



BOARD MEETING

May 12, 2021

5:30 p.m.

Jester Park Nature Center

12130 NW 128th St

Granger, IA 50109

Classrooms A,B,C

AGENDA

- 1) **Roll Call**
- 2) **Public Comments**
- 3) **Employee Introductions**
 - Lindsey Mack – Youth Corps Coordinator**
 - Reed Russell – Maintenance Park Ranger (Swear In)**
- 4) **JPNC Lithic & Historic Artifact Exhibit Presentation – Lewis Major**
- 5) **Financial Reports**
- 6) **Action on the Minutes of the Previous Meeting(s)**

CONSENT AGENDA

Note: These are routine items and will be enacted by one roll call vote without separate discussion unless a Board Member or member of the public requests an item be removed to be considered separately. Please notify a PCCB Member to have an item removed.

- 7) **Approving** bill list.
- 8) **Approving** the quote from Iowa Contracting, Inc to perform crack/seal repairs on approximately nine miles of trails in the amount of \$17,900.00 plus a 10% contingency.
- 9) **Approving** Change Order No. 1 in the amount of \$4,175.80 for additional expenses on the Skull Pond renovation project.

ACTION ITEMS

- 10) **Approving** the joint application of Conservation and Polk County Public Works for the Iowa Department of Transportation's COVID-19 Relief Recreational Trails Program grant application request of \$1.25M for the Broadway Ave project and the Neal Smith Trail connection project.
- 11) **Approving** the Iowa Department of Transportation's COVID-19 Relief Recreational Trails Program grant application request of \$500,000 for the Trestle-to Trestle Bridge Replacement.
- 12) **Approving** the purchase of two parcels of land within the Fourmile Creek Greenway from Kading Properties.
- 13) **Approving** the Polk County Conservation Law Enforcement Policy.
- 14) **Approving** Polk County Conservation's participation in the Central Iowa Water Trails Governance Committee and committing Conservation's portion per the formula within the 28E Agreement establishing said committee – est. \$87,000 annually.

BOARD DISCUSSION

Director Remarks

Board Chair & Members Remarks – Involvement Options for PCC Board Members

CLOSED SESSION

15) Land Acquisition

ADJOURNMENT

Upcoming Events

- May 7: Lauridsen Skatepark Grand Opening, 4:30 PM
- May 11, 12, 13: Easter Lake Park North Shore Feasibility Study Focus Groups
- May 19: Lauridsen Skatepark Donor Celebration Event, 3:00-6:00 PM
- May 20-23: DewTour at Lauridsen Skatepark
- June 9: PCC Board Meeting, 5:30 PM, location TBD

For more information on agenda items or to receive an accommodation to participate in a meeting, hearing, service, program or activity conducted by this office, please contact Polk County Conservation Office at 515-323-5300 or visit the office (12130 NW 128th St, Granger, Iowa). The information identified on this agenda may be obtained in accessible formats by qualified persons with a disability. PCCB meeting agendas are available to the public at the Polk County Conservation Office on Monday afternoon preceding Wednesday's Board meeting. Citizens can also view the Board agenda on Agency's website at www.leadingyououtdoors.org or request to receive meeting notices and agendas by email by calling the office or sending their request via email to pccb_info@polkcountyiowa.gov

2020- 2021 Revenue Budget
- as of 04/30/21 (83.3% of budget year expired)

UNIT #	UNIT	Revenue Budget	Total Revenues Received	Balance Due	% Received
General - Fund 1					
0213	Equipment	\$ 49,000	\$ 49,382	\$ (382)	100.8%
6006	Environmental Ed	\$ 88,700	\$ 92,350	\$ (3,650)	104.1%
6009	Natural Resources	\$ 162,400	\$ 172,689	\$ (10,289)	106.3%
6101	Administration	\$ 58,300	\$ 59,265	\$ (965)	101.7%
6103	Community Outreach	\$ -	\$ -	\$ -	0.0%
6104	Conservation Grants	\$ 161,000	\$ 160,829	\$ 171	0.0%
6110	Parks Advocacy Unit	\$ 487,000	\$ 477,444	\$ 9,556	98.0%
6118	Fleet Services	\$ 10,000	\$ 6,512	\$ 3,488	
6119	Construction/Maint.	\$ -	\$ 1,550	\$ (1,550)	0.0%
6124	Equestrian Center	\$ 178,000	\$ 148,994	\$ 29,006	83.7%
Sub-Total - General Fund 1		\$ 1,194,400	\$ 1,169,015	\$ 25,385	97.9%
Conservation Special Projects- Fund 6					
6125	JP Lodge	\$ 60,000	\$ 50,786	\$ 9,214	0.0%
6126	Mitigation Banking	\$ -	\$ -	\$ -	0.0%
6127	Miscellaneous	\$ 11,000	\$ 12,492	\$ (1,492)	113.6%
6128	Cabins	\$ 145,500	\$ 145,667	\$ (167)	100.1%
6129	Laurisden Skatepark	\$ 10,000	\$ 5	\$ 9,995	0.0%
Sub-Total - General Fund 6		\$ 226,500	\$ 208,950	\$ 17,550	92.3%
REAP - Fund 26					
0211	Resource Enhancement	\$ 101,000	\$ 109,854	\$ (8,854)	108.8%
Reserve - Fund 50					
0210-0214	Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 504,000	\$ 524,348	\$ (20,348)	104.0%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 304,000	\$ 352,251	\$ (48,251)	115.9%
Sub-Total - Enterprises Fund 286		\$ 304,000	\$ 352,251	\$ (48,251)	115.9%
Grand Total - Conservation		\$ 2,329,900	\$ 2,364,418	\$ (34,518)	101.5%

2020 - 2021 Expense Budget
- as of 04/30/21 (83.3% of budget year expired)

UNIT #	UNIT	Expense Budget	Total Expended	Balance Remaining	% Expended
General - Fund 1					
0213	Equipment	\$ 420,000	\$ 390,273	\$ 29,727	92.9%
6006	Environmental Ed	\$ 673,552	\$ 508,577	\$ 164,975	75.5%
6009	Natural Resources	\$ 1,091,590	\$ 1,034,651	\$ 56,939	94.8%
6101	Administration	\$ 1,062,650	\$ 927,414	\$ 135,236	87.3%
6103	Community Outreach	\$ 201,580	\$ 152,764	\$ 48,816	75.8%
6104	Conservation Grants-2018 Flood	\$ 400,000	\$ 355,534	\$ 44,466	0.0%
6110	Parks Advocacy Unit	\$ 1,179,707	\$ 1,030,887	\$ 148,820	87.4%
6118	Fleet Services	\$ 503,535	\$ 449,209	\$ 54,326	89.2%
6119	Construction/Maint.	\$ 675,449	\$ 641,382	\$ 34,067	95.0%
6124	Equestrian Center	\$ 613,050	\$ 516,534	\$ 96,516	84.3%
Sub-Total - General Fund 1		\$ 6,821,113	\$ 6,007,225	\$ 813,888	88.1%
6125	JP Lodge	\$ 119,000	\$ 111,971	\$ 7,029	94.1%
6126	Mitigation Banking	\$ 0	\$ 0	\$ 0	0.0%
6127	Miscellaneous	\$ 12,000	\$ 12,780	\$ (780)	106.5%
6128	JP Cabins	\$ 60,371	\$ 59,748	\$ 623	99.0%
6129	Laurisden Skatepark	\$ 100,000	\$ 7,285	\$ 92,715	0.0%
Sub-Total - General Fund 6		\$ 291,371	\$ 191,784	\$ 99,587	65.8%
General Supplemental - Fund 2					
All Units	Benefits (IPERS/FICA/Ins, Etc.)	\$ 1,498,087	\$ 1,177,917	\$ 320,170	78.6%
Risk Management - Fund 3					
6100	Insurance, Med., Work. Comp.	\$ 94,300	\$ 141,878	\$ (47,578)	150.5%
REAP - Fund 26					
0211	Resource Enhancement	\$ 107,069	\$ 2,084	\$ 104,986	1.9%
Reserve - Fund 50					
0210-0214	Trails, Special Projects	\$ -	\$ -	\$ -	0.0%
Bond - Fund 51					
0210	Water & Land Dev & Trails	\$ 2,892,610	\$ 2,929,418	\$ (36,808)	101.3%
Conservation Enterprises - Fund 286					
6121	Golf Course	\$ 325,000	\$ 106,054	\$ 218,946	32.6%
Sub-Total - Enterprises Fund 286		\$ 325,000	\$ 106,054	\$ 218,946	32.6%
Grand Total - Conservation		\$ 12,029,550	\$ 10,556,360	\$ 1,473,191	87.8%

PCWLL EXPENDITURES AS OF :

April 30, 2021

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
C05-R003	GAY LEA WILSON TRAIL CONNECTION (DSM-ANKEN'	\$ 49,851	\$ 99,643	\$ -	\$ 865,150	\$ 94,142	\$ 175	\$ (809,974)	\$ 149,494	\$ (0)	DONE
C06-6134	CBG SHAW ACQUISITION	\$ 432,776	\$ -	\$ -	\$ -	\$ -	\$ 691,636	\$ (258,860)	\$ 432,776	\$ 0	DONE
C08-6142	JESTER PARK CABINS	\$ 687,625	\$ -	\$ -	\$ 687,625	\$ -	\$ -	\$ -	\$ 687,625	\$ 0	DONE
C11-6205	CVT CONN-BONDURANT TO NE 29TH	\$ 1,265,051	\$ 30,683	\$ -	\$ 1,954,413	\$ 131,607	\$ 7,262	\$ (797,548)	\$ 1,295,734	\$ (0)	DONE
C12-6213	CBG WELL REPLACEMENT	\$ 73,859	\$ -	\$ -	\$ 71,746	\$ 150	\$ 1,963	\$ -	\$ 73,859	\$ 0	DONE
C12-6214	CBG OBSERVATION DECK	\$ 89,040	\$ -	\$ -	\$ 77,840	\$ 11,200	\$ -	\$ -	\$ 89,040	\$ (0)	DONE
C12-6218	JP EQUIPMENT MAINTENANCE BLDG RELOCATION	\$ 406,291	\$ 13,762	\$ -	\$ 420,053	\$ -	\$ -	\$ -	\$ 420,053	\$ (0)	DONE
C12-6219	EC IMPROVEMENTS	\$ 10,671	\$ -	\$ -	\$ 7,253	\$ 3,418	\$ -	\$ -	\$ 10,671	\$ 0	DONE
C12-6220	4-MILE CREEK WATERSHED	\$ 20,309	\$ -	\$ 1,077,061	\$ -	\$ 20,309	\$ -	\$ -	\$ 20,309	\$ 0	DONE
C12-6221	JP NATURE CENTER	\$ 363,349	\$ 3,636,651	\$ 1,000,000	\$ 8,077,560	\$ 2,073,148	\$ 506,700	\$ (4,124,623)	\$ 6,532,784	\$ (1,032,784)	\$ 143,642
C12-6222	CBG MASTER PLAN	\$ 87,000	\$ 484,185	\$ 303,709	\$ 201,148	\$ 369,249	\$ 1,560	\$ -	\$ 571,956	\$ (0)	
C12-6223	ACKELSON TRAIL PHASE I (fkn EL Trail Phase I)	\$ 1,083,651	\$ -	\$ 189	\$ 903,781	\$ 176,108	\$ 3,951	\$ -	\$ 1,083,840	\$ 0	DONE
C12-6224	ACKELSON TRAIL PHASE II (fka EL Trail Phase II)	\$ 644,718	\$ 93,918	\$ -	\$ 1,066,959	\$ 216,221	\$ 15,457	\$ (560,000)	\$ 738,636	\$ (0)	DONE
C12-6225	ACKELSON TRAIL PHASE III (fka EL Trail Phase III)	\$ 52,661	\$ 941,136	\$ 475,000	\$ 3,906,577	\$ 580,827	\$ 9,891	\$ (1,940,951)	\$ 2,556,344	\$ (0)	\$ -
C12-6226	FDM POND IMPROVEMENTS & SEDIMENT BASIN	\$ 679,065	\$ 49,386	\$ -	\$ 769,399	\$ 136,036	\$ 23,016	\$ (200,000)	\$ 728,451	\$ 0	DONE
C12-6227	FDM PARK IMPR-SHELTER/TRAILS/PENINSULA	\$ 121,175	\$ 1,364,205	\$ -	\$ 1,044,826	\$ 203,713	\$ 340,277	\$ (103,437)	\$ 1,485,380	\$ 0	DONE
C12-6228	JP PARK IMPROVEMENTS-CAMP AREA #2 ELECTRIC	\$ 382,911	\$ -	\$ -	\$ 336,945	\$ 30,450	\$ 15,516	\$ -	\$ 382,911	\$ (0)	DONE
C12-6229	HTT CONNECTOR TO GLW (fka Neal Smith)	\$ 9,800	\$ 1,404	\$ 350	\$ -	\$ 11,554	\$ -	\$ -	\$ 11,554	\$ (0)	DONE
C12-6230	TM CAMP CREEK STABILIZATION	\$ 1,027,125	\$ 38,682	\$ -	\$ 867,694	\$ 198,000	\$ 113	\$ -	\$ 1,065,807	\$ (0)	DONE
C12-6231	TM PARK IMPROVEMENTS& SHOWER HOUSE	\$ 56,574	\$ 57,371	\$ 160,055	\$ 43,175	\$ 57,553	\$ 24,712	\$ (1,205)	\$ 124,236	\$ (0)	
C12-6232	YB PARK IMPROVEMENTS	\$ 55,797	\$ 626,772	\$ 500,000	\$ 427,935	\$ 180,729	\$ 160,873	\$ (209,981)	\$ 559,557	\$ 757,765	
C19-6323	YB SHOP BUILDING				\$ 79,758		\$ 5,490		\$ 85,247	\$ (70,113)	
C19-6338	YB CABINS	\$ -	\$ -	\$ -	\$ -	\$ 17,109	\$ 1,280	\$ -	\$ 18,389	\$ (18,389)	
C12-6233	TRAIL IMPROVEMENTS ALL AREAS	\$ 33,720	\$ 126,863	\$ 491,282	\$ 121,539	\$ 20,500	\$ 8,052	\$ (3,002)	\$ 147,089	\$ 3,002	DONE
C12-6234	JP ENTRANCE RELOCATION	\$ 352,768	\$ 743,313	\$ -	\$ 946,670	\$ 122,707	\$ 37,197	\$ -	\$ 1,106,573	\$ 0	DONE
C12-6235	CBG WOOSLEY PROPERTY	\$ 2,200	\$ 516,683	\$ -	\$ -	\$ -	\$ 518,883	\$ -	\$ 518,883	\$ (0)	DONE
C12-6236	CBG MENDENHALL ACQUISITION	\$ 681,167	\$ -	\$ -	\$ -	\$ -	\$ 681,167	\$ -	\$ 681,167	\$ 0	DONE
C12-6237	CXT VAULT TOILETS	\$ 64,133	\$ 106,807	\$ 144,060	\$ -	\$ -	\$ 268,927	\$ -	\$ 268,927	\$ 46,073	
C12-6238	CBG WETLANDS/DRAINAGE RESTORATION	\$ 67,221	\$ 303,836	\$ 277,474	\$ 521,244	\$ 147,214	\$ 10,421	\$ (100,000)	\$ 578,878	\$ (41)	DONE
C12-6239	YB DAM REPAIRS	\$ 898,097	\$ -	\$ -	\$ 775,964	\$ 112,507	\$ 9,626	\$ -	\$ 898,097	\$ 0	DONE
C12-6240	BEAVER CREEK LAND ACQUISITION	\$ 93,469	\$ -	\$ -	\$ -	\$ 457	\$ 93,012	\$ -	\$ 93,469	\$ 0	DONE
C12-6242	ROAD & PARKING LOT RESURFACING ALL AREAS	\$ 200,237	\$ 615,221	\$ 829,542	\$ 1,103,942	\$ 8,219	\$ -	\$ -	\$ 1,112,161	\$ 522,347	
C12-6243	CAMP CREEK-MILLER/RIST LAND ACQUISITION	\$ 342,197	\$ 3,408	\$ -	\$ -	\$ -	\$ 345,605	\$ -	\$ 345,605	\$ -	DONE
C12-6244	CBG AIRPORT 16 ACQUISITION	\$ 75,588	\$ -	\$ -	\$ -	\$ -	\$ 75,588	\$ -	\$ 75,588	\$ -	DONE
C12-6245	YB ALITZ PROPERTY ACQUISITION	\$ 298,950	\$ -	\$ -	\$ -	\$ -	\$ 298,950	\$ -	\$ 298,950	\$ 0	DONE
C12-6246	CBG FREELAND LAND ACQUISITION	\$ 204,437	\$ -	\$ -	\$ -	\$ -	\$ 204,437	\$ -	\$ 204,437	\$ -	DONE
C12-6247	CBG AIRPORT 60 LAND ACQUISITION	\$ 242,087	\$ (60,638)	\$ -	\$ -	\$ -	\$ 246,099	\$ (64,650)	\$ 181,449	\$ 0	DONE
C12-6248	CBG EVERLY PROPERTY-NO SALE APPRAISAL ONLY	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ -	DONE

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April 30, 2021

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C12-6249	BROWN'S WOODS TRAILHEAD IMPROVEMENTS	\$ 49,882	\$ 77,804	\$ -	\$ 89,387	\$ 5,225	\$ 33,075	\$ -	\$ 127,686	\$ (0)	DONE
C12-6250	YB PRIEST PROPERTY ACQUISITION	\$ 321,640	\$ 11,775	\$ -	\$ -	\$ -	\$ 333,415	\$ -	\$ 333,415	\$ -	DONE
C12-9999	MISC MINOR IMPR, EQUIP & INTEREST	\$ 339,492	\$ 330,508	\$ 100,000	\$ -	\$ 75,693	\$ 724,881	\$ (173,200)	\$ 627,374	\$ 143,355	
C13-6251	OVERALL PROGRAM MANAGEMENT	\$ 43,095	\$ (3,095)	\$ 20,000	\$ -	\$ 43,095	\$ -	\$ -	\$ 43,095	\$ 0	DONE
C13-6252	EL LODGE CONSTRUCTION	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C13-6253	TM ACCESSIBLE TRAIL AROUND POND	\$ 165,338	\$ -	\$ -	\$ 94,351	\$ -	\$ 70,987	\$ -	\$ 165,338	\$ (0)	DONE
C13-6254	TM OVERLIN PROPERTY ACQUISITION	\$ 74,257	\$ -	\$ -	\$ -	\$ -	\$ 74,257	\$ -	\$ 74,257	\$ -	DONE
C13-6255	MALLY'S STREAMBANK STABILIZATION	\$ 400	\$ (400)	\$ 400	\$ -	\$ 400	\$ 311	\$ -	\$ 711	\$ (0)	DONE
C13-6256	PCWLL PUBLIC AWARENESS	\$ 2,723	\$ (2,723)	\$ 11,797	\$ -	\$ -	\$ 11,797	\$ -	\$ 11,797	\$ 25,000	
C13-6258	NATURAL AREA RESTORATIONS	\$ 8,481	\$ 289,156	\$ 1,479,125	\$ -	\$ 5,720	\$ 700,451	\$ (25,000)	\$ 681,171	\$ 963,553	
C13-6259	JP ORWC	\$ 4,200	\$ (4,200)	\$ 4,200	\$ -	\$ 4,200	\$ 23,983	\$ -	\$ 28,183	\$ 0	DONE
C13-6261	ANKENY HTT EXTENSION TO DSM	\$ 908,585	\$ -	\$ -	\$ -	\$ -	\$ 3,073,585	\$ (2,165,000)	\$ 908,585	\$ 0	DONE
C13-6262	EL J.C. WHITE PROPERTY	\$ 187,685	\$ 8,913	\$ 1,050	\$ -	\$ -	\$ 289,857	\$ (92,209)	\$ 197,648	\$ (0)	DONE
C13-6263	CVT SPUR TO MALLY'S	\$ 1,100	\$ 150,837	\$ -	\$ 87,283	\$ 49,957	\$ 14,697	\$ -	\$ 151,937	\$ 0	DONE
C13-6265	YB BANE PROPERTY	\$ 238,750	\$ 24,374	\$ -	\$ -	\$ -	\$ 263,124	\$ -	\$ 263,124	\$ (0)	DONE
C14-6268	EL DIKES/DREDGING/WATER QUALITY	\$ 230,289	\$ 2,364,456	\$ 255	\$ 6,530,936	\$ 1,136,944	\$ 486,867	\$ (4,478,758)	\$ 3,675,988	\$ (0)	
C14-6269	FDSM CLASSROOM	\$ 12,873	\$ (12,873)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	DONE
C14-6270	EL COVERED BRIDGE IMPROVEMENTS	\$ 62,714	\$ -	\$ -	\$ 56,920	\$ -	\$ 5,794	\$ -	\$ 62,714	\$ 0	DONE
C14-6271	CBG KAL-DEN FARMS PROPERTY (SWAN LAKE)	\$ 100,090	\$ (20,000)	\$ -	\$ -	\$ -	\$ 143,590	\$ (63,500)	\$ 80,090	\$ 0	DONE
C14-6272	EL RAIN GARDENS	\$ 15,379	\$ (8,983)	\$ -	\$ -	\$ -	\$ 28,874	\$ (22,478)	\$ 6,396	\$ (0)	DONE
C14-6274	CONSERVATION CORPS	\$ 48,898	\$ 152,702	\$ 483,238	\$ -	\$ -	\$ 816,004	\$ -	\$ 816,004	\$ 0	
C14-6275	GWT-BILL RILEY TRAIL	\$ 22,672	\$ 160,641	\$ -	\$ 138,984	\$ 44,285	\$ 44	\$ -	\$ 183,313	\$ 0	DONE
C14-6276	CBG SMITH PROPERTY	\$ 34,687	\$ 124,738	\$ -	\$ -	\$ -	\$ 159,425	\$ -	\$ 159,425	\$ -	DONE
C15-6277	WATER QUALITY	\$ -	\$ -	\$ 1,033,079	\$ -	\$ 65,527	\$ 1,410,595	\$ (20,000)	\$ 1,456,122	\$ 46,371	\$ 100,000
C15-6278	CBG HALE POND REPAIR	\$ -	\$ 37,051	\$ -	\$ 36,825	\$ 226	\$ -	\$ -	\$ 37,051	\$ -	DONE
C15-6279	DNR WATER REC ACCESS GRANT-FDM	\$ -	\$ 7,105	\$ 45	\$ -	\$ -	\$ 28,600	\$ (21,450)	\$ 7,150	\$ -	DONE
C15-6281	TM STROSAHL	\$ -	\$ 360,475	\$ -	\$ -	\$ -	\$ 360,475	\$ -	\$ 360,475	\$ -	DONE
C16-6282	4-MILE CREEK MASTER PLAN	\$ -	\$ -	\$ 62,000	\$ -	\$ 62,000	\$ 1,407	\$ -	\$ 63,407	\$ 0	DONE
C16-6283	TM MURRAY PROPERTY	\$ -	\$ 211,045	\$ -	\$ -	\$ -	\$ 246,045	\$ (35,000)	\$ 211,045	\$ -	DONE
C16-6284	YB MILLER PROPERTY	\$ -	\$ 2,655	\$ 700	\$ -	\$ -	\$ 3,355	\$ -	\$ 3,355	\$ -	DONE
C16-6285	CBG KIMBERLY FARMS PROPERTY	\$ -	\$ 500	\$ -	\$ -	\$ 6,238	\$ 4,500	\$ (64,000)	\$ (53,262)	\$ 53,762	DONE
C16-6286	EL DELANEY PROPERTY	\$ -	\$ 5,122	\$ -	\$ -	\$ -	\$ 5,122	\$ -	\$ 5,122	\$ -	DONE
C16-6287	EC MASTER PLAN IMPROVEMENTS	\$ -	\$ 500,000	\$ 17,866	\$ 468,119	\$ 2,526	\$ 47,221	\$ -	\$ 517,866	\$ 0	DONE
C16-6288	EL CHURCH PROPERTY	\$ -	\$ 35,615	\$ 92,019	\$ -	\$ -	\$ 127,634	\$ -	\$ 127,634	\$ -	DONE
C17-6289	4-MILE WILSON PROPERTY	\$ -	\$ 52,792	\$ -	\$ -	\$ -	\$ 52,792	\$ -	\$ 52,792	\$ -	DONE
C17-6290	CG CLUBHOUSE RENOVATIONS	\$ -	\$ 8,829	\$ 391,171	\$ 325,288	\$ 68,279	\$ 6,433	\$ -	\$ 400,000	\$ -	
C17-6291	4-MILE BAIN PROPERTY	\$ -	\$ 336,054	\$ 210,989	\$ -	\$ -	\$ 547,043	\$ -	\$ 547,043	\$ 0	DONE
C17-6292	CBG MORGAN PROPERTY	\$ -	\$ 372,200	\$ -	\$ -	\$ -	\$ 372,200	\$ -	\$ 372,200	\$ -	DONE

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C17-6293	4-MILE TRAILS END PROPERTY	\$ -	\$ 3,500	\$ 1,311,550	\$ -	\$ -	\$ 1,315,050	\$ -	\$ 1,315,050	\$ (0)	DONE
C17-6295	CVT CONN-NE 29TH TO BROADWAY	\$ -	\$ 83,885	\$ 429,000	\$ 302,302	\$ 131,525	\$ -	\$ -	\$ 433,827	\$ 0	
C17-6296	BEAVER CREEK WATERSHED IMPROVEMENTS	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	DONE
C17-6297	CBG-DYKSTRA PROPERTY	\$ -	\$ -	\$ 335,368	\$ -	\$ 21,297	\$ 590,416	\$ (268,033)	\$ 343,680	\$ 0	DONE
C17-6298	CBG-VEASMAN PROPERTY	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -	DONE
C17-6299	CBG-K KIMBERLY PROPERTY	\$ -	\$ -	\$ 592,623	\$ -	\$ -	\$ 594,851	\$ (232,102)	\$ 362,749	\$ 232,102	DONE
C18-6302	WETLAND BANKING	\$ -	\$ -	\$ 80,573	\$ -	\$ 140,341	\$ 158,520	\$ -	\$ 298,861	\$ 0	
C18-6303	CBG-PROPERTY 18	\$ -	\$ -	\$ 950	\$ -	\$ -	\$ 950	\$ -	\$ 950	\$ -	DONE
C18-6304	4-MILE O'MARA PROPERTY	\$ -	\$ -	\$ 4,400	\$ -	\$ -	\$ 4,400	\$ -	\$ 4,400	\$ -	DONE
C18-6305	YB PORTER PROPERTY	\$ -	\$ -	\$ 151,181	\$ -	\$ -	\$ 151,519	\$ -	\$ 151,519	\$ 0	DONE
C18-6306	YB JACK MILLER PROPERTY	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	DONE
C18-6307	EL HAGER PROPERTY	\$ -	\$ 505,316	\$ -	\$ -	\$ -	\$ 505,316	\$ -	\$ 505,316	\$ -	DONE
C18-6309	EAGLE ROOST GOODHUE	\$ -	\$ 2,421	\$ 79	\$ -	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	DONE
C18-6310	EAGLE ROOST JOHNSON	\$ -	\$ 1,250	\$ -	\$ -	\$ -	\$ 1,250	\$ -	\$ 1,250	\$ -	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ 16,945	\$ -	\$ 4,317	\$ 56,147	\$ -	\$ 60,464	\$ 19,448	
C18-6313	EASTER LAKE CAMPGROUND	\$ -	\$ 4,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C18-6314	JESTER PARK LODGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (851)	\$ -	\$ (851)	\$ (0)	
C19-6318	NR SHOP	\$ -	\$ -	\$ 2,000,000	\$ 1,840,778	\$ 11,293	\$ 232,759	\$ -	\$ 2,084,830	\$ (84,830)	
C19-6319	CBG - RANGER HOUSE	\$ -	\$ -	\$ -	\$ 272,847	\$ -	\$ 30,518	\$ -	\$ 303,365	\$ (427)	
C19-6320	T2T BRIDGE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C19-6324	4-MILE GREENWAY RESTORATION	\$ -	\$ -	\$ 14,634	\$ 107,522	\$ 19,204	\$ 1,460	\$ -	\$ 128,186	\$ 0	
C19-6325	CBG-SPRAGUE PROPERTY	\$ -	\$ -	\$ 116,099	\$ -	\$ 338	\$ 115,761	\$ -	\$ 116,099	\$ (0)	
C19-6327	EL - NORTH SHORE IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ 9,567	\$ 25,779	\$ -	\$ 35,346	\$ 352,221	
C19-6328	MALLY'S WILLIAMSON	\$ -	\$ -	\$ 120,913	\$ -	\$ -	\$ 120,913	\$ -	\$ 120,913	\$ -	
C19-6330	YB - DEBOEF PROPERTY	\$ -	\$ -	\$ 57,836	\$ -	\$ -	\$ 57,836	\$ -	\$ 57,836	\$ 0	
C19-6331	YB- DEATON	\$ -	\$ -	\$ 44,804	\$ -	\$ -	\$ 45,176	\$ -	\$ 45,176	\$ 0	
C19-6334	CBG LANE PROPERTY	\$ -	\$ -	\$ 568,705	\$ -	\$ 862	\$ 580,042	\$ (53,381)	\$ 527,523	\$ 41,182	
C19-6337	JP BIOCELLS	\$ -	\$ -	\$ -	\$ 24,129	\$ -	\$ 19,020	\$ -	\$ 43,149	\$ (0)	
C20-6341	CBG/DAN MILLER PROPERTY	\$ -	\$ -	\$ 204,898	\$ -	\$ -	\$ 204,898	\$ -	\$ 204,898	\$ 0	
C20-6342	YB/PUJA PROPERTY	\$ -	\$ -	\$ 10,224	\$ -	\$ -	\$ 10,224	\$ -	\$ 10,224	\$ -	
C20-6343	4-MILE/SLEEP HOLLOW	\$ -	\$ -	\$ 236,216	\$ -	\$ -	\$ 236,216	\$ -	\$ 236,216	\$ -	
C20-6344	MALLY'S/RANKIN	\$ -	\$ -	\$ 1,850	\$ -	\$ -	\$ 1,850	\$ -	\$ 1,850	\$ -	
C20-6346	JESTER PARK CAMPGROUND #1 IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
C20-6349	COPPER CREEK	\$ -	\$ -	\$ 299,030	\$ -	\$ -	\$ 299,030	\$ -	\$ 299,030	\$ -	

PCWLL EXPENDITURES AS OF :

April 30, 2021

SUB- LEDGER	PROJECT	DECEMBER 2013 BOND ISSUANCE	JUNE 2015 BOND ISSUANCE	JUNE 2019 BOND ISSUANCE	ACTUAL CONSTRUCTION EXPENDITURES	ACTUAL ENGINEERING EXPENDITURES	ACTUAL MISCELLANEOUS EXPENDITURES	GRANT REVENUES AND DONATIONS	ACTUAL COSTS TO DATE	ACTUAL BALANCE REMAINING	TO BE RECEIVED
LAND ACQ.	LAND ACQUISITIONS	\$ -	\$ -	\$ 4,197,766	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,322,043	
C18-6312	MISCELLANEOUS LAND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6332	4-MILE GREINER PROPERTY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200		\$ 2,200	\$ (2,200)	
C19-6333	ADELPHI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
C19-6335	BEAVER CREEK - SWAICH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,800		\$ 1,800	\$ (1,800)	
		\$ 14,030,000	\$ 15,972,072	\$ 20,364,300	\$ 35,654,866	\$ 6,832,183	\$ 20,450,025	\$ (16,888,343)	\$ 46,048,732	\$ 4,317,641	\$ 243,642

Polk County Conservation Board
5:30 p.m. – **Join Zoom Meeting**
<https://zoom.us/j/4432756020>

PASSCODE:1234

Meeting ID: **443 275 6020**

-OR-

One tap mobile
+13126266799, 4432756020# US (Chicago)

PROCEEDINGS OF THE POLK COUNTY CONSERVATION BOARD

The Polk County Conservation Board met via Zoom Meeting for regular session on Wednesday, April 14, 2021. The meeting was called to order at 5:30 p.m.

- #21-0401 Roll Call
Members Present: Crane, Cataldo, Altringer, Mollenhauer, Lewis
Members Absent:
- #21-0402 Public Comments
- #21-0403 Employee Introductions
Pat Spain – Construction Technician (CMO)
Gabe Sweers – Construction Technician (CMO)
- #21-0404 Central Iowa Water Trails Presentation
- #21-0405 Easter Lake North Shore Improvement Project Presentation
- #21-0406 Strategic Plan Update
- #21-0407 Financial Reports
- #21-0408 **MOVED BY Mollenhauer**, to approve the March 10, 2021 meeting minutes.
Vote Yea: Altringer, Crane, Cataldo, Lewis, Mollenhauer
Members Absent:

CONSENT AGENDA

- #21-0409 **Approving** bill list.
- #21-0410 ~~**Approving** purchase of an outfitted Dodge Ram 4500 from the State of Iowa Contract in an amount not to exceed \$62,500 for Construction Maintenance. Moved to Action Items for further discussion per Cataldo.~~
- #21-0411 **Approving** Cooperative Agreement with Iowa Department of Natural Resources (IDNR) for production of native prairie seed - \$35,000 - \$50,000 in-kind seed value.

- #21-0412 **Receive and file** the Polk County Conservation Law Enforcement Policy. Document to be submitted for approval at the May 12, 2021, Board meeting.
- #21-0413 **Approving** award of contract identifying the lowest responsible bidder as RW Excavating Solutions, LLC in the amount of \$38,000 plus a 10% contingency for bridge guardrail repair work on the Skunk River Bridge located on the Chichaqua Valley Trail east of Bondurant, Iowa.
- #21-0414 **Approving** change order to add additional services (plans and specifications) to the agreement with Stantec Consulting Services Inc. for the Priest Ravine Regeneration in the amount of \$16,232.

LET THE RECORD SHOW it was moved by Cataldo, to approve the consent agenda.

Vote Yea: Crane, Mollenhauer, Altringer, Lewis, Cataldo

Members Absent:

ACTION ITEMS

- #21-0410 **Approving** purchase of an outfitted Dodge Ram 4500 from the State of Iowa Contract in an amount not to exceed \$62,500 for Construction Maintenance.

LET THE RECORD SHOW it was moved by Mollenhauer to ratify the electronic approval vote of Action Item 21-0410.

Vote Yea: Altringer, Crane, Lewis, Mollenhauer

Vote Nay: Cataldo

Members Absent:

- #21-0415 **Approving** Polk County Conservation's participation in the Central Iowa Water Trails Governance Committee and committing Conservation's portion per the formula within the 28E Agreement establishing said committee – est. \$90,000 annually.

LET THE RECORD SHOW it was moved by Altringer for a continuance of Action Item 21-0415 to the May 12th, 2021 PCC Board Meeting based on the general support and direction given from the board to staff to continue having conversations moving the issue forward but recognizing that the 28E Agreement will continue to be reviewed.

Vote Yea: Cataldo, Crane, Mollenhauer, Altringer, Lewis

Members Absent:

- #21-0416 **Approving** Fee for Service Agreement with the Conservation Corps of Iowa in the amount of \$221,200.80 for an adult Conservation Corps crew in 2021.

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 21-0416.

Vote Yea: Mollenhauer, Lewis, Crane, Altringer, Cataldo

Members Absent:

#21-0417 **Approving** Fee for Service Agreement with Baker Electrical, Inc. for the installation of conduit, pulling fiber, and mounting the hardware at the Lauridsen Skatepark for WiFi and live streaming capabilities - \$44,508.20.

LET THE RECORD SHOW it was moved by Lewis to approve Action Item 21-0417.

Vote Yea: Altringer, Cataldo, Crane, Lewis, Mollenhauer

Members Absent:

BOARD DISCUSSION

Director's Remarks

- Last month gave an update on the Great Western Trail, Microsoft, the city of West Des Moines building a potential tunnel as part of GWT – final decision was made to build the tunnel.
- Typically in May & September the PCC Board Meetings are held at JPNC, with the June/July/Aug meetings held at one of the PCC parks. Next meeting has been decided to be at JPNC in one of the downstairs classrooms with social distancing and masks.
- Future Bond Update: plans are moving forward with doing public Polling.

Board & Chair Remarks

- PCC Board Member Subcommittee assignments postponed until May PCC Board Meeting.

CLOSED SESSION

#21-0418 Moved by Altringer to go into closed session pursuant to Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

Vote Yea: Cataldo, Lewis, Mollenhauer, Altringer, Crane

Members Absent:

Closed Session Attendees: Doug Sheeley, Katie Stoklasa, Rich Leopold, Jim Cataldo, Pam Mollenhauer, Ryan Crane, Cassie Cook, Doug Romig, Kate Clark, Greg Lewis, Jill Altringer

Action on closed session:

Moved by Altringer to return to open session.

Vote Yea: Crane, Lewis, Mollenhauer, Cataldo, Altringer

Adjournment

Meeting adjourned at 7:45 p.m.

	Date	May 12, 2021
	Item No. Roll Call No. Submitted by:	CONSENT 21-0508 Adam Fendrick Park Planner

AGENDA HEADING:

Approving the quote from Iowa Contracting, Inc to perform crack/seal repairs on approximately nine miles of trails in the amount of \$17,900.00 plus a 10% contingency.

INFORMATION:

Polk County Conservation staff solicited informal quotes to perform crack and seal repairs to the Gay Lea Wilson Trail (2.35 miles), Trestle-to-Trestle Trail (.6 miles), and the Great Western Trail (6-miles). Staff encountered only two companies that perform this type of work in central Iowa; Iowa Contracting, Inc. out of Indianola and Blacktop Services Co. out of Fort Dodge. Only Iowa Contracting submitted a quote. It was noted in email communications from Blacktop Services that if I did not get a response we were likely outside their service area.

This work will repair the cracks that appear in our asphalt trails over time and is necessary to keep our trails safe and enjoyable for the community. I should note that additional trail repairs will occur this summer as part of the County's annual asphalt contract in cooperation with Public Works. It is planned to repave a section of the CVT and the Gay Lea Wilson Trail between Pleasant Hill and Altoona.

FISCAL IMPACT:

<u>Amount:</u>	\$17,900.00	Contract Amount
	\$ 1,790.00	10% Contingency
	\$ 19,690.00	Amount Not to Exceed

Funding Source: Polk County Water & Land Legacy Bond (Roads)

PREVIOUS BOARD ACTION(S):

Date: NA
Roll Call: NA
Action: NA

RECOMMENDATION:

Approving the quote from Iowa Contracting, Inc to perform crack/seal repairs on approximately nine miles of trails in the amount of \$17,900.00 plus a 10% contingency and designating the Director or his designee to sign said agreement.

	Date	May 12, 2021
	Item No. Roll Call No. Submitted by:	CONSENT 21-0509 Adam Fendrick Park Planner

AGENDA HEADING:

Approving Change Order No. 1 in the amount of \$4,175.80 for additional expenses on the Skull Pond renovation project.

INFORMATION:

In Roll Call No. 20-1217 Polk County Conservation Board approved the construction contract with RW Excavating Solutions, LC for the improvements and renovation to Skull Pond at Jester Park. Construction occurred over the winter of 2020/2021 and is now complete. During construction, the cart path was damaged in more areas than identified on the plans and needed to be replaced. This Change Order addresses those additional expenses along with the native seed that was provided by staff to the contractor.

FISCAL IMPACT:

Amount: **\$ 4,175.80 Change Order No. 1**
 \$121,781.50 Original Contract Amount
 \$ 12,178.15 10% Contingency
 \$138,135.45 Project Costs

Funding Source: Polk County Water & Land Legacy Bond (Water Quality)

PREVIOUS BOARD ACTION(S):

Date: December 17, 2020

Roll Call: 20-1217 **(Yea – 5)**

Action: Public Hearing approving plans, specifications, form of contract documents, engineer's estimate and designating the lowest responsible bidder for the construction of Skull Pond Renovations project to RW Excavating Solutions, LC in the contract amount of \$121,781.50 plus a 10% contingency.

Date: March 10, 2020

Roll Call: 20-0310 **(Yea - 4 / VACANT – 1)**

Action: Approving Professional Services Agreement with WHKS & Co. for design services for Jester Park Skull Pond restoration – Not to exceed \$18,000.

RECOMMENDATION:

Approving Change Order No. 1 in the amount of \$4,175.80 for additional expenses on the Skull Pond renovation project and designating the Director or his designee to sign said change order.

**Date**

May 12, 2021

Item No.**ACTION****Roll Call No.****21-0510****Submitted by:****Adam Fendrick
Park Planner****AGENDA HEADING:**

Approving the joint application of Conservation and Polk County Public Works for the Iowa Department of Transportation's COVID-19 Relief Recreational Trails Program grant application request of \$1.25M for the Broadway Ave project and the Neal Smith Trail connection project.

INFORMATION:

The COVID-19 Relief Recreational Trails program will award Highway Infrastructure Program funding appropriated by title IV of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (HIP-CRRSAA). The purpose of the appropriation was to provide funding to highway programs impacted by COVID-19. In Iowa, one of the programs negatively affected by the financial impacts of COVID-19 was the State Recreational Trails (SRT) program. To partially offset COVID-19 related reductions in the SRT program, this \$5 million one-time allocation of federal funds towards a recreational trails program was approved by the Iowa Transportation Commission on March 9, 2021.

Polk County Public Works was awarded a Federal Build Grant to renovate Broadway Ave. and included a trail from Gay Lea Wilson Trail (GLW) west to NE 2nd Ave. Conservation and Public Works will partner on this grant to share this awarded grant money between the Broadway Ave trail and making the final connection to Neal Smith Trail.

FISCAL IMPACT:Amount:**\$1,250,000 Grant Request**

\$1,000,000 PCC Neal Smith Trail connection

\$ 250,000 PW for Broadway Ave Trail

\$ 3,500,000 Estimate Project Costs

Funding Source: Future Bond/Wetland Mitigation Credit sales**PREVIOUS BOARD ACTION(S):**Date: NARoll Call: NAAction: NA**RECOMMENDATION:**

Approving the joint application of Conservation and Polk County Public Works for the Iowa Department of Transportation's COVID-19 Relief Recreational Trails Program grant application request of \$1.25M for the Broadway Ave project and the Neal Smith Trail connection project and directing the Director of his designee to sign said agreement.

POLK COUNTY CONSERVATION BOARD
R E S O L U T I O N

MOVED by _____ that the following Resolution be adopted:

WHEREAS, A resolution authorizing Polk County Conservation staff to submit an application for funding from the COVID-19 Relief Recreational Trails Program sponsored by the Iowa Department of Transportation (Polk County, Iowa); and

WHEREAS, Polk County Conservation requests \$1,250,000 from the COVID-19 Relief Trails Program; and

WHEREAS, the COVID-19 Relief Recreational Trails Program provides funding for the construction of eligible projects; and

WHEREAS, Polk County Conservation will have ownership of the trail and will maintain the trail for a period of 20-years as outlined in the grant requirements; and

NOW, THEREFORE BE IT RESOLVED that Polk County Conservation Board has approved their commitments and any matching funds necessary to build the project and agree to a 20-year maintenance for the project.

Approved this 12th day of May, 2021

POLK COUNTY CONSERVATION BOARD

Ryan Crane, Chair



Date

May 12, 2021

Item No.

ACTION

Roll Call No.

21-0511

Submitted by:

**Adam Fendrick
Park Planner**

AGENDA HEADING:

Approving the Iowa Department of Transportation's COVID-19 Relief Recreational Trails Program grant application request of \$500,000 for the Trestle-to Trestle Bridge Replacement.

INFORMATION:

The COVID-19 Relief Recreational Trails program will award Highway Infrastructure Program funding appropriated by title IV of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (HIP-CRRSAA). The purpose of the appropriation was to provide funding to highway programs impacted by COVID-19. In Iowa, one of the programs negatively affected by the financial impacts of COVID-19 was the State Recreational Trails (SRT) program. To partially offset COVID-19 related reductions in the SRT program, this \$5 million one-time allocation of federal funds towards a recreational trails program was approved by the Iowa Transportation Commission on March 9, 2021.

FISCAL IMPACT:

Amount: **\$ 500,000 COVID-19 Relief Recreational Trails Grant**
 \$2,000,000 Estimated Project Cost

Source:

FEMA	\$ 213,000
State of Iowa	\$ 28,400
Polk County	\$ 400,000
Polk County Conservation	\$ 198,010
City of Des Moines	\$ 200,000
City of Johnston	\$ 575,000
MPO	\$ 400,000
TOTAL=	\$2,014,410

PREVIOUS BOARD ACTION(S):

Date: March 10, 2021

Roll Call: 21-0310 **(Yea – 5)**

Action: Approving 28E Agreement for funding and maintenance of the Trestle-to-Trestle Trail Bridge. - \$200,000 - \$400,000.

Date: February 6, 2021

Roll Call: 21-0206 **(Yea – 5)**

Action: Approving agreement with the Iowa Department of Transportation for federal aid from Iowa's Transportation Alternatives Program for the Trestle-to-Trestle Bridge replacement.

Date: April 10, 2019

Roll Call: 19-0413 **(Yea – 5)**

Action: Approve waiving Board's purchasing authority and authorizing the Director or his designee to award the bridge removal contract upon receipt of competitive bids. Directing staff to issue bids for construction of a new Trestle-to-Trestle trail bridge over Beaver Creek between Des Moines and Johnston and negotiate a cost-share with Polk County and the cities of Des Moines and Johnston. - \$2,012,500 estimate.

RECOMMENDATION:

Approving the Iowa Department of Transportation's COVID-19 Relief Recreational Trails Program grant application request of \$500,000 for the Trestle-to Trestle Bridge Replacement and authorizing the Director or his designee to sign said agreement.

POLK COUNTY CONSERVATION BOARD
R E S O L U T I O N

MOVED by _____ that the following Resolution be adopted:

WHEREAS, A resolution authorizing Polk County Conservation staff to submit an application for funding from the COVID-19 Relief Recreational Trails Program sponsored by the Iowa Department of Transportation (Polk County, Iowa); and

WHEREAS, Polk County Conservation requests \$500,000 from the COVID-19 Relief Trails Program; and

WHEREAS, the COVID-19 Relief Recreational Trails Program provides funding for the construction of eligible projects; and

WHEREAS, Polk County Conservation will have ownership of the trail and will maintain the trail for a period of 20-years as outlined in the grant requirements; and

NOW, THEREFORE BE IT RESOLVED that Polk County Conservation Board has approved their commitments and any matching funds necessary to build the project and agree to a 20-year maintenance for the project.

Approved this 12th day of May, 2021

POLK COUNTY CONSERVATION BOARD

Ryan Crane, Chair

	Date	May 12, 2021
	Item No. Roll Call No. Submitted by:	ACTION 21-0512 Cassandra Cook Conservation Ecologist

AGENDA HEADING:

Approving the purchase of two parcels of land within the Fourmile Creek Greenway from Kading Properties.

INFORMATION:

Kading Properties approached PCC this spring regarding two properties that they own within the FEMA flood hazard area near the Fourmile Creek Greenway. These parcels do not contain any structures, and together comprise 5.7 acres, with 27% of that acreage falling within the 500 year floodplain (see attached map). Kading Properties is interested in selling these parcels to PCC for \$35,000, which falls well below the appraised value of \$54,700.

The location of these properties is of value to PCC as they are within the 500 year floodplain and adjacent to other PCC holdings in the lower Fourmile Creek Greenway. PCC is interested in purchasing these parcels to obtain additional acreage in the Fourmile Creek Floodplain and increase restoration activities and management in this area.

FISCAL IMPACT:

Amount: \$35,000

Funding Source: Bond – Land Acquisition

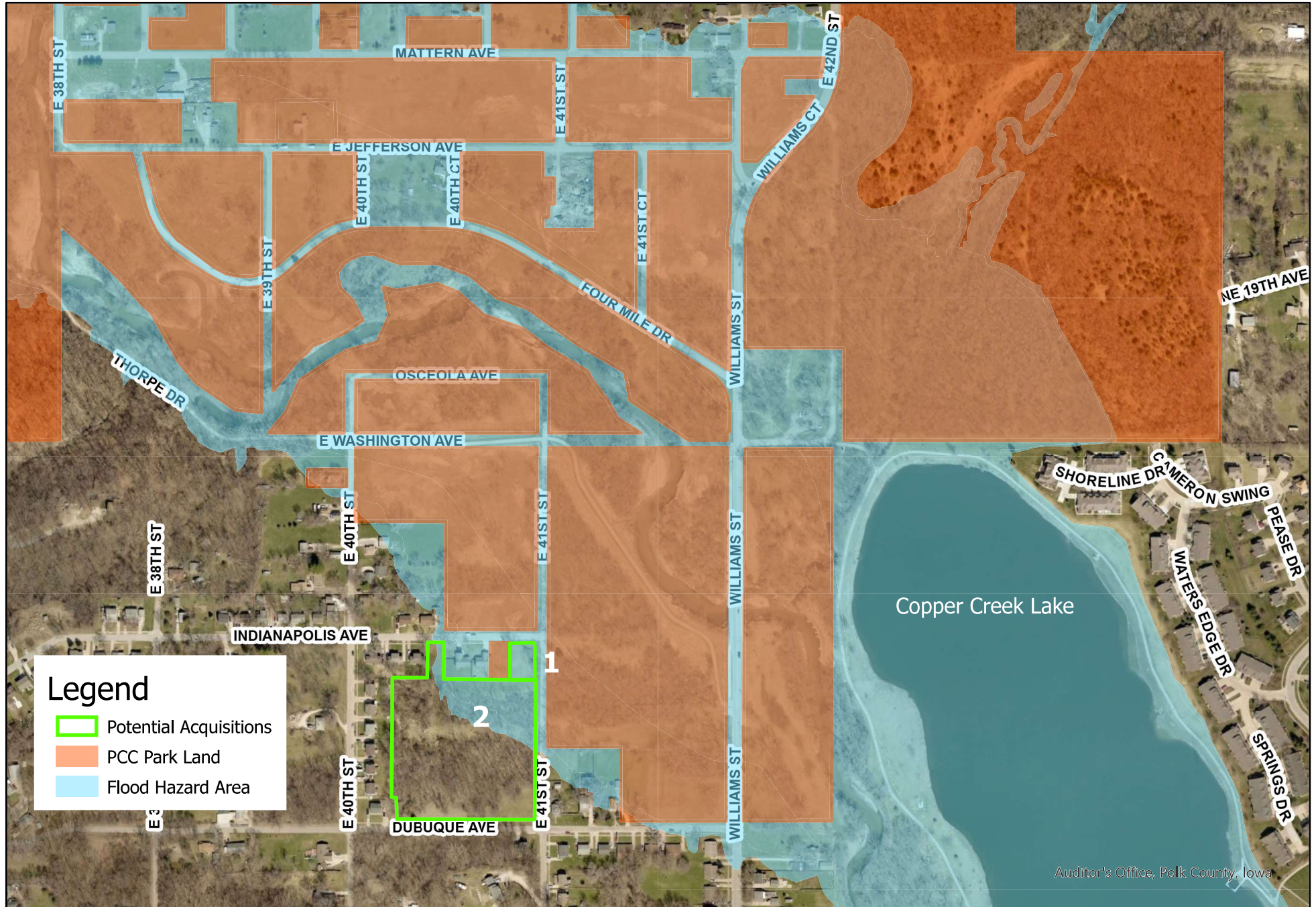
PREVIOUS BOARD ACTION(S):

None

RECOMMENDATION: Authorize PCC staff to purchase the two parcels, totaling 5.7 acres of land, within the Fourmile Creek Greenway from Kading Properties for \$35,000.

Parcel	Acres	Value
1	0.245	\$14,200
2	5.492	\$40,500

Fourmile Creek Greenway Potential Acquisitions



	Date	May 12, 2021
	Item No. Roll Call No. Submitted by:	ACTION 21-0513 Erich Braun Parks Manager

AGENDA HEADING:

Approving the Polk County Conservation Law Enforcement Policy.

INFORMATION:

After several years of following law enforcement procedures and guidelines in Polk County Conservation's (PCC) parks and land holdings, the Parks law enforcement staff and the Parks Manager determined the need to update the existing Law Enforcement Policy to comply with current case law. The Law Enforcement Policy provides guidance on how law enforcement officers (Park Rangers) perform their law enforcement duties.

During the process, the Polk County Sheriff's Office policies were reviewed, incorporating their information into the PCC law enforcement policy. Park Rangers and management staff, in addition to a review by the Polk County attorney, Kate Clark, and Human Resources Director, Jeff Edgar, then reviewed all updates and provided their feedback.

The draft policy has been updated and the content was submitted to the Board for your review and comment at the April 14 Board meeting. **The format of the document has now been formalized (non-content changes)** for formal approval.

FISCAL IMPACT:

Amount: \$0

PREVIOUS BOARD ACTION(S): N/A

Date: April 14, 2021

Roll Call: 21-0412 **(Yea – 5)**

Action: Receive and file the Polk County Conservation Law Enforcement Policy

RECOMMENDATION:

Approving the Polk County Conservation Law Enforcement Policy.



POLK COUNTY CONSERVATION

May 2021

Law Enforcement Policy

Table of Contents

GENERAL ORDERS	1
<u>a.</u> 1. GUIDELINES FOR PARK RANGERS	1
<u>b.</u> 2. JOB CLASSIFICATION AND PERSONNEL RULES	1
<u>c.</u> 3. PUBLIC RELATIONS DUTIES	3
<u>d.</u> 4. LAW ENFORCEMENT POLICY.....	3
<u>e.</u> 5. EMPLOYEE RESPONSIBILITY	3
<u>f.</u> 6. ADDENDUMS	3
<u>g.</u> SIGN OFF SHEET	4
1. PATROL DUTY RESPONSIBILITIES-SCHEDULE.....	5
2. PATROL OF CAMPGROUNDS	5
3. PATROL OF PARKS	5
4. ASSIGNED PATROL AREAS.....	5
5. SPECIAL EVENTS	6
6. RADIO COMMUNICATION	6
7. RESPONDING TO EMERGENCIES	6
8. WEATHER ADVISORIES	6
9. REPORTS	6
a. Shift Logs	6
b. Incident Reports	6
c. Case Numbers.....	7
d. Monthly Reports	7
1. EQUIPMENT-DUTY GEAR	8
2. VEHICLE GEAR	8
3. UNIFORMS.....	9
1. PATROL VEHICLES-USE.....	10
2. SERVICE AND INSPECTION.....	10
3. VEHICLE CLEANLINESS.....	10
4. PASSENGERS	10
5. RIDE ALONG PROGRAM	10
6. ACCIDENTS.....	11

7.	PURSUIITS.....	11
8.	PURSUIT OPERATIONS.....	11
1.	LEGAL PROCEDURES-PURPOSE	12
2.	DEFINITIONS	12
	a. Contact.....	12
	b. Stop/Seizure.....	12
	c. Terry Stop.....	12
	d. Reasonable Suspicion to Frisk	12
	e. Frisk.....	12
	f. Probable Cause.....	12
	g. Reasonable Ranger	12
	h. Exigent Circumstances	12
3.	SEARCH AND SEIZURE – GENERAL GUIDELINES	13
1.	USE OF FORCE-REFERENCE:	14
2.	DEFINITIONS:	14
	a. Deadly Force	14
	b. Less-than-lethal Force.....	14
	c. Resistance	14
3.	FORCE OPTIONS:	14
4.	PROCEDURE:	14
1.	IMPOUND –VEH IMPOUND-ARREST SITUATION	18
2.	VEHICLE IMPOUND – NON-ARREST SITUATION ...	18
3.	IMPOUNDED VEHICLE INVENTORY	19
4.	VEHICLES IMPOUNDED OTHER THAN ARREST....	19
5.	HOLDS ON IMPOUNDED VEHICLES.....	21
6.	RELEASE OF IMPOUNDED VEHICLES.....	21
1.	WEAPONS -HANDGUNS.....	23
2.	WEAPON-MOUNTED LIGHTS.....	23
3.	HOLSTERS	24
4.	HANDGUN QUALIFICATIONS	24
5.	CLEANING AND REPAIR.....	25
6.	LOSS OR THEFT OF FIREARM	26
7.	AMMUNITION.....	26
8.	SHOTGUNS	26
9.	AUXILIARY WEAPONS (SPECIALIZED WEAPONS)	27
10.	BACK-UP AND OFF-DUTY WEAPONS	27
11.	DISCHARGE OF DUTY / OFF-DUTY / BACK-UP WEAPONS.....	28
12.	WEAPONS PROCESSING	28

1.	SPECIALIZED WEAPONS-POLICY	29
2.	SPECIALIZED WEAPONS	29
3.	TRAINING / QUALIFICATIONS	30
4.	ISSUED EQUIPMENT	30
5.	STORAGE AND MAINTENANCE.....	31
6.	DISCHARGING SPECIALIZED WEAPONS	31
1.	CONDUCTED ELECTRICAL WEAPONS-POLICY	33
2.	DEFINITION	33
3.	CONDUCTED ELECTRICAL WEAPON USE.....	33
4.	CONDUCTED ELECTRICAL WEAPON POST- USE ..	35
5.	TASER INSTRUCTOR RESPONSIBILITIES.....	36
6.	RANGER RESPONSIBILITIES.....	36
7.	MUTUAL AID ASSISTANCE WITH THE CEW	37
8.	STORAGE AND MAINTENANCE OF THE CEW	37
9.	TRAINING CERTIFICATION	37
1.	IMPACT WEAPONS-CERTIFICATION	38
2.	IMPACT WEAPON USE	38
1.	CHEMICAL DETERRENTS-POLICY	41
2.	TRAINING.....	41
3.	CHEMICAL DETERRENT USE	41
4.	DECONTAMINATION	42
5.	DOCUMENTATION	43
6.	ADMINISTRATIVE CONTROLS.....	43

GENERAL ORDERS

1. GUIDELINES FOR PARK RANGERS

These procedures and guidelines describe the Conservation Ranger, Maintenance Ranger, and Park Officer protocols and responsibilities, hereinafter referred to as “Rangers”.

A. RANGER MISSION

The Mission Statement of the Polk County Conservation (PCC) Ranger positions are to protect, assist, inform, guide and direct park visitors in the sound and ethical treatment of the park facilities and its natural resources.

B. SWEARING IN

All full time Rangers shall swear to the following at a board meeting:

“I, NAME, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa, and that I will faithfully and impartially, to the best of my ability, discharge all duties of the office of (Conservation Park Ranger or Maintenance Ranger) in Polk County, Iowa, as now or hereafter required by law”

2. JOB CLASSIFICATION AND PERSONNEL RULES

As an employee of Polk County Conservation, all personnel shall adhere to the guidelines established by the Polk County Conservation Board (PCCB). Rangers are subject to all rules, regulations, and procedures set forth in the Polk County Conservation Administrative Manual issued to all Conservation Personnel.

A. POSITION DESCRIPTIONS

Parks Manager

Under general supervision, manages and directs the day-to-day operations of Polk County parks, recreational facilities, trails, greenways, wildlife and recreational areas. Establishes overall operating standards consistent with PCC’s mission/strategic plans. Directly supervises the work of all full-time/part-time/seasonal staff.

Conservation Ranger

Under the general supervision of the Parks Manager, provides visitor services, resource/wildlife protection, building and grounds maintenance, fee collection, law/safety enforcement, educational and recreational programming, pollution control, public relations and related duties for the Polk County Parks system, which includes natural areas, trails, greenways, recreational facilities, wildlife and recreational areas. Rangers may be required to live within a park (depending on assignment) and are on call to respond to the public as

needed. Rangers are required to be certified by the Iowa Law Enforcement Academy and shall be required to carry firearms while performing the law enforcement function of the job.

Maintenance Ranger

Under general supervision of the Parks Manager, participates in/directs seasonal park staff/volunteers in the care/maintenance of park grounds, trails, buildings, equipment and participates in law enforcement activities. Assists the Conservation Park Ranger in overall park/natural resource management including park maintenance, wildlife protection, pollution control, and habitat restoration. Maintenance Rangers are required to be certified by the Iowa Law Enforcement Academy and shall be required to carry firearms while performing the law enforcement function of the job.

Park Officer

Under general supervision, assigned to the Park Division, assigned and scheduled to patrol the areas managed by the Polk County Conservation, enforcing state, county and local laws. Park Officers are required to be certified by the Iowa Law Enforcement Academy and shall be required to carry firearms while performing the law enforcement function of the job.

B. ROLES

Conservation Rangers, Maintenance Rangers, and Park Officers shall work together to show unity with appearance, activity, and knowledge of policies and procedures ensuring that all of his/her decisions and/or enforcement actions are done in the interest of public safety.

C. RELATIONS

When interacting with other staff, positions must treat all individuals with equal fairness and consideration, taking in to account the circumstances.

D. RESPONDING TO QUESTIONS

Should questions or problems arise with concern to a Ranger, it is his/her obligation to forward the question or problem to the Director, Deputy Director, or Parks Manager.

It shall be the responsibility of the Ranger to document whenever a verbal confrontation with a park visitor occurs. The Ranger that was involved with the confrontation will write up a report. This information will be made available to the Director and Deputy Director, and/or Parks Manager, as to keep them informed.

E. DOCUMENTATION OF ACTIONS

If any recordable incident, incident that may require a follow up, or information pertaining to officer safety is noted, all positions should send a memorandum to other rangers within the district. The documentation should include all pertinent facts and circumstances relative to the incident.

3. PUBLIC RELATIONS DUTIES

The Ranger shall maintain a “park host” overall attitude, much the same as they may be the host of a formal or informal gathering at home. A host accommodates his/her guests and tries to assure them an enjoyable experience. However, if someone begins to act in a way which reduces the quality of this experience, for the pursuit of good public relations, the problem must be resolved in an appropriate manner.

A. AUTHORITY RELATING TO PARK RANGER PUBLIC RELATIONS

If, because of unforeseen circumstances in the park, the Ranger on duty believes it is necessary to make special arrangements to accommodate or control a park user or group of park users, the park ranger has the authority to maintain control of the situation, establish an open dialogue with the parties involved, and come to an agreement that will be fair and reasonable.

4. LAW ENFORCEMENT POLICY

Review and sign off of the General Orders and addendums shall be done immediately after hire, immediately after adopted, immediately after changed, and as needed for further training.

5. EMPLOYEE RESPONSIBILITY

Any violation of this policy or abuse of Polk County Conservation equipment may result in disciplinary action, up to and including termination.

6. ADDENDUMS

1. Patrol Duty Responsibilities
2. Patrol Equipment
3. Patrol Vehicles
4. Legal Procedures
5. Use of Force
6. Impound
7. Weapons
8. Specialized Weapons
9. Conducted Electrical Weapons
10. Impact Weapons
11. Chemical Deterrents

SIGN OFF SHEET

I have received the General Orders and the above addendums and understand the content of these guidelines.

Name

Date

_____	_____
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Addendum 1:

PATROL DUTY RESPONSIBILITIES**1. SCHEDULE**

The routine responsibilities of duty for Rangers may consist of a ten hour work day, four days a week, with a maximum time of 30 minutes paid for lunch; or an 8 hour work day, 5 days a week, with a maximum time of 30 minutes paid for lunch. Park Officers may be scheduled in 4-6 hour shifts as needed, with dinner expected to be taken as time allows throughout their shift, not to exceed 30 minutes paid for lunch. Special circumstances may alter these schedules.

Unless otherwise directed, Rangers shall report for duty at the time and location specified on their assignment schedule in the full uniform of the day. When on formal patrol, each Ranger is recommended to be in either the Class A or B uniform and have access to their duty belt.

It is each Ranger's obligation to notify the Polk County Sheriff's Office (PCSO) dispatch center of his/her arrival for duty. The Maintenance Ranger/Park Officer must notify the Conservation Park Ranger or Parks Manager if he/she is unable to go on duty that day. In the event of a special assignment, or a training program, Rangers may be required to report to the site coordinator or program supervisor.

Work schedules will be assigned at the beginning of the Spring Season, (mid to the end of April). Work schedules may be changed throughout the year to accommodate various changes in park activity. Vacation requests for Rangers should be given to the Parks Manager at the earliest convenience so special considerations may be given.

2. PATROL OF CAMPGROUNDS

It shall be the primary responsibility of the Ranger on patrol to ensure every camper is camping in the designated areas, is properly registered, and is following the campground regulations. The Ranger, upon entering each park that has camp areas, shall make contact with the Campground Host where applicable to discuss any special concerns the Campground Host may have regarding delinquent payments, or any other public nuisances.

3. PATROL OF PARKS

It shall be the primary responsibility of the Ranger on duty to ensure all rental facilities that are reserved have the proper reservation cards posted. Likewise it will be the responsibility of the Ranger to ensure each park visitor is complying with the rules and regulations of the Polk County Conservation Board.

4. ASSIGNED PATROL AREAS

The patrol schedule is set up with the county divided into 5 districts. It is up to the Conservation Ranger within each district to minimize gaps in coverage as much as possible utilizing Maintenance Rangers and Park Officers.

Jester District
Chichaqua District
Thomas Mitchell District
Yellow Banks District
Easter Lake District

Conservation Rangers, Maintenance Rangers, or Park Officers may be responsible for more than one district per shift. Satellite areas managed by the respective districts will be included in each of the patrol

sections. All Rangers are encouraged to swing through other areas if they are close and time allows to increase visibility and patrol.

5. SPECIAL EVENTS

If a special event permit requires law enforcement presence and the appropriate fees have been collected by the permittee, Conservation Rangers and Maintenance Rangers may work the event on paid overtime.

6. RADIO COMMUNICATION

Each Ranger on duty will be in direct communications with the PCSO dispatch center (Comm. Center). Whenever the Ranger is stepping out of his/her vehicle to confront a park violator, depending on the degree of and the urgency of the situation, the Ranger is encouraged to make contact the Comm. Center.

7. RESPONDING TO EMERGENCIES

Park Rangers will respond to calls in a manner that will minimize the danger involved in emergency driving to officers and civilians, emphasizing that our main objective is to get there so we can provide the service for which we were called to perform. The emergency procedures that the rangers are to follow:

The ranger responding to the emergency will notify the Comm. Center of the location, and nature of the emergency.

Once contact with the Comm. Center has been made, the responding officer will immediately, if the situation allows, notify any other Rangers in the vicinity of the emergency

The Ranger will be responsible in notifying the Director, the Deputy Director, and Park Manager if necessary. The Ranger should consider if other departmental heads of PCC need to be contacted.

In the event of a homicide/possible death, the on-call county attorney will be called along with PCSO.

8. WEATHER ADVISORIES

Rangers may respond to weather advisories, i.e. "watch" or "warning" when posted in their areas. Rangers may make an attempt to contact the park visitors of weather advisories when issued from the National Weather Service.

9. REPORTS

Throughout the shift, each Ranger will be responsible in keeping accurate records. The records each Ranger may be required to keep are, a Shift Log, Incident Reports, and/or Monthly Reports. All reports will be kept on file in each of the Ranger's respected offices.

a. Shift Logs

This log will document what occurred throughout a Ranger's shift, the incidences that the Ranger has had to handle, and calls for service. These logs shall be kept in a secure location in each of the Ranger's offices. These logs shall be given to the Conservation Ranger to include in the monthly report.

b. Incident Reports

The incidents requiring a report will be filled out using the current IR form or the Tracs IR Form. All pertinent information (names, SSN, Address, DOB, location, interdepartmental case numbers, etc.) shall be included. These reports shall be kept in a secure location in each of the Ranger's offices. Examples of when reports may be necessary:

POLK COUNTY LAW ENFORCEMENT POLICY

- Park violations
- Injuries / EMS calls
- Confrontations with campers
- Double Bookings

c. Case Numbers

On incidents requiring outside assistance, i.e. tow service, ambulances, departmental assists, etc. the Ranger will request a “case number” from the Comm. Center. Case numbers can also be requested for minor incidents resulting in law enforcement action.

d. Monthly Reports

This report will be filled out at the end of the each month by the Conservation Ranger. This report will be submitted to the Parks Manager. It should not substitute the Ranger’s meeting in person to go over pertinent information.

Addendum 2:

EQUIPMENT

1. DUTY GEAR

While in service, each Ranger shall be provided the equipment as follows. It is up to the individual Ranger to decide where he/she would like to carry/store and when to utilize each tool. All safety protocol included in other addendums must be followed.

- Loaded duty weapon with extra ammunition - as certified to carry
- Weapon mounted light
- Duty belt
(Park Officers may be required to use their department issued belt if allowed, otherwise provide their own)
- Duty vest
(Park Officers may be required to use their department issued vest if allowed, otherwise provide their own)
- Plate carrier and pouches (if issued a patrol rifle)
- Handcuffs and keys
- ASP - as certified to carry
- Chemical spray - as certified to carry
- Taser - as certified to carry
- Long gun - as certified to carry
- Mobile phone - if assigned
- Radio with remote microphone
- Belt mounted flashlight
- Badge
- Permit to carry ID
- Approved footwear
- Hat
- Business cards

2. VEHICLE GEAR

While in service, each vehicle shall be provided the equipment as follows. It is up to the individual Ranger to decide where he/she would like to carry/store and when to utilize each tool. All safety protocol included in other addendums must be followed.

- Shotgun
- Specialized weapons as issued
- AED
- First aid/trauma kit
- Nitrile gloves
- Fully charged fire extinguisher
- PBT
- Vehicle lockout kit
- Ranger's briefcase or satchel – evidence bags, NIC tests, scale

POLK COUNTY LAW ENFORCEMENT POLICY

- Citation books and permits
- Copies of all reports/forms: both county and city
- Extra handcuffs/keys and additional flex cuffs
- Extra Taser cartridges
- Extra ammunition
- Flashlight with orange cone
- Permanent markers/ Extra black pens
- Rain gear
- Yellow tape
- Throw line/ throwable floatation device
- Bio clean up kit/Syringe container
- Catch Pole
- Grabbers
- Tow strap
- Tools
- Cleaning/Maintenance supplies

3. UNIFORMS

When on patrol duty, it is recommended Rangers wear the prescribed uniform, unless otherwise directed. Park Ranger uniforms shall be approved by the Board, Director, Deputy Director, or Parks Manager

When shirts and jackets are no longer serviceable, the PCC patch and/or badge shall be removed. Any part of the uniform that is badly faded, soiled, glazed, frayed, snagged, or patched or shoes that are cut or scarred shall be considered unserviceable and shall not be worn.

Addendum 3:

PATROL VEHICLES

1. USE

Rangers will respond to calls in a manner that will minimize the danger involved in emergency driving to officers and civilians, emphasizing that our main objective is to get there so we can provide the service for which we were called to perform.

Use of all PCC patrol vehicles shall be for official business only. Operation is restricted to authorized PCC employees or volunteers, and in compliance with all state regulations applicable to vehicle use.

When operating Patrol vehicles, drivers must be in possession of a valid operator's license. Any detrimental change in the status of a Ranger's operator's license must be reported immediately.

Any violation of this policy or abuse of PCC equipment may result in disciplinary action.

2. SERVICE AND INSPECTION

It is the responsibility of every Ranger to ensure the vehicles they are using are in good service. System fluid levels and lights should be checked and at safe levels prior to using the vehicle. Tires should be fully inflated and have a safe tread depth. Unsafe vehicle conditions: transmission leaks, burned-out vehicle lights, badly worn or damaged tires, etc. should be reported immediately to Equipment Maintenance.

Patrol vehicles are to be serviced and inspected on a regular basis. When a vehicle is due for preventative maintenance service, or when emergency repairs are needed, servicing will be coordinated through Equipment Maintenance. Rangers and their vehicles should not be away from their assigned locations during busy hours or when programs or other activities have been scheduled.

3. VEHICLE CLEANLINESS

Because Rangers are in close contact with the public, it is important that the patrol vehicles are kept clean, both inside and outside at all times.

Rangers are to maintain the cleanliness of patrol vehicles. Between washes, Rangers should wipe the dashboards, steering column and seats, and sweep the floorboards. This could be done conveniently while filling the gas tank. Periodic cleaning of the floor mats is encouraged but caution must be exercised so as not to get water in the radio system.

Periodic vehicle inspections may be performed by Parks Manager or Fleet Coordinator.

4. PASSENGERS

Rangers are authorized to transport citizens in their vehicles when the circumstances fall within the realm of their duties. Examples of this may include transporting a stranded motorist, transporting park users to/from programs, assisting lost campers, park tours, or transporting work study or ride along requests. Transportation of prisoners is permitted in the patrol vehicles. The Ranger will use appropriate protocols for transporting park patrons and for disabled vehicles.

5. RIDE ALONG PROGRAM

One viewpoint of PCC is to keep the citizens of Polk County informed of the various functions of the Park Division. One way this can be accomplished is by allowing citizens to personally observe Rangers as they work. In order to facilitate the public's ability to observe, PCC may permit private citizens to ride with

on-duty Rangers to promote citizen awareness and allow them to gain insight and knowledge of the various functions of conservation. Ride-along participants will be a passenger/observer only. It is up to the Ranger to advise the participant not to take part in nor perform any law enforcement function. This must be documented. The goal of this policy is to allow citizens or persons with a business interest the opportunity to observe law enforcement activities as safely as possible.

6. ACCIDENTS

Should a patrol vehicle be involved in a traffic accident, the jurisdictional city, PCSO, or highway patrol will be summoned to prepare an accident report.

Rangers who are involved in traffic accidents may be subject to disciplinary action if investigation shows fault on the part of the Ranger.

7. PURSUITS

The purpose of this policy is to establish guidelines for the initiation and continuation of vehicular pursuits. The decision to initiate a pursuit must be based on the pursuing Ranger's conclusion that the immediate danger to the Ranger and the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.

- a. In deciding whether to initiate or continue a pursuit, the Ranger may take the following into consideration:
 - The seriousness of the offense
 - Known information on the suspect
 - Road configuration (e.g. interstate, divided highway, work zone)
 - Physical location and population density (e.g. park, residential area, school zone, business district)
 - Existence of vehicular and pedestrian traffic
 - Lighting and visibility
 - Weather and environmental conditions
 - The relative performance capabilities of the pursuit vehicle and the vehicle being pursued
 - Officer training and experience
 - Speed and evasive tactics employed by the suspect
 - The presence of other persons in the police and suspect vehicle
 - Any other condition or situation that would create an unreasonable risk

8. PURSUIT OPERATIONS

- a. Upon undertaking a pursuit, the pursuing vehicle shall activate emergency lights, sirens, or cameras.
- b. Upon undertaking a pursuit, the Ranger may notify the Comm. Center of the
 - Location, direction and speed of the pursuit
 - Description of the pursued vehicle, including license plate number, if known; and number, identity, and description of any known occupants
 - Initial purpose of the stop
 - Any information concerning the use of firearms, threat of force, or other unusual hazard
- c. The Ranger may continuously update communications on the pursuit conditions, location, weather conditions, and presence of other traffic.
- d. All Rangers have discretion to end a pursuit at any time, if in another jurisdiction, the Ranger shall cease the pursuit once called off by any responding jurisdictions.

Addendum 4:

LEGAL PROCEDURES

1. PURPOSE

The purpose of this addendum is to establish policy and procedures for managing the search and seizure processes, warrants, bond releases, extradition procedures, court appearance and attendance, and court case interventions.

2. DEFINITIONS

- a. **Contact** – face-to-face communication between a Ranger and a private person under circumstances where the person is free to leave.
- b. **Stop/Seizure** – temporary detention of a person for investigation. A stop/seizure occurs when a Ranger uses his/her authority either to compel a person to halt, to remain in a certain place, or to perform some act (e.g., walking to a nearby location where the Ranger can use a radio, telephone). If a person reasonably believes that he/she is not free to leave the presence of the Ranger and is physically restrained by the Ranger/Officer, submits to the Ranger's authority, or cannot terminate the encounter (e.g., when it occurs on a bus, train, or airplane) a seizure has occurred.
- c. **Terry Stop** – a Ranger may detain a citizen briefly for purposes of investigation when the Ranger, in light of experience and training, is aware of articulable facts or circumstances which could lead a reasonably prudent person to believe that a crime has occurred, criminal activity is going to occur, or someone is otherwise in need of law enforcement assistance. This level of proof is more than a hunch, but less than a preponderance of the evidence.
- d. **Reasonable Suspicion to Frisk** – a Ranger has reasonable suspicion to frisk a citizen during an investigative detention when the Ranger, in light of experience and training, is aware of articulable facts or circumstances which could lead a reasonably prudent person to believe that the citizen may be armed with a weapon.
- e. **Frisk** – a limited protective search for weapons.
- f. **Probable Cause** – exists when a Ranger, in light of experience and training, is aware of articulable facts or circumstances which could lead a reasonably prudent person to conclude that a suspect has committed, or is in the process of committing, a criminal act.
- g. **Reasonable Ranger** – one who acts as other similarly trained and experienced Ranger/Officer could be expected to act under similar circumstances. The "reasonableness" of a Ranger's actions will be reviewed based on the facts and circumstances known to him/her at the time of the action.
- h. **Exigent Circumstances** – emergency circumstances where evidence is being destroyed, there is a danger to others, or there is a danger to Rangers.

3. SEARCH AND SEIZURE – GENERAL GUIDELINES

The Fourth Amendment to the U.S. Constitution strictly limits the power of law enforcement officers to make searches. With limited exceptions, a search may be made only if there is probable cause to believe that evidence of a crime is present in the area to be searched, or the officer has a search warrant.

The probable cause test for a search is similar to the probable cause test for an arrest. It requires a reasonable belief, based on a reliable source, that contraband or evidence of a crime is in the place to be searched. It must go beyond mere suspicion or an educated hunch. On the other hand, it is less than absolute certainty. The evidence needed to make a search does not have to amount to proof of guilt. It must show that evidence or contraband is probably in the place to be searched.

The requirements of a valid search must be met for each search that is conducted. Searches must be limited in time and area and must be directed towards specific things.

Even a small movement of an object is a search if the movement allows a person to see something he/she would not otherwise have seen.

Evidence seized in an improper search cannot be used. (This concept is known as the Exclusionary Rule.)

A search can continue only until its purpose has been met, unless exigent circumstances dictate otherwise.

Addendum 5

USE OF FORCE

1. REFERENCE:

Iowa Code Chapter: 702.18, 704.1, 804.13.

2. DEFINITIONS:

a. Deadly Force

- Force used for the purpose of causing serious injury;
- Force which the actor knows or reasonably should know will create a strong probability that serious injury will result;
- The discharge of a firearm, other than a firearm loaded with less lethal munitions and discharged by a peace officer, corrections officer, or corrections official in the line of duty, in the direction of some person with the knowledge of the person's presence there, even though no intent to inflict serious physical injury can be shown;
- The discharge of a firearm, other than a firearm loaded with less lethal munitions and discharged by a peace officer, corrections officer, or corrections official in the line of duty, at a vehicle in which a person is known to be.

b. Less-than-lethal Force

- Any use of force other than that which is considered deadly force.
- Serious Injury
- Bodily injury which does any of the following:
- Creates a substantial risk of death; Causes serious permanent disfigurement;
- Causes protracted loss or impairment of the function of any bodily member or organ.
- Reasonable Force
- That force which a reasonable person, in like circumstances, would judge to be necessary to prevent an injury and can include deadly force if it is reasonable to believe that such force is necessary to avoid injury or risk to one's life or safety or the life or safety of another, or it is reasonable to believe that such force is necessary to resist a like force or threat.

c. Resistance

- The act of opposing a person by another person in either a physical or verbal manner.

3. FORCE OPTIONS:

Once a Ranger determines that he/she must use physical force, the level of force used will be dependent upon the Ranger's perception of resistance and danger of that resistance, and whether that resistance is placing the Ranger or another in jeopardy of serious injury or death. It is important to note that each Ranger's perception of the danger of the level of resistance will be based upon his/her training, experience, knowledge of physical control techniques, and the totality of the circumstances.

Deadly force: The subject resists in such a way that the life of the Ranger or others is in immediate jeopardy.

4. PROCEDURE:

a. Parameters for the use of deadly force:

- i. Rangers are authorized to use deadly force in order to:
 1. Protect the Ranger or others from what is reasonably believed to be an immediate threat of death or serious bodily harm; or
 2. Prevent the escape of a fleeing felon whom the Ranger has probable cause to believe will pose a significant threat to human life should the escape occur.
- ii. Before using a firearm, Rangers shall identify themselves and state their intent to shoot, where feasible.
- iii. Rangers shall adhere to the following restrictions when their weapon is exhibited:
 1. Except for maintenance or during training, Rangers shall not draw or exhibit their firearms unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this addendum.
 2. **Warning shots are prohibited!**
 3. Rangers shall not fire their weapons at or from a moving vehicle.
 - o **Exceptions:**
The occupant of the other vehicle is using, or threatening to use, deadly force by means other than the vehicle.
 - o *The vehicle is operated in a manner intended to strike a Ranger or citizen; all other reasonable means of defense have been exhausted, which includes moving out of the path of the vehicle.*
 4. Firearms shall not be discharged when it appears likely that an innocent person may be injured.
- iv. Use of deadly force other than firearms:
 1. Deadly force may consist of the use of items, articles, instruments, or equipment other than firearms.
 2. Deliberate use of any such item, article, instrument, or equipment for any purpose other than that for which it was designed and intended, or in a potentially deadly manner, i.e. as a club, is prohibited except in cases where the use of deadly force is specifically authorized by this addendum.

b. Parameters for use of less-than-lethal force:

- i. Where deadly force is not authorized, Rangers should assess the incident in order to determine which less-than-lethal technique or weapon will best de-escalate the incident and bring it under control in a safe manner.
- ii. Rangers are authorized to use Conservation Board approved less-than-lethal force techniques and issued equipment for resolution of incidents, as follows:
 1. To protect themselves or another from physical harm;
 2. To restrain or subdue a resistant individual; or
 3. To bring an unlawful situation safely and effectively under control.

c. Training and qualifications:

- i. Deadly Force weapons:
 1. While on-duty, Rangers shall carry only weapons and ammunition authorized by Polk County Conservation Board.

2. Authorized weapons are those with which the Ranger has qualified and received training on proper and safe usage.
 3. Polk County Conservation Board shall schedule regular training and qualification sessions for rangers with on-duty, off-duty, and specialized weapons, which will be graded on a pass/fail basis.
 4. Rangers who fail to receive a passing score after 3 attempts with their duty weapon(s) in accordance with ILEA testing procedures, must go through a shooter enhancement course. If the enhancement course is failed, the Ranger will be relieved of their law enforcement powers and terminated.
 5. A Ranger shall not be permitted to carry any weapon with which he/she has not been able to qualify during the most recent qualification sessions.
 6. A Ranger who has taken extended leave or suffered an illness or injury that could affect his/her use of firearms ability will be required to re-qualify before returning to law enforcement duties.
 7. Rangers shall be issued copies of this addendum and be instructed in the use of force policies prior to being authorized to carry weapons and as needed thereafter.
- ii. Less-than-lethal force weapons and methods:
 1. A Ranger is not permitted to use a less-than lethal weapon unless qualified in its proficient use as determined by training procedures.
 2. The following less-than-lethal weapons are authorized:
 - Chemical mace (in accordance with Chemical Weapons Addendum)
 - Electronic Taser device (in accordance with CEW Addendum)
 - Impact weapons (e.g. PR-24 police baton, ASP tactical baton and 12 gauge bean bag shotgun round) in accordance with Impact Weapons Addendum.
- d. Reporting use of force:
- i. A written report prepared according to procedures will be required when a Ranger:
 1. Discharges a firearm at another person, for other than training or recreational purposes;
 2. Takes an action that results in, or is alleged to have resulted in, injury to or death of another person;
 3. Applies force through the use of deadly force or less-than-lethal weapons;
 4. Applies any use of force as defined by Iowa Code.
 - ii. The Director/Deputy Director/Parks Manager will be immediately notified and will comply with investigative procedures as required by the investigative agency in the following situations:
 1. When a use of force results in death or injury.
 2. When a subject complains that injury has been inflicted.
- e. Use of force reports:
- i. A use of force report shall be filed and submitted to the Director/Deputy Director/Parks Manager whenever a Ranger takes an action that results in (or is alleged to have resulted in) injury to or death of another person; and/or applies force through the use of less-lethal-force weapons. The report shall be

POLK COUNTY LAW ENFORCEMENT POLICY

filed by all Rangers involved in or witnessing the incident. This report shall contain:

1. Subject information
 2. Case number
 3. Date and time
 4. Reporting Ranger
 5. Subject's injuries and medical treatment
 6. Description of actual resistance encountered by the Ranger/Officer
 7. Force used to overcome the resistance and specific weapon used
- ii. Color photographs will be taken of all Rangers injured in a use force incident.

f. Injuries resulting from use of force

- i. The Ranger shall render appropriate medical aid after the use of force, to include but not limited to:
1. Bleeding control;
 2. Shock control;
 3. Rescue breathing;
 4. CPR;
 5. In life threatening situations summon emergency medical personnel to the scene (e.g. fire department rescue personnel, advanced life support paramedics, air ambulance);
- ii. Anytime a Ranger's use of force results in serious bodily injury or death, he/she will be responsible for notifying the Director/Deputy Director/Parks Manager.

Addendum 6**IMPOUND****1. VEHICLE IMPOUND – ARREST SITUATION**

When a Ranger makes an arrest and the person arrested is the driver of a vehicle, the following procedures will apply:

- a. All vehicles requiring IDENT processing or use in follow-up investigations will be impounded.
- b. All vehicles will be impounded when the driver is taken into custody, unless:
 - i. The owner or co-owner is present, has a valid driver's license, and is physically able to take control of the vehicle.
 - ii. Another person is present with a valid driver's license, is physically able to take control of the vehicle, and the arrested person agrees to turn control of the vehicle over to them.
 - iii. A non-owner having control of a vehicle cannot relinquish control of the vehicle to another non-owner.
- c. The arrest is made on private property, the legal owner of the vehicle is present, and the vehicle can be left with the approval of the property owner or person in charge. If a vehicle is left at the scene, the vehicle will be locked and the keys placed in the owner's property inventory at the Polk County Jail.

2. VEHICLE IMPOUND – NON-ARREST SITUATION

When a Ranger cites the driver for a non-criminal incident (e.g., moving violation, registration violation), the Ranger shall observe the following principles from State of Iowa vs. Ingram (2018) that alternative arrangements prior to impoundment should be considered.

- a. The owner or driver of the vehicle should have the ability to opt for alternatives that do not interfere with public safety (e.g., park-and-lock options on nearby streets or parking lots; calling a friend or third party to drive the vehicle away). Only then is vehicle impoundment permitted. The Ranger should allow a reasonable amount of time of approximately 30 minutes.
- b. When impoundment is considered:
 - i. A Ranger should ask the driver whether there is any property in the vehicle that the driver wishes to retain. If so, the driver is allowed to retrieve it.

- ii. If any property is left behind, a Ranger shall ask the driver whether there is anything of value requiring safekeeping. The Ranger shall make a record of the response in order to protect the Polk County Conservation Board from a later claim of theft of valuables.
- iii. A Ranger may ask an individual for consent to conduct a search, but shall advise the individual that he/she can refuse the search. The Ranger shall ask for an affirmative response to the following:
 - The individual does not have to consent to the search;
 - The individual may deny consent for the search;
 - The individual will not face consequences if consent is denied
 - The individual must be able to revoke his/her consent;
 - The individual cannot give his/her consent in a Patrol vehicle.
- iv. Absent specific consent from the driver to search the vehicle and any containers found in the vehicle, the containers will not be opened and will be stored for safekeeping as a unit, unless the driver directs otherwise. The Ranger shall inventory closed containers left behind in the vehicle as a unit.
- v. The driver's consent must be knowing and voluntary.

3. IMPOUNDED VEHICLE INVENTORY

When a vehicle is impounded in arrest situations (section I. of this addendum) and in non-arrest situations when consent is given (section II. of this addendum), the Ranger shall do an impound inventory of all items in the vehicle and list all items on an impound inventory prior to the impoundment. If adverse weather or circumstances exist, the inventory may be made at a safe and practical location.

- a. All items shall be logged on the Polk County Conservation impound inventory form or supplemental report.
- b. Rangers shall be careful to note valuables, hazardous or explosive material, and contraband.
- c. The contents of all compartments, containers, boxes, briefcases, trunks will be inventoried.
 - i. If there is a locked container, the Ranger should attempt to gain a key or combination from the person who has control of the vehicle. Unless a search warrant is obtained the Ranger will not break into any vehicle, vehicle compartment, container, or luggage. A Ranger may ask the person to open the item. Any locked compartment, container, or luggage not opened will be noted.
 - ii. If illegal substances or contraband are found during an inventory, a Ranger shall:
 - A Ranger should consider obtaining a search warrant. If approved, it would allow the Ranger, in most cases, to conduct a more thorough search of the motor vehicle.
 - Any evidence should be secured, tagged, and turned into property.

4. VEHICLES IMPOUNDED OTHER THAN ARREST

a. Under normal circumstances a vehicle should not be impounded for safekeeping. Rangers may impound a vehicle for safekeeping only under the following circumstances:

- i. The vehicle is in eminent danger of destruction by man-made or natural disaster (e.g., fire, storm, wires down, building collapse);
- ii. The vehicle has been damaged by vandals and there is likelihood the vehicle may sustain more damage;
- iii. In all circumstances, before a Ranger impounds a vehicle for safekeeping an attempt to contact the owner shall be made by the Ranger, the Comm. Center or both.

b. Rangers locating stolen vehicles or vehicles used in the commission of crimes shall follow these procedures:

- i. Contact the law enforcement/originating agency where the crime was committed and notify them that the vehicle has been located
- ii. Ascertain if the vehicle is to be IDENT processed and advise the agency which towing company will be handling the impounded vehicle.
- iii. Stand-by for the impounded vehicle or until the originating agency's personnel arrive to handle the impounded vehicle.
- iv. If the vehicle is to be processed, protect the evidence.
- v. File a vehicle report and inventory the contents of the vehicle. The inventory shall be performed in a manner to ensure the evidence is not contaminated. If the vehicle is to be processed after it has been removed from the scene, it may be necessary to limit the inventory of the vehicle to a cursory check in order to avoid disturbing any physical evidence.
- vi. The recovery will be written on the incident report.

c. **Abandoned Vehicles**

- i. Abandoned vehicles are defined by Iowa Code §321.89.
- ii. Rangers finding a vehicle which fits the definition of an abandoned vehicle shall follow the procedures stated in with the Iowa Code §321.89.
- iii. The disposal of abandoned motor vehicles will be conducted in accordance with Iowa Code §321.90.

d. **Accident Investigation Impounds**

- i. In the event a driver/owner is unavailable or unable to tell the investigating Ranger where or how an accident related vehicle is to be removed from the scene, the Ranger shall impound the vehicle. A thorough impound inventory shall be made.
- ii. In the course of the Ranger's follow-up investigation, the Ranger shall locate the driver/owner and inform that person that the vehicle was impounded and explain the impound release procedure. This notification shall be listed on the impound form.

e. **Impound Reports**

- i. Impound reports will be stored at the Rangers office.
- ii. A copy will be given to the individual operating the impound vehicle.

5. HOLDS ON IMPOUNDED VEHICLES

- a. Impounded vehicles may be held in impound by a Ranger/Officer for various investigative reasons. An impounded vehicle which has a "hold" placed on it will not be released until the reason for the hold has been satisfied.
- b. When a Ranger/Officer places a hold on an impounded vehicle, he/she will write a short narrative on the impound report explaining the investigative reason for the hold.
- c. As soon as the reason for the hold has been satisfied, the hold will be removed so the vehicle may be released.
- d. Holds will be indicated on the impound form by placing a "hold" stamp on the form or checking "hold" in the appropriate block.
- e. Rangers/Officers should make every effort to remove the hold on the impounded vehicle after five (5) working days.

6. RELEASE OF IMPOUNDED VEHICLES

- a. PCC will issue impounded vehicle release forms. People can only obtain their vehicles from the towing companies during regular business hours. Personnel responding to citizens' inquiries are required to explain this clearly.
- b. Vehicles impounded by PCC will be released only to the registered or legal owner of the vehicle concerned with valid identification.
 - o **Exception**
Releases may be given to persons who have written notarized permission from the registered or legal owner of the vehicle concerned. The notarized statement will be attached to the impound form.
- c. **Release Information and Form**
 - i. Prior to releasing a vehicle, the copy of the impounded vehicle form will be checked to determine whether or not a hold has been placed on it. Vehicles that have a hold will not be released until the Ranger placing the hold or a supervisor, including the administrative supervisor, has removed the hold.

POLK COUNTY LAW ENFORCEMENT POLICY

- ii. The person requesting the vehicle's release is required to sign the impound form in the space provided. The employee releasing the vehicle will also sign the form.
- iii. After the copy of the impound form has been signed and all applicable Polk County fees have been paid, the employee will fill out the release form and give it to the requesting person. At that time, the employee will advise the person which tow service has the vehicle.
- iv. The location of impounded vehicles will not be disclosed until the impound/release form has been signed.

Addendum 7:**WEAPONS****1. HANDGUNS**

a. Polk County Conservation equips Conservation Rangers and Maintenance Rangers with the following Polk County Conservation owned handgun and leather gear:

- i. One authorized semi-automatic pistol
- ii. One duty belt to contain any of the following as requested by Ranger:
 - Holster
 - Extra magazines and holder (may be open or closed top)
 - Flash light and holder
 - Handcuffs and holder
 - Gloves and holder
 - Key holder
 - Radio Holder
 - Baton and holder if certified to carry
 - Chemical Deterrent and holder if certified to carry
 - TASER and holster if certified to carry

b. Park Officers are required to purchase/supply their own duty belt and firearm.

c. Rangers shall not alter their issued duty weapon or leather gear without consent from the appropriate firearm armorer.

d. Rangers may purchase, at their own expense, any pistol or revolver to carry while on-duty, off-duty, or for back-up. Hand guns must be:

- i. .380 caliber or larger
- ii. The weapon shall be well made and of modern design
- iii. Of proper design
- iv. Safe to carry
- v. Approved by a Firearms Instructor

e. Rangers choosing to purchase their own weapons are also responsible for purchase of an approved holster that will fit their weapon. They will also have to purchase the ammunition to train and qualify with their personal weapon. The Ranger is also responsible for ongoing armoring service of their individually purchased weapon.

2. WEAPON-MOUNTED LIGHTS

- a. Weapon-mounted lights are supplied to, approved, and encouraged for on-duty and off-duty use for Rangers. Park Officers may purchase or bring their own as long as they are qualified with it.
- b. All weapons with lights attached must be fired in that configuration during all qualifications and trainings.

3. HOLSTERS

- a. **Uniformed Rangers**
Only Polk County Conservation approved holsters are to be worn on-duty.
- b. **Plain-Clothes Rangers**
Plain-clothes Rangers must carry an approved holster while on-duty. All holsters must be designed for the weapon that they are carrying. Soft holsters designed for pocket carry are permitted as long as they are designed for the weapon that is being carried in them.
- c. **Conceal Carry**
On-duty, plain-clothes Rangers may have their weapons concealed from public view. If the weapon is not concealed, the Ranger's badge shall be displayed directly adjacent to the Ranger's duty weapon or in clear view to the public as a method of immediate identification.

4. HANDGUN QUALIFICATIONS

Only employees demonstrating proficiency in the use of authorized firearms will be allowed to carry such weapons.

- a. Rangers shall qualify with their duty handguns once a year under the direct supervision of a certified Polk County Conservation, Sheriff's Office, or CCPOA Firearms Instructors.
- b. Park Officers may qualify with their full time department or at the above instruction.
- c. All personnel shall have their duty weapon armorered during annual in service training. It is the responsibility of the Ranger to get his/her duty weapon to an armorer.
- d. Uniformed personnel shall qualify in their duty belt to include ballistic vest.
- e. Rangers carrying a weapon-mounted light will qualify with the light attached to the weapon during any training/qualification session.

- f. Ranger's will shoot the Iowa Law Enforcement Agency handgun course with a minimum qualifying score of eighty (80) percent. Qualification scores must be documented and kept by the officer.
- g. Employees will have three (3) attempts to post a passing score of 80% or better.
- h. If an employee fails to post a passing score after three (3) attempts, he/she will be required to attend a shooter enhancement course and have the opportunity to become more proficient, which may result in posting a passing score. Those employees who are unable to post a passing score following the shooter enhancement course will be terminated.
- i. After posting a passing qualification score, the employee will be issued fifty (50) rounds of duty ammunition. Employees may be required to sign an acknowledgement form that they have received their duty ammunition.

5. CLEANING AND REPAIR

- a. Rangers will keep their handguns clean and functional at all times. Employees are to report any damage or malfunction immediately to a PCC or PCSO armorer or instructor.
- b. Rangers shall be provided with cleaning equipment and chemicals to maintain their weapons.
- c. Other than field strip, Polk County Conservation owned weapons will not be taken apart or disassembled any further than is recommended by the manufacturer. Any further disassembly or repair will ONLY be completed by PCC or PCSO armorers.
- d. All Rangers may be subject to weapons inspections of their firearms. Inspections will be done by a certified Firearms Instructor. If a weapon is not clean, and/or is not serviceable, and/or carried and loaded with approved duty ammunition, the employee may be subject to disciplinary action.

6. LOSS OR THEFT OF FIREARM

The Ranger shall immediately notify the on Director/Deputy Director/ Parks Manager following the loss or theft of a PCC owned firearm. An incident report containing all of the facts and circumstances shall be prepared.

7. AMMUNITION

Polk County Conservation will provided new duty ammunition annually and as needed for replacement. PCC issues the Speer Gold Dot, hollow point (bonded) ammunition. This is the ONLY authorized ammunition that Rangers can carry in their county issued guns. In the event Speer Gold Dot is unavailable, the county may issue alternate ammunition approved by the firearms instructors. Rangers using personal guns must carry expandable hollow points while on duty if available.

PCC will provide training ammunition as approved throughout the year for personal and county sanctioned training. Staff must bring their issued duty ammunition to the qualification sessions. Upon qualifying with their previously issued ammunition, Rangers will receive a new supply of duty ammunition.

8. SHOTGUNS

- a. PCC issues shotguns to both Conservation and Maintenance Rangers.
- b. The shotguns should be carried in the shotgun locking rack, so as not to be easily accessible to any unauthorized personnel.
- c. The shotgun will be carried “cruiser ready” or “administratively loaded” - meaning the tube magazine on the shotgun will be loaded with four (4) rounds, the chamber empty, the side closed, the hammer relaxed or dropped, and the safety on or engaged. Shotguns in this condition and locked in the vehicle mounted locking rack is the ONLY way the shotgun is to be carried, unless in-hand on approach, as in a search warrant or other situation involving the tactical unit.
 1. Issued Duty Ammunition Includes:
 - Buckshot
 - Slugs
- d. Shotgun malfunctions will be reported to a PCC Firearms Instructor so repairs can be made.
- e. Rangers will be required to qualify annually with his/her issued shotgun. Park Officers may qualify on any PCC owned shotgun.

- f. Rangers will shoot the ILEA approved shotgun course and be required to shoot a passing score of eighty (80) percent.
- g. Rangers shall be provided with cleaning equipment and chemicals to maintain their weapons.
- h. Employees who are issued shotguns will be issued new duty ammunition and be required to sign an acknowledgement for receipt of new duty ammunition.

9. AUXILIARY WEAPONS (SPECIALIZED WEAPONS)

An employee in the performance of his/her duty may encounter a situation in which specialized weapons are needed, such as a barricaded person or a sniper. In the event of this type of situation, Dispatch will call the Metro Special Tactics and Response Team (STAR) to be activated to provide a specialized weapon response. If a Ranger is a first responder to a critical incident and they are qualified to carry a rifle, refer to Addendum 5a. Specialized Weapons.

10. BACK-UP AND OFF-DUTY WEAPONS

- a. Employees wishing to carry a back-up weapon must qualify annually with the weapon(s) at a time designated by a Firearms Instructor.
- b. Anything that is of modern manufacture, in working condition, approved by the Firearms Instructor, and that the Ranger can qualify with on the course prescribed by the ILEA may be carried.
- c. Any caliber of ammunition other than what PCC issues must be individually purchased by the Ranger wishing to carry it (both training and duty carry). He/She must carry expanding hollow point ammunition if available.
- d. Back-up and off-duty weapons must be carried in a safe manner.
- e. PCC employees who have an ILEA peace officer certification, and have been issued a professional weapons permit, may go armed anywhere in the state at all times, unless the location legally restricts or prohibits the possession of a firearm. This applies to both on-duty and off-duty personnel.

11. DISCHARGE OF DUTY / OFF-DUTY / BACK-UP WEAPONS

PCC Rangers may discharge a weapon under the following circumstances:

- a. During range practice or competitive sporting events.
- b. To destroy an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured.
- c. As outlined in addendum – Use of Force.
- d. Any use of a weapon or discharge, other than recreational use, will require immediate notification of the employee's immediate supervisor. A detailed written report will follow the oral notification.
- e. **Absolutely NO WARNING SHOTS are permitted.**
- f. If a situation arises in which an employee's weapon has been confiscated pertaining to an investigation, PCC will make arrangements to have a replacement weapon issued and have the employee qualify with the new weapon as soon as possible.

12. WEAPONS PROCESSING

Upon retirement, an employee in good standing will have the option of purchasing their duty weapon at the current trade-in value established by the Firearms Instructors.

Records will be kept by PCC of the transaction transferring ownership of the sidearm from the PCCB to the retiring employee.

Addendum 8

SPECIALIZED WEAPONS

1. POLICY

During the performance of their job, Rangers may encounter situations in which they must deploy with their rifle. Examples of these situations include, but are not limited to: active shooter situations, barricaded suspects, hostage situations.

The authorization for the duty carry of high-powered rifles is limited to those Rangers who have successfully completed a 72-hour training course and have qualified with a minimum score through the PCSO.

In addition to passing the 72-hour training course, employees who are issued or qualified to carry a high-powered rifle must attend bi-monthly training sessions to remain eligible to participate in the PCSO Patrol Rifle Program / Metro STAR Patrol Rifle Program.

2. SPECIALIZED WEAPONS

Rangers may become part of three different teams of people within the PCSO who are authorized to carry rifles:

- a. Patrol Rifle Team Members – not assigned to the tactical unit; have normal Patrol functions but are issued extra equipment and training (i.e., Colt M16/AR-15 Carbine, weapon-mounted white light, either ACOG, Aimpoint, Variable Optics, or any weapon system approved by the Polk County Sheriff's office.)
- b. Entry Team Members – assigned either part-time or full-time to the Metro STAR Team in the capacity as an Entry Operator / Assistant Team Leader / Team Leader / or part of the Command Element for the Unit (i.e., Colt M16/AR-15 Carbine 12.5" barrel, weapon-mounted white light, and Aimpoint Red Dot Optic.)
- c. Marksman / Observer Team Members – assigned either part-time or full-time to the Metro STAR Team in the capacity as a Marksman / Observer / Assistant Team Leader / Team Leader / or part of the Command Element for the Unit (i.e., Colt M16/AR-15 Carbine 14.5" or 16" barrel, weapon-mounted white light, and an ACOG, Aimpoint, or Variable Optic.) Members of the Marksman / Observer Team are authorized to carry individually purchased rifles and need to use PCSO Optics to stay uniform, with the authorization from the Metro STAR Team Commander and the PCSO Firearms Training Coordinator.

3. TRAINING / QUALIFICATIONS

Patrol Rifle Team Member

Rangers who are issued a rifle must attend and successfully complete an eight (8) -day Patrol Rifle School sponsored by the PCSO or Metro STAR and continue to attend bi-monthly training sessions (8 hours). Failure to successfully complete the school or attend bi-monthly training sessions will result in removal from the Patrol Rifle Program. Patrol Rifle Team members will qualify two times per year (i.e., spring and fall) on the ILEA course of fire (30 rounds fired at the 100-yard line). The minimum passing score is 80%. Anyone who misses more than two trainings (unexcused) without make-up sessions will be removed from the team and no longer authorized to carry a rifle on-duty or off-duty.

Entry Team Member

Members selected to the Entry Team will train twice in the even months and once in the odd months with their respective team they are assigned to. In addition to monthly firearms training and team requirements (i.e., cold qualification courses, low-light courses, and close-quarter training), entry team members will qualify two times per year (i.e., Spring and Fall) on the ILEA course of fire (30 rounds fired at the 100-yard line). The minimum passing score is 80%.

Marksman/Observer Team Member

Members selected to the Marksman/Observer Team will train twice in the even months and once in the odd months. Members of the Marksman/Observer Team will qualify twice a year (i.e., spring and fall) on the ILEA course of fire with their M16/AR-15 carbine. The minimum passing score is 90%. Members will also qualify twice per year on the qualification course of fire with their precision bolt action rifle.

4. ISSUED EQUIPMENT

- a. All Patrol rifles carried by Rangers will be issued by the PCC. The only exception to this will be members of the Metro STAR Marksman / Observer Team.
- b. All rifles shall have the following equipment:
 1. ACOG, Aimpoint, or Variable Optics;
 2. Surefire 500A or P2X Fury light or similar weapon-mounted white light;
 3. Four 30 round magazines;
 4. 120 rounds of duty ammunition (i.e., Speer 64 grain bonded soft point);
 5. Sling
 6. Vehicle mounted locking rack.
 - All rifles issued to any member of the Patrol Rifle Program (i.e., Patrol Rifle Team; Entry Team; Marksman/Observer Team) will be secured in their issued Patrol vehicle in a locking rack. The rack will be installed in the passenger compartment if at all possible and not allowed access to any prisoner or other unauthorized persons.
- c. No alterations will be made to any issued weapon without the permission of the Firearms instructor. All approved alterations will be completed by PCC or PCSO armorers ONLY.

5. STORAGE AND MAINTENANCE

- a. All issued weapons will be carried in the following configuration:
 1. Magazine loaded with duty ammunition;
 2. Chamber empty, either the bolt closed on an empty chamber or a chamber flag inserted into the chamber.
 3. The weapon will be secured in either one of two ways:
 - Locked into the secure vehicle locking rack in the passenger compartment;
 - Locked into the secure vehicle locking rack in the trunk.
 4. When the Ranger is not on duty, the rifle may be kept locked in his/her issued vehicle (locking rack) or removed and stored in the Rangers home and kept in a locked and secure location and must not be accessible to any unauthorized persons (i.e., children).
- b. If for any reason the Ranger's assigned vehicle is left unattended and/or not monitored for an extended period of time, for security purposes the Ranger shall either:
 1. Secure the long gun(s) at their unit's specified location or patrol safe;
 2. Secure the rifle(s) at home in a safe manner (i.e., gun safe).
- c. Weapons issued to a PCC employee shall be maintained by that employee. Weapons will be properly cleaned and lubricated after each training session. All weapons will be inspected by PCC or PCSO armorers yearly to replace worn or non-functioning parts.

6. DISCHARGING SPECIALIZED WEAPONS

Park Rangers may discharge his/her rifle under the following circumstances:

- a. During range practice or competitive sporting events.
- b. To destroy an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured.
- c. As outlined in Addendum 5: Use of Force.
- d. Any use of a weapon or discharge, other than recreational use will require immediate notification of the Director/Deputy Director/Parks Manager. A detailed written report will follow the oral notification.
- e. **Warning shots are not permitted.**

- f.** If a situation arises in which an employee's weapon has been confiscated pertaining to an investigation, Polk County Conservation will make arrangements to have a replacement weapon issued and have the employee qualify with the new weapon as soon as possible.

Addendum 9:**CONDUCTED ELECTRICAL
WEAPONS****1. POLICY**

It is the policy of PCC to make available to its employees, in the performance of their duties, non-lethal electronic control weapons to ensure their safety, the safety of the public, and the safe immobilization of hostile suspects when lethal force is not justifiable.

Personnel should always consider the totality of the circumstances when applying these guidelines and, in certain situations, exigent circumstances may outweigh the recommendations of a specific guideline. Conversely, personnel should always be able to articulate the justification for going beyond or deviating from PCC policy or training.

2. DEFINITION

The Advanced TASER X26, X26P and M26 Conducted Electrical Weapon (CEW) use a replaceable cartridge containing compressed nitrogen to deploy two small probes that are attached to the Advanced TASER X26, X26P and M26 by insulated conductive wires. The Advanced TASER X26, X26P and M26 transmit electrical pulses through the wires and into the body affecting the sensory and motor functions of the peripheral nervous system. The Advanced CEW's are designed to immobilize a suspect by means of an electrical current. The electrical current causes the muscles in the body to involuntarily contract.

The CEW cartridges are designed for use with both the Advanced TASER M26 and the TASER X26 and X26P systems. The standard Advanced TASER cartridge issued to Polk County Conservation personnel will be the 25-foot XP (Extra Penetration) cartridge. This cartridge will be easily identifiable by the green blast doors.

3. CONDUCTED ELECTRICAL WEAPON USE

- a. Only those employees who have satisfactorily completed the Advanced TASER certification course and recertify yearly by means of written exam and practical application may use the Advanced TASER. This covers all three CEWs – the Advanced TASER X26, X26P and M26.
- b. A CEW may be used when lethal force does not appear to be justifiable.
- c. A CEW should only be used against subjects who are exhibiting active aggression or who are actively resisting in a manner that, in the Ranger's judgment, is likely to result in injuries to themselves or others. CEWs should not be used against non-resistive subjects.
- d. When attempts to subdue the suspect by conventional tactics such as verbalization, firm grip control, pain compliance holds, and/or

self-defense techniques have been or will likely be ineffective, or there is reasonable expectation that it will be unsafe for Rangers to approach within reach of the suspect.

- e. A CEW should not be used indiscriminately or in anticipation against verbal threats of violence or resistance. As with any use of force, the threat must be credible.
- f. A CEW should not generally be used against pregnant women, elderly persons, young children, and visibly frail persons. Personnel should evaluate whether the use of the CEW is reasonable, based upon all circumstances, including, but not limited to, the subjects age and physical condition. In some cases, other control techniques may be more appropriate as determined by the subject's threat level to others.
- g. Fleeing should not be the sole justification for using a 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 a CEW on a fleeing subject.
- h. Deployment of a CEW should be for one standard cycle (five seconds). Personnel should evaluate the situation to determine if subsequent cycles are necessary. Personnel should consider that exposure to multiple applications and/or cycling time that exceeds 15 seconds in duration, whether consecutive or cumulative, could increase the risk of serious injury. Alternative force options should be considered in these circumstances.
- i. A CEW should not be used against subjects in physical control of a vehicle in motion (e.g., cars, trucks, motorcycles, ATV's, bicycles, scooters).
- j. A CEW should not be used when a subject is in an elevated position where a fall may cause substantial injury or death.
- k. A CEW shall not be used to harass or punish a suspect. It should only be used when justifiable circumstances exist.
- l. When feasible, an announcement should be made to other personnel on the scene that a CEW is going to be activated. The term

“Taser” should be announced loudly and multiple times to notify those persons in the area.

m. Warning: Do not carry cartridges in your pockets as this could damage the blast doors and the cartridges could discharge by static electricity.

4. CONDUCTED ELECTRICAL WEAPON POST-USE

The following steps shall be taken following the use of a CEW:

- a. Restrain the subject immediately.
- b. If the subject begins to exhibit any unusual behavior after the firing cycle has been completed or requests medical attention, contact medical personnel immediately.
- c. Any person subjected to a CEW deployment should eventually be screened by medical personnel at the earliest convenience, regardless whether they exhibit unusual behavior. For those subjects who are inmates, they can be screened by Polk County Jail medical personnel. If the person exposed has been arrested, they also can be screened by Polk County Jail medical personnel upon arrival. Otherwise those not brought to Polk County Jail should be screened by medical personnel at an appropriate hospital facility.
- d. Personnel may remove the CEW probes as long they are not in sensitive areas to include the face, neck or groin. If a CEW probe is lodged in a sensitive area it should be removed by medical personnel.
- e. If personnel are not comfortable removing the probe, medical personnel may be requested to do so.
- f. Notify the Director/Deputy Director/Parks Manager of the use of a CEW.
- g. Take digital color photographs of the subject, regardless whether or not there are visible effects of the CEW. Note where each probe made contact and if at all possible note the distance between probes.

- h. File a Use of Force report detailing the necessity to use the CEW. Make sure to note the CEW serial number along with the cartridge serial number.
- i. Within 48 hours of deployment have the CEW's firing data downloaded by a certified CEW technician and attach to the Use of Force Report.
- j. Collect the fired cartridge and its components and place in evidence as instructed in training.

5. TASER INSTRUCTOR RESPONSIBILITIES

The Taser Instructor shall be responsible for the following:

- a. Reviewing each deployment of a CEW;
- b. Ensure proper repair and replacement of damaged or defective equipment;
- c. Forward all reports on all CEW deployments to the Office of Professional Standards (OPS) for preservation and statistical purposes.

6. RANGER RESPONSIBILITIES

Whenever personnel encounter a situation requiring the use of a CEW, the person deploying the device shall:

- a. Deploy the CEW, in accordance with Polk County Conservation policy and procedure.
- b. Properly protect the CEW from loss or damage.
- c. Once the CEW has disabled the subject, the assisting personnel shall, as quickly as possible, apply approved restraint control devices to the subject.
- d. After the CEW is deployed, the Director/Deputy Director/Parks Manager will be notified as soon as reasonably possible.
- e. Need to Daily Spark Test as trained.

7. MUTUAL AID ASSISTANCE WITH THE CEW

PCC may offer mutual aid assistance with the CEW in Polk County and to surrounding law enforcement agencies who have primary jurisdiction and are responsible for the law enforcement services of that area. If deployed, it shall be in compliance with this addendum.

8. STORAGE AND MAINTENANCE OF THE CEW

- a. If a CEW becomes inoperable, the Taser instructor will be notified so a replacement can be obtained and repair made.
- b. Each year a certified CEW technician will physically inspect each CEW owned by the Polk County Conservation. At the time of this inspection, all firing data will be downloaded and a time-sync will be conducted.

9. TRAINING CERTIFICATION

- a. **CEW Operator Certification**
 1. Personnel must attend and successfully complete the six (6) hour basic CEW operator's course.
 2. The course shall be taught by certified CEW instructors.
 3. Personnel must successfully pass the CEW written exam with a minimum passing score of 80 percent.
- b. **CEW Operator Recertification**
 1. Personnel must successfully complete an annual recertification course in order to maintain their basic certification. The course includes:
 - Annual instruction on this general order, a signed acknowledgment for the instruction and a written examination with a minimum passing score of 80 percent.
 - Successfully fire two (2) cartridges once annually.

Addendum 10:**IMPACT WEAPONS****1. CERTIFICATION**

Armament Systems and Procedures (ASP) Baton

- a. Rangers must attend an eight hour instructional course taught by a certified ASP instructor.
- b. The course shall be taught by certified ASP instructors with the use of ASP equipment. Only ASP equipment will be carried by Rangers. Park Officers may carry any impact weapons they are qualified to carry through their full time department.
- c. Rangers must successfully pass the ASP written exam with a minimum score of 80%.
- d. Rangers must demonstrate an acceptable rating when demonstrating their proficiency in executing each of the techniques taught in the basic course program.
- e. Rangers shall not carry or use impact weapons in the performance of their duties unless they complete the appropriate course(s) and maintain their certifications.

2. IMPACT WEAPON USE

- a. Parameters for Use of Less than Lethal Force:
 1. Where Deadly Force is not authorized, Rangers should assess the incident in order to determine which Less than Deadly Force technique or weapon will best de-escalate the incident and bring it under control in a safe manner.
 2. PCC Rangers are authorized to use impact weapons for resolution of incidents.
- b. The impact weapon is primarily a defensive weapon and shall be used as such by Rangers who carry it.
- c. When used, impact weapons shall be employed in a manner consistent with the training received by the employee, as conducted by certified instructors, and within the Addendum 5: Use of Force.

d. Rangers shall not brandish the ASP batons or other impact weapons in an intimidating manner unless the Ranger is attempting to prevent further escalation.

e. Reporting Uses of Impact Weapon

1. A written report will be prepared in compliance with Addendum 5: Use of Force anytime an impact weapon is used against an individual. The use of force reports will be forwarded to the Director/Deputy Director/Parks Manager. No copies will be made.
2. Color photographs will be taken of a subject any time physical force is used to control a subject. Color photographs will be taken even if there is no visible injury. Addendum 4a: Use of Force procedures shall be followed.

f. Injuries Resulting from Use of Force

1. The Ranger shall render appropriate medical aid after the use of force to include, but not limited to:
 - Bleeding control
 - Shock control
 - Rescue breathing
 - CPR
 - Transporting any person that is injured by a Ranger's use of force to a Urgent Care Center for treatment as soon as reasonably possible
 - In life threatening situations; summon emergency medical personnel.
2. Anytime a Ranger's use of force results in serious bodily injury or death, they shall be responsible for notifying the Director, Deputy Director and Parks Manager. The Director or Deputy Director shall then notify the Sheriff, Detective Supervisor, On-call Detective, and Polk County Attorney.

g. As a general rule, and whenever Deadly Force is unnecessary, avoid an opponent's head and neck area entirely.

h. All strikes with an impact weapon should be delivered to the following areas:

1. Primary Targets – Major Muscle Mass
 - These locations (e.g., forearms, thighs, and calves) should be primary targets because of the low implications of subject injury. Impact weapon strikes to these locations normally create severe muscle cramping which inhibits a subject's ability to continue aggression.
2. Secondary Targets – Joints or Bones
 - These targets (e.g., elbows, wrists, and knees) have a high probability of creating soft or connective tissue damage or bone fractures when struck with an impact weapon.

POLK COUNTY LAW ENFORCEMENT POLICY

3. Deadly Force Targets – Head, Neck, Throat and Clavicle
 - Impact weapon strikes to these areas should not be used unless the Ranger is justified in using Deadly Force. These striking points have high implications of creating severe injury in the forms of great bodily harm or death.

Addendum 11:**CHEMICAL DETERRENTS****1. POLICY**

PCC seeks to employ the latest, most advanced technical and tactical resources available. PCC recommends Freeze +P or similar 'personal carry' defense chemical deterrent spray.

Freeze +P is a chemical deterrent that has an effect on the respiratory system and causes skin irritation and inflammation of the mucus membranes when sprayed in the face. The effects are short term and give staff an opportunity to control a potentially violent person with minimal physical contact. The use of chemical deterrent sprays should be considered an alternate action. They are not meant to replace any other implement or weapon. This is merely a tool among many to be used up and down the force continuum during a confrontation. This in no way guarantees that the chemical deterrent is 100% effective.

2. TRAINING

- a. All Rangers will attend mandatory training sessions conducted by a qualified chemical deterrent instructor. The training will have both a written and practical proficiency test.
- b. Participants must demonstrate minimally acceptable proficiency on both the written and practical testing.

3. CHEMICAL DETERRENT USE

- a. The use of the chemical deterrent is intended to minimize physical contact between a subject and the Ranger, thus reducing injuries to both. The use of the chemical deterrent is not to be used as a form of punishment.
- b. If a situation arises and a Ranger determines that the use of a chemical deterrent is justified, that person may use the chemical deterrent. The Ranger must be prepared to justify his/her actions.
- c. The chemical deterrent may be used in defense of the Ranger and/or a third party. Examples of such situations include, but are not limited to:
 1. The subject makes verbal threats of physical harm towards the Ranger or another person, has the means and opportunity to carry out those threats, and does not respond to verbal direction.
 2. The subject takes a fighting stance. A fighting stance is defined as a stance where the subject braces himself/herself for a physical

confrontation, or raises their hands above the waist with or without clenched fists.

3. The subject refuses to comply with a lawful order and, in the judgment of the Ranger, any level of control above verbal direction would result in a physical confrontation.
4. The subject has armed him/herself with a less-than-lethal weapon or potentially lethal weapon. (This is not intended to replace the firearm or ASP).
5. Defending another person to prevent serious injury where the subject has started an assault or is committing an assault against the Ranger or third party.
6. To prevent the person from causing serious injury to himself/herself.
7. Where there is imminent danger of assault.
8. To defend from the attack or possible attack from an animal.

d. **Deployment of Chemical Deterrent**

Whenever possible the following method of deployment should be used:

1. Rangers should maintain a distance of two (2) to ten (10) feet between themselves and the subject. Four (4) to six (6) feet is optimal.
2. The chemical deterrent should not be discharged directly into the eyes of the subject at a distance of less than two (2) feet when preventable.
3. Multiple bursts of spray lasting one second should be directed at the subject's face targeting the eyes, nose and mouth.
4. While maintaining a safe distance, the Ranger should attempt to evaluate the effects of each spray. Even though one spray may suffice, a single spray of Freeze +P may not control all subjects. If appropriate, the Ranger should continue delivering short sprays until the aggression ceases, and then the spraying must stop.

e. **Prohibited Uses of Chemical Deterrent**

1. Against a subject who is in restraints
2. Against a person the Ranger/Officer knows to have a respiratory ailment
3. Spraying into any building ventilation system, except in certain HRT situations
4. As a practical joke against other staff members
5. As a means of punishment for a subject

4. DECONTAMINATION

a. After the subject has been exposed to the chemical deterrent the following steps shall be taken:

1. The subject is restrained with the appropriate restraints.
2. The subject is not left alone during the decontamination process.
3. The Ranger uses calming and reassuring commands to the subject.
4. Decontamination measures begin immediately, including but not limited to:
 - Moving the subject out of the contaminated area to a fresh air source, with the contaminated subject facing the moving air.
 - Flushing the exposed skin and face with cool water.

5. Once the subject is restrained and decontamination has begun, the subject will be transported to the Polk County Jail. The transporting Ranger will inform jail staff and medical personnel that the subject has been sprayed with Freeze +P.
6. Hospital transport: If Polk County Jail medical personnel determine the subject should be seen at the hospital for treatment, the subject will be transported to the hospital. If a subject is sprayed with Freeze +P and the subject's symptoms are not consistent with normal exposure, that subject will be taken to the hospital prior to the Polk County Jail.

b. Decontamination of Staff

1. Rangers should use caution when entering a sprayed area until the spray has dissipated. Wait at least ten (10) seconds before approaching someone who has been sprayed to avoid contamination by residual spray. If a Ranger is exposed to the chemical deterrent, dependent on the extent of the exposure, the following steps will be taken:
 - Move to fresh air source, preferable fresh moving air.
 - Changes clothes and shower if necessary.
2. If a Ranger requests medical treatment after being exposed to Freeze +P that Ranger will be transported to the nearest medical facility as set forth by current policy.
3. Once medical treatment is required, a Polk County "Work Injury Report" will be completed and sent to Risk Management.
4. If a Ranger has been contaminated to the point it impairs his/her driving skills, another Officer will transport the prisoner, and the Ranger will be transported to be decontaminated.

5. DOCUMENTATION

If the chemical deterrent Freeze +P is used, a Use of Force Report will be written. This report will be written by the Ranger who used the chemical deterrent. When the chemical deterrent is used, photos will be taken and submitted with the Use of Force Report.

6. ADMINISTRATIVE CONTROLS

a. Storage

1. Once the chemical deterrent is issued to a Ranger, it will be the responsibility of the Ranger to safely store the chemical deterrent. Safe storage includes keeping it away from other people and children, and keeping it in a safe condition away from extreme temperatures.
2. The storage of the chemical deterrent in the home should be in a safe place as that of a firearm. It can become a weapon and should be handled carefully and stored safely.

b. The Freeze +P canister shall be marked with the Ranger's identification number.

POLK COUNTY LAW ENFORCEMENT POLICY

- c. All usage will be reported, including using it on animals.
- d. Replacement canisters will be purchased as necessary.

**Date**

May 12, 2021

Item No.
Roll Call No.
Submitted by:
ACTION
21-0514
Richard Leopold
Director**AGENDA HEADING:**

Approving Polk County Conservation's participation in the Central Iowa Water Trails Governance Committee and committing Conservation's portion per the formula within the 28E Agreement establishing said committee – est. \$87,000 annually.

INFORMATION:

Polk County Conservation has been actively engaged in the Central Iowa Water Trails effort. Deputy Director, Doug Romig, has led the Maintenance and Operations Committee and I have led the Environmental Committee. Additionally, we have both been involved in the governance meetings and various aspects to the \$25.0 million federal build grant and downtown Des Moines River projects.

The Central Iowa Water Trails initiative is a \$117.0 million effort to develop 86 water access points throughout the region on various rivers and streams with the major feature being a white water course through downtown Des Moines. One of the initial goals in development of this effort was a desire to create a regional governing body to oversee the coordination of governance, signage, operations, maintenance, etc. to provide consistency across governmental jurisdictions.

Polk County Conservation will have one voting Board member to serve on this governing body which will be comprised of 70% governmental entities and 30% private business matching the funding formula for the capital and operating costs associated with the development and management of the water trails. Revenues are anticipated to be generated through concessionaires that will help off-set annual operating expenses

FISCAL IMPACT:

Amount: \$87,000 estimate

Funding Source: Excess operational revenue, Fund 6 revenues and/or REAP.

PREVIOUS BOARD ACTION(S):

Date: April 14, 2021

Roll Call: 21-0415 (5 Yea)

Action: Approved continuance to the May 12, 2021 for Action item 21-0415 based on general support and direction given from the Board to staff to continue having conversations moving the issue forward but recognizing that the 29E Agreement will continue to be reviewed.

Date: August 14, 2019

Roll Call: 19-0816 **(4 Yea; 1 Absent)**

Action: Approving agreement with the University of Iowa to conduct a water quality monitoring study as a part of the metropolitan water trails project.

Date: January 11, 2017

Roll Call: 17-0107 **(4 Yea; 1 Vacant)**

Action: Approved letter of support to the Metropolitan Planning Organization for their Greater Des Moines Water Trails and Greenways Plan and directed the Board Chair to sign said letter on behalf of the Board.

RECOMMENDATION:

Approving Polk County Conservation's participation in the Central Iowa Water Trails Governance Committee and committing Conservation's portion per the formula within the 28E Agreement establishing said committee and authorizing the Board Chair or his designee to sign the 28E Agreement.

	Date	May 12, 2021
	Item No. Roll Call No. Submitted by:	CLOSED SESSION 21-0515

AGENDA HEADING:

Action from Closed Session discussion of land acquisition opportunities.

INFORMATION:

Polk County Conservation has the opportunity to acquire land with excellent conservation potential at several locations within Polk County. Cost-share opportunities may be available to assist with acquisition and restoration expenses. Nearby PCC landholdings add additional interest to these properties.

FISCAL IMPACT: TBD

PREVIOUS BOARD ACTION(S):

Date:

Roll Call:

Action:

RECOMMEDATION:

Direct staff to proceed on these land acquisition opportunities based on information presented and pursuant to Board discussion.