

LAW ENFORCEMENT ACCREDITATION

Clive (IA) Police Department

Agency

Clive (IA) Police Department
8505 Harbach Blvd.
Clive, IA 50325

Chief Executive Officer

Chief of Police
Michael G. Venema

Methodology Overview

CALEA serves as the premier credentialing association for public safety agencies and provides accreditation services for law enforcement organizations, public safety communication centers, public safety training academies, and campus security agencies. The standards are promulgated by a board of 21 commissioners, representing a full spectrum of public safety leadership. The assessment process includes extensive self-assessment, annual remote web-based assessments, and quadrennial site-based assessments. Additionally candidate agencies are presented to the Commission for final consideration and credentialing.

CALEA Accreditation is a voluntary process and participating public safety agencies, by involvement, have demonstrated a commitment to professionalism. The program is intended to enhance organization service capacities and effectiveness, serve as a tool for policy decisions and management, promote transparency and community trust, and establish a platform for continuous review.

CALEA Accreditation is the Gold Standard for Public Safety Agencies and represents a commitment to excellence.



Law Enforcement Accreditation

CALEA standards reflect the current thinking and experience of Law Enforcement practitioners and researchers. Major Law Enforcement associations, leading educational and training institutions, governmental agencies, as well as Law Enforcement executives internationally, acknowledge CALEA's Standards for Law Enforcement Agencies© and its Accreditation Programs as benchmarks for professional law enforcement agencies.

CALEA's Founding Organizations:

- **International Association of Chiefs of Police (IACP)**
- **Police Executive ResearchForum (PERF)**
- **National Sheriffs Association (NSA)**
- **National Organization of Black Law Enforcement Executives (NOBLE)**

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EXECUTIVE SUMMARY

Overview:

The Clive (IA) Police Department is currently commanded by Michael G. Venema. The agency participated in a remote assessment(s), as well as site-based assessment activities as components of the accreditation process. The executive summary serves as a synopsis of key findings, with greater details found in the body of the report.

Compliance Service Review:

CALEA Compliance Services Member(s) Tim Hazlette, Mr. Potter remotely reviewed 179 standards for the agency on 6/11/2020 using Law Enforcement Manual 6.9. These standards included specific time-sensitive issues, as well as all standards applicable to the agency by size and function. If standard issues are found they are listed below.

- 43.1.1 – Complaint Management (LE1) – ISSUE:Bullet D > The standard seeks to establish how the Chief (CEO) is apprised of Drug/Vice Crime investigations. General Order 4-20-5; Section IV. C. states the MINE Task Force will produce a report for the Chief. The Proofs contain MINE Task Force Meeting Agendas – which include statistics of activities. - AGENCY ACTION NEEDED: Suggest the inclusion of the REPORT mentioned in Policy – to illustrate compliance. AGENCY ACTION TAKEN: Additional proof documents added to the file that served to verify compliance.
- 44.2.2 – Procedures for Custody (LE1) – ISSUE: Bullet B > The intent of the standard is to determine the agency protocol for handling Juveniles (considered for arrest/custody) – if they have been harmed or are in danger of harm. The file documents (6-1-1; Section XIII.; 6. – pertains to the HOLDING FACILITY procedures (after incarceration). This standard applies to “the decision of taking a juvenile into custody”. . - AGENCY ACTION NEEDED: Recommend a more appropriate procedure be used to better illustrate compliance. AGENCY ACTION TAKEN: General Order (Written Directive) updated (revised) to reflect procedural clarification in compliance with the standard.
- 70.1.6 – Procedures, Transport Destination (LE1) – ISSUE: Bullet B > The standard seeks to determine the agency protocol for “REMOVING RESTRAINTS from DETAINEE” upon arrival at the jail. General Order 4-5-5 section III. B. does not address the intent of the standard. Section III. C. (13. – 15. Should include this information. Additional policy language is needed to better illustrate and verify compliance. Bullet C > This bullet is asking for the “DOCUMENTATION” that accompanies the detainee – Citation; warrant; etc. Policy language does not appear to address this (General Order 6-1-1; section XXIV. appears to relate better to this). Bullet E > The standard is asking for the “DOCUMENTATION that CONFIRMS THE DETAINEE TRANSFER of custody” (receipt). Is there a form used? The Proof documents appear to provide adequate receipt. But the General Order used does not specify how this is achieved. AGENCY ACTION NEEDED: Additional policy language is needed to better illustrate and verify compliance. AGENCY ACTION TAKEN: Agency replaced original written directive with another directive that illustrated compliance.
- 70.1.7 – Procedures, Escape* (LE1) – ISSUE: The standard is seeking the department procedure for handling escapes “BY TRANSPORTING PERSONNEL – WHILE IN TRANSIT or BEFORE REACHING THE DETENTION FACILITY”. General Order 6-1-1 only addresses ESCAPES FROM JAIL. A more appropriate policy is needed to better address this standard. General Order 4-5-5 section III. C. 14 comes closer to addressing this standard. - AGENCY ACTION NEEDED: A more appropriate policy is needed to better address this standard. AGENCY ACTION TAKEN: The General Order (Written Directive) was updated (revised) to illustrate compliance with the standard.
- 70.1.8 – Notify Court of Security Risk (LE1) – ISSUE: The standard is asking for the departments requirement to “NOTIFY” when a detainee is transported to COURT or another agency – of an “SECURITY RISKS”. General Order 4-5-5 section III. C. 15. Appears to speak only to “delivery to the jail”. Additional language (or additional documentation) is needed to better illustrate compliance. - AGENCY ACTION NEEDED: Additional language

(or additional documentation) is needed to better illustrate compliance. AGENCY ACTION TAKEN: The General Order (Written Directive) was updated (revised) to illustrate compliance with the standard.

- 81.3.2 – Alternate Power Source* (LE1) – ISSUE: The standard asks for 2 things; the monthly Alternate Power Source (Generator) test confirmation; and the ANNUAL Full-Load Test verification. The file lacks both of these (from examination of the attachments). Suggest the inclusion of a Generator Monthly TEST Confirmation report. Also, include the “invoice” for the Annual Maintenance and FULL-LOAD TEST – usually performed by a vendor with the maintenance contract. These are needed to verify compliance.- AGENCY ACTION NEEDED: Suggest the inclusion of a Generator Monthly TEST Confirmation report. Also, include the “invoice” for the Annual Maintenance and FULL-LOAD TEST – usually performed by a vendor with the maintenance contract. These are needed to verify compliance. AGENCY ACTION TAKEN: Agency supplied additional documentation (proofs) to verify compliance.
- 82.1.6 – Computer File Backup and Storage* (LE1) – ISSUE:Bullet D > The standard is seeking a report (ANNUAL PASSWORD AUDIT) that confirms and documents the Annual Audit. . - AGENCY ACTION NEEDED:The most recent report needs to be added to the file to verify compliance. AGENCY ACTION TAKEN: The General Order (Written Directive) was updated (revised) to illustrate compliance with the standard.

Site-Based Assessment Review:

From 7/20/2020 to 7/21/2020, Stephen Walker and Norman Mann visited the agency following a consultation with the chief executive officer regarding critical issues impacting the organization since the last assessment. These issues were identified as:

- Finance/Cash Accounts - The agency’s budget process is regulated by the State of Iowa and they operate on a fiscal year of July 1st through June 30th. The budget process is overseen by the municipal government and approved by the City Council. The agency maintains three cash funds which are necessary for their operations. These funds and other financial matters of the agency are continually audited.
- Selection/Recruitment - The Clive Civil Service Commission is responsible for hiring and promotion of police employees. The agency is intimately involved in these processes. The agency recruits at college job fairs and through social media such as Facebook and Indeed. In the past the agency has taken out ads in the newspapers, but this medium is no longer proving successful. The agency’s statistical tables indicate hiring three white males, one white female and one black male from the recent recruitment processes.
- Use of Force - The Clive Police Department adheres to the standards associated with “Use of Force”. The agency successfully conveys when and what force is authorized depending on the situation its officers are dealing with. They provide an adequate reporting process to have the use of force investigated and analyzed for further training and customer service. The CPD has used current events facing law enforcement to evaluate its policies and procedures to ensure they are meeting their community’s expectations. The CPD is dedicated to being transparent in the publication of its policies and data to further public confidence in the police department.
- Property and Evidence - The agency is committed to protecting the integrity of all evidence and property which comes into its possession. They have appropriate procedures on how respective evidence or property is to be handled until properly secured in the Evidence Room. Officers are provided the necessary materials and instruction in order to properly seize, document, package, store, and dispose of seized evidence and property. Although the CPD is a smaller agency, it makes good use of its current workspace and is looking forward to moving into a newer, more efficient facility in the near future.

During the Site-Based Assessment Review, the assessment team conducted 25 interviews regarding the topical areas previously defined. The interviews were with agency members and members of the community. The approach not only further confirmed standards adherence, but also considered effectiveness measures, process management and intended outcomes.

CHIEF EXECUTIVE OFFICER PROFILE

Michael G. Venema

Chief Michael Venema began his career in law enforcement in 1984 with the Sterling, Illinois Police Department. In 1985, he moved to the Davenport, Iowa Police Department. He spent 26 years there, rising to the rank of Lieutenant. He was Davenport's first CALEA Accreditation Manager, leading that department to its initial accreditation in 2003. He left that department to be appointed as the Clive Police Chief in 2012. Chief Venema holds a Master's Degree in Law Enforcement and Justice Administration from Western Illinois University and is a graduate of the 219th Session of the FBI's National Academy Program.

COMMUNITY PROFILE

Clive is a distinctive city to live, play, and raise a family. Known for its beautiful Greenbelt Park and Trail which runs the length of the city, residents and businesses consistently give Clive the highest marks for safety, care for natural and open spaces, and value for taxes paid.

Clive has almost 20,000 residents and encompasses 7.71 square miles in Polk and Dallas County. It is located at the crossroads of two interstate highways (35 & 80). Its central location in the Des Moines Metro area creates easy access to work, world class art and culture, and exceptional schools. The City offers rich community amenities while honoring its tradition of fiscal responsibility. Clive households have some of the lowest combined tax rates in the Des Moines Metro, making the City an exceptional value for families.

Clive utilizes a Council-Manager form of government, with the five Councilmembers and Mayor establishing short and long term policies, and the Manger leading staff to execute those policies. Each year the Council establishes strategic priorities and a budget that aligns with the City's vision and values.

Clive is a relatively young city. As originally incorporated in 1956, the City was approximately 2 square miles in size with a population of approximately 500. Since then Clive has steadily expanded but it is now "landlocked," meaning it is completely surrounded by neighboring cities. The fact that Clive is a smaller city surrounded my much larger communities makes excellent collaboration with neighboring jurisdictions essential.

Over the coming decade, Clive's population is expected to grow to over 25,000 and it's demographic profile will continue trending older and more racially and ethnically diverse. Since 2000, the population segment of children under the age of 19 has grown by more than 20%, while the over 55 age segment has grown by more than 50%. Furthermore, the over 65 age segment has grown by more than 100% during that same time period. Since 1990 there has been a steady increase in the number of African-American, Asian, and Hispanic or Latino residents, and this diversification will likely continue.

Clive keeps growing and changing. To sustain a strong sense of community, the City must continue listening and engaging all residents to make sure services are meeting their diverse needs. The Clive Police Department is a key part of the City's ability to help all residents live well together and realize a hopeful future for their families and loved one

AGENCY HISTORY

The Clive Iowa Police Department began on November 29, 1957, when Robert Walker was appointed Town Marshal. He left employment on June 23, 1960. On November 22, Dean Dymond was appointed Town Marshal. In addition to his law enforcement duties, he was also the streets supervisor, performing road maintenance as needed. He kept a police radio in his road grader so he could be reached for police calls.

Marshal Dymond was later appointed Police Chief and was allowed to hire police officers to assist him as the town grew. By 1970, the department had grown to seven sworn officers to police about 3,000 residents. By 1980 the town had grown to just over 6,000 residents, but the police department still had only seven officers. In 1990 the department had grown to 12 officers and a population of almost 7,500. At the turn of the century, the department employed 18 officers for its population of 12,855.

That year Chief Dymond retired after nearly 40 years in the service of the City of Clive. Robert Cox, a Lieutenant from nearby Urbandale, Iowa Police was hired as the next police chief. He oversaw the Department for the next 12 years, growing the agency up to 24 sworn officers. He retired in 2012.

Michael Venema, a Lieutenant from the Davenport, Iowa Police Department was hired as only the third Police Chief in the history of Clive. He remains the Chief of Police at the time of initial Accreditation.

AGENCY STRUCTURE AND FUNCTION

The Clive Police Department consists of 25 sworn officers and four civilian support staff. We are under the command of a Police Chief, who reports directly to the City Manager. The Department is divided into two divisions, the Patrol Division and the Criminal Investigation Division. The Command Staff of the Department consists of one Lieutenant, who commands the Patrol Division, and four Sergeants. Three of those Sergeants supervise our three Patrol shifts. The fourth Sergeant commands the Criminal Investigation Division.

The Clive Police Department has a temporary holding facility and transports detainees to the jails in Polk and Dallas Counties.

The Dallas County Jail is a State certified facility.

The Polk County jail is accredited by the American Correctional Association (ACA.)

The Clive Police Department uses an independent communication center (Westcom.) Westcom dispatches for five municipalities. Westcom holds certifications through the International Academy of Emergency Dispatch in EMD and EFD. Westcom is starting the CALEA Accreditation process in the Fall of 2020.

AGENCY SUCCESSES

One of the main goals of the Clive Police Department was to become accredited in 2020. We have spent the last two years engaging in a rigorous self-examination process that included a top to bottom review and update of our police and procedure manual. While engaged in self-examination, we set a goal of getting our entire command staff to a CALEA conference to help them understand the process and facilitate buy in to CALEA Accreditation. Persistence and hard work has paid off and we are at the cusp of our initial accreditation award.

For the last 15 years, the City of Clive has desired to replace its outdated police facility with a new one. The Clive Police Department has never in its history been in a purpose-built police facility. He have always existed in remodeled spaces that have been vacated by others. This past year we have finally been able to secure the financial model to move forward with a new public safety facility. Detailed plans are currently being completed with construction expected to start in late 2020.

Clive Police Department faced the planned retirement in 2020 of our Lieutenant, our senior Sergeant, and our most senior police officer, with a loss of almost 100 years of combined experience. For a small agency, this was a big loss. It was also a potentially difficult transition time to get new officers and commanders in place. The Police Chief requested from our City Manager and City Council permission to hire three officers in advance of the retirements, in order to give us time to train new officers and choose, promote, and train new command staff.

Clive is a growing community and has not added to our Patrol staff in over 10 years. In combination with the 3 officers hired in advance of retirements this past year, the Chief also requested that the Council approve the expansion of our authorized sworn strength from 25 officers to 28 officers. This was a difficult decision for our Council, due to the financial implications of both requests. Due to a great level of trust between the Department and our City Manager and our City Council, this request too was approved. The budget for the additional three officers was approved for July 1, 2020. The Department is currently in the recruitment process to fill those additional slots.

FUTURE ISSUES FOR AGENCY

The Clive Police Department is facing similar challenges with the rest of the law enforcement community. Recently the COVID-19 global pandemic has caused us practice a number of new protocols to be able to deliver law enforcement services safely for both our officers and the community.

In the midst of that crisis, we have seen protests and riots across the country. The Des Moines metropolitan area has not been immune to these issues. Although these have not occurred within our city limits, we have been supporting other communities with officers deployed as part of regional tactical teams and by covering calls for service for neighboring communities dealing with protests. These are a drain of our officers and the finances of our cities.

These two crises add to the challenges faced by our Department to recruit and hire new officers. The problem becomes even more difficult as we strive to assure the makeup of our agency reflects the diversity of our community. We must also assure that we have selected officers that have the emotional maturity and the vision for change in our profession to have respect for our communities and to use force only when appropriate.

INITIAL REMOTE WEB-BASED ASSESSMENT

Compliance Services Member: Tim Hazlette, Mr. Potter

On 6/11/2020, the Initial Remote Web-based Assessment of Clive (IA) Police Department was conducted. The review was conducted remotely and included 179 standards from the CALEA® Standards for Law Enforcement Manual. The following standards were reviewed and the findings are denoted:

Standards	Findings
1 Law Enforcement Role and Authority	
1.1.1 Oath of Office (LE1) (MMMM)	Compliance Verified
1.1.2 Code of Ethics* (LE1) (MMMM)	Compliance Verified
1.2.1 Legal Authority Defined (LE1) (MMMM)	Compliance Verified
1.2.3 Compliance with Constitutional Requirements (LE1) (MMMM)	Compliance Verified
1.2.4 Search and Seizure (LE1) (MMMM)	Compliance Verified
1.2.5 Arrest with/without Warrant (LE1) (MMMM)	Compliance Verified
1.2.8 Strip/Body Cavity Search (LE1) (MMMM)	Compliance Verified
3 Contractual Agreements for Law Enforcement Services	
3.1.1 Written Agreement for Services Provided (LE1) (MMMM)	Compliance Verified
4 Use of Force	
4.1.1 Use of Reasonable Force (LE1) (MMMM)	Compliance Verified
4.1.2 Use of Deadly Force (LE1) (MMMM)	Compliance Verified
4.1.3 Warning Shots (LE1) (MMMM)	Compliance Verified
4.1.4 Use of Authorized Less Lethal Weapons (LE1) (MMMM)	Compliance Verified
4.1.5 Rendering Medical Aid Following Police Actions (LE1) (MMMM)	Compliance Verified
4.2.1 Reporting Uses of Force* (LE1) (MMMM)	Compliance Verified
4.2.2 Written Use of Force Reports and Administrative Review* (LE1) (MMMM)	Compliance Verified
4.2.3 Removal from Line of Duty Assignment (LE1) (MMMM)	Compliance Verified
4.2.4 Analyze Reports* (LE1) (MMMM)	Compliance Verified
4.3.1 Authorization: Weapons and Ammunition (LE1) (MMMM)	Compliance Verified
4.3.2 Demonstrating Proficiency with Weapons (LE1) (MMMM)	Compliance Verified
4.3.3 Annual/Biennial Proficiency Training* (LE1) (MMMM)	Compliance Verified
4.3.4 Prerequisite to Carrying Lethal/Less Lethal Weapons (LE1) (MMMM)	Compliance Verified
11 Organization and Administration	
11.1.1 Description of Organization (LE1) (MMMM)	Compliance Verified

Standards	Findings
11.3.1 Responsibility/Authority (LE1)	Compliance Verified
11.3.3 Notify CEO of Incident with Liability (LE1)	Compliance Verified
12 Direction	
12.1.1 CEO Authority and Responsibility (LE1)	Compliance Verified
12.1.2 Command Protocol (LE1)	Compliance Verified
12.1.3 Obey Lawful Orders (LE1)	Compliance Verified
12.2.1 The Written Directive System (LE1)	Compliance Verified
12.2.2 Dissemination and Storage (LE1)	Compliance Verified
15 Planning and Research, Goals and Objectives, and Crime Analysis	
15.2.1 Annual Updating/Goals and Objectives* (LE1)	Compliance Verified
17 Fiscal Management and Agency Property	
17.4.2 Cash Fund/Accounts Maintenance* (LE1)	Compliance Verified
17.5.2 Operational Readiness (LE1)	Compliance Verified
21 Classification and Delineation of Duties and Responsibilities	
21.2.2 Job Description Maintenance and Availability* (LE1) (M M M M)	Compliance Verified
22 Personnel Management System	
22.1.3 Benefits Program (LE1)	Compliance Verified
22.1.5 Victim Witness Services/Line of Duty Death (LE1)	Compliance Verified
22.1.8 Employee Identification (LE1)	Compliance Verified
22.1.9 Military Deployment and Reintegration (LE1)	Compliance Verified
22.2.2 General Health and Physical Fitness (LE1)	Compliance Verified
22.2.5 Extra-Duty Employment (LE1)	Compliance Verified
22.4.1 Grievance Procedures (LE1)	Compliance Verified
26 Disciplinary Procedures and Internal Investigations	
26.1.1 Code of Conduct (LE1)	Compliance Verified
26.1.3 Harassment (LE1)	Compliance Verified
26.1.4 Disciplinary System (LE1)	Compliance Verified
26.2.1 Complaint Investigation (LE1)	Compliance Verified
26.2.2 Records, Maintenance and Security (LE1)	Compliance Verified
26.2.4 Complaint/Commendation Registering Procedures (LE1)	Compliance Verified
26.3.2 CEO, Notification (LE1)	Compliance Verified
26.3.3 Investigation Time Limits (LE1)	Compliance Verified

Standards	Findings
26.3.5 Statement of Allegations/Rights (LE1)	Compliance Verified
31 Recruitment and Selection	
31.2.1 Recruitment Plan (LE1)	Compliance Verified
31.4.1 Selection Process Described (LE1)	Compliance Verified
31.5.1 Background Investigations (LE1)	Compliance Verified
31.5.7 Emotional Stability/Psychological Fitness Examinations (LE1)	Compliance Verified
33 Training and Career Development	
33.1.5 Remedial Training (LE1)	Compliance Verified
33.1.6 Employee Training Record Maintenance (LE1)	Compliance Verified
33.4.1 Recruit Training Required (LE1)	Compliance Verified
33.4.2 Recruit Training Program (LE1)	Compliance Verified
33.4.3 Field Training Program (LE1) (M M M M)	Compliance Verified
33.4.4 Entry Level Training (LE1) (M M M M)	Compliance Verified
33.5.1 Annual In-Service Training Program* (LE1) (M M M M)	Compliance Verified
33.5.3 Accreditation Training (LE1)	Compliance Verified
33.6.2 Tactical Team Training Program (LE1)	Compliance Verified
33.8.2 Skill Development Training Upon Promotion (LE1)	Compliance Verified
34 Promotion	
34.1.1 Agency Role, Authority and Responsibility (LE1)	Compliance Verified
35 Performance Evaluation	
35.1.2 Annual Evaluation* (LE1)	Compliance Verified
35.1.9 Personnel Early Intervention System* (LE1)	Compliance Verified
40 Crime Analysis and Intelligence	
40.2.3 Criminal Intelligence Procedures* (LE1)	Compliance Verified
41 Patrol	
41.1.5 Police Service Canines (LE1)	Not Applicable by Function
41.2.1 Responding Procedures (LE1)	Compliance Verified
41.2.2 Pursuit of Motor Vehicles* (LE1)	Compliance Verified
41.2.3 Roadblocks and Forcible Stopping* (LE1)	Compliance Verified
41.2.4 Notification Procedures (LE1)	Compliance Verified
41.2.5 Missing Persons (LE1)	Compliance Verified
41.2.6 Missing Children (LE1)	Compliance Verified

Standards	Findings
41.2.7 Mental Health Issues* (LE1)	Compliance Verified
41.3.2 Equipment Specification/Replenishment (LE1)	Compliance Verified
41.3.5 Protective Vests (LE1)	Compliance Verified
41.3.6 Protective Vests/Pre-Planned, High Risk Situations (LE1)	Compliance Verified
41.3.8 In-Car Audio/Video/Body-Worn (LE1)	Compliance Verified
42 Criminal Investigation	
42.1.3 Case File Management (LE1)	Compliance Verified
42.2.1 Preliminary Investigations Steps (LE1)	Compliance Verified
42.2.6 Informants (LE1)	Compliance Verified
42.2.8 Interview Rooms (LE1)	Compliance Verified
43 Vice, Drugs, and Organized Crime	
<p>43.1.1 Complaint Management (LE1) Compliance Verified</p> <p>Notes: ISSUE:Bullet D > The standard seeks to establish how the Chief (CEO) is apprised of Drug/Vice Crime investigations. General Order 4-20-5; Section IV. C. states the MINE Task Force will produce a report for the Chief. The Proofs contain MINE Task Force Meeting Agendas – which include statistics of activities. - AGENCY ACTION NEEDED: Suggest the inclusion of the REPORT mentioned in Policy – to illustrate compliance. AGENCY ACTION TAKEN: Additional proof documents added to the file that served to verify compliance.</p>	
43.1.5 Covert Operations (LE1)	Compliance Verified
44 Juvenile Operations	
44.1.1 Juvenile Operations Policy (LE1)	Compliance Verified
44.2.1 Handling Offenders (LE1)	Compliance Verified
<p>44.2.2 Procedures for Custody (LE1) Compliance Verified</p> <p>Notes: ISSUE: Bullet B > The intent of the standard is to determine the agency protocol for handling Juveniles (considered for arrest/custody) – if they have been harmed or are in danger of harm. The file documents (6-1-1; Section XIII.; 6. – pertains to the HOLDING FACILITY procedures (after incarceration). This standard applies to “the decision of taking a juvenile into custody”. . - AGENCY ACTION NEEDED: Recommend a more appropriate procedure be used to better illustrate compliance. AGENCY ACTION TAKEN: General Order (Written Directive) updated (revised) to reflect procedural clarification in compliance with the standard.</p>	
44.2.3 Custodial Interrogation and Interviews (LE1)	Compliance Verified
46 Critical Incidents, Special Operations, and Homeland Security	
46.1.1 Planning Responsibility (LE1)	Compliance Verified
46.1.2 All Hazard Plan (LE1)	Compliance Verified
46.1.3 Command Function* (LE1)	Compliance Verified
46.1.4 Operations Function (LE1)	Compliance Verified
46.1.5 Planning Function (LE1)	Compliance Verified
46.1.6 Logistics Function (LE1)	Compliance Verified

Standards	Findings
46.1.7 Finance/Administration Function (LE1)	Compliance Verified
46.1.9 All Hazard Plan Training* (LE1)	Compliance Verified
46.1.10 Active Threats* (LE1)	Compliance Verified
46.2.7 Special Events Plan (LE1)	Compliance Verified
46.3.2 Hazmat Awareness (LE1)	Compliance Verified
54 Public Information	
54.1.3 Media Access (LE1)	Compliance Verified
61 Traffic	
61.1.2 Uniform Enforcement Procedures (LE1)	Compliance Verified
61.1.3 Violator Procedures (LE1)	Compliance Verified
61.1.4 Informing The Violator (LE1)	Compliance Verified
61.1.5 Uniform Enforcement Policies (LE1)	Compliance Verified
61.1.7 Stopping/Approaching (LE1)	Compliance Verified
61.1.10 DUI Procedures (LE1)	Compliance Verified
61.3.2 Direction/Control Procedures (LE1)	Compliance Verified
61.3.3 Escorts (LE1)	Compliance Verified
61.4.1 Motorist Assistance (LE1)	Compliance Verified
61.4.2 Hazardous Roadway Conditions (LE1)	Compliance Verified
61.4.3 Towing (LE1)	Compliance Verified
70 Detainee Transportation	
70.1.1 Pre-Transport Prisoner Searches (LE1)	Compliance Verified
70.1.2 Searching Transport Vehicles (LE1)	Compliance Verified
70.1.6 Procedures, Transport Destination (LE1)	Compliance Verified
<p>Notes: ISSUE: Bullet B > The standard seeks to determined the agency protocol for “REMOVING RESTRAINTS from DETAINEE” upon arrival at the jail. General Order 4-5-5 section III. B. does not address the intent of the standard. Section III. C. (13. – 15. Should include this information. Additional policy language is needed to better illustrate and verify compliance. Bullet C > This bullet is asking for the “DOCUMENTATION” that accompanies the detainee – Citation; warrant; etc. Policy language does not appear to address this (General Order 6-1-1; section XXIV. appears to relate better to this). Bullet E > The standard is asking for the “DOCUMENTATION that CONFIRMS THE DETAINEE TRANSFER of custody” (receipt). Is there a form used? The Proof documents appear to provide adequate receipt. But the General Order used does not specify how this is achieved. AGENCY ACTION NEEDED: Additional policy language is needed to better illustrate and verify compliance. AGENCY ACTION TAKEN: Agency replaced original written directive with another directive that illustrated compliance.</p>	

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<p>70.1.8 Notify Court of Security Risk (LE1)</p> <p>Notes: ISSUE: The standard is asking for the departments requirement to “NOTIFY” when a detainee is transported to COURT or another agency – of an “SECURITY RISKS”. General Order 4-5-5 section III. C. 15. Appears to speak only to “delivery to the jail”. Additional language (or additional documentation) is needed to better illustrate compliance. - AGENCY ACTION NEEDED: Additional language (or additional documentation) is needed to better illustrate compliance. AGENCY ACTION TAKEN: The General Order (Written Directive) was updated (revised) to illustrate compliance with the standard.</p>	<p>Compliance Verified</p>
<p>70.2.1 Detainee Restraint Methods (LE1)</p>	<p>Compliance Verified</p>
<p>70.4.2 Rear Compartment Modifications (LE1)</p>	<p>Compliance Verified</p>
<p>71 Processing and Temporary Detention</p>	
<p>71.1.1 Designate Rooms or Areas (LE1)</p>	<p>Compliance Verified</p>
<p>71.2.1 Training of Personnel* (LE1)</p>	<p>Compliance Verified</p>
<p>71.3.1 Procedures (LE1)</p>	<p>Compliance Verified</p>
<p>71.3.3 Security in Designated Temporary Detention Processing and Testing Rooms/Areas (LE1)</p>	<p>Compliance Verified</p>
<p>71.4.1 Physical Conditions (LE1)</p>	<p>Compliance Verified</p>
<p>71.4.2 Fire Prevention/Suppression (LE1)</p>	<p>Compliance Verified</p>
<p>71.4.3 Inspections* (LE1)</p>	<p>Compliance Verified</p>
<p>72 Holding Facility</p>	
<p>72.1.1 Training User Personnel* (LE1)</p>	<p>Not Applicable by Function</p>
<p>72.4.1 Securing Weapons (LE1)</p>	<p>Not Applicable by Function</p>
<p>72.5.3 Sight and Sound Separation (LE1)</p>	<p>Not Applicable by Function</p>
<p>73 Court Security</p>	
<p>73.1.1 Role, Authority, Policies* (LE1)</p>	<p>Not Applicable by Function</p>
<p>73.3.1 Weapon Lockboxes (LE1)</p>	<p>Not Applicable by Function</p>
<p>73.4.2 External Communications (LE1)</p>	<p>Not Applicable by Function</p>
<p>73.5.12 Securing Weapons (LE1)</p>	<p>Not Applicable by Function</p>
<p>73.5.18 Designated Control Point (LE1)</p>	<p>Not Applicable by Function</p>
<p>74 Legal Process</p>	
<p>74.1.1 Information, Recording (LE1)</p>	<p>Compliance Verified</p>

Standards	Findings
81 Communications	
81.2.1 24 Hour, Toll-Free Service (LE1)	Compliance Verified
81.2.2 Continuous, Two-Way Capability (LE1)	Compliance Verified
81.2.3 Recording Information (LE1)	Compliance Verified
81.2.4 Radio Communications Procedures (LE1)	Compliance Verified
81.2.5 Access to Resources (LE1)	Compliance Verified
81.2.6 Calls for Service Information Victim/Witness Calls (LE1)	Compliance Verified
81.2.7 Recording and Playback (LE1)	Compliance Verified
81.2.10 Emergency Messages (LE1)	Compliance Verified
81.2.11 Misdirected Emergency Calls (LE1)	Compliance Verified
81.2.13 First Aid Over Phone (LE1)	Compliance Verified
81.3.1 Communications Center Security (LE1)	Compliance Verified
81.3.2 Alternate Power Source* (LE1)	Compliance Verified
<p>Notes: ISSUE: The standard asks for 2 things; the monthly Alternate Power Source (Generator) test confirmation; and the ANNUAL Full-Load Teat verification. The file lacks both of these (from examination of the attachments). Suggest the inclusion of a Generator Monthly TEST Confirmation report. Also, include the “invoice” for the Annual Maintenance and FULL-LOAD TEST – usually performed by a vendor with the maintenance contract. These are needed to verify compliance.- AGENCY ACTION NEEDED: Suggest the inclusion of a Generator Monthly TEST Confirmation report. Also, include the “invoice” for the Annual Maintenance and FULL-LOAD TEST – usually performed by a vendor with the maintenance contract. These are needed to verify compliance. AGENCY ACTION TAKEN: Agency supplied additional documentation (proofs) to verify compliance.</p>	
82 Central Records	
82.1.1 Privacy and Security (LE1)	Compliance Verified
82.1.2 Juvenile Records (LE1)	Compliance Verified
82.1.6 Computer File Backup and Storage* (LE1)	Compliance Verified
<p>Notes: ISSUE:Bullet D > The standard is seeking a report (ANNUAL PASSWORD AUDIT) that confirms and documents the Annual Audit. . - AGENCY ACTION NEEDED:The most recent report needs to be added to the file to verify compliance. AGENCY ACTION TAKEN: The General Order (Written Directive) was updated (revised) to illustrate compliance with the standard.</p>	
82.2.1 Field Reporting System (LE1)	Compliance Verified
82.2.2 Reporting Requirements (LE1)	Compliance Verified
82.2.3 Case Numbering System (LE1)	Compliance Verified
82.3.4 Traffic Citation Maintenance (LE1)	Compliance Verified
83 Collection and Preservation of Evidence	
83.1.1 24-Hour Availability (LE1)	Compliance Verified
83.2.1 Guidelines and Procedures (LE1)	Compliance Verified

Standards	Findings
83.2.4 Equipment and Supplies (LE1)	Compliance Verified
83.2.6 Report Preparation (LE1)	Compliance Verified
83.3.2 Evidence, Laboratory Submission (LE1)	Compliance Verified
84 Property and Evidence Control	
84.1.1 Evidence/Property Control System (LE1)	Compliance Verified
84.1.2 Storage and Security (LE1)	Compliance Verified
84.1.3 Temporary Security (LE1)	Compliance Verified
84.1.4 Security of Controlled Substances, Weapons for Training (LE1)	Compliance Verified
84.1.5 Records, Status of Property (LE1)	Compliance Verified
84.1.6 Inspections and Reports* (LE1)	Compliance Verified
91 Campus Law Enforcement	
91.1.1 Risk Assessment and Analysis* (LE1)	Not Applicable by Function
91.1.2 Out of Agency Budget Coordination	Not Applicable by Function
91.1.3 Campus Background Investigation (LE1)	Not Applicable by Function
91.1.4 Campus Security Escort Service (LE1)	Not Applicable by Function
91.1.5 Emergency Notification System (LE1)	Not Applicable by Function
91.1.6 Behavioral Threat Assessment (LE1)	Not Applicable by Function
91.1.7 Security Camera Responsibilities* (LE1)	Not Applicable by Function
91.1.8 Emergency Only Phones and Devices* (LE1)	Not Applicable by Function
91.1.9 Administrative Investigation Procedures (LE1)	Not Applicable by Function
91.2.1 Agency Role and Responsibilities (LE1)	Not Applicable by Function
91.2.2 Personnel Assigned to Medical Centers	Not Applicable by Function
91.2.3 First Responses Responsibilities	Not Applicable by Function
91.3.1 Agency Role and Responsibilities* (LE1)	Not Applicable by Function
91.4.1 Position Responsible for Clery Act* (LE1)	Not Applicable by Function

Response from Agency Regarding Findings:

On behalf of the men and women of the Clive Police Department, I wish to express our gratitude to the entire assessment team. The team was thorough and professional at all times. The rigorous accreditation process is an effective tool to increase the professionalism of our organization.

SITE-BASED ASSESSMENT

11/4/2020

Planning and Methodology:

The Clive, IA Police Department is striving to attain initial accreditation as a Tier One Agency. The agency originally entered into the process in December 2017. The agency employees, both sworn and civilian, have fully embraced the process.

Prior to the review, the assessment team conducted research and reviewed available information on the agency. In a teleconference with the accreditation team, the Accreditation Manager Jeff Miller and the Chief of Police Michael Venema, the four topical areas listed below were identified for the team to focus on during the on-site review. The focus was on processes and outcomes, as opposed to traditional file review.

Offsite file review was conducted by multiple Compliance Service Members during this initial accreditation and all of the agency's files were found to be in compliance. While the compliance service members found all standards to be in compliance, they recommended that the assessors specifically review the agency's cash fund accounts and accounting practices.

The onsite review was conducted virtually using ZOOM teleconferencing and telephone due to the Covid-19 pandemic. The review took place on July 20th and 21st, 2020.

Finance/Cash Accounts

The City of Clive operates on a fiscal year of July 1 through June 30. The agency's annual budget process starts in August each year with goal setting. This is conducted at a multi-day event with the City Council, City Manager and department heads and the process is overseen by a professional facilitator. During this process the department heads discuss programs that have worked well and those that have not been successful. New initiatives are discussed and plans for the next year are prioritized and developed over the course of the retreat. These new initiatives are prioritized in a ranking set by the council which determines what is funded and what is not funded. After the retreat, the departments develop their budgets which are submitted to council for discussion in November. In March the budget is certified by the state of Iowa. The capital improvement plan is scheduled to be implemented over many years and is adjusted and updated as part of the annual budget process.

After the budget has been established major items still need to go through council for final approval and consent. The agency operates within Iowa State fiscal guidelines. Department heads have authority to make purchases up to \$2500 without approval. Expenditures between \$2500 and \$5000 require informal quotes. Expenditures between \$5000 and \$40,000 require formal written quotes from three vendors. Expenditures over \$40,000 require a formal specification and bid process.

Prior to the August planning session, the Chief of Police solicits input at a command staff meeting for the next year's budget. The command staff informally solicits input from all agency employees.

The agency pays every employee an annual uniform stipend of \$850. The employee makes the purchases and they are reimbursed by the city from the uniform budget. Employees are allowed to buy one duty weapon every five years. Many of the agency employees have City credit cards which are used to pay for travel, training, supplies, service of vehicles and can be used to pay for uniforms out of their uniform allowance. The credit cards are reviewed monthly after the employees submit an expense report, which are reviewed by the Chief of Police and the Finance Director. Chief Venema says this program has worked very well for the agency.

The agency maintains three cash fund accounts. The first is titled the “Front Desk Fund”. This fund’s purpose is to facilitate receipt of payment for fingerprinting, reports and videos. The transactions are recorded and receipted through the agency’s “Express Pay” software. There are no expenditures or cash disbursements from this fund. Records personnel are authorized to accept cash and all cash received is placed in a bank bag and locked at the end of the evening. The funds are deposited at City Hall on a daily basis in the locked bag. The transactions are audited on a daily basis by the City Administration Department.

The City has animal cages for trapping nuisance animals. Occasionally the administrative department accepts deposits from citizens borrowing an animal cage. The deposit is made in the form of a check or credit card, no cash. The check or credit card details are stored in the records safe and not cashed or processed. It is returned to the citizen when they return the cage.

When the agency receives checks from insurance companies for copies of reports the check is scanned and a copy attached to the official report then processed through Express Pay.

The second fund is titled “Investigative Fund”. The investigative fund is maintained by the Chief of Police or his designee. The fund is used for investigative expenses. Transactions are recorded in a ledger maintained in the office of the Chief of Police. Disbursements of cash are documented by the receiver of the cash and the Chief of Police by signing the receipt, which is kept in the ledger and made available to the City Clerk at the time of quarterly audit. Only the Chief of Police or his designee can disperse cash from this fund. When additional cash is needed, the Chief of Police makes a request for more funds to the City Clerk. The City Clerk makes quarterly audits of the investigative fund.

The third fund is titled the “Change Fund”. This fund is maintained by records personnel and it is utilized for making exact change to pay for fingerprinting, reports and video at the front desk in Express Pay from which no change can be given. The balance is verified on a daily basis by records personnel and subject to audit by the City Administrative Department or the Chief of Police without notice. A ledger is kept with the fund to document the removal of cash needed to acquire smaller denominations. No cash is added to this fund. If cash is removed from the fund to acquire currency in smaller denominations, the removal of cash is documented on the ledger. When the cash is brought back to the fund it is documented on the ledger. There are no expenditures from this fund. Only the records personnel and the Chief of Police are authorized to remove cash from this fund to acquire smaller denominations. This fund is audited by the City Clerk on a quarterly basis.

During the assessment, assessors interviewed the Chief of Police who showed the process for accessing funds from the locked safe in his office. The ledger showed the only time the fund has been used was on February 29, 2019 when \$100 was issued to a detective for an investigation of a massage business. Later that same day \$40 was returned to the fund. The ledger shows continuous auditing by the city clerk quarterly.

The detective who withdrew the fund stated that there was information of illegal activity at the massage business. As part of the investigation he went there and received two massages. He did not observe any criminal activity. The information persists and now the FBI is investigating the business. The detective states that his investigation is fully documented in a police report and the police report number is attached to the ledger.

The agency maintains stored equipment in a state of operational readiness and assigns division commanders to be responsible for the periodic inspection of all agency owned equipment. The agency utilizes inspection reports to include the date and time the equipment was inspected and by whom it was inspected. Some examples of these documents include radar certifications, calibrations of breathalyzer equipment, riot gear and personal protective gear stored in the agency. The agency utilizes vehicle inspection forms showing all equipment and supplies kept in all agency vehicles.

Standards Issues:

None noted.

Suggestions

Selection/Recruitment

The City of Clive Civil Service Commission is responsible for hiring and promotion of police employees. The Commission can designate someone to oversee the process for selection and recruitment. The Commission designates the police department to handle this function. The Agency recruits at college job fairs and through social media such as Facebook and Indeed. In the past the agency has taken out ads in the newspaper, but this medium is no longer proving successful.

Prospective candidates can complete their applications on the agency's website. Once the process closes, an agency employee coordinates between the City's human resources department and prospective candidates. This process involves verifying that candidates meet the minimum qualifications. This includes criminal records checks, driving record checks and Iowa online court records checks. The same employee schedules interviews and polygraph examinations and checks the national certification database for law-enforcement officers.

Qualified candidates are then notified to report for a physical agility test which meets Cooper standards and the state of Iowa police officer standards. The physical agility test is pass/fail. Successful candidates are then administered the Standard and Associates written examination the same day. This examination is divided into four categories and the candidate must pass with a minimum of 70% on all categories. A total score is established for candidates who passed all four required areas. At this point veterans are given five bonus points and service-connected disabled veterans are awarded an additional five bonus points.

The top 30 candidates in this process continue to the background investigation conducted by agency personnel. This process includes a polygraph examination, physical examination, and a psychological evaluation.

Following the background investigation successful candidates proceed to the oral interview board with the Chief of Police, the Human Resource Director, the Patrol Lieutenant, and a member of the civil service commission. This interview is numerically scored as well and following the interview, the scores from all processes are tallied to establish a list of the top ten candidates. The agency submits the process used along with the list of candidates to the Civil Service Commission for certification. Once the list is certified it is further certified by the Human Resource Department and made public. By Iowa State law, the Chief can hire any of the ten candidates in any order.

All records of the process are securely stored in the Human Resource Department. The eligibility list is good for one year or until a new list is certified.

In an interview with Detective Bob Shamsky, background investigator, an overview of the background investigation process was discussed. Background investigators receive a packet of information containing driver license records, criminal history, financial records and civil court actions as well as the application completed by the candidate. Investigators also check social media accounts; local police agencies where candidates have lived in the past and check Google for additional background material on the candidate. The agency sends questionnaires to employers and references, and then follow-up with interviews. If the investigator finds anything of concern, they go into greater depth. When the investigation reveals something of significant concern, the background investigator checks with their commander about how to proceed. At the conclusion of the investigation the investigator writes a summary of the findings which is submitted up the chain of command.

Police Officer Landon Loftsard, who was hired in August 2019, was interviewed about the process. He verified all of the steps listed above. He states that he learned of the process by checking the agency's website and submitting an online application. He states that he learned the process in early 2019 and was hired in April to begin in August when the next police academy class was available. He attended the Iowa State law-enforcement Academy.

The Chief says that the agency struggles to hire women and minorities like many agencies, but they have been fairly successful. The agency has 25 employees, three black male officers, two female officers, one Asian Pacific Rim officer, and one Hispanic officer. The Asian Pacific Rim officer and the Hispanic officer have both retired in the past two weeks.

In recognition of the difficulty hiring and training law enforcement personnel, the City authorized the agency to hire and train three additional officers this year knowing there were three planned retirements. Further, the City Council has increased agency staffing by three more officers.

Standards Issues:

None noted.

Suggestions

Use of Force

The Clive Police Department (CPD) examines use of force from two perspectives; resistance and control. The policy clearly states what directives or physical actions officers are authorized to take based on the subject's level of resistance. Every officer involved in a use of force incident must notify a supervisor as soon as possible and complete a use of force form documenting their involvement in the incident. The form is forwarded to the officer's immediate supervisor for review. The forms are then forwarded to the Patrol Commander and the Chief for final approval or assignment for an internal investigation if the force used does not meet department policy.

According to Patrol Commander, Lt. Mark Rehberg, ninety-eight percent of CPD's training is conducted within the agency. Officers receive annual in-service training on the use of force policy, firearms, and defensive tactics. Roundtable discussions are held to cover de-escalation techniques and current events pertaining to law enforcement. With that, the Clive Police Department clearly reflects the use of chokeholds as a deadly force option in its general orders. Also, the agency appropriately requires employees to adhere to a "duty to intervene" in unlawful or immoral acts by other employees, as reflected in the "Personal Conduct" written directive.

Lt. Rehberg conducts the agency's annual analysis of the use of force occurrences to ensure they are consistent with policies, procedures, and training. A recommendation is then made to the Chief of Police on whether modifications to policy or training need to be implemented. Lt. Rehberg expressed that he feels his agency does a good job self-reporting use of force incidents and concerns, as they receive very few complaints from citizens.

The agency experienced one deadly force incident in November of 2019. The incident involved an officer assigned to a multi-jurisdictional taskforce. The shooting was investigated by the Des Moines Police Department and the officer was cleared of any wrongdoing. Lt. Rehberg added that in the event an officer is involved in a deadly force incident within the City of Clive, the investigation would be turned over to the Iowa Department of Public Safety's Division of Criminal Investigations.

Understanding the budget constraints placed on the City of Clive, there is a consistent desire by police personnel to increase staffing and training when considering the ever-changing environment surrounding law enforcement and use of force. While their calls for service and uses of force are relatively low, there is a transition in the complexity in the types of crimes and situations the CPD is tasked with handling. An increased allocation in manpower, as well as situational training for officers would go a long way in maintaining a high level of police services.

In addition to the requirements of Tier One CALEA accreditation, Chief Michael Venema plans to publicize the agency's policies on the police department website to compare to national standards. According to Chief Venema, the new "Accountability and Fairness" section of the website will "make our policies and procedures accessible to the public, create a public report on use of force, arrest rate and other key data, report on the diversity of our staff and

make available our CALEA final report”. With that, the CPD has adopted the “Eight Can’t Wait” standard of use of force protocol. This includes a ban on chokeholds and shooting at moving vehicles, require de-escalation, a warning and exhausting all alternatives before shooting, duty to intervene, use of force continuum, and comprehensive reporting.

An evaluation of the uses of force for 2019, revealed that the CPD utilized force 14 times (1-firearm, 3-taser, and 10-weaponless). The uses of force resulted in five non-fatal injuries to suspects and only one injury to a police officer. In 2019, the Clive Police Department conducted 475 custodial arrests with only 12 or .03% of those arrests resulting in an officer using force. Considering the agency responded to 14,079 calls for service in 2019, the number of uses of force is relatively low for the total number of public encounters the agency experienced. Due to the low number of use of force incidents, it is difficult to evaluate whether a particular race or gender were subjected to a disproportionate number of use of force occurrences based on the service population of the City of Clive.

Standards Issues:

None noted.

Suggestions

Property and Evidence

Property and Evidence Handling Procedures affords the agency measures to regulate the control and accountability of all evidence, recovered or found property. It is mandatory for all property or evidence to be logged into a property log and submitted to the evidence control function prior to the end of an officer’s shift, unless approval is obtained from a supervisor to secure evidence in another manner.

The Property Custodian and the Investigation Division Commander are the only two individuals within the agency with keys to the secure general property area. The Chief and the Patrol Commander has keys to one of the locks of the separate secured area within the property room, but not to the general property room.

CPD completes written incident reports detailing the circumstances by which items came into its possession. In addition to being noted in the incident report, the agency also describes each item in the evidence detail report. The agency posts guidelines for packaging and labeling property and evidence in an Evidence Packaging Manual located in the Report Writing Room.

The agency has property/evidence storage cabinets to temporarily store items before they are turned over to the Property Room. In the event the storage cabinets are full, a supervisor must contact the Property Custodian to respond to transfer the items to the Property Room. Two locked refrigerators are also available for officers to temporarily store perishable evidence or property. There are temporary storage lockers outside of the Booking Area, affording officers the ability to securely store items while conducting other administrative duties until they are able to fully process said evidence or property.

Extra security and preservation measures are taken by the agency in handling valuable or sensitive property/evidence. These items are stored in a separate caged area within the property room which requires two individuals with separate keys to the two locks to gain entry. Officers can deposit money and narcotics in a mailbox located outside of the property room. The same two-key system is utilized to gain entry into the mailbox. Money seized is counted by the seizing officer in the presence of other officers and the property bag is signed by a supervisor. Appropriate processes are undertaken to store liquid, blood, urine, and saliva samples, as well as narcotics and other perishable evidence.

The Property Custodian is responsible to make a good faith effort to notify the owner or custodian of property no longer needed by the CPD. The custodian is also responsible for releasing property from evidence if the owner is legally entitled to receive the items. Temporary release of property or evidence may be necessary for further processing by the lab or for court presentation. The CPD has customary procedures for the Property Custodian to release such

items. The chain of custody is properly updated whenever evidence is released and returned to the property room.

The Chief of Police conducts an annual unannounced inspection of the evidence function to ensure the integrity of the agency's processes. In addition, the Patrol Division Commander conducts a semi-annual inspection to verify packaging and handling procedures are being followed and that all evidence is being maintained in a clean and secure environment.

During an agency tour conducted via ZOOM, the Clive Police Department's Property Room was discovered to be clean and easy to navigate. The rooms are protected by multi-level walls, so access into the rooms is restricted to a locked door. The agency's prisoner sally-port doubles as a vehicle processing area/garage which is protected from weather conditions or potential tampering. Power is cut to the overhead garage door and a padlock is placed on the door leading to the booking area, restricting entry by unauthorized personnel when vehicles are being held for evidence processing in the sally-port. There are cameras outside and inside the sally-port to monitor that area.

Standards Issues:

None noted.

Suggestions

Summary:

Number of Interviews Conducted: 25

Assessors' Names: Stephen Walker and Norman Mann

Site-Based Assessment Start Date: 07/20/2020

Site-Based Assessment End Date: 07/21/2020

Mandatory (M) Compliance	156
Other-Than-Mandatory (O) Compliance	0
Standards Issues	0
Waiver	0
(O) Elect 20%	0
Not Applicable	25
Total:	181

Percentage of applicable other-than-mandatory standards: 0 %

COMMUNITY FEEDBACK AND REVIEW

Public Information Session

As part of the on-site assessment, agency employees and members of the community were invited to offer comments at a public information session on Tuesday, July 16, 2020 at 11:30 AM. The session was conducted through ZOOM teleconferencing due to the Covid-19 Pandemic. There were five people who attended the session, no one wished to speak to the assessment team.

Telephone Contacts

Agency employees and the public were also invited to offer comments by calling (515)-822-5654 on Tuesday, July 21, 2020 from 8:00 AM to 11:00 AM. This was accomplished during the virtual on site by having the calls forwarded directly to the assessment teams' individual cell phones. The assessment team did not receive any telephone calls during the public call-in. The assessors independently tested the telephone numbers which were published locally and verified that the telephones were working.

Correspondence

There was no correspondence received for this agency.

Media Interest

The agency's on-site, public information material, call-in telephone number and ZOOM public hearing instructions were reported by the "Business Record". There was no other media interest for this on-site.

Public Information Material

The agency prepared a thorough and complete public information plan. The assessment was publicized on the agency's website, the city website and posted in all public areas of the municipal facilities including the Police Department and to the agency's employees. There were media releases distributed to print and electronic media outlets. There were also announcements made to various law enforcement associations throughout the region.

Community Outreach Contacts

The assessors used the opportunities presented and those created to interact with members of the agency, the local justice system, and the general community before, during and after the on-site visit. The common theme found across these community contacts was that this agency and its officers are service oriented, professional and responsive to the community.

Human Resource Manager Roxanne Hunerdosse has been with the city of Clive for about four years. Prior, she worked in two other communities and has over 38+ years of experience in human resources. She states that she has worked with both Jeff Miller and Chief Venema on the accreditation process and has been very impressed by what she has learned. She stated she has also worked with the City of Urbandale which is another accredited agency in the Des Moines metropolitan area. She says she has tremendous respect for the Chief of Police and that the overall culture in Clive government is enjoyable. She cited as an example; employees asking for mistakes on their electronic personnel records, giving them more leave than they are entitled to, to be corrected. She says that Jeff Miller is continually working with her to acquire proofs the agency needs. This has resulted in her having a better understanding of the CALEA process than she had in the past. She feels that in Clive, the CALEA process is very well received and that it is being built on a solid foundation. She states the City's citizen surveys give the agency high marks. She states that officers are allowed to go above and beyond and that

they do so on a routine basis. She cites as an example an officer who stopped a driver with an expired license who was having difficulties in life and suffering from depression. The officer worked on his own time to help the driver get the license reinstated and the problem straightened out. This citizen thanked the agency in writing for the officer's help and shared that information with the local news media.

Director of Administrative Services Joyce Cortum has been with the city of Clyde for 16 years and has 34 years total in various administrative service functions of other cities in Iowa. Her position will ultimately oversee the Finance Department, the City Clerk and Human Resources in a restructuring. She states that she has worked very closely with Jeff Miller and Chief Venema during this process and that she has enjoyed learning about the CALEA process. She states that they have given one another suggestions and she is very familiar with the CALEA standards because of what they have shared with her. She states that the community feels very strongly that it has a good police department. She states that they have a biennial citizen survey and that the survey always has numerous positive comments about the police department and its officers. She states as an example an officer had interaction with a young man who was suffering from alcohol addiction. The young man wrote to the city in the survey and spoke about the officer helping him turn his life around. She states that a negative comment is very rare.

She is also responsible for the quarterly audits of the varying cash accounts at the agency. She states that there has never been any problem with any of the audits. She states that the city partnered with a vendor, "Express Pay" to process and track the Front Desk Fund. She states that this is been a great addition to the city and it has made her job much easier as it gives a daily accounting of all transactions.

Officer Nick Anderson has been with the agency for four years. He is a patrol officer and he has been assigned to the Suburban Emergency Response Team (SERT) and is also a defensive tactics instructor. He states that the SERT has members from eight different agencies in the Des Moines region. He states that Clive has two operators, one sniper and one hostage negotiator assigned to the team.

Officer Anderson states the team trains one day a month and conducts an annual three-day training. He states the monthly training is scenario-based and on each occasion officers are required to shoot and qualify to remain on the team. The three-day annual training is much more in-depth training and involves outside instructors. He states that this training has been scenario-based training and conducted in a regional shopping mall and in schools.

He states to become a team member he had to apply and go through a process that involved an application, physical and written testing, interviews and then appointment to the team. After being selected he had to go through basic training and obtain a certification before he could be deployed.

He states that he has been assigned to the team for a little over a year and during that time he had been on five callouts for high-risk warrants, during the national rioting he was called out almost every day for a week. During the rioting they deployed pepper gas and he was involved in two arrests. He states one officer was hit with a rock during the rioting but was not injured.

Officer Anderson says that in addition to the training, the agency has provided him with all of the equipment that he has needed to be a member of the SERT and gave him input into the equipment he needed.

He states that agency's policies require biennial defensive tactics training but that since he has been there, they have conducted the training at least annually. He states that because of the COVID-19 pandemic they have delayed the defensive tactics training for this year.

Officer Anderson says he has many good friends in the Des Moines metropolitan area that are law enforcement officers. He states that he believes Clive is one of the best places to work as a police officer in the region.

He states that he was involved in a critical incident a few years ago and that he was impressed by how well he was treated

and believed the agency and the Chief had his best interests in mind at all times. He states that was particularly evident in media coverage.

Sergeant Adam Johnson discussed the Mid-Iowa Narcotics Enforcement Task Force (MINE). He states this is a very large regional task force in the Des Moines metropolitan area and covers multiple counties. He states that he spent three years as a detective working at the task force and considers it the best job in law-enforcement. Even though he believes they're barely putting a dent into the drug trade, he felt that what he did there really mattered. He states that he observed their practices, specifically with regard to use of undercover buy money and evidence handling to be professional and both were well documented and appropriately accounted for.

Detective Maurio Coleman has been with the agency for 23 years and is assigned to Crimes Against Persons. He is a financial crime expert. He is fiercely proud of the agency and describes the job as his first law-enforcement job and his last, he will stay until his retirement. He states that detectives in the agency are on a three-year rotation and this is his third rotation in his position. The assessors observed a video for recruiting in which detective Coleman is one of the speakers. He is very compelling about why one would want to work for and spend a career with the Clive Police Department.

Officer Adam McGilvra has been with the agency for five years and for 12 years prior with the Des Moines Iowa Airport Fire Department. He changed positions when the Air Force mission at Des Moines was changed and they disbanded the fire department. He is also a 19 1/2 year member of the Air National Guard. He says that the City of Clive and the agency have been very supportive of his role with the Air National Guard. He states that he has deployed on multiple occasions, and the last time he deployed was for six months to the horn of Africa. He states that this is his only deployment while working as a police officer for Clive. He states that the agency gave him time off to spend with his family before his deployment and gave him additional time off after he returned to spend time with his family before returning to work. He states that the agency routinely checked on him in Africa during his deployment to find out if he had any special needs and that they checked on his family as well. He states that during the Christmas season while he was deployed the agency staff came to his home and gave a massive care package to his family for their Christmas. His wife was overwhelmed by their kindness and generosity.

Shane Christensen is the principal of Indian Hills Junior High School. He has been in this position for over 20 years. He states that he works closely with the school resource officer, Joe Nielsen. He states that Nielsen is on a three-year rotation which ends after this school year. He states that his school is part of the West Des Moines Iowa school system. Two of those schools are located in the City of Clive, Indian Hills Junior High School and Crestview Elementary. Fifty percent of the school resource officer's salary is paid by the school district. He states the officer starts prior to the junior high school starting every day at 7:30 AM and leaves at about 8:15 AM to go to the elementary school. He then spends the remainder of his time rotating between the two schools.

He and Officer Nielsen work together to develop lesson plans including videos on topics such as bullying, harassment, drug prevention, social media like Twitter and Instagram. He states that Officer Nielsen has Twitter and Instagram accounts on which he allows the students to communicate with him 24 hours a day. He states that this has resulted in numerous students contacting Officer Nielsen to talk about issues they are facing in their lives and that he has been able to help them. He states they have a large immigrant population in the school system. Approximately 130 of their 800 students at the junior high school do not speak English at home. Officer Nielsen works with students who come from countries where they are afraid of law-enforcement and he has been able to successfully build relationships with many of them. Officer Nielsen also works with the school staff on discipline issues and investigations. He explains that Officer Nielsen files criminal charges when other steps have been ineffective in altering the child's behavior. He says it is common for students experiencing some type of a sexual issue online to go directly to Officer Nielsen. Officer Nielsen then informs the school about what is going on and helps to address the issue. He states Officer Nielsen also brings all of the officers from the Clive Police Department to the schools and walks them through the building so if they are needed, they will know what to expect inside the school. He says there is a great relationship with the city, the school and the police department. He states that Officer Nielsen frequently brings information to him of which the Police Chief wants him to be aware.

Mayor Scott Cirksena stated he has been with the City of Clive for seventeen years, the last eleven as Mayor. He stated that he is blessed to have a police department which has solid leadership.

Mayor Cirksena added the department takes ownership of its business, which is reflective of its leadership. He feels their policies reflect order and accountability which is important for the police department and the community. Lastly, the Mayor stated that he takes the CALEA process very seriously, as he believes it will provide a deep dive into what the agency is doing right and what it can improve upon.

Police Officer Michael Dolsen, a Field Training Officer (FTO) with the agency stated that he has been an FTO for about six years and averages training about one trainee per year. He stated to become an FTO he had to submit a memo detailing his interest in the position and the qualifications and skills he possessed that were deemed essential to perform the job. Dolsen stated that there was no formal interview process to obtain the position; however, he had informal conversations with the Field Training Supervisor prior to putting in for the position.

Trainees entering the field training program undergo five steps or phases which includes a rotation with other field trainers. The FTO is responsible for completing Daily Observation Reports and Weekly Performance Summaries documenting the trainees progress. The FTO and Field Training Supervisor periodically meet with the trainee to discuss any issues or duties on which the trainee needs improvement. Trainees are assessed by the Field Training Unit, Command Staff and Supervisors. Summary reports are completed on each trainee.

Investigations Commander, Sergeant Damon Herzog has been with the agency for twenty-three years and has been a firearms instructor since 1998. His duties include ordering departmental ammo and firearms, as well as inspecting all department issued weapons.

Sergeant Herzog and Lieutenant Rehberg are the only two certified firearms instructors and are tasked with carrying out three annual training events for the agency. The events include night fire, outdoor training, and the annual qualification. The annual qualification requires officers to successfully qualify with their duty firearm, secondary firearm, shotgun, and patrol rifle.

It should be noted that the agency does not issue primary duty firearms to its officers. Officers must purchase their own duty weapon from seven pre-approved manufacturers and three approved calibers (9mm, 40, or 45). Sergeant Herzog stated that giving officers a personal choice in which firearm they carry allows them better comfort and personal care of the weapon. Officers are also allowed to purchase their own personal rifle to carry on duty using their designated clothing allowance for reimbursement. The rifles must be approved and inspected by the firearms instructors.

City Manager Matt McQuillen has been with the City of Clive for nine years and was involved in the selection process of Chief Venema. He says the Police Department does a good job keeping him informed of key issues, such as complaint investigations, discipline, policy changes, and critical incidents.

Mr. McQuillen stated the police department always receives high marks on citizen surveys and is satisfied in their ability to keep the community safe. He added that in lieu of the current events surrounding law enforcement across the country, he plans to re-evaluate the policing model in Clive to be more in line with community expectations of the role of law enforcement. He feels this will allow the police to enhance the services they provide to the community by not getting involved in non-police matters such as mental health situations.

Pastor Jesse Newman of the Eternity Church stated that his church has been affiliated with the Clive Police Department for about five years. Their relationship started with the intention of having officers present during services to prevent domestic disturbances or violent acts but has evolved into so much more as several officers actually attend services there.

Pastor Newman added that the agency is well respected, not only in Clive but in the entire Des Moines region. He feels the police department always pursues ways to bring about a peaceful and positive outcome to all incidents they are involved

in. He can't think of anything they could do better.

Officer Kelly Recchia has been employed by the agency for two years, she recently went through the field training program. Officer Recchia stated that she felt the program was just the right amount of time and provided flexibility for her to feel confident in her abilities. She says that both of her Field Training Officers (FTO) were knowledgeable and patient which led to a good experience for her.

Officer Recchia stated that she did not have weekly meetings with her FTO or the Field Training Supervisor during the training program. She stated she often had informal discussion with the supervisor to discuss training issues or concerns. She stated that she had a formal meeting with the Field Training Supervisor at the conclusion of her final phase of training.

Darin Riney, Director of the Westcom Emergency Communication Center, has been with the Center for 18 months. Westcom provides police, fire and EMS dispatching services to five cities including Clive.

Mr. Riney stated that the Clive Police Department has a great group of men and women and that he is not aware of any negative issues with the agency. He added the police department is open to suggestions and are proactive to address items needing their attention. Mr. Riney stated that he appreciated the experience he gained in working with the police department during the accreditation process, as the communication center is in the process of seeking CALEA accreditation.

Officer Trent Weiler discussed the agency's pursuit policy. Officer Weiler has been with the agency for ten and half years and is currently assigned to the midnight shift in Patrol. Officer Weiler stated that he believes the policy is fair and clearly details under what circumstances officers can engage in a pursuit. He is aware of some officers' desire to initiate pursuits for all traffic violations. The agency policy doesn't allow for pursuits of minor traffic violations.

Officer Weiler stated that he would recommend the agency use audio and video recordings of prior pursuits as training aides for all officers. He feels it would be beneficial to reenact elements of the pursuit to prevent future mistakes.

STATISTICS AND DATA TABLES

Overview

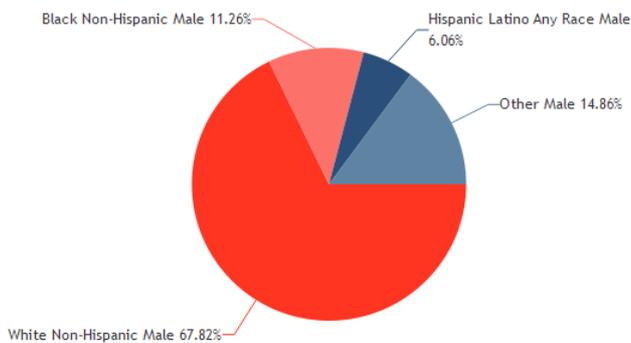
The following information reflects empirical data submitted by the candidate agency specifically related to CALEA Standards. Although the data does not confirm compliance with the respective standards, they are indicators of the impact of the agency’s use of standards to address the standards' intent

Traffic Warnings & Citations - Initial Accreditation

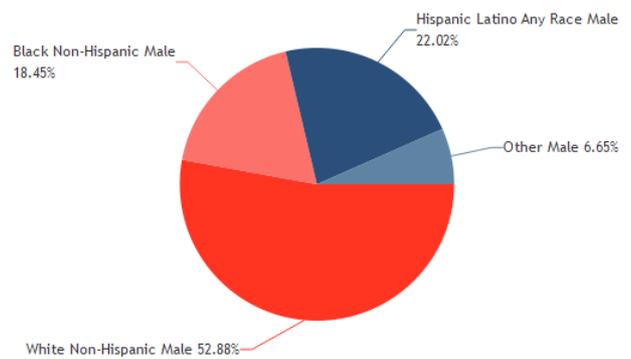
Data Collection Period: 1/1/2019 - 12/31/2019

Race/Sex	Warnings	Citations	Total
White Non-Hispanic Male	470	946	1416
Black Non-Hispanic Male	78	330	408
Hispanic Latino Any Race Male	42	394	436
Other Male	103	119	222
White Non-Hispanic Female	461	805	1266
Black Non-Hispanic Female	48	191	239
Hispanic Latino Any Race Female	39	191	230
Other Female	49	61	110
TOTAL	1290	3037	4327

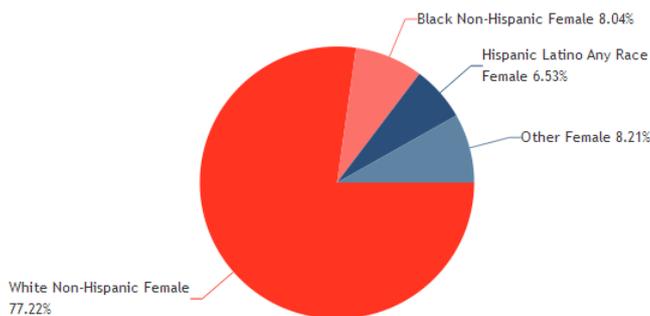
Male Warnings



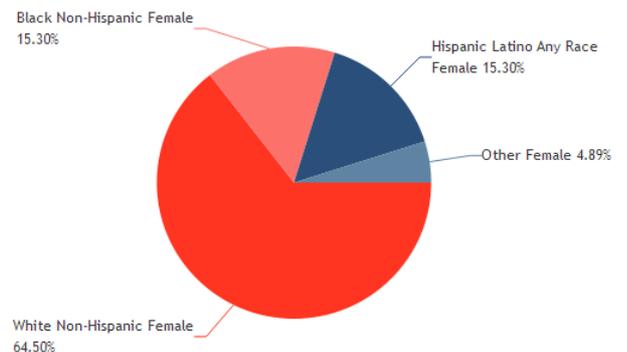
Male Citations



Female Warnings



Female Citations



Legend

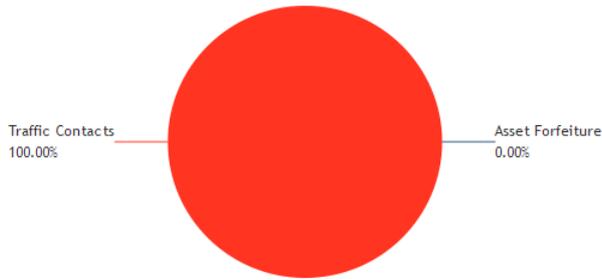
White Non-Hispanic Male	
Black Non-Hispanic Male	
Hispanic Latino Any Race Male	
Other Male	

Biased Based Profiling

Initial Data Collection Period: 1/1/2019-12/31/2019

Complaints from:	Initial
Traffic Contacts	1
Field Contacts	0
Asset Forfeiture	0

Complaints



Legend

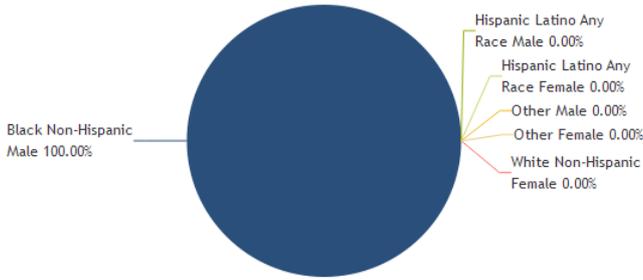
Traffic Contacts	
Field Contacts	
Asset Forfeiture	

Use Of Force - Initial Accreditation

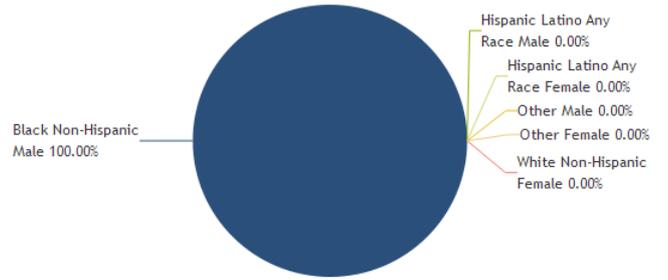
Data Collection Period: 1/2/2019 - 1/1/2020

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Firearm									1
Discharge			1						1
Display Only									
ECW									3
Discharge Only	1		2						3
Display Only									
Baton									
Chemical/OC									
Weaponless	3	3	1	2	1				10
Canine									0
Release Only									
Release and Bite									
Total Uses of Force	4	3	4	2	1	0	0	0	14
Total Number of Incidents Resulting In Officer Injury or Death			1						1
Total Use of Force Arrests	4	3	3	1	1				12
Total Number of Suspects Receiving Non-Fatal Injuries	2	1	1		1				5
Total Number of Suspects Receiving Fatal Injuries									
Total Agency Custodial Arrests	196	121	66	23	39	5	22	3	475
Total Use of Force Complaints	0	0	0	0	0	0	0	0	0

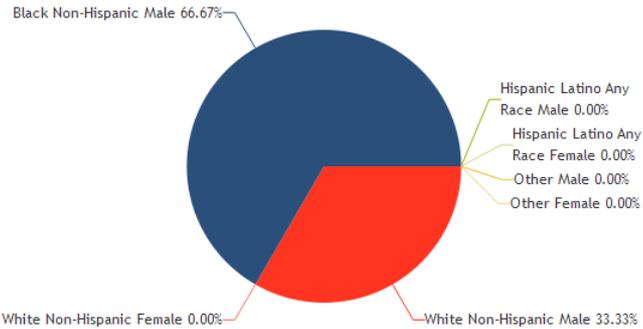
Total Firearm



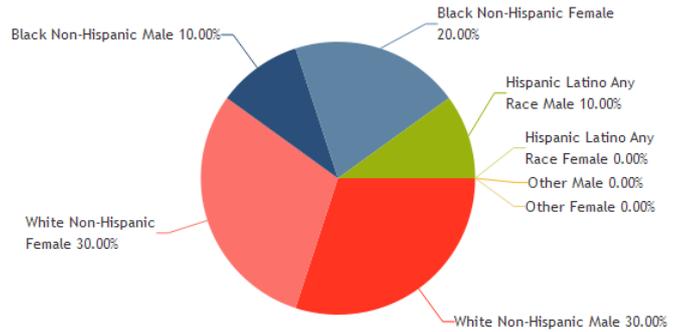
Firearm Discharge



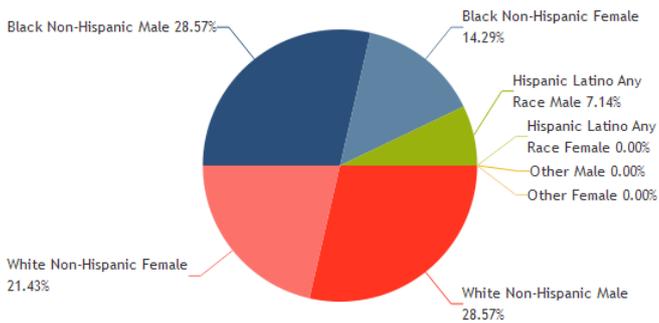
ECW Discharge



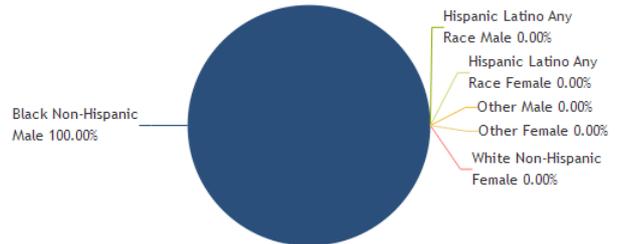
Weaponless



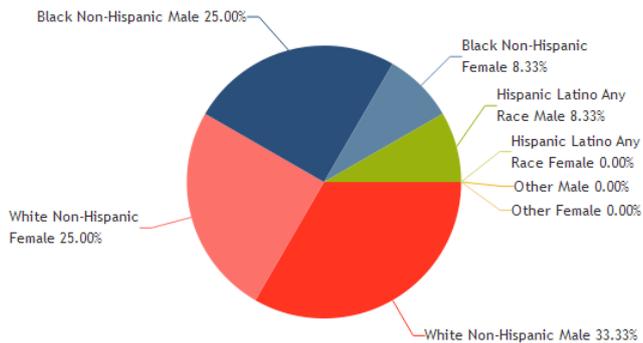
Total Uses of Force



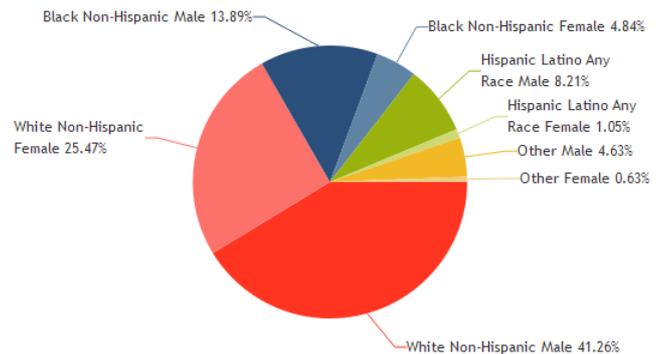
Total Number of Incidents Resulting in Officer Injury or Death



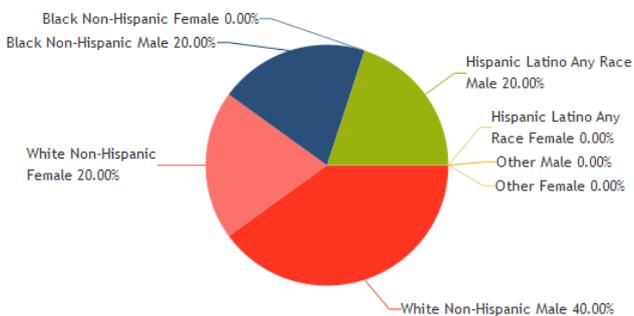
Total Use of Force Arrests



Total Agency Custodial Arrests



Total Number of Suspects Receiving Non-Fatal Injuries



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Grievances

Initial Data Collection Period: 1/2/2019-12/31/2019

Grievances	Initial
Number	0

Personnel Actions

Initial Data Collection Period: 1/1/2019-12/31/2019

	Initial
Suspension	1
Demotion	0
Resign In Lieu of Termination	0
Termination	0
Other	0
Total	1
Commendations	

Complaints and Internal Affairs - Initial Accreditation

Data Collection Period: -

	Initial
External/Citizen Complaint	
Citizen Complaint	5
Sustained	3
Not Sustained	2
Unfounded	
Exonerated	
Internal/Directed Complaint	
Directed Complaint	1
Sustained	1
Not Sustained	
Unfounded	
Exonerated	

Calls For Service - Initial Accreditation

Data Collection Period: -

	Initial
Calls for Service	14079
UCR/NIBRS Part 1 Crimes	
Murder	0
Forcible Rape	5
Robbery	2
Aggravated Assault	6
Burglary	32
Larceny-Theft	237
Motor Vehicle Theft	40
Arson	1

Motor Vehicle Pursuit

Initial Data Collection Period: 1/1/2019-12/31/2019

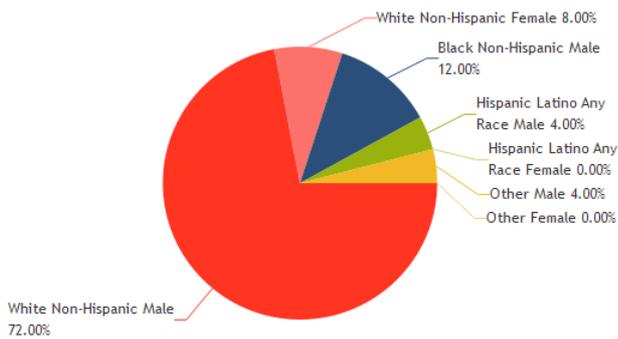
	Initial
Pursuits	
Total Pursuits	9
Forcible stopping techniques used	2
Terminated by Agency	3
Policy Compliant	9
Policy Non-Compliant	0
Collisions	
Injuries	
Total Collisions	4
Officer	
Suspect	1
ThirdParty	
Reason Initiated	
Traffic	
Felony	6
Misdemeanor	3

Agency Breakdown Report - Initial Accreditation

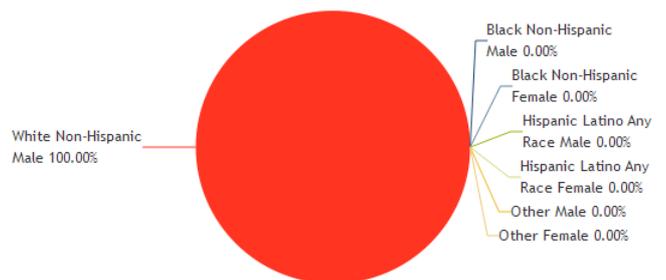
Data Collection Period: 1/1/2019 - 12/31/2019

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Sworn Personnel									
Executive	1								1
Command	1								1
Supervisory Positions	3						1		4
Non-Supervisory Positions	13	2	3		1				19
Sub Total									25
Non Sworn Personnel									
Executive									
Managerial									
Supervisory Positions		1							1
Non-Supervisory Positions		2							2
Sub Total									3
Total									28

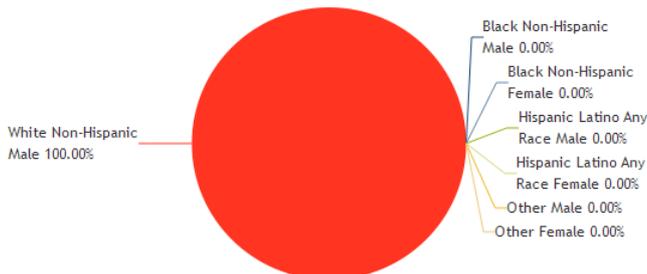
Total Sworn Personnel



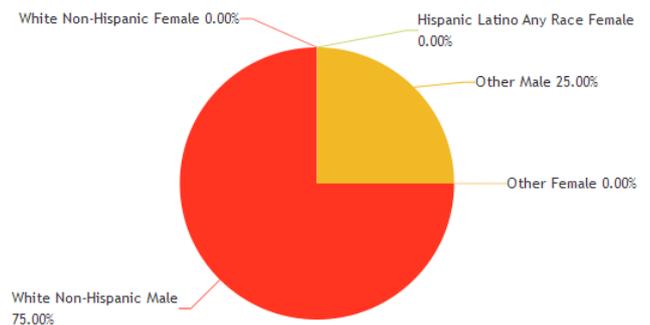
Sworn Personnel: Executive



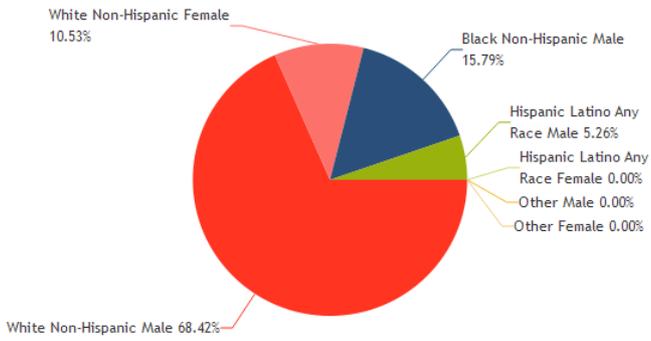
Sworn Personnel: Command



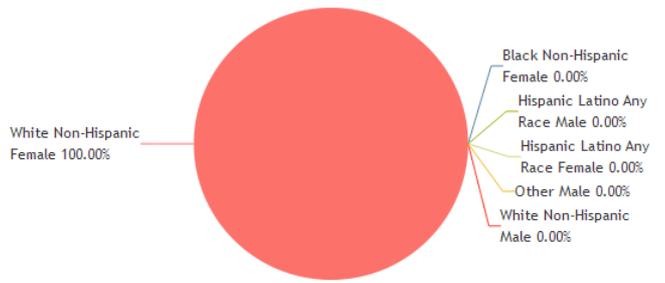
Sworn Personnel: Supervisory Positions



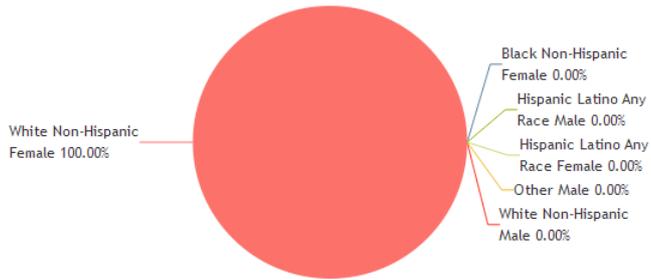
Sworn Personnel: Non-Supervisory Positions



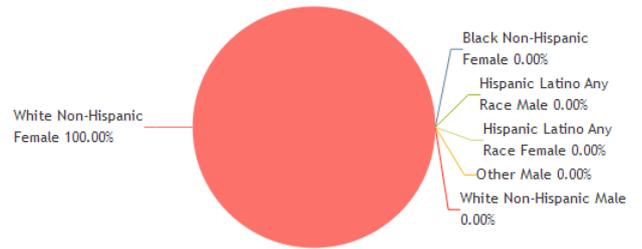
Total Non-Sworn Personnel



Non-Sworn Personnel: Supervisory Positions



Non-Sworn Personnel: Non-Supervisory Positions



Legend

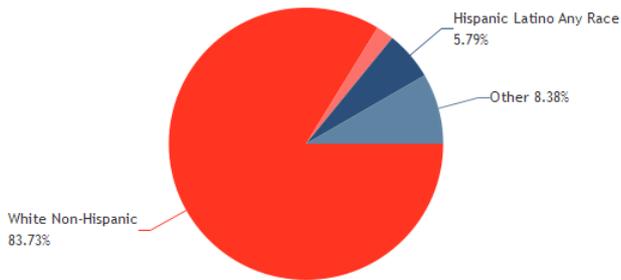
White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Agency Demographics Report - Initial Accreditation

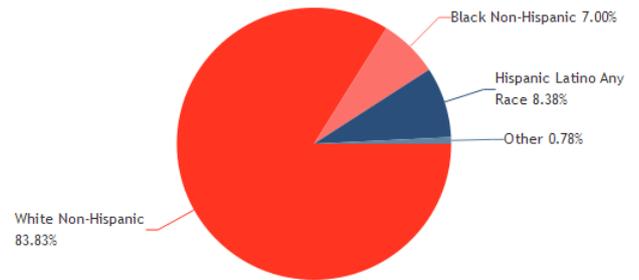
Data Collection Period: 1/1/2019 - 12/31/2019

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Sworn Officers		Prior Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
White Non-Hispanic	14466	83%	416636	83%	18	78%	2	8%	0	0%	0	0%
Black Non-Hispanic	362	2%	34801	7%	3	13%	0	0%	0	0%	0	0%
Hispanic Latino Any Race	1000	5%	41663	8%	1	4%	0	0%	0	0%	0	0%
Other	1448	8%	3872	0%	1	4%	0	0%	0	0%	0	0%
Total	17276		496972		23		2		0		0	

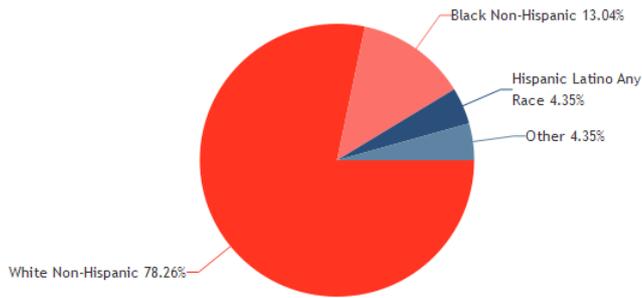
Service Population



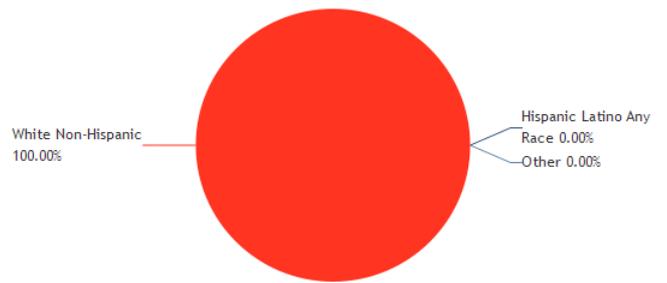
Available Workforce



Current Sworn Officers



Current Sworn Female Officers



Sworn Officer Selection - Initial Accreditation

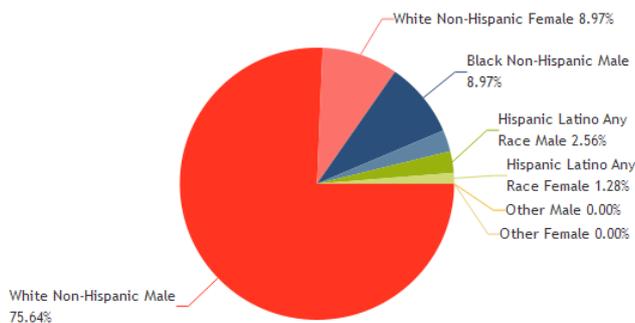
Data Collection Period: 8/1/2017 - 1/2/2018

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Applications Received	59	7	7	2	2	1			78
Applicants Hired	1	1	1						3
Percent Hired	2%	14%	14%	0%	0%	0%	%	%	N/A
Percent of Workforce Population	9%		0%		0%		0%		N/A

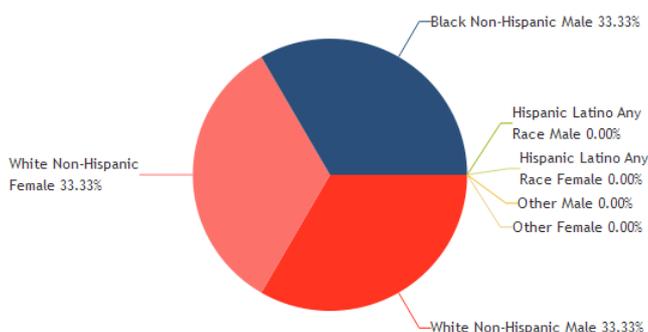
Initial Accreditation Notes:

The recruitment period started in August of 2017; however, the 3 officers were hired in December of 2017 and started the Iowa Law Enforcement Academy in 2018.

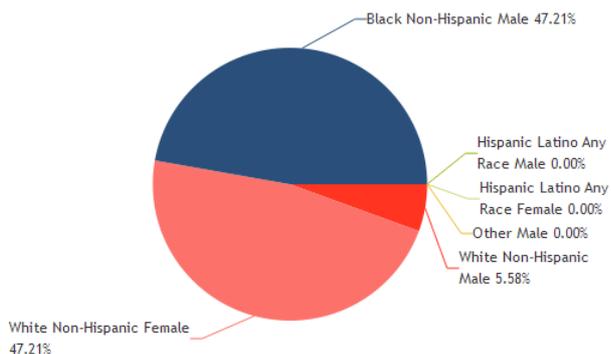
Applications Received



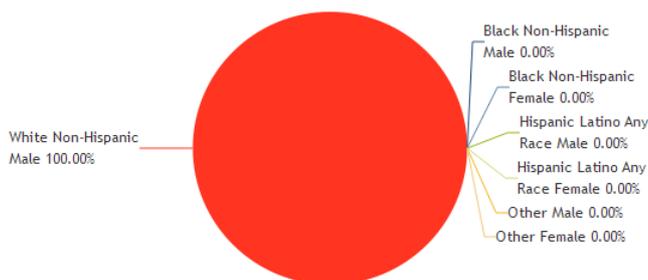
Applicants Hired



Percent Hired



Percent of Workforce Population



Legend

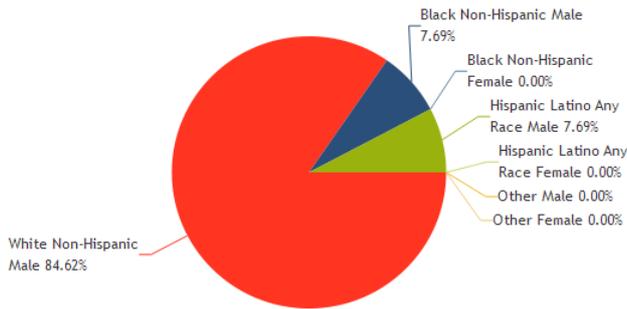
White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

Sworn Officer Promotions - Initial Accreditation

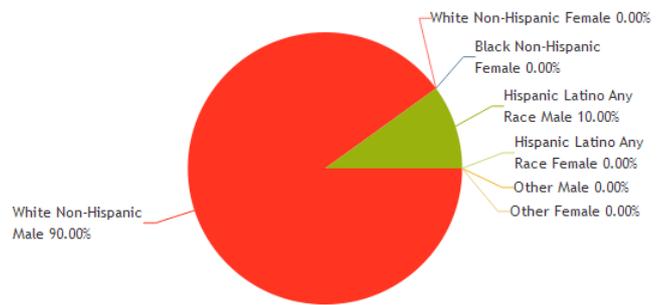
Data Collection Period: 1/1/2019 - 12/31/2019

	White Non-Hispanic		Black Non-Hispanic		Hispanic Latino Any Race		Other		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Tested	11	0	1	0	1	0	0	0	13
Eligible After Testing	9	0	0	0	1	0	0	0	10
Promoted	3	0	0	0	0	0	0	0	3
Percent Promoted	27 %	%	0 %	%	0 %	%	%	%	N/A

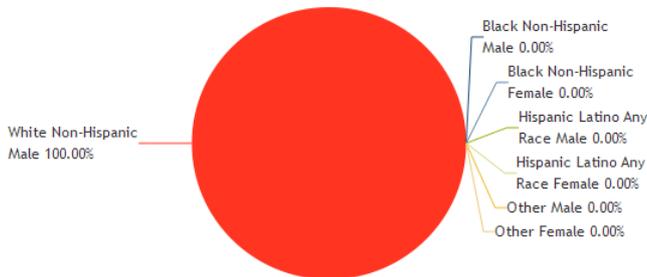
Tested



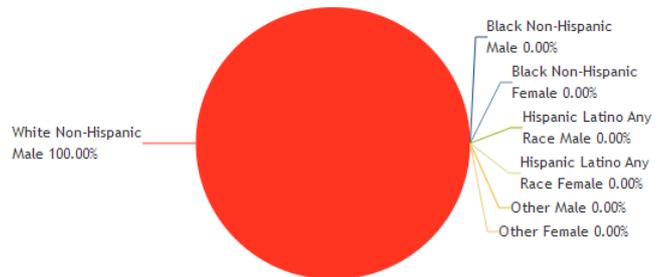
Eligible After Testing



Promoted



Percent Promoted



Legend

White Non-Hispanic Male	
White Non-Hispanic Female	
Black Non-Hispanic Male	
Black Non-Hispanic Female	
Hispanic Latino Any Race Male	
Hispanic Latino Any Race Female	
Other Male	
Other Female	

