

**City of Sand Springs
&
Sand Springs
Municipal Authority**



**SAND SPRINGS, OKLAHOMA
Fiscal Year 2023 Annual Report**

Administrative Activities for Fiscal Year 2023

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CITY OF SAND SPRINGS

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10/17/2023

Dear Citizens of Sand Springs,

This past fiscal year we for the most part have started to leave COVID behind and return to a sense of normalcy, only to be struck by a major wind storm with winds in excess of 70 miles per hour. We continue to repair damage and remove debris in our community. Through all of this, we have not only continued the base operations expected by our citizens, but looked forward with a renewed sense of urgency to complete many of the projects that our City has started in order to bring in the quality of life that our public has desired. Major projects in design, underway or completed this year are in part:

- Beginning of the Highway 97 improvements.
- Construction of the off-ramp from Highway 97 to Main Street.
- The completion of Riverwest with the last lots sold to Chili's and Planet Fitness.
- Property acquisition to begin construction on widening 113th W. Ave to three lanes.
- Beginning of construction of a road over the levee at Case Community Park.
- Design of a new sewer line at Pogue Airport.
- Opening of Tropical Smoothie at Sheffield Crossing.
- Moving the MET Recycle Center to 312 E. Morrow Road.
- Construction of the downtown streetscape in the 100 Block of Main Street.
- Design of our new animal control shelter to be located on Wekiwa Road.
- Design of the remodel of Page Park.
- Improvements to trails throughout our community.
- Design of a new sidewalk at 10th and Lake to extend to 81st W. Ave and Park Road.
- Installation of LED street lights throughout Sand Springs.
- Installation of new Storm Sirens to protect our community.
- And numerous other projects

One other project underway should be a highlight in the State of Oklahoma. We have partnered with Tulsa County, Berryhill Schools and the Bean Family to extend sewer service to Berryhill Schools. This project, when completed, should satisfy three goals. The first is to take Berryhill from an old sewer lagoon and bring it onto our modern sewer system. The second is to provide available capacity so other existing homes and businesses in the area may benefit. The third is to provide for the opportunity for growth in the area. We are proud to be able to be good neighbors to the Berryhill area.

I would also point out that your City Council has made these projects, along with the day to day operation of Sand Springs a priority. Without the stability and guidance that they provide, it would be impossible to provide the many great services we do. Please join me in thanking them for their service.

Last, I would like to recognize the 210 employees of the City of Sand Springs. Without their dedicated service, we would not have the great community that we all enjoy. On your behalf, I thank each of them for what they do every day. On their behalf, I thank you our citizens, for your support.

Respectfully,

Michael S. Carter - City Manager
City of Sand Springs, Oklahoma

CITY CLERK DIVISION & MUNICIPAL COURT DIVISION

Janice L. Almy, City Clerk

City Clerk Division

The City Clerk Division is the custodian for all legal and official records of the City of Sand Springs and the Municipal Trust Authority. The City Clerk Division is responsible for the maintenance, retention, and disposal of a wide array of records generated and/or processed by the City Council, the Municipal Trust Authority, and the City's various Boards and Committees. Pursuant to the Oklahoma Open Records Act, the Division ensures that records are maintained and made available to the public upon request.

The City Clerk Division maintains the City's Records Retention Policy, by obtaining updates from the various departments, and prepares for Council's consideration. The updated policy addresses minor updates.

The City Clerk Division facilitates the publication of all ordinances and required resolutions in the local paper as well as the filing of such documents with the appropriate County office. During the period of July 1, 2021, to June 30, 2022, the Division filed the following: 17 ordinances; 30 City Council Resolutions; and 6 Municipal Authority Resolutions.

The City's Municipal Code of Ordinances (Code Book) is updated with adopted Ordinances on an annual basis. Codification language has been added to propose Ordinances allowing the City Clerk to make immediate updates upon publication for citizen review on the City's website. Hard copies of the Code Book were also updated.

The City Clerk Division coordinates with the various City departments to prepare the agendas for the City Council, Municipal Authority Trust, and Council Appointment Committee. The City Clerk Division also maintains all statutes set by the City Charter.

The City Clerk Division maintains the appointment lists for all board and committee members; the Division also coordinates with each Board and Committee to create an annual meeting calendar.

The City Clerk and the Deputy City Clerk attend City Council and Municipal Authority Trust meetings to record and transcribe the minutes. Both Clerks also provide assistance and backup to other Board and Committee meetings when needed. The City Clerk Division oversees the preparation of Council training and travel opportunities and events.

During FY23, the City entered in to an agreement with the Sand Springs Economic Development Authority (SSEDA) to prepare their agendas, attend their meetings, record and transcribe the meeting minutes, as well as other clerical duties on SSEDA's behalf. SSEDA, along with staff, is reviewing and considering possible modifications to the Trust Indenture.

The City Clerk Division is instrumental in coordinating efforts with the Tulsa County Election Board for all City elections, including the yearly City Council elections. The Council seats for Wards Three and Four ran unopposed, therefore an election was not required.

The City Clerk Division oversees the bidding process. The Division has accepted and publicly opened 11 bids. Fiscal Year 2023 bids included projects such as Downtown Streetscape project, Hwy 97 Right Turn Lane project, water and sanitary line projects, lighting projects, just to name a few. Bid files are established and retained for a minimum of five (5) years as required by State law.

The City Clerk Division assists with General Obligation Bonds, Revenue Bonds, and the purchasing and selling of property. In FY23, the City reached a mild stone by selling the last parcel (property) located within the RiverWest development area.

The City Clerk Division played an integral role in the Neighborhood Services – Code Enforcement Division’s public nuisance process. The Division prepares and distributes county and property owner letters; processes the billing and collection of fees; and handles the filing of non-monetary and monetary liens through Tulsa and Osage County as well as filing for release of liens. During Fiscal Year 2023 it was determined to transition public nuisance, as well as requests for assessment letters to the Planning – Neighborhood Services Division. The City Clerk Division assisted with the transition and training on the abatement/assessment letter process.

In addition, the City Clerk Division continues to provide assistance and support to other departments on an as-needed basis and for special projects and events. Said projects and events include coordination of annual employee meetings and advanced team building sessions; coordination of various training session and workshops for employees and City Council; annual employee luncheon, and annual workshops for all City Board and Committee members; and compiling the City’s Annual Report. This past year, the City Clerk and Neighborhood Services divisions began a “moral” initiative to decorate the Municipal Building foyer with holiday decorations, as well as recognized city employees that serviced in the military during the “patriotic” holidays of Memorial and Independence Days.

In FY23, the City Clerk Division is overseeing the City Hall Elevator Modernization project. A contract for the project was awarded, with construction to begin early FY24. Due to the 2023 Wind Storm, the City Clerk’s Division is also assisting with FEMA/OEM Grants in order to re-coop expenses as a result of the wind storm.

The City Clerk also oversees the City and Authority property, general liability/vehicle and equipment insurance, and processing claims (tort claims, vehicle accidents, property damages). Throughout the year, the City Clerk secures insurance for new vehicles, equipment, and property acquired and also cancels coverage for items no longer in possession or use by the City. This year, the City Clerk Department is creating a “photo” inventory, including vehicle identification numbers, tag numbers, unit numbers, year/make/model of vehicles and large equipment. The property will also be inventoried in this way.

The Deputy City Clerk/Executive Administrative Assistant provides clerical assistance to the City Manager, the Assistant City Manager (position is currently vacant), and other departments as needed.

The City Clerk Division continues to take advantage of training opportunities throughout the year. The Clerks and Treasurers Institute and Academy and the OMCTFOA (Oklahoma Municipal Clerks, Treasurers, and Finance Officers Association) Conference continue to provide valuable educational and networking sessions. Training classes are being offered in person. The Deputy City Clerk will begin the education requirements for the CMC (Certified Municipal Clerk) designation in spring 2024.

The City Clerk Division maintains membership in the International Institute of Municipal Clerks (IIMC), an organization that promotes best practices, management, and leadership. IIMC is a globally recognized, internationally respected association with over 14,000 members worldwide.

The City Clerk Department supports various workplace and community events including the Employee Recognition Luncheon and the *Art of Giving* Christmas tree event at the Sand Springs Cultural & Historical Museum. The City Clerk Division, in cooperation with local civic groups, is overseeing the *Festival of Lights* Committee meetings and participates in some of the holiday events for citizens.

Municipal Court is a division of the City Clerk Department. The City Clerk and Deputy City Clerk completed training to assist with weekly court sessions due to the recent downsizing of Municipal Court and during times of employees leave of absences.

Municipal Court Division

The Sand Springs Municipal Court consists of the Deputy Court Clerk, Assistant Court Clerk, City Prosecutor, Municipal Court Judge, and two Assistant Judges.

The Municipal Court is responsible for processing arrests and citations from the Sand Springs Police Department, as well as citations from Code Enforcement, Animal Control, and the Tulsa County Health Department. The court also takes in fine payments daily from defendants in person, over the phone, and online. Court also processes all municipal complaints filed by the Police Department for which warrants are issued; and all arrests for failure to appear or failure to pay warrants.

Court sessions are held every Tuesday. One Thursday court session each quarter is reserved for those defendants appearing for review of deferred sentences, payment plans, or other court orders. On average this year 30-60 defendants appeared before the Judge each Tuesday court session with many others appearing at the Court Clerk's window to pay citations, or enter pleas and payment arrangements.

This past year Court worked with the Police Department to implement a new \$100 cash bond program for defendants who are arrested. For most charges a person is permitted to post a \$100 cash bond to secure their release from jail, with the bond eventually being

applied to any outstanding court fines. This program leads to quicker release from jail for the defendant, less strain on officers and dispatchers, and more money going toward court fines.

The following statistical information illustrates just a portion of the Court's volume of operations:

Fiscal Year	2023	2022	2021	2020
Citations	3831	2480	1704	2455

Facilities Management Division

The Facilities Division is under the direction of the Assistant Public Works Director. There are currently four positions in the Facilities Division. There is a Division Supervisor that is over Fleet and Facilities. There is also a maintenance person, an electrician, and an inventory clerk. The drop in work orders for the Facilities Department has had to do with the fact that we have been function the majority of the year without an electrician. The Facilities Department had a total of 667 Work Orders for the FY23.

The Facilities Department is responsible for maintaining the city's buildings, by ensuring that the workspace is safe and functional. These responsibilities include maintaining all electrical, structural, plumbing, and mechanical repairs on city buildings. Requesting and receiving quotes from outside vendors and contractors. Inspecting the facilities to make sure they meet safety regulations. Coordinating renovations, moves, and updates. Performing routine maintenance on facilities, and making repairs as needed. Maintaining the HVAC systems, generators, fire extinguishers, fire suppression systems, vent hoods, elevators, electrical, and plumbing, Scheduling inspections and emergency repairs with outside contractors if needed. Inspecting work done by those contractors to confirm that the work is done properly. Delegating and/or completing maintenance orders, and maintaining day to day operations of the facilities. Making reports on the maintenance, repairs, safety, and other occurrences. Preparing facilities for changing weather conditions with preventative maintenance. Quickly addressing and repairing any damage caused from changing weather. Setting up electricity for multiple city events. Comparing prices from outside vendors on internal janitorial and office supplies. Storing the inventory and issuing it to departments as requested. Facilities also delivers these inventory items to the multiple city buildings.

The Inventory Clerk's responsibilities are to order, receive inventory and to issue that inventory out to the city. Maintaining the janitorial and office supply inventory physically, and through computer reports. Preparing reports as directed. Create requisitions for repairs and supplies. Contact and receive outside vendors and contractors bids. Prepare time sheets for fleet and facilities employees. Create job orders, enter invoices, and close jobs once complete. File all closed jobs, and keep files for the cities general properties. Issue car wash tokens, and flags. Answer phones, relay messages, maintain files, create reports, and make copies. Adding and deleting vehicles and employees to the Comdata fuel system. Also provide support for fleet maintenance in all the above mentioned primary functions. This positions responsibilities include delivering and picking up the daily mail from Public Works, Fleet/Facilities building, the Municipal Building, and the Public Safety Complex. Picking up the daily mail at the post city office box. Sign and pick up any certified mail. Picking up the city daily money deposit and depositing it at the bank. Picking up the court money and delivering it along with the deposit slip to Customer Services Billing Specialist. Weighing and stamping any new mail that is outgoing. Making sure all outgoing mail and certified mail are correctly stamped and ready to be mailed out the next business day.

Preventative Maintenance and Inspections

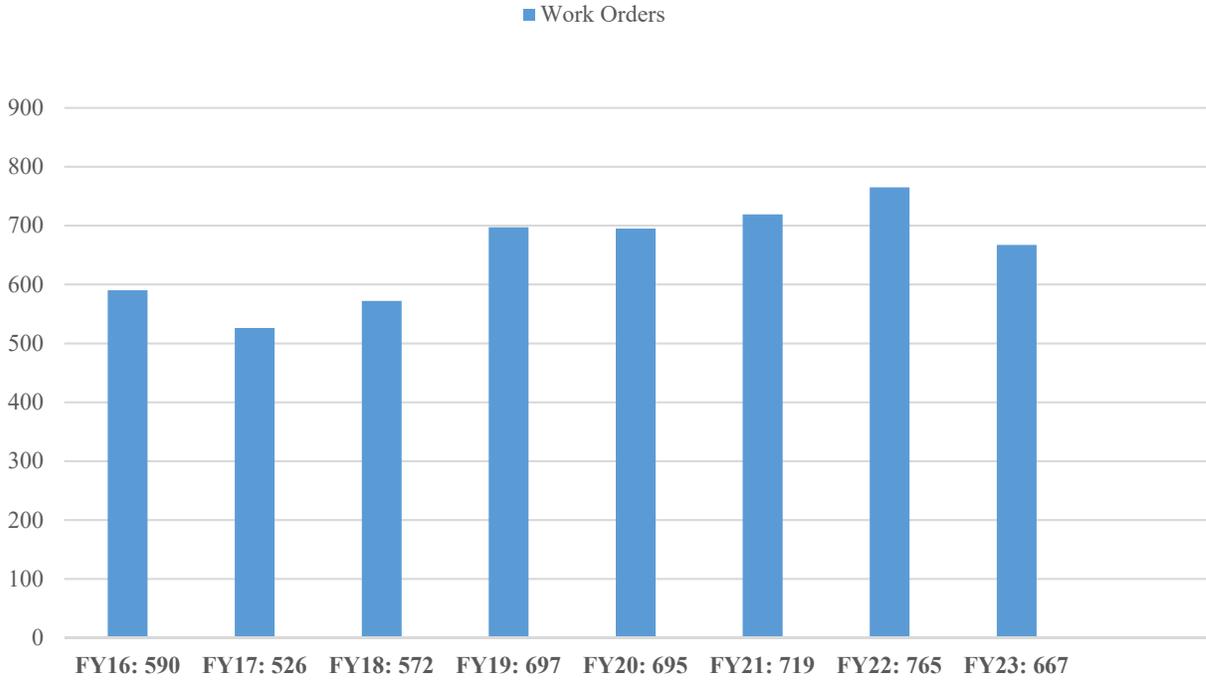
- Weekly Maintenance of boiler and chiller units at the Municipal Building.
- Computer control of climate zones for all departments in the Municipal Building and Spring Lake Complex.
- Change out HVAC return air filters quarterly in a variety of city buildings.
- Bi-Weekly checks of emergency generators at the Municipal Building, Fire Station 2, EOC, and Spring Lake Complex.
- Generators are inspected and then service is scheduled in the springs and in the fall through Emergency Power Systems.
- Check and inspect 122 fire extinguishers in common areas of the Municipal Building and general properties.
- Municipal Building Boiler is inspected annually by the Oklahoma Department of Labor.
- Elevators at the Museum, Case Community Center, and at the Municipal Building are inspected and tested annually by TKE Elevator Service Company and the Oklahoma Department of Labor.
- Approximately 26 hot water tanks are inspected bi-annually by the Oklahoma Department of Labor.
- Take out trash weekly in common areas at Municipal Building.
- Have kitchen hoods inspected annually by outside contractor and City Fire Marshall.

Complete and Current Projects

- Assisted Street Department in repairing street lights.
- Maintaining plumbing in city buildings.
- Repairing Shell Lake Caretaker Cottage.
- Ceiling tile installation at Case Community Center.
- Prepared Lincoln Building, EOC Building for lease.
- Set up electric for City Events.
- Moving furniture and gym equipment.
- Assembling new furniture.
- Assist with Mr. Ed's Auction Company in selling surplus items.
- Move all surplus vehicles to auction.
- Installed appliances.
- Install computer port lines and cables.
- Install electric outlets for relocating T.V.'s.
- Assist with Emergency Tornado Sirens.

Facilities Work Orders FY16 – FY23

Work Orders FY16 - FY23



Respectfully submitted,
Ivan Hughart

Fleet Maintenance Division

Fleet Maintenance is under the direction of the Assistant Public Works Director and consists of five positions: a division supervisor, a shop foreman, and currently one mechanic with two open mechanic positions. They are responsible for the major and minor repairs. As well as preventative maintenance on over 448 vehicles and pieces of equipment. The department also responds to callouts through the nights and weekends, in addition to servicing calls throughout the normal business hours. Fleet had 658 Work Orders for the FY23.

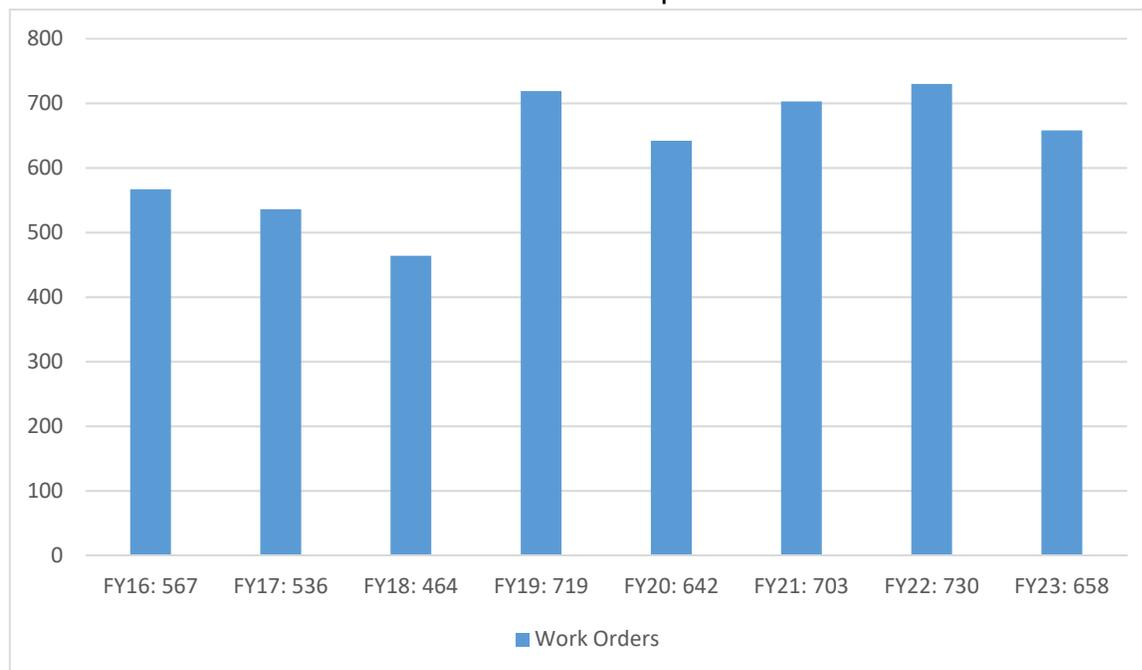
Employee Uniforms

The City of Sand Springs has purchased, and distributed uniforms to each employee that works in the field. Providing a more professional look that can be easily identified by the public.

Equipment Pool

The pool reduces cost to the public by halting the purchase of like equipment, and reducing rental fees. We hope to continue to increase the size of the pool equipment as the budget allows.

Fleet Work Orders per Year



Respectfully submitted,
Ivan Hughart

Finance, Customer Service, and Information Services

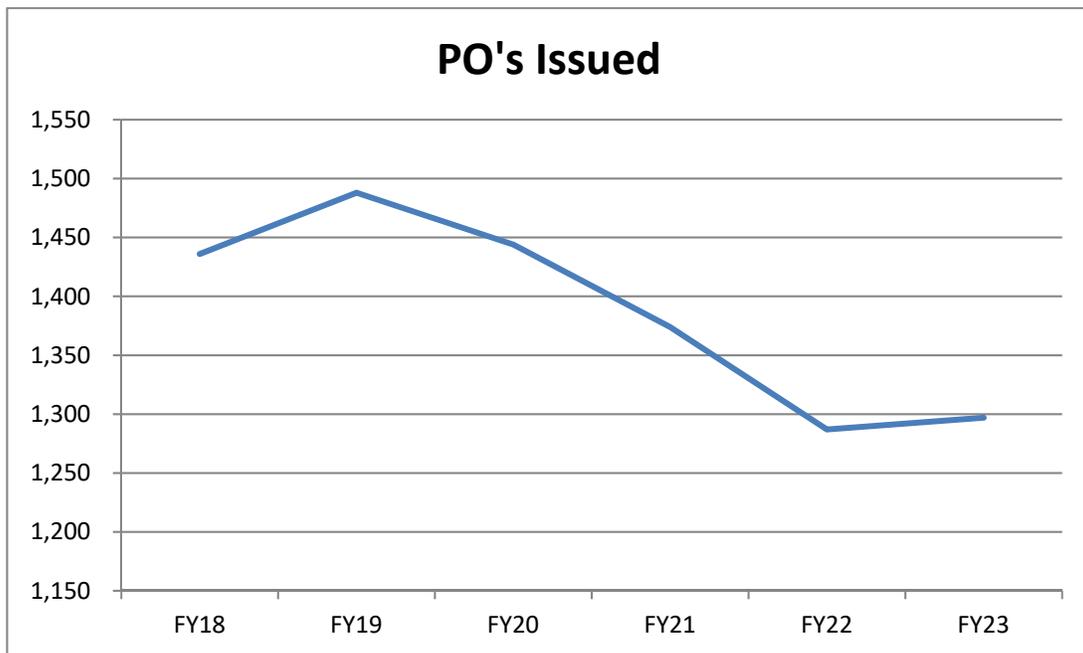
Kelly Lamberson, Finance Director

The Finance Department is charged with the responsibilities of accounting, purchasing, budgeting, payroll, cash and asset management, risk management, debt service, investments, federal and state grant accounting, and customer services. The Finance Department consists of 14 employees within 2 primary divisions: finance and customer service.

A summary of FY23 activities and accomplishments for the Finance Department is as follows.

Purchasing

It is the responsibility of the Purchasing Agent to ensure that all purchases for the City are made in accordance with policies and guidelines set forth by the City of Sand Springs Code and Ordinances and the State of Oklahoma Statutes. Most purchases are made either by purchase order or procurement card. The Purchasing Agent also processes travel requests and reimbursements, as well as assets and inventory. The following chart show the number of purchase orders issued each year over the past 6 years:



Fixed Assets

The Purchasing Agent maintains the City's fixed asset system, performs monthly depreciation, and oversees the annual inventory counts. As of the end of fiscal year 2023, the City currently manages 1,866 fixed assets with a combined book value of approximately \$159 million.

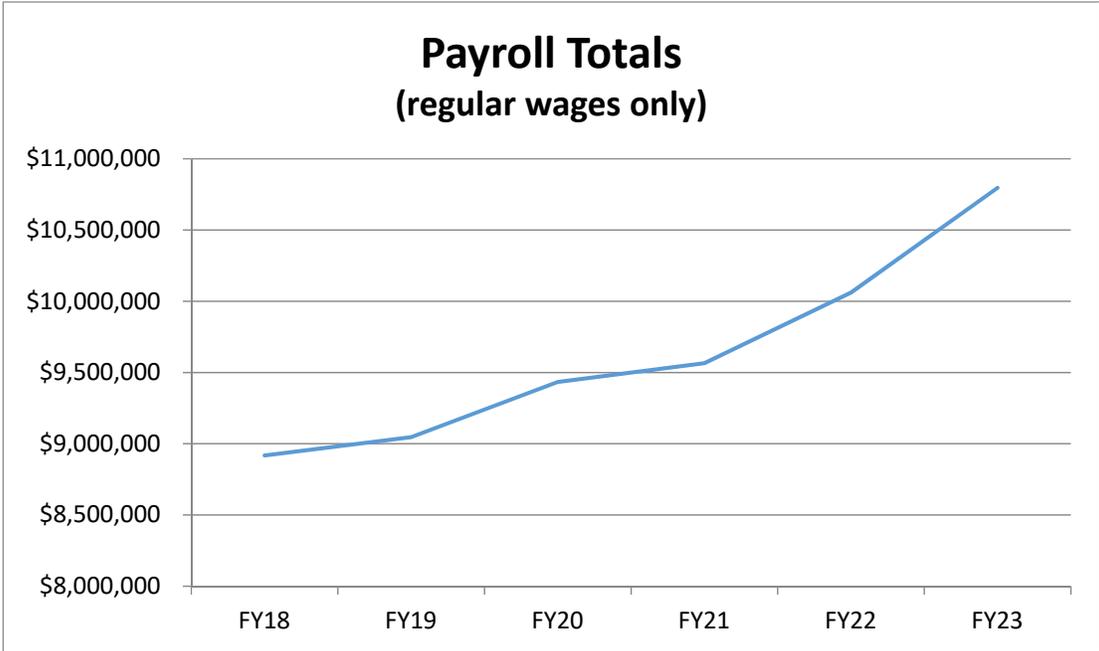
Accounts Payable

The Accounts Payable Specialist receives all invoices, matches them to the purchase orders, enters them into the accounting system, and generates payment of those invoices on a weekly basis. Over the past few years, the total number of checks written as well as average check amount has remained fairly steady. The following chart shows the number of checks issued and totals for each fiscal year:

AP Disbursements			
	# Checks	Total Amount	Ave Check Amt
FY18	3,487	\$ 22,775,819	\$ 6,532
FY19	3,450	\$ 26,501,618	\$ 7,682
FY20	4,647	\$ 22,273,385	\$ 4,793
FY21	3,376	\$ 16,636,594	\$ 4,928
FY22	3,427	\$ 21,812,383	\$ 6,365
FY23	3,289	\$ 21,228,853	\$ 6,455

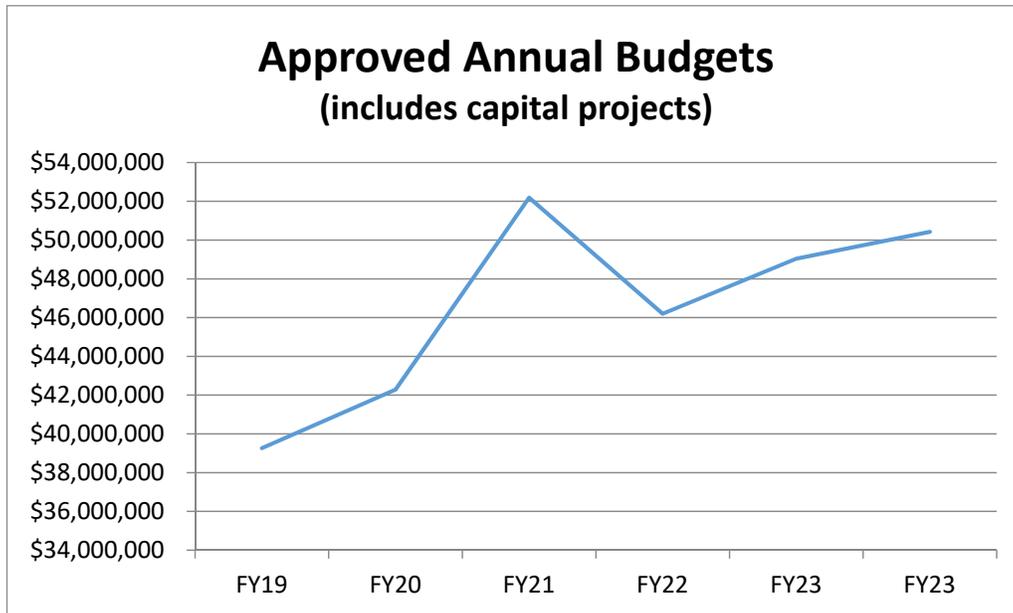
Payroll

The Payroll Specialist is responsible for maintaining the payroll records of all employees, and on a biweekly basis balances timesheets, calculates payroll and taxes, and issues the payroll checks. During the past twelve months, the Payroll Specialist managed the pay and benefits for all 210 full time, 16 part time, and 4 temporary/ seasonal personnel, processing over 5,800 direct deposits. Payroll totals per year are as follows:



Budget

The Budget Officer is responsible for producing an annual city-wide budget and maintaining the budget throughout the year by analyzing budget-to-actual variances on a monthly basis, processing budget amendments and transfers, and communicating any budget-related issues to management as they arise. The FY24 budget, which covers the period of July 1, 2023 through June 30, 2024, was presented to City Council and a public hearing was conducted and the \$50M budget was subsequently approved on May 22nd. The chart below lists the total budget dollars approved each fiscal year over the past 6 years.



Accounting

The Accountant is responsible for booking revenues, making general ledger transactions, managing grants and investments, handling debt service and other electronic payments, performing monthly bank reconciliations, preparing monthly financials, assisting in year-end and audit functions, and the annual CAFR.

CAFR

The City is required to publish within 6 months of the close of each fiscal year a complete set of financial statements presented in conformance with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. The finance department strives to achieve the highest standards in governmental accounting and financial reporting. The City anticipates receiving the Certificate of Achievement for Excellence in Financial Reporting for the FY23 CAFR, for the 34th consecutive year.

Grants

In the normal course of business, the City participates in various federal and state grant programs from year to year. Each program contains specific conditions and accounting requirements, which must be met to ensure reimbursement and safeguard of the City’s eligibility for future grant awards. During FY23, the City received almost \$1.9 million in financial assistance from the American Rescue Plan Act (ARPA), the Federal Emergency Management Agency (FEMA), JAG, and CDBG.

Customer Service

Responsibilities of the Customer Service Department include billing and collection of monies owed to the Sand Springs Municipal Trust Authority and the City of Sand Springs for utilities and other services and fees. Other responsibilities include monitoring and overseeing the AMR meter reading system, balancing and maintaining the kiosk, and resolving a variety of billing issues and customer concerns or complaints. The Customer Service department consists of 5 full-time office employees and 3 field personnel.

Customer Service personnel processes over 80,000 payments each year, which includes payments for utilities, airport, golf, parks, fire, police, neighborhood services, museum, and other city-related taxes and fees.

As of June 30th, there were 12,912 active water accounts, 7,401 sewer accounts, 7,617 refuse accounts, and 7,679 stormwater accounts. Total water volume billed during FY23 went up by 10% from the previous year. Wastewater volume billed also went up by 4.4%. The below table will show the water volume and revenue billed per year over the past 6 years.

Water Billed per Year			Wastewater Billed per Year		
	<u>Volume *</u>	<u>Revenue</u>		<u>Volume *</u>	<u>Revenue</u>
FY23	1,117,289	\$ 9,650,435	FY23	498,743	\$ 3,646,000
FY22	1,015,708	\$ 8,764,785	FY22	477,670	\$ 3,503,385
FY21	1,012,378	\$ 8,585,086	FY21	473,754	\$ 3,421,926
FY20	930,951	\$ 7,691,756	FY20	465,380	\$ 3,267,620
FY19	953,828	\$ 7,659,023	FY19	498,689	\$ 3,360,391
FY18	1,055,672	\$ 8,192,402	FY18	524,723	\$ 3,361,849
* per thousand gallons			* per thousand gallons		

Information Services

The Information Services (IS) Division provides hardware, database and software support, repair, and maintenance for all departments of the City. The division consists of three full-time employees and supports 187 users over 28 departments. Below is a list of the network equipment this department manages as well as the projects and accomplishments they completed or worked on over the past year.

Network Equipment/Management

- 23 POE Network Switches
- 31 Servers (5 Physical and 26 Virtual)
- 3 Data Storage Devices
- 3 Backup Disaster Recovery Devices
- 139 Physical Workstations
- 187+ End Users
- 8 Firewall Security Appliances
- 28 Managed Access Points
- 20+ Network Management Tools
- 29 Patrol Laptops (26 Active and 3 on Standby)
- 5 Fire Tablets
- 30+ Tablets for Standard Employees

Projects/Accomplishments

- Upgraded from Firehouse to ESO
- Disaster Recovery of data, operations and network connectivity of COSS sites for the 2023 wind storm
- Migrated firewall security appliances and access points to cloud environment
- Upgrade City PC's to Windows 11 Pro
- Upgraded Patrol tablets to Getac laptops & decommissioned old Police/Fire tablets
- Repurpose and deploy decommissioned Police/Fire tablets to WW, WM/ST, SW and Parks for OMAG training, Paylocity, Email, etc.
- Created Exchange accounts for all field personnel
- Upgrade Fire to Dell 7230 Rugged Tablets
- Migrated Firehouse database to on-prem virtual machine
- Replaced POE switch for Park Maintenance
- Installed POE switch, 4 smart tv's as well as an access point for the new PSC gym
- Installed new access points for the Golf Course, WM/ST, Waste Water, Solid Waste and Park Maintenance

- Installed new printers for:
 - Holly Wheat (HR)
 - Case Community Center
 - Arlena Barnes (Finance)
 - Robby Wilson (Solid Waste)
 - Fire Station 1 Work Area
- Added new IP POE phone for the Golf Course
- Installed Weatherlink device for PSC
- Deployed 2 new pc's with new keyboard/mice combo for the EOC
- Installed Roku enterprise system for the Golf Course
- Added secondary CC machine for the Golf Course
- Upgraded Itron server to the latest version
- Upgraded CAD mapping interface to the latest version for Fire
- Created update maintenance schedule for all Servers
- Replaced Locution PC for Fire Station 2
- Replaced bunk pc for Fire Station 1
- Built new server for pc deployment
- Upgrade CH-File Server and Public Safety Backup Disaster Recovery Server to new Server 2022 Operating System
- Upgrade from Exchange 2016 to Exchange 2019
- Upgrade Waste Water Metro-E from copper to fiber
- Deploy new Police Administration pc's

Human Resources Department

Kristin S. Johnston, Human Resources Director

Introduction

The Human Resources department strives to provide excellent customer service to both current and prospective employees of the City of Sand Springs. The Human Resources department maintains an open door policy and is available to assist all inquiries with needed resources. The department is diligent and purposeful in providing fair, confidential, and timely assistance. The Human Resources department consists of a Director and the Human Resources Specialist Holly Wheat.

Equal Employment Opportunity (EEO) Employer

The City of Sand Springs is an equal employment opportunity employer where required by law. The Human Resources department works to provide qualified employees based on merit and business needs, and not on race, ancestry, religion, gender, age, marital or civil union status, national origin, sexual orientation, place of birth, citizenship, veteran status, or disability, as defined and required by state and federal laws.

Legal & Compliance

The Human Resources department is responsible for complying with state and local updates as well as employment law. The department consults with the City Attorney and the Oklahoma Municipal Assurance Group to ensure laws and policies are followed in both compliance and training. Compliance includes the OSHA 300 Report, EEO-4 Report, Harassment Surveys, Parks Department background checks, pre-employment background checks, Department of Transportation random drug and alcohol screenings, distribution of Medicare notices, and tracking of mandatory safety training. The Workers' Compensation Renewal Plan, benefit election renewals, and any changes to the Oklahoma Municipal Retirement Fund are approved by a vote of the City Council.

Talent Acquisition & Recruitment

The Human Resources department utilizes the *Acquire*TM software for applicant tracking and hiring management. *Acquire*TM (EON Applications, Inc.) provides the hiring team access to information needed to make informed hiring decisions. The software is user-friendly and well received by both hiring managers and prospective employees.

The Human Resources department keeps an open line of communication with each department to help fill staffing needs as well as update job descriptions and customize the interview process.

Compensation

The City of Sand Springs continues to utilize a 25-step pay plan for both hourly and salaried employees to allow for the movement of wages. Employees move up a step and receive a base pay increase of 2% on their annual anniversary pending a satisfactory performance evaluation.

Competitive Benefit Package

The Human Resources department works with NFP Benefit Consultants and Insurance Brokers to negotiate a competitive benefit package for employees. The following are highlights of the FY24 benefit package available to full-time employees:

- Group medical insurance through Community Care of Oklahoma - Employees have three plan options: Base Plan, Buy-Up Plan, and High-Deductible Plan. The City of Sand Springs pays 75% of the premium costs to the Base Plan.
- Group dental insurance through Mutual of Omaha - The City pays 100% of the premium for the employee.
- Basic Life and AD&D through Mutual of Omaha - The City pays 100% of the premium for a benefit amount of 1 times the employee's annual earnings at time of enrollment.
- Short Term Disability through Mutual of Omaha - For the first time, the City pays 100% of the premium for the employee.
- Long Term Disability through Mutual of Omaha - The City pays 100% of the premium for the employee.
- Telemedicine through HealthJoy – The City pays 100% of the premium for the employee.

A landing page is available on the Human Resource page of the City's website and links employees to all benefit resources and claim forms. Elective insurance benefits include Critical Illness, Hospital Indemnity, and Voluntary Life & AD&D.

Employee Assistance Program & Wellness

Oklahoma Municipal Assurance Group (OMAG) provides EAP services for employees. EAP services include counseling, consultation, crisis support, coaching, adult and child resources, personal and professional training, and digital behavioral health tools. The EAP services are free and confidential.

The Human Resources department works with Benefit Resources, Inc. to provide flexible benefit plans that allows for deferral of taxes on health care and dependent day care reimbursements.

Retirement

The Human Resources department is responsible for the administrative needs of the Oklahoma Municipal Retirement Fund, the Oklahoma State Firefighters Pension Board, and the Oklahoma State Police Pension Board. The department is also responsible for the administrative needs of the Nationwide 457 Defined Contribution Plan, a supplemental retirement plan available to employees.

Policies

Employee policies are being updated and reviewed by legal and administration for distribution in Fiscal Year 2024. The following updated policies are currently in effect: Drug-

Free and Alcohol-Free Workplace (2023-07-01), Dress Code (2023-06-07), and Flex Time in Lieu of Overtime Pay (2023-06-02).

Labor Relations

The Human Resources department participates in the negotiations of Collective Bargaining Agreements with Fire and Police. Human Resources also works with both Police and Fire in following protocols set form in the hiring and promotion of employees under a bargaining agreement.

The City of Sand Springs successfully negotiated an agreement with the Sand Springs International Association of Firefighters Local 2173, effective July 1, 2023 to June 30, 2024. Negotiations continue between the City of Sand Springs and Sand Springs Lodge No. 109 of the Fraternal Order of Police.

The negotiations related to CBA's are conducted with respect and sincerity of intention. The Human Resources department conscientiously works to preserve this high standard.

Safety & Risk Management

The Human Resources Director serves as the Safety Program Administrator. The Safety Program Administrator coordinates periodic safety and health inspections of all workplace facilities, provides standardized citywide safety training, retains departmental training sessions attendance logs, conducts accident and/or injury investigations, monitors illness exposure, and provides Standard Operating Procedures as it relates to the Health & Safety program.

The Safety Program Administrator facilitates the monthly Employee Safety Officer Committee (ESOC) meetings. ESOC members review all accidents and injuries involving employee of the City of Sand Springs, coordinate and log attendance at monthly tailgate trainings, and make the Notice of Unsafe Work Are/Procedure form available to employees of each department.

The Human Resources department maintains the OSHA 300 Logs of work-related injuries and illnesses; calculates injury and illness incidence rates annually at the fiscal year; and posts the OSHA 300-A summary of work-related injuries and illnesses as required.

Employee Events

The Human Resources department coordinates an on-site flu shot clinic for employees. Going forward, the department will look at adding other healthcare screenings to the clinic.

The department facilitates the annual United Way Campaign and encourages employee participation. Jean tickets and the Day of Giving are incentives to participate.

The Human Resources department has worked with the City Clerk division the last two years to host the Annual Employee Recognition Luncheon. Employees are treated to a holiday dinner along with the City Council and retirees. The following awards are presented during the luncheon: Employee of the Year, Supervisor of the Year, Years of Service, Safety, and Attendance.

The 2022 Employee of the Year was awarded to Officer James Holfoty, and the 2022 Supervisor of the Year was awarded to Code Enforcement Manager Andy Templeton.

LEGAL DEPARTMENT

David L. Weatherford, City Attorney

The Legal Department is comprised of the City Attorney, Municipal Court Judge, and City Prosecutor. As the chief legal officer for the City, the City Attorney is responsible for prosecuting and defending the interests of the City in lawsuits and administrative proceedings.

Litigation

As of June 30, 2022, there is the following pending litigation (other than workers compensation claims handled by the City's workers compensation insurance carries and routine claims involving the vacation of easements or liens) against the City:

1. *Jackson v. City of Sand Springs and Kyle Alexander*: Mr. Jackson filed a lawsuit (pro se) in federal court on February 15, 2022, alleging that a speeding ticket written by Police Officer Kyle Alexander was the result of racial targeting; additionally, even prior to his municipal court trial (in which he was convicted on May 24, 2022), Mr. Jackson alleged a failure of the City to accommodate his hearing disability during municipal court proceedings. As a result of a federal court settlement conference in which Mike Carter, myself, an attorney hired by OMAG and an OMAG representative appeared, the case was settled and resolved with a minimal payment by OMAG and a release of all claims and a dismissal from Mr. Jackson. No further action is expected as a result of the claims that were made.
2. *O'Grady v. City of Sand Springs*: Ms. O'Grady filed a lawsuit in Tulsa County District Court on February 9, 2022, alleging an injury to her teenage daughter at a Case Park playground; the lawsuit alleges the playground equipment was defective either by poor design or maintenance. After some initial discovery by the Plaintiffs, the case was dismissed against the City with no payment or finding of liability.
3. *Hampton Hotel*: In June of 2023, a contractor for the Hampton filed a lien foreclosure lawsuit against the owners and lenders involved with the hotel, naming the City as a Defendant because of a lien for unpaid hotel taxes. I have responded with a claim for the amount owed to the City. The case is in its early stages, but unless the owners take care of the lien issues, we can expect a foreclosure of some sort to continue with the Hampton.
4. *113th Street Improvement Project*: The City is still in the process of acquiring parcels for the 113th project, with a couple of property owners who have not come to an agreement with the city for right of way acquisition. It may be

necessary to present to the council in the near future a resolution authorizing condemnation actions for the remaining parcels. Related to this project, during 2022, council authorized an action to get court approval of an acquisition from Mayor Spoon; the Judge approved the acquisition and that issue was resolved and concluded.

It is a testament to the hard work of the various department heads and their employees (especially Police, Human Resources and Public Works) that claims against the City are being avoided and issues resolved prior to them reaching the level of litigation.

Pending Policy Issues

There have been several important “policy” issues that involve legal issues, some of which are ongoing:

1. *McGirt Tribal Issues*. As a result of a ruling by the U.S. Supreme Court in *McGirt*, numerous issues have arisen concerning City and Tribal issues. The City is currently prosecuting tribal members who are charged with municipal offenses, similar to the approach taken by the City of Tulsa. Additionally, the City has been the subject of discovery and attempted claims related to McGirt issues, and one failed attempt at a class action (*Nicholson et. al v. Stitt, et. al*) was resolved by the Oklahoma Supreme Court on April 19, 2022, in favor of the Sand Springs and other cities. Several important court decisions have been released within the past year, and these issues continue to be monitored to ensure the City is acting in a manner that is consistent with current law.
2. *Staff, Council and Board Training*: The City Council handbook for elected officials was updated and more staff and council training is ongoing, as well as additional handbooks for other boards and commissions.
3. *Vision 2025*: Property development issues were concluded in the RiverWest development, with sales completed within the past year to Schlotzskys, Chilis and Planet Fitness. There should be ongoing retail sales reports and a final real estate report that outlines the long-term success of the project.
4. *Sheffield Crossing Development*: Multiple projects have been involved with the retail development at Sheffield Crossing, including the initial phase of the infrastructure (entry road, utilities and traffic signal) that allowed for the sale and opening of Chick-fil-a in June, 2020. Additional infrastructure projects and real estate issues will continue throughout the upcoming year, as additional land was purchased. Several economic development projects are ongoing, with Dutch Bros and Tropical Smoothie being completed within the past year. Additionally, several projects are pending but are currently being delayed by the ODOT Highway 97

widening project. By spring 2024, we should have a very good timeline for the continuing development of not only the highway frontage lots, but also the entire development. Additionally, the road over the levee and 9 acre development to the south of Sheffield will be completed in the fall of 2023, and will allow the City to move forward with marketing efforts for that property.

5. *Residential Development:* In the spring of 2020, the City purchased 52 acres to pursue a residential development project; engineering work and planning continues. As soon as final engineering plans are complete, the infrastructure should be bid with the hope that we will be ready to sell lots for residential development at some point during 2024; a great deal of work will be necessary to complete the project, with council approval of the process as the sale process begins.
6. *Personnel:* Although not reflected in pending litigation, the City deals with numerous personnel issues on a regular basis, from workers compensation claims, disciplinary issues, benefit claims, retirement issues, and implementation of procedures to provide a safe and fair employment environment for all employees. Additionally, collective bargaining agreement negotiations with the FOP have not been completed for this budget year and will be ongoing.
7. *Miscellaneous:* Many departments of the City are either exploring or working on better ways to provide city services, all with the goal of less litigation and better service to the public; among those, it is anticipated that an update of purchasing ordinances will continue, with an update concerning emergency spending.

Conclusion

Also during the past year, there were regular meetings with directors of various departments of the City, numerous contracts reviewed, resolutions prepared, and policies considered, as well as advice to the various boards and commissions associated with the City.

Parks and Recreation

Joe Medlin, Director

Developed Parks

Angus Valley Park
Charles Page Triangle
Freedom Fields
Glenns Park
Page Park
Prattwood III Park
Rotary Centennial Park
Zackary Park

Case Community Park
Inez Kirk Garden
Freedom Triangle
Keystone Ancient Forest
Pratt Civitan Park
Ray Brown Park
Sand Springs Lake Park

Undeveloped Parks

Cedar Ridge Park
Limestone North Park
Red Bud Park

Country Meadows Park
Limestone South Park

Trails/Non-Park Areas

41st Trail – 2.8 miles
Concord Estates Trail – 0.5 miles
Downtown tree wells
Hwy 412 Corridor/Underpass grasses
Keystone Ancient Forest Trails – 12 miles
River City Trail – 2 miles
Sand Springs Lake Trail – 1.2 miles

Clyde Boyd Trail – 0.8 miles
Downtown sidewalks
Hwy 97 Trail – 3 miles
Katy Trail – 3 miles
Park Road Trail – 1 mile
River West Trail – 1.5 miles

Amenities:

2 – Sand volleyball courts, lighted
2 – Stages
5 – Outdoor basketball courts, 4 - lighted
4 – Restrooms
12 – Rentable shelters
1-36-hole disc golf course
Forest Visitor's Center
Skate Park

2 – Splash pads
3 – Concession stands
4 – Tennis/Pickleball courts, lighted
10 – Playgrounds
1-18-hole golf course
Community Center
Maintenance building

Co-Sponsored/Supported Events:

Boo at Case
Downtown Tree Lighting
Gilcrease in Your Neighborhood
Mountain)
Oklahoma Open Disc Golf Championship

Church That Matters 5K
Euro Motor Car Show
Monarchs on the Mountain (Turkey
Rotary Chili Cook off

Sand Springs Fishing Derby
& Live Band
CPHS Senior Celebration
Dance
Stop the Hate Tattoo Cover-up
Wreath Laying Ceremony
WSA Tournament

SCA OK State Championship Cook-off
Senior Programming New Year's Eve
Vets that Matter Chillin and Grillin
WSA Labor Day Tournament

Sand Springs Parks Special Events:

1st Day Hike
Astronomy Night
Cross Timbers Outreach Event
Herbal Affair
Employee Appreciation BBQ on the Green
Night at Case
Steak Cook-off

Ancient Trail Trek
Block Parties North and South
Dads and Dogs
July 3rd Fireworks
Mother's Day Hike
Senior Programming Christmas Dinner
Tacos, Tails and Trails

Weekly/Monthly Activities:

Art Hikes – monthly
Line Dance Lessons – weekly summer
Pound! Exercise – weekly
Senior Exercise – 2 times/week
monthly)
Tai Chi – 2 times/week
Zumba Gold – 2 times/week

Blood Drive – monthly
Pickleball – 3 to 4 times/week
Senior Programming Dance (bi-monthly)
Senior Programming Game Nights (bi-
Zumba – 2 times/week

Groups Managed/Under Contract with Sand Springs Parks:

NEO USSSA Baseball Association
Sand Springs BMX
Association/Trust
Sand Springs Senior Association
Sand Springs Youth Football
Veterans Alliance

NEO USSSA Softball Association
Sand Springs Museum
Sand Springs Youth Basketball
Talley Golf Management
WSA/Sand Springs Soccer Association

Case Community Park Usage:

BMX
6 to 10 - Open house/special events/year
55 – Clinics
74 – Single point races

50 – Open practices
59 – Average number of riders/event
154 – Registered riders

Disc Golf

29 states and 2 countries – Players visited from afar

75 – Players from over 300+ miles away 126 – Players from over 150+ miles away

313 – Players from over 30+ miles away 1,146 – Golfers used our course this year

NEO USSSA Baseball

15 – Tournaments

308 – Teams, 49 of them out-of-state

318 – Youth in league

2,500 – Average tournament attendance

NEO USSSA Softball

13 – Tournaments

298 – Youth in league

398 – Teams, 146 of them out-of-town 2,500 – Average tournament attendance

WSA/Sand Springs Soccer

462 – Academy youth, ages 7 to 10 years

640 – Recreational youth, ages 3 to 17 years from Sand Springs area

1,008 – Competitive youth, ages 11 years and older

1,373 – Recreational youth, ages 3 to 17 years outside of Sand Springs area

2,110 – Total youth with Case Community Park as primary facility

4,000 to 8,000 each – Average attendance for Labor Day and WSA Cup Tournaments

Staffing

Director – Joe Medlin

Recreation Manager – Joy McAfee

Park Operator – Shawn Cole

Park Foremen – Richard Coe

Park Admin Assistant – Melissa Cartwright

Park Maintenance Tech – Kevin Rouk

Park Maintenance Tech – Kim Fisher

Park Maintenance Tech – Chris Swartwout

Park Maintenance Tech – 3 Vacant

Full-time KAF Coordinator – Jessica Schmidt

Part-time KAF Coordinator – Stan Hall

Full-time CCC Coordinator – Linda Pinkerton

Full-time CCC Coordinator – Kaia Forbes

Part-time CCC Coordinator – Judy Forbes

Part-time CCC Coordinator – Kason Hughes

Part-time CCC Coordinator – Teresa Robinson

Senior Transportation – Gene Hartman

Marketing & Special Events Manager – Chloe Haroldson

The Year in Review

Funded through part of the 2022 GO Bonds, the design and construction of the BMX parking lot; which is vital to continued growth of the complex; is underway and should be completed by Thanksgiving 2023. The construction crew lead by Mike Wood has been instrumental in completing the Bond projects within budget. The softball light section of the sports field improvements bond will be managed by Parks staff. We have secured bids for the light poles and fixtures from Elliott Electric and are awaiting delivery. While other money has been allocated for these projects, they will not start until 2024. The Canyons at Blackjack Ridge experienced winter kill which affected play during the last two months of the year. However, with higher than expected play, the revenues were still well above projections. The management team led by Brian Talley has not only repaired the greens but improved the driving range and several of the holes around the pro shop. The Parks department is very fortunate that the leadership at the golf course provides a level of product that exceeds most municipal courses. By working as a team and pulling together, internal staff served citizens even during changes in Director and several other positions.

The Parks department again this year, hosted and planned multiple events with the largest being Herbal Affair. The addition of Chloe Haroldson enabled one person to work for three months focusing primarily on the event. Attendance of visitors and vendors were at an all-time high as a result. Working with downtown businesses to create a seamless event allowed the City to showcase our local shops to the Tulsa community. The fireworks show was no small feat to host due to the June 18th storms. The community, staff and businesses stepped up together to provide the crowds of 3,500+ a great evening of music, food and fun. Special Event permitting moved to the Park offices this year and it allowed the Parks staff to guide events to the correct venue. Activities were managed in a way to lessen the burden on downtown businesses and staff but still provide quality venues for events.

This year the Sand Springs Museum storage was moved to a new location provided by the City. Park staff worked many hours with the Trust and Museum Director ensuring all items were properly moved and stored for future exhibits. This move will allow \$9,000.00 to be used in a more effective manner. The year of planning for a large Charles Schulz exhibit has led to high expectations for the 2023 Holiday season. Parks, local community members, the chamber and other city staff are working to make a true downtown event come to life in conjunction with the exhibit. We will start planning with the Trust on repairs to the interior of the building with allocated GO Bond funds in 2024.

The Parks staff delivers recreational services for the community through the management of park facilities, recreational programming and community-wide special events. The department also offers maintenance services in the downtown district providing care for downtown tree wells, highway right-of-ways, highway underpasses and trash collection along high visibility sections of the City. The department is responsible for the Case Community Center, the Canyons at Blackjack Ridge golf course, the city's parks and trails system, the 1,400-acre Keystone Ancient Forest

nature preserve, the Sand Springs Senior Citizens Program and the Veterans Alliance. In addition, the department also assists at the Sand Springs Cultural and Historical Museum. The Parks staff is made up of a great group of employees who are driven to serve the community.

PLANNING DEPARTMENT

Brad Bates, Planning & Neighborhood Services Director
JULY 1, 2022 – JUNE 30, 2023 SUMMARY

Annexation:

No annexation requests were filed this reporting period.

Detachments:

No detachments were recorded for this reporting period.

Board of Adjustment:

A variety of cases were heard by Board of Adjustment with two (2) Variances, and eleven (11) Special Exceptions. The Variances involved Bulk and Area Requirements. Special Exception requests included accessory building sizes and/or exterior finishing materials, carports and Special Exceptions to allow duplex dwellings in RS-3 district. Six (6) Variances were received from Sperry and Mannford as a result of the interlocal agreement between Sand Springs and those towns.

Lot Splits and Combinations:

Six (6) Lot-Combos were approved during the reporting period (2 residential and 4 commercial). Seven (7) Lot-Splits were approved during the reporting period (3 residential and 4 commercial).

Plats:

A Preliminary Plat was filed for The Trails, a One Hundred-Seventeen (117) lot, nine (9) block subdivision, north of 51st St., west of Hwy 97, zoned RS-3. The Preliminary Plat was approved September 2022.

A Final Plat was approved for Stone Creek Estates IV, a fifty-one (51) lot, five (5) block subdivision on the south side of 51st St., west of Hwy 97. The Final Plat was approved by the Sand Springs Planning Commission on July 11, 2022. The Final Plat was reviewed by City Council on July 25, 2022.

Plat Waiver

None received this reporting period.

Planned Unit Developments (PUD):

No PUD's were received during this reporting period.

Specific Use Permits (SUP):

- SUP-74 Billy Frazier, on behalf of A Safe Place Mini Storage, Inc. 7.19 unplatted acres located at approximately 4500 S. 112th W. Ave. Specific Use Permit to allow a mini-storage (UU 16).
CS
STR: 26-19N-11E
PC: Initial Review 07/11/2022
PC: Public Hearing 08/08/2022 Recommend Approval 6-0-0
CC: 08/22/2022 Approved 7-0-0
- SUP-15-B Troy Norris, on behalf of Eagles View RV Park. 20601 W. Wekiwa Rd. Specific Use Permit to expand existing use for 70 additional rv sites. Unplatted 12.497 acres located at S. 209th W. Ave., and Wekiwa Rd.
CG
STR: 02-19N-10E
PC: Initial Review 12/05/2022
PC: Public Hearing 01/09/2023 Recommend Approval 7-0-0
CC: 01/23/2023 Approved 6-0-0
- SUP-47-A Riley Howard. 1 E. 34th St., Lots A thru D Less S5 Lt D, Hubbard Sub Prt L9 All L10-12 & Prt 13, Blk 11, Rock Hill Addition. Amendment to Specific Use Permit to allow an expansion of use of a bar (UU 12a).
CG
STR: 23-19N-11E
PC: Initial Hearing 02/13/2023
PC: Public Hearing 03/13/2023 Application withdrawn 2/14/23
CC: 03/27/2023
- SUP-75 Mike Posey, applicant/contract purchaser, Sand Springs Home, owner. 8.979 unplatted acres located at approximately 5th St., on the east side of S. 209th W. Ave. Specific Use Permit to allow a RV park (UU 20).
CG
STR: 02-19N-10E
PC: Initial Hearing 04/10/2023
PC: Public Hearing 05/09/2023 Rec denial to CC did not pass 2-2-1
CC: 05/22/2023 Application withdrawn 05/17/2023

Zoning Cases:

- SSZ-512 Michael Young. 219 N. Roosevelt (Lots 26, 27, and 28, Blk 38, SSOT); 225 N. Roosevelt (W87 of Lots 29 and 30, Blk 38, SSOT); and 110 W. Broadway (E53 of Lots 29 and 30, Blk 38, SSOT). Rezone from RS-3 (225 N. Roosevelt and 110 W. Broadway) and OM (219 N. Roosevelt) to CS.
STR: 11-19N-11E
PC: 08/08/2022 Motion to approve 2-4-0 (motion failed)
CC: 08/22/2022 Denied 6-1-0
Ord. #1395 (void)
- SSZ-513 Taylor Claybrook. 21301 W. 8th St. 5 unplatted acres west of 209th W. Ave., north of 8th St. Rezone from AG to RMH.
STR: 03-19N-11E
PC: 10/11/2022 Continued 5-0-0
PC: 11/01/2022 Recommend Approval 3-0-1
CC: 11/14/2022 Approved 7-0-0
Ord. 1403
- SSZ-514 Tobi Cahill. 7 W. 42nd St., Lot 25, Block 1, Walnut Creek Addn. Rezone from RS-2 to RD.
STR: 27-19N-11E
PC: 12/05/2022 Recommend Approval 5-0-0
CC: 01/23/2023 Approved 6-0-0
Ord. 1406

Closings/Vacations of ROW or UE

No closings or vacations were processed during this reporting period.

ROW and Utility Encroachments

No ROW and Utility Encroachments were received during this reporting period.

Alternative Landscape Compliance

No requests were processed during this reporting period.

Change of Access

No Changes of Access were processed during this reporting period.

CDBG Grants

CDBG FY22 - Lincoln Water Line Replacement (Broadway St. to 4th St.) - Replace approximately 510 l.f. of 4-inch cast iron water line with 8-inch DIP & PVC water line and appurtenances along Lincoln Avenue from Broadway St. to 4th St. Existing service lines will also be replaced with new service lines. Total Project Cost: \$140,825.00 (CDBG Funds: \$96,718.10, Matching Funds: \$44,106.90)

CDBG FY23 Application - Rehabilitate approximately 20-25 sanitary sewer manholes between McKinley and Adams from Broadway to 10th St. to include: 1. Replacement of frames/lids/frame seals 2. Interior Wall Coating 3. Bench & invert rehabilitation 4. Replace MH Frame/Lid/Seal/ Chimney 5. Raise MH Frame/Lid to grade. Total Project Cost: \$134,300.00 (CDBG Funds: \$93,867.17, Matching Funds: \$40,432.83)

Special Events Permits:

Five (5) permits were issued during this reporting period. It is noted that the Parks Department took over the Special Event Permit process in January of 2023.

Additional Ordinances:

Ord. 1396 Update Zoning Code at Chapters 6, 7, and 9 regarding façade requirements. 09/05/2022

Ord. 1403 Rezone 5 acres from AG to RMH for residential mobile home park at 21301 W. 8th St. STR 03-19N-10E- 11/21/2022

Ord. 1404 Amend Code of Ordinances Section 9, Chapter 40 regarding prevention of youth access to tobacco – 10/24/2022

Ord. 1405 Amend Code of Ordinances Section 6.06 requiring medical marijuana businesses to obtain annual Certificate of Compliance – 10/24/2022

Ord. 1406 Rezone 7 W. 42nd St., from RS-2 to RD. STR 27-19N-11E – 01/31/2023

Update Subdivision Regulations

No updates to the Subdivision Regulations were made during this reporting period.

Other Items:

The Planning Department presented the FY2024 MTTA Service Contract to City Council on May 22, 2023.

The Planning Department works closely with Neighborhood Services in reviewing building permits, sign permits and certificates of occupancy. Details such as setbacks and zoning issues are noted.

Many phone calls are received by the Planning Department from citizens with planning or zoning questions. Common inquiries are zoning regulations, lot sizes, property lines, and size and location of outbuildings. The department provides citizens with paperwork such as plats, covenants and maps.

Special Projects

Downtown Streetscape – Project was rebid on Feb. 23, 2023 and awarded to Tri-Star Construction. The project was awarded and a notice to award was issued on March 28th, 2023. A notice to proceed was given on April 20, 2023 with a construction start date to begin on May 1, 2023. The construction timeline was 100 days to be substantially complete on August 8th and the project closed out by September 7, 2023. Due to unforeseen issue the project was delayed and the additional construction days were granted and the project was given a new substantial completion date of September 26th, 2023 with the project to be finalized by October 26th, 2023. A ribbon cutting was held on September 22, 2023.



Animal Welfare Facility Design

City staff put out an RFQ to design firms in the summer of 2022 to go through a selection process for an Architectural Firm to Design the Shelter. GH2 was selected as the design firm and a Kick off meeting was held in October of 2022. The design process was planned to take about 8-9 months with final design to be delivered in late summer/early fall of 2023. The project is now fully designed and ready to be bid out for construction with an estimated 10-12 month build time.

CITY OF SAND SPRINGS
ANIMAL WELFARE
CONSTRUCTION DOCUMENTS
09/20/2023



FY-23 NEIGHBORHOOD SERVICES DIVISION ANNUAL REPORT

- Building and Trade Permits and Inspections
- Occupational Licenses
- Public Nuisance Code Enforcement
- Animal Welfare

Building and Trade Permits and Inspections:

Residential and Commercial Building Permits: Residential construction has decreased by 44% throughout FY-23. There were 44 permits issued for new home construction during FY23.

The overall value of new home construction totaled \$9,248,549 – a 55.96% decrease from FY22. The average cost of a new home in Sand Springs during this fiscal year was \$210,194 – a 16.61% decrease from FY22.

Even though the number of Commercial building permits issued in FY23 decreased by 43% from FY22, the overall value (\$29,017,570) of the 12 permits issued increased by

596%. Project highlights included a \$22,830,000 Webco Leadership Campus, a Tropical Smoothie with a value of \$700,000, a \$750,000 demo and new commercial building for Wendy's, and a \$1,200,000 Chili's Restaurant.



Other Permits: Some 127 building permits were issued for other structures – including signs, swimming pools, storm shelters and safe rooms, solar panels, carports, awnings, garages and workshops, and

porches and decks. Solar Panels have been steadily growing year after year. FY23 showed a 78% increase in the number of permits issued over FY22.

The total value for these “other permits” was \$3,905,230.

Additionally, FY23 saw 219 electrical, 98 mechanical (HVAC) and 136 plumbing trade permits issued.

The overall value for building permits issued in FY23 was \$42,171,349 –up 57.49% from FY22. The overall amount of fees paid to the City for building and trade permits in FY23 totaled \$150,753 for a 9% increase over FY22.

Inspections: During FY23, 1,852 inspections were performed (a 20.72% decrease from FY22), with approximately 89% approved.

Certifications: Allen Stanton continues to be our Building Official. Matt O’Conner is now our Assistant Building Official. Matt has passed all of his residential and commercial qualifications to obtain his new title.



The City remains fully compliant with inspector licensing requirements as mandated by State statute and maintained by the Oklahoma Construction Industries Board.

Occupational Licenses:

Business Licenses: As of June 30th, 446 businesses had registered either on-line, in-person or via e-mail for the no-charge business license. This number is up 33.53% from

the same time last year. Each registrant receives a sticker to be placed in a conspicuous location near the main entry to the business. The number on the sticker links to contact data for emergency responders after hours and provides a means to reach businesses with official communications during emergencies. The license has an annual renewal due on January 1st each year.

Contractor Licenses and Other Types of Licenses: All trade contractors doing work within the city limits must register their State licenses with the City through Neighborhood Services. Trade journeymen and apprentices are not required to register as long as they are working for a registered contractor and have a valid State license in their possession.

Registered contractor licenses in FY23 included:

- ✓ 103 electrical contractors
- ✓ 88 mechanical contractors
- ✓ 102 plumbing contractors

Neighborhood Services staff also processed several other types of occupational licenses in FY22 as a regulatory function of City government, including:

- ✓ 48 licenses associated with alcoholic beverages
- ✓ 36 Certificates of Compliance (28 of those for Medical Marijuana)
- ✓ 23 Itinerant peddler licenses
- ✓ 5 Certificate of Occupancy (not associated with building permits)

Overall, occupational licenses issued by Neighborhood Services staff resulted in \$113,475 in revenues for the City.

Public Nuisance Code Enforcement:

Overall Case Data: The overall number of public nuisance matters addressed by Neighborhood Services staff were slightly higher than the previous year with 1,196 cases in FY23 compared to 1,015 cases in FY22.

The number of general public nuisances requiring abatement by the City's contractor (mowing high grass, removing trash and boarding up unsecured buildings) increased 14.5% during FY23 to 95 cases. This also caused a 29% increase in costs associated with work being done for a total of \$21,780.87 for FY23. The City used multiple demolition companies to remove 4 dilapidated houses at a cost of \$33,340 during the fiscal year.



Overall, costs to abate all categories of public nuisances totaled \$55,120.87 – a 10.8% increase from FY22.

General public nuisance case highlights include:

528 High grass and weeds	6.88% increase
265 Trash or uncared for items	24.41% increase
151 Inoperable vehicles	51% increase
44 Unsecured, dilapidated or uninhabitable buildings	2.22% decrease
13 Zoning code violation reports	18.75% decrease
195 Other type violations	32.65% increase

Neighborhood Services staff continues to perform proactive checks for code violations throughout the city on a regular basis. This helps reduce the number of citizen complaints and addresses most public nuisance matters before they become significant.

Reporting highlights include:

765 Inspector-actuated complaints	28% increase
338 Citizen-actuated complaints	9% increase
61 Complaints actuated by other city employees or City Councilors	20% increase
32 Website-actuated complaints	3% increase



The average cost of abating a general public nuisance increased 12.65% to \$229.27 in FY23. The average cost to demolish a house in F23 was \$8,335.

During FY23, the responsibility of filing Abatement Liens and Special Assessment Letters was transitioned from the City Clerk to Jennifer Bettinger, Neighborhood Services Administrative Assistant/Deputy City Clerk. The full abatement process is now handled in

Neighborhood Services. FY23 had a total of 15 Abatement Liens opened and 37 Abatement Liens closed for a total collected from Abatement Liens of \$19,724.17. There were also a total of 45 Special Assessment Letters processed during FY23, with 26 of those being inside the City Limits.

Animal Welfare:

Live Release Rates: Animal Welfare Staff and volunteers continue to sustain their live release rates – the number of animals that leave the City’s care for new homes. For the 12-month period concluded June 30th, the live release rates were 97.93% for dogs and 97.45% for cats. These rates remain high for a municipal animal control facility and represent a continued commitment from the staff.



General Statistics: Overall, 415 dogs and 236 puppies were taken into the City’s care during the fiscal year – a 7% increase from the previous fiscal year. The City also took charge of 265 kittens and 310 adult cats, an 18.5% increase from FY22. In total, 1,226 animals were cared for by the City during FY23 – a 12% increase from FY22.

Staffing and Volunteers: Animal Welfare continues to operate with 2 full time employees and a part-time kennel technician to assist with day to day duties. Additionally, there are numerous volunteers that assist in improving each animal’s stay at the shelter.

Extras: Donations, grants and budget increases have improved the quality of life animals have in the City’s care. All animals staying at the shelter receive vaccinations for diseases such as distemper, parvo, canine and feline influenza, kennel cough, and feline leukemia.

Adoptions and other Programs: Some 96% of dogs (including puppies) and 95% of cats (including kittens) found new homes through adoptions, local rescue groups, or transports to other states through national animal rehoming programs. This includes 90 stray dogs and 8 stray cats that were returned to their owners, making this a 17.64% decrease of returned pets from FY22. The “community cat” program released 86 spayed or neutered cats back into their environment where they would no longer be a breeding concern or otherwise harm people or other animals. This number is a 62% increase from FY22.

Partnerships: All cats and dogs adopted locally are spayed/neutered, vaccinated against rabies and microchipped for identity in a national registry. The City charges a \$75 fee per adoption to cover these costs. Through partnerships with the Bissell Foundation and PetFinder, the shelter has been able to host special \$25 adoptions throughout the year. Most spay and Neuter services are provided at a low cost through a partnership with Spay Oklahoma Inc. The local veterinary community also assists in providing for medical needs when necessary.



Public Works

Derek B. Campbell, P.E.

Public Works Director and City Engineer

Activity Summary from July 1, 2022 through June 30, 2023

The Public Works Department consists of eleven divisions: Infrastructure Planning; Engineering; Sand Springs – Pogue Airport; Water Treatment, Maintenance and Operations; Wastewater Treatment, Maintenance and Operations; Streets/Drainage; Solid Waste; Project Administration; Stormwater; Raw Water; and Environmental Compliance.

Each Public Works Division is primarily responsible for the following, while some of the specific or specialized duties are shared among various Divisions:

- Infrastructure Planning – Replacement & Expansion of Water, Wastewater & Street Facilities, including Sidewalks & Biking Facilities
- Engineering: Publicly and Privately Funded Improvements
- Sand Springs – Pogue Airport: Maintenance, Operation and Improvements
- Water Treatment, Maintenance and Operations - Maintenance, Operation and Improvements to Plant, Storage, and Distribution System
- Wastewater Treatment, Maintenance and Operations - Maintenance, Operation and Improvements to Plant, Collection System, and Lift Stations
- Streets/Drainage: Maintenance and Improvements
- Solid Waste: Commercial and Residential Collection and Disposal, Recycling
- Project Administration: Publicly Funded Improvement Projects
- Stormwater: Implementing the Phase II Stormwater Management Program
- Raw Water: Storage and Conveyance Systems - Maintenance, Operation and Improvements
- Environmental Compliance: Drinking Water, Wastewater, Surface Water Runoff

The Public Works Department strives to make continuous improvements in all of our facilities, functions, and performance. These improvements are taking place in spite of constantly evolving and increasingly more stringent regulations that are imposed for Drinking Water, Wastewater and Stormwater runoff by Federal and State Agencies without increased Federal and State funding.

The following pages summarize the various functions and operations of the Public Works Department's individual Divisions.

Engineering Division

The Engineering Division of the Public Works Department includes five (5) positions under the direction of the Public Works Director and City Engineer: Two Staff Engineers, Engineering Technician, GIS & Infrastructure Administrator, and Construction Inspector.

The Division is responsible for all design and construction related activities sponsored by the City or Municipal Authority. These include capital projects and the review of privately funded public improvement projects regarding infrastructure improvements for residential, commercial, and industrial subdivision development. The Division has the capability of managing city projects from conception to final council acceptance. This process includes surveying and designing the project, preparation of plans and specifications, managing the bidding/awarding phase, and construction inspection.

Reviewing plans and specifications and providing construction inspection to ensure compliance with City of Sand Springs design criteria and construction regulations for publicly and privately funded public improvements are the duties most visible to the public. Publicly financed projects are mentioned elsewhere. In addition to these responsibilities, the Engineering Division assists in emergency projects, performs in-house designs, updates water and sanitary sewer atlases, checks the accuracy of legal descriptions in easements and right-of-way agreements, resolves drainage problems, and helps solve low water pressure complaints.

Privately Funded Public Improvements

The Engineering Division conducted project reviews and construction inspections for extending public infrastructure to serve the following private development projects. Privately funded public improvements that were completed or ongoing in the current period are summarized below.

- | | |
|-----------------------------------|------------------|
| • Diaz 8" WL Extension | Commercial |
| • Frazier Storage | Commercial |
| • Hamilton Storage | Commercial |
| • OmniTrax Load Out #2 (Lumber) | Commercial |
| • Spring Lake Mountain Estates II | Housing Addition |
| • SS Powerhouse | Commercial |
| • Stone Creek Estates IV | Housing Addition |
| • Turkey Creek | Housing Addition |

Emergency Projects

Emergency projects cause unexpected hardships on the citizens of Sand Springs and have to be solved in a timely manner. Arranging solutions to engineering problems and arranging construction schedules for emergency repairs are duties of the Engineering Division. Notable projects of the current period include:

- 2023 SS Windstorm Green Waste Site
- 4th & Industrial Storm Water Outfall Replacement

In-House Capabilities

In-house design is capable because of several software packages and electronic surveying equipment. The accompanying reduction in design consulting fees has and

will continue to offset the cost of this software and equipment. The software and instrument work as a unit to help design and generate plan sheets more expeditiously, allowing more jobs to be completed in less time. Below are several completed, ongoing or proposed in-house projects that are being designed by the Engineering Division:

- 2022 CDBG Water Line (Lincoln – Broadway to 4th)
- 2023 CDBG Manhole Rehabilitation
- 2023 Sanitary Sewer Rehabilitation
- 6722 Silver Oak Drive Culvert Replacement
- Case Park Waterline
- District 6 & Diamond Head BPS Flow Meters
- Fibercast Water Meter Replacement
- Maple Avenue Waterline Replacement
- McKinley Hills BPS Generator
- North 129th West Avenue 2-Inch Water Line Replacement
- Off-Site Airport Sanitary Sewer
- On-Site Airport Sanitary Sewer
- Prattwood Interceptor Rehabilitation
- SH-97 LS Pump Replacement
- SS Powerhouse Waterline
- Sunburst LS Generator
- Water Tank Exterior Surface Cleaning
- West McKinley Tank Piping Improvements
- Windy Crest Waterline
- WTP Filter Valves Replacement
- WTP Generator Replacement

Water and Sewer Atlases

Water and sanitary sewer atlases are maps showing the locations of water lines and sanitary sewer lines, respectively. Updating these maps is the responsibility of the Engineering Division.

Review of Legal Descriptions

Easements and Right-of-way agreements are needed for all private and public water and sanitary sewer line construction projects to provide future access to maintain these lines. The Engineering Department reviews numerous easement and right-of-way agreements to ensure that their legal descriptions are correct.

Engineering Tools

Low water pressure problems have traditionally been caused by the hilly regions and the fluctuating high demands in the Sand Springs area. H2ONet and remote SCADA software have helped in determining solutions to the low water pressure problems. Remote SCADA software has helped the Engineering Division by enabling trend data to be analyzed. This data consists of pump run times, storage tank levels, valve closures, etc. With this information, H2ONet helps analyze the results of adding water pipes,

adding valves, increasing pump capacity, etc. Hydrant pressure recorders, pitot tubes, and pressure gauges have aided in gathering field information to ensure that the software models accurately represent field conditions.

Also, remote SCADA software has helped in analyzing sanitary sewer lift stations. Pump run times, wet-well levels, and alarm conditions coupled with rainfall data help determine areas of the City that have inflow and infiltration (I/I) issues. The Engineering Division owns five area/velocity flow meters that can be deployed, as needed, into our sanitary sewer collection system to further gather data for studies of the available system capacity and areas most susceptible to rainfall induced I/I problems.

The Engineering Division obtains traffic counts for traffic evaluations and economic development purposes. Four traditional tube counters and one StealthStat™ directional radar unit are maintained for these purposes.

In recent years, the Engineering Division has added drone technology to its available tools. The Division currently maintains two drones that are utilized in a number of ways to support the functions of the Division. To date, the drones have been utilized in the inspection of the City's water towers and other hard to reach infrastructure, investigation of potential waterline leaks in remote locations, photo documentation of construction projects, and for various economic development purposes.

Sand Springs-Pogue Airport

Facilities & Improvements

Sand Springs-Pogue Airport (SSPA) is a general aviation airport located four miles west of Sand Springs Central Business District and provides the business and recreational general aviation aircraft operator/owner an alternative to the busy airspace of Tulsa International and the Tulsa R.L. Jones Riverside Airports.

SSPA has a 5,800-foot-long by 100-foot-wide runway that can accommodate the majority of business jet aircraft and an airport terminal that includes a conference room, office space, pilot lounge, weather monitoring/flight planning equipment and wireless internet access. An airport staff of one full-time supervisor and two part-time airport technicians provide for the needs and services of the airport tenants and users.

There were no Federal Aviation Administration (FAA) or Oklahoma Aeronautics Commission projects during this period.

During this period, Airport Consultant Garver Engineers completed an update to the SSPA five-year Capital Improvement Program for future projects that were submitted to the Federal Aviation Administration (FAA) and Oklahoma Aeronautics Commission (OAC) for their review and consideration for funding through the Airport Improvement Projects Grant Program. Some of the projects submitted for consideration, were the rehabilitation of pavement on the west apron and west taxiway surfaces, installation of energy saving and longer lasting Light Emitting Diode (LED) lights on Runway

17/35, an upgrade to the Automated Weather Observations System (AWOS) and upgrade to the airport rotating beacon.

There were not any City of Sand Springs projects.

There were requests for information on leasing property for commercial and private hangars and as of June 30, 2023, no commitments had been made.

In FY2023 the City of Sand Springs Maintenance Hangar that is leased to Skyboss Aviation and President Bill Wagner reports they offer services to rebuild piston engines and maintenance for piston engine general aviation aircraft.

During this period the Sand Springs Home leased their 20,000 square foot hangar/office facility located in the Northwest Aviation Area to Throttle-Up Aviation, LLC. Throttle-up uses the facility to provide maintenance and storage of piston, turbine and jet aircraft and provides Jet-A services to the turbine and jet aircraft that fly into SSPA.

Operations

As of June 30, 2023, 66 aircraft were based at Sand Springs-Pogue Airport: 63 single-engine piston and 3 multi-engine piston.

During this period, 62,700 gallons of 100LL Aviation Fuel was sold which was an increase over the FY 2022 fuel sales of 54,000 gallons by 8,700 gallons or 16.1%.

During this period, the occupancy level of the 62 City-owned T-hangars available for lease was at 100%. There were 26 potential tenants on the waiting list for hangar rental.

During this period Equinox Instruction and Mr. Homer Woolslayer, President and Certified Flight Instructor, continues to provide flight training and aircraft rental services at SSPA.

Water Treatment

Six employees at the Water Treatment Plant ensure the proper treatment of water from the City of Sand Springs' two sources for raw water, Skiatook Lake and Shell Lake. The Plant is operated 24 hours a day, 365 days a year by four Plant Operators, one Chief Plant Operator, and one Operations Technician. These employees monitor the water system and all treatment processes, making continual adjustments to various chemical feed rates and water flow amounts, as well as maintaining all equipment at the Water Treatment Plant. The average amount of treated water for this reporting period was 3.48 million gallons per day.

Water Maintenance and Operations

Twelve employees in the Water Maintenance and Operations Division are responsible for maintaining the water distribution system for the City of Sand Springs. Routine duties include repairing water leaks, inspection and preventive maintenance of the storage and pumping facilities, water and wastewater utility line locates, water quality testing and flushing throughout the distribution system, preventive maintenance of water hydrants and valves, water tap inspections, repairs to water meter service locations, and general

lawn care of the various water facilities. The water distribution system includes 12 booster pump stations, 13 water storage tanks, and approximately 407 miles of main lines that serve both city and rural customers. The storage tanks in the system provide a total of 6.25 million gallons of storage capacity to maintain residual line pressures and optimize the hydraulic energy efficiency of the water distribution system.

Wastewater Treatment

The City of Sand Springs Wastewater Treatment Plant (WWTP) has six employee positions that ensure the regulatory compliance of all treatment facility operations. The City's wastewater treatment system has two treatment facilities, including the main WWTP and the Sand Creek Lagoon System. The main WWTP treats most of the City's wastewater and has a treatment capacity of 3.1 million gallons per day. The Sand Creek Lagoon System has a treatment capacity of 50,000 gallons per day. For flow equalization purposes during wet weather, the City has two detention systems with a total combined capacity of 15 million gallons. During this reporting period, the average daily flow treated at the main WWTP was 1.5 million gallons per day, and 15 thousand gallons per day at the Sand Creek Lagoon System.

Wastewater Maintenance and Operations

The Wastewater Maintenance and Operations Division, which consists of nine employees, is responsible for maintaining the City of Sand Springs wastewater collection system. That system includes approximately 138 miles of main sewer lines and 2,100 manholes, 22 sewer lift stations, and 2 lagoon systems. Routine maintenance duties include the repair of line leaks, responding to line blockages, manhole repairs, a preventive-rodding program, root and grease treatment, video inspection program, maintenance and repair of the lift station facilities and equipment including pumps, motors, and system controls, and general lawn care of all wastewater facilities.

Streets/Drainage Division

During this period, the Streets/Drainage Division had nine full-time funded positions (note: all positions were not filled with qualified applicants, maintaining staffing is still proving difficult): two laborers, two drivers, three equipment operators, one foreman, and one supervisor. This Division completed numerous projects while maintaining approximately 220 lane-miles of roadway. Special mixes of "cold-lay" asphalt, "hot" asphalt, and "crusher run" base were used in various street repairs. In an effort to maintain the roadways in a safe condition, base material was placed in failed areas to stabilize the roadway and approximately 293 tons of hot asphalt, 105 tons of cold lay asphalt, 126 cubic yards of concrete, and 202 tons of crusher run were put down to repair potholes, as well as locations where water and sewer lines had been excavated. Repairs were also made to correct concrete streets, curbs, and gutters along the City's rights-of-way.

Streets/Drainage crews will provide traffic control for Tulsa County crews whenever Tulsa County is able to perform overlays of our residential streets. The City of Sand Springs pays for the materials and provides traffic control, while Tulsa County provides the equipment and labor via Inter-local Agreements for each overlay grouping of streets.

We had two snowstorms this year and we used about 531 tons of sand.

The department cleaned approximately 598 lane miles of roadway utilizing the city's street sweeper.

The Division's sign crew made and/or installed warning and directional signs and replaced damaged or substandard signposts. Signs were also adjusted to proper height and straightened as needed. The crew also responded to traffic signal emergency calls for service and maintains computer programs to enter the school calendar into the controls and maintains solar powered school zone flashing beacons.

Mowing of the City's rights-of-ways, trails, parks, building lawns, warning siren sites, airport, SRWCS pump station, and city-owned lots was outsourced in FY2011 to the low-bidder. Parks Department now administers the entire mowing contract on behalf of the City.

The Division's personnel also maintained litter cleanup in various areas of Sand Springs as needed. They were responsible for the Recycling Depot, parkways in the Central Business District, the Public Works Building, and 45 residential lots owned by the City and many other areas.

City crews worked to trim trees and remove dead limbs to alleviate potential hazards to the driving public along rights-of-ways.

City crews also painted 1,000 linear feet of white striping, several stop bars and cross walks markings throughout the city.

Drainage

Sand Springs has a complex storm water drainage system that empties into the Arkansas River. The Streets/Drainage crews provided regular cleaning of catch basins, inlets, pipes, as well as the "dipping" of drainage ditches in the system.

As part of the Floodplain Management Program, the Division conducted a survey of thirty-one creeks and/or ponds and drainage ways in developed areas of the community. The Streets/Drainage crews also conducted monthly inspections of all Levee Flap Gates to insure the proper outflow into the Arkansas River. The Division replaced or re-built 8 complete storm water structures and performed 2650 linear feet of ditching.

Special Activities

City Street Department crews hung banners in the downtown area for several events. They provided barricades for special events for area Churches, the Park Department, school activities, Police and Fire Department activities, etc. Every November street crews hang Christmas lights on light poles throughout the downtown area to decorate for the Christmas season. These and several other special projects were completed along with the many daily work requests from the public.

Solid Waste Division

Operations

The Solid Waste Division operates with 11 full time employees, 3 crews for residential collection, 1 crew for the commercial/residential collection, one person for roll-off container collection and one superintendent. One 2021 International and a 2005 Freightliner, both are roll-off trucks. The following are primary trucks used in daily collection: (1) 2017, (1) 2019 and (2) 2021 Crane Carrier rear loader, refuse trucks. One 2007 and one 2015 Crane Carrier rear loader refuse trucks are used as backup units when the other units are out of service for preventative maintenance and repairs.

The Solid Waste Division provided refuse collection service to approximately 8,250 residential and commercial customers during this period.

Each of the City's residential customers is provided a 90-gallon polykart for refuse and is allowed up to eight additional bags per weekly pickup. Refuse containers or dumpsters are available to commercial customers. The commercial customer's refuse is collected from one to six times per week, depending on the size of the container and the nature of the business.

In addition to providing refuse service to residential and commercial customers, service is also provided to all City buildings and facilities including city parks, the airport and golf course. The City also makes available during the first Saturday of each month, a place where citizens can dispose of their brush and tree limbs not normally collected by the city. Citizens can access this area, located at the Street Maintenance facility, by showing proof of residency, such as a current utility bill. This service is provided at no charge to Sand Springs' residents.

Recycling

The Metropolitan Environmental Trust (M.e.t.) is a cooperative effort of city and county governments in northeast Oklahoma created to develop solutions for solid waste management for participating communities. The members represent the cities of Sand Springs, Bixby, Coweta, Claremore, Glenpool, Jenks, Owasso, Tulsa, Broken Arrow and Collinsville as well as Tulsa County. The M.e.t. began a recycling program in June 1993, and now operates 11 recycling depots throughout the M.e.t. region. The M.e.t. has

reported that their Recycling Depot, located at 105 East Morrow in Sand Springs, is among the busiest in Oklahoma.

Public Infrastructure Improvements

The Public Works Department is responsible for the planning, administration and management of public infrastructure improvements, including project development and implementation, plan review, construction administration and resident inspection. The Department also interacts with other City departments by involving the respective departments in the capital projects that relate to their specific functions and by providing technical support. Staff committed to the orderly progression of the public infrastructure improvements include personnel assigned to the Engineering Division as well as the Infrastructure Planning Administrator and Project Administrator. The numerous infrastructure improvement projects are divided into 8 categories identified by the specific funding source. These categories include the Street Improvement Fund, Capital Improvement Fund, Community Development Block Grant Fund, Water and Wastewater Capital Improvement Fund, Airport Construction Fund, Storm Water Capital Improvement Fund, the 2022 G.O. Bond Fund, and the Development Capital Improvement Fund. Project specific information can be obtained through the Public Works Department.

Stormwater

ODEQ requires stormwater management and enforcement under the OKR04 Permit for Phase II MS4s. The regulated water bodies within Sand Springs' city limits require inspection, testing, monitoring, pollution control, and enforcement against illicit discharge/pollution violations.

Clean-Up - Events & Programs

- The City sponsors monthly Chipper Days
- June 3, 2023 – City of Sand Springs and the Metropolitan Environmental Trust (M.E.T.) E-waste, Tire, and Green Waste Collection Event
- July 5th, 2023 – Teal Ridge Post-4th Cleanup Event
 - Collected 2 roll-off dumpsters of debris
- The City established a Storm Debris Site and collected green waste that resulted from the June 18, 2023 windstorm.

Education & Public Outreach

- January 23, 2023 – the 2022 Sand Springs Stormwater Environmental Excellence Awards were presented at the City Council meeting
- April 15, 2023 – City of Sand Springs Herbal Affair
 - Educational displays were shown and educational materials were distributed
- April 21, 2023 – Earth Day at Chandler Park
 - Activities included educational displays and presentations, as well as distribution of flyers and other educational materials

- May 6, 2023 – City of Sand Springs Truck Touch
 - Educational displays were shown and educational materials were distributed
- The City is a sponsor and participant of INCOG and GCSA, and also participates in the Oklahoma Floodplain Managers Association (OFMA) conferences/training sessions.
- The City conducts MS4 City-wide Facility Staff training including education about inspection and enforcement, spill prevention and response, and erosion control at OKR05 permitted facilities each year.
- June 13, 14, and 15, 2023 – Erosion Control Education and LID Education sessions were conducted with a couple of local contractors.

Inspections

- The Sand Springs Stormwater Coordinator
 - Inspected OKR04, OKR05, and OKR10 permittees for permit compliance (NOI / SWP3 /and Stormwater site plans), stormwater erosion control installation and upkeep, pollution prevention, and illicit discharges
 - Performed site inspections on various citizen’s reported stormwater-related issues
 - Responded to Illicit Discharge Reports from citizens.
 - Inspected Outfalls and the lagoon at both WEBCO locations, and requested a Work Order be created letting Streets know the vegetation and trash needs to be removed from culverts, slipways, and lagoon.
 - Performed construction site inspections at various projects in the City.

Enforcement

- Stormwater Written Warnings and Violation Citations are issued as the situation requires for noncompliance with applicable stormwater regulations.

Good Housekeeping

- Public Works’ street sweeper is utilized to sweep the following City-owned parking lots on a bi-monthly schedule to reduce the amount of debris entering the City’s storm sewer system: Case Community Center, Facilities Maintenance/Park Maintenance, Animal Shelter, Street Maintenance, Wastewater Plant, Public Works Administration, River West Park (West Lot). The Golf Course is swept monthly.

Public Meetings

- March 20th, 2023 – The City and the Tulsa Area Emergency Management Agency conducted a flood preparedness meeting for Meadow Valley residents and property owners to discuss hazard awareness and emergency response. Also discussed was the Tulsa County Voluntary Buyout Program (VBP) targeting the relocation Tulsa County residents that live in Special Flood Hazard Areas.

Water Division - Raw Water System

Within the Water Division is the Raw Water System. This Raw Water System administers programs, permits and regulations necessary to insure delivery of an uninterrupted supply of raw water to Sand Springs for treatment and distribution. The City's sources of raw water are Shell Creek Lake, constructed in 1922 by the Sand Springs Home, and water supply storage in the U.S. Army Corps of Engineers' Skiatook Lake. Water from Shell Creek Lake flows by gravity from the dam to the water treatment plant. Water from Skiatook Lake is pumped through a conveyance system, jointly owned and operated by Sand Springs and Sapulpa.

Shell Creek Lake

Shell Creek Lake, located northwest of downtown Sand Springs, is the City's secondary source of raw water. It provides a dependable supply of approximately 2.4 million gallons per day (mgd). A Lake Caretaker lives on the premises to maintain security, oversee activities, and monitor the dam, lake and shoreline. Swimming is not allowed in the lake, however daily and annual fishing permits can be purchased. Ordinance No. 1131 – Shell Lake Use Regulations, and FY 2021 new Ordinance No. 1375 – Update for Shell Lake Use Regulations have been approved and adopted reflecting current requirements for Shell Lake Management and Public Use, and to provide improved enforcement. Improvements to the Shell Lake Dam Intake Facility, Raw Water Line and Appurtenances within 300 feet of the structure, and main Control Valve Security Structure help insure Raw Water Conveyance. The Division has an on-going program to clean up the lake's shoreline and public use areas. Property Improvements consisting of an ADA Compliant Courtesy Boat Dock installation, Concrete Pavement in the access to the Boat Launch Ramp, and Caretaker House upgrades were completed during FY 2021.

Maintenance Improvements to the Concrete Dam Structure, to remedy items noted in the Oklahoma Water Resources Board (OWRB) Annual Inspection Report continued in FY 2023.

Skiatook Lake

The Sand Springs Municipal Authority holds water rights in Skiatook Lake that will provide the city a dependable supply of nearly 15 million gallons per day and initially purchased an increment of that storage that provides a dependable supply of 1.5 million gallons per day (mgd). In FY 2005, an additional increment of storage previously requested by the City that provides 2.5 million gallons per day received approval of the U.S. Army Corps of Engineers. Additional water supply storage increments can be purchased as the City's needs grow.

Sand Springs/Sapulpa Skiatook Raw Water Conveyance System

The Skiatook Raw Water Conveyance System, completed in November 1992, is jointly owned by the Sand Springs and Sapulpa Municipal Authorities. The facilities include 18 miles of 36" diameter pipeline, a pumping station and two (2) 2-million gallon raw water storage tanks. A metering vault located at the south end of the 36" diameter pipeline contains 24" diameter pipeline branches off the jointly owned 36" line to serve Sapulpa and Sand Springs.

The jointly owned facilities are designed for an ultimate conveyance capacity of 30.7 mgd from Skiatook Lake to Sand Springs and Sapulpa. The original pumping capacity was installed as 10 mgd. However, to meet both cities' growing needs, an upgrade of the pump station was completed in FY 2003 with installation of a 1250 horsepower, 15-mgd pump, additional strainer, and associated electrical controls to raise the system firm pumping capacity to 13 mgd. In FY 2004 the construction of the second 2-million-gallon raw water storage tank near Sand Springs was completed. Final inspection and commissioning of the second storage tank early in FY 2005 has permitted more efficient system operation and supply capability in the event of a system or utility outage. Design engineering is essentially completed for installation of a second 1250 horsepower, 15-mgd pump, electrical controls, and associated surge control equipment to raise the system firm pumping capacity to 18.8-mgd that will be required to meet the cities' growing needs in the future. During FY 2009 the mechanical rehabilitation of SRWCS existing Pumps No. 3 and No. 4 and the rehabilitation of Pump No. 3 and No. 4 electrical motor projects were completed. Maintenance and operational rehabilitation projects were continued during FY's 2010, 2011, and 2012 to efficiently maintain the SRWCS in top working order. During FY 2013 the SRWCS original 2 Million Gallon Storage Tank and the One-Way Surge Tank were rehabilitated with a special interior and exterior paint system recoating. A tri-annual total system maintenance repair outage was successfully completed during 2016. During FY 2017 projects were initiated to replace Pump P-401 Ball Valve, rehabilitate certain Air Relief Valves and Vaults, install additional Cathodic Protection, and purchase property for future system expansion. During FY 2018 projects were initiated for engineering of a second 1-Way Storage Tank, replacement of the system 480 Volt Electrical Transformer. In FY 2019 a tri-annual total SRWCS maintenance repair outage was completed. Construction of the SRWCS conduit tie-in for the second one-way storage tank was completed during the FY 2019 repair outage. The second one-way storage tank was commissioned in service during FY 2022. A tri-annual total SRWCS maintenance repair outage was completed in FY 2022. Rehabilitation and recommissioning of SRWCS No. 2 and No. 3 pumps and motors was completed in FY 2023. Installation of a new ball valve for pump P-201 was completed during FY 2023.



SAND SPRINGS FIRE DEPARTMENT FISCAL YEAR 2023 ANNUAL REPORT JEREMY D. WADE, FIRE CHIEF

MISSION STATEMENT

The mission of the Sand Springs Fire Department is to faithfully provide the highest standard of service to those who live, work, invest in, or visit our community. As highly trained and dedicated professionals, we stand ready to protect lives, property, and the environment from all hazards.



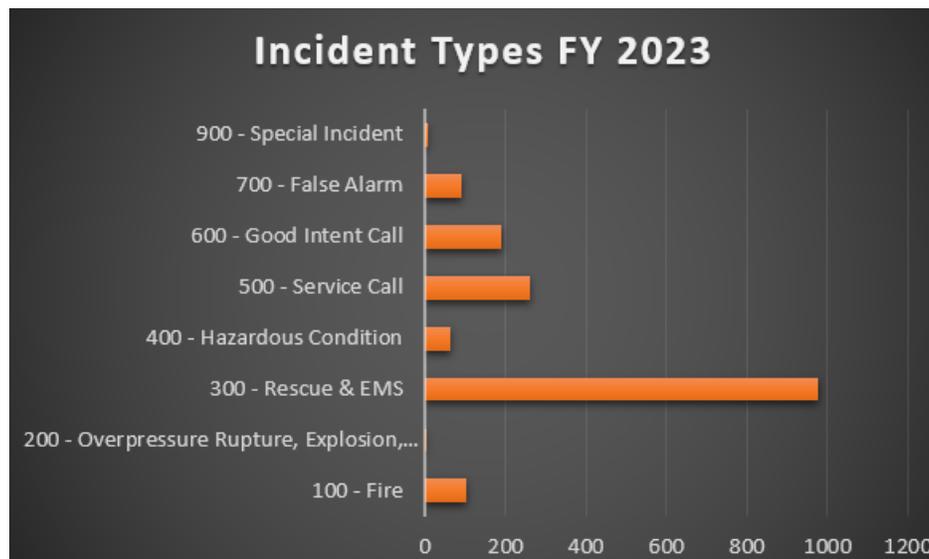
Sand Springs Fire Department

Fiscal Year 2023 Annual Report

Jeremy D. Wade, Fire Chief

During Fiscal Year 2023, the Sand Springs Fire Department provided Fire Suppression, Prevention, Technical Rescue, and Medical First Response to the citizens and guests that live, work, and visit the Sand Springs area. Sand Springs Fire Department operates out of two fire stations, and three first-out apparatus (Ladder 1, Engine 1 and Engine 2). SSFD operates three 24-hour platoons comprised of 33 Line Personnel and an administrative staff of four persons.

SSFD responded to 3729 incidents for FY 2023. Crunching those numbers comes out to 10.24/per day, which is a 10.78% increase over FY 2022. Over the past two fiscal years, SSFD incidents have increased by 700.



Average Alarm Time 00:00:53

Average Travel Time 00:05:07

Average Total Response Time 00:07:01

Rescue/ EMS incidents make up the largest percentage @ over 64%

FY 2023 ADMINISTRATIVE SUMMARY

Administrative Highlights

- An all new administration, including Fire Chief Jeremy Wade, Deputy Chief Kyle Wayman and Administrative Assistant (March 2022) in the fiscal year
- Construction finished on Gym/Training Room at the BAH-PSC Complex. This ensures the overall fitness and well-being of our first responders
- Put in service \$168,000 worth of new SCBA's through AFG Grant. These replaced out of date SCBAs
- Through in-house rehab project, two Grass Rigs were completely over-hauled. This allowed additional 4th grass rig for first time in SSFD history. This additional rig will assist in times of extreme wildland conditions and also allow a reserve when the squad is out of service. Overall savings by completing in house \$32,000
- Implementation of internal PEER Support team. This will coincide with First Responder Support Services to better address mental health wellness to our department
- New staff vehicle in place to allow for surplus of 18 year old vehicle
- Expired Rescue Equipment replaced. New Rescue Air Bags, Thermal Imaging Cameras, Rescue Harnesses, Rope Rescue Hardware, and Rescue Boat Trailers
- New Wildland Gear purchased to replace gear over 20 years old and expired
- New-hire Fire Academy overhauled. Entire Academy from onboarding to finished product improved and streamlined
- New recruitment committee formed and revamped. In this past fiscal year, SSFD has also secured two lateral transfers for the first time ever

- With communication and good working relationship, the COSS and IAFF negotiated a contract in short period of time

Note: Many of the above mentioned would not be possible without the forward thought of prior City Council, Administrative and COSS vision through the Public Safety Sales Tax Fund.

FY 2023 FIRE MARSHAL/PREVENTION SUMMARY

SSFD Fire Prevention

- The Fire Marshal's Office conducted eighteen fire cause investigations. Two arrests were made as a result of these investigations
- The Fire Marshal's Office conducted the following plan reviews:

Commercial (New, Addition, Remodel)	28
Fire Suppression Plan Review	5
Fire Alarm Plan Review	6
- The Fire Marshal's Office conducted 163 occupancy inspections. These would include schools, industrial, and commercial entities
- SSFD continued regular installation of smoke detectors and batteries at no charge to citizens
- Fire Prevention Week activities were conducted with cooperation from the Sand Springs Public School System and reached an estimated 1,500 students
- Numerous groups visited the fire stations for tours and prevention programs throughout the year
- SSFD staff continues to provide adult education to senior residents, HOA's, and other community organizations through prevention and awareness programs

FY 2023 SSFD LINE STAFF SUMMARY

Line Staff

- Sand Springs Fire Fighters attended over 3,500 hours of training. Course topics ranged from Hazardous Material responses, EMS emergencies to Technical Rescue
- Three members attended 340 hours of Advance EMT (AEMT) training. This brings SSFD total to 23 Advance Level EMTs
- Firefighters volunteered and participated in Oklahoma Firefighters Burn Camp. This camp serves children ages 6 to 16 that have suffered burns or disfiguring injuries
- Six Firefighters participated in the 9/11 Annual Memorial Stair Climb
- Six Firefighters have formed an in-house PEER support network. This internal team receives training through First Responder Support Services. This team mobilized and provided assistance to Stroud First Responders after a tragedy in their City
- IAFF adopted two city employees in need for Christmas. Their contributions assisted our very own COSS employees going through hard times
- SSFD members held the 2nd annual SSFD Retiree Picnic. Over 20 retirees along with current members swapped old war stories and enjoyed an evening at the Case Park. Prior to the membership bringing this back, there was no formal meet up for retirees
- SSFD wives have started a group specifically for spouses of SSFD first responders. Often forgotten, the spouses are a critical part of our organization
- SSFD participated and assisted with the Harrison Moseby Charity Golf Tournament held at Sand Springs Golf Course. Through this event, thousands of dollars were raised to assist our brother at Tulsa Fire Department who is battling cancer

FY 2023 CONCLUSION

Conclusion

The Sand Springs Fire Department had a very successful year. While many challenges occurred, including the City's only Ladder truck was struck while working the scene of an accident, the SSFD arose to the challenge. This is through effective leadership and communication from the bottom ranks to the top and all the way to a supportive City Manager.

While we know next year we will face tough challenges as well, we stand ready to provide the highest quality of service this community deserves. As the City grows and run numbers continue to go up, the Fire Department will need to continue to grow responsibly.

I could not be prouder to serve this organization and the entire City of Sand Springs.

Jeremy D Wade

Fire Chief



2023

Sand Springs Police Department Policing Plan Sand Springs, Oklahoma



CITY ADMINISTRATION AND COUNCIL

Mayor – James O. Spoon

Vice Mayor – Beau Wilson

Ward 1 – Councilor Cody Worrell

Ward 2 - Councilor Matt Barnett

Ward 3 – Councilor Mike Burdge

Ward 4 - Councilor Nancy Riley

Ward 6 – Councilor Brian Jackson

Michael S. Carter - City Manager

David Weatherford - City Attorney



EMPLOYEES OF THE SAND SPRINGS POLICE DEPARTMENT

Chief John Mars

DCOP Todd Enzbrenner

Capt. Jay Barnett

Capt. Jody Fogleman

Lt. Gary Everett

Lt. Kevin O'Keefe

Lt. John Tillman

Lt. Eric Kimura

Lt. Jerrod Raglin

Sgt. Mark Willits

Sgt. Kristie Behar

Sgt. Kyle Alexander

Sgt. Dan Llewellyn

Ofc. David McCage

Ofc. Tim Freeman

Ofc. Matt Lemon Ofc.

James Holforty

Ofc. Brian Tomsovic

Ofc. Chris Perez

Ofc. Will Paarmann

Ofc. Cody Ziegler

Ofc. Tyler Kruse

Ofc. David Meacham

Ofc. Matt Donsife

Ofc. Hunter Garrison Ofc. Mason Million

Ofc. Kevin Hughes

Ofc. Cory White

Ofc. Charles Bybee Ofc. Jonathan Noah

Ofc. Kaleb Louviere

Ofc. Shawn Lindamood

Ofc. Derek Hohneck Ofc. Danielle Burgess

Disp. Kathy Schmidt Disp. Vickie Davis

Disp. Betsy Cunningham

Disp. Lani Chailer

Disp. Kelly Engles

Disp. Chris Blackburn

Disp. Sarah Pentecost

Disp. Kristen Torres

Records Clerk Debi Pearson

Police Operations Administrator Barbara Abbott



MUNICIPAL COURT STAFF

Janice L. Almy - City Clerk

Kenny Penrod - Deputy Court Clerk Jill

Walker - Assistant Court Clerk

Harlan Pinkerton - Prosecutor Thomas

Askew - Judge

Jay McAtee - Judge

Sharon Weaver - Judge

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Introduction



Policing is globally recognized as one of the most stressful and dangerous professions. The job is difficult and requires significant effort, physical energy, emotional resilience, mental stability, and cognitive resources. It takes courage and commitment to enter a profession that carries the risk of death; yet, thousands of brave men and women answer the call and put their lives at risk daily to serve and protect their communities.

Surveys have repeatedly shown that the large majority of Americans have confidence and trust in the police. Police departments across the country have taken steps to increase transparency and listen to the concerns of their community. In an effort to keep moving forward and grow community service, most departments have implemented technological

applications and policy changes. The Sand Springs Police Department will also take these positive steps forward in 2023.

The Sand Springs Police Department recently developed the *Cash Bond Initiative*. Statistics show that bail money is often unaffordable and out of reach for many. Expanding the use of alternatives forms of bail offers the opportunity to await trial without harm to employment, housing, and family stability. The *Cash Bond Initiative* has the potential to significantly reduce the use of pretrial detention without compromising public safety or court appearance rates.

Sand Springs Police Department works with our community to develop authentic connections, opening pathways to serve essential needs within our community. The establishment of a Law Enforcement Internship Program for students in High School and College allows young adults a chance to work with experienced police officers and support staff. The interns gain insight and an opportunity to seek a career as a sworn police officer.

Too often Americans have been witnesses to police officers relying on excessive force to carry out their mission. The use of excessive force

betrays the public's trust and undermines sworn duties. Sand Springs Police Department treats each person with dignity and respect, exercising

the human skills of empathy and compassion. Finding the right words for a crime victim comes easily, but it can be difficult to find the right words for a crime suspect. An officer does not need a reason, just a mindset, to treat each person with grace, even when physical force is necessary.

When an officer is forced into a Critical Incident based on the actions of the suspect, the arrest is made by an officer not involved in the incident. This policy was set in place by the Sand Springs Police Department to allow the affected officer time to decompress.

The Sand Springs Police Department continues to make use of technological innovations in crime prevention and policing. The public safety operating system, the *Flock Camera System*, helps to solve and reduce crime by relying on automated, license plate reading cameras with the

ability to send back real-time information to law enforcement agencies. According to the International Association of Chiefs of Police, upwards of 70% of crime involves a vehicle, and up to 60% of stolen

vehicles are associated with additional criminal activity. The operating system will help officers solve burglaries, car break-ins, and catch wanted offenders before they commit additional crimes.

Sand Springs Police Department's primary goal is preventing crime, not catching criminals. Each officer works daily to stop crime before it happens, and the key to preventing crime is earning public support. The police earn public support by respecting community principles. The Sand Springs Police Department has developed a policy to increase proactive police work through the *Crime Reduction Initiative*. The initiative offers officers the opportunity to work outside of their assigned duties and concentrate on directed enforcement. During these periods, officers will not be subject to normal calls for service and can focus entirely on their mission. This opportunity also provides the benefit of additional training and experience in all aspects of policing.

It can be uncomfortable to be reminded of what every police officer knows and experiences on a daily basis. However, in every community,

there are some very bad and dangerous people. Officers understand the best practices and receive the most current training available regarding Active Shooter crimes. Each officer is equipped with an active shooter response kit and tactical go-bag that includes medical supplies, extra ammunition, and a specialized tool to access locked doors. Specialized equipment increases an officer's ability to successfully stop the threat,

preserve life, and render aid as quickly as possible.

The Sand Springs Police Department makes a conscious effort to help officers maintain a healthy life style to aid in the performance of their duties and extend years of service in their career. The very nature of policing is physically, emotionally and mentally draining, with a high burnout rate. For this reason, the Sand Springs Police Department has wellness support programs in place to provide officers with adequate health and safety measures. In 2022, the construction of a new physical fitness facility began on the BAHPSA campus, and the facility opened for use in February 2023.

The Sand Springs Policing Plan is the work product of a joint effort between the Citizens of Sand Springs, employees and administrators of the Sand Springs Police Department, and the Sand Springs Municipal Court. The 2023 Policing Plan was reviewed by the Administration of the City of Sand Springs. The Sand Springs City Council adopted the 2023 Policing Plan by Resolution in open meeting. Every effort is made to reaffirm the philosophies discussed herein are that of the community as a whole and not just the police department.

Respectfully,

John E. Mars, Chief of Police

Pillar 1 - Building Trust and Legitimacy

Collective Bargaining Contract Provisions (1.0.A - 1.0.E)

10A Probationary Officers

To reduce the potential of retaining an incompetent officer, new officers are “at will” employees thus allowing the Department an adequate amount of time for evaluation. Our FOP Lodge supports this policy as it helps ensure retention of officers that meet the high standards we all expect of a Sand Springs Police Officer. The contract language reads as follows:

Probation Period shall consist of the following:

- 1. 12 months from the date of initial hire if that person was already certified or achieves his or her certification from the CLEET Collegiate Officers Program.*
- 2. 12 months from the date of graduation from the police academy if employed by the City of Sand Springs while attending the academy.*

(In compliance with the Final Report of the President’s Task Force on 21st Century Policing recommendation 1.4.2)

10B Just Cause for Suspension or Termination

Some departments across the nation struggle in dealing with officers arrested for criminal offenses or for using excessive force in dealing with suspects. The problem is exacerbated when arbitrators of the Federal Mediation and Conciliation Service (FMCS) leave such behavior unchecked and reverse dismissals. In response to such cases seen nationally, our police union and administration came together and formed a solution that keeps the integrity of the discipline process while insuring an officer’s fair and impartial due process. Our FOP Lodge and administration contract language states in part:

To suspend, demote, discharge or take other appropriate disciplinary action against members of the Police Department for just cause in accordance with appropriate procedures as set out in Article 9 hereof or, in alternative thereto, the Personnel Policy and Procedures for employees of the City of Sand Springs. For purposes of this agreement, the parties stipulate and agree that in addition to what may otherwise constitute just cause, just cause shall exist for immediate suspension with or without pay, at the discretion of the Chief, of any Police Officer who has criminal charges filed against them for any felony or for any misdemeanor charge of assault and battery related to a claim of excessive use of force directed at a suspect or prisoner who is in the custody of the officer. Further upon a finding at a preliminary hearing that the Officer shall be bound over for trial, or upon a waiver of preliminary hearing without an immediate dismissal of the charges, just cause shall exist for termination. Upon acquittal or dismissal of charges, the Officer may be eligible for re-employment with the City with back pay and applicable benefits, at the discretion of the Police Chief;

(In compliance with the Final Report of the President’s Task Force on 21st Century Policing recommendations 1.4 and 1.4.2)

10C Replacement of FMCS with Retired Local Judges

As previously noted, it is not uncommon for the arbitrators of the Federal Mediation and Conciliation Service (FMCS) to leave certain behaviors unchecked and reverse dismissals made for unlawful or serious policy violations. The Sand Springs Police Department is unique in our approach to this matter. Our philosophy is that if our judges are qualified enough to hear cases both criminal and civil, they are qualified to hear these types of arbitrations. The judges, having a vested interest in our community, would have an interest in seeing an innocent officer return to duty and a problem officer receive appropriate discipline. This provision has only been needed once, and the officer was dismissed for “Incompetence” which is rare in the police community. In said case, the complaining party was the officer’s fellow police officers. The contract language that our administration and our FOP Lodge have agreed upon states in part:

The parties shall submit the matter to arbitration. The FOP shall submit a list of five retired Judges from the State of Oklahoma (Appellate, District, Associate, or Special) from Tulsa County and/or any County which shares a common border with Tulsa County, who shall be the proposed panel for selection. From said list, the City shall select one arbitrator.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendations 1.4 and 1.4.2)

10D Body Camera Footage

We have agreed with our union that body cameras are in place as a supplement to reveal the truth about a situation. Critics of this type of arrangement will often say that involved citizens do not get to see the video before making a statement, but that is not true. Citizens cannot be compelled to speak with police as a right of the constitution. Our officers are afforded the same rights as any other human being in the United States. The *Presidential Task Force on 21st Century Policing Final Report* makes the following recommendation, “Law enforcement leadership should examine opportunities to incorporate procedural justice into the internal discipline process, placing additional importance on values adherence rather than adherence to rules. Union leadership should be partners in this process”. Ultimately, what matters to the department and our community is the truth.

The contract language reads as follows:

All Police Officer’s shall have the right to view, listen to or obtain a copy of any video or audio recording produced by equipment worn or used by that officer on or off duty before making a statement or being interrogated in regard to a complaint or investigation. They may not have the right to view other recordings not made by the officer under investigation. The discretion to allow this will be that of the Chief of Police or his designee.

The parties acknowledge there may be instances in which an individual employee may have a basis to allege that the document or video should not be “immediately” released. In order to fully protect the interest of the employee in those instances, to protect the interest of the public set forth in the Open Records Act, and to allow the City to have a clear direction of how to proceed, the City retains the management right to determine whether a record is subject to public disclosure, and any objection to disclosure should be made as soon as possible and may require legal action by the employee to delay or preclude disclosure. The City acknowledges and will uphold the confidentiality of employment records as allowed by the Open Records Act.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing*)

recommendation 1.4 and 1.4.2)

10E *Supervisory Notices*

Documentation is key in recognizing positive employee behavior as well as negative traits that need to be corrected in an employee. Too many times, positive actions are overlooked and there is a built in barrier to documenting minor infractions if the employees feel that the process is too formal. To correct this issue, we have developed the “Supervisory Notice” program which is exactly what it sounds like. It is a form to document positive and negative issues that our supervisors notice. This is well received by our officers and supervisors as it allows for good behavior to be celebrated while providing a less adversarial way to correct minor negative issues.

The contract language in reference to this program follows:

Documentation of ongoing employee performance may be taken care of through a SUPERVISORY NOTICE. This document will detail the officer’s deficiency/achievement on the prescribed form. This will be routed through the chain of command and be placed in a file to be held by the Human Resources Department after approval by the Chief of Police. This file will be kept separate from the normal personnel file. This notice will only be retained on file for 1 year and will be automatically purged. These notices may be used for documentation related to an officer’s evaluation. If the officer feels that the Supervisor Notice is not warranted, he may appeal this decision to the Chief of Police, whose decision will be final. For the purposes of this article, Supervisory notices are not considered discipline, but a management tool to keep employees and management aware of ongoing employee performance. They may be implemented for positive or negative performance.

This is an example of how the organization sets the tone for procedural justice internally and also acts as an example of how our agency expects those same concepts to be applied externally.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendations 1.4. and 1.4.2)

11 *Transparency*

We have also adopted the policy of not charging fees for electronic document requests that fall under the Open Records Act. However, a fee is still charged for extraordinary requests involving an unusual amount of staff time. The Department continues to look for alternatives that allow correct information to reach the public as soon as possible. We also are always looking for new ways to disseminate information to the public and this has come to include social media instead of solely relying on traditional forms of media outlets. We also will try to release video of officer involved shootings within three (3) business days of the incident. This must be cleared through the Oklahoma State Bureau of Investigation as we use their agency to investigate any officer involved shootings or in custody deaths that involve our officers.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendations 1.3 and 1.3.2)

12 Business Cards

All Sand Springs Police Department officers have been issued business cards which identify them by name and badge number. In 2019, we changed our cards to include a website address to file an online compliment or complaint. The cards are also formatted to allow officers to note case numbers to assist citizens who wish to obtain copies of police records.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.11.1, and 4.4)

13 Complaint and Discipline Processes

The Sand Springs Police Department has taken steps to ensure that citizens may file a complaint for investigation. The Police Department instituted a special menu item on our phone system for Internal Affairs as well as an online form for citizen complaints or concerns. New forms for the processing of complaints and a due process tracking form follow the officer through the discipline process. Discipline allows the Department to maintain high level standards and is approached with the goal of helping our great employees to be to be even better. While discipline is not an everyday occurrence, our officers accept correction with professionalism. The police union has filed only one grievance since 1993, showing its resolve to have order within its ranks.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1 and 4.4)

14 Municipal Lock-Up Facility (Jail) Suicide Prevention

The design of the lock-up facility in the Billie A. Hall Public Safety Center has centered around the health and welfare of our citizens who find themselves being detained there. Too often society has viewed anyone who may be taken into custody as a bad person and relegated their safety as a secondary concern. As professionals in the criminal justice field, we cannot take that attitude and are taking proactive steps to help prevent those in our care from harm, including specifically self harm. Each component of the facility has been evaluated to eliminate hang points that a person in crisis may use for that purpose. Most persons in our custody will be housed in a dormitory style cell with more space available than is required by state and national standards. We also have specified inmate bunks to be anti-ligature as well as all of the other furnishings inside the cells. The facility will also have an abundance of security cameras which will help our certified jail staff keep the people under our care viewable while still maintaining their modesty. The phone in each dorm will be flush mounted as an anti-ligature measure. We will also provide a television to keep these people occupied during their stay, but the TV will be flush mounted as an anti-ligature measure. The jail shower will also be designed to keep any hang points from being accessible.

All of the certified jailers are required to take training in excess of that required by the State of Oklahoma. This program has been recommended and provided by the Oklahoma Municipal Assurance Group which is our insurance provider. Among the training available, our staff takes annual training on jail suicide prevention. We also make sure to pre-screen the people under our care for potential suicide ideations as well as act proactively if we detect the person is indeed in crisis by taking them to a mental health facility for treatment.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1,1.3, and 1.4)

15 Municipal Lock-Up Facility – Access to Phones

In many facilities across the country, inmate phones are used as a way to offset costs of the facility. This means that the people in custody are relegated to using phones that are very expensive. This cost is also not normally borne by the person in custody, but rather by their loved one who accepts the collect phone call. The Sand Springs Police Department sees the value in making phones available free of charge to the person in custody as we feel that it will help them make bond faster, and help foster an environment of positive order. This also helps demonstrate our concern for treating all persons with dignity and respect. This effort results in mitigating problems for the facility, staff, and inmate as well as the family.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 1.3, and 1.4)

16 Municipal Lock-Up Facility Hygiene Policy / Facilities

The Sand Springs Police Department has designed the municipal lock-up facility at the Billie A. Hall Public Safety Center with more shower availability than was available at our previous facility. This is accompanied by a policy that requires people to dress out in jail uniforms if they are to be held at our facility for more than a few hours. Inmates awaiting transport to the David L. Moss Center, or other facilities will be held in a smaller holding cell and not placed in the dormitory style cells or dressed out in uniforms. This will reduce the amount of people who will have contact with the main cells, thus reducing the probability of spreading any infestation or illness.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 1.3, and 1.4)

17 Immigration Enforcement

The Sand Springs Police Department will help any person, regardless of race, color, religion, creed, national origin, ancestry, sex, age, physical disability, mental disability, veteran status, sexual orientation, or citizenship status. Any person may approach our officers and request help without fear that they will be mistreated as a consequence of one of these areas. In these types of situations, it is not our policy to inquire as to a person's immigration status as it is not relevant to the issue at hand.

The Tulsa County Sheriff's Office participates in the 287g program which deals with immigration violations and serious offenders that the Sand Springs Police Department takes into custody. The offenders are vetted through this program by deputies who are trained to spot people who meet the criteria of the program. The Sand Springs Police Department lacks the jurisdiction to independently enforce federal immigration laws. Our officers also lack training and funding to act in this capacity even if current laws were to be changed.

However, it is important to note, that the Sand Springs Police Department will assist any other law enforcement agency in the lawful performance of their duty. If our department receives a request for assistance to accompany other local, state, or federal law enforcement to ensure the safety of all parties, we will always assist. This includes, but is not limited to, federal immigration officers. We will also honor any holds placed on prisoners in our custody by immigration officials.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.9 and 1.9.1)

18 Access to Language Services

The Sand Springs Police Department has an agreement with the AT&T Language Line. This service allows us to provide language services for over 170 different foreign languages that our dispatchers and officers may encounter. The service is available from our dispatch console and will help in situations where a person of limited English proficiency calls our department for assistance. The Sand Springs Police Department currently has two officers on staff that are fluent in Spanish language interpretation.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.9 and 1.9.2)

19 PREA Partnership with the Tulsa County Sheriff's Office

The Sand Springs Police Department was approached by the Tulsa County Sheriff's Office with a request to assist in their efforts to comply with the Prison Rape Elimination Act (PREA). They needed an independent third party to act as a call center to receive complaints from inmates at the David L. Moss Center in Tulsa. If an inmate has a complaint in reference to sexual assault or harassment, they have access to a phone in their holding pod and directions on how to file a PREA complaint. Upon placing the call, it is answered by a Sand Springs Police Dispatcher who then logs the call into our Computer Aided Dispatch System. This allows for complaints to be audited and verified at a later date. The Sand Springs dispatcher then forwards the complaint information to the Tulsa County Sheriff's Office for investigation. This program is a benefit not only to the inmates taken to the David L. Moss Center by the SSPD, but to all inmates in the facility. It is part of our commitment to serving all people with dignity and honor as well as strengthening our good relationship with the Tulsa County Sheriff's Office.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1,1.3, and 1.4)

110 Increased Traffic Violation Warnings

Currently almost half of our stops result in warnings when you account for stops that result in verbal warnings. Our department allows officers the discretion to determine the appropriate outcome of a traffic stop for a traffic infraction. Many times, a warning to a violator serves as the best kind of enforcement as it keeps the focus on the behavior. With many more fees being attached to citations for revenue purposes at the State level, our agency wants to make sure our citizens do not misunderstand why we undertake traffic enforcement efforts. Our agency wants to highlight improved safety as our primary role, not acting as de facto tax collectors for the city or state. In 2020, we received a request from a citizen that we concentrate more traffic enforcement on our residential streets. We will seek to do this by requesting at least one hour of each officer's shift be dedicated toward this effort as calls for service allow.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.9, 4.1.1, and 4.4)

111 Intermediate and Advanced Law Enforcement Certifications

The Sand Springs Police Department officers will participate in and achieve the certification levels offered by CLEET. These certifications are achieved by a combination of training, college, and years of service. Numerous members of the department have already achieved these distinctions. This is one more way that our officers can demonstrate their commitment to excellence.

(Exceeds recommendations of *President's Task Force on 21st Century Policing*)

112 Officer Uniforms

As we have placed more focus on giving alternatives to lethal force, more equipment must be carried by officers. Therefore officers are allowed to utilize the external body armor carrier that has the ability to carry a higher load of equipment, but weapons are not allowed on the front of the vest keeping a more approachable look. In 2020, we also started to allow officers to wear ball caps, not only as a way to appear more approachable, but to protect officers from harsh sun conditions and other weather that they may encounter. In the coming year, we also plan on setting a new standard for a class B uniform which will be utilized for special events and that does not require dry cleaning to help us with sanitization during a possible second wave of COVID-19.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, and 4.4)

113 Employee Empowerment

The Sand Springs Police Department is very proud of the relationship that exists between our officers and administration. The department has an impressive record of only one grievance filed since 1993. One way this is accomplished is by giving ownership of the department to our officers. The department allows officers to be innovative and empowers them to solve problems rather than just adhering to the traditional model of following directives from higher authority. One form that this empowerment takes is the ability of every officer to have a voice in respect to policies, programs, equipment, training, and even this policing plan.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.4, 1.4.1 and 1.4.2)

114 Collaboration with Local Businesses for Economic Development

The Sand Springs Police Department worked with local businesses and developers to incorporate the Billie A. Hall Public Safety Center into a new business district. It is our hope that these efforts will serve a two-fold purpose. The first being that by placing the new facility in close proximity as well as using a complimentary building design in relation to the Economic Development zone, we will enhance community policing efforts and have a facility more open and inviting to the public we serve. Our second being that we hope the proximity will help serve as a crime deterrent for the area. We are also working with area businesses to meet and find solutions for problems involving drug manufacturing and aggressive panhandling that interfere with their operations. Our agency also works very closely with the Sand Springs Chamber of Commerce to improve business relations and quality of life to in our community.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1 and 1.3.2)

115 **Tulsa Metro Area Law Enforcement Initiative to Hire and Retain Police Officers**

The Sand Springs Police Department and Tulsa Metro Area Law Enforcement Officials started an initiative to promote hiring and retention of police officers. This will ensure recruitment and retention of police officers is a top priority. They work to convince the Mayor, City Manager, City Council, or other local officials to designate resources and personnel for this responsibility. The best practice is to develop a strategic recruitment and retention plan and monitor it for effectiveness. One of the missions of law enforcement leaders is to counter the negative images of police officers in the media. This affects recruitment, as the attacks on the reputation of law enforcement severely hamper agencies' ability to attract a large pool of candidates. Law enforcement is also in serious competition with private industry and other departments for the best qualified applicants.

The purpose of the recruitment plan is to attract numerous job seekers to apply or test for open sworn and non-sworn positions. This will allow law enforcement agencies to be highly selective in whom they hire, while maintaining the high standards of the law enforcement profession. Agencies should strive for continuous improvement by hiring and retaining people with a broad range of diversity who are motivated, engaged, and community oriented.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1 ,1.8, and 1.8.2)

116 **Tribal Investigations**

The Sand Springs Police Department embraces a philosophy of procedural justice. The tenants of procedural justice are fairness, transparency, voice and impartiality. Procedural justice is modeled from within the department beginning with police administration. A foundation of justice through fairness, transparency, voice, and impartiality prepares each officer to uphold his or her oath to protect and serve while acknowledging the inherent worth and dignity of all persons.

The 2020 landmark ruling, *McGirt v. Oklahoma*, continues to have a profound effect on law enforcement interactions with tribal members. Questions of jurisdiction continue to cloud which law enforcement agency is responsible for investigating crimes involving tribal members. The confusion delays investigations, jeopardizes evidence collection and witness interviews, and leaves family members without support. Police reporting systems have been modified to include collection of tribal specific data. Documenting tribal affiliation and sharing information with the tribes benefits members of each community.

Sand Springs Police Officers act as liaisons between the Federal Bureau of Investigation (FBI) and the Muscogee Creek Nation (MCN). Each Police Officer attended numerous training courses and was certified as a Special Deputy United States Marshals Task Force Officer (TFO) under the direction of the FBI. TFO status enables officers to continue the investigation of Major Crime Act (MCA) crimes with a Federal Agent assisting.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 1.2, and 1.6)

117 **Cash Bond Initiative**

The Sand Springs Police Department in conjunction with the Municipal court developed a program whereby anyone arrested for a Municipal charge or warrant that exceeds \$100 in fees or fines may Bond out of Jail for a \$100 Cash Fee. If a person has existing fines or fees this cash payment will go directly to their fines when in the past it did not. The purpose of this program is to reduce the burden on citizens who may be struggling financially and are trying to get back on their feet. Incarceration affects a persons ability to work and be productive citizens. This idea for this program came from Officers who deal with these issues and saw a need and a solution and it's important to highlight The fact that our employees have bought into Social Justice issues that affect our citizens and are willing to come up with solutions and bring them forward.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2.6, 2.8 and 4.5.2)

118 **Internship Program**

The Sand Springs Police Department has established an intern program for young adults in High school and College who are interested in Law Enforcement. This program offers students, a rewarding and insightful experience by providing an educational program working in various areas within the Sand Springs Police Department. The student intern will be given the opportunity to learn and observe general law enforcement methods and the procedures of the Sand Springs Police Department. The intern will work with experienced police officers, and other non-sworn employees to further their opportunities for a career as a sworn police officer.

Prior to unit placement, Sand Springs Police Department conducts a background investigation. Once placed in a unit, interns are provided with a supervisor who will then serve as the primary point of contact.

Interns are expected to work between 6-12 hours per week between the hours of 7 am and 4 pm Monday through Friday. Ride-alongs and dispatch shadow can be scheduled in the evenings or weekends.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2.6, 2.8 and 4.5.2)

Pillar 2 - Policy and Oversight

21 Community Members Involvement in Review Processes

One of the accomplishments the Sand Springs Police Department is most proud of is our relationship with the community. In 2017, we optimized this relationship by involving community representatives to act as independent monitors for the Chief of Police. These representatives act as passive monitors in police Use of Force or complaint review boards and report any concerns to the Chief of Police, City Manager or City Council. They are also able to forward any concerns to Federal or State Authorities if they feel that there is a need. The representatives receive training in Use of Force policies before participating, so they are able to formulate educated and informed opinions. We have also tried to make sure that the members are diverse in their makeup to allow for evaluations of conduct to be through many perspectives.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2.6, 2.8 and 4.5.2)

22 Investigations into Use of Deadly Force

There are many who feel that the police should not investigate themselves in matters of a serious nature due to a perceived conflict of interest. To alleviate this concern, the Sand Springs Police Department became the first department in the State of Oklahoma to formalize an agreement with the Oklahoma State Bureau of Investigation to conduct investigations into any officer involved shooting or in-custody death involving our officers. We use the District Attorney of the appropriate county to review and prosecute, if needed, cases of officer involved Use of Force, shootings resulting in injury or death, and in-custody deaths. Further, we make all data related to these incidents available to the Federal Government. We feel these steps are another way our citizens can have confidence in the way we police the community, hold ourselves accountable, and welcome transparency.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2.2, 2.2.3 and 2.2.4)

23 Adoption of the Lexipol Policy Manual

The Sand Springs Police Department has adopted the Lexipol Policy Manual which has participating departments nationwide. This manual has been modified for the specifics of Sand Springs Police Operations. The Lexipol Policy Manual provides the advantage of having a manual containing policies vetted by other professionals with standards that meet and/or exceed state and national standards. This policy manual is available to our employees online or on a phone application so they have the benefit of being able to access policies in the field.

Our department posts the policies online for the public's inspection; we believe the document should be accessible as an Open Record.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 2.13 and 2.2)

24 Fair and Impartial Policing – Training and Policies

The Sand Springs Police Department has two instructors who attended the *Fair and Impartial Policing—Train the Trainer* that was sponsored by the COPS office of the Department of Justice. This training has allowed the Sand Springs Police Department to train our officers in anti-bias policing. The training centers on the concept that all people have some implicit bias. If this is understood, it may be controlled and lessen the chance that it will become a factor in the policing decisions made by an officer. In addition to the topic of implicit bias, the training covers the concepts of procedural justice and past injustices involving policing. The Sand Springs Police Department has and will enforce policies that prohibit policing by discriminatory practices of protected classes.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendations 1.1, 2.13, 2.4 and 4.4)

25 Fine Revenue — Reporting

It has been a goal of the Police Department to change how income from fines has been budgeted to reduce the perception that our community uses fine revenue as a hidden tax upon our citizens. Unfortunately, accepted accounting practices do not allow for us to modify the way revenue is budgeted for, so we have changed our focus in this area. Working with our Finance Department and City Administration, we have stopped reporting this income as part of the monthly reports to diminish any concern that our City may ask for a modification of police activity to bolster the budget. It has never been an issue in actuality, but perception drives public attitudes toward their relationship with police agencies. We do not want to have this area as a barrier to our partnership with the citizens of Sand Springs.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendations 1.1 and 2.9)

26 #8cantwait Policies Evaluation

When the Policing Plan concept was started at the Sand Springs Police Department, we wanted to look at ourselves through the lens applied to Ferguson, Missouri, in the Department of Justice Report. In subsequent years, we looked to racial justice activists like Black Lives Matter to see if ideas they presented made sense to use in our community. We have now taken a look at requests from other law enforcement reform groups to see where we can find common ground in policy language. There is a group that has put forward the #8cantwait initiative. This effort highlights eight policies meant to reduce shootings by police departments. We comply with some of these or will evaluate them for inclusion in our policy manual this year.

The policies follow:

- Ban Chokeholds and Strangleholds
- Duty to Intervene
- Shooting at Moving Vehicles Prohibited
- De-Escalation
- Use of Force Continuum
- Require Verbal Warning Before Shooting
- Comprehensive Reporting
- Exhaust All Alternatives Before Shooting

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendations 1.1, 1.3, 1.4.1, 1.5.4, 1.6, 2.2, and 2.2.1)

27 Allow Tattoos on Officers to Match Community Standards

Our agency ran an online poll that asked our public, “Do you think it is acceptable for an officer to have visible tattoos on the full length of an arm or both arms (sleeves)? The answer that came back to us was an overwhelming 93% of the responses was in favor of allowing this practice. In the past we have restricted this to comply with the sensibilities of our public. We have now changed this policy to reflect the current community standards.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing*

28 Mobile Field Force

The City of Sand Springs and the Sand Springs Police Department support the freedom of expression guaranteed by the U.S. Constitution. Events across the nation have demonstrated the unique challenges law enforcement can face in balancing the support of free expression and public safety.

Regardless of the depth and complexity of that challenge, the Sand Springs Police Department is committed to support all Constitutional rights and our Mission, including, but not limited to the protection of life, prevention of crime, enforcement of laws, and maintenance of order.

The formation of the Mobile Field Force (MFF) is a result of that commitment. The MFF will respond to actual or anticipated public order management incidents, or other incidents as directed by the Chief of Police, and work to support citizen’s Constitutional rights and our Mission.

These public order management incidents include, but are not limited to, the following: riots, civil disturbances, unlawful assemblies, protests, counter protests, demonstrations, rallies, gatherings, marches, parades, missing person/amber alert, criminal investigation task forces, natural disasters, and dignitary protection.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendations 2.7, 2.7.1 and 2.7.2)

29 Homeless Crisis Intervention

The Sand Springs Police Department understands the homeless crisis is an issue to be solved rather than an enforcement matter that can be addressed by arresting or relocating homeless persons.

Most police agencies do not receive adequate funding or the necessary resources to responsibly help the homeless. Police agencies must develop partnerships with social service agencies, fire and medical services, and nonprofit and faith-based communities to bring about a positive impact.

Police forces continue to evolve and meet their expanded role through officer training and the development of specialists within the department. Each officer receives training and resources as it relates to established programs and available resources addressing homelessness.

To better serve the needs of the homeless, the Sand Springs Police Department formed a partnership with the Mental Health Association of Oklahoma, (Homeless Outreach & Rapid Response Team) and Tulsa’s Community Mental Health Officer.

(In compliance with the *Final Report of the President’s Task Force on 21st Century Policing* recommendation 2.1 and 2.13)

20 **Critical Incidents involving arrested subjects**

Any time an Officer is forced into a critical incident based on the actions of the suspect and that suspect is arrested it is the policy of the Sand Springs Police Department that the suspect will be handled by another officer not involved in the critical incident until such time that the affected officer has time to decompress. We are all human and are susceptible to human emotions and critical incidents can be very emotional. This policy change is not an implication that this is a problem within the police Department but an acknowledgment that taking an officer out of a critical incident as soon as practical is a best practice that we endorse.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 3.1.3, 3.3.3 and 4.4)

Pillar 3 - Technology and Social Media

31 Body Cameras

The Sand Springs Police Department has been using body cameras since approximately 2008. We deployed them department wide in 2014. This has been accomplished at great expense to our city, but has been fully embraced by our officers. Body cameras are now the norm and will continue to be used as a preventative measure against misconduct by citizens and officers. All parties tend to act better when under the eye of a camera. We have had instances where officers have failed to utilize their body camera as required, and they were disciplined as a result. This issue has since become very uncommon as it is now thought of as a positive part of the way our officers conduct their duties and a way to protect not only the public, but the officers as well. We have also had several false complaints that were able to be investigated and the truth of the situation revealed, so officers have faith that the body cameras will protect them from such claims.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 3.1.3, 3.3.3 and 4.4)

32 Body Camera Video Retention

Our agency feels so strongly about the benefits of utilization of body cameras, we have expanded our retention schedule for footage captured by our cameras. In 2019, our agency contracted with Evidence.com for expanded storage and set the base retention at 5 years for all video. We also have the ability to hold any video needed for an unlimited amount of time. Major felony cases, use of force, or cases of unusual interest may be retained indefinitely.

It is our goal to show that level of commitment that we have to transparency and accountability to our public. The cost of the video storage and equipment replacement agreement is approximately \$18,000 per year.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 3.1.3, 3.3.3 and 4.4)

33 Social Media

The Sand Springs Police Department started a Facebook page in March of 2016. Since its inception, we have received great community support. Some posts have reached over 250,000 people with content that most often centers around crime prevention. We also use this media to educate the public about ongoing crime problems, crime trends, and investigations that we need the public's assistance in solving.

Social media also helps us reach a population that may not be able to travel to engage with us such as the elderly and disabled.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 3.2.3, 3.3.3 and 4.1)

34 **Patrol Rifle Program**

As our country has seen more violent acts by people targeting school children, workplaces, entertainment venues, and even directly at police officers, our department realized a need to provide our officers with patrol rifles. All of our patrol officers have been taken through a patrol rifle school, so they are trained and qualified on these weapons. The officers were also equipped with electronic locks in their patrol units to ensure that the weapons may only be accessed by authorized personnel. While we hope that the need never arises where these weapons need to be deployed, we are confident that our officers are now equipped to handle situations that may require that level of force to be used. The decision to deploy these weapons was made after bringing the issue before our City Council and allowing for public comment on the topic. It is important for decisions such as this to not be made in a vacuum, but to be made in concert with our public to keep the relationship and confidence of the people we serve.

(Exceeds recommendations of the *President's Task Force on 21st Century Policing*)

35 **Pursuit Termination Options**

There are people injured or killed every year in the United States due to high speed pursuits. The Sand Springs Police Department is committed to using technology to reduce the risk of harm to citizens, officers, and suspects during pursuit situations. Every patrol unit is equipped with a Stinger tire deflation unit to help end pursuits. Pursuits and the use of the tire deflation devices are governed by our Lexipol policy project.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 3.1.3, 3.2 and 3.5)

36 **Tasers**

The Sand Springs Police Department is committed to using only the most reasonable and necessary force needed to affect an arrest or to bring a person in a mental health crisis into protective custody. To keep that philosophy effective in practice, it is important to keep our officers in the most current version of less lethal weapons that are available. Our department has had mixed results using the Taser X26 model, which has had a disappointing reliability rate in stopping subjects in which they have been deployed. We have now upgraded all of our officers who are carrying tasers to the newest model, the X2. Benefits of the X2 include the fact that the device has the capability of deploying a second discharge in cases where the first round proves to be ineffective. Like all of our efforts in using less lethal technology, we hope this will minimize times that a situation could escalate to a deadly force encounter.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2 and 3.2)

7 Pepperball

As discussed above, our taser devices have proven to be effective only about 50% of the time when deployed. The general public has come to have an unrealistic expectation when it comes to incidents involving taser deployments by believing that a taser is always effective. There are a multitude of reasons that a taser may be ineffective during an incident, so the Sand Springs Police Department has started a pilot program to look at alternatives to this technology. We have deployed nine pepperball pistols with the goal of generally having two per shift. This will allow officers to have another means of bringing a combative and non-compliant subject into custody without resorting to extreme levels of force when circumstance allow. The pepperball equipment that has been acquired will have two different rounds available. One that is a traditional paintball shape and another that is a rifled round that will allow for longer shots to be deployed against a subject. Due to the unrest in the United States with numerous riots and violent persons co-opting peaceful protests for their own goal of committing violence, we have also acquired 6 new pepperball rifles to be used in such situations, or when needed as a less lethal option for other calls such as a violent person call.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2 and 3.2)

8 School Security Technology Assistance

The City of Sand Springs, through the Sand Springs Police Department, has provided the Sand Springs School District \$250,000 for security measures. This partnership has provided new security cameras, lobby guard units to detect sex offenders and violent crime offenders; as well as emergency planning software. This partnership helps establish a strong relationship affecting the school populace safety when in session.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1 and 1.5.3)

9 Electronic Submissions of Cases to the Tulsa County District Attorney Office

The Sand Springs Police Department has started submitting cases to the Tulsa County District Attorney's Office through an FTP site. We are also on track to be one of the first departments to interface directly with the D.A. by means of an API from our records management system to their prosecution software system. This will allow for a more timely exchange of information between the agencies. It will also hopefully allow for those offenders who may be able to be released from pre-trial custody. Expedient electronic submissions will work to minimize the negative impacts upon offenders and provide for a better fiscal result for Tulsa County as it relates to the costs of housing people who are arrested for non-violent crimes. This program will also allow for better protection of the public by helping communication between the D.A.'s office and the Police Department.

(Exceeds recommendations of *President's Task Force on 21st Century Policing*)

310 **CAD/RMS/MOBILE/AVL**

The Sand Springs Police Department replaced our Computer Aided Dispatch, Records Management System and Mobile Computer System. This has brought many enhancements to our agency and community. One of the goals has been to move our agency to be compliant with NIBRS/SIBRS standards in crime reporting. This national and state effort should allow us to give more detailed information as it relates to crime. The system should allow for us to produce more records showing who we arrest and why. It will also let us explore more investigative techniques by mining data to look at trends and connections of individuals who have been in our system previously. Among the best new features that will be seen on the system will be Automatic Vehicle Location (AVL) technology. This will allow for our dispatchers to see the current location of our emergency responders (Police and Fire) at any given time while they are on duty. It will help us send the closest and most appropriate assets to incidents. It will also let us monitor where are units are during an incident and allow supervisors to deploy those assets strategically to their greatest advantage. The records management portion of the system will also help us achieve our goal to move more toward a paperless system, thereby making our operations more efficient as well as being more eco-friendly by reducing the volume of paper that we consume.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, and 2.6)

311 **Thermal Imaging Cameras on Patrol Units**

The City of Sand Springs greatest crime problem revolves around property theft. Burglary of automobiles sets the bar in this category and is one of the most difficult crimes to solve. Suspects involved in these cases tend to use darkness as a way to avoid detection and to escape when caught in the act. Our agency has found a tool we believe will help us to mitigate that trend and bring suspects into custody. We equipped 15 of our patrol units with the Noptic NV3 thermal imaging system that will allow our officer to detect the heat signature of prowlers, burglars, and others that use the night time to their advantage. We hope this will lessen the frustration of our citizens by reducing the amount of criminal activity in the area. This system cannot see into homes and will be used in accordance within the guidelines set forth by court case law.

(Exceeds recommendations of *President's Task Force on 21st Century Policing*)

312 **Trauma First Aid Kits**

Our commitment to care for people also includes officers who may be injured, or suspects who may have in one moment been trying to kill or injure an officer and in the next moment may be seriously wounded by that officer. In those cases, our officers are trained and now equipped with basic trauma first aid kits that will allow them to render aid until advanced life support EMS personnel arrive on scene to take over care. These kits may be also be used to help render aid at serious traffic collisions and other scenes where a citizen may be injured with severe bleeding.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, and 6.4)

33 *Bike Team Enhancements*

The Sand Springs Police Department has purchased six Fuji Police Bikes for use by our bike team officers. While the public is accustomed to seeing these at special events, our officers also do random patrols of neighborhoods late at night to target car burglary suspects. The officers are able to affect this problem by riding silently and are not as easily identifiable as an officer in a car. The bike team also works to help secure safety on our trail system and in our parks. Our officers have also worked with kids in the schools to help them with learning how to ride bikes safely. Each officer goes through an extensive bike training school at Oklahoma State University to prepare for their duties in Sand Springs. The bicycles will be stored at the Billie A. Hall Public Safety Center, and each officer will have a rack and hitch on their vehicle to transport the bikes to events and specialized patrols. We also think this is a great way to get our officers into closer contact with citizens which will further cement our great relationship with our community.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 1.5., 3.2 and 4.2, 4.5 and 6.2)

34 *Pistol Optics*

Sand Springs Police Department Instructors recently completed a pistol optics class specifically addressing the use, training, and validity of the RMR (ruggedized miniature reflex) pistol optic.

By far the greatest advantage of the RMR is to allow the officer to focus on the target/threat instead of the front sight of the weapon. The concept of the RMR is to focus on the target and place the dot on the target; the traditional focusing on the front sight causes the target/threat to appear fuzzy. The RMR allows the target/threat to remain clear allowing the officer to see hands, abrupt movements, and any other acts, threats or compliance while still maintaining a clear sight picture and intended target. Simply put, it enhances the officer's decision making process and shooting abilities.

With the knowledge of most shootings being at close range, the RMR allows the shooter to get rounds off quicker with less sight alignment. Instead of lining the back sight to the front sight, the officer only needs to place the dot (regardless of where the dot is on the glass) on the target, thus making target acquisition quicker.

Another benefit of the RMR is eyesight. Acquiring the dot is far easier for those with deteriorating vision. This would greatly reduce the risk of missed shots, poorly placed shots, or potential collateral damage.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 3.1.1 and 3.2)

35 Laser Measurement System - Zone3D Software

The Sand Springs Police Department's Criminal Investigation Division and the Major Accident Investigation Team utilize the 3D laser scanner to quickly and more accurately measure crime and traffic collision scenes.

The point and shoot systems allows one investigator to point the laser at a target and the system records the position in a 3D labeled point cloud with just one click.

This system replaces the traditional method of manually laying multiple, long tape measures on the ground in a time consuming, less accurate measurement process requiring multiple measurements to the same object in order to create a limited 2D diagram.

The point cloud data is imported into the software and can be used to create an accurate, to scale, 3D model and 2D diagram of the scene. The software can also be used to create 3D animations for jury viewing on a TV screen or in a virtual reality system.

The combination of both systems saves time, improves accuracy, and provides a better product for jury presentation in criminal court proceedings. Roadways are cleared expeditiously, and a better product of evidence is available for trial.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 3.1.1, 3.1.3 and 3.2)

36 Flock Camera system

The Sand Springs Police department has purchased six flock cameras spread throughout the City. They were installed June 1st and 2nd and are now a part of our crime prevention tool box.

This system is a license plate reader and acts as a force multiplier for Law enforcement.

Flock Safety serves HOAs, neighborhood associations, businesses, law enforcement agencies, schools, cities, and counties to provide them with the tools they need to increase the effectiveness of their public safety efforts, target crime efficiently and objectively, and help provide the information police need to stop crime.

Some communities that have these cameras have reported over 70% crime reduction, including 60% reduction in non-residential burglaries, and an 80% reduction in residential burglaries.

We have been given permission to use other local agency's cameras that are installed in our area. As a result, we were able to clear a residential burglary by entering a vehicle description into the system and then matching it to other similar vehicles until we found the right one.

This will greatly enhance the officers ability to find suspects who commit property crimes in our neighborhoods and businesses and gives the public the peace of mind that these tools are available to help solve their crimes and hopefully recover any lost property.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 3.1.1, 3.1.3 and 3.2)

Pillar 4 - Community Policing and Crime Reduction

41 SWAT Team Protocols

The Sand Springs Police Department participates in a multi-jurisdictional SWAT team with the cities of Bixby, Sapulpa and Jenks. The team is called South-West Area Tactical. One of the philosophies adopted by the team is a recommendation from the National Tactical Officer's Association in regard to suicidal subjects. The standard sets that outside of extenuating circumstances, the SWAT team will not respond or engage with a subject who is alone in a residence who has indicated they wish to end their own life. The department may have patrol officers monitor the situation, but we will not escalate the situation. The SWAT team has a full complement of crisis negotiators which have received training in advanced levels of mental health.

During the team's history, they have not injured or killed any subject of a call out.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 1.5.4 and 4.4)

42 Community Outreach

The Sand Springs Police Department has a philosophy of community involvement through positive contacts. One of the best ways to meet with groups of citizens is to meet with them in the context of Neighborhood Watch meetings. Officers hear first hand concerns from our community. We also look for other opportunities to interact with citizens. Social media plays a role in our outreach and helps educate citizens about the role law enforcement plays as well as limitations we may have.

In 2020, we began offering meeting space for Home Owners Associations to meet for annual HOA meetings. This allows our officers to build relationships with citizens from the associations and to address concerns or to follow up on ideas that come from the meetings.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 4.1, 4.4.2, 4.5, 4.5.1)

43 Traffic Fines

The Sand Springs Police Department has never worked on quotas or taken fine revenue into account as it relates to enforcement efforts. The department is diligent in our efforts to ensure fines are reasonable, and our fines are some of the lowest in the metro area. Our city continues to monitor fines and take appropriate steps to minimize increases. If fines become so intrusive for minor infractions that people feel it is not within their ability to pay them, they may fail to appear at court. If a warrant is issued, a person may choose to flee, resist arrest, or assault an officer. Fines that are more affordable can lead to more people showing up for court, less warrants, and less conflict between officers and citizens. This area was discussed in the DOJ report on Ferguson, Missouri. We have worked to adapt their findings to areas that help people have more confidence in their local government.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, 2.9 and 4.1.1)

44 Traffic Stop Citation Limitations

One complaint critics of law enforcement have regarding citations is the large amount of citations written by an officer during a traffic stop. The Sand Springs Police Department instituted controls through a policy requiring supervisor approval when issuing more than three (3) citations to one individual. While there may be occasions when more than three citations are necessary, it should be the exception rather than the norm.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2.1, 2.9, 4.1.1 and 4.4)

45 Fine Alternatives

In 2016 the Sand Springs Municipal Court instituted a program to allow for alternatives to fines or jail time. It was initially met with limited success, but we continue our efforts to help reduce the strain for people with limited abilities to pay fines. The initial program allowed citizens to help at one of our local festivals and receive credit to reduce or eliminate their obligation to the city. Our Municipal Court also conducted a Food for Fines Program that allowed anyone who had an outstanding warrant or fine to reconnect with the court and have a portion of their fines forgiven. This was a very successful effort. We are now looking at different ways to insure compliance and bring success to the program.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1 and 4.1.1 and 4.4)

46 Warrants - Recall Alternatives

The City of Sand Springs continues to look for ways to give people alternatives to take care of existing warrants. A program will be established to look at community service, time pay orders, and fine reduction if existing warrants are taken care of before law enforcement intervention takes place. We also continue to allow citizens who have warrants to voluntarily surrender at the Court Clerk's Office and make arrangements for court appearance, or to enter a plea at the window with a time pay order or community service agreement. This is accomplished without fear of arrest by the Police Department.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 2.2.1 and 4.1.1)

47 Procedural Justice

The Sand Springs Police Department embraces a philosophy of procedural justice. The tenants of procedural Justice are fairness, voice, transparency, and impartiality. These tenants were not always held by all law enforcement in the past. The aspects of the Policing Plan 2017 are meant to further these tenants and to provide a culture within our organization of procedural justice in everyday operations. We are committed to fairness, voice, transparency, and impartiality in our relationship with the public and with our employees. We feel that our officers tend to police the way they are managed.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 1.2 , 1.3, and 4.4)

38 Holding Limitations on Open Municipal Charges

If a person is in the Sand Springs municipal jail on municipal open charges, they are released upon oral recognizance within 72 hours as a matter of policy of the court. As previously discussed, it can be counter-productive if we hold someone in jail and he or she loses employment. Loss of employment reduces the ability of a person to pay his or her fines and may have other untold costs such as family strife, medical issues, etc. This program is a good example of responsible and wise use of tax dollars.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 4.1.1 and 4.4)

39 Reduce Municipal Incarceration

The Sand Springs Police Department and the Municipal Court will begin collaborating to identify people who have been repeatedly jailed for the same underlying charge. Many people who do not have the means to pay their fines or bond outright, get caught in a loop of fail to pay or fail to appear on outstanding charges. This leads to warrants for the individual and some spend multiple ten-day jail stays. Our officers, court staff, and judges now work together to identify these individuals and when appropriate, seek a modification of the sentence to limit this occurrence. We will also seek to educate individuals coming into the Sand Springs municipal lock up facility about the process to help them avoid warrants to begin with.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 4.1.1 and 4.4)

40 Prosecution of Schedule I and II Drug Crimes

Previously, the Sand Springs Municipal Court did not hear cases involving simple possession of schedule I or II drugs. With the State of Oklahoma passing State Questions 780 and 781, these crimes have now become simple misdemeanors. While many would think that the District Court would be in a better position to adjudicate these crimes, it is our opinion that the Municipal Court has more time to deal with the offender on an individual basis. We modified the City of Sand Springs ordinance relating to drug possession to include these offenses. It is our goal to look for opportunities to encourage these individuals to seek treatment rather than simply pay a fine.

Another impact this has is a diminished amount of officer's time related to the prosecution of these offenses. Offenders may be eligible for citations for these offenses, rather than being arrested and taken to jail. For those who comply with provisions set forward by the court, this will lessen the impact on their lives while dealing with this problem. This will also be a more efficient way of adjudicating these offenses and keep officers on the street to deal with more serious crimes in our community. Felony offenses will still be prosecuted at the District Court level.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 4.1.1 and 4.4)

411 Meadow Valley Flood Preparedness Meetings

The Meadow Valley subdivision in our city has had a problem with flooding numerous times since it was built. As more of the homes have been occupied by renters rather than owners, they may not realize that the issue exists or what to do when it occurs. In 2019, our agency gave over two days notice of the impending flood event, but some residents did not heed the warning. It is our intent to hold a meeting in the first part of March each year to educate residents of the area as to the potential risk for flooding. Providing education to mitigate impact in case of a flood event and signing up residents for our emergency phone notification system will better prepare residents in the case of an impending emergency.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 4.1, 4.2, 4.2.1, 4.3, 4.4, 4.4.2, 4.5.)

412 Drug Takeback Program

It is no secret that our country has faced an ongoing epidemic involving the abuse of opioid medications. To help this, our department asked the Oklahoma Bureau of Narcotics and Dangerous Drugs Control to install a drug takeback box inside our station. It has been reported to us that we are the most active takeback site in the state; leading us to ask for a second takeback box. Learning that there has been such demand, we plan on offering a drive up take back event with the help of the Tulsa County Health Department, OBNDD and the DEA.

(Exceeds recommendations of the *Final Report of the President's Task Force on 21st Century Policing*)

413 Boys and Girls Club Safety Committee Member

The Sand Springs Police Department expanded our community outreach this year with the opportunity to serve on the Boys and Girls Club Safety Committee. The board-led safety committee leads the safety and security direction of The Salvation Army Boys & Girls Clubs of Metro Tulsa. The committee is responsible for identifying safety needs, recommending new and enhanced operating policies and practices, and assisting organization in making critical safety- related decisions as necessary.

We will participate in planning activities, review safety reports and data, attend meetings, and participate in projects.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 4.7, 4.7.1 and 4.7.2)

44 *Junior Achievement Inspire Career Fair*

The Sand Springs Police Department continued their mission of fostering community partnerships in 2021 by participation in the Junior Achievement Inspire Virtual Career Exploration Fair. Officers designed a virtual career fair exhibitor booth and virtually communicated with students throughout the day.

The interactive career exploration fair showcased Police careers and more than 65 other organizations from around the state including health sciences, human services and resources, industrial, manufacturing, engineering, business, marketing, communications and information technology sectors.

JA Inspire is a coalition of educators and industry leaders, led by Junior Achievement of Oklahoma. At the center of their work is a powerful event that is massive, both in square feet and impact. Junior Achievement's mission is to inspire and prepare young people to succeed in a global economy.

JA Inspire offers students the opportunity to virtually learn about careers directly from industry representatives before planning their high school course work to better prepare for life after high school graduation.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 4.7, 4.7.1 and 4.7.2)

45 *Gilcrease Hills Baptist Church Partnership*

The Sand Springs Police Department practices a philosophy of community involvement through positive contacts. This year the Sand Springs Police Department, Sand Springs Fire Department, and the Sand Springs Public Schools entered a partnership with Gilcrease Hills Baptist Church to distribute food to families, seniors, and other individuals in need.

School administrators provided information to staff for distribution to families, seniors, and others in need.

On Saturday, January 29, 2022, members of the church, police, and fire departments met at Gilcrease Hills Baptist Church and distributed milk, meat, bread, vegetables, and cereal donated or purchased by the church.

(In compliance with the Final Report of the President's Task Force on 21 st Century Policing recommendation 4.2.2, 4.4.2 and 4.5)

46 Crime reduction initiative

The Sand Springs Police department has developed a policy to increase proactive police work through the Crime reduction Initiative. The initiative offers our officers the opportunity to work out- side of their assigned duties and concentrate on directed enforcement. This opportunity also bene- fits our officers with additional training and experience in all aspects of policing.

Officers will set their schedules and focus on high crime areas, outstanding warrants, and traffic concerns. During these periods they will not be subject to normal calls for service so they can focus entirely on their mission.

They will also serve as extra manpower for the shift that's on duty for major events that require im- mediate attention.

This program will also benefit the officers, in that it gets them away from their normal work activity and allows them to be more proactive with flexible schedules targeting the needs of the community more efficiently.

It's important to note that this initiative came from the rank and file and it demonstrates that our offic- ers are bought into our culture and that they have a desire to find creative ways, with a department our size, to serve their community more effectively, reducing crime for our citizens

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, and 2.2.1)

Pillar 5 - Training and Education

51 De-Escalation Training

The Sand Springs Police Department fosters a culture in which officers are expected to use the minimum force necessary. This is enhanced by the fact that all Sand Springs Police Officers are trained in de-escalation techniques. This training compliments our other training such as CIT, verbal skills, use of force, and implicit bias training. When evaluating what training to enjoin for our officers, we have found that there is no set standard across the country for this training. We have elected to work with the Oklahoma Municipal Assurance Group (OMAG) who has sent members of their staff to become certified in the Integrating, Communications, Assessment and Tactics (ICAT) system.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, and 2.2.1)

52 Positional Asphyxiation and Excited Delirium Training

The death of George Floyd in 2020 brought about a conversation on banning chokeholds or other tactics that reduce blood flow in a suspect. We also want to guard against tactics which block the ability of a suspect to breath properly, thereby inducing death or injury to the suspect. We also wish to be on guard against Excited Delirium Death Syndrome. This syndrome is thought to come into play when a person has been using drugs or is in withdraw from a substance and is in a very strenuous encounter with police. We want our officers to be able to recognize signs of this and to act promptly to get a potential victim of this syndrome help before it results in a death or serious injury. We intend, during the next 12 months, for every Sand Springs Police Officer to receive refresher training on Positional Asphyxiation and Excited Delirium to help guard against these being an issue at our agency.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, and 2.2, 2.2.1)

53 Humane Leg Restraints

When the video of George Floyd was released, most saw the need to develop tactics other than remaining on top of a person after a physical conflict. Officers staying on top of an individual sometimes occurs as the officer feels the person may flee, kick, or continue to struggle even when handcuffed. The Sand Springs Police Department has purchased a set of nylon humane leg restraints for every officer in order to counter this at our agency. Officers will receive training on these systems when they go through the Positional Asphyxiation and Excited Delirium training mentioned above.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, and 2.2, 2.2.1, 3.2.3,)

54 Crisis Intervention Team (CIT) Training

All Sand Springs Police Officers have been certified in the Crisis Intervention Team concept or an equivalent advanced mental health training. We will continue to train new officers in these concepts as well as refresh training for officers annually. This will help us to always provide our citizens who suffer from mental illness with the best level of service. We are committed to treating all of our community, including those in crisis, with dignity, empathy and respect.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 4.3.3 and 4.4)

55 **Use of Force Training**

All Sand Springs police officers attended use of force simulator training instructed by the Oklahoma Municipal Assurance Group. The training not only covered shoot/don't shoot simulations, but covered other use of force scenarios such as verbal intervention and less lethal. One topic that caught the officers' attention was avoiding commands that place officers and suspects at risk for a violent encounter. We intend to have this course repeated periodically to keep the lessons involved fresh, as this also helps reinforce other training such as de-escalation and active listening. We also are seeking to possibly acquire our own use of force simulator to allow for more ongoing training in the future.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 1.2 and 4.4)

56 **Custody and Control Training**

It is mandatory for all Sand Springs Police Patrol Officers to attend annual training on the topic of custody and control techniques. Annual training helps to insure that our officers are trained and accomplished in techniques that allow for the minimum force necessary to effect and arrest. We also allow instructors to perform non-punitive debriefs with officers who have been involved in use of force incidents.

Our current policies outline the following:

- When use of force is appropriate; discouraging use of force on children, elderly persons, pregnant women, and people with disabilities.
- Education of victims/families regarding the investigative process.
- Provision of information regarding victim/family rights. Victim rights may include the right to restitution, the right to a victim's advocate, the right not to be excluded from criminal justice proceedings, and the right to speak at criminal justice proceedings.
- Assistance in helping victims restore a sense of safety and security, which includes informing a victim of resources available through state and community assistance programs.

This year we participated in the National Crime Victims' Rights Week "Day of Hope" at Tulsa's Promenade Mall.

(Exceeds recommendations of the *President's Task Force on 21st Century Policing*)

57 **Firearms Training and Certification**

The Sand Springs Police Department requires all Sand Springs Police Officers to train and certify twice a year. This guideline ensures our officers' skills are adequate and allows our instructors to train officers on the department's use of force policy. Officers are required to score 84% on a more complicated course of fire for qualification, which is a higher standard than required by the State of Oklahoma. We also allow instructors to perform non-punitive debriefs with officers who have been involved in use of force incidents.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 2.3)

58 Autism Awareness Training

All Sand Springs Police Officers have already completed training that is specific to awareness in how to deal with citizen's of our community who have autism. Autism refers to a large range of conditions that can manifest itself in people as challenges in social skills, repetitive behaviors, speech, and communication problems. It is reported that autism affects as many as 1 in 59 children in our country. This can lead to problems in interactions with officers who may not recognize the signs of autism and may misinterpret the intent of a person who may be in crisis. Our want is to best serve all in our community and to police in a manner which brings us closer to our public, not to have conflict. We will continue to train new officers in our employment in autism awareness.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendations 1.1, 4.3.3 and 4.4)

59 Accreditation

One major goal of the Sand Springs Police Department is achievement of National or State Accreditation. Accreditation will help us maintain standards set forth by an organization outside of the internal influence of our department and community. Accreditation standards are developed with input from a broad spectrum of perspectives.

(Exceeds recommendations of the *President's Task Force on 21st Century Policing*)

510 Jail Suicide Prevention and Training

The Sand Springs Police Department is taking strides to mitigate the possibility of a suicidal person in the custody of our jail. We are training our dispatchers/jailers in suicide prevention through the annual certification process made available by the Oklahoma Municipal Assurance Group. Our new jail facility is being designed free of potential hang points with attention to any other ways that a suicidal subject may use the facility while in crisis. Facility design combined with CIT training will lessen the chance of a tragic situation while a person is in our care.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1 and 4.4)

511 Victims of Crime Advocate

The Sand Springs Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Sand Springs Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in our policy as follows:

- Interacting with victims, and/or family members of victims, in criminal cases handled by the Sand Springs Police Department.
- Assisting Sand Springs Police Officers by communicating with victims and/or their families.
- Educating victims about the investigative and criminal justice processes.
- Informing victim/family about their rights. Victims' rights may include the right to restitution, the right to a victim's advocate, the right not to be excluded from criminal justice proceedings, and the right to speak at criminal justice proceedings.
- Helping victims restore a sense of safety and security, which includes informing them about resources available through state and community assistance programs.

This year we participated in the National Crime Victims Rights Week "Day of Hope" at Tulsa's Promenade Mall.

(Exceeds recommendations of the *President's Task Force on 21st Century Policing*)

512 Leadership Training for Law Enforcement

The Sand Springs Police Department is preparing for a retirement surge. Law enforcement officers from the baby-boom generation will soon be handing off the future of the profession to the next generation of officers. Even though departments have anticipated these retirements, they are finding it difficult to fill the void. Underfunded and underdeveloped recruitment programs as well as recruitment rates in law enforcement are at all-time lows.

Naturally, it would make sense for officers who have risen through the ranks to oversee department operations from senior-level positions. Career officers understand the climate and have the resources and experience to perform the highly dedicated work of a police officer.

Experienced officers offer a seamless transition and are equipped to lead while providing improved safety and quality of life for communities. Promoting from within strengthens moral. Officers feel a sense of pride seeing one of their own leading the force. They also see an opportunity for advancement and promotion.

For many agencies, officers from the current millennial era will naturally rise through the ranks to fill leadership positions. Are they ready? Sand Springs Police Department is actively preparing leaders with formal leadership and management training.

Department supervisors are beginning FBI LEEDA (Law Enforcement Executive Development Association) training. Each officer and supervisor receives a minimum of 16 hours of leadership training.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 5.3 and 5.3.3)

513 **Active Shooter training**

The Sand Springs Police department is focused on providing our officers with the best training and equipment available.

Most of our officers have been trained on the ALERRT and LASER training systems, which are nationally recognized programs.

These programs were developed through a partnership with the Justice Department and Louisiana State University To train officers how to respond to an active shooter event (ALERRT) and then, single officer deployment for an active shooter event (LASER).

As part of this training it is recommended that officers have additional supplies/tools at their disposal during and event so that they can best be successful.

We have provided every officer with an active shooter response kit/ tactical go bag, that includes medical supplies, extra ammunition, and a specialized tool to access locked doors.

This go bag will increase and officers chances of being successful to stop the threat, preserve life and render aid as quickly as possible.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 1.1, and 2.2.1)

Pillar 6 - Officer Wellness and Safety

a Support of Our Police Officers

Our department is proud of how we support our officers. We continue to ensure that officers receive the best training available and equip them with the best tools and resources. We are also committed to progressive policies that utilize cutting edge philosophies and best tactics. We will not forget officers are citizens just like the people they serve, and we will not reduce their constitutional rights and protections for the sake of political expediency.

We provide every officer with body armor and tactical tourniquets to help ensure safety while performing their duty. We also require that body armor and seatbelts be used as a matter of policy.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 6.4)

b Resisting and Assault and Battery on Police Officer Charges

By making allowances for citizens' safety, not oppressing citizens with fines, and giving citizens an outlet to file truthful complaints, we feel citizens have a duty to act as good citizens in return. While our department does not have a reputation of excessive force and preventative steps have been taken, it is still incumbent upon our citizens to not resist, assault, or otherwise hinder our officers. Citizens must comply with officers; and if they disagree with the charges placed on them or with the overall conduct of an officer, they must go to court or file a complaint for redress. If an officer encounters someone who resists or assaults them, the officer will book the citizen to state court instead of the courtesy of remaining in municipal court. As a civil society, citizens must understand the appropriate response to an arrest they feel is unjust must be expressed within the judicial system and not during the arrest. We reject the notion that there is now a right of the public to resist a police officer while he or she is performing his or her sworn duty.

(Exceeds recommendations of the *President's Task Force on 21st Century Policing*)

c Officer Fitness and Testing

The Sand Springs Police Department has made a conscious effort to help officers maintain a healthy life style which we believe will help officers not only in the performance of their duties, but will help officers enjoy a lengthened career. Our efforts in this area have been centered around paying \$100 per officer toward a gym membership and allowing accesses to the city fitness center. We also have entered into a Memorandum of Understanding with the University of Tulsa which allows officers to be physically tested by students in the Exercise and Sports Science Program. The program tests officers for cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition. It is our goal to work with the Sand Springs Fire Department to build a fitness facility for officers and firefighters on the grounds of the Billie A. Hall Public Safety Center.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* Recommendation 6.2)

6 Critical Incident Inoculation Training

Officers across our country are subject to seeing and experiencing things that can grossly impact their psychological well being, which in turn can affect their physical condition. All Sand Springs Police Department officers have attend training presented by Doctor Doug Gentz called Critical Incident Inoculation Training. Doctor Gentz has worked with Law Enforcement for many decades, and he has worked with the Tulsa Police Special Operations Team for many years. The training he presents will prepare officers to cope with the rigors of police work, understand and help minimize the impact on them, and help them understand when they may want to seek out help. PTSD, depression, and other conditions can be mitigated if signs are recognized and treatment is sought. Suicide is one of the leading causes of death among police officers, and it is our intent to help prevent that at our agency in any way we can.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* Recommendation 6.2)

6 Counseling Services for Officers

The Sand Springs Police Department takes not only the physical wellbeing of our officers to heart, but mental health as well. Our officers have the ability to go for counseling services discretely to protect their privacy and to avoid anyone feeling a stigma attached to requesting services. We also offer this to officers who have been involved in a deadly force encounter or those who have been to a very traumatic crime or accident scene. There should be no stigma attached to an officer seeking to preserve their mental health just as there is none for an officer who goes to see a medical doctor. Our agency bears the cost of these services, and we believe it serves a greater good in the name of public service.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* Recommendation 6.2)

6 Sick Leave Donation Pool

This year, the City and FOP worked together in a non-contract negotiation year to amend the collective bargaining agreement. This effort was to allow for officers to donate their sick time to fellow officers in the case of a critical health situation in which the officer did not have enough time to cover missing work for treatment. This effort is another example of procedural justice and how we implement it not only with our citizens, but with our employees.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* Recommendation 6.2)

6 Mourning Bands: Retired Officer Death

Retired Officer Death: A sworn Law Enforcement Officer who has either retired from law enforcement or was actively employed with the agency and left under good standings; the deceased officer could be a full-time or part-time employee.

Retired Officer Deaths not only have a tragic effect on the surviving family members, but can also have a devastating effect on officers and civilians within the department, especially those that have knowledge of and/or worked directly with the officer who has died.

Over four hundred years of tradition stand behind the black band as a symbol of mourning. Whether it is a strip of black over a badge or a black armband, it is a symbol of grief that is readily recognized.

No national standard exists concerning the wearing of a black band, and it was not department policy to wear a mourning band for a retired officer death. The policy was amended to reflect the department's commitment to honor those who served our community and the Sand Springs Police Department. Officers now wear a mourning band for a retired Sand Springs Police Department officer death, from the time of death until midnight on the 14th day after the death.

The Chief of Police, or similar authority, can also instruct officers under his or her command, or within the agency, or jurisdiction to wear mourning bands on days deemed appropriate.

(In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 6.1, 6.2 and 6.2.1)

8 Physical Fitness Facility

The Sand Springs Police Department has made a conscious effort to help officers maintain a healthy life style which we believe will help officers not only in the performance of their duties, but will help officers enjoy a lengthened career.

The Sand Springs Police department continues to assist our officers with their physical fitness goals and wellness programs as much as we can.

We know that maintaining a level of fitness is important for officers overall mental and physical health, and longevity in this career field.

In 2022 construction of a new physical fitness center began on the BAHPSD campus and was opened to officers and fireman to use in February of this year.

This facility is also open to any City of Sand Springs employee to use if they wish.

In compliance with the *Final Report of the President's Task Force on 21st Century Policing* recommendation 6.1, 6.2 and 6.2.1)

Sand Springs Police Department **Mission Statement**

The Mission of the Sand Springs Police Department is the protection of constitutional rights, protection of lives, reduction of criminal activity, and fostering of community partnerships. This shall be accomplished by each employee being empowered to provide the best service possible. Our relationship with the Citizens of Sand Springs shall be the foundation for this success. Our legacy within this community will be service with honor, treatment of people with dignity, and dedication to excellence.



Officer of the Year
James Holforty, Detective Division

Employee of the Year
Lani Chailer, Communications

Sand Springs Police Department Statistics by Calendar Year

* In 2019, SSPD started using a new Records Management System. The transition and difference in the way data is maintained and counted has led to some apparent discrepancies in the total number of calls for service and the way arrests are counted.

Category	2018	2019	2020	2021	2022
Calls For Service	19768	18319*	13707	14625	17011
Enforcement					
Physical Arrests	845	709	461	459	320
Citations	2322	2201	1951	2077	2749
Warnings	2002	1014	591	730	1051
UCR Crime Stats					
Homicide	0	0	0	5	0
Rape	5	3	8	7	9
Robbery	5	8	7	6	4
Assaults	162	192	191	170	186
Burglary	82	89	158	108	88
Larceny	525	710	699	648	647
Motor Vehicle Theft	73	74	118	128	82
Use of Force					
Use of Deadly Force	0	1	0	0	2
Tactical Vehicle Intervention	0	0	0	0	0
K-9 Bite	0	0	0	0	0
Taser	4	1	2	2	0
Pepperball	1	0	0	0	0
Other Launched Less Lethal	0	0	0	2	0
Impact Weapon	0	1	0	0	0
Physical Control - Injury	2	7	0	3	4
OC Spray	1	3	0	0	2
Vehicle Pursuits	14	10	13	11	14

