

CITY OF SAND SPRINGS
&
SAND SPRINGS
MUNICIPAL AUTHORITY



SAND SPRINGS, OKLAHOMA

ADMINISTRATIVE ACTIVITIES

FISCAL YEAR 2022

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ADMINISTRATION

Michael S. Carter, City Manager

It remains my distinct honor to lead our community as City Manager for the City of Sand Springs. Day-to-day operations of our municipal government and the collective vision of economic growth and quality of life for our citizens remain priorities.

COVID-19 PANDEMIC

At the end of Fiscal Year 2022, the COVID-19 situation remains fluid in our community and around the world as the virus continues to present with different variants. The City remains committed to monitoring new developments and heeding public health recommendations. All available vaccinations are proving to be extremely effective against hospitalization and death. The City continues to keep the lines of communication with schools and businesses open. Employees are encouraged to take steps to care for their health, but no mandates are in place at this time.

EMPLOYEE COMPENSATION AND BENEFITS

Fiscal Year 2023 Budget Resolution Nos. 22-35 and M22-07 were approved in open meeting by Council on April 25, 2022. Included in the FY23 Budget were a 6% increase to the pay scale effective the first full pay period of Fiscal Year 2023 and a 2% anniversary step for employees. Each employee is greatly valued, and the overall increase of 8% helps meet the goals of employee retention and appreciation.

Negotiations with the City's healthcare provider, CommunityCare, resulted in a primary health benefit option with a 0% increase in premiums with no change in the structure of the benefits.

LEVEE DISTRICT 12 UPDATE

The May 21, 2019, flood event exposed our levees to tremendous strain necessitating emergency patchwork and the use of enormous sandbags. Regarding Levee District 12, Tulsa County Commissioner Karen Keith provided the following update in Issue #26 of the March 2021 *Tulsa County District 2 Newsletter*.

After 12 years, Tulsa West-Tulsa/ Sand Springs Levee work is moving forward with Pre-construction Engineering and Design (PED). The PED design phase is a two-to-three-year process, and this first phase is funded at 2.3 million dollars. We are hoping for a continuous cash flow to get us through the 125-million-dollar construction... that will be 65% federal dollars with our local match.

In addition to the PED, all pump stations, which failed in the 2019 flood, are being upgraded to modern technology. 6 are funded by the Corp of Engineers and 1 by an Economic Development Administration (EDA) grant <https://www.eda.gov/> In an effort to plug the seepage along the Charles Page Flood Wall, the Corps sealed construction joints

and placed tons of compacted rock to stop future seepage using PL84-99 funds, a 3rd bucket of money.

In the area of 91st and Elwood, the levee needs to be raised a couple of feet and the FEMA certification needed to start the work is 90% processed. The County is investing some \$150,000 to \$200,000 of Vision dollars to get the job done.

The planned low water dam has been flying under the radar but is moving forward pending a cost share among the interested parties. The Corps has issued the 404 Permit, which covers the Clean Water Act requirements. The 404 is a 5-year permit, but will likely be extended pending getting all the funding partnerships aligned.

Tulsa County Drainage District No. 12 is responsible for providing the operation and maintenance for the system, which protects an estimated \$2 billion in infrastructure in Sand Springs, West Tulsa and Tulsa County as well as the citizens who live there.

GENERAL OBLIGATION BOND PROPOSITION UPDATES

2018 General Obligation Bonds

- Pre-Planning & Design Stage
2018 GO Bond Proposition 1 - The Levee Roadway to Case Community Park
- In Progress
2018 GO Bond Proposition 5 - Infrastructure work continues in the Sheffield Crossing industrial/retail park.

2022 General Obligation Bond Election

The City called and held a General Obligation Bond election on June 28, 2022, with four (4) propositions. All four propositions were approved by our citizens.

- | | |
|---|--------------|
| • Proposition 1: Streets and Roadways | \$4,325,000 |
| • Proposition 2: Public Safety Facilities and Equipment | \$3,915,000 |
| • Proposition 3: Parks Improvements and Enhancements | \$3,775,000 |
| • Proposition 4: Community Enhancements | \$3,710,000 |
| • Total Bond Package: | \$15,725,000 |

CITY PROJECTS COMPLETED THIS FISCAL YEAR

- Franklin Creek Channel Improvements
- 2nd Street Sanitary Sewer Pipeline Rehabilitation
- HWY 97 Road Lighting Improvements
- HWY 97 Guardrail Repair
- Sheffield Crossing Phase 2
- Billie A. Hall Public Safety Center Workout Facility (in progress)
- 41st Street Booster Pump Station Rehabilitation Project
- Street Milling
- Refuse Disposal Site

- Lincoln Avenue CDBG Water Line Replacement from 8th to 10th Street

IN MEMORIAM

We said goodbye to former Project Administrator T.J. Davis this year. T.J. worked for the City of Sand Springs for 35 years, and the colleagues he left behind have worked hard to fill his shoes. T.J. Davis was intelligent, talented, and had an excellent work ethic. T.J. will be remembered and missed. He was a great friend to everyone.

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 presented Resolution No. 23-01, the updated 2022 Records Retention Policy, to Council for consideration. The updated policy addressed minor updates. Council adopted the 2022 Records Retention Policy at the regular City Council meeting held on July 25, 2022.

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: 19 ordinances; 44 City Council Resolutions; and 9 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 proposed Ordinances allowing the City Clerk to make immediate updates upon publication for citizen review on the City's website.

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.

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 One and Two ran opposed; both a Primary and General Election were held. Election fees of \$6,522.56 were incurred; this amount does not including publication and filing fees. The City also called and held a General Obligation Bond

election on June 28, 2022, with four (4) propositions. All four (4) propositions were approved by our citizens. The GO Bond election was held on the same date as the state election keeping cost at a minimal of \$2,402.20.

The City Clerk Division oversees the bidding process. The Division has accepted and publicly opened 12 bids. Fiscal Year 2022 bids included projects such as Franklin Creek Channel Improvements, 2nd Street Sanitary Sewer Pipeline Rehabilitation, HWY 97 Road Lighting Improvements, HWY 97 Guardrail Repair, Sheffield Crossing Phase 2, Billie A. Hall Public Safety Center Workout Facility, 41st Street Booster Pump Station Rehabilitation Project, Street Milling, Refuse Disposal Site, and Lincoln Avenue CDBG Water Line Replacement from 8th to 10th Street. 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.

The City Clerk Division also plays 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. In Fiscal Year 2022, approximately 58 new abatements cases were opened and 187 abatements were paid and closed. The Deputy City Clerk attends and takes minutes during Public Nuisance Administrative Hearings involving dilapidated structures.

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.

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.

The Deputy City Clerk/Executive Administrative Assistant provides clerical assistance to the City Manager, the Assistant City Manager, and other departments as needed. The Deputy City Clerk will once again fulfill the Community Development role in gathering and presenting the Government Finance Officers Association (GFOA) requirements to establish and submit the 2022 Popular Annual Financial Report (PAFR) for review and award consideration. The PAFR extracts information from the Annual Comprehensive Financial Report (ACFR) and is specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background

in public finance. The Deputy City Clerk maintains the City's website pertaining to the City Council and is in a continuous cycle of training and mastery of all responsibilities assigned to the City Clerk Division.

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 online and in person. The Deputy City Clerk has completed the education requirements for the CMC (Certified Municipal Clerk) designation and has begun coursework toward the MMC (Master Municipal Clerk) certification.

For the fifth consecutive year, the City Clerk Division was instrumental in seeing the City as beneficiary of the Oklahoma Municipal Assurance Group (OMAG) Recognition Program Award with a monetary incentive of \$10,000.00 to use for future city-related training events. Resolution No. 18-01 and Resolution No. 19-02 established the training required for participation in the OMAG recognition program, and Resolution No. 18-05 received the funds for training purposes.

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, held the first annual Festival of Lights holiday events for citizens. Multiple events were spread over the time period of November 13, through December 31. One event, the Inaugural Wreath Laying Ceremony and Vigil, is being submitted for consideration of the Oklahoma Municipal League's Innovations Award. Plans are underway for the 2022 Festive of Lights events.

Municipal Court is a division of the City Clerk Department. The City Clerk completed a year-long training to assist with weekly court sessions due to the recent downsizing of Municipal Court. The Deputy City Clerk will begin training in the Municipal Court in January 2022.

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 25-35 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.

Like all departments in the city, Municipal Court did its part to help mitigate the challenges of the COVID-19 pandemic. Throughout the second half of 2020 and beginning of 2021 Court limited the number of people in the courtroom, provided for safe distancing during court sessions and encouraged court patrons to utilize phone and online payments.

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

Fiscal Year	2021	2020	2019	2018
Citations	1704	2455	2280	2379

FACILITIES MANAGEMENT – FLEET MAINTENANCE

Michael Durasso, Division Supervisor

FACILITIES 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 Facilities Department had a total of 765 Work Orders for the FY22.

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.

Effective March 5, 2022 the Inventory Clerk position was changed into a full time position. 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 phone, 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. As of March 5, 2022 additional responsibilities were added to this position. These 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

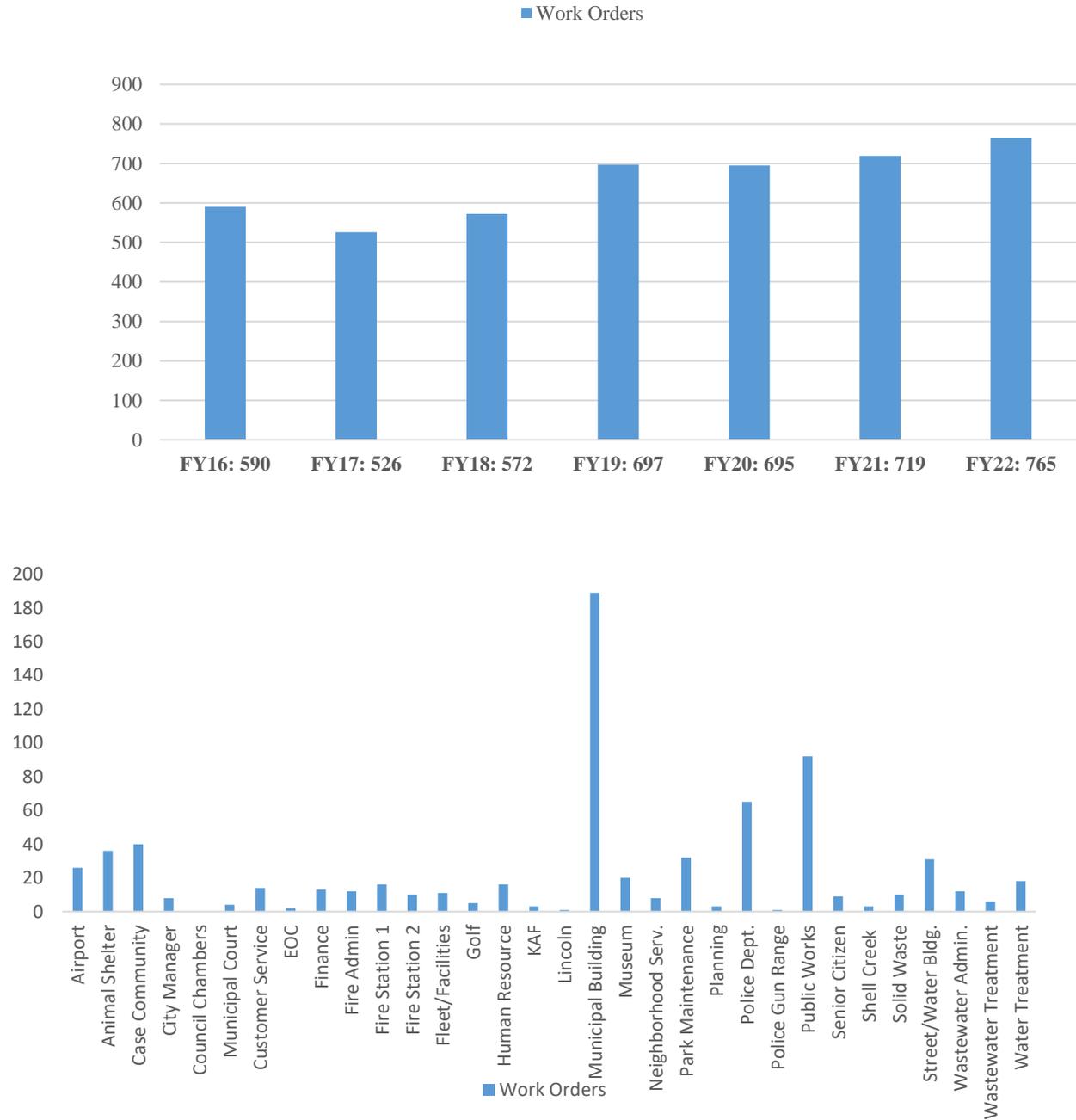
- Weekly Maintenance of boiler and chiller units at the Municipal Building.
- Computer control of climate zones for all departments in the Municipal Building and Spring Lake Complex.
- Change out HVAC return air filters quarterly in a variety of city buildings.
- Bi-Weekly checks of emergency generators 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.
- Repaired lights on soccer and softball fields as well as at the Case Community Center.
- 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 – FY22

Facilities Work Orders FY22 by Building or Department



Department	Work Orders	Department	Work Orders
Airport	26	Lincoln	1
Animal Control	36	Municipal Building	189
Case Community Center	40	Museum	20
City Manager	8	Neighborhood Services	8
Council Chambers	0	Parks Maintenance	32
Municipal Court	4	Planning	3
Customer Service	14	Police Department	65
EOC	2	Police Gun Range	1
Finance	13	Public Works	92
Fire Admin.	12	Senior Citizen Bldg.	9
Fire Station 1	16	Shell Creek Caretaker	3
Fire Station 2	10	Solid Waste	10
Fleet/Facilities	11	Street/Water M&O	31
Golf	5	Wastewater Admin.	12
Human Resources	16	Wastewater Treatment	6
Keystone Ancient Forrest	3	Water Treatment	18

* Graph only includes departments or buildings.

FLEET 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 two mechanics with one open position for another mechanic. They are responsible for the major and minor repairs. As well as preventative maintenance on over 407 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 730 Work Orders for the FY22.

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



FINANCE DEPARTMENT

Kelly Lamberson, Finance Director

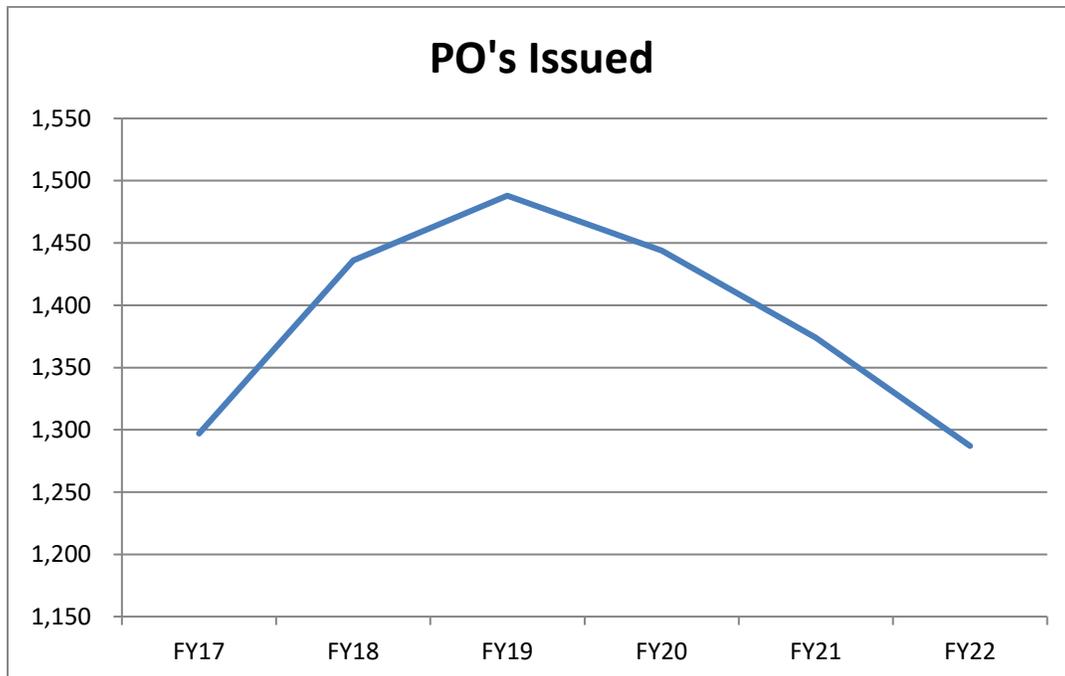
FINANCE DEPARTMENT

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 FY22 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 2020, the City currently manages 1,693 fixed assets with a combined book value of approximately \$159 million.

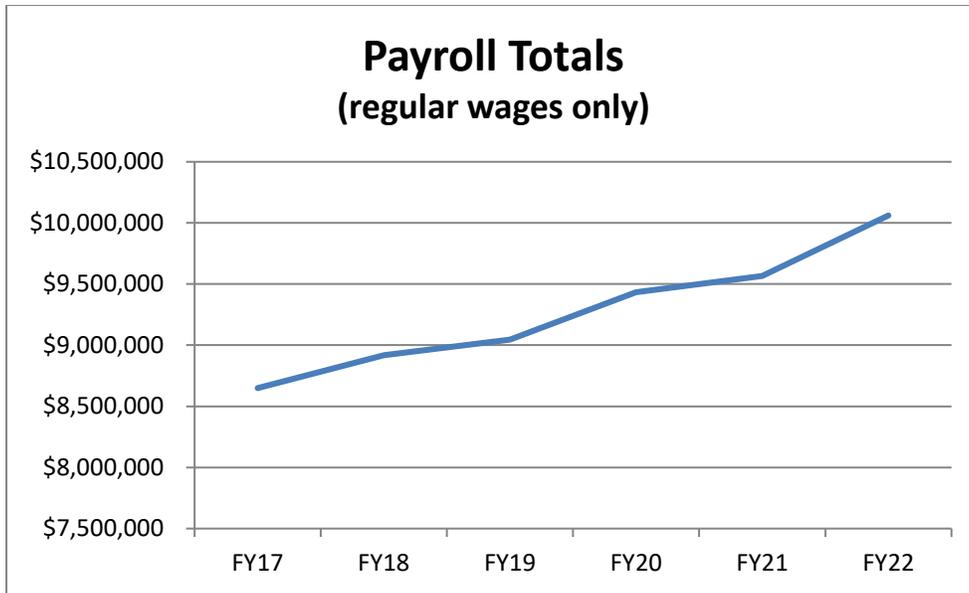
Accounts Payable

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
FY17	3,346	\$ 18,481,441	\$ 5,523
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

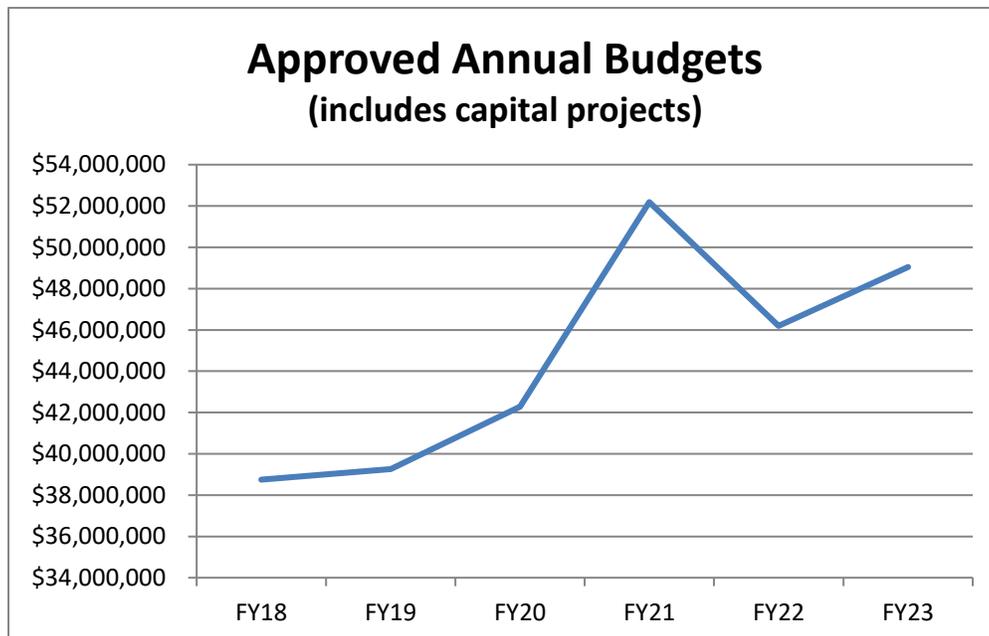
Payroll

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 FY23 budget, which covers the period of July 1, 2022 through June 30, 2023, was presented to City Council and a public hearing was conducted and the \$49M budget was subsequently approved on April 25. 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 FY22 CAFR, for the 33rd 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 FY22, the City received over \$1.9 million in financial assistance from the American Rescue Plan Act (ARPA), the Federal Emergency Management Agency (FEMA), Federal Aviation Administration (FAA), CARES Act funds, 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 12,934 active water accounts, 7,360 sewer accounts, 7,520 refuse accounts, and 7,639 stormwater accounts. Total water volume billed during FY22 went up slightly by under 1% from the previous year. Wastewater volume billed also went up by 0.8%. 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>
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
FY17	1,012,613	\$ 7,697,673	FY17	527,007	\$ 3,270,915
* 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

- 21 POE network switches
- 29 servers (5 physical and 24 virtual)
- 6 data storage devices
- 138 physical workstations
- 187+ End users
- 7 Internet security devices
- 20+ network management tools
- 35 Public Safety tablets
- 30+ tablets

Projects/Accomplishments

- Upgraded FCS system
- Security cameras for Airport, Water Treatment and added additional cameras at Spring Lake
- Replaced Spring Lake server
- Replaced dispatch pc's
- Transitioned to new Virus protection for servers and desktops
- Multiple equipment replacements over several departments
- Built network policies in regards to Windows updates
- Added CC terminals for Customer Service

- Created group policies to for folder redirection and applied city wide.
- Replaced several printers across multiple departments

HUMAN RESOURCES

Amy Fairchild, Human Resources Director

The goal of the Human Resources Department is to provide qualified employees for each department without regard to race, religion, age, sex, national origin or disability. We handle a variety of responsibilities including recruiting, testing, and interviewing candidates, administering employee benefits and workers' compensation, and coordinating special employee functions and programs.

Our department consists of HR Director, Amy Fairchild and HR Specialist, Stephanie Beck who joined our team in February of 2022. We work closely with Finance to ensure payroll is processed timely and efficiently. Human Resources has been working with IT and Finance to determine what software systems may exist which would only better the operations of the department(s). This process is ongoing.

Human Resources assists departments with employee retention and acquisition as positions become vacant. We have seen more difficulties in the past year in attracting and retaining qualified applicants as have many of our sister cities in the area.

We maintain the use of the Classification and Pay Study to review positions as we update job descriptions and as we create or modify positions. City of Sand Springs employees are expected to receive a 6% increase to the pay scale effective the first full pay period of the upcoming year in addition the their scheduled 2% anniversary step for a total of an 8% increase overall.

Human Resources continues to implement policy and procedure changes as needed ensuring employees have the most up to date information readily available. A complete update to the Policies and Procedures Manuals is scheduled to be distributed at the beginning of FY23. To promote transparency, all policies are available on the City's website alongside the most current Benefits Guide and Union Contracts.

INSURANCE AND WELLNESS PROGRAMS

Community Care HMO remained the City's group health insurance provider for the thirteenth year. The City was happily surprise to receive a rate pass going into FY23 with regards to health premiums. Additionally, the City offers MetLife for Dental, Life, and Vision insurance for the third year with a slight increase to each. These benefits are available to all full-time employees, who are scheduled to work at least 30 hours per week on average, and their eligible dependents.

OMAG continues to provide EAP services for our City employees allowing them resources for a variety of behavioral, financial, or other miscellaneous needs, which may affect overall quality of life. This service is also available through our MetLife carrier. Trustmark partnered with MetLife provides Supplemental Insurance for our employees for the second year to include Accident, Critical Illness, Paycheck Protect, and Universal life Insurance options.

The City additionally offers a flexible benefit plan through Benefits Resources, which allows for deferral of taxes on insurance premiums, medical expenses and dependent care.

For the third year, the City renewed the telemedicine benefit known as HealthJoy, which allows employees to not only have access to telemedicine, but also allows them to be more in charge of their medical expenses shopping the market for the most cost efficient means of treatment for the same quality of service.

RETIREMENT

The Human Resources Department is responsible for the retirement plans through Oklahoma Municipal Retirement Fund, Oklahoma State Firefighters Pension Board, and Oklahoma State Police Pension Board. We also administer deferred compensation plans through ICMA-RC and Nationwide Retirement Solutions.

SAFETY & WORKER'S COMPENSATION

With the retirement of former Chief Michael Wood from Fire, the Human Resources department now is the primary administrator with regards to the safety program. However, In addition, we ensure compliance with regards to random DOT drug/alcohol screens, maintaining records and OSHA reports, attending monthly ESOC meetings, and the coordination of the selection and distribution of the annual safety award.

The City uses OneSource for Pre-Employment and DOT Drug and Alcohol screenings cutting time and costs. Concentra remains on stand by for drug screening while also remaining a provider for Worker's Compensation related injury/illnesses.

EMPLOYEE EVENTS

The City began the year with scheduling the annual health fair where employees were able to have annual wellness screenings, have their annual flu vaccinations, and meet with various vendors to seek out better options for an active and healthy lifestyle. This event was combined with the United Way campaign that resulted in \$13,073 in pledges overall.

The 36th Annual Employee Luncheon was themed "By Golly Be Jolly" which was perfect given we were unable to host this event the year prior. To spotlight both our general employees and our supervisory staff, we selected both an Employee and a Supervisor of the year. Employee of the year was awarded to Mike O'Dell in Fleet Maintenance while the Supervisor of the Year was granted to former Customer Service Manager, Rachael Gerwitz.

COLLECTIVE BARGAINING AGREEMENTS

We are currently operating within the second year of the Police and Fire Collective Bargaining Agreements. During the second year Police received a 7.2% pay scale increase and Fire received a 9.2% increase resulting in an 11.2% increase overall upon the receipt of the scheduled anniversary steps. This is a result of language in each contract awarding a pay scale increase in alignment with sales tax increases.

COVID-19

Policies related to COVID-19 have been continuously reviewed and distributed to employees as they have been made available.

The City has encouraged vaccinations by offering a wellness incentive of four hours paid leave for submission of a completed vaccination record. The benefits associated with acquiring a COVID Vaccine ended at the end of February and any Pandemic Leave needed as a result of a breakthrough case ended as of June 30, 2022.

Human Resources continues to acquire additional training as it relates to the laws and regulations regarding COVID-19 and ensures we remain in compliance with state and federal regulations where applicable. At this time, all COVID restrictions have been lifted but employees are still encouraged to practice social distancing and take measures to maintain a healthy work environment.

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. OMAG has assigned an attorney to represent the City and a motion to dismiss all claims is pending. At this time, it is not anticipated that the City will have any liability.
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. The lawsuit is in its early stages, and it is unknown at this point how the case will proceed. OMAG is providing defense for the claim and the City has good maintenance records and does not believe there is a maintenance issue with the equipment.

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. *COVID-19*: Beginning in March, 2020, a great deal of time and effort for all city employees has been focused on dealing with the Covid-19 pandemic issues, including personnel impact, public facilities, and council action as a result of the emergency. Most of the COVID issues were resolved during 2021, however some issues have remained as the crisis continued into 2022.

2. *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. These issues will be monitored to ensure the City is acting in a manner that is consistent with current law.
3. *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. The City successfully completed the OMAG Recognition program again this past year.
4. *Vision 2025:* Property development issues in the Keystone Corridor will continue to be a focus for the coming year, as substantial progress is expected within the RiverWest development. As of June 30, three lots remain available for development and it is hoped that all will be sold during the coming year.
5. *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 in the early stages, with the expectation that Dutch Bros will open during the summer of 2022.
6. *Residential Development:* In the spring of 2020, the City purchased 52 acres to pursue a residential development project; engineering work and planning continues. Platting should be completed within the next 60 days and construction of road and utilities by the end of 2022. Thereafter, the marketing and sale of lots within the development will occur; a great deal of work will be necessary to complete the project, with council approval of the process as the sale process begins.
7. *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 agreements with police and fire unions remain in place and are renegotiated on a regular basis.
8. *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 DEPARTMENT

Jeff Edwards, Parks Director

THE YEAR IN REVIEW

This year's review includes the successful passing of the 2022 GO Bond with \$4.91M in approved funding for parks and recreation projects. Projects will include additional parking at Case Community Park, a Page Park renovation with new play features and a splashpad, Museum interior renovations, neighborhood trail improvements, a dog park, sports field improvements, a rehabilitated parking lot for the Canyons at Blackjack Ridge Golf Course, and portable restrooms for Case Community Park.

The Keystone Ancient Forest released 2 new track chairs for persons with limited mobility to be able to experience nature and the trails system. This is the first publically accessible site in Oklahoma to offer this free service. Additionally, a new paved parking lot was installed by parks staff at the forest and now offers 60 paved parking spaces for the increased visitation the forest has experienced.

Boyd Trail was finalized this year by parks staff with a complete resurface of the .8 mile loop trail. The trail surface is completely concrete now and will provide the citizens decades of public use. Due to the nature of the self-performance of work on this project, remaining funds are available to apply towards additional trail projects.

A new community event brought several hundred residents together as we celebrated the community and provided information for the 2022 GO Bond during the 2 community block parties hosted at Page Park and Clyde Boyd Field.

This year's Herbal Affair was directed and managed solely by Parks staff, with the largest vendor turnout to date. Staff has already prepared for additional plant vendors to be added at next year's event. Although the weather was a bit chilly this year, attendance was solid.

DEPARTMENT OVERVIEW

The Parks and Recreation Department delivers recreational services for the community through the management of park facilities, recreational programs, and community-wide special events. The department also offers maintenance services in the downtown district, providing care for downtown tree wells, highway right-of-way, highway underpasses, and trash collection along high visibility sections of the City. This 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 Center, The Veterans Alliance, and also assists at the Sand Springs Cultural and Historical Museum.

The department consists of 14 full-time parks staff, six part-time Case Center staff, and four seasonal park maintenance staff. We also oversee the contractual agreement and assist golf operations alongside Talley Golf, Inc. who provides golf management services for the city.

In addition to this, the department manages Sand Springs Park Friends, Inc.- a 501c3 non-profit organization which transforms philanthropic donations into park improvements. We also work alongside volunteer groups like the Parks Advisory Board, Sand Springs Park Friends Board, Sand Springs Cultural & Historical Museum Trust Authority, Sand Springs Youth baseball, WSA Soccer, Sand Springs Softball, Sand Springs BMX, Sand Springs Veterans Alliance, and Keystone Ancient Forest Trail Guide members to make our community better.

ADMINISTRATION

The department is represented by the Director of Parks and Recreation who oversees the budget, sets priorities and helps plan and execute the goals and objectives which support the City of Sand Springs' mission. The Director is assisted by the Park Operations Manager, Parks Program Administrator, and the Facilities and Events Coordinator. We also administer fundraising efforts through Sand Springs Park Friends, Inc. Both the Director and Park Operations Manager are Certified Park and Recreation Professionals, one of the highest certifications offered through the National Recreation and Park Association, acknowledging their broad knowledge in the services of parks and recreation on a national level.

SAND SPRINGS PARK FRIENDS, INC.

This small non-profit organization was created by the City of Sand Springs to benefit our community through quality of life improvements to our entire parks system. To date, Sand Springs Park Friends, Inc. has managed over \$3M dollars of private gifts, grants, and corporate donations. This year alone, over \$58,000 was raised from the sale of merchandise at the Keystone Ancient Forest, and from special events like the Steak Cook-off and the annual Ancient Trail Trek.

CASE COMMUNITY CENTER

The Parks and Recreation Department offices are located here, and are staffed Mon-Fri from 8 a.m. – 5 p.m. Inside you'll find a diverse collection of exercise space & equipment, a basketball court, an indoor batting cage, meeting rooms, classes, activities and more. Here you'll find Zumba Latin dance/exercise, a new kickboxing class, basketball, community meetings, and public forums!

This center has become an important destination for recreation, civic, business, training, social and other functions for our citizens. The facility is open seven days a week; closing only on city holiday and holiday weekends. The Case Center, now in its 13th year of operation, continues to attract around 100,000 visitors annually.

Regular patrons enjoy this facility through a CASE Card; an annual membership which allows routine use of the recreational features of the building. Memberships are good for one year, and even include a single FREE CASEcard for each City of Sand Springs household in the corporate limit. Also, rental fees associated with the Case Community Center remain with the building, helping to pay for new carpet, painting and replacement of other important building amenities.

CANYONS AT BLACKJACK RIDGE GOLF COURSE

Nestled atop a ridge overlooking downtown Tulsa is the Canyons at Blackjack Ridge Golf Course. This 18-hole USGA course offers a unique experience by playing the challenging topography found in Sand Springs. In fact, in 2017 Golf Advisor rankings rated the Canyons as the #3 top golf course in Oklahoma among the Top 10 Best Value courses in the United States. The Canyons underwent a \$2M renovation in the Fall of 2020.

The 100-acre course is open from sunrise to sunset and offers a driving range, cart rentals, golf lessons, formal banquet rental space, a beautiful outdoor pavilion, a Grill, and full service catering. The Canyons offers men's and women's association activities, annual memberships, youth golf programs and also hosts local high school play and tournaments.

The City of Sand Springs contracts with Talley Golf, Inc. to carry out golf management responsibilities. The course is open year around with the exception of Christmas and New Year's Days.

KEYSTONE ANCIENT FOREST

This beautiful example of rustic Sand Springs continues to grow in popularity. Hikers can enjoy 12 miles of trails; interpretive sign panels, rustic wood/stone sitting benches and colorful outdoor trail maps. Trails here are based on three levels of difficulty: easy, moderate and difficult. Now inducted into the Old Growth Forest network, the site continues to see positive news stories and receive national attention as a protected forest.

The Keystone Ancient Forest continues to be a popular destination, setting new attendance records this year with the opening of the new visitor's center with increased hours of operation. The annual Ancient Trail Trek run fundraiser continues to also grow in popularity at this site, with a record turnout for this year's run featuring a 5K, 10K, and 15K category for the over 400 registered runners.

The Parks Department partners with contract and volunteer trail guides who greet and host visitors amidst the largest protected Crosstimbers forest remnant in Oklahoma. More than 200 open hike dates were hosted this year.

SPECIAL EVENTS

The Parks Department partnered with TATUR Racing again this year to host the Ancient Trail Trek at the Keystone Ancient Forest. The Run featured a 5K, 10K, and 15K course this year with over 400 participants raising around \$15,000 for the Forest.

The Fireworks show was held again at the center of Case Community Park, with the blasting zone at the soccer fields. This year's show was a success with an added live electric guitar performance of the Star Spangled Banner.

The Parks Department now manages and directs the Annual Herbal Affair & Festival, which requires a good portion of 3 months of coordination and planning for the historic event held in downtown at the Triangle each April.

The community block parties held at Page Park and Clyde Boyd Field were wildly popular, and we expect this may become an annual community wide event.

CASE COMMUNITY PARK

As the community's largest park, Case Community Park plays host to year 'round activities. From the Sand Springs Parks "Steak Your Claim" steak cook-off event, to

Cancer fundraising walks, to the WSA Soccer Tournament, to youth sports; Case Community Park is always busy.

From a youth sporting perspective this park is home to Sand Springs Youth Baseball, Sand Springs Youth Football Association, Sand Springs Softball Association, Sand Springs Soccer Club, the West Side Alliance Soccer Club, and the Sand Springs BMX Club. These groups interact with our department as we work together to provide irrigation, building maintenance, tree management, landscaping, parking lot, trash, crowd control, and mowing services to support their operations. These sports clubs offer critical recreational programs to the community and also deliver essential sports tourism tax dollars for local businesses with more than 12,000 vehicles in the park on a weekly basis at the height of activity.

TRAILS

The Parks department has (along with many other agencies' help) developed approximately 15 miles of paved trails in Sand Springs over the last 20-plus years. We participate in the INCOG master trails plan, and are connected to the larger Tulsa trails system with the magnificent KATY Trail segment and River City Trail segment.

PARK MAINTENANCE

Eight full time staff help steward across 16 developed parks, including 10 playgrounds, 15 miles of trails, a 1,400-acre nature preserve with 12 miles of hiking trails, two splash pads, 7 baseball fields, 10 mixed age soccer fields, 4 softball fields, a 36-hole disc golf course, a bmx track, a custom concrete skatepark, and more. We deliver sports turf management, tree maintenance, landscaping, trash, building electrical/plumbing and even heavy construction resources to keep up with public use. While the City benefits from an annual mowing contract, Parks staff facilitate mowing of all sports fields 2-3 times weekly during the growing season. Staff manages the mowing and turf care responsibilities at the Great Lawn at Case Community Park. In addition, staff manages some of the City's most visible right-of-ways, offering trash/debris clean-up, downtown tree wells, sidewalk crack vegetation, Riverwest Development retention pond trash/debris, highway underpass vegetation, and on/off ramp curb debris and vegetation.

Park Maintenance work for the city also receives additional help through paid services to the Riverparks Authority for the 2.0 miles of KATY Trail mowing and maintenance from Adams Road to 81st West Ave.

SAND SPRINGS CULTURAL AND HISTORICAL MUSEUM

The Sand Springs Cultural and Historical Museum is housed in the former Page Memorial Library. The building was erected in 1929 and stands as an Art Deco memorial to our city's founder, Charles Page. The building was placed on the National Register of Historic Places in America in 1999. On June 8, 2017, the Museum received a Citation of Merit for the exterior rehabilitation of the historic building from the Oklahoma Historical Society's State Historic Preservation Office. The Museum houses a permanent, rotating display of our community's history. With the dedication of two part-time employees as well as a host of volunteers, the Museum provided many exhibits for our community such as: Jim Halsey - Photos by Famous Photographers of Famous Country/Western Artists, Military Flight Training, I Am A Man: Civil Rights Photos of the American South, Route 66 - The Mother Road, Lines with Power and Purpose: Editorial Cartoons, Threads of Tradition-- Yesterday and Today - Quilt Display, Woman's Land Army of America/Boys Working Reserve, Lady Liberty, Cloth As Community: Hmong Textiles in America, Beer Stein Collection, Art of Giving Christmas Trees, Christmas Collection Display

SAND SPRINGS SENIOR CITIZENS PROGRAM

The City of Sand Springs collaborates with the Tulsa Area on Aging, OKDHS and food service provider Sodexo to deliver nutritional meals weekly to Sand Springs' area seniors. Approximately 80-100 meals are served and delivered in the area by Sodexo staff and volunteers. Typically, the department interacts with patrons, healthcare providers and more bringing senior citizens information and resources to the forefront. From a social perspective, here you would typically find patrons enjoying cards, dominos, billiards or a nice visit with a friend. Senior Programming is typically offered Monday through Friday from 8 a.m. – 2 p.m. at the Case Community Center and offers transportation service to citizens for meals, recreation activities, local shopping, and banking.

PLANNING

Brad Bates, City Planner

PLANNING DIVISION

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 six (6) Variances, and fourteen (14) Special Exceptions. The Variances involved Bulk and Area Requirements, Variance to Parking Requirements and a Variance to allow an increase in sign height. Special Exception requests included accessory building sizes and/or exterior finishing materials, carports and Special Exceptions to allow duplex dwellings in RS-3 district. One (1) Special Exception and one (1) Variance was received from Sperry and Mannford as a result of the interlocal agreement between Sand Springs and those towns.

LOT SPLITS AND COMBINATIONS

Seven (7) Lot-Combos were approved during the reporting period (5 residential and 2 commercial). Ten (10) Lot-Splits were approved during the reporting period (4 residential and 6 commercial).

PLATS

A preliminary plat was filed for Tucker's Landing, a thirty-two (32) lot, two-(2) block subdivision south of Hwy 51, west of Hwy 97, zoned RS-3. The preliminary plat was approved in July 2021.

A final plat was approved for Stone Villa Second Phase II, a forty-two lot, one 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 August 9, 2021. The final plat was reviewed by City Council on August 23, 2021.

A preliminary and final plat was approved for F. William Weber Leadership Campus, a two (2) lot, one (1) block subdivision on 72.5 acres, zoned AG. The preliminary plat was approved September 13, 2021 and the final plat was approved January 14, 2022.

PLAT WAIVER

None received this reporting period.

PLANNED UNIT DEVELOPMENTS (PUD)

- PUD-38 AAB Engineering, on behalf of Nellie's Brick & Mortar, LLC. 225 S. Main St. PUD to allow multi-tenant commercial facility with requested uses of retail sales, commercial brewery and taproom, restaurant with bar, and gourmet coffee shop.
IM
STR: 11-19N-11E
PC: 02/14/2022 Meeting not held – no quorum
PC: 02/17/2022 Special Meeting – Recommend Approval 5-0-0
CC: 02/28/2022 Approved 6-0-0
Ord. 1384
- PUD-32-B Robert Bell, Bell Land Use, LLC, on behalf of Lexington Retirement Center. PUD to allow mini-storage (UU 16) on 4.87 acres located north of, and part of, Greentree Assisted Living Center. Requested zoning under amendment is to rezone to RM-1 which allows a mini-storage with SUP application. See companion case of SUP-73.
RS-3 and PUD-32
STR: 28-19N-11E
PC: 04/11/2022 Recommend Approval 3-2-0
CC: 04/25/2022 Approved 5-1-0
Ord. 1394

SPECIFIC USE PERMITS (SUP)

- SUP-69 Rick Block, Lakeshore RV Park, Specific Use Permit to allow a RV park on 7.121 acres at 21201 W. 8th St. The current rv park is located at 21163 W. 8th St. and is not in city limits. Applicant desires to merge rv parks but only 21201 W. 8th will be in city limits.
CG
STR: 03-19N-10E
PC: Initial Hearing 08/09/2021
PC: Public Hearing 09/13/2021 Recommend Approval 4-0-0
CC: 09/27/2021 Approved 5-0-0
- SUP-70 Nghi Truong. Specific Use Permit to allow a medical marijuana growing facility at 1126 Charles Page Blvd. Applicant desires to build a 24,000 sf building for another grow operation. Location has one grow operation already in place.
CG
STR: 12-19N-11E

PC: Initial Hearing 09/13/2021
PC: Public Hearing 10/11/2021 Recommend Denial 4-0-0
CC: 10/25/2021 Denied 6-0-0

- SUP-71 Josh Farley for Magic Emerald Fields. Specific Use Permit to allow a medical marijuana growing facility at 950 E. Pecan St.
IM
STR: 12-19N-11E
PC: Initial Hearing 09/13/2021
PC: Public Hearing 10/11/2021 Recommend Approval 4-0-0
CC: 10/25/2021 Not heard. Appeal filed by Tulsa Tech. Item will be heard at next CC meeting.
CC: 11/15/2021 Denied 6-0-0
- SUP-34-A Tony Rodriguez for Oklahoma Harvest Health. Amendment to SUP-34 to allow an additional 10,000 sf to expand grow operation at 1106 W. Wekiwa Rd.
IL
STR: 10-19N-11E
PC: Initial Hearing 10/11/2021
PC: Public Hearing 11/08/2021 Recommend Approval 6-0-0
CC: 12/13/2021 Approved 6-0-0
- SUP-72 Jason Linnet, on behalf of Linnet Enterprises, LLC. Specific Use Permit to allow automotive painting (Use Unit 25) in a CG district. 3509 S. 113th W. Ave. Applicant can continue the existing non-conforming use of towing vehicles to repair shop. (Shop is formerly Spears Wrecker).
CG
STR: 23-19N-11E
PC: Initial Hearing 11/08/2021
PC: Public Hearing 12/06/2021 Recommend Approval 6-0-0
CC: 01/24/2022 Approved 6-0-0
- SUP-61-A Jacky Lear. Amendment to Specific Use Permit to allow expansion of medical marijuana growing facility at 411 S. Lincoln, Unit A.
IM
STR: 14-19N-11E
PC: Initial Hearing 11/08/2021
PC: Public Hearing 12/06/2021 Recommend Approval 6-0-0
CC: 01/24/2022 Approved 6-0-0
- SUP-73 Robert Bell of Bell Land Use, LLC, on behalf of Trent Hamilton, purchaser. Specific Use Permit to allow a mini-storage (UU 16) at 4300 S. 129th W. Ave. 4.872 acres north, and part of, Greentree Assisted Living Center. See companion case of PUD-32-A.
RS-3 and PUD-32

STR: 28-19N-11E
PC: Initial Review 04/11/2022
PC: Public Hearing 05/10/2022 Recommend Approval 3-2-0
CC: 05/23/2022 Approved 5-0-0

ZONING CASES

- SSZ-508 Meshek and Associates, on behalf of Webco Industries. 72.50 acres north of Hwy 51, east of S. 137th W. Ave. From AG to IM.
AG
STR: 15 & 16-19N-11E
PC: 01/10/2022 Recommend Approval 5-0-0
CC: 01/24/2022 Approved 6-0-0
Ord. #1382
- SSZ-509 Jane Phillips. 27.4911 acres on the northeast corner of Hwy 97 and 51st St. From CS to CG.
CS
STR: 26-19N-11E
PC: 01/10/2022 Recommend Approval 5-0-0
CC: 01/24/2022 Approved 6-0-0
Ord. #1381
- SSZ-510 City of Sand Springs. Approximately 4900 S. 112th W. Ave. 13.60 unplatted acres from AG to RS-3.
AG
STR: 27-19N-11E
PC: 03/14/2022 Recommend Approval 5-0-0
CC: 03/28/2022 Approved 6-0-0
Ord. # 1387
- SSZ-511 Sand Springs Municipal Authority. North side of 51st St., just east of Redbud Dr. 7.3504 unplatted acres from RS-3 to RS-4.
RS-3
STR: 27-19N-11E
PC: 03/14/2022 Recommend Approval 5-0-0
CC: 03/28/2022 Approved 6-0-0
Ord. # 1388

CLOSINGS/VACATIONS OF ROW OR UE

No closings or vacations were filed during this reporting period.

ROW AND UTILITY ENCROACHMENTS

- ROW-023 Request by Lisa Miller (tenant), on behalf of Yellowhouse Kids Boutique, and Clifford McKnight (landlord) to allow delivery ramp to encroach 42.5" into 20' alley behind business at 14 W. 2nd St. Request will be heard at PWAC 10/19/2021
STR: 11-19N-114E
CC: 10/25/2021 Approved 6-0-0
- ROW-024 Request by Lisa Miller, on behalf of Yellowhouse Boutique, to allow delivery ramp to encroach 42.5" into 20' alley behind business at 122 N. Main St. Request will be heard at PWAC 10/19/2021
STR: 11-19N-114E
CC: 10/25/2021 Approved 6-0-0

ALTERNATIVE LANDSCAPE COMPLIANCE

No requests were processed during this reporting period.

CHANGE OF ACCESS

- Mar 2022 Main St. and Alexander Blvd. Change of Access for a portion of Lot 1, Block 3, RiverWest Addition No. 3 to allow an entry/exit along Main St.
STR: 11-19N-11E
PC: 04/11/2022 Recommend Approval 5-0-0
CC: 04/25/2022 Approved 6-0-0

CDBG GRANTS

CDBG FY21 Application - 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 will new service lines. (CDBG Funds: \$96,718.10, Matching Funds: \$44,106.90)

SPECIAL EVENTS PERMITS

Fifteen (15) permits were issued during this reporting period.

ADDITIONAL ORDINANCES

- Ord. 1373 Rezone 3.07 acres at 490 S. Hwy 97. From IH to CG. STR 14-19N-11E – 07/06/2021
- Ord. 1374 Rezone 9.1146 acres at 2300 S. Hwy 97. From IH to CG. STR 14, 15-19N-11E – 07/06/2021

- Ord. 1377 Amend Zoning Code at Chapter 13 regarding spacing of 1000' from a medical marijuana dispensary to another dispensary, a growing facility to another growing facility and a processing facility to another processing facility. Also requires spacing of 1000' from any type of medical marijuana business to a school. 10/06/2021
- Ord. 1380 Amend Zoning Code at Chapters 3, 7, and 13 adding definitions of brewpub, large brewery, microbrewery, micro distillery, and tasting rooms in Chapter 3 - Definitions. Allowing brewpubs in commercial districts – Chapter 7- as long as in compliance with ABLE and not deemed to be a standalone bar. Adding large brewery, microbrewery and micro distillery to use unit 26 – Chapter 13. 12/21/2021
- Ord. 1381 Rezone 27.4911 acres located east of the northeast corner of 51st St. and Hwy 97. From CS to CG. STR 26-19N-11E – 03/02/2022
- Ord. 1382 Rezone 72.50 acres located north of Highway 51, east of S. 137th W. Ave. From AG to IM. STR 15, 16-19N-11E – 03/02/2022
- Ord. 1384 Establish PUD with IM zoning on 1.84 acres located generally on the northeast corner of Main St. and Morrow Rd, commonly known as 225 S. Main St. STR: 11-19N-11E – 02/28/2022.
- Ord. 1386 Update Zoning Code at Chapters 6, 7, and 9 regarding façade requirements. City Council initially heard the ordinance on 03/28/2022 and again on 7/25/2022 where it was approved.
- Ord. 1387 Rezone 13.1849 acres located at approximately 4900 S. 112th W. Ave. From AG to RS-3. STR 27-19N-11E – 03/28/2022
- Ord. 1388 Rezone 7.3504 acres located north of 51st St., just east of Redbud Dr. From RS-3 to RS-4. STR 27-19N-11E – 03/28/2022
- Ord. 1394 Rezone 4.87 acres to RM-1 under PUD-32-B for a mini-storage for property originally a part of Greentree Retirement Center. STR 28-19N-11E – 07/01/2022

UPDATE SUBDIVISION REGULATIONS

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

OTHER ITEMS

The Planning Department presented the FY2023 MTTA Service Contract to City Council on June 27, 2022.

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.

NEIGHBORHOOD SERVICES DIVISION

- 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 held steady throughout FY-22. There were 78 permits issued for new home construction during FY22. This number is down 2.5% from the 80 new home permits issued during FY-21. The Stone Villa II and Teal Ridge subdivisions continue to fill available lots at a consistent pace.



The overall value of new home construction totaled \$19,661,666.00 – a 12.4% increase from FY21. The average cost of a new home in Sand Springs during this fiscal year was \$252,072.00 – a 15.3% increase from FY21.

Commercial building permits dropped in FY-22. A total of 21 permits were issued for new commercial projects with three of those withholding valuations. The overall value of \$4,167,000 was down 70% from the previous year. Project highlights included a \$840,000 Dutch Brothers Coffee, a similar permit for a new Schlotzsky's, a \$700, 000 renovation project at Page Virtual Academy and Central School Administrative Offices, a \$450, 000 remodel to Broadway Dental Arts, and a \$560,000 utility infrastructure permit for Webco's new corporate office complex.

PERMITS: Some 136 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.

The total value for these permits was \$2,948,460.

Additionally, FY-22 saw 62 electrical, 113 mechanical (HVAC) and 196 plumbing trade permits issued.

The overall value for building permits issued in FY-22 was \$26,777,126 – down 21.4% from FY-21. The overall amount of fees paid to the City for building and trade permits in FY22 totaled \$138,193.

INSPECTIONS: During FY-22, 2,336 inspections were performed (a 6.6% increase from FY-21), with approximately 89% approved.

CERTIFICATIONS: Allen Stanton continues to be the City's Building Official with full licenses for residential and commercial Inspections. Matt O'Conner is currently our Building Inspector. He has passed all of his residential license certifications and is currently finishing his commercial licenses.



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

BUILDING AND TRADE CODES: In keeping with code updates at the state level, the City implemented adoptions of the 2018 International building and trade code series, and the 2017 National Electrical Code, effective July 1, 2022. The adoptions include amendments prescribed by the Oklahoma Uniform Building Codes Commission as the minimum code standards in the state. The 2015 International Residential Code remains in effect awaiting its update by OUBCC.

OCCUPATIONAL LICENSES

BUSINESS LICENSES: As of June 30, 2022, 334 businesses had registered either on-line, in-person or via e-mail for the no-charge business license. 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 is 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 must have a valid State license in their possession.

Registered contractor licenses in FY22 included:

- ✓ 114 electrical contractors
- ✓ 88 mechanical contractors
- ✓ 101 plumbing contractors

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

- ✓ 54 licenses associated with alcoholic beverages
- ✓ 9 Certificates of Compliance (for businesses requiring state licensure)
- ✓ 48 Itinerant peddler licenses

Overall, occupational licenses issued by Neighborhood Services staff resulted in \$74,325 in revenues for the City.

PUBLIC NUISANCE CODE ENFORCEMENT

OVERALL CASE DATA: The overall number of public nuisance matters addressed by Neighborhood Services staff stayed consistent with the previous year with 1,015 cases in FY-22.

The number of general public nuisances requiring abatement by the City's contractor (mowing high grass, removing trash and boarding up unsecured buildings) increased 20% during FY22 to 83 cases. This also caused a 60.25% increase in costs associated with work being done for a total of \$16,892.76 for FY22. The City used K&T Trucking and Site Clearing to remove five dilapidated houses and perform specialized site clearing at a property at a cost of \$31,400 during the fiscal year. TNT Trees also took care of some tree and bush removal at one property for a cost of \$1,500.



Overall, costs to abate all categories of public nuisances totaled \$49,792.76 – a 42% increase from FY21.

General public nuisance case highlights include:

494 High grass and weeds	6.44% decrease
213 Trash or uncared for items	7.58% increase
100 Inoperable vehicles	8.70% increase
45 Unsecured, dilapidated or uninhabitable buildings	8.16% decrease
16 Zoning code violation reports	75% decrease
147 Other type violations	104% 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:

597 Inspector-actuated complaints	10.25% decrease
310 Citizen-actuated complaints	10.7% increase
77 Complaints actuated by other city employees or City Councilors	35% increase
31 Website-actuated complaints	72% increase



The average cost of abating a general public nuisance increased 33% to \$203.53 in FY22. That reflected an increase in contractor hourly costs based on rising costs in general. The average cost to demolish a house in FY-22 was \$5,980.

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 30, 2022, the live release rates were 98.35% for dogs and 90.10% for cats. These rates remain high for a municipal animal control facility and represent a continued commitment from our staff.

GENERAL STATISTICS: Overall, 408 dogs and 200 puppies were taken into the City’s care during the fiscal year – a 36.63% increase from the previous fiscal year. The City also took charge of 267 kittens and 218 adult cats, a 20.22% decrease from FY-21. In total, 1,093 animals were cared for by the City during FY-22 – a 16.15% increase from FY21.



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 more than two dozen 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. Additionally, donations from animal welfare organizations such as the Bissell Foundation significantly helped reduce the fees for those adopting animals during “Clear the Shelters” events.

Voters passed a bond issue on June 28, 2022, that will fund a new City Animal Shelter facility along with a dog park. The current facility is one of the oldest of the City’s buildings still being used. Plans will be started in the coming months for this new facility.



ADOPTIONS AND OTHER PROGRAMS: Some 99% of dogs (including puppies) and 83% of cats (including kittens) found new homes through adoptions, local rescue groups, or transports to other states through national animal rehoming programs. The “community cat” program released 53 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 29.26% increase from FY-21.

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. Most spay and neuter services are provided at a low cost through a partnership with Spay Oklahoma Inc. Tulsa Community College students also learn about these surgeries under veterinary supervision through their veterinary technician program. The local veterinary community often assists in providing for medical needs when necessary.

OTHER NOTES: Animal Welfare staff investigated 10 dog bite cases during the fiscal year. Some 103 stray dogs and 16 stray cats were returned to their owners.

PUBLIC WORKS DEPARTMENT

Derek Campbell, Public Works Director & City Engineer

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.

- Commercial Facility at 34th Street & Hwy. 97 Commercial
- MedWise Urgent Care Commercial
- OmniTrax Load Out #2 (Lumber) Commercial
- Spring Lake Mountain Estates II Housing Addition
- Stone Creek Estates IV Housing Addition
- Stone Villa Second, Phase II Housing Addition

Emergency Projects

Emergency projects cause unexpected hardships on the citizens of Sand Springs and must 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:

- 4th & Industrial Storm Water Outfall Replacement
- Alleyway Sewer Point Repair North of 2nd Between Garfield & Main
- Avery Force Main Erosion
- Pristine Sanitary Sewer Line Repair

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:

- 2021 CDBG Water Line (Lincoln – 8th to 10th)
- 2022 CDBG Water Line (Lincoln – Broadway to 4th)
- 2nd Street Sanitary Sewer Rehab
- 3713 S. 69th Court W. Storm Drain Replacement
- 6722 Silver Oak Drive Culvert Replacement
- District 14 Meter Vault Relocation
- Hwy 97 Roadway Lighting Improvements
- Hwy 97-T Guardrail Repair
- Hwy 97-T (North 129th West Avenue) Pavement Rehabilitation
- Main Street Sidewalk Panel Replacement
- McKinley Hills BPS Generator
- North 129th West Avenue 2-Inch Water Line Replacement
- Prattwood Interceptor Rehabilitation
- River West Sanitary Sewer Reroute
- South Main Lift Station Generator Replacement
- Village Properties Water Meter Relocation

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 to 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, the Airport received \$32,000 in Economic Relief Funds that were available through the American Rescue Plan Act (ARPA) and the Airport Rescue Grant Program (ARGP) passed by Congress.

The funds were used to pay for the purchase of aviation fuel for resale.

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, 2022, no commitments had been made.

In FY2022 the City of Sand Springs/Sand Springs Municipal Authority purchased the Ullrich Aviation Maintenance Hangar and 15 t-hangars that are located in the East Aviation Development Area. The maintenance hangar was leased to Skyboss Aviation and President Bill Wagner reports they offer services to rebuild piston engines and maintenance for piston engine general aviation aircraft. As of June 30, 2022, the 15 t-hangars occupancy level was at or near 100%.

During this period the Sand Springs Home leased their 20,000 square foot hangar/office facility located in the Northwest Aviation Area to Bondio, LLC. Bondio uses the facility to maintain their fleet of Gulfstream III business jet aircraft and provides Jet-A services to turbine and jet aircraft that fly into SSPA Operations

As of June 30, 2022, 66 aircraft were based at Sand Springs-Pogue Airport: 63 single-engine piston and 3 multi-engine piston.

During this period, 54,000 gallons of 100LL Aviation Fuel was sold which was less than the FY 2021 fuel sales of 70,200 gallons by 16,200 gallons or 23.1%.

During this period, the occupancy level of the 62 City-owned T-hangars available for lease was at 100%. There were 24 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 3.33 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 1.7 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 and so temporary help was used as needed): 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 298 tons of hot asphalt, 87 tons of cold lay asphalt, 114 cubic yards of concrete, and 75 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 Interlocal Agreements for each overlay grouping of streets.

We had one snow storm this year and we used about 290 tons of sand.

The City receive and placed in service a new street sweeper and cleaned approximately 598 lane miles of roadway.

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 1,200 linear feet of white striping, 8 turn arrows and 4 "ONLY" 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 1450 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 1985 International and a 2005 Freightliner, both are roll-off trucks. The following are primary trucks used in daily collection: (1) 2010, (1) 2015, (1) 2016, and (1) 2019 Crane Carrier rear loader, refuse trucks. One 2001, two 2005, and one 2010 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 7,390 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 2018 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

July 2021 – June 2022 –

- The City sponsors monthly Chipper Days
 - A total of 12 events occurred.
- The City is a sponsor and participant of the Metropolitan Environmental Trust (M.E.T.). The Sand Springs M.E.T. Recycling Depot collected approximately 457,732 pounds of recyclable materials. Sand Springs citizens were also notified and encouraged to participate in the following M.E.T. recycling events:
 - July 1, 2021 – Residential Smoke Alarm & Fire Extinguisher Collection Event

- September 25, 2021 – Residential Smoke Alarm & Fire Extinguisher Collection Event
- October 2, 2021 – Free Tire Recycling Event
- October 23, 2021 – Prescription Drug Take Back Day
- November 1, 2021 – The Great Pumpkin Rescue
- March 5, 2022– Big Spring Clean Collection Event
 - There were approximately 1,636 participants.
 - 137,223 total pounds of items were collected for recycling consisting of 22,164 pounds of Electronic Waste, 42,000 pounds of Paper Shredding, and 56,700 pounds of Tires. The remaining 16,359 pounds consisted of Ammunition, Bags, Batteries, Bulbs, Cardboard, Fire Extinguishers, Medication, & Sharps.
- June 4, 2022 – The City Sponsored the Harvest Church Serve Day
 - Attendance & clean-up data not yet available.
- July 8, 2022 – The City Sponsored the Hillspring Church
 - Attendance & clean-up data not yet available.
- The City sponsors a year-round Volunteer & Service Hours program
 - A total of 25.75 service hours were awarded.
 - 396 GPS points were recorded for missing stormdrain inlets.
 - 38 GPS points were recorded for missing stormdrain medallions.
 - 28.18 total lane miles were walked to acquire all GPS points.
 - 8 bags of trash were collected.

Education & Public Outreach

July 2021 – June 2022 –

- The City Stormwater Coordinator (SWC) demonstrated the Sewer in a Suitcase presentation for 9 Sand Springs' classrooms totaling over 179 students and teachers.
 - Passed out 180 bags to students & 9 bags to teachers. Bags contained approximately 1,512 educational materials and 725 logoed items (bags included in logoed item total).
- January 24, 2022 – The City presented two *Environmental Excellence Awards*
 - 1st place awarded to Bart Morris of Capital Homes
 - 2nd place awarded to Greg Green of Verde Vista Resources
- April 22 – The City SWC was a presenter/booth operator at the *Earth Day at Chandler Park* event.
 - There were 20 Educational booths. Each booth had 1 to 6 presenters.
 - There were approximately 280 participants
 - The Sand Springs SWC
 - Demonstrated the *Sewer in a Suitcase* presentation over 30 times
 - Passed out 280 bags to participants & 23 bags to educators from other booths. Bags contained approximately 2,438 educational materials and 1,163 logoed items (bags included in logoed item total).

- The City is a sponsor and participant of the Metropolitan Environmental Trust (M.E.T.). Sand Springs citizens were notified and encouraged to participate in the following M.E.T. educational events:
 - April 20 – The 2022 Enviro Expo
 - 22 vendor booths
 - Approximately 400 attendees
 - April 22 – Earth Day on the Hill
 - 8 vendor booths
 - Approximately 300 attendees
 - New M.E.T. Recycling brochures have been ordered, displayed, and passed out to citizens.
- The City is a sponsor and participant of INCOG and GCSA.
 - Sand Springs' employees attended 20 INCOG / GCSA stormwater education classes.
 - Educational material for MS4 Employees, Residential, Construction, and Businesses have been printed, displayed, and/or passed out
- The City SWC presented stormwater pollution prevention employee training classes for a total of 16 classes
 - 64 employees attended fall/winter sessions
 - 59 attended the spring/summer sessions

Inspections

July 2021 – June 2021 –

- The Sand Springs SWC
 - 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 71 citizen's reported stormwater-related issues
 - Requested work orders for 30 stormwater-related issues.
 - Performed dry weather field screenings on
 - Performed 27 inspections on Sand Springs' Facilities
 - Performed 39 dry weather field inspections
 - Attended 6 INCOG and GCSA *good housekeeping* training sessions

Enforcement

July 2021 – June 2022 –

- Issued 8 Stormwater Written Warnings
- Issued 2 Stormwater Violation Citations

Good Housekeeping

- Public Works' street sweeper sweeps 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.

- 27 Stormwater related work orders were issued to Streets and 3 were issued to Wastewater
- 38 residential /business stormdrain medallions were installed
- 7 Sand Springs facility stormdrain medallions were installed

Public Meetings

- January 24, 2022 – The City presented two *Environmental Excellence Awards*

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 2022.

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.

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. In FY 2020 the low Bid received for construction of the second 1-Way Storage Tank was not

within Budget, requiring the project to be rebid during FY 2021. The rebid in FY2021 resulted in a construction agreement and the new storage tank was commissioned in service during FY2022. A tri-annual total SRWCS maintenance repair outage was completed in FY2022. Rehabilitation of the SRWCS No. 2 Pump and Motor was authorized in FY 2022 for completion and commissioning in service early in FY 2023.

SAND SPRINGS FIRE DEPARTMENT

Justin Hall, Fire Chief

Sand Springs Fire Department

Justin C. Hall, Fire Chief

During Fiscal Year 2022, the Sand Springs Fire Department provided Fire Suppression, Prevention, Rescue, and Medical First Response services to the citizens and guest that live, work and visited the Sand Springs area. We continue to provide these services utilizing 33 Line Personnel divided into 3 – 24-hour shifts. They work out of 2 fire stations and staff 3 fire companies.

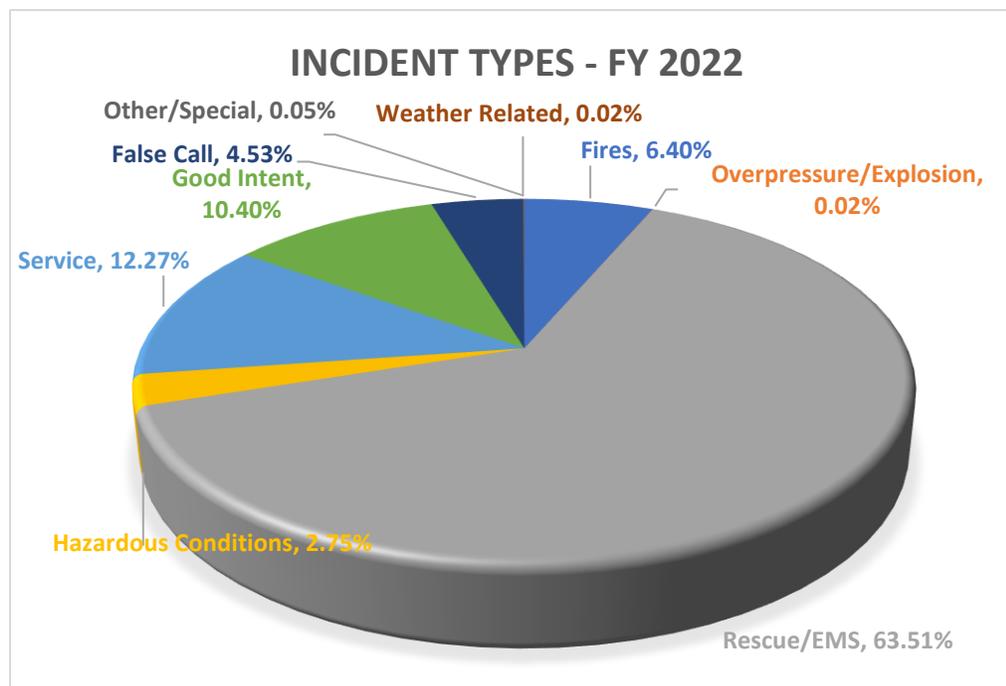
SSFD responded to 3374¹ incidents in fiscal year 2022, which when averaged equates to 9.24 incidents per day. This is an increase of 335 incidents, or 11.02 % - see Chart 1 which breaks down the types of incidents. We received mutual aid on 17 incidents, and provided mutual aid on 12.

Overlapping, or simultaneous incidents saw an increase of 77 over the previous fiscal year for a total of 555. (Chart 2) January was the busiest month of the fiscal year with 308 incidents, and Thursday was the busiest day of the week with 529 incidents.

Rescue/EMS incident types continue to be the largest percentage – 63.51%, or 2143 incidents. This is an increase of 356 over last year and is the main contributor to the overall increase over the previous fiscal year. This increase is likely attributed to the COVID Epidemic declining and society returning to somewhat normal.

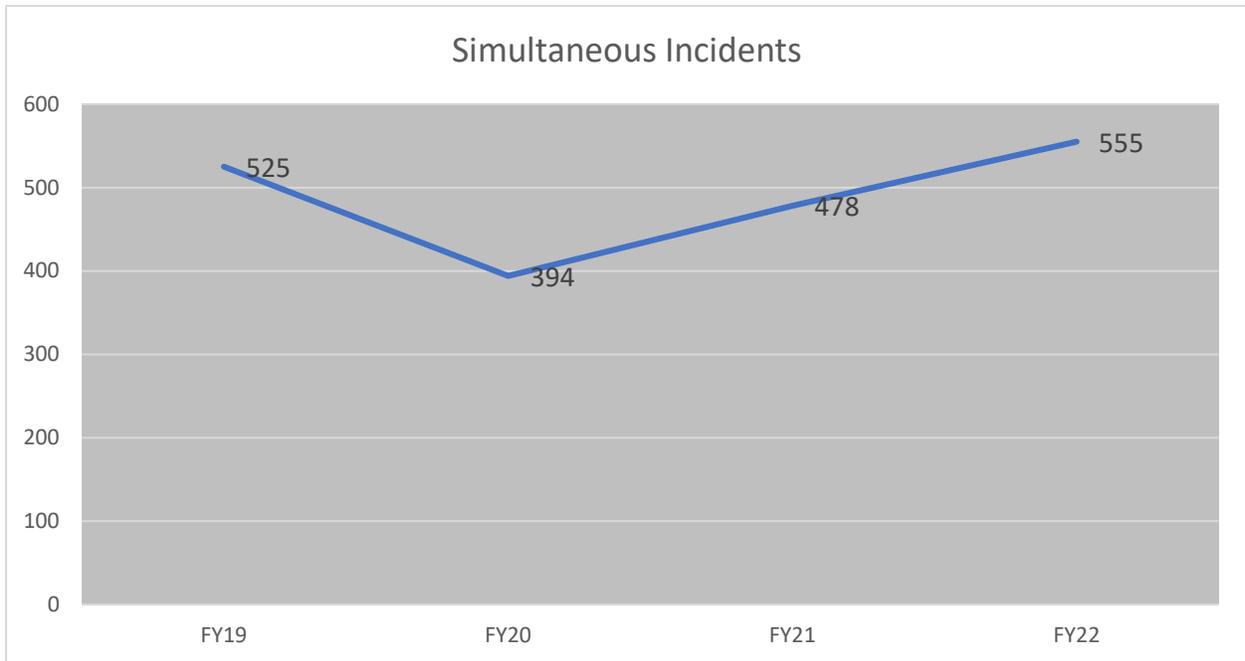
216 fires accounted for 6.4% of the total. Of those, 28 were structure fires, and 23 were vehicle fires. Although structure fires were down 12 from the previous year, other fire types were up and helped contribute to the overall increase also.

Chart 1 – Incident Types



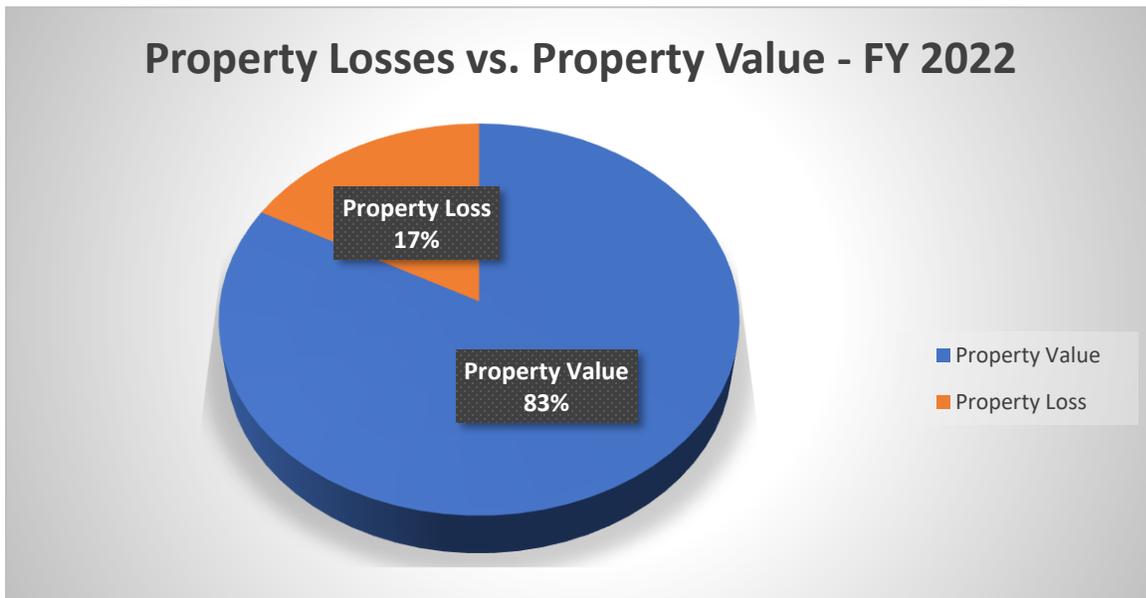
¹ Response Statistics are for the period July 1, 2021 to June 30, 2022

Chart 2 – Simultaneous Incidents



Estimated property losses due to fire for FY 2022 were \$1,708,600 on properties valued at \$8,294,300, which denotes \$6,585,700 in saved property. (Chart 3)

Chart 3 – Fire Losses vs. Value



FY 2022 ADMINISTRATIVE SUMMARY

Administrative Highlights

- Maintained an ISO 2/2Y rating
- Started Construction on shared Gym/Training Room at the BAH- PSC Complex
- Received Federal AFG Grant for SCBA's - \$168,000
- Received Homeland Security Grant for Hazardous Materials Monitors
- Annual Ladder Testing/Certification to meet NFPA 1932 & 1914
- Annual Hose Testing to meet NFPA 1962
- Monthly CQI Meeting with Medical Director, and review of advanced skills
- Purchased New Fire Engine to replace Engine 2, estimated delivery early 2024
- Updated Technical Rescue Equipment
- Began building the new SQ-1
- New radio equipment purchased to enhance our radio communications and inter-operability
- Contracted with First Responder Support Services to provide Mental Health Wellness to staff

FY 2022 Training Summary

- Sand Springs Fire Fighters attended 224 in-house and outside training courses for a total of 3,883 hours. Course included topics Basic Fire Fighting, Driver/Operator Skills, Hazardous Materials Response, Technical Rescue, Basic and Advanced EMS, Officer Development and various National Fire Academy Courses
- Hazardous Materials Operations and Technician Annual Refreshers provided by the Oklahoma Office of Homeland Security for all members. This is in addition to company level Haz-Mat training.
- Three Fire Academies were completed for 5 new recruits. The in-house academy provides the necessary training to complete IFSAC Firefighter I Certification.
- Additional training props added

FY 2022 PREVENTION SUMMARY

SSFD Fire Prevention

- The Fire Marshal's Office conducted twenty-six (26) fire cause investigations.
 - One (1) federal case.

- The Fire Marshal's Office conducted the following plan reviews:
 - Commercial: New, Addition, Remodel 37
 - Fire Suppression Plan Review 2
 - Fire Alarms Plan Review 2

- The Fire Marshal's Office conducted 214 occupancy inspections. Many of these were schools, industrial and commercial entities.

- The Fire Department conducted regular installation of smoke alarms and batteries at no charge to citizens. In FY22 fourteen (14) installations were conducted.

- Fire Prevention Week awareness activities were conducted with cooperation from the Sand Springs School System and reached an estimated 1,500 students.

- Numerous groups visited the fire stations for tours and prevention programs throughout the year.

- Staff continued to provide adult education to senior residents through prevention and awareness programs.

Community Service Activities

- SSFD Members participated in the Oklahoma Firefighters Burn Camp, which is designed to offer child from ages 6 to 16 that have suffered major burns or disfiguring injuries a place of unconditional love and acceptance.

- Station 1 & 2 are designated "Operation Safe Place" locations. Fortunately, we had no juvenile request for assistance las year.

- Firefighters participated in the annual 9/11 Memorial Stair Climb in honor of the 343 FDNY Firefighters lost when the Twin Towers collapsed.

Conclusion

While FY 2022 was still feeling the effect of the COVID-19 Pandemic the year was overall successful. There were 4 retirements that prompted promotional exams and hiring to fill positions. Through all of this SSFD remained diligent to provide the level of professional service that we are known for.

The upcoming year for Sand Springs Fire is on its way to becoming another great year – new grant funded SCBA's are slated to arrive, as well as the Gym/Training Facility will be completed. Additionally, we are working to upgrade our record management system which will allow us to electronically pass information to EMSA, thus enhancing our ability to transfer pertinent information with ease.

As our community grows, the excellent staff of Sand Springs Fire will continue to model "Dedication, Courage & Service"!

SAND SPRINGS POLICE DEPARTMENT

John Mars, Police Chief

2022

**Sand Springs Police Department Policing Plan
Sand Springs, Oklahoma**



ASSISTANT CHIEF OF POLICE

JESSE C. HUSKEY

02/11/1885 - 12/09/1933

SAND SPRINGS POLICE

DEPARTMENT



Sand Springs Police Department Assistant Chief Jesse C. Huskey was killed in the line of duty on December 9, 1933, leaving behind a wife and three children.

Assistant Chief Huskey and Officer George Burjett were patrolling the Minton Flour Mill following a series of thefts at the mill during the previous week. They observed three men at that location and attempted to make contact with them. The three men ran from the officers and entered a shed at the rear of the property. As the officers approached the shed, they were fired upon; and Assistant Chief Huskey was fatally wounded. The three men, brothers, were arrested. Not one of the three men was found guilty after several witnesses changed their testimony due to threats and bribes.

Assistant Chief Huskey served the Sand Springs Police Department for one year.

On May 15, 2013, the Sand Springs Police Department placed a memorial marker on Assistant Chief Huskey's unmarked grave located in Section 29, Lot 64 of Memorial Park Cemetery in Tulsa, Oklahoma. No marker was provided by the community at the time of Huskey's death.

An honorary street naming and ceremony for Assistant Chief Huskey was held on May 20, 2022, at 602 West Morrow Road in Sand Springs, Oklahoma.

A plaque commemorating Assistant Chief Huskey's sacrifice can be viewed in the main lobby of the Billie A. Hall Public Safety Center located at 602. W. Morrow Rd.

CITY ADMINISTRATION AND COUNCIL



Mayor – James O. Spoon
Ward 1 – Councilor Cody Worrell
Ward 3 – Councilor Mike Burdge
Michael S. Carter - City Manager

Vice Mayor – Beau Wilson
Ward 2 - Councilor Matt Barnett
Ward 4 - Councilor Nancy Riley
Ward 6 – Councilor Brian Jackson
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. Jason McGinnis	Ofc. David McCage	Ofc. Tim Freeman	Ofc. Matt Lemon
Ofc. James Holforty	Ofc. Dan Llewellyn	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. Shawn Lindamood	Ofc. Charles Bybee	Ofc. Jonathan Noah
Ofc. Kaleb Louviere	Disp. Kathy Schmidt	Disp. Vickie Davis	Disp. Betsy Cunningham
Disp. Kelly Engles	Disp. Chris Blackburn	Disp. Melissa Martinez	Disp. Sarah Pentecost
Disp. Lani Chailer	Clerk Debi Pearson	Admn. 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



The Sand Springs Police Department entered the year 2022 hoping for a rebound into normalcy after all the changes 2021 brought to each officer both personally and professionally. The ripple effects of the COVID-19 pandemic proved to have a far reach. Recent news of a new variant brings apprehension, even as the United States inches back toward some appearance of normal.

Challenges continue for the law enforcement profession. Departments face not only pandemic-related difficulties, but also staffing shortages, rising crime in some jurisdictions, and growing pains associated with reform efforts. A rise in public-private partnerships to mitigate crime in cities is an integral part of broader community policing strategies. The department continues to promote partnerships between businesses, members of the community, and law enforcement organizations.

Improvements continue with on-the-ground crime mitigation and violence interruption programs through partnerships with tribal organizations, local community resource centers, and faith based organizations; these strategies align with public health models and various other data to better allocate resources and enhance program outcomes. Strategies to manage non-emergency mental health calls, the homeless crisis, the continued exploration of non-lethal use of force options, and technologies are key. The department continues expansion of body worn video, digital media intake processes, and laser measurement technology for major collision and crime scenes.

Many cities are reconsidering recently approved police reform initiatives especially those related to the defund movement. Officials in Portland, Oregon, approved millions in funding for law enforcement due to record shootings and homicides within the community. In Minneapolis, Minnesota, the site of the George Floyd killing and epicenter for the ensuing summer of nationwide protests, voters shied away from a most radical call for reform and voted against the removal of the Minneapolis Police Department. Meanwhile, in an effort to address the declining numbers of police officers in cities across the nation, the Department of Justice recently handed out \$139 million in grant funding.

A record number of police officers have left or retired without replacement. Remaining officers are facing burnout, and proactive policing is a struggle. Officers are being overworked and face jeopardy for simply doing their job. Officers serving with honesty and integrity are often afraid as they fulfill their sworn duties.

The department continues to build and maintain an officer wellness program including mourning bands for retired officer deaths. Retired officer deaths not only have a tragic effect on the surviving family members, but also on the former colleagues of the deceased.

Retention of police officers is problematic across the country. Many officers consider early retirement or a lateral move and service to other policing professions. Staff reductions result in longer working hours with mandatory overtime shifts. Mental health, burnout, fatigue, and exhaustion are all real concerns for officer safety. The Sand Springs Police Department endeavors to retain more officers and works to prepare the next generation of leaders by requiring extensive Leadership Training for all officers.

The 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 2022 Policing Plan was reviewed by the Administration of the City of Sand Springs. The Sand Springs City Council adopted the 2022 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,

A handwritten signature in black ink that reads "J. E. Mars". The signature is written in a cursive, flowing style.

John E. Mars
Chief of Police

Pillar 1 - Building Trust and Legitimacy

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

1.0.A 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)

1.0.B 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)

1.0.C 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)

1.0.D 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)

1.0.E 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)

1.1 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)

1.2 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)

1.3 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)

1.4 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)

1.5 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)

1.6 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)

1.7 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)

1.8 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)

1.9 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)

1.10 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)

1.11 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*)

1.12 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)

1.13 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)

1.14 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)

1.15 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)

1.16 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)

Pillar 2 - Policy and Oversight

2.1 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)

2.2 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)

2.3 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)

2.4 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)

2.5 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)

2.6 #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)

2.7 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* recommendations 1.1, 1.3, and 1.4.1)

2.8 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 supports 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)

2.9 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)

Pillar 3 - Technology and Social Media

3.1 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)

3.2 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)

3.3 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)

3.4 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*)

3.5 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)

3.6 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)

3.7 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)

3.8 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)

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. Expeditious 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*)

3.10 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)

3.11 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*)

3.12 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)

3.13 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)

3.14 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)

3.15 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)

Pillar 4 - Community Policing and Crime Reduction

4.1 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)

4.2 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)

4.3 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)

4.4 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)

4.5 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)

4.6 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)

4.7 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)

4.8 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)

4.9 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)

4.10 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)

4.11 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.)

4.12 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*)

4.13 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)

4.14 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)

4.15 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 21st Century Policing* recommendation 4.2.2, 4.4.2 and 4.5)

Pillar 5 - Training and Education

5.1 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)

5.2 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)

5.3 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,)

5.4 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)

5.5 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)

5.6 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*)

5.7 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)

5.8 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)

5.9 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*)

5.10 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 1.1and 4.4)

5.11 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*)

5.12 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)

Pillar 6 - Officer Wellness and Safety

6.1 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)

6.2 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*)

6.3 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)

6.4 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)

6.5 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)

6.6 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)

6.7 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)

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
Matt Lemon, Detective Division**

**Employee of the Year
Barbara Abbott, Administrative Division**

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	2017	2018	2019	2020	2021
Calls For Service	19,568	19768	18319*	13707	14625
Enforcement					
Physical Arrests	783	845	709	461	459
Citations	2,726	2322	2201	1951	2077
Warnings	2,303	2002	1014	591	730
UCR Crime Stats					
Homicide	0	0	0	0	5
Rape	4	5	3	8	7
Robbery	15	5	8	7	6
Assaults	166	162	192	191	170
Burglary	88	82	89	158	108
Larceny	416	525	710	699	648
Motor Vehicle Theft	79	73	74	118	128
Use of Force					
Use of Deadly Force	0	0	1	0	0
Tactical Vehicle Intervention	0	0	0	0	0
K-9 Bite	0	0	0	0	0
Taser	3	4	1	2	2
Pepperball	0	1	0	0	0
Other Launched Less Lethal	0	0	0	0	2
Impact Weapon	1	0	1	0	0
Physical Control - Injury	1	2	7	0	3
OC Spray	1	1	3	0	0
Vehicle Pursuits	4	14	10	13	11