of Police.

- B. The duties and responsibilities of the PSD handler will include, but not be limited to, the following:
 1. Communicate to supervisors and co-workers any information or training needed to help facilitate the use of the PSD Team.
 2. Maintain the department-furnished kennels at the handler's residence and police department bay.
 - a. The police K-9 shall be under the control of the handler when not in the handler's home or kennel.
 3. Arrange veterinary care when needed. The Chief of Police shall be notified when veterinary care is needed. The handler shall prepare reports and keep files for all veterinary care received.
 4. Make sure that unattended vehicles containing the PSD are secured.
 5. Respond and conduct narcotic searches on request, or when needed, when consistent with department policy.
 6. Prepare appropriate reports at the conclusion of narcotics searches.
 7. Conduct periodic training sessions to maintain the proficiency of the PSD.
 8. Provide for the feeding, care maintenance and training of the assigned PSD. Recommend equipment purchase or replacement as necessary.

IV. Procedure

A. Requests for use of the PSD Team.

1. The use of the PSD will be determined by the handler and/or the Chief of Police. If the PSD Team is needed, the requesting officer should contact the handler directly. The requesting officer shall brief the handler on the situation, and the handler will then make a determination on whether it will be feasible for the team to assist or not. In the event that the PSD Team is needed while off duty, the requesting officer should consult with the on-duty sergeant, or in the absence of a sergeant, the most senior officer. If it is agreed that the PSD Team should be called out, the handler should be called, briefed on the situation, and he/she will then make a determination whether or not it will be feasible for the team to respond. There will be some situations where due to feeding schedules, or the availability of the PSD Team, the team will not be able to respond. The ultimate decision will rest with the handler and/or the Chief of Police.

B. Requests From Other Law Enforcement Agencies.

Requests from other law enforcement agencies shall be referred to the on-duty sergeant. If there is not a sergeant available, these requests should be referred to the handler. If the handler is not on duty, the requesting agency should contact the handler directly. Upon review of the request, the handler will decide whether or not it will be feasible for the team to respond. If there is any doubt, the handler shall contact the Chief of Police. At no time will the PSD Team be allowed to leave the city if it will leave less than two officers on duty.

*If a disagreement arises between the requesting officer or sergeant and the PSD handler whether or not to deploy the dog, the requesting party will recognize the expertise and judgment of the PSD handler regarding the most effective application of the dog to a given problem. When requested to respond to a situation, reasons relating to the deployment of the PSD Team to the problem shall be the responsibility of the PSD handler.

C. PSD Vehicle

To assure a more rapid response to callback situations, a vehicle will be assigned to the PSD Team to be kept at the handler's residence, except when the handler is on vacation. The handler is responsible for the proper cleaning, inspection, repair and use of the vehicle, in accordance with normal department procedure.

D. PSD Uniforms

The Chief of Police may allow for certain changes in the prescribed uniform as the needs of the PSD Team dictate.

E. Hours of Assignment

- a. The hours of assignment and scheduling of the PSD Team will be established by the Chief of Police. Hours will be adjusted to accommodate callback time, care and maintenance of the dog and other situations requiring the presence of the PSD Team.
- b. Canine handlers shall receive one (1) hour credited to each work shift for canine and kennel care. Such hour shall be straight time pay and be duty-free. At the discretion of the Employer, each work shift for a Canine handler may be reduced by up to one (1) hour in order to maintain an overall 40-hour work week.

V. Retirement of the PSD

Age will not be the only factor affecting the acceptable performance of a PSD. Illness, injury or mental condition are also factors which may be considered when contemplating retirement for the PSD.

When the PSD is no longer capable of performing at an acceptable level due to any of the aforementioned (or other) reasons, it shall be retired from service. This decision will be made by the Chief of Police in consultation with the PSD handler.

Because the PSD may have been purchased with funds provided from a variety of sources (including public funds), certain guidelines or stipulations may have to be followed in the disposition of the retired animal. Every attempt will be made to turn the dog over to the handler, if they desire, or other prospective owner. The new owner may be required to sign a release form as prepared by the city attorney, accepting all responsibilities for said dog.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Press Relations			
<i>Reference</i>		<i>special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

NEWS MEDIA RELATIONS: It shall be the policy of the Carroll Police Department to cooperate with the news media so that the public receives an accurate account of the department activities.

OFFICERS AUTHORIZED TO RELEASE NEWS:

- A. Chief of Police or his designee.
- B. Individual officers may be interviewed after advising the Chief of Police regarding the content of the interview and receiving permission from the Chief of Police.

PRESS BOARD: The press board shall be used for information released to the news media.

News releases shall take into consideration federal, state and local laws, department policies and ongoing investigations. All news releases are subject to approval of the Chief of Police. When news releases are issued, the City Manager shall be notified.

PRESS RELATIONS AT CRIME SCENES OR OTHER POLICE INCIDENT: Insofar as it is consistent with sound police practice, supervisors in control of crime scenes or other police incidents shall grant access and supply information regarding the incident to the working press. Whenever a supervisor feels that release of information or access to the scene is contrary to sound police practice, he shall refer the press to his immediate superior for further decision.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Professional Conduct and Responsibilities		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 5

CONDUCT AND RESPONSIBILITIES

1. **STANDARD OF CONDUCT:** Members and employees shall conduct their private and professional lives in such a manner as to reflect credit on the department and the city of Carroll.
2. **COOPERATION:** Cooperation between the ranks and units of the department is essential to effective law enforcement. Therefore, all employees are strictly charged with establishing and maintaining a high spirit of cooperation within the department.
3. **LOYALTY:** Loyalty to the department and to associates is an important factor in departmental morale and efficiency. Employees shall maintain a loyalty to the department and their associates as is consistent with the law and professional ethics.
4. **GENERAL RESPONSIBILITIES:** Within the city of Carroll, employees shall, at all times, take appropriate action to:
 - a. Protect life and property
 - b. Preserve the peace
 - c. Prevent crime
 - d. Detect and apprehend violators of the law
 - e. Promote public service and sound public relations as consistent with professional police practices.
5. **INSUBORDINATION:** Failure or deliberate refusal of any employee to obey a lawful order given by a superior officer shall be insubordination. Using coarse, profane or insolent language to a superior officer; discussion of a complaint or grievance of any character with the City Manager or any elected official without first presenting said complaint or grievance in writing to the Chief of Police; or engaging in gossip or criticism concerning the administration of the department, superior officers or fellow officers with any employee of the city or with the public, may also be deemed an act(s) of insubordination.

Officers shall not perform any acts or make any statements, oral or written, for publication or otherwise which tend to bring the department or its administrative officers into disrepute or ridicule, or which destructively criticize the department or its administrative officers in the performance of their official duties, or which tend to disrupt or impair the performance of official duties and obligations of officers in the department, or which tend to interfere with or prevent the reasonable supervision or proper discipline of officers of the department.

Individual incidents will be evaluated to determine whether or not the speech or actions are protected or unprotected by the employee's First Amendment rights.

6. **TRUTHFULNESS:** Upon the order of the Chief of Police or his/her designee or a superior officer,

officers shall truthfully answer all questions specifically directed and narrowly related to the scope of employment and operations of the department which may be asked of them.

7. ENFORCEMENT OF LAWS: Impartiality. Officers shall enforce laws in a fair and impartial manner.
8. UNNECESSARY INTERFERENCE WITH PRIVATE BUSINESS - Officers shall not interfere unnecessarily with the lawful business of any person.
9. WITHHOLDING CRIMINAL INFORMATION: Officers receiving or possessing facts or information relative to a criminal offense or case shall not retain such facts or information through ulterior motives, desire for personal credit, or aggrandizement, but shall report the facts or information in accordance with departmental procedure.
10. PERFORMANCE OF DUTY: All employees shall perform their duties as required or directed by law, departmental rules, regulations and policies or by order of a superior officer. All lawful duties required by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.
11. OBEDIENCE TO LAWS AND REGULATIONS: Employees shall observe and obey the laws and ordinances, all rules and regulations of the department, and all General, Special or Procedural Orders of the Department or divisions thereof.
12. CONDUCT TOWARD SUPERIOR AND SUBORDINATE OFFICERS AND ASSOCIATES: Employees shall treat superior officers, subordinates and associates with respect. They shall be courteous and civil at all times in their relationships with one another. When on duty and particularly in the presence of other employees or the public, officers shall be referred to by rank.
13. CRITICISM OF ORDERS: Employees shall not publicly criticize instructions or orders they have received.
14. MANNER OF ISSUING ORDERS: Orders from superior to subordinate shall be in clear and understandable language, civil in tone and issued in pursuit of departmental business.
15. UNLAWFUL ORDERS: No command or supervisory officer shall knowingly issue any order which is in violation of any law or ordinance or departmental rule or regulation.
16. OBEDIENCE TO UNLAWFUL ORDERS: Obedience to an unlawful order is never a defense for an unlawful action; therefore, no employee is required to obey an order which is contrary to federal or state law or city ordinance. Responsibility for refusal to obey rests with the employee. He/she shall be strictly required to justify his/her action.
17. OBEDIENCE TO UNJUST OR IMPROPER ORDERS: Employees who are given orders they feel are unjust or contrary to rules and regulations must first obey the order to the best of their ability and then they may proceed to appeal as provided below.
18. CONFLICTING ORDERS: Upon receipt of an order conflicting with any previous order or instruction, the employee affected will advise the person issuing the second order of this fact. Responsibility for countermanding the original instruction then rests with the individual issuing the second order. If so directed, the latter command shall be obeyed first. Orders will be countermanded, or, conflicting orders will be issued only when reasonably necessary for the good of the department.

19. **REPORTS AND APPEALS: UNLAWFUL, UNJUST, IMPROPER ORDERS:** An employee receiving an unlawful, unjust or improper order shall at first opportunity report in writing to the Chief of Police through official channels. This report shall contain the facts of the incident and the actions taken. Appeals for relief from such orders may be made at the same time. Departmental action regarding such an appeal shall be conducted through the office of the Chief of Police.
20. **ALCOHOLIC BEVERAGE:** No officer in uniform shall drink any alcoholic beverage. No officer in plain clothes shall drink an alcoholic beverage while on duty, except when necessary in the performance of duty. No member of the department while off duty shall drink an alcoholic beverage to an extent which results in the commission of an obnoxious or offensive act which might tend to bring discredit upon the department. No member of the department shall appear for or be on duty with indication of having drunk any alcoholic beverage, be under the influence of liquor or drugs, or be unfit for duty because of their excessive use.
21. **SLEEPING ON DUTY:** An employee shall not sleep when on a regular tour of duty.
22. **MAINTENANCE OF COMMUNICATIONS ON DUTY:** Officers on duty or when officially on call, shall be directly available by normal communication or shall keep the communication center or commanding officer informed of the means by which they may be reached when not immediately available.
23. **INFORMATION TO CITIZENS:** An employee shall supply the proper information to persons requesting the same carefully, courteously and accurately.
24. **IDENTIFICATION TO PUBLIC:** Officers on official business shall, upon request, identify themselves immediately by giving their names and displaying their badges or official credentials unless such action is likely to jeopardize the successful completion of a police assignment.
25. **RESPONDING TO CALLS:** Employees of the department shall respond, without delay, to all calls for police assistance from citizens or other department members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Failure to answer a call for police assistance promptly, without justification, is misconduct. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no employee shall fail to answer any telephone or radio call directed to him. The dispatcher shall be informed when leaving the area of the assignment.
26. **CONDUCT IN UNIFORM:** All employees of the department who are in uniform, whether on duty or off, will be subject to the same regulations governing their actions and conduct.
27. **COMMAND AT SCENE:** At the scene of any crime, accident, or other police incident or emergency requiring the police, the first officer at the scene will be in charge of the scene until and unless relieved by a ranking officer. When other units from Carroll County Ambulance, fire department or sheriff's office are present communication should be directed through the officer at the scene.
28. **PHYSICAL FORCE:** Officers shall not use more force than reasonable and necessary in making an arrest.
29. **SECURITY OF DEPARTMENTAL BUSINESS:** Members and employees shall not reveal police information outside the department unless required by law or ordered to do so by the Chief of Police. Release of departmental information shall be done by the Chief of Police or his

designee. All release of information shall be in compliance with the "Public Records Policy" and the Code of Iowa.

30. Any employee who shall become a candidate for any partisan elective office for remuneration shall, commencing thirty (30) days prior to the date of the primary or general election and continuing until such person is eliminated as a candidate, either voluntarily or otherwise, automatically receive a leave of absence without pay and during such period shall perform no duties connected with the office or position so held.
31. ORGANIZATIONAL MEMBERSHIP: Employees shall not belong to or participate in the activities of any organization, association, society or other group, the activities or purpose of which is subversive in nature or which in any way may adversely influence or control the work or service of such employees in their official capacity.
32. PUBLIC TALKS AND APPEARANCES: Employees shall secure the permission of the Chief of Police prior to filling speaking engagements as official representatives of the department.
33. ATTENDANCE AT CONFERENCES AND CONVENTIONS: Officers shall secure the permission of the Chief of Police before attending conventions or conferences as official representatives of the department.
34. PERSONAL ENDORSEMENTS Commercial Testimonials.
Employees shall not permit the use of their photographs or names for advertising purposes; or by testimonial, recommendation or by other means participate in any advertising scheme or enterprise related to or based upon their employment with the department.
35. SHOPPING IN UNIFORM: Officers in uniform shall not shop extensively or carry large quantities of merchandise unless directly connected with their normal police activity or required in the line of duty.
36. CIVIL ACTIONS BY OR INVOLVING EMPLOYEES: Employees shall notify the Chief of Police if they institute any civil action arising out of their official duties.

Civil Cases - Misuse of Position. Officers shall not use their positions with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters to settle the charge in favor of the officer.

Civil Cases - Personal Injury Settlements. Employees shall not accept or agree to accept anything as payment for personal injury incurred in the line of duty without first notifying the Chief of Police.

Civil Matters - Serving Papers. Officers shall not serve civil papers except as directed by a commanding officer.

37. CARE AND CUSTODY: Members and employees are responsible for the proper care of Department property and equipment assigned to them. Damage or lost property may subject the responsible individual to reimbursement charges and appropriate disciplinary action.
38. DAMAGED - INOPERATIVE PROPERTY OR EQUIPMENT: Members and employees shall immediately report to their commanding officer any loss or damage to departmental property assigned to or used by them. The immediate superior will be notified of any defects or hazardous conditions existing in any department equipment or property.

39. SURRENDER OF DEPARTMENT PROPERTY: Members and employees are required to surrender all departmental property in their possession upon separation from the service. Failure to return non-expendable items may cause the person to reimburse the department for the fair market value of the item(s).
40. MANUAL MAINTENANCE: All members and employees issued manuals are responsible for their maintenance, and will make appropriate changes or inserts as they are issued.
41. KNOWLEDGE OF LAWS AND REGULATIONS: Every employee is required to establish and maintain a working knowledge of all laws and ordinances in force in the city, the rules and policies of the department and the divisions thereof.
42. KNOWLEDGE OF BULLETIN INFORMATION: Officers shall acquaint themselves, daily when on duty and immediately upon return from an absence, with information on the squad room bulletin board concerning working conditions, schedules, wanted circulars and other pertinent information.
43. Officers shall not make derogatory comments regarding any nationality, race, or religion.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Promotional Examination			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 2	

I. Purpose

- A. To select for promotion to sergeant and captain those persons best qualified for advancement to such supervisory and management positions.
- B. To provide assurance for all personnel that selection procedures are objective and free of irrelevant considerations such as race, ethnic background, sex, age, political affiliation or personal bias.
- C. To establish the examination process and computation methods for determining composite scores which dictate the order of placement on eligibility lists in accordance with Civil Service rules.

II. Eligibility to Participate in Promotional Examinations

- A. Eligibility requirements shall be in accordance with Chapter 400, section 400.9 of the Iowa Code.
- B. Eligibility for participation in the promotional examination for the position of sergeant shall be limited to those officers who meet the minimum requirements as established in the job description for that position.
- C. Eligibility for participation in the promotional examination for the position of captain shall be limited to those officers who meet the minimum requirements as established in the job description for that position.
- D. Any disciplinary action resulting in a loss of pay or reduction in rank within a twelve (12) month period prior to the date of any promotional examination shall disqualify that officer from being eligible to participate in any promotional examinations.
- E. Further eligibility requirements shall be as per the minimum qualifications set forth in the applicable job description.

III. Preparation and Administration of Examinations

- A. All testing shall be in accordance with Chapter 400 of the Iowa Code.
- B. The Civil Service Commission and the Chief of Police will oversee the preparation, administration and scoring of examinations and interviews, and compile the eligibility lists in accordance with Civil Service rules based on composite scoring of all examination components.
- C. Promotional examination components may include, but not be limited to:

- a. Written Exam
 - b. Oral Interview
 - c. The oral interview board shall be comprised of appropriate Civil Service and police department supervisory personnel. Outside police administrators may also be utilized in this process.
 - d. Job Performance
 - e. This component shall be evaluated/assessed using past performance evaluations and attendance records.
 - f. Experience
 - g. Education
 - h. Military Preference -- as prescribed per Chapter 400, Section 400.10.
 - i. Any other elements deemed relevant for consideration by the Chief of Police and/or the Civil Service Commission.
- A. Promotions shall be made from the certified promotional list. Such list shall remain active for a period of two years after it is certified by the Civil Service Commission.
- B. Probationary Period -- an officer appointed to a supervisory position shall be required to satisfactorily complete a probationary period of six months. The probationary period may, however, be extended to one year. During this period(s) newly promoted personnel shall be closely supervised and evaluated by their direct superior. Such evaluations shall consist of the standard departmental evaluation form as well as verbal feedback concerning the individual's performance. The purpose of this process is to ensure appropriate training and supervision of those individuals assuming new responsibilities. Officers cannot be reduced in rank because of this probationary status. Demotion can only result from occurrences as outlined in Chapter 400, Code of Iowa.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Public Records Policy			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 3	

PURPOSE:

To facilitate the review and dissemination of public records as defined in the Code of Iowa.

PROCEDURE

A. Availability

Records that are considered “public” will be available for review and/or dissemination Monday through Friday, 8:30 a.m. to 4:30 p.m.

(Except holidays and emergencies -- an emergency is constituted as a public safety event or incident interrupting staff’s ability to comply with a request.)

B. Request for Records

Under no conditions shall any police department staff question the requestor about the purpose or reason justifying the request or demand for records.

Police staff is authorized to ask for specific parameters of the requestor in order to clarify the specific and/or particular information or record to be produced.

Police staff may ask “what” needs to be examined or copied, not “why” it is being requested.

C. Reasonable Time and Methods

Due to the possibility of requests for records not readily or easily accessed, the requestor’s demand for examination or copies may be reasonably delayed but only to such an extent so as to allow for the orderly access and retrieval of the information requested. Additional time may also be necessary to consult with the City or County Attorney regarding release of potential confidential information.

Therefore, the PICO may establish reasonable times and methods for the production or production of records or documents.

D. CHARGES FOR SUPERVISION AND REPRODUCTION:

Definition: "Copy" shall mean 1 sheet of paper -- one or both sides (regardless of size)

Quantity -- 1-5 copies \$.50
Each additional copy \$.25 per sheet

Staff time:

Up to 10 ~~30~~ minutes no charge
~~10-15~~ ~~30-45~~ minutes ~~\$4.00~~ ~~\$12.00~~
~~15-30~~ ~~45-60~~ minutes ~~\$8.00~~ ~~\$16.00~~
~~30-45 minutes~~ ~~\$12.00~~
~~45-60 minutes~~ ~~\$16.00~~

Any part of 2nd and subsequent hours -- \$16.00 per hour

~~Tape~~ Recordings:

Standard video ~~cassette~~ (regardless of length)

Department provided \$15.00 per ~~cassette~~/CD/DVD
Requestor provided \$ 7.50 per ~~cassette~~/CD/DVD

Standard audio ~~cassette~~/CD/DVD (regardless of length)

Department provided \$15.00 per ~~cassette~~-~~recording~~
Requestor provided \$ 7.50 per ~~cassette~~-~~recording~~

Photographic duplications:

Actual cost for lab processing plus \$10.00 staff time

E. Location of Examination

Under no circumstances are original records to leave the Carroll Police Department building without explicit authorization from the Chief of Police.

Examination of records may be conducted in the location within the police department commonly referred to as the Interview Room. The Chief of Police shall provide supervision of the examination for the purpose of ensuring against damage or disorganization.

F: Confidential Information

Examination or release of confidential information is strictly prohibited. Specific information that may not be released includes but is not limited to:

Peace officer's investigative reports – commonly designated as "supplemental reports" within the Carroll Police Department

A person's social security number

Intelligence data per Chapter 692 of the Iowa Code

Registered victim information per Chapter 915 of the Iowa Code

Identity of child victims per Chapter 915 of the Iowa Code

Results of psychological examinations

Confidential informant communications

Mental and medical health information.

G. Allowable Release:

Examination or release of this information includes but is not limited to:

Incident reports (with confidential information blocked out)

The date, time, specific location and immediate facts and circumstances surrounding a crime or incident ***except in those unusual circumstances where disclosure would plainly and seriously jeopardize an investigation or pose a clear and present danger to the safety of an individual.***

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Purchasing Policy		
<i>Reference</i>		<i>special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

The following procedure will be followed when purchasing all items for the Carroll Police Department.

The city purchasing policy #501 authorizes the purchase of items by department heads. allows department heads purchasing authority for items up to \$50, City Clerk from \$50 – \$500, and all items over \$500 must be approved by the City Manager. Purchase amounts are approved by the City Council. In all cases approval must be received in advance.

Working a 24-hour schedule could make this policy impractical and at times impossible so the following policy will be in effect.

1. Items up to \$50 may be purchased by patrol officers if approved in advance by their supervisor. If no supervisor is on duty these purchases may be approved by an S.P.O.
2. If an emergency arises where an item or items over \$50 is needed a sergeant may approve the purchase but must forward a written justification to the Chief of Police.
3. On all items purchased, a sales receipt or invoice will be brought to the secretary administrative assistant. These should have clear indication what was purchased and the name of the store it was purchased from.

Payment for any unauthorized purchases will be the responsibility of the person signing the ticket.

		Effective Date April 12, 2010	Number
Subject Pursuit (Vehicular)			
Reference		special Instructions	
Distribution		Reevaluation Date May 23, 2016	No. Pages 4

1. PURPOSE

The purpose of this policy is to state the guidelines to be followed during vehicular pursuit.

II. POLICY

Vehicular pursuit of fleeing suspects presents a danger to the lives of the public, officers and suspects involved in the pursuit. It is the policy of this department to protect all persons' lives to the extent possible when enforcing the law. In addition, it is the responsibility of the department to assist officers in the safe performance of their duties. To effect these obligations, it shall be the policy of the department to narrowly regulate the manner in which vehicular pursuit is undertaken and performed.

III. DEFINITION

A. Vehicular Pursuit: an active attempt by an officer in an authorized emergency vehicle to apprehend fleeing suspects who are attempting to avoid apprehension through evasive tactics.

IV. PROCEDURES

A. Initiation of pursuit

1. The decision to initiate pursuit must be based on the pursuing officer's conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.
2. Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit when ALL of the following criteria are met:
 - a. The suspect exhibits the intention to avoid arrest by using a vehicle to flee apprehension for an alleged felony or misdemeanor that would normally require a full custody arrest;
 - b. The suspect operating the vehicle refuses to stop at the direction of the officer; and
 - c. The suspect, if allowed to flee, would present a danger to human life or cause serious injury.
3. The pursuing officer shall consider the following factors in determining whether to initiate pursuit:
 - a. The performance capabilities of the pursuit vehicle;
 - b. The condition of the road surface upon which the pursuit is being conducted;
 - c. The amount of vehicular and pedestrian traffic in the area;
 - d. Weather conditions; and
 - e. The number of occupants in the vehicle being pursued.

B. Pursuit Officer Responsibilities

1. The pursuing officer shall immediately notify communications center personnel that a pursuit is underway. The officer shall provide communications personnel with the following information:
 - a. Unit identification;
 - b. Location and direction of travel of the fleeing vehicle;

- c. Description and license plate number, if known, of the fleeing vehicle;
 - d. Number of occupants in the fleeing vehicle, and descriptions, where possible; and
 - e. Reasons supporting the decision to pursue.
2. Failure to provide this information to communications personnel may result in an immediate decision by a field supervisor assigned to monitor the pursuit to order its termination.
 3. The primary pursuit unit shall reduce the level of pursuit to that of support or backup unit where:
 - a. The fleeing vehicle comes under the surveillance of an air unit; or
 - b. Another vehicle has been assigned primary pursuit responsibility.
 4. Any primary or backup unit sustaining damage to, or failure of essential vehicular equipment during pursuit shall not be permitted to continue in the pursuit. The unit shall notify communications so that another unit may be assigned to the pursuit.
- C. Communications Center Responsibilities
1. Upon notification that a pursuit is in progress, communications personnel shall immediately advise a field supervisor of essential information regarding the pursuit.
 2. Communications personnel shall carry out the following activities and responsibilities during the pursuit:
 - a. Receive and record all incoming information on the pursuit and the pursued vehicle;
 - b. Control all radio communications and clear the radio channels of all non-emergency calls;
 - c. Obtain criminal record and vehicle checks of the suspects;
 - d. Coordinate and dispatch backup assistance and air support units under the direction of the field supervisor; and
 - e. Notify neighboring jurisdictions, where practical, when pursuit may extend into their locality.
- D. Field Supervisor's Responsibilities During Vehicular Pursuit:
1. Upon notification that a vehicular pursuit incident is in progress, the field supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.
 2. The field supervisor shall continuously review the incoming data to determine whether the pursuit should be continued or terminated.
 3. In controlling the pursuit incident, the field supervisor shall be responsible for coordination of the pursuit as follows:
 - a. Directing pursuit vehicles or air support units into or out of the pursuit;
 - b. Re-designation of primary, support or other backup vehicle responsibilities;
 - c. Approval or disapproval, and coordination of pursuit tactics; and
 - d. Approval or disapproval to leave jurisdiction to continue pursuit.
 4. The field supervisor may approve and assign additional backup vehicles and/or request air support units to assist the primary and backup pursuit vehicles based on an analysis of:
 - a. The nature of the offense for which pursuit was initiated;
 - b. The number of suspects and any known propensity for violence;
 - c. The number of officers in the pursuit vehicles;
 - d. Any damage or injuries to the assigned primary and backup vehicle or officers;
 - e. The number of officers necessary to make an arrest at the conclusion of the pursuit; and
 - f. Any other clear and articulable facts that would warrant the increased hazards caused by numerous pursuit vehicles.
- E. Traffic Regulations During Pursuit
1. Each unit authorized to engage in vehicular pursuit shall be required to activate all emergency vehicle equipment prior to beginning pursuit.
 2. Officers engaged in pursuit shall at all times drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area.
 3. Officers are permitted to suspend conformance with normal traffic regulations during pursuit

as long as reasonable care is used when driving in a manner not otherwise permitted, and the maneuver is reasonably necessary to gain control of the suspect.

F. Pursuit Tactics

1. Unless expressly authorized by a field supervisor, pursuit shall be limited to the assigned primary and backup vehicles. Officers are not otherwise permitted to join the pursuit team, or follow the pursuit on parallel streets.
2. Officers may not intentionally use their vehicle to bump or ram the suspect's vehicle in order to force the vehicle to a stop off the road or in a ditch.
3. Departmental policy pertaining to use of deadly force shall be adhered to during the pursuit.

G. Termination of Pursuit

1. A decision to terminate pursuit may be the most rational means of preserving the lives and property of both the public and the officers and suspects engaged in pursuit. Pursuit may be terminated by the pursuing officer, the field supervisor or Chief executive officer of the department.
2. Pursuit shall be immediately terminated in any of the following circumstances:
 - a. Weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect;
 - b. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile; or
 - c. The danger posed by continued pursuit to the public, the officers or the suspect is greater than the value of apprehending the suspect(s).
3. The pursuing officer shall relay this information to communications personnel, along with any further information acquired which may assist in an arrest at a later date.

H. Inter-jurisdictional Pursuits

1. The pursuing officer shall notify communications when it is likely that a pursuit will continue into a neighboring jurisdiction, or across the state line.
2. Pursuit into a bordering state shall conform with any inter-jurisdictional pursuit agreements and state law.
1. The field supervisor shall prepare a comprehensive analysis of the pursuit, and forward it to the Chief executive officer of the agency.

V. USE OF ROAD SPIKE DEVICES

Road spike devices are spikes placed across the roadway to be used when officers are attempting to end a pursuit. They are an effective tool designed to stop a vehicle by deflating the tires. They are designed to be laid across the roadway so that when a vehicle passes over them, the hollow spikes penetrate and pull free from the rubber belt. The tires are then deflated at a controlled rate, resulting in a safe and effective immobilization of the vehicle.

The devices should generally be used in conjunction with a stationary roadblock to slow the violator prior to striking the road spike devices. Notice of the intent to use the spikes will be announced on the police radio to officers involved in the pursuit prior to laying them across the roadway. **DO NOT** use the spikes for stopping a motorcycle.

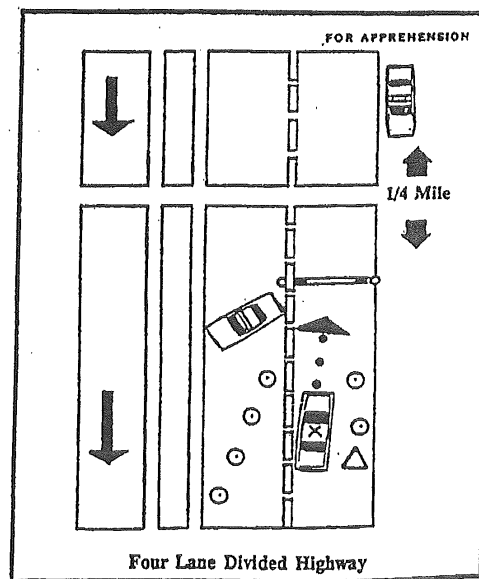
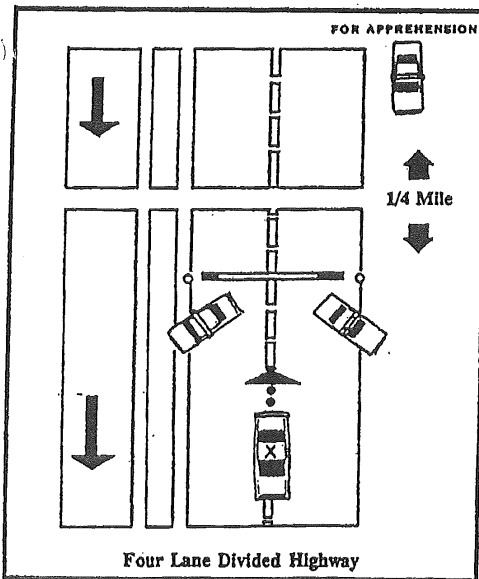
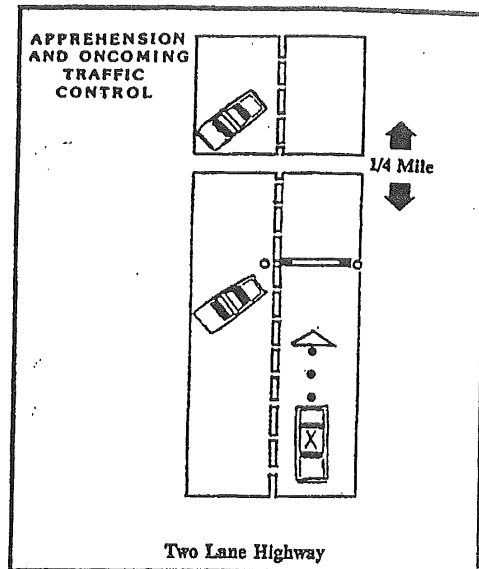
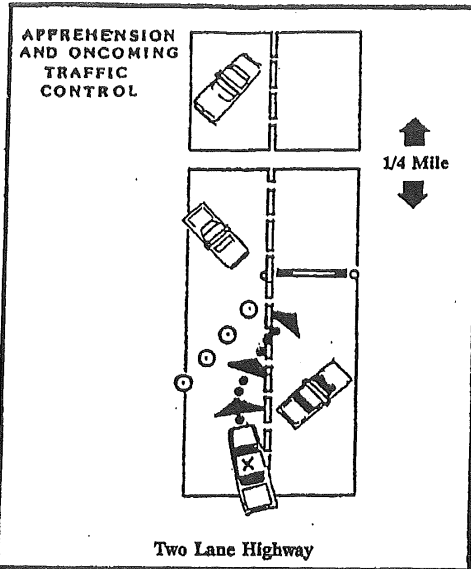
Spike systems should not be used in locations where specific geographic configurations increase the risk of injury to any person, i.e., alongside rivers or embankments.

The spike system should not be deployed on two-way roadways unless oncoming traffic has been stopped a reasonable distance from the deployment site.

When the fleeing vehicle approaches, the officer will pull the spike system onto the roadway surface and then step away in case the device moves when the violator's vehicle passes over it. The officer should make every effort to avoid having an innocent motorist drive over the spikes. Examples of site diagrams depicting how to set up the spike system are attached.

Pursuit Form

Hollow Spike Strip Suggested Use Guide



<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Report With Fellow Officers and Supervisors		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

- A. General. Before personnel can fully appreciate the rights and privileges of citizens, they must first learn to respect the rights and privileges of their comrades. Personnel cannot recognize the importance of their fellow citizens until they have formed the habit of being considerate of their colleagues. If personnel cannot subscribe to the rules and propriety in the intimate relationships with their comrades, then they have not captured the spirit of amenity and cannot sincerely practice courtesy in the less intimate relationship with the public.
- B. Personnel shall relieve each other at the scheduled times. Lateness is grossly inconsiderate and will result in corrective action.
- C. Advice should be given and accepted graciously.
- D. Personnel should ask questions when given a new assignment, seek advice from more experienced personnel or from the individual who is relieved.
- E. Congratulate other individuals when they make a good arrest or do an outstanding job.

		<i>Effective Date</i> April 12, 2010	<i>Number</i>
<i>Subject</i> Rewards, Gifts and Contributions			
<i>Reference</i>		<i>special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

POLICY

Members and employees shall not, under any circumstances, solicit any gift, gratuity, loan or fee where there is any direct or indirect connection between the solicitation and their departmental membership or employment. Any exception to this policy will be subject to administrative approval; any deviation will be subject to disciplinary action.

A. Any reward, gratuity, present or unauthorized compensation received by any officer, shall immediately be submitted to the Chief of Police, accompanied by a memorandum describing all circumstances related to the incident.

B. No employee shall use his or her badge, uniform, identification card, or official position to solicit or accept special privileges for him or herself or others such as:

1. Admission to places of amusement.
2. Sporting events.
3. Movie theater admittance or concessions.
4. Discount on purchases, i.e., coffee, pop, food items.
5. Other favors, except as expressly permitted by department orders.

C. Employees shall not solicit witness fees for responding to a legally constituted subpoena and testimony in criminal or civil courts. If unsolicited witness fees are paid to an officer, a memo will be made identifying the case, case number, the court of jurisdiction, the amount of the fee, and the identification of the person paying the fee.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Ride Along Program		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

For several years the Carroll Police Department has had a ride along program wherein the news media, summer interns, job shadows, city council members and/or other interested individuals have been allowed to ride with officers for the purpose of learning more about law enforcement and/or the Carroll Police Department.

Any person desiring to participate in the Ride Along Program must receive written permission from the Chief of Police. Anyone receiving such permission will also be required to sign a Ride Along Release prior to being allowed to ride in a police car. If the participant is under the age of 18 his/her parent or guardian will also be required to sign the release.

The Chief of Police will assign the officer with whom the participant of the Ride Along Program will ride. The assigned officer must have a minimum of one year with the department.

RESPONDING TO CALLS

It is not possible to foresee or list all of the types of calls an officer may respond to. The following are examples of the types of calls that the participant of the Ride Along Program may or may not respond to:

1. At the discretion of the officer the participant may have instruction and participation in such activities as accident investigation, traffic control, crime scene security, vehicle unlocks, radio communications, and public service type calls.
2. Officers should be aware that they must pay careful attention and evaluate potentially dangerous situations which could include but not be limited to open doors, family fights, alarms and suspicious activity calls. Participant involvement should occur only after it has been determined that the situation is indeed safe for the participant.
3. High-risk situations or potentially high-risk situations should exclude the ride along participant. At no time should a participant be allowed to enter into a physical confrontation. Examples of this are: use of force, frisking or searching an individual, or handcuffing a suspect. If a high-risk situation is developing, the officer will follow the dangerous situation procedure as set forth below.

DANGEROUS SITUATIONS

Law enforcement, by its very nature, has moments of extreme danger. Situations will arise where the officer will have to terminate the ride-along for the participant's own safety. The participant should be dropped off at a safe public location where he/she has access to a telephone. The participant is to then immediately call another party for a ride. This procedure should be explained to the participant prior to beginning the ride along.

TERMINATION OF RIDE ALONG

A ride along may be terminated by the officer, shift supervisor, or Chief of Police at any time.

USE OF EQUIPMENT

The ride-along participant will not be allowed to touch any controls for emergency equipment, the motor vehicle or any other equipment unless ordered to do so by the officer. During the ride-along the officer should be cautioned about leaving the motor vehicle unattended with the motor running while the participant is still in the vehicle.

GENERAL

Each participant shall follow all safety rules as set forth by the officer, shift supervisor, or Chief of Police. Failure to comply with such rules and procedures as prescribed shall cause the immediate termination of the ride along.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Safety Vests		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

Each officer of the Carroll Police Department shall be issued a reflective safety vest that complies with federal worker visibility regulations. These safety vests shall be worn at all times when an officer is working within a roadway or a roadway right-of-way, except in the instances of traffic enforcement stops or immediate roadway emergencies where response time is a critical factor. In the latter instance, the safety vest shall be donned at the earliest available opportunity.

This policy does not preclude an officer from wearing his/her safety vest at other times as situations and conditions warrant.

In the event an officer's highway safety vest becomes unusable because of damage, the officer shall report this to a supervisor so that a replacement can be obtained.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Secondary Employment		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 4

EMPLOYMENT

I. PURPOSE

The purpose of this policy is to set forth guidelines to govern off-duty or secondary employment by members of the Carroll Police Department.

II. POLICY

The policy of the Carroll Police Department is to provide guidelines to police employees to inform them of the types of secondary employment which are appropriate; and to establish procedures to maintain accountability for the welfare of the department. These requirements are essential for the efficient operation of the Carroll Police Department and for the protection of the community.

III. DEFINITIONS

- A. *Employment*: The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer charity work.
- B. *Extra-Duty Employment*: Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.
- C. *Regular Off-Duty Employment*: Any employment that will not require the use, or potential use of law enforcement powers by the off-duty employee.

IV. PROCEDURES

There are two types of off-duty employment in which an employee may engage:

- A. *Regular Off-Duty Employment*: Employees may engage in off-duty employment that meets the following criteria:
1. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
 2. Employment that presents no potential conflict of interest between their duties as a police officer and their duties for their secondary employer. Some examples of employment representing a conflict of interest are:
 - a. As a process server, reposessor, or bill collector, towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
 - b. Personnel investigations for private sector or any employment which might require the police officer to have access to police information, files, records or services as a condition of employment.
 - c. In police uniform in the performance of tasks other than that of a police nature.
 - d. Which assist (in any manner) the case preparation for the defense in any criminal or civil

- action or proceeding involving the city of Carroll.
 - e. For a business or labor group that is on strike.
 - f. In occupations that are regulated by, or that must be licensed through the police department or its civilian board.
 - g. Any other occupations as deemed inappropriate by the Chief of Police
3. Employment that does not constitute a threat to the status or dignity of the police as a professional occupation. Examples of employment representing a threat to the status or dignity of the police profession are:
- a. Establishments which sell pornographic books, magazines, sexual devices, or videos, or that otherwise provide entertainment or services of a sexual nature.
 - b. Any employment involving the sale, manufacture or transport of alcoholic beverages as the principal business.
 - c. Any gambling establishment not exempted by law.
 - d. Establishments or businesses that sell or provide devices whose primary functions are connected with illicit drug activity.

B. *Extra-Duty Employment.* Police officers may be allowed to engage in extra-duty employment as follows:

1. Where a government, profit-making or not-for-profit entity has a contract agreement with the police department for police officers in uniform who are able to exercise their police duties.
2. Types of extra-duty services which may be considered for contracting are:
 - a. Traffic control and pedestrian safety.
 - b. Crowd control.
 - c. Security and protection of life and/or property.
 - d. Routine law enforcement for public authorities.
 - e. Plain clothes assignments.
3. For a law enforcement agency approved by the Chief of Police.

C. *Limitations on regular off-duty employment and extra-duty employment are as follows:*

1. In order to be eligible for off-duty employment, a police employee must be in good standing with the department. Continued departmental approval of a police employee's off-duty employment is contingent on such standing.
2. Those officers who have not completed their probationary period, or who are on medical or other leave due to sickness, temporary disability or an on-duty injury shall not be eligible to engage in regular or extra-duty employment.
3. Prior to obtaining off-duty or extra duty employment, a police employee shall comply with departmental procedures for granting approval of such employment, or registration for extra-duty employment.
4. A police officer may work a maximum of 24 hours of off-duty-regular or extra-duty employment; or a total of 64 hours in combination with regular duty in each calendar week.
5. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance of duty.
6. A police officer engaged in any off-duty employment is subject to call-out in case of emergency, and shall be expected to leave his/her off-duty or extra-duty employment in such situations.
7. Permission for a police employee to engage in outside employment may be revoked where it is determined pursuant to departmental procedure that such outside employment is not in the best interest of the department or conflicts or interferes with the performance of regular duty.
8. ~~Extra duty employment, requiring the actual or potential use of law enforcement powers will be limited to special events and/or special circumstances.~~
9. Extra duty employment will be reviewed annually with officers.

Final interpretation of the provisions of this policy will be made by the Chief of Police.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Agreement		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i>

This agreement entered into by and between _____, (hereinafter referred to as **Sponsor**) and the city of Carroll, Iowa, (hereinafter referred to as the **City**), this _____ day of _____, 20__.

WHEREAS, Sponsor desires the presence of uniformed police officers at certain events sponsored or conducted by Sponsor; and

WHEREAS, the City is willing to provide the services of uniformed police officers, provided the City is reimbursed for expenses associated with the provision of said officers;

IT IS THEREFORE AGREED in consideration of the terms and conditions agreed to by the various parties hereto, Sponsor and the City agree as follows:

1. **Purpose.** This agreement is entered into for the sole purpose of providing uniformed police officers at certain events outlined herein for crowd control and other duties designated by the Chief of Police of the City or his designee.

2. **Term.** This agreement shall commence on the _____ day of _____, 20__, and continue until the _____ day of _____, 20__, or until terminated by agreement of the parties with a minimum of thirty (30) days advanced notice in writing to the other party. This agreement may be renewed for a period of equal length not to exceed twenty-four (24) months. Terms of the renewal will be reviewed by the City as to compensation rate and notify the other party of any changes prior to execution of any renewal.

3. **Responsibility of City.** The City shall furnish uniformed police officers to Sponsor and to provide security at the covered events(s). The City reserves the right to determine, for safety reasons, the number of officers to be provided. The actual number shall be determined by the Chief of Police, in consultation with Sponsor or their designee. All wages, fringe benefits and transportation will be paid by the City. The City shall also provide liability coverage for its officers.

4. **Responsibility of Sponsor.** Sponsor shall pay an hourly rate equivalent to the overtime rate of the officer(s) furnished by the city, with a minimum assignment of two (2) hours. (Said time to accrue and be reimbursed in quarter hour increments.) Sponsors shall notify the police Chief at least two weeks in advance, when possible, when police officers will be required at the sponsored event(s), as well as the number of officers being requested.

The city reserves the right to restrict the number of officers depending on their availability for overtime work due to illness, vacation, holidays or similar situations; however, the City shall make every effort to provide the requested number of officers.

5. **Administration.** The police officers on duty at an event shall be under the direction of the Chief

of Police or his designee.

6. **Payment.** The City shall bill Sponsor during the first week of each month for the expenses of the preceding month as set forth in paragraph 4. Reimbursement of the City by Sponsor shall occur in a timely fashion and continued service by the City will be dependent on whether the previous billing is paid.

Dated this _____ day of _____, 20__.

SPONSOR

CITY OF CARROLL

Sponsor

Brad Burke, Chief of Police

By Laura Schaefer, City Clerk

<i>Effective Date</i> April 12, 2010	<i>Number</i>
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<i>Subject</i> Off-duty/Extra Duty Employment Approval Form		
<i>Reference</i>	<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

Officers Name: _____
 Prospective Off-Duty Employer: _____ Phone # _____
 Date(s) and Hours of Extra Duty: _____
 Anticipated Starting Date (Off Duty) _____ Hours Per Week: _____
 Nature of Work to be Performed: _____

Will this off-duty employment require the actual or potential use of police powers?

Yes _____ No _____

A. If not, I understand that I will not be granted injury leave with pay if I become injured while on this off-duty employment. I understand that I may use any sick leave credits I have accrued if I become physically incapable of reporting for duty due to an off-duty injury.

B. If so, and in my prospective off-duty or extra-duty employment I find it necessary to exercise police action which results in injury, I understand that I would then be eligible for injury leave. I realize this only applies as long as the police action I exercise occurs within the jurisdictional boundaries of the City of Carroll, Iowa, or is pursuant to a lawful request for police assistance from an agency outside the boundaries of the City of Carroll.

B. I realize that potential claims against Worker's Compensation Coverage will be determined initially by the insurance carrier for the City of Carroll, and ultimately by the Industrial Commissioner of Iowa or the Courts, and there might not be coverage for this particular activity or event.

Officer's Signature

Chief of Police

Printed Name

Printed Name

Date Received by Chief

Approved or Denied

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Sick Leave - Police		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

A member of the Carroll Police Department desiring time off due to sickness shall request such time from his immediate supervisor not less than two (2) hours prior to his scheduled reporting time.

Any sickness or disability that exceeds three (3) days must be certified by a licensed physician before the employee may return to work.

Certification and authorization for return to work must be in writing.

Any employee whose sickness or disability exceeds his, or her, accumulated sick leave, may submit a request, in writing, for an extension of leave.

If an extension is granted, the period will be without pay. The extension will be at the discretion of the Chief of Police and the city manager.

If at the end of a person's accumulated sick leave he/she is unable to return to active duty, a decision will be made regarding an unpaid leave of absence or application for disability pension pursuant to the provisions of the Civil Service Section, State Code of Iowa.

Pursuant to the State Code of Iowa, any member of the Carroll Police Department who leaves active service because of disability may be examined to determine whether they may return to active duty.

This examination shall be by doctors designated by the Board of the Municipal Fire and Police Retirement System of Iowa.

PAYMENT OF MEDICAL EXPENSES

The city shall be responsible for payment of medical expenses for officers injured in the performance of duty.

It is the responsibility of the officer making claim for such benefits to establish that the injury was job related.

In the case of an officer making claim to the city for illness related medical expenses, the officer must establish that the illness should be considered an injury and that it is job related.

The fact that the officer is applying for or has received an Accidental Disability Pension has no bearing on his application for payment of medical expenses. They are separate and distinct applications. While heart and respiratory diseases are assumed to be job related when applying for pension, payment of medical expenses lies with the officer.

Upon receiving medical treatment for any injury or illness that the employee believes to be job related, that employee shall request that the facility (hospital or doctor), performing such medical services, bill the Carroll Police Department for services performed, rather than using any insurance that the employee may have.

The employee shall also direct a copy of the case investigation report concerning the incident that required medical treatment to the Chief of Police. The CIR and any subsequent supplemental reports shall include a listing of those facilities that will, in turn, submit medical bills to the department for treatment of the injury or illness.

If civil litigation may result from the circumstances surrounding the injury, the employee shall submit all pertinent information such as names and addresses of interested parties to the Chief of Police.

If the employee does not contemplate any litigation, he shall still advise the department of all circumstances surrounding the injury so that the city may inquire into the possibility of recouping as much of the medical expense as possible.

The employee shall sign a statement that he/she will cooperate in the city's effort to recoup any of its loss.

In most instances, especially those involving what is commonly known as an injury which occurred on duty, payment will be initiated immediately by the department.

In some injury cases and most illness cases, the employee shall be directed by the Chief of Police to provide additional documentation to support the job-related nature of the injury or illness. This could include statements from doctors, medical history information or other related and relevant documentation. This information shall be delivered by the employee to the Chief of Police

In such cases (above) the Chief of Police shall request counsel from the city attorney in determining the validity of the claim. However, the authority for making a final determination shall rest with the Chief of Police and the city manager.

If an employee receives an Accidental Disability Pension and his claim for payment of medical benefits is sustained, the department will pay subsequent bills in accordance with Chapter 411 of the Code of Iowa.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Smoking and Tobacco Products		
<i>Reference</i>		<i>special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

Smoking Policy shall be in accordance with City Policy Number 908, Iowa Code section 142D, and the Iowa Smoke Free Air Act.

		Effective Date April 12, 2010	Number
Subject Snow Removal			
Reference		special Instructions	
Distribution		Reevaluation Date May 23, 2016	No. Pages 4

~~The following procedures will be followed in enforcing City Code Section 69.11 (Snow Removal) for illegally parked vehicles.~~

~~The city crew will notify the Communication Center of when they will start snow removal. The Communication Center will notify the officer in charge.~~

~~The officer in charge will determine if the wrecker of the week will be needed and if additional wreckers are needed. If so, the officer in charge will notify them and assign one patrol unit to each wrecker.~~

~~Upon commencing snow removal, the city crew will notify the officers of the locations of vehicles in violation of ordinance.~~

~~The officer will then, escorted by the wrecker, respond to the location and issue citations to all vehicles so reported. As the officer is filling out the citation the wrecker operator should be instructed to tow such vehicles to the most realistic location. This being the courthouse lot for the downtown area or an already cleared location for the residential areas.~~

~~The towing costs and name of the wrecker service shall be documented on the Parking Violation Notice.~~

~~In the event the fine and costs are not paid within the required time limit, the officer shall issue a summons to Magistrate Court and mail it to the offender. This citation shall also document towing costs.~~

~~**NOTE:** In the event that the vehicle is not towed for some reason - the citation will be filled out in the same manner but the towing costs will be omitted.~~

<i>Effective Date</i> January 30, 2012		<i>Number</i>
<i>Subject</i> Social Networking – Electronic Images/Recordings		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

PURPOSE: The purpose of this policy is to give employees guidance regarding appropriate content for personal, social networking websites, web pages and other electronically transmitted or hard copy material with respect to the use of City of Carroll or the Carroll Police Department's images, material, logos or reference to those entities. This policy will also provide guidance regarding appropriate images and recordings that could be electronically transmitted or produced as hard copy material with respect to the use of City of Carroll or the Carroll Police Department's images, material, logos or reference to those entities. The integrity of the agency must be above reproach. Therefore, all employees must avoid any conduct which would compromise our integrity and thus, undercut the public confidence in this department or our profession.

PROCEDURE:

1. Employees are prohibited from posting, transmitting and/or disseminating any photographs, video or audio recordings, likenesses or images of the City of Carroll or Carroll Police Department logos, emblems, uniforms, patrol car(s), equipment or other material that specifically identifies the City or Police Department on any personal social networking website, web pages and other electronically transmitted or hard copy material without the permission of the Chief of Police.
2. Employees are prohibited from posting, transmitting and/or disseminating any pictures or videos of official departmental training, activities or work-related assignments without the express permission of the Chief of Police.
3. An employee that has knowledge that another person has posted, transmitted and/or disseminated any photographs, video or audio recordings, likenesses or images of that or any other employee bearing or displaying City of Carroll or Carroll Police Department logos, emblems, uniforms, patrol car(s), equipment or other material that specifically identifies the City of Carroll or the Carroll Police Department, shall immediately make request of that person to remove those items and shall notify the Chief of Police.
4. Employees are prohibited from using departmental titles, logos, emblems, uniforms and other materials to create business cards, letterhead or similar material without the permission of the Chief of Police.
5. Without approval from the Chief of Police, no officer or employee of the Carroll Police Department shall divulge or release in any manner, any departmental correspondence, memos, documents of any kind, or investigative or otherwise confidential information to a third party, wherein that information could be or is subsequently posted to a social networking site, web page,

email account, or other electronic or hard copy media.

5. Without approval from the Chief of Police, employees are prohibited from using their title/position in private correspondence, whether electronic or hard copied. This includes, but is not limited to, signature lines in a personal email account.

6. If permission is granted by the Chief of Police for any of the above sections of this chapter, the requesting employee acknowledges that these photographs and/or recordings shall not disgrace or disparage employees or the department in any manner. Nor shall said items be placed on any webpage or other electronic media or in hard copied media material that in any way brings discredit to the department or the profession.

7. An employee shall not knowingly allow themselves to be photographed or video recorded bearing or displaying any likenesses or images of the City of Carroll or Carroll Police Department logos, emblems, uniforms, patrol car(s), equipment or other material that specifically identifies the City or Police Department. Exceptions to this section would be photographs or video recordings that received prior permission from the Chief of Police or those that were taken during the employees public duty assignments. These photographs or video recordings will not be of a nature in which a reasonable person would deem offensive, inappropriate or unprofessional.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Status of Personnel		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

1. All personnel will keep communications apprised of their activity through use of their mobile or portable radio or **MACH communications**. Cell phone notification is to be used only in those cases where the situation requires radio silence.
2. When personnel are exiting their patrol vehicle they shall use the operations frequency **or MACH messenger** to make such notification; thereby, not only apprising communications but also other officers of their status and locations.
3. When the situation requires radio silence the officer shall immediately notify communications via phone **or MACH** and advise nature and location of activity and request the supervisor (or other officer) be notified by other means thereby maintaining radio silence. The officer shall also advise the location and approach where other officers can meet in person with them thereby providing assistance/response without traveling into or through the suspected criminal activity.

		Effective Date April 12, 2010	Number
Subject Tattoos			
Reference		special Instructions	
Distribution		Reevaluation Date May 23, 2016	No. Pages 1

1. ~~Tattoos/branding/intentional scarring must be covered by the authorized uniform issued by the Carroll Police Department or approved on-duty plainclothes.~~
2. ~~Any tattoos/branding/intentional scarring on the face, head, neck, hands, exposed arms and exposed legs are prohibited. "Exposed arms" is defined as visible below the sleeve length of the uniform summer shirt or visible below the sleeve length of a summer shirt worn by plain clothes employees and non-sworn employees.~~
3. ~~The concealing of tattoos/branding/intentional scarring through the use of adhesive bandages or other such coverings shall not be allowed.~~
4. ~~An exception is made for any current employee having an existing visible tattoo prior to the effective date, provided such tattoos/branding/intentional scarring is acceptable. Acceptable is defined as not morally objectionable, racially oriented or sexually explicit as determined by the Chief of Police.~~

~~All employees who fall under the exception will be required to provide photographic documentation of all existing visible tattoos/branding/intentional scarring. If employees granted an exception have any additional visible tattoos/branding/intentional scarring added, they will then fall under all the requirements of this policy. All employees granted an exception will be required to cover all their tattoos/branding/intentional scarring while engaged in courtroom testimony. The police chief reserves the right to dictate other circumstances when employees covered under this exception will be required to cover their tattoos/branding/intentional scarring.~~

1. Tattoos, branding, or intentional scarring under no circumstances shall be visible above the collar of the official police department uniform.
2. Officers may cover tattoos that extend past the short sleeves in a manner deemed acceptable by the Chief of Police, or they may openly display the tattoos with approval from the Chief of Police. Tattoos shall be inspected and photos provided of all sides of arms.
3. At no time while on duty or representing the Department in any official capacity, shall any offensive tattoo, brand, or body mutilations be visible. Examples of offensive body art include but are not limited to gang related, obscene words or language, images, wording or depictions that may be interpreted as discriminatory towards race, sex, gender, religion, ethnicity, national origin, physical or mental disabilities, marital status; depictions that could be interpreted as supremacist or extremist; or depicts drug use, sexually explicit acts, nudity, or other obscene material. The appropriateness of body art shall be determined at the sole discretion of the Chief of Police or designee who shall have final approval authority on all body art that is visible while on duty.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Training		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 1

All members of the department shall attend training sessions at the direction of the Chief of Police.

Training sessions shall include, but not be limited to; roll call training, monthly department meetings, firearms qualifications, CPR re-certification, schools and seminars.

Training sessions, including physical training, may be compensated by compensatory time at the officer's request, in compliance with the U.S. Department of Labor - Fair Labor Standards Act.

At the completion of each school, seminar, or training session each officer will be required to complete a training documentation form. It will be the individual officer's responsibility to see that this form is placed in his/her training file.

		Effective Date April 12, 2010	Number
Subject Uniform			
Reference		special Instructions	
Distribution		Reevaluation Date May 23, 2016	No. Pages 2

- A. **WEARING OF THE UNIFORM:** Uniform on Duty. Except as otherwise prescribed, or by special permission of the Chief of Police, all officers shall be in complete uniform when on duty. Officers shall wear those uniforms specifically prescribed for their respective ranks.

Uniform Maintenance. Officers shall keep uniforms clean, well brushed and pressed. Badges and buttons shall be kept clean and bright. All accessories worn with the uniform shall conform to the department Specifications as set forth by the Chief of Police.

- B. **UNIFORM CAP:** The uniform cap shall be worn with the dress uniform and at ceremonial events such as funerals, parades, etc.

The uniform cap shall also be worn at the direction of the Chief of Police.

The uniform cap may be worn in inclement weather and at the discretion of an officer.

Department personnel are not required to wear a uniform cap while on routine duty unless otherwise directed.

- C. **NON-REGULATION UNIFORMS, INSIGNIA AND DECORATIONS:** Officers shall not wear any uniform or equipment not conforming to specifications set forth by the Chief of Police, nor shall officers affix to any outer part of the uniform any badge, button, insignia or decoration not issued by the department without the approval of the Chief of Police.

- D. **SEASONAL CHANGING OF UNIFORM:** ~~The Chief of Police shall designate the uniform of the day and seasonal changes in uniform dress.~~ Officers shall wear uniforms that are appropriate of the weather and season changes.

- E. **UNIFORM REPLACEMENT:** Damaged or worn uniforms shall be presented to the Chief of Police for repair or issuance of new items.

- F. **UNIFORM SPECIFICATIONS - AUTHORIZED:** The particular specifications for any uniform or part of a uniform and changes for such uniforms shall be issued at the direction of the Chief of Police.

- G. **UNIFORM SHOES:** Shoes are furnished by the department. They shall be black in color, low or high cut with a military or plain-tip toe.

- H. The following items shall constitute the basic uniform issued to police officers.
1. Uniform Cap
 2. Rain cover - Cap

3. Shirt - Short Sleeve (3)
4. Shirt - Long Sleeve (3)
5. Jacket - Summer
6. Jacket - Winter
7. Trousers (3)
8. Raincoat
9. Shoes
10. Boots
11. Ties (2)
12. Badge or Identification
13. ASP Baton and Holster
14. Prescribed Insignia
15. Vest, Holster, Pistol, Handcuff Case and Handcuffs, Cartridges and Case, Key Ring

Officers covered by the union contract will be provided uniforms as prescribed therein.

I. **INSIGNIA OF RANK:** Insignia of Rank shall be as follows:

- Chief -- Eagle
- Captain -- Double Bars
- Sergeant -- Three Chevrons
- Patrol Officer -- No Designation

Insignia of Rank is furnished by the department and is to be affixed to the uniform in accordance with current department specifications.

J. **UNIFORM NAME BAR:** Uniform name bars are issued by the department. The name bars will be displayed on uniform shirts (both winter and summer). The name bar will be affixed 1/2-inch above and centered over the right breast pocket.

Service Bar. The service bar will be affixed to the name bar.

K. **SPECIAL BADGES AND PATCHES - AUTHORIZATION:** Special patches and recognition badges may be authorized to be worn on the uniform at the discretion and approval of the Chief of Police. All requests for the wearing of such specialized badges shall be directed through the chain of command to the Chief of Police for approval.

L. **UNIFORM REQUIREMENTS, OFF DUTY WORK:** Any officer when engaged in off-duty work, requiring the Department Uniform, must be in full uniform prescribed for his rank, and shall have permission from the Chief of Police.

		<i>Effective Date</i> October 8, 2018	<i>Number</i>
<i>Subject</i> Vehicle Towing			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages:</i> 2	

I. PURPOSE

To establish and maintain uniform guidelines for towing and inventorying vehicles.

II. POLICY

The Carroll Police Department has the need to remove vehicles from locations due to abandonment, arrest, accident, or other needs.

III. PROCEDURE

A. Abandoned Vehicles

1. Once a motor vehicle has been determined to be abandoned, officers will request that a towing company be dispatched to remove the vehicle.
2. Officers will complete a vehicle inventory log sheet by doing a complete inventory of the motor vehicle as required in the Motor Vehicle Inventory Policy. All firearms and property, including cash, which is found to be of estimated value of \$100.00 or more will be noted on the Carroll Police Department vehicle towing and inventory report. Items may be removed and taken to the Police Department for safekeeping if the officer can articulate a reason for doing so.

B. Arrested Driver

1. If the driver of any vehicle is arrested the officer has the following options.
 - a) Leave Car – If the vehicle is legally parked the vehicle may be left at the scene if the registered owner is present and is unimpaired and agrees for the vehicle to remain. Officers may drive an arrestee’s vehicle with permission of the vehicle owner. The officer shall only take the vehicle a reasonable distance away from where the vehicle is stopped, which shall not exceed 1 block
 - b) Alternative Driver – The vehicle may be released to another legal driver designated by the registered owner. The driver may not designate an alternative driver if the driver is not the registered owner.
 - c) Tow Vehicle – Vehicles will be towed if neither of the above applies. Officers will follow the procedure as set out in Section III.A above with the addition that an unimpaired owner may request a towing company. Officers may over-ride the owner’s request and have dispatch contact a different tow service if the owner’s request will take an excessive amount of time. A vehicle inventory will be completed in accordance with policy.

C. Accident Scene

1. Conscious owners may make their own arrangements to remove a vehicle from an accident scene provided that it is done in a timely manner. Officers may over-ride the

owner's request and have dispatch contact a tow service if the owner's request will take an excessive amount of time. No vehicle inventory is required.

2. If the owner or driver is incapacitated and the vehicle cannot be left where found, the officer will tow the vehicle using the above procedure. No vehicle inventory is required.

D. Traffic Hazard

1. Officers who encounter any vehicle that the officer believes to be a traffic hazard will not allow the vehicle to remain on the street. The officer may advise the owner to leave the vehicle parked where it is if it is safe to do so or have the vehicle towed using the procedure in III.C.1 of this order. A vehicle may be determined to be a hazard because of vehicle defect, including a lack of current liability insurance, or because it is parked in an unsafe or illegal manner. A vehicle inventory will be completed.

		<i>Effective Date</i> May 23, 2016	<i>Number</i>
<i>Subject</i> Vehicle Operation and Maintenance			
<i>Reference</i>		<i>special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i>	<i>No. Pages</i> 2

DEPARTMENT VEHICLES:

- A. Employees shall not use any departmental vehicle without the permission of a supervisor.
- B. Transporting Citizens - Citizens will be transported in departmental vehicles only when necessary to accomplish a police purpose. Those desiring to ride as part of the department "Ride Along Program" must first obtain permission from the Chief of Police and sign a release of liability form.

ACCIDENTS INVOLVING POLICE VEHICLES.

- A. Allow the vehicle to remain in post-accident position (if traffic conditions permit). Under no circumstances will the vehicle be moved from the immediate vicinity.
- B. Immediately notify Communication Center of the accident and request transportation for injured, if any, and immediate superior.
- C. Under no circumstances shall the operator or his partner, if a two-man element, investigate an accident of a unit operated by them.
- D. If the damage or combined damage is \$1,500.00 or more, or personal injury occurs, complete a State Accident Report to be forwarded to the State Department of Public Safety.
- E. If an injury is sustained by a city employee, complete a State of Iowa Work Injury report in accordance with Injury Leave/Work Injury section of this manual.

REPAIR OF VEHICLES:

All police vehicles shall be serviced at the location designated by the Chief of Police.

POLICE VEHICLE INSPECTION:

Relieving officer shall be responsible for the inspection of police vehicles before use. New damage or operational defects shall be reported in writing to supervisory officers. A list of needed repairs shall be forwarded to the shift supervisor or Chief of Police.

Under no circumstances will officers drive an unsafe vehicle on a tour of duty!

PARKING VEHICLES BEHIND THE STATION:

Only authorized or personal vehicles shall be parked in the areas designated "Authorized Parking Only" or the area along Fourth Street.

The police bays will normally be used for the prolonged parking of police vehicles (hours not minutes). The permitted exceptions are as follows:

- A. Inclement weather
- B. Equipment service - vehicle
- C. When needed during the course of an investigation
- D. When authorized by a supervisor

In all cases extreme caution should be exercised to ensure the overhead door is in the stationary open position before entering or exiting this area. Vehicles shall be driven forward into the bay and backed to exit.

		<i>Effective Date</i> August 24, 2015	<i>Number</i>
<i>Subject</i> Video (Car and Body Worn)			
<i>Reference</i>		<i>Special Instructions</i>	
<i>Distribution</i>	<i>Re-evaluation Date</i> May 23, 2016	<i>No. Pages</i> 2	

A. **GENERAL.** The Carroll Police Department operates squad car(s) with in-car video camera recorders and issued body worn cameras (BWC) which operate in conjunction. This policy is to establish guidelines relative to their use and is general in nature. In those instances where specific policy guidance is not available, officers will be expected to exercise discretion and common sense, or if circumstances allow, consult with a supervisor.

B. **PURPOSE.** The purpose of this policy is to establish guidelines for use of in-car video camera recorders and BWC. The primary purpose of the camera is to collect evidence for use in prosecutions. Other purposes may include, but are not limited to, the following:

1. Reviewing arrests prior to court testimony.
2. Recorded information may be subpoenaed in reference to criminal and civil matters.
3. Recorded information may be used for training purposes.
4. Recorded information may be used for internal affairs matter.
5. When the showing of recorded materials serves the law enforcement interests of the Carroll Police Department.

C. **POLICY.** It is the policy of the Carroll Police Department to use in-car video cameras and BWC to enhance collection of evidence and document interactions between officers and the public. All video associated with such cameras is the property of the Carroll Police Department. No video or portion thereof shall be distributed in any manner without express permission of the Chief of Police or his designee. No officer shall erase, alter or otherwise tamper, in any manner, with any such video.

D. **GENERAL GUIDELINES.**

1. All officers will receive training in the use of in-car video cameras and BWC. Any problems associated with a camera shall immediately be brought to the attention of the shift supervisor. Shift supervisors shall ensure that each officer on their shift is properly trained. Officers shall use recording equipment issued by the Carroll Police Department only.

2. Each camera is programmed to be activated in one of three ways:
 - a. When the emergency lights are activated.
 - b. Manually by officer from the control panel inside the patrol unit.
 - c. Remotely by officer from outside the patrol unit from his/her **BWC** portable transmitter.

3. Situations where cameras shall be activated:
 - a. On all traffic stops and the system shall be left on until contact with the violator is terminated.
 - b. When the situation presents the possibility of a criminal charge being filed.
 - c. When a driver suspected of OWI is observed.

- d. During all vehicular pursuits.
 - e. To record accident or crime scenes when, in the officer's opinion, the recording will assist in the investigation of that incident.
 - f. During the transportation of prisoner(s) when transporting members of the opposite sex.
 - g. During the transportation of prisoner(s) when in the officer's opinion it will be beneficial to have documentation of the transport.
 - h. When there is a reasonable likelihood that an interaction could become confrontational (e.g. child custody exchanges, domestic disputes, neighborhood conflicts, etc.) or when an interaction actually does become confrontational.
 - i. During the service of all search and arrest warrants.
 - j. When interviewing witnesses or suspects outside of the police department.
4. Flashcards and/or BWC shall be surrendered at any time at the request of a supervisor. Officers may voluntarily surrender their flashcard/BWC if events of a critical nature are recorded. The officer will immediately be issued a new flashcard/BWC.
5. The Captain shall maintain all recorded video. Requests for copies of videos for court cases shall be made through the shift supervisor and forwarded to the Captain.
6. Officers are not required to inform the public that the digital video recorders are in use, but shall disclose its use upon inquiry.
7. All digital video recordings shall be stored at the Carroll Police Department and shall be ~~evented~~ categorized to maintain proper video retention storage length. Retention periods will be determined by the Chief of Police. ~~A recording required to be stored longer than the below listed time should be reported to the Captain for proper storage.~~
- ~~_____ a. Event 1 is stored for 30 days~~
 - ~~_____ b. Event 2 is stored for 60 days~~
 - ~~_____ c. Event 3 is stored for 90 days~~
 - ~~_____ d. Event 4 is stored for 180 days~~
 - ~~_____ e. Digital video recordings needed for longer than above time will be saved to a disc and placed in case file at the request of the officer or supervisor~~
8. All issued BWC and in car cameras shall be worn and operated by officers while on duty. It shall be the responsibility of each officer to dock the BWC at the completion of their shift for proper video download and charging of the equipment.
9. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute any recordings without prior written authorization from the Chief of Police

Any problems with the video equipment shall be reported to the shift supervisor immediately.

<i>Effective Date</i> April 12, 2010		<i>Number</i>
<i>Subject</i> Written Directives		
<i>Reference</i>	<i>special Instructions</i>	
<i>Distribution</i>	<i>Reevaluation Date</i> May 23, 2016	<i>No. Pages</i> 2

- A. **SPECIAL ORDERS:** Issued by the Chief of Police and apply primarily to personnel changes within the department, to include; appointments, transfers, promotions, changes in training status, changes in duty status, etc.
- B. **GENERAL ORDERS:** A numbered publication, issued by the Chief of Police that defines policy and directs procedures for the entire department, or elements of the department, and are permanent in nature. Policies contained in these directives will be included in either the Departmental Administrative or Operational Manuals.

General orders become effective on the date of issue and shall be posted on the department bulletin board for a period of not less than thirty (30) consecutive days.

Distribution of General Orders will be as follows:

1. Original to Chief of Police for master log.
2. Copy to applicable Manual (rules & regulations or S.O.P.).
3. Copy to be posted on the department bulletin board.
4. Copies to all supervision personnel.

General orders will follow this format:

General Order # 00-11
Date Effective: 07 01 00
Disposition: R&R or S.O.P.

INTENT

Statement outlining a specific reason(s) necessitating establishment of the order.

PROCEDURE

The content of the order outlining the steps to follow for implementation.

DISPOSITION

Explanation regarding where the order is to be placed. The order could become part of the operations manual or the rules and regulation manual, numbered respectfully.

SIGNATURE

All General Orders shall be signed by the Chief of Police.

C. **MEMORANDUMS:**

1. **INSTRUCTION:** Memorandums of Instruction will be directive in nature and issued by the Chief of Police to subordinate units in clarifying policy and may or may not be permanent in nature.

Instructional memorandums shall be numbered and dated using the same format as general orders.

2. **DIRECTION:** A self-canceling document from a supervisor to a subordinate directing a task to be performed.
 3. **INFORMATION:** A self-canceling document that provides information non-directive in nature for specific events or areas of interest and may be issued by any level of supervision.
- D. **CORRESPONDENCE:** All outside correspondence pertaining to police matters shall be reviewed by the Chief of Police or his designee, prior to post or mailing.

All official police correspondence pertaining to departmental business and activities shall carry the name and title of the Chief of Police.

- E. **MAIL DISTRIBUTION:** Responsibility for the distribution of incoming United States Mail and interdepartmental mail shall be the responsibility of the department administrative assistant.

All mail specifically addressed to individuals shall be distributed directly using department mail boxes. All incoming mail addressed generally to the department or the Chief of Police shall be forwarded to the office of the Chief of Police for distribution.

- F. **USE OF THE COPY MACHINE:** The department copy machine will be used for official business only.

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: The Honorable Mayor and Member of the City Council

FROM: Aaron Kooiker, City Manager *AK*

DATE: August 23, 2023

SUBJECT: Empower Rural Iowa Rural Housing Assessment Grant

- Housing Committee Appointments

As part of the Rural Housing Assessment Grant application, there needs to be a housing committee appointed. According to the Rural Housing Assessment Grant Guidelines:

HOUSING COMMITTEE:

“Applicants are asked to establish a housing committee to guide the process. It is recommended that the committee be comprised of seven to 10 individuals, including elected officials, city staff, representatives from real estate and finance, non-profits, major employers and concerned residents. It is also recommended that the community advertise the opportunity to serve on the housing steering committee and provide public notice.”

The City Council’s Housing Committee, LaVern Dirx, Carolyn Siemann, and Kyle Bauer, should be a part of this Committee. I have also reached out to Jim Friel, Mike Franey, Dustin Katje, Matt Meiners, and Adam Schweers. They have all agreed to be part of this Rural Housing Assessment Housing Committee.

RECOMMENDATION: Council discussion and approval of appointing the following individuals to the Empower Rural Iowa Rural Housing Assessment Grant Housing Committee: LaVern Dirx, Carolyn Siemann, Kyle Bauer, Jim Friel, Mike Franey, Dustin Katje, Matt Meiners and Adams Schweers.



RURAL HOUSING ASSESSMENT GRANT GUIDELINES

The Rural Housing Assessment Grant program supports the use of publicly available, online information and rural community efforts to interpret publicly available hard data to implement changes through development codes, local ordinances, and housing incentives specific to individual community needs.

In partnership with Iowa State University (ISU) Extension and Outreach's Rural Housing Readiness Assessment workshops, funding from the program will empower communities to assess their current development environment and enact changes resulting in the creation of policies and procedures attractive to potential developers.

The program, defined in [Iowa Administrative Code](#), is administered by the [Center for Rural Revitalization](#), a division of the Iowa Economic Development Authority (IEDA), in consultation with the Governor's Empower Rural Iowa Initiative Task Forces and ISU Extension and Outreach.

TIMELINE

June 28, 2023 | Application Window Opens

Application available through [iowaGrants.gov](https://iowagrants.gov)

July 18, 2023 | Grant Informational Webinar

[Register for the webinar](#) to be held on Tuesday, July 18 at 3 p.m. CT. This webinar will be recorded and posted on the grant website.

August 30, 2023 | Application Deadline

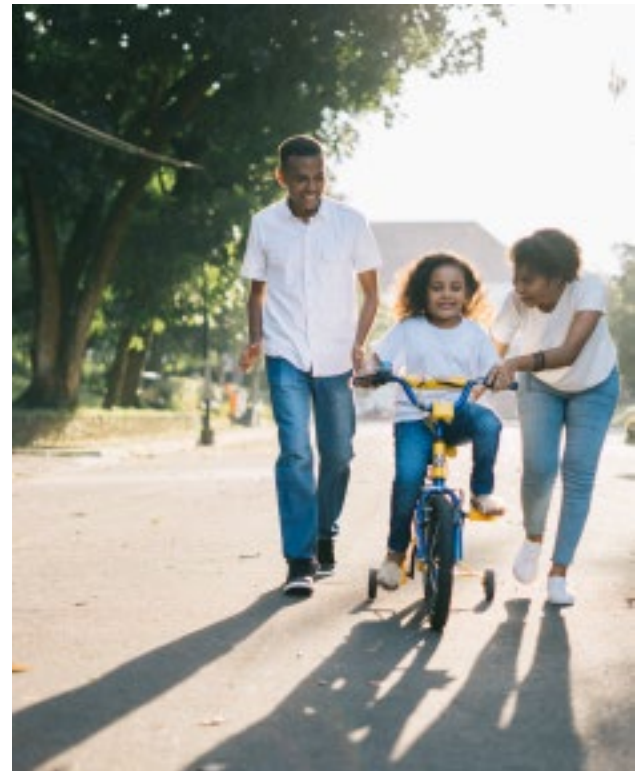
Deadline to submit an application for funding is 11:59 p.m., August 30, 2023.

October 15, 2023 | Funding Decision Notification

Applicants notified of funding decisions by September 30.

October 15, 2023 – June 30, 2025 | Funding Period

All project activities and incurred expenses must occur within the eligible contracted funding period of October 15, 2023 – June 30, 2025. Funding is awarded on a reimbursement basis after expenses have been incurred for approved project activities.



ELIGIBILITY REQUIREMENTS

Eligible Use of Funding

The Rural Housing Assessment Grant Program provides funding for housing assessment data collection and ISU Extension and Outreach Rural Housing Assessment Readiness Workshop. Funds may be used to fulfill that process at the discretion of the grant recipient but must contribute to the completion of the housing assessment report, workshop or implementation of the workshop outcomes within the contract period.

Eligible Applicants

Local city and county governments, or federally recognized tribal governments physically located in Iowa are eligible. The government must exist in and benefit a community in Iowa with a population of 20,000 or fewer and not contiguous to a city with a population of 40,000 or greater. County-wide projects must be one of the 88 least-populous counties in Iowa.

Eligible Project Requirements

Requirements for Rural Housing Assessment Interpretation and Implementation grant awards include, but are not limited to the following:

- Applicants must demonstrate the capacity for grants administration.
- Applications must demonstrate the feasibility of completing the proposed activities with the funds requested and contract period.
- Applications must identify and describe any other sources of funding for the proposed activities.
- Applications must provide \$5,000 cash match for each city or full county partnering on the application.
- Applications must agree to utilize information available on the Iowa Profile tool.
- Applications must agree to contract with ISU Extension and Outreach for the facilitated Rural Housing Assessment Readiness Workshop.
- Applications must identify any additional partner organizations that will be utilized in additional data collection or implementation processes.



FUNDING

Grant Request Amount

Grant Recipients will be awarded up to \$10,000 per city or county that is partnering on the application to support expenses incurred within the eligible funding period. For example, if the application includes three cities, the grant award will be up to \$30,000. If the application includes one county and two cities, the award would also be up to \$30,000. A portion of the total project cost must be used to contract with ISU Office of Extension and Outreach for the Rural Housing Assessment Readiness Workshop. The workshop price is dependent upon the number of communities involved.

Match Requirement

Applicants are required to demonstrate investment in the project process by providing a minimum of \$5,000 per city or county cash match. The cash match must be secured, dedicated to eligible expenses, a legitimate part of the project and must be expended within the eligible funding period. The \$5,000 match requirement may be raised through a combination of public and private sources but may not include in-kind donations of goods or services, unsecured funding or loans.

- Cash match constitutes actual cash contributed to direct project expenses by the applicant or other funding sources.
- Funding from state government already being used as match from another program, including other funds from the IEDA, cannot be used to meet the match requirement.

Funding Period

All project activities and incurred expenses must occur within the eligible contracted funding period of October 15, 2023 – June 30, 2025. Funding is awarded on a reimbursement basis after expenses have been incurred for approved project activities within the eligible funding period. Expenses incurred before or after the eligible funding period are not eligible for reimbursement.

ONLINE APPLICATION SUBMISSION

Applicants must submit an application via iowaGrants.gov, an online application portal. Applications will not be accepted in any other format. Late, incomplete or ineligible applications will not be accepted. Applicants must create a login to view the full application for the program.

REVIEW PROCESS

Applications will be reviewed for completion, eligibility and adherence to published guidelines. Applications are reviewed as submitted. New application information or subsequent application clarification submitted after a program deadline is not considered. Eligible applications will be referred for a competitive review by a volunteer panel, including the Governor's Empower Rural Iowa Initiative Task Force members, ISU Extension and Outreach staff and expert professionals (grant review committee). The grant review committee reserves the right to recommend conditional funding and partial funding. Funding recommendations will be submitted by the committee to the executive director of the IEDA for consideration and approval. The applicant's authorized official will receive award notification. All funding decisions are final.

HOUSING COMMITTEE

Applicants are asked to establish a housing committee to guide the process. It is recommended that the committee be comprised of seven to 10 individuals, including elected officials, city staff, representatives from real estate and finance, non-profits, major employers and concerned residents. It is also recommended that the community advertise the opportunity to serve on the housing steering committee and provide public notice. Additional guidance can be provided by the ISU Extension and Outreach Office.

SCORING RUBRIC

Eligibility Review

Applications must demonstrate evidence of the following:

- Applicant is eligible
- Funding request meets eligible project and expense requirements
- Request includes proof of \$5,000 cash match per city or county partnering on the application for grant request
- Project duration does not exceed contract period
- Application is complete and submitted through iowaGrants.gov
- Applicant is a local city government(s) or federally recognized tribal government physically located in Iowa

Extra consideration is provided to applications that have projects supporting housing initiatives endorsed by the Iowa Great Places Citizen's Advisory Board (additional 5 points added to score total), as well as those located in a community of 10,000 or fewer (additional 5 points added to score total).

Application Review

The Rural Housing Assessment Grant Scoring Rubric will be used to evaluate applications. Each section has criteria and corresponding point values to ensure a fair review process. The rubric is on a scale of 62 points.

1 – APPLICANT PROFILE: 5 points possible		
5	3	1
Applicant demonstrates a strong record of progress through relevant notable achievements and strategic priorities.	Applicant identified relevant notable achievements or strategic priorities.	Applicant did not adequately identify relevant notable achievements or strategic priorities.

2 – TIMING & NEED: 5 points possible		
5	3	1
Proposal clearly identifies recent momentum and commitment to active participation and engagement in addressing housing needs.	Proposal identifies some recent momentum and commitment to participation and engagement in addressing housing needs.	Proposal does not clearly identify recent momentum and commitment to participation and engagement in addressing housing needs.

3 – HOUSING COMMITTEE: 5 points possible		
5	3	1
Proposal clearly identifies an active housing committee with multiple, diverse partners. Key partner roles and responsibilities are well defined and will enhance the success of the process.	Proposal identifies a housing committee with multiple, diverse partners. Key partner roles and responsibilities are defined.	Proposal does not identify an active housing committee with multiple, diverse partners. Key partner roles and responsibilities are not well defined.

4 – EXISTING DOCUMENTATION: 2 points each		
2	2	2
Previous Housing Studies	Downtown Upper Story Inventory	Vacant Lot Survey or Data
2	2	2
Comprehensive Plan	Current Housing-Related City Ordinances	Ordinances or Resolutions Enacting Housing-Related Incentive Programs

5 – IMPLEMENTATION: 5 points possible		
5	3	1
Proposal has strong implementation objectives. Project will be successfully realized through a clear, detailed timeline of deliverables. Applicant and partner responsibilities are well-defined.	Proposal has identified achievable implementation objectives and timeline of tasks. Applicant and partner responsibilities are identified.	Proposal implementation objectives are unclear or not measurable. Multiple concerns about project achievability. Timeline of tasks is insufficient. Applicant and partner responsibilities are unclear or not identified.

6 - BUDGET: 5 points possible		
5	3	1
Project budget and intended use of funds are clear and appropriate.	Project budget and intended use of requested funds are identified and adequate.	Project budget and intended use of requested funds are unclear or inadequate.

7 – BUDGET LOCAL SUPPORT: 5 points possible		
5	3	1
Majority of the applicant match is from local, including county and city government, or private sources.	Over half of the applicant match is from local, including county and city government, or private sources.	Less than half of the applicant match is from local, including county and city government, or private sources.

8 - SUPPORT MATERIAL: 5 points possible		
5	3	1
Support material is highly relevant to the project, of high quality and clearly supports the projects' need.	Support material relates to the project and is of average quality.	Support material is not relevant to the project, of poor quality or does not support the projects' need.

9 - GRANTSMANSHIP & CASE FOR SUPPORT: 5 points possible		
5	3	1
The application is clear, concise, and well composed. Case for support is exemplary and merits investment from the State.	The application is clear. Case for support is adequate.	Application is unclear or poorly composed. Case for support is inadequate or does not merit State investment.

Contact

Potential applicants are encouraged to review all published material and contact Rural Community Revitalization Program Manager Liesl Seibert at 515.348.6154 or rural@iowaeda.com, with questions well in advance of application deadlines.

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, August 14, 2023, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Kevin Wittrock. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Dick Fulton did not attend. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES

The minutes from the previous meeting were reviewed by the Commission. A motion by Comm. Siemann and seconded by Comm. Vincent was made to approve the minutes. All present voted aye. Nays: None. Abstain: None. Absent: One. Motion carried 4-0.

LED LIGHTING PROJECT

Comm. Siemann reported the Bi-Partisen Infrastructure Law (aka BIL Funds and Federal Funds are available and the City needs to apply for the 2022/2023 funds before October 1st. The FAA funding runs October 1st to September 30th.

AIRPORT MANAGER OPERATIONS CONTRACT

Comm. Siemann presented a new airport operators agreement for Don Mensen. The new agreement shall be for 24 months ending June 30, 2025. A motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the new agreement and have Carroll Aviation, Inc. Don Mensen, President and Norm Hutcheson, Chairman and Kevin Wittrock of the Carroll Airport Commission sign said agreement. All present voted aye. Nays: None. Abstain: None. Absent: One. Motion carried 4/0.

FLIGHT BREAKFAST

Chairman Hutcheson reported the Masonic Lodge has supplies ordered. Parking will be on the grassy areas with golf carts available for transportation to the breakfast. Friends of Army Aviation will have a UH-1 Huey helicopter available for rides. Carroll Aviation will also be giving rides with the profit donated to the Friends of Army Aviation.

TOPICS DISCUSSED:

Insurance proceeds for storm damage at the airport has not been determined.

Voltmer Electric, contractor for the LED Lighting Project, is storing materials in Decorah.

Don reported he is getting poor quality runway light bulbs from his suppliers. He was informed the only place they can get bulbs is from China. Don said there will be an increase of runway bulbs replacement until the LED project is completed.

BILLS

The following were presented to the Carroll Airport Commission for approval:

Carroll Aviation	contract	\$ 7,085.00
R&R Septic Systems	pump septic tank	325.00
Wittrock Motor	July car rental	550.00
New Cooperative	chemicals	383.24
Echo Group	fuel island bulbs	175.57
Community Oil	equipment fuel	1,485.35
Raccoon Valley Elec	July electric service	959.96
Blueglobes, LLC	runway bulbs/lamp	2,118.36
Ecowater	cooler rent/water	138.11
Carroll Refuse	July garbage	65.55
Mc Clure Engineering	June LED Pgt engineering	5,397.19
Mc Clure Engineering	July LED Pgt engineering	6,260.34
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Siemann and seconded by Comm. Wittrock was made to approve the bills as presented to the Carroll Airport Commission. All present voted aye. Nays: None. Abstain: None. Absent: One. Motion carried 4/0.

There being no further business, a motion by Comm. Siemann and seconded by Comm. Vincent was made to adjourn at 6:27 P.M.. All present voted aye. Nays: None. Abstain: None. Absent: One. Motion carried 4/0.

The next regular meeting of the Carroll Airport Commission will be September 11, 2023, at the Arthur Neu Airport.

Chairman/Vice-Chairman Page 256

ATTEST:

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, September 11, 2023

5:30 P.M.

Arthur Neu Airport

Agenda

Approve previous meeting minutes

LED Lighting Project

Flight Breakfast

New Business

Approve monthly bills

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION EXECUTIVE BOARD MEETING-UNOFFICIAL MINUTES

August 15, 2023
Unofficial Minutes

1. The meeting was called to order at 6:33 a.m. at the Recycling Center by Chair Jeff Anthofer, Mayor of Coon Rapids. Others present were Harvey Dales, City of Manning; Mark Beardmore, Mayor of Carroll; Scott Johnson, Board of Supervisor; Dan Snyder, Mayor of Breda; Mary Wittry, Director and Cathy Toms, Office Manager.
2. Johnson requested to add in-kind housing disposal and Wittry requested to add scraper repairs to the agenda. Dales moved and Snyder seconded to approve the amended agenda. Motion carried, all voting aye.
3. Beardmore moved and Johnson seconded to approve the minutes of the July 11, 2023, meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the bills payable -see attached. Dales moved and Beardmore seconded to approve the bills as presented. Motion carried, all voting aye.
5. Toms presented the financial report, review of set aside accounts and market prices. Snyder moved and Dales seconded to approve the reports as presented. Motion carried, all voting aye.
6. The Iowa Society of Solid Waste Operations (ISOSWO) will present the Commission with an Outstanding Facility/Program award for the Shooting Range Partnership with Carroll Action Shooting Stars Inc. at the Fall Conference held in Waterloo in October.
7. Improvements for the 24/7 recycling drop-off area were discussed. Five cameras have been installed in high traffic areas at the recycling center.
8. The auditing firm has started work for the 2022-23 annual fiscal audit which will be presented to the Board in October.
9. A staff update was provided for the recycling center sorting lines.
10. Due to the May hailstorm in the Carroll area, many loads of shingles have been delivered to the landfill. Total tonnage in July 2022 was 7,156 ton and July 2023 was 8,750 ton with the increase due to the shingles delivered.
11. The electric forklift was delivered, and an electrician will be coming to hook up the charging station.
12. Johnson brought to the Board the consideration of in-kind housing disposal for housing demolition in Carroll. Consensus of the Board was that no exceptions will be made for housing demolition for Commission member cities or contracted counties.
Wittry updated the Board on the arrival and repairs needed for the 615C Scraper that was delivered in July. The terms and conditions of the sale were not met upon arrival of the scraper including no working horn, gages were not working, oil and filters were not changed, and the air conditioning was not working. To date, \$3,522.14 has been spent by the Commission for repairs and Wittry is working with the seller for reimbursement.
The next meeting will be on Tuesday, September 12, 2023, at 6:30 a.m. at the recycling center.
13. Snyder moved and Beardmore seconded to adjourn the meeting at 7:18 a.m. Motion carried.

Respectfully submitted,

Mary Wittry