

**REGULAR MEETING TENTATIVE AGENDA
DES MOINES COUNTY CONSERVATION BOARD
Wednesday, May 04, 2022**

1. Call to order at 5:30 p.m. 5:30 p.m. - Starr's Cave Nature Center
11627 Starr's Cave Rd., Burlington IA
2. Additions/deletions to agenda
3. Delegations/Public input There will be a work session beginning
at 4:30 to tour the house and Nature Center
building and grounds and discuss maintenance
and budget.
4. Approval of minutes - April 06, 2022
5. Approval of claims - April 2022
6. Acceptance of donations
 - a. Kiwanis Club of Burlington - \$5,000 for summer camps.
 - b. Maggie Nelson - Seven bird books, \$200.
 - c. Xvision Optics - Night vision binoculars for camps, \$150
 - d. Community Foundation of Des Moines County - \$1,000 for Earth Day.
 - e. Witte Foundation - \$5,000 for Witte roof fund.
7. Committee Reports
 - a. Shooting Range Advisory
 - b. Observatory
 - c. Legislative
 - d. Water Quality
8. Project Updates
9. Old Business
10. New Business
 - a. Park Ranger Oath of Office
 - b. Law Enforcement Policy
 - c. Shop / Park Office Design
11. Informational items/correspondence
 - a. ISAC Conference Report
12. Adjournment



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MEMO

To: Conservation Board
From: Chris Lee, Executive Director
Date: April 27, 2022
Re: Background info for May 4, 2022 Board Meeting

Here is some background information regarding the items on the May Board Meeting agenda:

***Note: This meeting will be at Starr's Cave Nature Center. We will have a work session ahead of the meeting to look at the house and upcoming projects at the nature center.**

Project Updates

- The campground at Big Hollow has started filling up on weekends. We were full for the first time the weekend of April 23 and we expect to be full most weekends going forward.
- Our naturalist, Marcus Nack, has been out due to a family health issue. Staff has been filling in to keep programs running. It's possible that the health issue will be lengthy.
- Our Park Ranger, Ryan Roth, graduated from the Iowa Law Enforcement Academy with honors, being one of only two officers in a record-setting class size of 51 to achieve both the "300 Point Club" and the Director's List. He is currently training with the Sheriff's Office three days a week and will do so probably until at least Memorial Day Weekend.
- One of our PT Technicians, Avery Jacobs, has accepted a full time Technician job in Lee County. We have posted the position and will review applications as they are received in hopes of hiring someone to backfill the position quickly.
- The storage shed near the camp host at Big Hollow has been fully installed.
- Kiwanis sponsored our summer camps with a \$5,000 donation. Summer camp signup opened the morning of April 26 and within two hours, half the camps filled up with about 30 people on various waiting lists for the full camps.
- The student team at the University of Iowa Marketing Institute has finished its research and prepared a final report. That presentation will take place over Zoom on Thursday, May 5 at 4:00 PM. All board members are welcome to attend.

Des Moines County Conservation is dedicated to the sustainability of natural resources through land stewardship, conservation education, and by providing quality outdoor recreation opportunities.

New Business

Park Ranger Oath of Office – Now that our Park Ranger is certified, we will have him make his oath of office statement.

Law Enforcement Policy – This is the updated department law enforcement policy that needs to be formally approved by the board.

Shop/Park Office design – Now that we're no longer planning to make the house at Big Hollow into our park/administrative office, we've come up with a new idea for an integrated office space for both the field and admin staff. This is something we'd like to request ARPA funds for. The specific design may change, but I would like approval to proceed with the concept.

Informational Items

- ISAC Conference Report

-end-

1. Call to Order

Julie Solinski called the regular meeting of the Des Moines County Conservation Board to order at 5:30 p.m. at the Des Moines County Conservation Administration Building.

Those Members Present: James Garnjobst, Julie Solinski, Matthew Haas, Cathy Ziglar and Bob Hansen

Those Members Absent: None

Others Present: Director Lee, Administrative Assistant Breuer, EE Coordinator Rundell, Zach James.

2. Additions and Deletions to Agenda:

Move Item 10b of Agenda to First Item:

- #15 a. Motion by James Garnjobst, seconded by Bob Hansen to move item 10b to 3a.
Motion passed unanimously by those members present.

3. Delegations/Public Input:

- a. Zack James presented the board with a Transportation Planning award.

4. Approval of Minutes for March 02, 2022:

- #16 a. Motion by James Garnjobst, seconded by Matthew Haas to approve the minutes of the March 02, 2022, Board Meeting.
Motion passed unanimously by those members present.

5. Approval of Claims for March 2022:

- #17 a. Motion by Matthew Haas, seconded by Cathy Ziglar to approve the claims for March 2022.
Motion passed unanimously by those members present.

6. Committee Reports:

- a. **Shooting Range:** No Report.
- b. **Observatory:** The first meeting was held at the Burlington Public Library. There were about 20 people in attendance. Reservations begin soon.
- c. **Legislative:** The bill containing the language to fund the trust has passed to the full committee. It does not look like it has the traction to move forward. There is a legislative forum on Friday at the Greater Burlington Partnership. The State has announced a 100 million dollar investment in tourism and outdoor recreation.
- d. **Water Quality:** We should have feedback from the EPA on the Big Hollow study soon.

7. Project Updates:

The concrete is poured at the Big Hollow boat ramp. We are just waiting on the second half to cure. There is a ribbon cutting scheduled for noon on Friday. Ryan graduates from ILEA this month. Most of our parks are open or almost opened. Our nesting owl at Starr's Cave has been featured in several news articles over the past couple of weeks. The Housman property is being closed on and we were approached to see if we were still interested in part of the parcel. Kelly is presenting to Kiwanis to try for a camp sponsorship. Titan Broadcasting held a 69 cent sale. We have \$3,000 in advertising revenue to use. Chris has submitted our end of FY budget amendment. The camp hosts move into Big Hollow and Welter this week.

8. **Old Business:**
- a. **Budget and Finances**
A discussion about the FY22/23 budget was held.
- #18 a. **Approval of Letter to Board of Supervisors:**
Motion by Cathy Ziglar, seconded by Bob Hansen to approve the letter.
Motion passed 3-1 with James Garnjobst against. The board wanted unanimous approval, so the letter was reworded.
- Motion by Matthew Haas, seconded by James Garnjobst to approve the re-worded letter.
Motion passed unanimously by those members present.
9. **New Business:**
- #19 a. **Approval of Top Gun Range Closure Request:**
Motion by Cathy Ziglar, seconded by Matthew Haas to approve the request.
Motion passed unanimously by those board members present.
10. **Informational Items/Correspondence:**
- a. **Field Tours**
- b. **Award Presentation - SEIRP. (Moved to 3a.)**
- c. **ISAC Conference Report. (Moved to next month)**
11. **Adjournment: Meeting adjourned at 7:09 p.m.**
Next meeting will be held at the Starr's Cave Nature Center, 11627 Starr's Cave Rd., Burlington, IA.
Meeting will be held at 5:30 p.m. on Wednesday May 04, 2022. There will be a work session one hour prior. The public is welcome.

Julie Solinski, Chair

Cathy Ziglar, Secretary/Treasurer

April Claims

Vendor	Description	Park/Area	Amount
Staples	New scissors for office	Office Supplies	\$6.69
USPS	Postage for grant mailing	Postage & Mailing	\$8.95
Alliant Energy	Waters park light	Electric Use	\$9.56
Pat Rogge	Lunch reimbursement, CCPOA	Law Enforcement School of Instruction	\$10.00
Lowe's	Work gloves	Safety & Protective Supplies	\$10.98
Great Western Supply	Nitrile gloves - SCNC	Parks - Custodial Supplies	\$13.55
Great Western Supply	Toilet bowl cleaner - SCNC	Parks - Custodial Supplies	\$13.91
Alliant Energy	Augusta Mills light	Electric Use	\$14.37
Adobe	InDesign subscription for SCNC	Dues & Memberships	\$20.99
Lowe's	Socket set	Minor Equipment & Hand Tools	\$21.98
George's Lawn mower	New fuel pump for log splitter	Equipment Repair / Maint	\$23.99
Iowa Dept. of Revenue	Pillow tax for cabin	Parks - All Other	\$28.00
Sinclair Tractor	Cab filters for JD5525	Equipment Repair / Maint	\$36.63
United Rentals	Fork extension rental	Parks - All Other	\$37.45
Des Moines County News	Legal publication	Legals & Publications	\$39.34
Amazon	Replacement charge cables for iPads	OFC & DATA P EQUIP REPR/MAINT	\$41.86
Burlington Waterworks	SCNC water	Water Use	\$45.26
ABC Fire	Test / repair of Observatory fire extinguisher	Safety & Protective Supplies	\$46.95
Westland Fastbreak	Small engine fuel	Fuels	\$47.43
Coral Reef	Animal bedding, small animal cage	EE Program Supplies	\$47.58
Emily Villhauer	Reservation cancellation due to Corona	Parks - All Other	\$50.00
Casey's	Fuel for ISAC	Fuels	\$52.93
Lowe's, Advance	5w-30 oil, chain lube	Lubricants	\$59.35
MTC	Big Hollow wifi	Parks - All Other	\$60.00
Huffman's	16" brick pavers for camp host shed	Parks - All Other	\$64.62
Access Energy	Southern park electric	Electric Use	\$73.20
Verizon	Ranger aircards	Data Processing	\$76.02
Lowe's	Cleaning supplies	Parks - Custodial Supplies	\$80.86
Deery Bros.	Repair on ranger truck	MV Repair / Maint.	\$84.07
LaVeine Sanitation	Park trash service	Parks - All Other	\$85.00
Lowe's, Advance	Garage door parts, gray paint	Building Repairs	\$88.32
Century Link	SCNC Internet	Data Processing	\$94.99
MTC	Shop phone / Internet	Telecommunications	\$95.60
Iowa Sportsman	Ad for Iowa Sportsman	Marketing Svcs.	\$100.00
Adobe, Venngage	Software Subs.	Dues & Memberships	\$106.96
Eastern Iowa Light & Power	Big Hollow Electric	BH Electric Use	\$119.89
Staples	Pens, thermal pouches, report covers, post its	Office Supplies	\$136.50
Alliant Energy	Admin electric	Electric Use	\$140.24

Danville Telco	Admin phone / Internet, SC phone	Telecommunications	\$143.99
Alliant Energy	Admin gas	Natural Gas & LP	\$157.54
Lowes	Park cleaning supplies	Parks - Custodial Supplies	\$181.94
Douds Stone	Rock for Starr's Cave	Parks - Rock & Sand	\$223.68
Casey's	Fuel for Academy	Fuels	\$266.93
Welter Seed	Grass seed for parks	Fertilizer & Seed	\$337.85
Anderson's, Advance, Main St. Tr.	Tire repair, new battery for van, repair of F250	MV Repair / Maint.	\$349.57
Lowes	PVC caps, Key safe, shop supplies	Parks - All Other	\$385.31
Embassy Suites	Room for ISAC	School of Instruction	\$385.72
US Cellular	Staff cell phones	Telecommunications	\$391.30
Douds Stone	Rock for Casey Barrow	Parks - Rock & Sand	\$474.71
Eastern Iowa Light & Power	Northern park electric	Electric Use	\$539.81
Georges, Blazing MS, Main St. Tr.	Tire repair, repair of Ranger, fire unit repair	Equipment Repair / Maint	\$584.23
Staples, Amazon	Toner for Shop printer, cardstock for NC	Office Supplies	\$620.88
B&B Propane	LP delivery for SCNC house	Natural Gas & LP	\$651.77
Yarmouth Oil & LP	Shop LP	Natural Gas & LP	\$658.56
Douds Stone	Rock for Sycamore Loop	Parks - Rock & Sand	\$759.82
Zoo printing	New SCNC brochure	Brochures & Pamphlets	\$772.11
Signs.com, Eventbrite, zoo pr.	Playground signs, range gongs, obs. Brochures	Parks - All Other	\$859.78
Craftsman Press	New camp payment envelopes	Type, Print & Bind	\$876.00
Tanner Thomann	Golf cart rental - Big Hollow	Parks - All Other	\$900.00
Lowes	Backer boards for S/R, lumber for BH work	Parks - All Other	\$901.98
L&W Quarries	Rock for Big Hollow	Parks - All Other	\$975.01
Dultmeier Sales	New pump for fire rig.	Equipment Repair / Maint	\$1,104.08
B&B Propane	LP delivery for SCNC	Natural Gas & LP	\$1,221.46
Cessford Construction	Rock for 4th Pumping Station	Parks - Rock & Sand	\$1,305.89
USPS	Coil of 3000 stamps for office	Postage & Mailing	\$1,742.00
FYRA	BH sediment work	BHRCA - Perm. Improvements	\$2,037.00
Four Seasons	Removal of concrete pile at BH	Parks - All Other	\$4,650.00
L&W Quarries	Rock for Big Hollow	Parks - All Other	\$5,442.03
Graystone Construction	Boat ramp reconstruction	BHRCA - Perm. Improvements	\$40,290.00
			\$72,284.97

Director Daily Log

Date	Activity
Friday, April 1, 2022	Budget work. Partners annual meeting. Checked on boat ramp project.
Saturday, April 2, 2022	Weekend
Sunday, April 3, 2022	Weekend
Monday, April 4, 2022	Met with staff. Looked at FEMA areas, SC house, and boat ramp project. Office work.
Tuesday, April 5, 2022	Supervisor meeting. Budget work. Checked on boat ramp project, scheduled ribbon cutting event.
Wednesday, April 6, 2022	Created new map and edited new Starr's Cave brochure. Made draft Naming Rights document. Zoom meeting re: public campaign to fund the trust. Prep for board meeting. Board meeting.
Thursday, April 7, 2022	Finished newsletter. Finished brochure edits. Staff meeting. Wrote & sent board meeting summary. Budget work. Wrote contracts for planting projects.
Friday, April 8, 2022	Legislative forum. Boat ramp ribbon cutting event.
Saturday, April 9, 2022	Weekend
Sunday, April 10, 2022	Weekend
Monday, April 11, 2022	Vacation. Burned at Linder in afternoon.
Tuesday, April 12, 2022	Vacation. Supervisor meeting.
Wednesday, April 13, 2022	Vacation + home with sick kid
Thursday, April 14, 2022	Sick kid
Friday, April 15, 2022	Sick me
Saturday, April 16, 2022	Weekend
Sunday, April 17, 2022	Weekend
Monday, April 18, 2022	Caught up on things from being gone. Presentation to Rotary. Began writing column.
Tuesday, April 19, 2022	Supervisor meeting. Finished column. Began working on shop/park office design. Other office work. Finished and delivered request letter to Murray Foundation. Looked at south parks.
Wednesday, April 20, 2022	Worked on shop/park office design. Delivered seed to shop, took building measurements.
Thursday, April 21, 2022	Ryan's ILEA graduation in Des Moines.
Friday, April 22, 2022	Worked on shop/park office design. Posted PT Tech job. Wrote press release about Ryan's awards. Reviewed and sent comments on schoolhouse grant to Cathy. Coordinated field training for Ryan with SO. Wrote and sent Americorps NCCC concept form.
Saturday, April 23, 2022	Weekend
Sunday, April 24, 2022	Weekend
Monday, April 25, 2022	Met with field staff. Lunch with Kelly to discuss NC operations in light of Marcus's situation. Office work.
Tuesday, April 26, 2022	Supervisor meeting. BOS read letter from DMCCB into record. Met with Kelly to discuss filling in for programs in Marcus's absence. Took reporter and photographer from Hawk Eye on the river to see the results of extended flooding.
Wednesday, April 27, 2022	Updated reports, wrote pre-meeting memo for next week's board meeting. Met with City of WB and rep from BNSF re: water drainage problem at tracks at upper end of Isaak Walton Lake. Went to U of I for the Marketing Institute's final report presentation.
Thursday, April 28, 2022	
Friday, April 29, 2022	
Saturday, April 30, 2022	

Monthly Report: Environmental Education	
Date	Work Performed
Friday, April 01, 2022	Rundell: printer quote/partners meeting/check in on falcon for DNR/earth day work/jambo work; Nack: Animal Care/Sweep floors/Submit timesheet/Program Prep
Saturday, April 02, 2022	
Sunday, April 03, 2022	Rundell: Swap out exhibits/host site supervisor training videos
Monday, April 04, 2022	Rundell: Printer agreement/chris meeting/program scheduling/call Matt about doors/TV kiosk update/meeting with possible volunteer/Kiwanis request form; Nack: Received Donation of night vision/Animal care/Chris meeting/Check on owl
Tuesday, April 05, 2022	Rundell: Clean bathrooms/meet with Patrick Moore/pick up book donation/work on kiwanis letter; Nack: Plan Pieces/Contact Louisa county about IAN/ Scheduled Girl Scouts/Facilitate pieces
Wednesday, April 06, 2022	Rundell: finish Kiwanis letter/master conservation prep/lot of phone calls trying to get someone to test for white nose/research world's largest shot glass collection/took a walk to look for the owl and didn't see her.../board meeting; Nack: Led a Garbage Clean up Hike at Hunt Woods/Pieces Planning/Pieces Delivery/ Homeschool field trip organization
Thursday, April 07, 2022	Rundell: bat and peregrine falcon chats/water table training/check on owl/staff meeting; Nack: Staff Meeting/Prep Pollinator kit/Celebrate National Burrito Day/ Check on owl and fencing/ program planning/schedule programs.
Friday, April 08, 2022	Rundell: Update AR Box operation guide/bat and cave emails/stack firewood/boat launch ribbon cutting; Nack: Animal Care/Homeschool fieldtrip/ Unload firewood/Hyvee run/ prep for Saturday pieces
Saturday, April 09, 2022	Nack: Set up for Pieces/ helped visitors with questions/cleaned up work space
Sunday, April 10, 2022	Rundell: PSA's/website calendar and newsflashes
Monday, April 11, 2022	Rundell: SCNC Cleaning/campdoc final check/burn; Nack: Burn Day/ gave house tour/ Prepped for program
Tuesday, April 12, 2022	Rundell: Finish loft setup/tidy kids corner/sweep and mop office/Forest Gahn presentation; Nack: School program/ Animal Care/program prep
Wednesday, April 13, 2022	Rundell: call Kevin Moore/Geology exhibit update work/earth day work; Nack: Ran Where did my soil programs/ helped Jacklyn teach/ Dropped off rental kit
Thursday, April 14, 2022	Phone Down; Rundell: take down bridge fence/clean scnc/staff main office/master conservation class at SCNC; Nack: Replaced Toad enclosure light/Hike A Park Pollmiller/ Put away fencing from Bridge/ Cleaned up nature center for master conservationist/Messaged back and forth with Harvey Hoskin about programs
Friday, April 15, 2022	Rundell: jambo work/earth day work/clean up from master conservation/Colin came out and looked at our internet and it died...so internet battle; Nack: Animal Care/Clean up nature center/Worked on fieldtrip schedules
Saturday, April 16, 2022	Rundell: Volunteer training
Sunday, April 17, 2022	Rundell: start going through rock collections in attic
Monday, April 18, 2022	Nack: Animal Care/Gather Pieces materials/Corespond with West Burlington about programs/Put skis away; Rundell: SCNC cleaning/earth day work/jambo work
Tuesday, April 19, 2022	Nack: Help with BH Burn/ Pieces family night/Send out fieldtrip reminders; Rundell: Earth day work/earth day meeting/catch up with Kiersten/jambo meeting
Wednesday, April 20, 2022	Rundell: Earth day prep/jambo work/library garden work
Thursday, April 21, 2022	Phone Down; Rundell: Jambo work/wildflower walk with Kiersten/met with Forest Gahn about geology exhibit/wait for C-Cat/cut woody vegetation from pollinator gardens/schedule mepo library program;
Friday, April 22, 2022	Phone Down; Rundell: Earth day prep/pick up garbage around parking lot/meet with Chris/prep for rental/deliver brochures
Saturday, April 23, 2022	Rundell: Earth Day Cleanup
Sunday, April 24, 2022	Rundell: Volunteer Training/hiking for mental health meeting
Monday, April 25, 2022	Rundell: Earth day work/city tree planting/scnc cleaning/jambo work/kiwanis sponsorship publicity
Tuesday, April 26, 2022	Rundell: Summer camp signup/backup plans/program prep/finish earth day stuff/pieces
Wednesday, April 27, 2022	Rundell: Off

Thursday, April 28, 2022	Rundell: Off
Friday, April 29, 2022	Rundell: Off
Saturday, April 30, 2022	
This month's goals & status	Rundell: Volunteers are tough to find/the volunteers I found only want to help one day every couple of months/summer camp signup/scamp prep has begun
	Nack: Help Americorp person feel more comfortable in teaching/ Camp Planning/Finish out Hike A Park series strong
Next month's goals	Rundell: Solidify camp logistics/get mindfulness hike partnership figured out/finish jamboree prep

Outdoor Recreation Division Daily Log

Date	Activity
Friday, April 1, 2022	Tanner & Pat picked up supplies in town, picked up truck from Andersons, to Starr's cave to work on routine maintenance,, checked on skid loader, Tanner bladed roads, Pat checked septic, and did fire extinguisher checks, Avery went on Park rounds and checked all electrical boxes.
Saturday, April 2, 2022	
Sunday, April 3, 2022	
Monday, April 4, 2022	Tanner & Derek went on Morning rounds, then unloaded seed, then Tanner collected money
Tuesday, April 5, 2022	Pat, Tanner, & Derek planted blue grass & Annual Rye grass seed on hillside South of the Electric campground, then Derek worked around shop, and put out remaining tables & garbage cans in primitive campground & beach area, Pat & Tanner hooked up water pump at Cabin & fish cleaning station, and opened up shower house for the season.
Wednesday, April 6, 2022	Pat & Avery loaded up supplies, picked up supplies in town, then installed new urinal at Hunt Woods and Two new toilets at Sycamore loop (upriver side), then cleaned restrooms, dropped off supplies for new camp host (Welter), Tanner & Derek loaded up supplies, to Waters park and removed wood chips from the tree removal project & removed old grill.
Thursday, April 7, 2022	All crew went to office for an employee meeting, then Avery and Derek went on Park rounds, Pat, Tanner, & George, took water samples at Big Hollow, then dropped off in town, picked up supplies, unloaded 90 sheets of insulated sheathing for shooting range, checked on skid loader, routine maintenance around Big hollow.
Friday, April 8, 2022	Tanner & Avery picked up skid loader, then bladed roads around Big hollow, Pat checked Shooting Range, then loaded firewood and took to Starr's cave, had ribbon cutting for new boat ramp at Big Hollow, then unloaded janitorial supplies and finished up odd jobs around Big Hollow and shop area.
Saturday, April 9, 2022	Pat & Avery started to install roof on new shed
Sunday, April 10, 2022	
Monday, April 11, 2022	Pat collected camp fees and took to Jeff, then took a load of rock to the campground, then helped with burns, Tanner loaded up fire equipment and burned large brushpile at 300 Meter range, then burned North side of road (Twenty Three Acres) at the Linder area.
Tuesday, April 12, 2022	Pat cleaned out Kabota, then helped Tanner form up new rock pad for shed going in for camp host, Tanner hauled dirt and rock to area and leveled psd.
Wednesday, April 13, 2022	Avery greased skid loader, annual maintenance on gas powered tamper, then packed pad for shed and routine shop maintenance, Pat & Tanner took Water Sample (Event #1, half inch of rain), then Pat cleaned F-350 inside and out, Tanner took sample in, picked up supplies, then rounds at the 4th P.P.
Thursday, April 14, 2022	Pat, Byron, & Avery moved shed over to main campground, then Pat & Avery went down South to do Park rounds.
Friday, April 15, 2022	Pat & Avery loaded up supplies, Started to assemble roof on new shed for main campground.
Saturday, April 16, 2022	Pat & Avery assembled roof on new shed for main campground.
Sunday, April 17, 2022	Easter Sunday
Monday, April 18, 2022	Tanner went on Park rounds to collect camp fees, then picked up supplies in town, Pat started to clean out trucks and clean & organized shop, Derrek went on Park rounds around Big Hollow.
Tuesday, April 19, 2022	Derek & Pat Worked on roof for shed, Tanner loaded up fire equipment, then all crew burned Big Hollow by Observatory & between beach and boat ramp area.
Wednesday, April 20, 2022	Pat & Avery cut boards for soffet, Tanner started to install soffet, Derek went on Park Rounds
Thursday, April 21, 2022	Pat & Tanner went to Ryans graduation from the Iowa Law Enforcment Academy, Derek & Avery finished up rounds and cut trees off trails at Starr's Cave and fixed restroom screen.
Friday, April 22, 2022	Pat & Tanner finished up soffet for new shed, then Pat & Avery Started cleaning up shop and constructing directional sign for main entrance of Big Hollow., Ryan Patrolled
Saturday, April 23, 2022	Pat helped with Earth Day clean up, Ryan Patrolled
Sunday, April 24, 2022	Ryan Patrolled
Monday, April 25, 2022	Pat & Derek cont. on new shed, made hangers for life jackets and paddles, brought over halloween stuff and put in shed, then back to shop and put away supplies and cleaned up shop, then fixed internet on east side of Electric campground

Tuesday, April 26, 2022	Pat & Tanner went to Sycamore loop to help Paul with his tent, and checked over boat and took for a test run, Derek did park rounds north, and took water meter readings, Pat made table for Collette, Tanner & Derek installed trap throwers and signage for the 50 Meter range
Wednesday, April 27, 2022	
Thursday, April 28, 2022	
Friday, April 29, 2022	
Saturday, April 30, 2022	
This month's goals & status	Finish opening campgrounds
	Burn prairies
	finish construction of new shed and put it in electric campground
	Put out Boat docks (Weather and river permitting)
	Trail checks
Next month's goals	Open Beach
	Prepare for holiday/youth jamborree/special events
	Road work at Big Hollow
	new trail at 100 yard range



Kiwaniis[®]

CLUB OF BURLINGTON



Funding Request

Name Des Moines County Conservation (Starr's Cave Nature Center)

Address 11627 Starr's Cave Rd

City, State, Zip Burlington, IA 52601

Contact Kelly Rundell

Email rundellk@dmcounty.com Phone 319-753-5808

Amount Requested \$5,000 Date Needed 06/01/2022

Are you available to make a brief personal presentation in support of your request if needed?
Our Kiwanis Board meets on the third Tuesdays each month at noon. Yes No

1. What communities will these funds support?
 Burlington West Burlington Danville Middletown Mediapolis

Other _____

2. How would your program help children or improve our community?

Our summer camps provide hands-on, nature-based science education. Our programs align with Next Generation Science Standards to complement what students learn in the classroom during the school year. We provide an opportunity for children to experience the outdoors, try new things, and just be kids. In a world where people are more and more disconnected from nature, our goal is to provide a safe space for kids to experience, learn about, and enjoy nature.

3. How many children does this program support? We have 165 open spots in our 2022 summer camps.

What are the ages 3-15

4. Will these funds be used to start a new program? Explain. Yes No

Partially. Your donation will be used to run all 14 of the summer camps we offer. While hosting summer camps is nothing new to us, this year we are hosting a new camp. River Raiders is an overnight canoe camping trip in Louisa County. Kids ages 13-15 will join us for 3 days and two nights canoeing the Iowa River and camping at campgrounds in Louisa County. A portion of your donation will cover the travel and food costs associated with this new camp.

5. How do you measure the effectiveness of your program?

The fact that many of our camps fill within the first 24 hours of registration being open is a major clue to us that our programs are effective. Most of our camps fill within the first week after registration opens. We rely a lot on the feedback we hear from campers as well as their guardians. We also use online surveys to gauge the effectiveness of our programming.

6. Have we funded this program in previous years? Yes No
If so, how much? \$1,000

Burlington Kiwanis P.O. Box 15 Burlington, IA 52601 burlingtonkiwanis@gmail.com

DONATION INFORMATION

This form will be filled out and turned into the office for any type of donation received: money, item or service.

Name of Donor: Maggie Nelson Date: 4/5/2022
Address: 730 Morningside Drive Burlington
Phone: 319-752-1498 Employee Involved: KR

Type of Donation:

Monetary:

Amount: \$ _____

If donation is for a specific item please describe and list where (area or program) it is to be used:

Item:

Description: 7 books about birds

Estimated Value: \$ 200

What area/program will it be used: Library

Service:

Type: _____

What Area: _____ Appox. No. of Hours: _____

Has Thank You Been Sent? YES NO By Whom: KR
Circle One

Checks for monetary donations should be made out to:
Partners for Conservation
PO Box 714, Burlington IA 52601

DONATION INFORMATION

This form will be filled out and turned into the office for any type of donation received: money, item or service.

Name of Donor: X Vision OPTICS Date: 4/3/22

Address: 5001 Moundview Dr, Red Wing, MN 55066

Phone: 833-993-2383 Employee Involved: Ben Geurts

Type of Donation:

Monetary:

Amount: \$ 150

If donation is for a specific item please describe and list where (area or program) it is to be used:

Night Programs in EE Department

Item:

Description: Night vision Binoculars

Estimated Value: 150

What area/program will it be used: Night camps / Night Programs

Service:

Type: _____

What Area: _____ Appox. No. of Hours: _____

Has Thank You Been Sent? YES NO By Whom: Marees
Circle One

Checks for monetary donations should be made out to:
Partners for Conservation
PO Box 714, Burlington IA 52601

DONATION INFORMATION

This form will be filled out and turned into the office for any type of donation received: money, item or service.

Name of Donor: Community Foundation of Des Moines Co **Date:** 4/1/2022

Address: 600 N 4th Ste 200

Phone: _____ **Employee Involved:** _____

Type of Donation:

Monetary:

Amount: \$1,000.00

If donation is for a specific item please describe and list where (area or program) it is to be used:

KBB/Earth Day

Item:

Description: _____

Estimated Value: _____

What area/program will it be used: _____

Service:

Type: _____

What Area: _____ **Appox. No. of Hours:** _____

Has Thank You Been Sent? YES NO **By Whom:** Genila
Circle One

Checks for monetary donations should be made out to:
Partners for Conservation
PO Box 714, Burlington IA 52601

DONATION INFORMATION

This form will be filled out and turned into the office for any type of donation received: money, item or service.

Name of Donor: Witte Foundation Date: 4/1/2022

Address: US bank 801 S Roosevelt

Phone: _____ Employee Involved: _____

Type of Donation:

Monetary:

Amount: \$5,000.00

If donation is for a specific item please describe and list where (area or program) it is to be used:

Witte Roof Fund

Item:

Description: _____

Estimated Value: _____

What area/program will it be used: _____

Service:

Type: _____

What Area: _____ Appox. No. of Hours: _____

Has Thank You Been Sent? YES NO By Whom: Genila
Circle One

Checks for monetary donations should be made out to:
Partners for Conservation
PO Box 714, Burlington IA 52601

Des Moines County Conservation Board



Law Enforcement Policy

*Approved & Adopted by the Des Moines County Conservation Board
May 4, 2022*

CONTENTS

SECTION I. GENERAL INTRODUCTION, PERSPECTIVE	5
1.1 General Introduction	5
1.2 Perspective	5
SECTION II. GENERAL TRAINING & CERTIFICATION	5
2.1 Minimum Hiring Standards	5
2.2 Basic Certification & In-Service Training	5
2.3 Employment outside the department	6
2.4 Conduct	6
2.5 Alcohol	6
2.6 Truth	7
2.7 Business Cards	7
2.8 Identification	7
2.9 Unbecoming Conduct	7
2.10 Immoral Conduct	7
2.11 Conformance to Laws	7
2.12 Defensive Equipment & Weapons	7
2.13 Qualifications	9
SECTION III. USE OF FORCE	9
3.1 Use of Force	10
3.2 Use of Deadly Force	10
3.2 Reporting Procedures	12
3.3 Oleoresin Capsicum Spray (O.C.) / Chemical Agents	12
3.4 Electronic Control Device (TASER):	14
SECTION IV. COUNTY VEHICLES	16
4.1 Vehicles	16
4.2 Maintenance	16
4.3 Accidents	17
4.4 Seat belts	17

4.5	Drivers license	17
4.6	Leaving vehicle	17
4.7	Fuel	17
4.8	Pursuit Driving - High Speed Chases.....	17
SECTION V. RADIO COMMUNICATIONS		22
5.1	Policy	22
5.2	General	22
SECTION VI. ACCIDENT INVESTIGATION.....		23
6.1	Responding to initial call	23
6.2	Procedure upon arrival at the scene	24
6.3	Accident Scene	24
SECTION VII. MOTOR VEHICLE IMPOUNDS AND INVENTORIES		24
7.1	Policy	24
SECTION VIII. MAJOR CRIME INVESTIGATION		25
8.1	Policy	25
8.2	Officer Procedures.....	25
SECTION IX. PRISONER TRANSPORTATION.....		26
9.1	Policy	26
SECTION X. FIRE SCENE.....		27
10.1	Policy	27
10.2	Securing Fire Scene.....	27
10.3	Investigations	28
10.4	Arrests	28
SECTION XI. EVIDENCE & PROPERTY		28
11.1	Policy	28
11.2	Evidence/Property Storage Locker System	29
SECTION XII. INVESTIGATION OF BIAS-MOTIVATED CRIME		30
12.1	Policy	30
12.2	Definition of a bias-motivated (hate crime) 729.A.2 State Code of Iowa.	30

SECTION XIII. THROUGH SECTION XVI. *(reserved for future use)* 30

SECTION XVII. LAW ENFORCEMENT POLICY COVERAGE 30

 17.1 Distribution..... 30

 17.2 Positions Covered by this Law Enforcement Policy..... 30

Appendix A - Incident Report Form..... 33

Appendix B - Inventory Form..... 35

SECTION I. GENERAL INTRODUCTION, PERSPECTIVE

1.1 General Introduction

All law enforcement policies shall be created and executed in accordance with the fundamental purpose of the Des Moines County Conservation Board (DMCCB), which is in part to encourage and preserve the health and general welfare of the people.

Law enforcement authority is given to County Conservation employees by provisions of Chapter 350.5 of the Code of Iowa which states, "The Board may designate the executive director and such employees as peace officers, police officers, or sheriffs in the enforcement of the laws of the state of Iowa and the apprehension of violators thereof." All Des Moines County Conservation Officers shall abide by the provisions set in Iowa Code Chapter 350.5.

The goal of all Des Moines County Conservation law enforcement actions must be the safety of the park visitor, the protection of the resources, and the absence of crime. All of these actions must be within legal parameters as established by the law and interpreted by the courts.

1.2 Perspective

In most cases, the priority of a Des Moines County Conservation Officer is to enforce laws on Des Moines County Conservation Board managed lands and waters (including state owned) within the county. The exception to this policy is when such officer is aware of illegal activity within Des Moines County and observes a violation occurring in his/her presence or is acting pursuant to a request for assistance under a 28E Agreement. When acting pursuant to a request for assistance under the 28E Agreement an officer shall be deemed to be serving in the scope of his/her employment when assisting an outside agency, such as a DNR Conservation Officer, DNR Park Ranger, DNR Recreational Safety Officer, Sheriff's Department, and surrounding Police Departments.

SECTION II. GENERAL TRAINING & CERTIFICATION

2.1 Minimum Hiring Standards

The minimum standards for hiring a County Conservation Peace Officer will be set forth by the Iowa Law Enforcement Academy.

2.2 Basic Certification & In-Service Training

All Des Moines County Conservation Board law enforcement personnel will undergo training programs upon employment with the department. These training programs will be varied depending on the position filled. The programs will include formal and on-the-job training.

The basic programs for training will be as follows:

FORMAL TRAINING:

Basic law enforcement certification through the Iowa Law Enforcement Academy (ILEA) will be accomplished during the first year of hire, unless class availability doesn't allow it.

Upon completion of the basic law enforcement certification, the officer shall maintain certification and in-service training files as required by the Iowa Law Enforcement Academy.

The officer shall attend any other training as periodically mandated by OSHA, the Iowa Law Enforcement academy or as determined by the Director.

2.3 Employment outside the department

- A. Employees may engage in off-duty employment subject to the following limitations:
 - 1. Such employment shall not interfere with the person's employment with the department.
 - 2. Employees must have prior approval for off duty employment from the Director prior to engaging in such employment.
 - 3. Employees shall not engage in any employment or business involving bail bond agencies, or investigative agencies, collection agencies or attorneys.
- B. Approval may be denied where it appears that the outside employment might:
 - 1. Render the employee unavailable during an emergency.
 - 2. Physically or mentally exhaust the officer to the point that their performance may be affected.
 - 3. Require that any special consideration be given to scheduling of the employee's regular duty hours.
 - 4. Bring the department into disrepute or impair the operation or efficiency of the department or the employee.

2.4 Conduct

Personnel shall refrain from using harsh, sarcastic, violent, coarse, profane, or insolent language. They shall not conduct themselves in an immoral, indecent, lewd, or disorderly manner, nor in any way which may be so construed by an observer. They shall not interfere officiously or unnecessarily in the private business of any person. When required to act in the discharge of duty, he/she will do so courteously and firmly.

2.5 Alcohol

No employee shall consume beer or liquor on Des Moines County Conservation Board property when either on duty or in uniform. An employee shall not use or render themselves unfit for duty through the use of alcohol, narcotics, exhilarants, hypnotics, hallucinogens or other toxic drugs unlawfully administered. This includes the odor of alcoholic beverage about the person.

2.6 Truth

Officers shall speak the truth at all times and under all circumstances. In cases in which the employee is not allowed by the regulations of the department to divulge facts within their knowledge, the employee shall decline to speak on the subject after having informed the inquiring party that the department regulations prohibit the divulgence of the information.

2.7 Business Cards

Officers of this department shall not utilize any business or personal card or other form of communication or inscribe thereon any message which purports to grant the bearer any special privileges not enjoyed by all citizens.

2.8 Identification

Officers shall not use their badges, uniforms, identification cards or official position to solicit special privileges for himself or others, such as free admission to any public gathering except when the use is strictly for identification as a peace officer, or such use is in the furtherance of official duty.

Officers are required to discharge their duties with coolness and firmness, and in times of extreme peril shall act together and assist and protect each other in the restoration of peace and order.

2.9 Unbecoming Conduct

Officers shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Des Moines County Conservation Board. Conduct unbecoming an officer shall include that which brings the department into disrepute or reflect discredit upon the employee as a member of the department, or that which impairs the operation or efficiency of the department or employee.

2.10 Immoral Conduct

Officers shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Employees shall not participate in any incident involving moral turpitude which impairs their ability to perform as law enforcement officers or cause the department to be brought into disrepute.

2.11 Conformance to Laws

Officers shall obey all laws of the United States of America, of any state or local jurisdiction, in which the officers are present.

2.12 Defensive Equipment & Weapons

Only those employees appointed as Peace Officers by the Des Moines County Conservation Board under authority of 350.5 of the Code of Iowa and have been duly certified by the Iowa Law Enforcement Academy as law enforcement officers shall be allowed to carry and utilize defensive equipment and weapons. Only equipment purchased or authorized by the Conservation Board or approved by the Director shall be utilized in the official duties of the Des Moines County Conservation Department. When on duty, officers shall only carry and utilize

those weapons and equipment which are supplied by the Des Moines County Conservation Board or approved by the Director. They include the following:

- A. HANDGUN - Service weapons carried on duty shall be not less than a .40 caliber unless approved by the Director. The weapon shall not have a barrel length of less than 2 inches or not more than 6 inches unless approved by the director. The standard county issue shall be at the discretion of the Director.
- B. BACK-UP WEAPONS – Back-up weapons will be allowed to be carried and the officer shall qualify with this weapon as described in the qualification section. All weapons carried shall have a legible serial number and shall be approved by the Director and recorded in the officer's personnel file.
- C. SHOTGUN & RIFLES – All rifles and shotguns carried by Des Moines County Conservation Officers will be issued by the Des Moines County Conservation Department. No alterations will be made to any issued weapon without the permission of the Director. All approved alterations will be made by qualified armorers.
 - a. STORAGE AND MAINTENANCE:
 - i. All issued weapons will be carried in the following configuration:
 - 1. Magazine loaded with duty ammunition (not in the chamber)
 - 2. Chamber empty
 - 3. Weapon will be secured in a locked case either in the cab or trunk of the vehicle.
 - ii. When the Officer is not on duty, the rifle and/or shotgun may be kept locked in their issued vehicle or removed into the officer's home and kept in a locked and secure location and must not be accessible to any unauthorized persons.
 - iii. If for any reason an officer's vehicle is left unattended and/or not monitored for an extended period of time, for security purposes, s/he shall:
 - 1. Secure long gun(s) at the Conservation Department Office safe or
 - 2. Secure long gun(s) at the officer's home in a safe manner.
- D. BATON – Only those batons approved and issued by the Des Moines County Conservation Board shall be used on duty. Officers shall either be certified or have received training in the approved baton.
- E. CHEMICAL AGENTS – Only chemical aerosol or irritants issued by the Des Moines County Conservation Board shall be used on duty. Officers shall either be certified or have received training in the approved chemical aerosol or irritant.

- F. **HANDCUFFS** – Handcuffs will be of department issue and will be commercial police type with standard double locks.
- G. **AMMUNITION** – Duty ammunition will be department issued, commercial manufactured. The Department will furnish each officer with 50 rounds of duty ammo per year. This ammunition will be utilized for training purposes after it is one year old and replaced with fresh ammunition. Sufficient training ammunition will be provided by the Department to meet training needs.
- H. **BODY ARMOR** – Only the body armor issued by the Des Moines County Conservation Board or approved by the Director shall be worn. The Director shall make this equipment available, and all officers shall wear a vest any time that they are in full uniform. Body armor will be replaced by Department before the date of the armor is exhausted.
- I. **DUTY BELTS** – Duty belts will be of department issue and approved by the Department.

All weapons and equipment worn by the officer will be approved by the Director.

Weapons will be maintained by the Des Moines County Conservation Officer that they are issued to. Weapons will be properly cleaned and lubricated after each training session or use.

Officers of the department shall be responsible for the proper care of department property assigned to their use and keeping. Officer will promptly report the loss of, damage to, or unserviceable condition of such property. Any officer of the department guilty of mutilation or destruction of County property, whether through willful destruction or neglect, shall be required to pay all costs of repairs or replacement thereof.

2.13 Qualifications

Each officer of the Des Moines County Conservation Board shall qualify on the firing range a minimum of one time per calendar year of their last qualification. Range firing shall be on an approved range; firing at an approved ILEA target; and firing a course set up by a certified officer. The officer will be required to qualify with factory ammo once a year. Hearing and eye protection is required. The department shall provide the ammunition and targets required to qualify. A record of the range score shall be filled out and signed by a certified officer. Minimum score will be 80% or the minimum score required by the Iowa Law Enforcement Academy.

SECTION III. USE OF FORCE

This department recognizes and respects the value and special integrity of each human life. In vesting peace officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of this department that peace officers shall use only that force which is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

The department's training protocols include substantive instruction on the use of force policies and procedures, de-escalation techniques, and related legal matters.

A peace officer, while making a lawful arrest, is justified in the use of any force which the peace officer reasonably believes to be necessary to affect the arrest or to defend any person from bodily harm while making the arrest according to 804.8 of the Code of Iowa. However, the use of deadly force is only justified when a person cannot be captured any other way and either:

- A. The person has used or threatened to use deadly force in committing a felony, or
- B. The peace officer reasonably believes the person would use deadly force against any person unless immediately apprehended.

3.1 Use of Force

Des Moines County Conservation Board Officers will follow the USE OF FORCE (GENERAL) POLICY as set forth:

- A. Criteria to be followed by the Officers of the Des Moines County Conservation Department in the use of force.

- 1. Use of force in general. The use of force, both deadly and non-deadly, must be justifiable, but should also be prudent.
 - a. Non-deadly force shall be considered as that amount of necessary force which is neither likely, nor intended to cause physical injury. Examples of non-deadly force are physical strength, appropriate use of the baton; appropriate use of an electronic control device (taser), the use of a chemical agent, use of handcuffs or other restraining devices. The use of choke holds shall be prohibited in situations where non-deadly force is used. A choke hold is a physical maneuver or technique that restricts an individual's ability to breathe for the purpose of incapacitation.
- 2. Use of non-deadly force
 - a. Non-deadly force may be used in instances where an officer must take aggressive action to achieve a lawful objective.
 - b. Physical strength, the collapsible baton, electronic control device, chemical agents or handcuffs, shall be used in a manner prescribed in training.
 - c. Des Moines County Conservation officers are obligated to intervene to prevent or stop the known and apparent use of excessive force by another officer when it is objectively reasonable to do so.

3.2 Use of Deadly Force

Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by an officer at the time he/she decides to shoot. Facts unknown to the officer, no matter how compelling, cannot be considered in later determining whether the shooting was justified.

Des Moines County Conservation Board Officers will follow the USE OF DEADLY FORCE POLICY as set forth:

- A. Criteria to be followed by the Officers of the Des Moines County Conservation Department in the use of force.
 - 1. Use of force in general. The use of force, both deadly and non-deadly, must be justifiable, but should also be prudent.
 - a. Deadly force as used in this policy is defined as that force which is intended to cause death or grave injury, or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or grave injury.
 - b. When it is objectively reasonable that a subject is fully in law enforcement's control, then the use of force must be terminated.
 - 2. Permitted use of deadly force.
 - a. An officer may use deadly force to protect him/herself or others from what they reasonably believe to be an immediate threat or death (near death) or critical bodily harm. This being the ability of the attacker to harm, the opportunity to harm and the jeopardy the officer is in.
 - b. An officer may use deadly force to effect the capture or prevent the escape of a suspect whose freedom is reasonably believed to represent an imminent threat of grave bodily harm or death to the officer or other person(s).
 - c. Deadly force shall only be exercised when all reasonable alternatives have been exhausted and appear impractical. Officers will identify themselves as a law enforcement officer and give verbal warning of their intent to use deadly force when circumstances permit and when reasonably practical.
 - d. The killing of an animal is justified:
 - i. For self-defense.
 - ii. To prevent substantial harm to the officer or another.
 - iii. When the animal is so badly injured that humanity requires its relief from further suffering.
 - 3. Prohibited use of deadly force.
 - a. Officers are prohibited from discharging firearms when it appears likely that an innocent person may be injured.
 - b. Officers should not discharge a firearm at or from a moving vehicle except as the ultimate measure of self defense or defense of another.
 - c. An officer is not justified in using their firearm to fire a warning shot.
 - 4. Criteria to be followed in the event that deadly force is used. Responsibilities of the involved officer or other employee first receiving

information. Whenever an officer discharges their firearm either accidentally or officially, they shall immediately:

- a. Determine that the threat level no longer exists.
- b. Determine the physical condition of any injured person and render first aid when appropriate.
- c. Notify the communications center of the incident and location.
- d. Request necessary emergency medical aid.
- e. The officer will remain at the scene (unless injured) until the arrival of the appropriate investigators. However, if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop (violent crowd), the ranking commanding officer at the scene shall have the discretion to instruct the officer to respond to another, more appropriate location.
- f. The officer will protect their weapon for examination and submit said weapon to the appropriate investigator.
- g. The officer shall prepare a detailed report of the incident.
- h. The officer shall not discuss the case with anyone except:
 - i. The Director and assigned investigative personnel
 - ii. The County Attorney
 - iii. The officer's attorney, clergy or immediate family

3.2 Reporting Procedures

- A. Whenever an officer discharges a weapon, except at an approved range or in legal recreation, he/she shall immediately notify the Director (or Sheriff) and submit a written detailed report of the circumstances as soon as possible.
- B. Officers shall submit a written report in all cases where non-deadly force has been used. This includes the use of baton, electronic control device, chemical agents or physical restraint. The report shall be written as soon as possible.
- C. In all cases where a civilian is wounded or killed by an officer, that officer shall submit a report, along with their service weapon, to the Director (or Sheriff) and shall be relieved of duty until an investigation of the incident is made.
- D. The County Attorney, Sheriff and Director shall be notified immediately in all cases involving a fatality or death outside of the hospital.

3.3 Oleoresin Capsicum Spray (O.C.) / Chemical Agents

Use of O.C. Spray/Chemical Agents is a use-of-force and must comply with the department's Use-of-Force Policy. The following procedures are established for the use of O.C. to assure the public maximum safety and convenience by providing protection and assistance.

A. Policy

1. Members may use only O.C. furnished by the Department as a defensive weapon in accordance with this order.
2. The use of O.C. agents shall be considered an alternative action to the baton or electronic control device under appropriate circumstances and is not intended as a replacement for the baton, electronic control device or approved firearms.

B. General

1. O.C. is intended for the use in those cases wherein the officer is attempting to subdue an attacker or a resisting suspect or under other circumstances, within the rule of law, which permits the lawful and necessary use of force, and which is best accomplished by the use of chemical agent.
2. Chemical agents shall not be used indiscriminately or in anticipation against mere threats of violence or resistance.
3. Chemical agents shall not be applied to any subject once he/she is secured and properly in custody.

C. Procedure for Use

1. Chemical agents only furnished by the Department shall be used by the officer.
2. The application of O.C. to subjects shall normally be from a range of three to fifteen feet. Use at a lesser distance:
 - a. Renders the officer vulnerable to losing the projector.
 - b. Increases chances of the officer becoming contaminated.
 - c. Increases the severity and duration of effects to the subject.
3. The duration of the application of O.C. shall be limited to the absolute minimum required to effectively control the subject.
4. O.C. is not recommended for use against subjects who confine themselves in closed vehicles and refuse to emerge. As a last resort, O.C. can be used if necessary to prevent injury to an officer or the subject. Removal from the vehicle shall be accomplished as quickly as possible after its use.
5. O.C. may be used in riots, civil disorders, and other emergency conditions the officer sees fit.

D. Procedures After Use

1. Subjects in custody to which a chemical agent has been applied shall be accorded first aid within 30 minutes from time of contamination. Applying cool, clear water to the contaminated area is considered adequate first aid treatment.

- a. Absorption of chemical agent into the clothing can cause contamination of normally unexposed areas and should be considered as a condition requiring treatment.
 - b. Salves, creams, ointments or warm water should not be applied to contaminated areas because they may retard sublimation of the agent or increase skin absorption, thereby increasing local irritation.
2. In those rare cases where first aid treatment fails to grant relief, medical care shall be secured.
 3. In each case where a subject in custody has been subdued by chemical agents the officer must inform jail staff.

E. Reporting

1. A detailed report shall be completed each time a chemical agent is used.
 - a. The report shall be submitted to the Director.
 - b. The report shall include:
 - i. The words, "Aerosol Chemical Agent"
 - ii. The time first aid treatment was provided
 - iii. The circumstances involving the use of chemical aerosol.

3.4 Electronic Control Device (TASER):

The purpose of this directive is to establish control and accountability for the use of electronic control devices. The Des Moines County Conservation Department endorses the use of the electronic control device as a safe and effective tool for controlling dangerous and/or potentially violent subjects.

A. Policy

1. Officers may use only electronic control devices furnished by the Department as a defensive weapon in accordance with this order.
2. The use of electronic control devices shall be considered an alternative action to the baton or chemical agents under appropriate circumstances and is not intended as a replacement for the baton, chemical agent or approved firearms.

B. General

1. Electronic Control Devices are intended for the use in those cases wherein the officer is attempting to subdue an attacker or a resisting suspect or under other circumstances, within the rule of law, which permits the lawful and necessary use of force, and which is best accomplished by the use of an electronic control device.
2. Electronic Control Devices shall not be used indiscriminately or in anticipation against mere threats of violence or resistance.

3. Electronic Control Devices shall not be applied to any subject once he/she is secured and properly in custody.

C. Deployment

1. Should not be purposefully aimed at the groin area, eyes, neck, throat, open mouth, face, or breasts of a female.
2. Does not replace the use of a firearm when an imminent threat with a high probability of serious injury or death exists (example: the subject is pointing a firearm at another, is aggressing and within striking distance with a knife)
3. Shall be accompanied, when possible, prior to deployment, with a verbal warning the device is going to be deployed
4. Should be first deployed in its most effective and safest mode (i.e., the Probe).

D. Post Deployment

1. Subjects will be visibly monitored at all times while in custody in the field.
2. Follow appropriate safety precautions to avoid being infected with blood-borne pathogens (e.g., wear latex gloves, wipe the affected area with an alcohol swab and apply a band aid over the probe site).
3. Officers may remove probes from an individual following Taser Training Protocol. Subjects who have stuck or imbedded probes broken off in their body or in highly sensitive areas shall be provided emergency medical care.
4. Probes will be disposed of in biohazard receptacles.
5. Officers will notify jail staff when a subject has been exposed to an electronic control device.
6. Exposed subjects will be visually monitored until they are transferred to another agency or released. If any of the following behaviors are observed, subjects may be transported for treatment by qualified medical personnel.
 - a. Bizarre behavior
 - b. Signs of over-heating
 - c. Slurring or slowness of speech
 - d. Self-mutilation
 - e. Breathing pattern disturbances or loss of consciousness
 - f. Signs of unusual physical distress

- g. Any signs of excited delirium (e.g., bizarre behavior, extreme physical strength, impervious to pain and the like)
- h. The subject requests medical attention
- i. The subject is a juvenile

E. Reporting Responsibilities

Officers who have used an electronic control device will complete a detailed report as soon as possible. Officers will ensure:

1. That photographs are taken of the site of the probe impacts and any related injuries,
2. The incident is properly documented on the report,
3. Document and photograph all visible injuries as a result of the incident. When possible, photographs should be taken before the probes are removed and immediately after removal,
4. If needed, an examination will be conducted by medical personnel to determine whether the individual has suffered any injury, either directly from the electronic control device discharge or indirectly, such as by falling after incapacitation.

F. Care, Security, and Maintenance

1. The officer issued an electronic control device has primary responsibility for its security and care. Damage, defects or loss will be immediately reported, without delay, through the chain-of-command.
2. Under no circumstances shall an electronic device be dismantled or altered by unauthorized personnel.
3. The manufacturer's instructions for care, maintenance and cleaning will be strictly followed.

SECTION IV. COUNTY VEHICLES

4.1 Vehicles

The following guidelines are established for the proper use, maintenance and care of departmental vehicles assigned to the officers. Only vehicles provided by the Department shall be utilized while "on-duty". Special occasions may require other arrangements which shall require permission from the Director.

4.2 Maintenance

All departmental vehicles will be serviced (oil change, etc.) every 5000 miles. It shall be the responsibility for the persons who are assigned the vehicle to see this is done. Any repair or service which cost more than \$100.00 dollars shall be authorized by the Director prior to being done.

4.3 Accidents

All accidents involving Des Moines County Conservation Board vehicles shall be investigated. The investigation may be performed by an officer of the Des Moines County Sheriff's Department, Iowa Highway Patrol, or a City Police Officer. An officer shall not investigate an accident in which he is involved. Whenever possible the investigation shall be made by an outside agency.

Whenever an officer of the Des Moines County Conservation Board is involved in an accident while operating a county vehicle or in anyway injures a person or damages property, the officer shall notify the Director as soon as possible and shall submit a report on the incident.

4.4 Seat belts

It shall be the policy of Des Moines County that when a departmental vehicle is in use, that the driver and all passengers will fasten their seat belts according to Iowa Law.

4.5 Drivers license

No officer shall operate a Des Moines County Conservation Board vehicle unless he/she has a valid Iowa license to operate such vehicle.

4.6 Leaving vehicle

No officer shall leave a County vehicle, without first shutting off the motor and leaving the vehicle in "park". No officer shall leave an unoccupied county vehicle running for an unreasonable amount of time. All vehicles shall be locked, and the windows closed when leaving the vehicle unattended.

4.7 Fuel

All department personnel shall fuel their vehicles at Des Moines County Conservation pumps when available.

4.8 Pursuit Driving - High Speed Chases

Des Moines County Conservation Officers will follow the pursuit driving - High Speed Chase Policy as set forth.

A. Policy

All emergency vehicle operations shall be conducted in strict accordance with existing statutes. Des Moines County Conservation Officers will engage in a high-speed chase only in a case of dire emergency or imminent threat of injury. Officers engaged in emergency vehicle operations shall utilize both audible siren and visual emergency lights when engaged in a pursuit.

1. All personnel operating departmental vehicles shall exercise due regard for the safety of all persons. No assignment shall be of such importance, and no task shall be expedited with such emphasis, that the principles of safety become secondary. There are no tasks in the department of such importance that they justify the reckless disregard of the safety of innocent persons.

B. Definitions

The following definitions apply for the purpose expressed in this policy:

1. High speed chase – an active attempt by one or more officers to apprehend a suspect operating a motor vehicle while the suspect is trying to avoid capture by using high speed driving or other evasive tactics, such as driving off a highway, making sudden unexpected movements, or maintaining legal speed, but willfully failing to yield to the officer's signal to stop.
2. Serious felony – a felony that involves an actual or a threatened attack which the officer has a reasonable cause to believe could result or has resulted in death or serious bodily injuries (ie, aggravated assault, armed robbery, murder).
3. Roadblock – any method, restriction, or obstruction utilized or intended for the purpose of preventing free passage of motor vehicles on a highway in order to effect the apprehension of an actual or suspected violator in a motor vehicle.
4. Primary pursuing unit – the officer that initiates a pursuit of any unit, assumes control of the pursuit.

C. Procedures

High speed chase is justified only when the officer knows or has reasonable grounds to believe the suspect presents a clear and immediate threat to the safety of other motorists – has committed or is attempting to commit a serious felony – or when the necessity of immediate apprehension outweighs the level of danger created by the pursuit, as in the case of a serious traffic violation, such as operating while intoxicated or reckless driving. Once the behavior of the violator or suspect leads the officer to reasonably believe that the subject is attempting to elude or flee, or simply refusing to stop, the officer shall then determine whether or not to initiate a pursuit.

D. Pursuit Decision Consideration/Risk Balancing

1. Officers may initiate a vehicular pursuit when:
 - a. A driver, who is known or reasonably suspected to have committed a serious crime or failed to yield to the signal to stop, exhibits the intention to avoid apprehension by use of evasive tactics, or
 - b. The original offense or incident warranting the attempt to stop the subject in question is a felony, when serious physical harm to any person has occurred, has been threatened, or is likely to occur, or
 - c. Where there is reasonable suspicion to believe that a drug, alcohol, or medical-related impairment of the driver/offender being stopped is likely to cause a serious accident if not pursued and apprehended.
 - d. The officer, prior to initiating a vehicular pursuit, shall consider the following factors:
 - i. Seriousness and/or severity of the crime the subject is wanted for,

- ii. Subject's violence or threatened violence,
 - iii. Subject's possession or use of weapons,
 - iv. Identification of suspect,
 - v. Volume, speed, and direction of traffic,
 - vi. Road and weather conditions,
 - vii. Nighttime or daytime visibility,
 - viii. Severity or degree of the subject's active resistance or attempts to flee,
 - ix. Subject's driving behavior,
 - x. Presence and volume of pedestrian traffic,
 - xi. Type of area: residential, industrial, commercial, rural, school,
 - xii. Capability and maintenance of police vehicles involved,
 - xiii. Quality of radio communications,
 - xiv. Officers driving ability and training experience,
 - xv. Type of patrol unit involved,
 - xvi. Presence of other persons in the vehicle, or the presence of potentially innocent persons in or on the suspect vehicle, and
 - xvii. Familiarity of the area by the officer.
2. The decision to initiate and/or continue pursuit must be based on the pursuing officer's reasonable conclusion that the immediate need for apprehension outweighs the immediate or potential danger to the public should the suspect(s) remain at large.
 3. Officers directly involved in the pursuit are authorized to discontinue the pursuit at any time. Once that decision has been transmitted, it shall be adhered to immediately by all officers and shall be irrevocable, unless circumstances change, and a supervisor authorizes the pursuit to resume.
 4. Vehicle pursuits, in and of themselves, are not the use of deadly force. The utilization of police vehicles for particular uses during a pursuit should be given the same careful consideration as the use of deadly force because of the serious nature of their potential consequences. State Statute 704.2(2) defines "deadly force" as force which the actor knows or reasonably should know will create a strong probability that serious injury will result.

E. Initiating Officer's Responsibilities

1. All pursuits will be conducted with emergency warning lights, siren and audio/video recording system, if applicable, activated at all times.

2. As soon as practicable, the initiating officer will notify the dispatcher of the pursuit - relaying information related to the location, direction, speed, and description of the fleeing vehicle. The officer shall state the reason(s) for the pursuit and any other details, such as extreme driving behavior, identity of subject, or other factors that may assist the supervisor with their evaluation of the on-going pursuit.
3. The initiating officer shall continue to transmit updated information: speeds, changes in direction of travel, other traffic or danger to public, as practicable, until such time that the back-up unit comes into position and can assume responsibility for the radio transmissions.
4. Even when engaged in pursuit, the officer is required by law to operate his vehicle with due regard for the safety of other persons.
5. Non-pursuit police units that initiate a motor vehicle pursuit will relinquish their position as primary unit to the first marked unit that is able to take over the lead position. The unmarked police vehicle shall then subordinate to the back-up position.

F. Back-up Officer's Responsibilities

1. The officer in the back-up unit is responsible for the continuing radio transmissions regarding the pursuit. These should include direction, speed, and any unusual or particularly erratic actions by the pursued vehicle or other information that would aid in the successful apprehension of the suspect vehicle and occupants.
2. Initiating/Primary Unit Responsibilities
 - a. The responsibility for the decision to initiate pursuit rests with the individual officer. The officer initiating a pursuit shall, in all cases, notify the communications center as soon as reasonably possible that a pursuit is underway and provide the following information:
 - i. Patrol unit identification
 - ii. Location, speed and direction of travel
 - iii. Vehicle description, including license number, if known
 - iv. The specific reason for their pursuit including known laws violated
 - v. Number of occupants
 - vi. Traffic and weather conditions

Failure to provide the above information may be cause for the commanding officer/field supervisor to order termination of the pursuit.
 - b. The initiating or primary unit shall be in field command and bears operational responsibility for the pursuit, unless relieved by a supervisor.
 - c. The authority of the primary unit pertains to the immediate field operation and is at all times subordinate to the command of the supervisor.

- d. The primary unit may maintain pursuit as long as it is safe to do so, or until directed to terminate the pursuit by a supervisor, or the suspect is stopped.
 - e. The decision to abandon pursuit may be the most intelligent course of action. Officers must continually question whether the seriousness of the crime justifies continuing the pursuit. A pursuit shall be terminated under any of the following circumstances.
 - i. If, in the opinion of the pursuing officer or the supervisor, there is a clear and unreasonable danger to the officer in the use of the highway created by the pursuit that outweighs the necessity for the immediate apprehension.
 - ii. The suspect's identity has been established to the point that later apprehension can be accomplished, and there is no longer any need for immediate apprehension.
 - iii. The prevailing traffic, roadway, and environmental conditions indicate the futility of the continued pursuit.
 - iv. The termination of a pursuit does not prohibit the following of a vehicle at a safe speed or remaining in the area to reinitiate pursuit if the opportunity and the conditions allow.
 - v. The primary unit will submit a written report as to the relevant details of the pursuit. If more than one officer is assigned in that vehicle each individual officer will submit a report.
3. Assisting Unit Responsibility
- a. Assistance will be coordinated by the communications center. The supervisor, because of manpower distribution, in many cases, could be the assisting unit.
 - b. The active pursuit will normally involve not more than two units – the primary unit and one backup unit. If more assistance is specifically requested, the amount will be determined by:
 - i. Nature of the offense
 - ii. Number of suspects
 - iii. Whether the participating units have more than one officer
 - iv. Other clear and articulated facts that would warrant the increased hazard
 - c. The assisting unit, upon joining the pursuit, shall immediately notify the communications center of its identity. If the primary unit is a one-person unit, the assisting unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving.

- d. The assisting unit will maintain a safe distance behind the primary unit but be close enough to render backup assistance if and when required.
- e. Assisting units shall, at all costs, avoid intersecting the path of an oncoming high speed vehicle. If the primary unit becomes disabled, the assisting unit will become the primary unit.
- f. The assisting unit will never intentionally pass the primary unit during a high-speed pursuit.

SECTION V. RADIO COMMUNICATIONS

5.1 Policy

It shall be of this policy of the Des Moines County Conservation Board to abide by all rules, regulations and guidelines as established by the Federal Communication Commission and the Iowa Division of Communication.

5.2 General

- A. False calls, false or fraudulent distress signals, superfluous, and unidentified communications, and obscene, indecent and profane language and the transmission of unassigned call signals are specifically prohibited.
- B. Officers shall operate on the Des Moines County repeater channel, except when communications on another channel is required or necessary.
- C. Officers shall operate the communications equipment in a professional manner at all times.
- D. Officers shall not transmit if the transmission is likely to interfere with other communications.
 - 1. There shall be no transmission during a civil defense test or during an actual enemy attack, except as directed.
 - 2. Messages shall be direct and to the point.
 - 3. Any stations calling shall be answered promptly.
- E. Language or voice inflections which may indicate irritation, disgust, or sarcasm shall not be used.
- F. Descriptions of persons shall be given in the following sequence:
 - 1. Name
 - 2. Sex
 - 3. Race
 - 4. Age
 - 5. Height

6. Weight
7. Color of hair
8. Color of eyes
9. Complexion
10. Physical
 - a. Marks, scars, tattoos, limps, etc.
11. Clothing, head to foot
 - a. Hat
 - b. Shirt and tie
 - c. Coat
 - d. Trousers
 - e. Socks
 - f. Shoes
12. Description of motor vehicles shall be given in the following sequence:
 - a. Color
 - b. Year
 - c. Make
 - d. Body style
 - e. License number

SECTION VI. ACCIDENT INVESTIGATION

6.1 Responding to initial call

Officer(s) responding to the scene of an accident shall use emergency equipment (red/blue lights and siren) only where necessary for safe operation to obtain access, right of way or movement through traffic or intersections.

Speed in excess of the normal speed limit entering stop or yield intersections without stopping or yielding right of way to other vehicles which would normally have the right of way shall be allowed only when operation with emergency equipment (either red/blue lights or with both red/blue lights and siren) in operation.

On responding to an accident scene, officer(s) shall proceed by the most open, direct route and shall proceed with amount of speed deemed necessary by type of reported accident.

Example: Property damage - immediate response, obeying all traffic laws (no lights or siren).

Personal injury - emergency response, exercise proper caution (lights and/or siren).

Unknown - emergency response, exercise proper caution (lights and/or siren).

6.2 Procedure upon arrival at the scene

Secure the scene, make sure there is no danger to you or others entering the scene.

Check for injured, even if no injury was reported. Determine extent of injury, if minor recommend and request if victim would like an ambulance to take victim to the hospital. If serious injury or victim is unable to request ambulance (unconscious, etc.) officer(s) should initiate request for ambulance.

Give necessary aid and make injured as comfortable as possible until ambulance arrives and transports victim(s) from scene.

Officers shall assist other agencies with removing damaged vehicles from the scene, cleaning up scene, report writing, or any other assistance requested by the investigative agency.

6.3 Accident Scene

Officer(s) arriving at scene should ascertain the seriousness and the extent of accident, injuries, traffic, protection of scene and extent of investigation required.

If the accident scene creates the possibility of further accident potential, an enforcement unit should be placed to protect area of greatest potential hazard, citizen assistance can be requested in directing traffic and protecting the scene.

If the accident involves serious personal injury, a request should be made for additional law enforcement personnel to assist in the investigation. This may be personnel of the Sheriff's Department, Iowa DNR Officers, or Iowa State Patrol.

If the accident involves a fatality, the Sheriff and Director are to be notified immediately. A request for an Iowa State Patrol Officer shall be made immediately.

The County Attorney shall be notified of all fatalities or deaths outside the hospital.

In the case of a boating, swimming, snowmobile, ATV, or hunting accident the following personnel shall also be notified: Iowa DNR Officers, and/or Sheriffs Department.

SECTION VII. MOTOR VEHICLE IMPOUNDS AND INVENTORIES

7.1 Policy

If an officer of the Des Moines County Conservation Board deems it necessary to impound a vehicle or perform a vehicle search, they shall follow all procedures

covered under the Des Moines County Conservation Board's law enforcement policy for vehicle impoundment as follows:

An officer may impound any motor vehicle which constitutes a traffic hazard or under specified circumstances that require the vehicle to be towed/impounded.

If an officer impounds a vehicle due to a violation and has probable cause and/or reasonable suspicion to believe that a crime has been committed and believes there is illegal contraband present in the vehicle the officer must immediately apply for a search warrant. The vehicle and its contents must all be photographed and documented that are visible from plain view prior to being towed to a secure facility.

If an officer believes there is not illegal contraband present in the vehicle and does not apply for a search warrant, the officer must inventory the property of the vehicle on Department Inventory Forms prior to having the vehicle moved from the scene. The officer must not open sealed or closed containers such as backpacks, duffel bags, safes, etc. The officer, when able, must photograph all property inside of the vehicle prior to having the vehicle towed to a secured facility.

A reasonable effort must be made by all officers so that the Registered Owner or operator of the vehicle may retrieve personal belongings such as cell phone, identification, money, and any other valuable items that could make the department liable.

SECTION VIII. MAJOR CRIME INVESTIGATION

8.1 Policy

Officers of the Des Moines County Conservation Board shall notify the Des Moines County Sheriff's Department immediately and request assistance when involved in a major crime investigation. The County Attorney shall be notified of all fatalities or deaths that occur away from the hospital.

It shall be the policy of this office to follow the procedure as set forth in major situations. These crimes will include murder, assaults, large burglaries, and other cases where the collection of physical evidence is necessary. It is necessary to follow this procedure to effectively handle the crime scene. An initial investigation and follow-up investigations are to be used for the purpose of successfully closing a case.

8.2 Officer Procedures

The duties of departmental personnel, in cases of major crimes, will be as follows:

A. Officer responding to the initial call shall:

1. In case of injured parties, seek aid and /or administer first aid.
2. Notify dispatch to let them know status and ask for additional officers if needed.

3. Secure the crime scene.
 - a. Seal off area.
 - b. Clear the area of ALL persons.
 - c. Attempt to identify all witnesses, and parties to the crime for investigation purposes.
 - d. Notify Director of the incident as soon as the scene is secured and safe.
 4. The responsibility of the offense report rests with the initial officer.
- B. Responding officer shall:
1. Notify the Sheriff and/or Chief Deputy who may advise the action to take.
 2. Take immediate charge of the crime scene and coordinate efforts necessary (i.e. getting various preliminary statements, etc.).
 3. May recommend to the Sheriff or Chief Deputy a request for outside help, (i.e.: DCI, FBI, etc.)
- C. Sheriff and or Chief Deputy:
1. May proceed to crime
 2. May take overall charge of the investigation, if they deem it necessary
 3. Shall coordinate activities between agencies
 4. Shall make all requests for outside help
 5. Shall handle all press releases and conferences

SECTION IX. PRISONER TRANSPORTATION

9.1 Policy

Des Moines County Conservation Board officers shall follow the procedures for prisoner transportation set forth in this policy.

In addition to those procedures, Des Moines County Conservation Officers shall follow the following procedures:

- A. Transportation of arrested person(s) may be transported in Conservation vehicles at the discretion of the arresting officer.
- B. Transporting Officer must radio in beginning and ending mileage for transporting females and juveniles.

SECTION X. FIRE SCENE

10.1 Policy

Officers of the Des Moines County Conservation Board shall notify the Des Moines County Sheriff's Department immediately and request assistance when involved in a fire scene.

At the scene of any fire, the senior fire department officer is in complete charge of the fire.

- A. Park patrol cars a sufficient distance from the scene so as not to impede fire equipment, ambulances and other emergency equipment.
- B. Protect the scene by directing traffic in order to keep the scene, hydrants, hoses and other fire fighting apparatus free of impediment.
- C. Observe all spectators at the scene. Especially when you believe the fire is of arson origin, the arsonist may be among the spectators.
 1. Be observant of weather conditions and note them in your report if there is a crime of arson or other crimes relating to a fire. Weather conditions at the time of the fire may be an important factor when making a formal investigation
 2. When arriving at the scene of a fire prior to fire department units, observe the number of fires, the color of the flame, smoke odors, etc. Give your general assistance relative to the security of persons and property.
- D. Locate all witnesses and obtain statements if deemed necessary.
- E. Upon the arrival of the fire department, stay out of the actual area of activity until the fire is extinguished and all traffic is cleared from the area.
 1. This shall not exclude officers from entering the fire scene for rescue purposes prior to the arrival of the fire department.
 2. Nor shall this preclude officers from assisting fire department personnel when requested by the fire department.

10.2 Securing Fire Scene

The fire scene shall be secured by the fire department.

- A. Temporary law enforcement assistance may be requested to provide time to post signs, obtain owner, relative or neighbor to assume charge of the scene or obtain private security services.
- B. If signs and/or notices are posted by the fire department, enter the location of fire on homes of vacation checklist. Periodic checks of the residence shall be included on regular patrol.
- C. If it has been established that arson or other crimes in connection with fires have been committed, the security shall be the responsibility of the Sheriff's Department.

10.3 Investigations

- A. Jurisdiction for investigation of fire scenes to determine arson is primarily the responsibility of the State Fire Marshall or their designated subordinate. However, the Sheriff's Department may furnish assistance as requested by the fire department.
- B. Investigation of other fire related crimes shall be the responsibility of the Sheriff's Department to include but not limited to burglarly, arson, murder, robbery, etc.
 - 1. This department shall conduct an investigation of other incident related crimes using standard investigation methods.
 - 2. Deputies shall conduct such investigations in cooperation with the Chief of the Fire Department and State Fire Marshall.
 - 3. When incident related crimes are determined on the scene, related investigations shall be both by the Sheriff's Office and fire department investigators, simultaneously, in order to determine what is evidence to eliminate possibilities of damaging or destroying evidence.
- C. With any evidence relating to arson, cause shall be determined by the fire department. Such evidence shall be collected by the fire department with the assistance of the Sheriff's Department. Evidence of other fire related crimes shall be collected and held by the Sheriff's Department as the procedures of this department.
- D. All photographs required for incident related crimes shall be taken by the Sheriff's Department.

10.4 Arrests

All arrests for crimes in connection with fires shall be caused by the State Fire Marshall and/or their designated subordinates.

- A. The Sheriff's Department may make such arrests individually upon the request of the State Fire Marshall and/or their designated subordinate or by execution of the warrants.
- B. Arrests for other incident fire related crimes shall be effected by the Sheriff's Office using standard Department procedures.

SECTION XI. EVIDENCE & PROPERTY

11.1 Policy

Des Moines County Conservation Board officers shall follow the procedures for evidence/property set forth in this policy as follows:

In all instances when articles of physical evidence, found items and items taken for safekeeping are received by officers, the appropriate tag will be filled out and the items held for delivery to the DCI Laboratory. This property/evidence will be kept in the evidence locker prior to delivery.

- A. All evidence and property tags shall be attached to the items submitted, utilizing one of the following methods:
 - 1. Staples, tape, string or wire
 - 2. When more than one item is submitted, state such on the tag (ie: one item of four or two items of four, etc.)
 - 3. Identify items property by using name, date, and case number on evidence tag. Liquids, soils and any tiny fragments shall be placed in suitable containers and marked on the outside. Package and mark all items in such a way as to preserve their evidence value. Large items such as shotguns may have the evidence tags attached by string and not be packaged.
 - 4. Use suitable containers such as round pill boxes, plastic or glass containers, strong cardboard cartons, garbage bags, etc.
 - 5. Package each item separately and seal securely to ensure no leakage. If wet or bearing blood, dry before packaging, except arson cases where hydrocarbons are present.
 - 6. Refer to DCI Laboratory Packaging Guidelines prior to submitting evidence to BEAST (Barcoded Evidence Analysis Statistics and Tracking).
- B. Items to be submitted to the Iowa Department of Criminal Investigation or the Federal Bureau of Investigation laboratory for analysis will be prepared for shipment by the officer taking possession of the item.
- C. The evidence submitted for laboratory analysis to the Iowa DCI shall state facts surrounding the case and submit a detailed account as to what is expected from the laboratory.

11.2 Evidence/Property Storage Locker System

- A. An evidence locker system has been installed at the Sheriff's Office to secure all property and evidence and maintain the chain of custody.
 - 1. Obtain key for individual evidence locker from the relevant Sheriff's Office personnel.
 - 2. Complete logging, tagging, marking, etc., and place in locker if size permits.
 - 3. If evidence is to be submitted to BEAST or to another lab in order to gather additional evidence, properly log the transfer on the chain of custody on the department issued evidence receipts and transfer to the proper personnel.
- B. When an item has been released to an authorized person it will be noted on the evidence log and the property receipt will be filled out and signed.
- C. Destroy evidence according to Iowa Code Chapter 80.39

SECTION XII. INVESTIGATION OF BIAS-MOTIVATED CRIME

12.1 Policy

Des Moines County Conservation Board officers shall follow the procedures for investigating Bias-Motivated Crimes in compliance with Chapter 729A.2 and 692.15, State Code of Iowa.

12.2 Definition of a bias-motivated (hate crime) 729.A.2 State Code of Iowa.

"Hate crime" means one of the following public offenses when committed against a person or person's property because of the person's race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, age, or disability, or the person's association with a person of certain race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, age, or disability:

- A. Assault in violation of individual rights under Section 708.2C.
- B. Violations of individual rights under Section 712.9.
- C. Criminal mischief in violation of individual rights under Section 716.7A.
- D. Trespass in violation of individual rights under Section 716.8, Subsections 3 and 4

SECTION XIII. THROUGH SECTION XVI. *(RESERVED FOR FUTURE USE)*

SECTION XVII. LAW ENFORCEMENT POLICY COVERAGE

17.1 Distribution

The Director will distribute a copy to the Des Moines County Conservation Board and all Des Moines County Conservation Department law enforcement officers. All newly hired law enforcement officers must be furnished a copy of this policy at the time the individual is hired.

17.2 Positions Covered by this Law Enforcement Policy

It is the policy of the Des Moines County Conservation Board that these rules and regulations apply to all certified law enforcement officers of the Des Moines County Conservation Board.

The Des Moines County Conservation Board has created this Law Enforcement Policy as a guide and has attempted to provide appropriate policies and procedures through the use of this policy. It is impossible to address every possible situation that a peace officer will encounter. This policy is not an exclusive set of policies and procedures for the Des Moines County Conservation Officers but shall serve as a foundation upon which officers should exercise their discretion and professional judgment.

This policy shall not limit the discretion of the Des Moines County Conservation Board or the Director in personnel and employment related decisions.

This Law Enforcement Policy of the Des Moines County Conservation Board was approved and adopted on:

_____ (Date)

and supersedes all existing law enforcement policies.

Chairperson

Des Moines County Conservation Board

Director

Des Moines County Conservation Board

Effective Date _____

ACCEPTANCE AND ACKNOWLEDGEMENT

As an employee of the Des Moines County Conservation Board, assigned to law enforcement duties, I hereby acknowledge that I have received a copy of this Law Enforcement Handbook and have read, understand, and agree to adhere to its contents.

Printed name of officer: _____

Signature of officer: _____

Date signed: _____

Printed name of officer: _____

Signature of officer: _____

Date signed: _____

APPENDIX A - INCIDENT REPORT FORM

Des Moines County Conservation Incident Report

CFS # _____

LOCATION OF INCIDENT:		NATURE OF INCIDENT: () Bias											
OFFICER:	DATE & TIME OCCURRED:	DATE & TIME REPORTED:											
NAME: _____ Comp _____ Victim	DOB:	AGE:	SSN:										
ADDRESS & PHONE #:		RACE/SEX:											
<p>NOTE: Only use for Assault, Domestic Abuse, Robbery, Sexual Abuse, Kidnapping</p> <p>TYPE OF INJURY: (Check up to five)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">_____ Severe lacerations</td> <td style="width: 33%;">_____ Scales/burns</td> <td style="width: 33%;">_____ Poss. Internal injuries</td> </tr> <tr> <td>_____ Broken bones</td> <td>_____ Loss of teeth</td> <td>_____ Other major injury</td> </tr> <tr> <td>_____ Unconsciousness</td> <td>_____ Minor injury</td> <td>__X__ None</td> </tr> </table>					_____ Severe lacerations	_____ Scales/burns	_____ Poss. Internal injuries	_____ Broken bones	_____ Loss of teeth	_____ Other major injury	_____ Unconsciousness	_____ Minor injury	__X__ None
_____ Severe lacerations	_____ Scales/burns	_____ Poss. Internal injuries											
_____ Broken bones	_____ Loss of teeth	_____ Other major injury											
_____ Unconsciousness	_____ Minor injury	__X__ None											
<p>NOTE: For Domestic Abuse ONLY</p> <p>Referrals: _____ None _____ Legal _____ Shelter _____ Medical _____ Counsel _____ Financial assistance _____ Other</p> <p>Children: _____ Present/harmed _____ Present/unharmed _____ None Present</p>													
SUSPECT/OFFENDER NAME:		DOB:	AGE:	SSN:									
		RACE/SEX:		_____ Hispanic _____ Unknown _____ Non-Hispanic									
ADDRESS & PHONE:		OFFENDER SUSPECTED USING _____ Alcohol _____ Drugs _____ Computer _____ N/A		OFFENDER PRESENT AT TIME OFFICER ARRIVED _____ Yes _____ No									
LICENSE:	STATE:	YEAR:	SUSPECT VEHICLE: _____ VICTIM VEHICLE: _____										
MAKE, COLOR, YEAR		MODEL:	OWNER'S NAME & ADDRESS										
TOWED BY/TO:													
PROPERTY CODE: 1) none 2) burned 3) counterfeit 4) damaged 5) recovered 6) seized 7) stolen 8) unknown													
CODE:	QUANTITY:	DESCRIPTION:		VALUE									

Typed By:

Reporting Officer:

cc:

APPENDIX B - INVENTORY FORM



Conference/Event Report

Chris Lee, Director

ISAC Spring Conference, March 9-11 – Des Moines, IA

The conference started with County Day at the Capitol. ICCS hosted an informational booth. Meeting with legislators proved difficult due to conflicting schedules but I did get to meet Senator Reichman who will serve our district next year.

After the lobby event, there was a meeting with some CCB directors and auditors at the DNR building to discuss possibly changing the REAP \$0.22 reporting form. Our budget director attended with me. For almost two hours, two to three people dominated most of the conversation, talking mostly in circles. I'm not sure they accomplished anything.

The sessions started in earnest the next day. There was a general session titled, "Ten Habits of Highly Effective Counties" which was heavily attended. The content was decent. One of the takeaways for me though came from crowd participation. It would appear that many of the fastest growing counties have active strategic plans. Ours does not.

Some sessions specific to the Directors Association were: Hunter Education Program updates, Open meeting laws, Iowa Natural Heritage Foundation updates, Keep Iowa Beautiful program, Forest health/invasive species, marketing opportunities with the Iowa Tourism office, and some "County Spotlight" presentations – one of which was Adams County, the smallest county in the state which just finished adding 10-person cottages to their 12 other cabins. They rent them for \$1800 per week in the main season and have already sold the year out. All told, they do about \$500,000 in revenue from their two campgrounds and 14 cabins/cottages at Lake Icaria.

I was recognized for the Business Person of the Year award I got from the Greater Burlington Partnership back in February. They even played the award video. How embarrassing!

I also announced the launch of my podcast (Outdoor Executive Dad) at this conference. It's specifically geared toward the likes of directors and other CCB employees.

We ended the conference with a discussion about updating the CCDA Strategic Plan. That session could certainly have been better organized, but it was after lunch on a Friday. Everyone was ready to go home.

In all, it was a good conference, though I think the logistics and moderating could have been better.

End of Report