SHERIFF'S PREFACE



Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

MISSION STATEMENT & CORE VALUES

Mission Statement

The mission of the men and women of the Geary County Sheriff’s Department is to safeguard the lives, Constitutional Rights and property of those in our community by fairly and impartially enforcing state and local laws while relentlessly pursuing those who commit crimes and bringing them to justice. We will perform our public safety and custodial duties with honor, courage, compassion, and fidelity while holding ourselves accountable to the community we serve. We will uphold the Constitution of the State of Kansas, and the Constitution of the United States of America.

Core Values

Honor
We will safeguard the trust placed in us by the community we serve with honest, impartial, and just enforcement of the law.

Courage
We will perform our duties always remaining resolute, holding the safety of those we are sworn to protect first and foremost in everything we do.

Compassion
Our chosen profession is one of service to our community. We will exercise empathy and compassion in the face of trials and tribulations of others.

Fidelity
We will remain faithful and dedicated to our community, to our chosen profession, and to each other.

Accountability
We commit to professional integrity and fiscal responsibility and will remain accountable for our actions, both on and off duty, preserving the trust of the public we serve and of those that work for the Sheriff’s Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Table of Contents

Sheriff's Preface. 1

Law Enforcement Code of Ethics. 2

Mission Statement & Core Values. 3

Chapter 1 - Law Enforcement Role and Authority. 9

100 - Law Enforcement Authority. 10
101 - Chief Executive Officer. 13
102 - Oath of Office. 14
103 - Policy Manual. 15
104 - Code of Ethics. 22

Chapter 2 - Organization and Administration. 24

200 - Organizational Structure and Responsibility. 25
201 - Departmental Directives. 31
202 - Training. 32
203 - Electronic Mail. 35
204 - Administrative Communications. 37
205 - Supervision Staffing Levels. 39
206 - Concealed Carry License. 40
207 - Retiree Concealed Weapons. 42

Chapter 3 - General Operations. 45

300 - Use of Force. 46
301 - Use of Force Review Boards. 56
302 - Handcuffing and Restraints. 59
303 - Control Devices. 65
304 - Conducted Energy Device. 71
305 - Officer-Involved Shootings and Deaths. 81
306 - Firearms. 89
307 - Vehicle Pursuits. 101
308 - Foot Pursuits. 115
309 - Deputy Response to Calls. 119
310 - Canines. 124
311 - Domestic Violence and Stalking. 134
312 - Search and Seizure. 140
313 - Child Abuse. 142
314 - Adult Abuse. 149
315 - Discriminatory Harassment. 155
316 - Missing Persons. 159
317 - Public Alerts. 173
318 - Victim and Witness Assistance. 177
319 - Hate Crimes. 180

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

320 - Standards of Conduct. 182
321 - Information Technology Use. 189
322 - Personal Electronic Device Usage. 193
323 - Office Use of Social Media. 195
324 - Report Preparation. 198
325 - Media Relations. 203
326 - Subpoenas and Court Appearances. 206
327 - Outside Agency Assistance. 208
328 - Registered Offender Information. 210
329 - Major Incident Notification. 214
330 - Death Investigation. 216
331 - Private Person’s Arrest. 219
332 - Limited English Proficiency Services. 221
333 - ADA Compliance. 228
334 - Biological Samples. 236
335 - Chaplains. 238
336 - Child and Dependent Adult Safety. 244
337 - Service Animals. 247
338 - Native American Graves Protection and Repatriation. 250
339 - Off-Duty Law Enforcement Actions. 252
341 - Formulation and Updating of Written Goals. 254
342 - Juvenile Operations. 255
343 - Interview rooms. 262

Chapter 4 - Patrol Operations. 266

400 - Patrol. 267
401 - Bias-Based Policing. 269
402 - Briefing. 273
403 - Crime and Disaster Scene Integrity. 275
404 - Special Response Team. 277
405 - Ride-Alongs. 287
406 - Hazardous Material Response. 290
407 - Hostage and Barricade Incidents. 293
408 - Response to Bomb Calls. 298
409 - Crisis Intervention Incidents. 303
410 - Involuntary Commitments. 308
411 - Citation Releases. 312
412 - Foreign Diplomatic and Consular Representatives. 314
413 - Rapid Response and Deployment. 318
414 - Immigration Violations. 320
415 - Aircraft Accidents. 323
416 - Field Training Officer Program. 327
417 - Contacts and Temporary Detentions. 340
418 - Watch Commanders. 344
419 - Mobile Video Recorder. 346
420 - Mobile Data Computer Use. 352
421 - Portable Audio/Video Recorders. 355

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

422 - Public Recording of Law Enforcement Activity. 360
423 - Automated License Plate Readers (ALPRs). 363
424 - Medical Aid and Response. 366
425 - First Amendment Assemblies. 371
426 - Civil Disputes. 377
427 - Dive Team. 380
428 - Service of Court Documents. 383
429 - School Resource Officer. 388

Chapter 5 - Traffic Operations. 392
500 - Traffic. 393
501 - Traffic Accidents. 400
502 - Vehicle Towing. 404
503 - Impaired Driving. 408
504 - Traffic and Parking Citations. 413
505 - Disabled Vehicles. 416

Chapter 6 - Investigation Operations. 418
600 - Investigation and Prosecution. 419
601 - Sexual Assault Investigations. 426
602 - Asset Forfeiture. 430
603 - Informants. 436
604 - Eyewitness Identification. 441
605 - Brady Information. 445
606 - Unmanned Aerial System. 448
607 - Warrant Service. 451
608 - Operations Planning and Deconfliction. 455
609 - Forensic Genetic Genealogy. 460
610 - Critical Incidents. 464

Chapter 7 - Equipment. 483
700 - Office-Owned and Personal Property. 484
701 - Personal Communication Devices. 487
702 - Vehicle Maintenance. 491
703 - Vehicle Use. 493
704 - Cash Handling, Security and Management. 499

Chapter 8 - Support Services. 502
800 - Criminal Intelligence Procedure. 503
801 - Property and Evidence Section. 506
802 - Records Section. 521
803 - Records Maintenance and Release. 527
804 - Protected Information. 533
805 - Animal Control. 536
806 - Communications. 539
807 - Court Security. 542
808 - Detainee Transportation. 547

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 9 - Custody. 550
900 - Temporary Custody of Juveniles. 551
901 - Custodial Searches. 560
902 - Prison Rape Elimination. 565

Chapter 10 - Personnel. 575
1000 - Recruitment and Selection. 576
1001 - Performance Evaluations. 584
1002 - Special Assignments and Promotions. 588
1003 - Disciplinary System. 592
1004 - Grievances. 597
1005 - Anti-Retaliation. 600
1006 - Reporting of Arrests, Convictions and Court Orders. 603
1007 - Drug- and Alcohol-Free Workplace. 606
1008 - Sick Leave. 609
1009 - Communicable Diseases. 611
1010 - Smoking and Tobacco Use. 616
1011 - Personnel Complaints. 618
1012 - Safety Belts. 630
1013 - Body Armor. 632
1014 - Personnel Records. 634
1015 - Request for Change of Assignment. 638
1016 - Commendations and Awards. 639
1017 - Fitness for Duty. 641
1018 - Meal Periods and Breaks. 644
1019 - Lactation Breaks. 645
1020 - Payroll Records. 647
1021 - Overtime Compensation. 648
1022 - Outside Employment and Outside Overtime. 650
1023 - Work-Related Illness and Injury Reporting. 654
1024 - Personal Appearance Standards. 656
1025 - Uniforms and Civilian Attire. 660
1026 - Conflict of Interest. 665
1027 - Uniform Insignias. 667
1028 - Temporary Modified-Duty Assignments. 672
1029 - Speech, Expression, and Social Networking. 675
1030 - Illness and Injury Prevention. 679
1031 - Line-of-Duty Deaths. 684
1032 - Wellness Program. 696
1033 - Early Intervention. 701
1034 - Job Descriptions. 704
1035 - Military Deployment and Reintegration. 705
1036 - Benefits Program. 707
1037 - Retirement and Resignation. 714
1038 - Career Progression. 716
1039 - Workplace Relationships. 718

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Attachments. 720
Screenshot 2025-04-02 141505.png. 721
Policy Acknowledgment_0001.pdf. 722

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 1 - Law Enforcement Role and Authority

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Law Enforcement Authority

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Geary County Sheriff's Office to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Geary County Sheriff's Office to limit its members to only exercise the authority granted to them by law.

While this office recognizes the power of peace officers to make arrests and take other enforcement action, deputies are encouraged to use sound discretion in the enforcement of the law. This office does not tolerate abuse of law enforcement authority.

100.3 LAW ENFORCEMENT OFFICER POWERS

Certified members of this office are authorized to exercise law enforcement officer powers pursuant to applicable state law (K.S.A. § 12-4111; K.S.A. § 19-813).

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE GEARY COUNTY SHERIFF'S OFFICE

A deputy may arrest a person under any of the following circumstances (K.S.A. § 22-2401):

1. The deputy has a warrant commanding that the person be arrested.
2. The deputy has probable cause to believe that a warrant for the person's arrest has been issued in this state or in another jurisdiction for a felony.
3. The deputy has probable cause to believe that the person is committing or has committed:
    (a) A felony.
    (b) A misdemeanor and the deputy has probable cause to believe that:
        i. The person will not be apprehended or evidence of the crime will be lost unless the person is immediately arrested.
        ii. The person may cause injury to him/herself or others or damage to property unless immediately arrested.
        iii. The person has intentionally inflicted bodily harm to another person.
4. The person commits any crime, except a traffic infraction or a cigarette or tobacco infraction, in the deputy's view.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE GEARY COUNTY SHERIFF'S OFFICE

A deputy employed by the County may exercise powers as a law enforcement officer outside the County limits when (K.S.A. § 22-2401a; K.S.A. § 48-934):

1. A request for assistance has been made by law enforcement or corrections officers from that place (K.S.A. § 48-3602).
2. In fresh pursuit of a person.
3. Engaged in maintaining or restoring the public peace, safety or protection of life or property during a state disaster emergency proclaimed by the governor.
4. Transporting a person in custody to an appropriate facility, wherever such facility may be located.
5. There is reason to suspect a criminal act is causing an imminent danger, immediate action is warranted, and all the following apply:
    (a) The deputy is driving a office vehicle for a work-related reason or going to or from work.
    (b) The deputy notifies the local law enforcement agency.
    (c) The deputy remains at the location and cooperates with responders from the local law enforcement agency.
    (d) The deputy is in uniform or displays proper identification.

100.3.3 TRANSFER TO PROPER JURISDICTION

Whenever a deputy makes an arrest outside of the office's jurisdiction, the deputy should contact the proper law enforcement authority in the jurisdiction where the arrest occurred as soon as practicable. The arresting deputy should ensure that the receiving agency has any necessary affidavits or evidence needed to support the probable cause for arrest or apprehension (K.S.A. § 48-3602).

100.3.4 GRANTING AUTHORITY TO OTHERS

Deputies making an arrest may command the assistance of any person who may be in the vicinity. That person shall have the same authority to arrest as the deputy (K.S.A. § 22-2407).

100.4 INTERSTATE LAW ENFORCEMENT OFFICER POWERS

Law enforcement officer powers may be extended to other states:

1. As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
2. When a deputy enters and continues in fresh pursuit of a person:
    (a) In Colorado, to arrest the person for a crime committed in Kansas (CRS § 16-3-104).
    (b) In Nebraska and Oklahoma, to arrest the person for a felony committed in Kansas (Neb. Rev. Stat. § 29-416; 22 O.S. § 221).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(c) In Missouri, to arrest the person for a felony or the crime of driving while intoxicated in Kansas (§ 544.155.1, RSMo).

When a deputy makes an arrest in another state, the deputy shall take the offender to the appropriate judicial official in the county where the arrest occurred without unnecessary delay (CRS § 16-3-104; Neb. Rev. Stat. § 29-417; 22 O.S. § 222; § 544.155.2, RSMo).

100.5 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person’s clearly established rights under the United States and Kansas Constitutions.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chief Executive Officer

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Kansas are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Geary County Sheriff's Office, who is required to exercise the powers and duties of the office as prescribed by state law (K.S.A. § 19-801b; K.S.A. § 19-4408; K.S.A. § 19-4431; K.S.A. § 19-4475; K.S.A. § 74-5605).

101.2 POLICY

It is the policy of the Geary County Sheriff's Office that the Sheriff meets the minimum standards for exercising his/her authority granted by law.

101.3 SHERIFF REQUIREMENTS

The Sheriff, as a condition of continued employment, shall (K.S.A. § 19-801b):

1. Be a citizen of the United States and a qualified elector of the county.
2. Be a high school graduate or possess an equivalent high-school education.
3. Never have been convicted of, or pleaded guilty or entered a plea of nolo contendere to, any felony charge, or a misdemeanor crime of domestic violence, as defined in K.S.A. § 74-5602.
4. Not have been convicted of a misdemeanor related to gambling, liquor, or narcotics within the five years immediately preceding the date of election or appointment.
5. Unless the requirements are waived, have satisfactorily completed the training, competency, and proficiency requirements set forth in K.S.A. § 19-801b(b).
6. Execute a surety bond to the State of Kansas (K.S.A. § 19-801a).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Oath of Office

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to office members.

102.2 POLICY

It is the policy of the Geary County Sheriff's Office that, when appropriate, office members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Office and the dedication of its members to their duties (K.S.A. § 75-4310).

102.3 OATH OF OFFICE

All office members, when appropriate, shall subscribe in writing to the following oath or affirmation, in addition to any other form of oath or affirmation required. If a member is opposed to taking an oath, he/she shall be permitted to substitute the words “sincerely and truly declare and affirm” for the word “swear” and the words “I do this under the pains and penalties of perjury” for “so help me God” (K.S.A. § 54-102; K.S.A. § 54-103; K.S.A. § 54-104; K.S.A. § 54-106).

I do solemnly swear (or affirm, as the case may be) that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of _____. So help me God.

As a condition to certification, deputies shall also swear or affirm the following (K.A.R. 106-3-6):

On my honor, I will never betray my badge, my integrity, my character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution of the United States and of the state of Kansas, my community, and the agency I serve.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed prescribed by law (K.S.A. § 75-4310).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Policy Manual

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Policy Manual

103.1 SHERIFF'S STATEMENT

GEARY COUNTY SHERIFF'S OFFICE

Nate Boeckman
Sheriff

826 N. Franklin Street
Junction City, KS 66441
Office: (785) 238-2261
Fax: (785) 762-5085

Subject: Updated Policy and Procedure Directive
To: All Geary County Sheriff's Office Personnel
From: Sheriff Nate Boeckman
Date: February 1, 2025

The Geary County Sheriff's Office Policy and Procedure Manuals are specific to the operations of the Geary County Sheriff's Office and is made accessible by the authority of the Sheriff. These manuals are available for personnel of the Geary County Sheriff's Office through the online access of the Knowledge Management System of Lexipol.

The provisions within the policy and procedure manuals, except where specifically noted, are applicable to all personnel. It is the responsibility of each member of the Geary County Sheriff's Office to know and understand the policies, procedures, rules and regulations contained within the manuals. These policies and procedures are designed to ensure uniformity of service to Geary County and provide guidance to personnel in the performance of their duties, as well as to establish standards of performance and conduct.

The Sheriff has the sole authority to amend the Policy and Procedure manuals. All changes, additions, and deletions will be under the authority of the Sheriff.

No policy, procedure, rule, regulation, directive or practice of any component of the Geary County Sheriff's Office shall conflict with the provisions within aforementioned manuals.

The manuals and all provisions shall be in effect continuously from the date of publication unless rescinded by the order of the Sheriff. All policies, procedures, contracts, inter-governmental agreements, and memorandums of understanding remain in effect unless termination proceedings are initiated by the Sheriff or his designee.

Nate Boeckman
Sheriff

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

103.2 PURPOSE AND SCOPE

The manual of the Geary County Sheriff's Office is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this office. All members are to conform to the provisions of this manual. The policy manual should not be confused with departmental directives.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.3 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably available at the time of any incident.

103.3.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Geary County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or office members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Geary County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

103.4 AUTHORITY

The Sheriff shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. In the Sheriff's absence, the Undersheriff may establish policies and procedures for employees or the Sheriff's designee.

103.5 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

County - The County of Geary.

Civilian - Employees and volunteers who are not law enforcement officers.

DCF - Department of Children and Families (includes Adult Protective Services and Child Protective Services)

Office/GESO - The Geary County Sheriff's Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

DMV - Department of Revenue, Division of Vehicles

Employee - Any person employed by the Office.

Employment agreement - Includes any collective bargaining agreement, memorandum of understanding, memorandum of agreement or any other employment contract or conditions of employment

KASPER - Kansas Adult Supervised Population Electronic Repository

KBI - Kansas Bureau of Investigation

KCJIS - Kansas Criminal Justice Information System

KDHE - Kansas Department of Health and Environment

KDOC - Kansas Department of Correction

KDOT - Kansas Department of Transportation

KHP - Kansas Highway Patrol

KLETC - Kansas Law Enforcement Training Center

KORA – Kansas Open Records Act

KS·CPOST - The Kansas Commission on Police Officers' Standards and Training

K.A.R. - Kansas Administrative Regulations; for example, K.A.R. 106-3-1, which shows the agency, article and section

K.S.A. - General Laws of the state of Kansas; for example, K.S.A. § 21-5412(b)(2), which shows the chapter, article, section and subsection

Manual - The Geary County Sheriff's Office Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Geary County Sheriff's Office, including:

1. Full- and part-time employees
2. Certified law enforcement officers
3. Reserve, auxiliary deputies
4. Civilian employees

Deputy - Those employees, regardless of rank, who are law enforcement officer employees of the Geary County Sheriff's Office pursuant to K.S.A. § 74-5602(g).

Official Custodian or custodian assigned - Any officer or employee of a public agency who is responsible for the maintenance of public records, regardless of whether such records are in the officer's or employee's actual personal custody and control, or any person designated by the Official Custodian to carry out the duties of custodian of this act (K.S.A. § 45-217).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by a deputy.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other office members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., deputy-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one office member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

103.6 PROCEDURES FOR ACTIVITY

A procedure is a guideline for carrying out agency activities. A policy may be made mandatory through the use of "shall" rather than "should" or "will" rather than "may." Policies sometimes allow latitude and discretion in carrying out an activity.

103.7 POLICY FORMAT

policies, procedures, and forms in Lexipol KMS shall be prefaced by an extensive indexing system consisting of listings, key words, acronyms/abbreviations, and a glossary. Topics are grouped into related areas under the headings of:

1. Law Enforcement Role and Authority
2. Organization and Administration
3. General Operations
4. Patrol Operations
5. Traffic Operations
6. Investigation Operations
7. Equipment
8. Support Service
9. Custody

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

10. Personnel

The text of each topic may be further broken down in outline form in the following order:

1. A statement of purpose for the policy
2. A policy statement which provides a general statement of agency principles for members on a specific issue that provides a framework for development of procedures and rules and regulations.
3. Definitions
4. General provisions, when applicable
5. Related sub-topics
6. Policies regarding forms also contain instructions regarding the use, completion, and routing/disposition of the forms

103.8 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available, through KMS Lexipol, to all members on the office network for viewing and printing. No changes shall be made to the manual without authorization from the Sheriff or the authorized designee. The Sheriff or their designee shall be the only authority authorized to issue policies.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand. Members shall be responsible for complying with all revisions to the policy manual.

103.9 PERIODIC REVIEW OF THE POLICY MANUAL

The Sheriff will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.10 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All office members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

103.11 REVISION PROCEDURES

Any policy, procedures, rule, or regulation revisions or amendments shall first be coordinated with the Sheriff or their designeeprior to their promulgation to ensure they do not contradict other existing agency directives or applicable law. An informal meeting may be established to

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

discuss the purpose and scope of revisions. This may include state or federal law change, CALEA standard updates or department needs. The directive shall be placed in "draft" status during the revision process. Once the author has made the appropriate changes the policy shall be placed "in approval" status. At which point the Sheriff or designee's shall further convene and may approve or reject the directive for further editing. Any official changes to existing, new, or newly revised directives outside minor grammatical corrections shall be forward to all affected department members so they may review, compare and acknowledge, indicating receipt and review of disseminated directives.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Code of Ethics

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

104.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the Geary County Sheriff's Office Code of Ethics and describes minimum ethics requirements for all members.

104.2 POLICY

The Geary County Sheriff's Office is comprised of many different divisions, units and functions that are organized to achieve the goals of the Office. It is the policy of the Geary County Sheriff's Office that all personnel adhere and abide by the following code of ethics as it concerns their position, dilemmas, responsibilities and duties:

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self- restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life. I will be exemplary in obeying the law and regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence by decisions. With no compromise for crime and with relentless prosecution of criminals. I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representative in the pursuit of justice.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objective and ideals, dedicating myself before God to my chosen profession…law enforcement.

Non-Sworn Personnel Code of Ethics

As an employee of the Geary County Sheriff Office, I regard myself as a member of an important and honorable profession. I will perform my duties with efficiency to the best of my abilities. I will be truthful at all time. My conduct and performance of duties will be accomplished in an honest manner, and in compliance with the laws; local; county; state and country.

I will adhere to the confidentiality of the Law Enforcement profession. I will not, in the performance of my duties, work for unethical advantage or personal profit. I will recognize at all times that I am a public safety employee, and that ultimately I am responsible to the public.

I will give the most efficient and impartial service of which I am capable at all times. I will be courteous in all my contacts at all times. I will regard my fellow employees with equality, dignity and respect. I will accept responsibility for my actions.

I will strive to do only those things that will reflect honor on my fellow employees, my agency and myself.

104.3 OPERATIONAL PROCEDURES

Ethics training shall be provided to all members at a minimum, biennially. Ethics training may be in the form of classroom, briefings, computer based training, or any combination of the methods.

A copy of the Geary County Sheriff's Office Code of Ethics shall be provided to each member and shall be posted in a location that is readily available to all members.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 2 - Organization and Administration

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Organizational Structure and Responsibility

Effective Date:	01.07.2025
Revised Date:	04.02.2025
Issuing Authority: Sheriff Nate Boeckman	

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Office and defines general responsibilities of office members.

200.2 POLICY

The Geary County Sheriff's Office will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Office. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Sheriff is responsible for administering and managing the Geary County Sheriff's Office. There are two primary divisions in the Sheriff's Office:

1. Administrative Services Division
2. Operations Division

The Undersheriff's additional responsibilities include:

1. Jail Operations who maintains security, enforcing rules, supervising inmate activities, conducting searches, and managing inmate intake, release, and transportation.
2. Interdiction who prevents potentially harmful or illegal drugs from getting to their end target.
3. Finance Analyst who supports the Office's budget and financial operations.
4. IT Director who oversees all technology-related aspects of the Office, ensuring systems are secure, efficient, and aligned with the department's goals.

200.3.1 ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is commanded by an assigned Division Commander, whose primary responsibility is to provide general management, direction and control for the Administrative Services Division. The Administrative Services Division consists of a Lieutenant and a Sergeant who oversee Court Security, the clerical support division, Civil Service, VIN inspectors, Accreditation, Training, the Dive Team and the Evidence Technician.

1. The court security is responsible for screening visitors, managing access to courtrooms, and responding to emergencies.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. clerical support is responsible for record-keeping, data entry, preparing reports, assisting the public, and managing office-related task.
3. Civil service is responsible for delivering all civil court documents to the affected persons.
4. VIN (Vehicle Identification Number) inspector's primary responsibility is to verify the accuracy and authenticity of VINS on vehicles, preventing the entry of stolen vehicles or parts into the state.
5. The Accreditation manager is responsible for ensuring the agency meets and maintains accreditation standards set by CALEA.
6. The Dive team is responsible for searches of missing persons, lost property, or evidence in bodies of water. They play a crucial role in recovering evidence from underwater crime scenes, ensuring proper chain of custody.
7. The evidence Technician is responsible for maintaining a strict chain of custody for all evidence they collect. They are responsible for storing evidence in secure locations and transporting it to crime laboratories for further analysis.

200.3.2 OPERATIONS DIVISION

The Operations Division is commanded by an assigned Division Commander, whose primary responsibility is to provide general management, direction and control for the Operations Division. The Operations Division consists of uniformed patrol, investigations, SRO, Marine Unit, K-9 Unit, and the Special Response Team (SRT).

1. Patrol's responsibilities include patrolling assigned areas, responding to emergencies, enforcing laws, investigating crimes, and maintaining public order. Patrol is divided into two shifts, Patrol A (night and day rotation) and Patrol B (night and day rotation). Generally, the shifts fall under a Lieutenant who oversees a patrol sergeant and patrol deputies.
2. Investigations responsibilities include gathering evidence, interviewing witnesses and suspects, processing crime scenes, and preparing case report. The Investigation's bureau is led by a Lieutenant who oversee two detectives.
3. The SRO is responsible for maintaining school safety, enforcing laws, and supporting student well-being. The SRO is a sworn Deputy who answers directly to the Operations Commander.
4. The K9 unit is responsible for patrol duties, suspect apprehension, tracking, and detection of various substances and evidence. There are two canine handlers who report to the day shift lieutenants.
5. The SRT is responsible for handling high-risk situations that regular units are not trained or equipped to manage. They respond to incidents such as active shooter situations, hostage rescues, and high risk search warrants.

200.4 COMMAND PROTOCOL

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

200.4.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all members of the Geary County Sheriff's Office. During planned absences, the Sheriff will designate the Undersheriff to serve as the acting Sheriff.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff is as follows:

1. Undersheriff
2. Operations Division Commander
3. Administrative Division Commander
4. On-duty Watch Commander

200.4.2 UNITY OF COMMAND

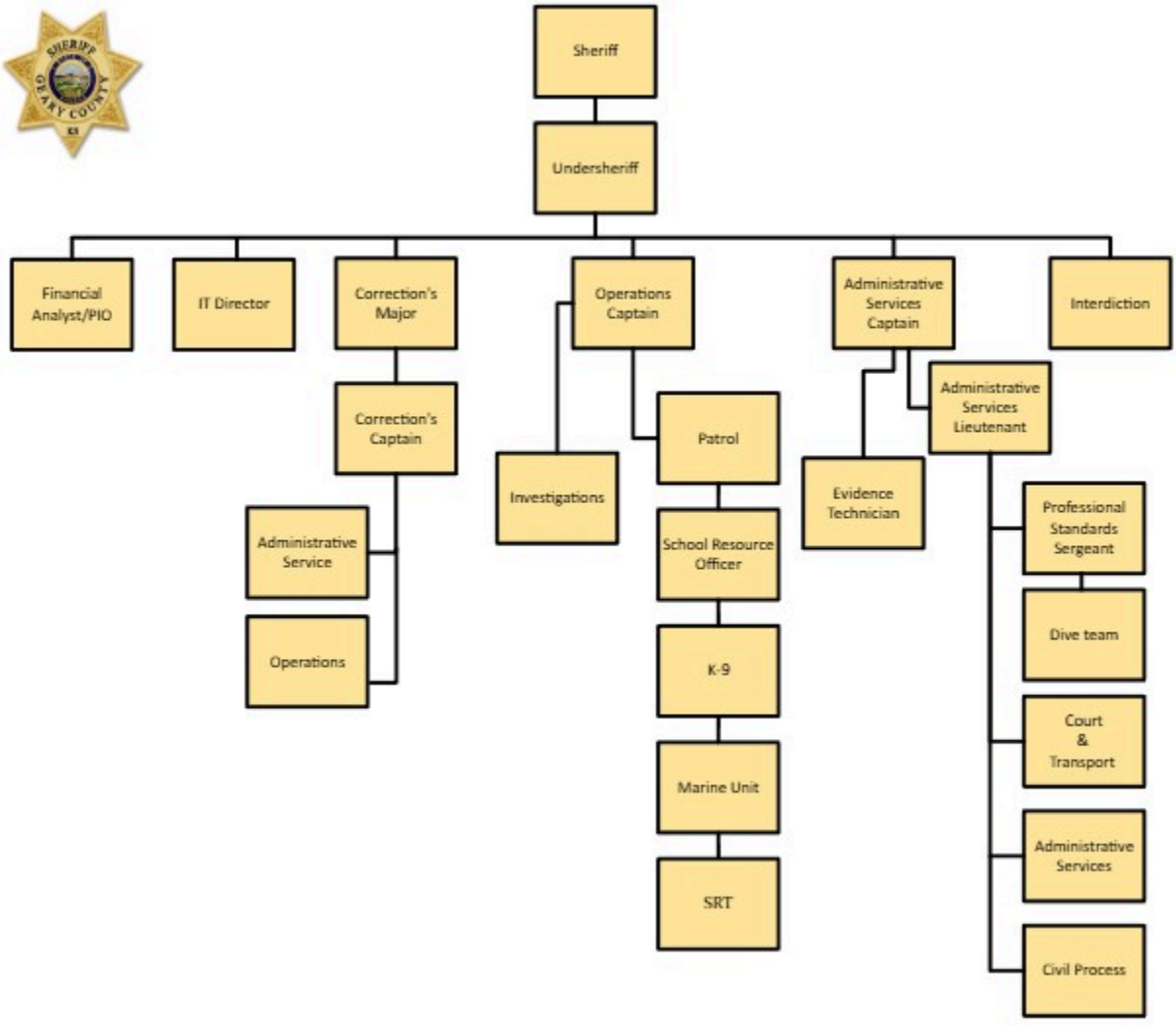
The principles of unity of command ensure efficient supervision and control within the Office. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., SRT or the Dive Team), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority. In the absence of a supervisor or other designated authority, a member may exercise such authority as is reasonably necessary to carry out assigned duties or maintain agency operations until a supervisor or other authorized authority formally assumes responsibility.

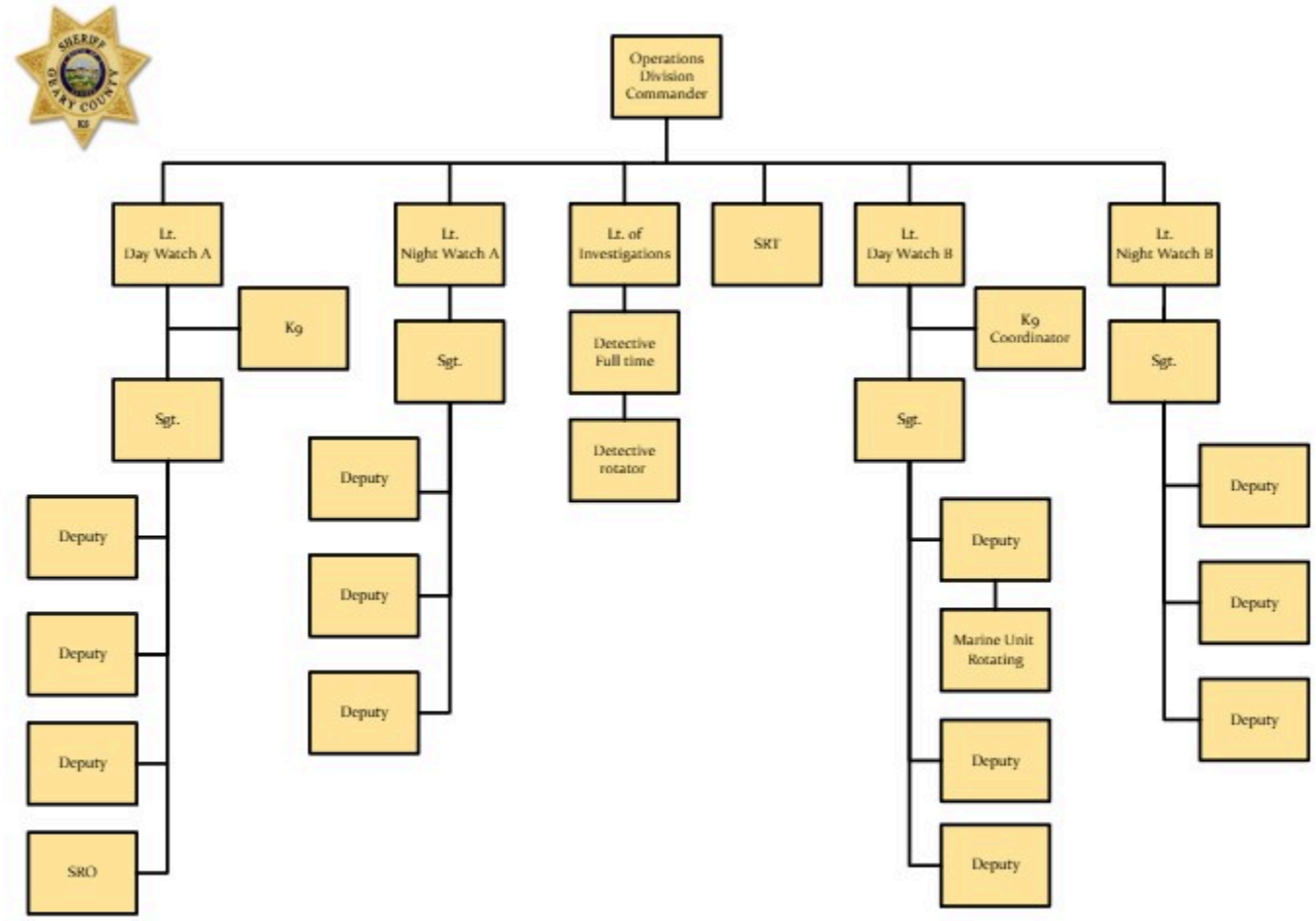
Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

200.6 ORGANIZATIONAL CHARTS

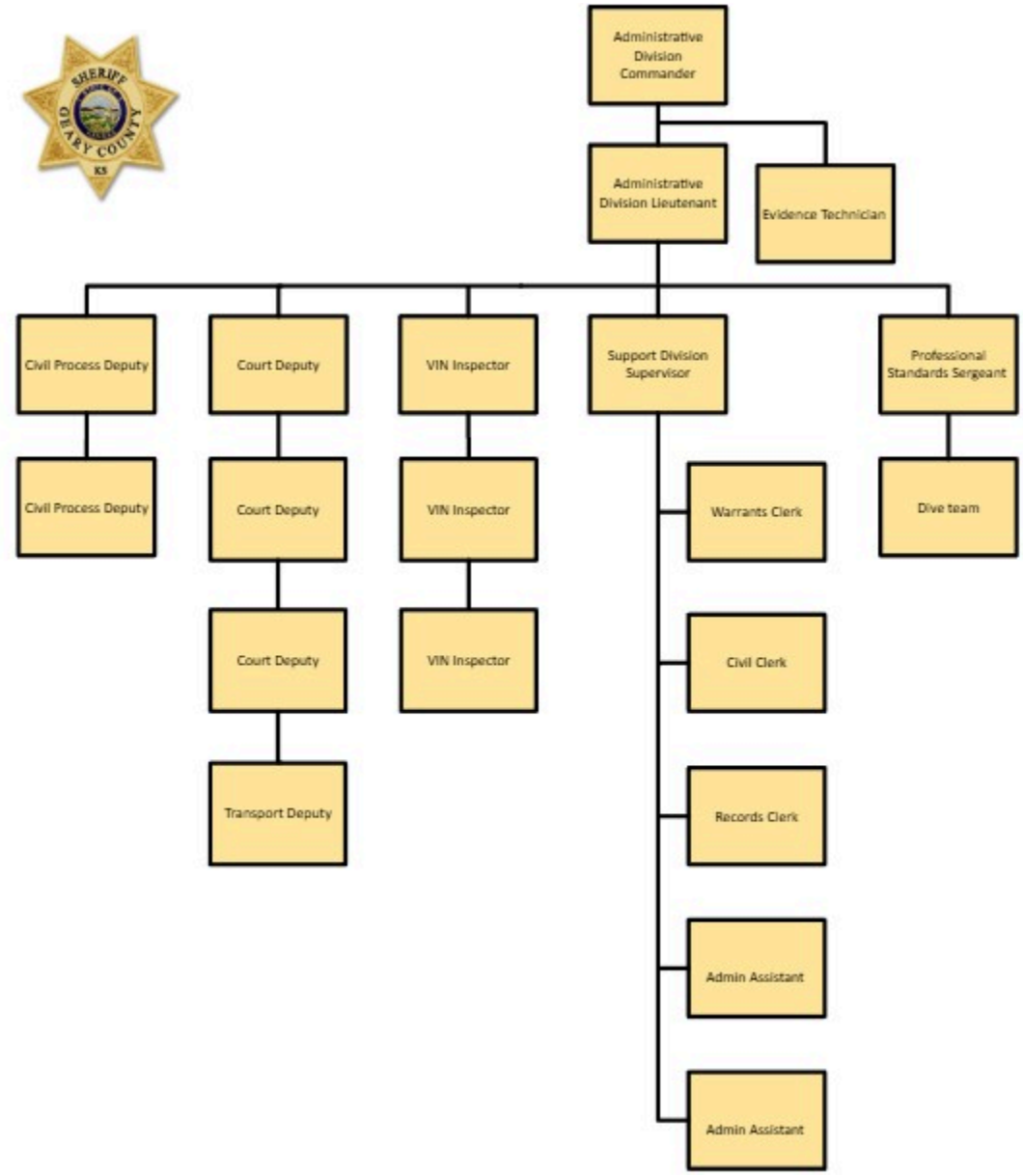


Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Organizational Structure and Responsibility



Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office



200.7 ORGANIZATIONAL CHART

The Sheriff or the authorized designee is responsible for developing and maintaining an organizational chart that shall be accessible to all members and the public and should be updated as needed.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Departmental Directives

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

201.1 PURPOSE

The purpose of this policy is to establish guidelines for the review and issuance of Departmental Directives.

201.2 PROCEDURE

Departmental Directives may be used to modify existing policies and procedures as appropriate when an immediate need to adapt a policy or procedure exists or may be used to create new policies and procedures in order to best meet the mission of the Office.

201.3 PROTOCOL

Departmental Directives should be incorporated into the Policy or Procedural Manual, as required, upon approval.

The Administrative Commander or the authorized designee should ensure that all Departmental Directives are disseminated appropriately. All members will be notified when a Departmental Directive is developed, rescinded or has been formally adopted into the Policy Manual either through email, staff meetings or shift briefs.

201.4 AVAILABILITY OF DIRECTIVES

All Departmental Directives will be made available within the T Drive (J:) "Written Directives" folder. All members shall be provided access to the Departmental Directives. Each member shall acknowledge that they have been provided access to, and has had the opportunity to review the Departmental Directives. Members shall seek clarification as needed from their supervisor for any provisions they do not fully understand.

201.5 FORMAT

The Sheriff shall determine the types and titles of any Departmental Directives needed for operation of the Office. The Sheriff shall also be the final authority on the format for Departmental Directives. Departmental Directives will generally be formatted on the agency's letter head.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Training

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

202.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted, and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

202.2 POLICY

The Sheriff's Office will ensure that training is provided annually to meet federal, state, local, CALEA Accreditation, and Kansas Commission on Police Officers' Standards and Training (KS·CPOST) requirements. The Sheriff's Office prioritizes continuing education and professional development to support the growth and readiness of all members.

202.3 OBJECTIVES

The objectives of training are to:

1. Enhance the level of law enforcement service to the public.
2. Increase the technical expertise and overall effectiveness of office members.
3. Provide for continued professional development of office members.
4. Ensure compliance with KS·CPOST rules and regulations concerning law enforcement training.

202.4 TRAINING OVERSIGHT AND COORDINATION

It is the responsibility of the Administrative Division Commander to oversee and coordinate training, as resources allow, ensuring that all members complete required basic, in-service, and office-mandated training. Training efforts should be systematically documented, with records maintained for all members.

The Administrative Division Commander shall regularly review training activities to ensure they remain current and effective. Training coordination should encompass curriculum, instructional materials, facilities, and scheduling, and address CALEA Accreditation requirements, Federal, State, and local legal updates, as well as all office-mandated minimum training standards for deputies and other personnel.

202.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Federally-mandated training:
    (a) National Incident Management System (NIMS) training
2. State-mandated training:
    (a) Deputies of the Office must meet the training requirements to be certified by KS·CPOST (K.S.A. § 74-5607a; K.S.A. § 74-5608a).
    (b) Full-time deputies shall complete 40 hours of continuing law enforcement education or training annually unless extended, waived, or modified by KS·CPOST. All training shall be approved in advance by the Sheriff or the authorized designee (K.S.A. § 74-5607a(b); K.A.R. 106-1-9).
    (c) Members assigned to a school shall complete a skill development training course as required by K.A.R. 16-16-3.
3. Locally-mandated training (including county or city)

The Sheriff shall ensure that every deputy in the office has the opportunity to receive mandatory training as prescribed in K.S.A. § 74-5604a (K.S.A. § 74-5617).

202.5 TRAINING ATTENDANCE

1. All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to the following:
    (a) Court appearances
    (b) Previously approved vacation or time off
    (c) Illness or medical leave
    (d) Physical limitations preventing the member's participation
    (e) Emergency situations or office necessity
2. Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
    (a) Document his/her absence in a memorandum to his/her supervisor.
    (b) Make arrangements through his/her supervisor or the Administrative Division Commander to attend the required training on an alternate date.

202.6 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Geary County Sheriff's Office Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Administrative Division Commander.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Administrative Division Commander. Members should not share their password with others

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Office.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Members shall acknowledge the DTB indicating completion. The acknowledgement generates a receipt in KMS that allows administrative review of user activity. Although the DTB system can be accessed from any internet-active computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

202.7 TRAINING RECORDS

Members are responsible for the creation of their training reports and turning them into the Administrative Division Commander by their next scheduled duty date.

The Administrative Division Commander is responsible for filing and storage of all training records. Training records shall be retained in accordance with KS·CPOST guidelines and the established records retention schedule.

The Administrative Division Commander shall ensure that certified reports of annual in-service training requirements are sent to KS·CPOST no later than 30 days after the training concludes (K.S.A. § 74-5607a).

202.8 ACCREDITATION TRAINING

CALEA Accreditation Training:

1. All employees will be familiarized with the accreditation process. This familiarization should acquaint employees with the history and background of accreditation, the Department's involvement in the process, the goals and objectives of accreditation, the advantages of accreditation and its impact on the Department.
2. Familiarization with the accreditation process will be provided to employees as follows:
    (a) Newly hired employees within thirty days after their employment begins or within thirty days after completing the recruit academy.
    (b) All employees during the self-assessment phase of initial accreditation; and
    (c) All employees just prior to on-site assessments associated with each re-accreditation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Electronic Mail

Effective Date:	01.07.2025
Revised Date:	03.25.2025
Issuing Authority: Sheriff Nate Boeckman	

203.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Office.

203.2 POLICY

Geary County Sheriff's Office members shall use email in a professional manner in accordance with this policy and current law (e.g., Kansas Open Records Act).

203.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

203.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Office.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Office are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member’s name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member’s email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

203.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Kansas Open Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Official Custodian or other custodian assigned shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

203.6 SIGNATURE

Members shall have an office approved signature. Members should use their signature when sending emails. Members may choose one of the two signatures below:

Geary County Sheriff's Office
826 N. Franklin St. Junction City, KS
Office: (785)238-2261

Geary County Sheriff's Office
826 N. Franklin St.
Junction City, KS 66441
Phone: 785-238-2261

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Administrative Communications

Effective Date:	01.07.2025
Revised Date:	04.11.2025
Issuing Authority: Sheriff Nate Boeckman	

204.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Office communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Office.

204.2 POLICY

The Geary County Sheriff's Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

204.3 MEMORANDUM

Memorandums may be issued periodically by the Sheriff or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

204.4 CORRESPONDENCE

To ensure that the letterhead and name of the Office are not misused, all official external correspondence shall be on office letterhead. All office letterhead shall bear the signature element of the Sheriff. Official correspondence and use of letterhead requires approval of a supervisor. Office letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate office electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender’s office-approved signature and electronic communications disclaimer language.

204.5 SURVEYS

All surveys made in the name of the Office shall be authorized by the Sheriff or the authorized designee.

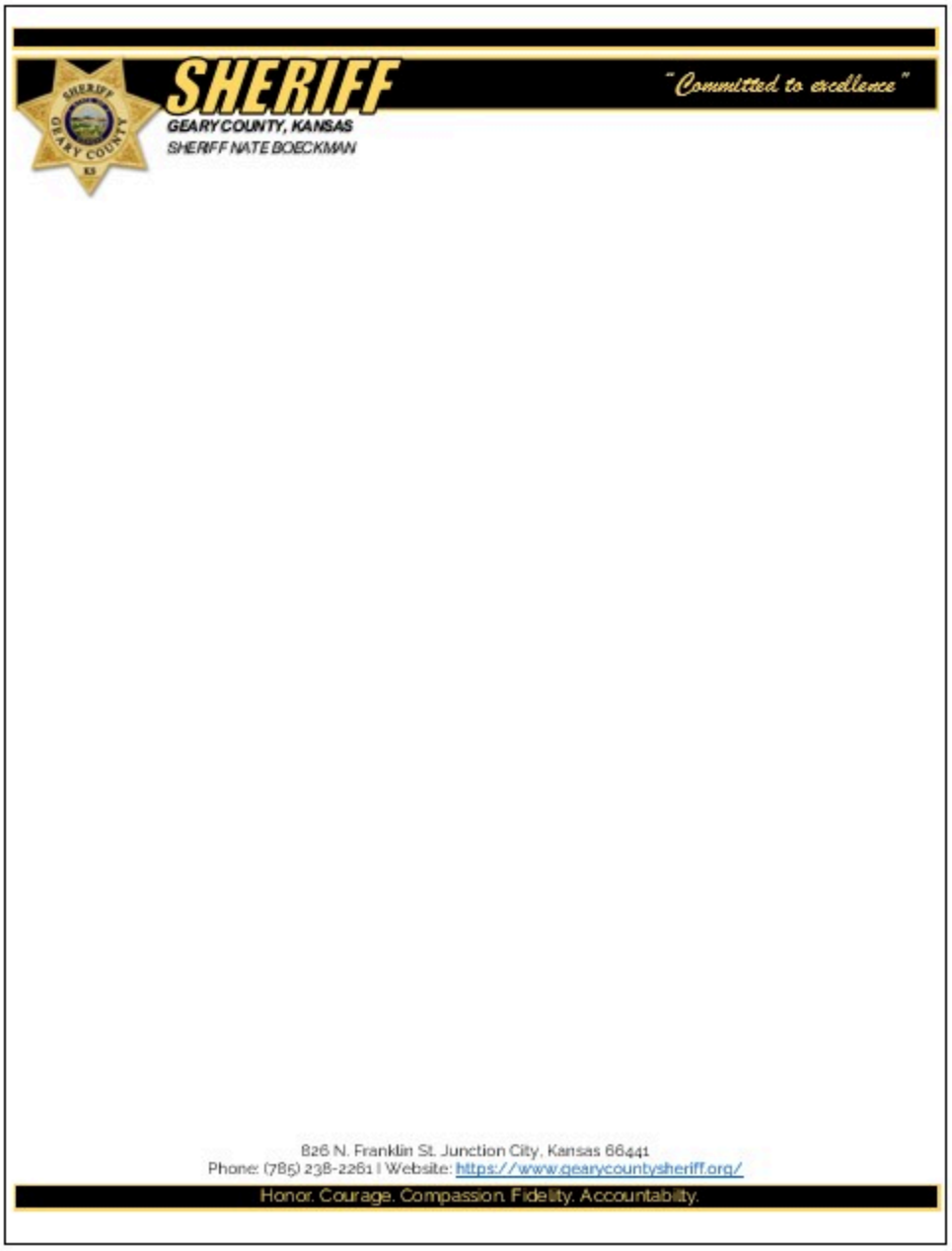
Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

204.6 OTHER COMMUNICATIONS

Departmental Directives and other communications necessary to ensure the effective operation of the Office shall be issued by the Sheriff or the authorized designee.

204.7 LETTERHEAD

Below is the only office approved letterhead authorized for use:



Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Supervision Staffing Levels

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Office and members throughout all Divisions.

205.2 POLICY

The Geary County Sheriff's Office will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Office. The needs of its members should be balanced with the needs of the Office for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Office.

205.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Division Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any employment agreement and activity levels to meet the needs of members and the goals of the Office.

205.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Concealed Carry License

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

206.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a written process for the application of a concealed carry license pursuant to Kansas law.

206.2 POLICY

It is the policy of the Geary County Sheriff's Office to process applications for concealed carry licenses in accordance with applicable law and this policy.

206.3 APPLICATION PROCESS

An applicant for a concealed carry license must be a resident of this county and submit the following application documents (K.S.A. § 75-7c05; K.A.R. 16-11-5):

1. A completed application form
2. A nonrefundable license fee
3. A photocopy of proof of training required pursuant to K.S.A. § 75-7c04
4. A full frontal view photograph of the applicant taken within the preceding 30 days
5. A photocopy of the applicant's driver's license or state identification card
6. A retired law enforcement officer, or a corrections officer, parole officer or a corrections officer currently employed by the federal bureau of prisons or a similar body, must meet certain requirements and pay fees specific to his/her position

Upon receipt of a completed application, the Office shall collect a full set of fingerprints from the applicant. Within seven days of receiving an application, the Sheriff or the authorized designee shall submit (K.A.R. 16-11-5):

1. To the attorney general:
    (a) A copy of the applicant's completed application.
    (b) The application fee established by K.S.A. § 75-7c05.
2. One full set of the applicant's fingerprints to either:
    (a) The Kansas Bureau of Investigation, electronically.
    (b) The attorney general on an applicant card provided by the Federal Bureau of Investigation (FBI).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Active military duty applicants stationed at a military installation outside of Kansas may mail the application and required documents, including fingerprints collected at the United States military installation, to the sheriff of the county in which the applicant resides (K.S.A. § 75-7c05).

The full set of fingerprints and submitted application documents shall be forwarded to the attorney general pursuant to K.S.A. § 75-7c05(c)(1).

206.3.1 SHERIFF VOLUNTARY INFORMATION

The sheriff of an applicant's county of residence, or any chief of police, may submit a report to the attorney general that the applicant poses a significantly greater threat to law enforcement or the public at large than the average citizen. The report must (K.S.A. § 75-7c05(c)(2)):

1. Contain readily discoverable information, corroborated through public records, and be combined with another enumerated factor.
2. Be made within 45 days after the date the sheriff receives the application.

206.4 REPORTING AND RECORDS

The Office shall keep a record of all applications for a concealed carry license in accordance with the established records retention schedule.

206.4.1 CONFIDENTIAL RECORDS

All information collected from an applicant is confidential unless otherwise allowed by law (K.S.A. § 75-7c06).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Retiree Concealed Weapons

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Geary County Sheriff's Office identification cards under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide identification cards to qualified former or retired deputies as provided in this policy.

207.3 LEOSA

The Sheriff may issue an identification card for LEOSA purposes to any qualified former deputy of this office who (18 USC § 926C(c)):

1. Separated from service in good standing from this office as a deputy.
2. Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this office.
3. Has not been disqualified for reasons related to mental health.
4. Has not entered into an agreement with this office where the deputy acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
5. Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former deputy and identify him/her as having been employed as a deputy.

If the Geary County Sheriff's Office qualifies the former deputy, the LEOSA identification card or separate certification should indicate the date the former deputy was tested or otherwise found by the Office to meet the active-duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former deputy of this office, may carry a concealed firearm under 18 USC § 926C when he/she is:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
    (a) An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
    (b) A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
2. Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
3. Not prohibited by federal law from receiving a firearm.
4. Not in a location prohibited by Kansas law or by a private person or entity on his/her property if such prohibition is permitted by Kansas law.

207.4 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Office. In the event that an identification card is denied, suspended or revoked, the former deputy may request a review by the Sheriff. The decision of the Sheriff is final.

207.5 FORMER DEPUTY RESPONSIBILITIES

A former deputy with a card issued under this policy shall immediately notify the Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former deputy shall:

1. Sign a waiver of liability of the Office for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Office.
2. Remain subject to all applicable office policies and federal, state and local laws.
3. Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
4. Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

207.6 FIREARM QUALIFICATIONS

The Rangemaster may provide former deputies from this office an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

207.7 PROOF OF GOOD STANDING

The Sheriff or the authorized designee, after receiving a request from a deputy who has retired in good standing and is seeking a Kansas concealed carry permit, shall provide the attorney general with the required proof of retirement (K.S.A. § 75-7c05(g)).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 3 - General Operations

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Use of Force

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this office is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the deputy or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Serious Physical Injury- A bodily injury that creates a substantial risk of death; causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the deputy at the time, taken as a whole, including the conduct of the deputy and the subject leading up to the use of force.

Less than lethal- Any Use of Force other than that which is considered deadly force that can involve physical effort to control, restrain, or overcome the resistance of another.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Reasonable Belief- The facts or circumstances the officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Deputies are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Deputies must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Geary County Sheriff's Office recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERVENE AND REPORT

Employees are expected to use independent, articulable, objectively reasonable force when making decisions regarding the need and appropriateness of the force to be used.

Any employee present and observing another employee using force that is obviously illegal or clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, safely intercede to prevent the use of such force. The action required by the employee will depend on the circumstances of the incident and the employee's scope of authority and training.

Appropriate action may include, but is not limited to:

1. Verbal or physical intervention;
2. Immediate notification to a supervisor, and/or
3. A direct order by a supervisor to cease the use of force.

Upon observing another agency employee or public safety associate engage in any unreasonable use of force or upon becoming aware of any violation of policy, state law, federal law, or local ordinance, agency employees shall intervene and immediately notify a supervisor.

Intervention must be immediate when employees encounter unreasonable actions that could result in injury, death, or violations of constitutional or civil rights.

Intervention in other circumstances, such as conduct unbecoming of an employee, may best be handled through reporting the matter to the appropriate supervisory or administrative authority.

Intervention by non-sworn agency employees (except detention employees) shall not include physical intervention.

Public safety associates may include, but are not limited to:

1. Members of task forces

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Members from other agengies with shared or concurrent jurisdictions
3. Agency volunteers; and
4. Representatives from support organizations within the broader criminal justice system

300.2.2 PERSPECTIVE
When observing or reporting force used by a law enforcement officer, each deputy should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation a deputy might encounter, deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which deputies reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this office. Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires a deputy to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION
When circumstances reasonably permit, deputies should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

300.3.2 USE OF FORCE TO EFFECT AN ARREST
A law enforcement officer or any person summoned or directed to assist in making a lawful arrest need not retreat or desist from efforts to make a lawful arrest because of resistance or threatened resistance to the arrest. A law enforcement officer is justified in the use of any force he/she

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

reasonably believes to be necessary to both effect the arrest and also to defend him/herself or another from bodily harm while making the arrest (K.S.A. § 21-5227).

300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

1. Immediacy and severity of the threat to deputies or others.
2. The conduct of the individual being confronted, as reasonably perceived by the deputy at the time.
3. Deputy/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of deputies available vs. subjects).
4. The effects of suspected drug or alcohol use.
5. The individual's mental state or capacity.
6. The individual's ability to understand and comply with deputy commands.
7. Proximity of weapons or dangerous improvised devices.
8. The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
9. The availability of other reasonable and feasible options and their possible effectiveness.
10. Seriousness of the suspected offense or reason for contact with the individual.
11. Training and experience of the deputy.
12. Potential for injury to deputies, suspects, and others.
13. Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the deputy.
14. The risk and reasonably foreseeable consequences of escape.
15. The apparent need for immediate control of the individual or a prompt resolution of the situation.
16. Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the deputy or others.
17. Prior contacts with the individual or awareness of any propensity for violence.
18. Any other exigent circumstances.

300.3.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Deputies may only apply those pain compliance techniques for which they have successfully completed office-approved training. Deputies utilizing any pain compliance technique should consider:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. The degree to which the application of the technique may be controlled given the level of resistance.
2. Whether the individual can comply with the direction or orders of the deputy.
3. Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the deputy determines that compliance has been achieved.

300.3.5 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

1. At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.
2. Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.
3. The deputy shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.
4. Any deputy attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.
5. The use or attempted use of the carotid control hold shall be thoroughly documented by the deputy in any related reports.

300.3.6 RESPIRATORY RESTRAINTS

The use of a respiratory restraint, also known as a chokehold, is limited to circumstances where deadly force is authorized and if applied, is subject to the same guidelines and requirements as a carotid control hold.

300.3.7 USE OF FORCE TO SEIZE EVIDENCE

In general, deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, deputies should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Deputies are encouraged to use techniques and methods taught by the Geary County Sheriff's Office for this specific purpose.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

300.4 DEADLY FORCE APPLICATIONS

When reasonable, the deputy shall, prior to the use of deadly force, make efforts to identify themself as a peace officer and to warn that deadly force may be used, unless the deputy has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving an imminent threat or an imminent risk:

1. A deputy may use deadly force to protect themself or others from what the deputy reasonably believes is an imminent threat of death or serious bodily injury.
2. A deputy may use deadly force to stop a fleeing subject when the deputy has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the deputy reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

However, a deputy shall not use deadly force against a person whose actions are a threat solely to themself or property unless the person poses an imminent danger of death or serious physical injury to the deputy or others in close proximity.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a deputy reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the deputy or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the deputy believes the individual intends to do so.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, deputies should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

A deputy should only discharge a firearm at a moving vehicle or its occupants when the deputy reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the deputy or others.

Deputies should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this office, including any action that results in, or is alleged to have resulted in, injury or death of another person, shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The deputy should articulate the factors perceived and why the deputy believed the use of force was reasonable

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

under the circumstances. A use of force report will be completed if the use of force used was a result in any of the following:

1. Injury to or injury claimed by the subject, or any third party, i.e. bystanders.
2. Use of any lethal or less lethal weapon, e.g. duty/secondary duty/off-duty handgun; baton; OC spray; CED, except for training, target practice, ballistics examination, or the humane killing of an injured animal.
3. Use of any weaponless or hand-to-hand control technique or actions, except for training.
4. Pointing of a handgun, shotgun, rifle, Conducted Energy Device, or any less-lethal munitions while giving direct verbal commands for the purpose of gaining compliance.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Office may require the completion of additional report forms, as specified in office policy, procedure, or law. Under any circumstance of doubt, Deputies shall ask their supervisor for clarification regarding if and when to report the use of force.

The deputies chain of command shall complete an administrative review of each use of force action within Frontline to address any policy, training, equipment or disciplinary issues.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

1. The application caused a visible injury.
2. The application would lead a reasonable deputy to conclude that the individual may have experienced more than momentary discomfort.
3. The individual subjected to the force complained of injury or continuing pain.
4. The individual indicates intent to pursue litigation.
5. Any application of the conducted energy device or control device.
6. Any application of a restraint device other than handcuffs, shackles, or belly chains.
7. The individual subjected to the force was rendered unconscious.
8. An individual was struck or kicked.
9. An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be provided for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the Deputy's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of an examination and appropriate care rendered by a Deputy who has received training commensurate with the level of care required, or by an emergency medical services provider, or by qualified medical personnel at a hospital or detention facility. **If the Deputy is uncertain as to the severity of the injury, the appropriate course of treatment, or the Deputy's ability to safely provide care, emergency medical services shall be requested without delay.** If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another deputy and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling deputy shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the deputy reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple deputies to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Deputies who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

If an individual requests emergency medical services following a use of force, emergency medical services shall be summoned without delay, regardless of the deputy's assessment of the apparent severity of the injury.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

1. Obtain the basic facts from the involved deputies. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
2. Ensure that any injured parties are examined and treated.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
    (a) The content of the interview should not be summarized or included in any related criminal charges.
    (b) The fact that a recorded interview was conducted should be documented in a property or other report.
    (c) The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
4. Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
    (a) These photographs should be retained until all potential for civil litigation has expired.
5. Identify any witnesses not already included in related reports.
6. Review and approve all related reports.
7. Determine if there is any indication that the individual may pursue civil litigation.
    (a) If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
8. Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 WATCH COMMANDER RESPONSIBILITY

The Watch Commander shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

All agency personnel authorized to carry a firearm, conducted energy device, and Control Device shall receive annual training on this policy and demonstrate their knowledge and understanding, before being authorized to carryfirearms or control devices.

Subject to available resources, deputies should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

Definitions of conditional terms, such as those for reasonable belief, serious physical injury or similar terms used to qualify the directive, shall be included and reviewed during annual in-service use of force training.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

300.8.1 TRAINING REQUIREMENTS

Required annual training shall include:

1. Legal updates.
2. De-escalation tactics, including alternatives to force.
3. The duty to intervene.
4. The duty to request and/or render medical aid.
5. Warning shots (see the Firearms Policy).
6. All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

300.9 USE OF FORCE ANALYSIS

At least annually, the Operations Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Sheriff. The report should not contain the names of deputies, suspects or case numbers, and should include:

1. The identification of any trends in the use of force by members.
2. Training needs recommendations.
3. Equipment needs recommendations.
4. Policy revision recommendations.
5. Date and Time of Incidents
6. Types of Encounters resulting in use of force
7. trends and patterns related to Race, age and gender
8. Trends and patterns resulting in injury to any person

300.9.1 DATA FOR ANALYSIS

Use of force data to be reviewed shall include:

1. Date and time incident occurred.
2. Types of incidents resulting in the use of force.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Use of Force Review Boards

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Geary County Sheriff's Office to review the use of force by its members.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of the use of force.

301.2 POLICY

The Geary County Sheriff's Office will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Whenever a member's actions or use of force in an official capacity, or while using office equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Sheriff may exercise discretion and choose not to place a member in an administrative assignment. During the time of administrative leave or reassignment the office will provide a Post Incident Debrief and or Counseling for those employees involved. The Sheriff's Office notes that in some instances the involved members family may also require assistance.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm where death or great bodily harm could occur, whether the member was on- or off-duty, excluding training or recreational use.

The Sheriff may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Administrative Services Division Commander will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved member to notify the Administrative Services Division Commander of any incidents requiring board

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

review. The involved member’s Division Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Administrative Services Division Commander should staff the Use of Force Review Board with five individuals from the following, as appropriate:

1. Representatives of each division
2. Command staff representative from the involved member's chain of command
3. A peer deputy/office member
4. A law enforcement officer from an outside law enforcement agency, as appropriate
5. Office instructor for the type of weapon, device or technique used

The senior ranking command staff representative who is not in the same division as the involved member will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Sheriff will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

The review shall be based upon those facts which were reasonably believed or known by the deputy at the time of the incident, applying any legal requirements, office policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with Geary County Sheriff's Office disciplinary procedures, the Personnel Complaints Policy, the current employment agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. The member's actions were within office policy and procedure.
2. The member's actions were in violation of office policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Sheriff.

The Sheriff shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member's Division Commander for review and appropriate action. If the Sheriff concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Sheriff.

301.5 DATA TO BE GATHERED BY THE REVIEW BOARD

The review board should collet the following information to aid in their review and recommendation to the sheriff.

1. Summary of the Incident
2. Race
3. Gender
4. age of subject to which force was applied
5. Date and time of incident
6. Location of incident
7. Circumstances requiring force
8. Injuries sustained (officers/suspects)
9. Medical treatment provided (Officers/suspects)
10. Acknowledgement of Supervisor review this includes any follow up actions.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Handcuffing and Restraints

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Geary County Sheriff's Office authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and office training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Geary County Sheriff's Office-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, deputies should carefully balance officer safety concerns with factors that include, but are not limited to:

1. The circumstances or crime leading to the arrest.
2. The demeanor and behavior of the arrested person.
3. The age and health of the person.
4. Whether the person is known to be pregnant.
5. Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
6. Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of deputies and others. When deciding whether to remove restraints from a detainee, deputies should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

302.3.2 RESTRAINT OF PREGNANT PERSONS
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg restraints, waist chains, or handcuffs behind the body should not be used unless the deputy has a reasonable suspicion that the person may resist, attempt escape, injure themselves or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, deputies, or others.

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the deputy has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the deputy or damage property.

302.3.4 NOTIFICATIONS
Whenever a deputy transports a person with the use of restraints other than handcuffs, the deputy shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the deputy reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS
Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Office. Deputies should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, deputies should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, deputies should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS
Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Spit hoods may be placed upon persons in custody when the deputy reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Deputies utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Deputies should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Deputies should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg restraints, and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort, and mobility.

Only office-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Office shall be used.

In determining whether to use the leg restraint, deputies should consider:

1. Whether the deputy or others could be exposed to injury due to the assaultive or resistant behavior of a person.
2. Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting deputy while handcuffed, kicking at objects or deputies).
3. Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. If practicable, deputies should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
2. Once applied, absent a medical or other emergency, restraints should remain in place until the deputy arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
3. Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on their stomach for an extended period, as this could reduce the person's ability to breathe.
4. The restrained person should be continually monitored by a deputy while in the leg restraint. The deputy should ensure that the person does not roll onto and remain on their stomach.
5. The deputy should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.
6. When transported by emergency medical services, the restrained person should be accompanied by a deputy when requested by medical personnel. The transporting deputy should describe to medical personnel any unusual behaviors or other circumstances the deputy reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 TRAINING

Subject to available resources, the Administrative Division Commander should ensure that deputies receive periodic training on the proper use of handcuffs and other restraints, including:

1. Proper placement and fit of handcuffs and other restraint devices approved for use by the Office.
2. Response to complaints of pain by restrained persons.
3. Options for restraining those who may be pregnant without the use of leg restraints, waist chains, or handcuffs behind the body.
4. Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

302.9 TRANSPORTING

Every arrestee transported shall be secured in handcuffs with the handcuffs double locked. Arrestees shall be handcuffed with their hands behind their back except in the following circumstances:

1. The transporting officer may choose in limited circumstances not to handcuff a arrestee's hands behind their back. In these cases, the arrestee's hands shall be handcuffed in front of their waist with hand restraints. The exceptions will be limited to the following:
    (a) persons who are crippled or otherwise physically incapacitated and incapable of escape or placing their hands behind their back.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) Elderly, ill or pregnant persons arrested for minor offenses.

(c) Any other reason that a person is physically incapable of placing their hands behind their back.

No arrestee is to be handcuffed to any part of the transporting vehicle, except in exigent circumstances where no other alternative exists. If such an incident should arise it shall be documented and a supervisor shall be notified.

Officers shall be cognizant of preventing lethal positions, i.e. Positional Asphyxia. Positional asphyxia refers to a situation where there is compromise of respiration because of splinting of the chest and/or diaphragm preventing normal respiratory excursion, or occlusion of the upper airway due to abnormal positioning of the body.

During transports of a restrained detainee, any sudden cessation of verbal communication or unusual quietness should be checked as a possible medical distress. Monitor the person by watch the three ABC's: Airway, Breathing and Circulation.

1. Airway – The path is free of obstruction and allows the flow of air to the lungs.
2. Breathing – Air flows to and from the lungs.
3. Circulation – A heartbeat and pulse are present.

Every arrestee in a vehicle will be secured with a seatbelt. The only exception to this is if the transporting officer feels they may be injured by a violent prisoner during the placement of the seatbelt or the use of alternate restraining devices prohibits the use.

At times, the Sheriff's Office transports arrestees who display behavior and/or threats of harm that require transport to a medical facility for evaluation. Mentally disturbed persons may pose a significant threat to themselves and/or the transporting officers. In these cases, the following shall apply:

1. The persons shall be restrained securely but not in a manner that may tend to cause harm to the person.
2. If the person is violent, a second officer may assist the transporting officer by either following the vehicle or riding inside the vehicle.
3. When it appears that a person's violent or bizarre behavior may constitute a risk of harm to themselves or to others, the persons may be transported in restraints on a stretcher in an EMS vehicle. This method of transportation should only be used when no other method is feasible. In this case, the officer shall ride in the EMS vehicle with the person.

When one officer is transporting one arrestee in a caged car, the arrestee shall be placed in the cage.

When one officer is transporting one arrestee without a caged car, the arrestee shall be transported in the front passenger seat.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When two officers are transporting a detainee without a caged car, the detainee shall be seated in the back seat opposite the driver. The second officer shall be seated in the back seat behind the driver.

When two detainees are transported in a car, a cage shall be required separating the driver from the detainees.

Juvenile subjects shall be transported separately from adults.

No vehicle that is mechanically unsafe will be used to transport arrestees.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Control Devices

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices.

303.2 POLICY

The statutory authority for a law enforcement officer's response to resistance is contained in K.S.A. 21-5227. All agency personnel authorized to carry lethal and less lethal weapons will be issued copies of and be instructed on developing a knowledge and understanding of the law, rules, regulations, and policies pertaining to the use of less-lethal weapons before being permitted to carry such weapon.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

The Geary County Sheriff's Office recognizes that combative, non-compliant, armed, and/or violent subjects cause handling and control problems that require special training and equipment. Thus, the Office has adopted the less-lethal force philosophy to assist in the deescalation of these potentially violent confrontations that may result in death without these less lethal alternatives.

Agency personnel shall not unnecessarily display, brandish, or use a weapon in a threatening manner or as an intimidation device unless they are attempting to prevent the further escalation of force; however, when it is reasonable to anticipate that a weapon may be required, that weapon may be readied for use.

All agency personnel authorized to carry lethal and less lethal weapons shall receive all use of force policies and related instruction in the agencies Use of Force training before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented in the appropriate KCPOST form. Only agency personnel that demonstrate proficiency in the use of agency-authorized less lethal weapons will be approved to carry such weapons.

303.4 REPAIRS TO MALFUNCTIONING DEVICES

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned control device to their supervisor as well to the appropriate Control Device Instructor. If a control device is malfunctioning and cannot be repaired by the certified instructor, the Deputy will be provided another control device until repairs can be made. The instructor will follow the procedural manual for the control device for any repairs. Prior to control devices being approved and issued, the appropriate control device instructor shall review and inspect the device in accordance with the device's procedural manual.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

303.5 CONTROL DEVICE RECORDS

The appropriate certified control device instructor shall keep a record of all devices approved by the office for official use.

303.6 CS GAS (2-CHLOROBENZENE MALONOITRILE) GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Watch Commander, Incident Commander or Special Response Team Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of office members or the public.

303.7.1 OC (OLEORESIN CAPSICUM) SPRAY

Uniformed members carrying OC spray shall carry the device in its approved holster. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.7.2 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

Deputies encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward an individual, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

303.7.3 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES (LESS THAN LETHAL SHOTGUN/40MM)

This office is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE

Only office-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Deputies are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved deputy determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and deputies takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

1. The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
2. The suspect has made credible threats to harm him/herself or others.
3. The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at deputies, other office members and/or other people.
4. There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the deputy should consider such factors as:

1. Distance and angle to target.
2. Type of munitions employed.
3. Type and thickness of subject's clothing.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. The subject's proximity to others.
5. The location of the subject.
6. Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other deputies and individuals that the device is being deployed.

Deputies should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, deputies are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Deputies will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.

When they are not deployed, shotguns will be unloaded and properly and securely stored in sheriff's office vehicles. When deploying a kinetic energy projectile shotgun, deputies shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, deputies who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second deputy watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 NOISE/ FLASH DIVERSION DEVICES

Noise and flash diversion devices may be used to facilitate the safe entry of Deputies into certain tactical situations, e.g., search warrant/arrest warrant service. They may also be used to facilitate the safe apprehension of subjects who pose a significant degree of risk to involved Deputies. Only trained Deputies will deploy noise/flash diversion devices. The control device instructor for the NDD must authorize the use of these devices.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

303.11 DEFENSIVE TACTICS

1. Defensive tactics is a system of controlled defensive and offensive body movements used by Depuites to respond to a subject's aggression or resistance.
2. Training and certification
   (a) Deputies will initially complete an approved course that may include classroom instruction, written exam, practical training, and practical qualification by certified instructors at the Kansas Law Enforcement Center.
   (b) Law enforcement personnel shall demonstrate proficiency on a biennial basis.
   (c) Proficiency will be completed biennially through a training course as approved by the Defensive Tactics Instructor during in-service training.

303.12 TRAINING FOR CONTROL DEVICES

The Administrative Division Commander shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or re-certified as necessary.

1. Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
2. All training and proficiency for control devices will be documented in the member's training file.
3. Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

303.12.1 TRAINING REQUIREMENTS

Proficiency training on control devices shall be conducted at least biennially.

303.13 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

303.14 OFF-DUTY CARRYING OF CONTROL DEVICES

Deputies are not authorized to carry office tear gas, pepper projectiles, OC Spray or kinetic energy projectile systems while off-duty.

303.15 AUTHORIZED LESS THAN LETHAL CONTROL DEVICES

The following control devices are approved for carry and use pursuant to this policy:

1. 40mm launcher (impact munitions, oc, cs) (SRT Application)
2. Less than lethal shotgun's (Mossberg 500, Remington 870, Beneli Nova)
3. Pepper Ball Gun

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. OC SPRAY
5. Noise diversionary devices

303.16 MEDICAL CONSIDERATIONS

Appropriate medical aid shall be rendered as soon as safety allows. Prior to administration of medical attention or emergency medical response Deputies should Handcuff the subject to minimize the threat of injury to the public, a Deputy, or the subject.

EMS shall be summoned in the following circumstance:

1. If it appears likely to the Deputy that such care is needed. Any doubt is to be resolved by providing medical attention.
2. Upon request by the subject.

Deputies shall continually monitor the subject for the possible development of medical issue.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Conducted Energy Device

Effective Date:	01.07.2025
Revised Date:	02.13.2025
Issuing Authority: Sheriff Nate Boeckman	

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

304.2 POLICY

It is the policy of this agency to use only that level of force that is reasonably necessary to control noncompliant or potentially violent individuals. CED's may be used by authorized and trained personnel in accordance with this policy

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed mandatory office-approved training by the CED instructor and have demonstrated proficiency will be issued and shall carry the CED while on duty. All agency personnel authorized to carry lethal and less lethal weapons shall receive all use of force policies and related instruction in the agencies Use of Force training before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented in the appropriate KCPOST form. The CED shall be carried in an approved holster on the opposing side from the employees handgun. Employees in an administrative, undercover, or training capacity, are exempt from carrying the CED with the approval from the Sheriff.

The certified CED instructor or their designee shall keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members. CED's not issued shall be properly secured and stored in their original packaging, including the desiccant bag, until ready for use. The battery pack shall not be stored anywhere that the gold contacts on the top of the battery pack may touch metal objects. the TASER CAM HD recorder shall not be stored in extreme cold or heat.

CED's are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the office inventory.

Agency Personnel shall only use the CED and cartridges/magazines that have been issued by the Office. Cartridges/magazines should not be used after the manufacturer's expiration date.

The current office approved CED is the Axon Taser 7. The approved cartridges are 12 CQ cartridge and the 3.5 standoff cartridge.

All CED's shall be clearly distinguishable to differentiate them from the duty weapon and any other device.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Agency Personnel should not hold a firearm and the CED at the same time. Non-uniformed personnel may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

304.3.1 USER RESPONSIBILITIES

Deputies shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, and should be completed prior to the beginning of the deputy's shift. See Policy 304.10 for the procedure on a functions check.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Conducted Energy Device Instructor for disposition.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

1. Provide the individual with a reasonable opportunity to voluntarily comply.
2. Provide other deputies and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with a deputy's lawful orders and it appears both reasonable and feasible under the circumstances, the deputy may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the CED in the related report.

304.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, deputies should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, a deputy designated as lethal cover for any deputy deploying a CED may be considered for officer safety.

304.5.1 APPLICATION OF THE CED

1. The CED may be used when it reasonably appears that it will be the most effective, less-lethal response to resistance option, including a violent or physically resistant person or a person who has demonstrated by words or actions an intention to be violent or to physically resist and reasonably appears to present the potential to harm themselves or other. Deputies may use the CED while taking all of the following into consideration:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) The need to arrest or subdue the person

(b) The likelihood of injury to the person, to an innocent bystander(s), or a law enforcement officer(s)

i. The following circumstances increase the potential for injury to the individual. The Deputy should be able to articulate justification for the increased risk. If neuromuscular incapacitation (NMI) is achieved, there is a possibility of an uncontrolled fall:

A. High-risk populations

B. Elderly

C. Infirm

D. Small children

E. Known to be pregnant

ii. Deputy awareness of potential secondary injuries (e.g., falls, elevated positions, surface conditions, etc.)

(c) Deputy safety concerns

2. Deputy may display the CED as a show of force. The CED should not be pointed at any person unless the Deputy involved reasonably believes it will be necessary to use the weapon

3. A CED should not be used on a person in the following circumstances unless the situation justifies an increased risk:

(a) Individual is passively resisting and is not an immediate threat

(b) Mere flight from a pursuing Deputy without additional circumstances

(c) Individual is operating or riding any mode of transportation, conveyance, or machinery

(d) Individual is in an environment which may cause serious injury or death (e.g., elevated position, in water, flammable environment, etc.)

(e) To psychologically torment, to elicit statements or to punish any individual

4. A CED should not be used in the close proximity of flammable liquids, gases, blasting materials or any other highly combustible materials that may be ignited by use of the CED, including a person who may have been contaminated with combustible liquids. Nor should a CED be used when it is reasonable to believe that incapacitation of the person may result in serious injury or death

5. Whenever possible, CED's should be fired at lower center mass (below the sternum) for maximum effectiveness. Back shots are the preferred target area. Areas to avoid are the head, face, neck, groin, and female breast

6. Upon firing the device, the Deputy shall energize the subject the least number of times and no longer than necessary to subdue the subject. The subject shall be secured as soon as practical while disabled by the CED

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

7. The CED shall not be considered an option to combat lethal force unless a secondary officer is present to deploy lethal force in the event CED deployment is ineffective, or extenuating circumstances exist.
8. The CED shall not be used when the officer cannot, for safety or other reasons, approach the person within the weapon's effective range
9. The device may also be used in certain circumstances in a "drive/touch stun" mode. This involves depressing the ARC switch while making contact with preferred areas on the suspect
    (a) Deputies shall not target neck and groin areas.
    (b) Deputies shall avoid using "drive/touch stun" mode unless:
        i. Establishing three or four points of contact to complete the circuit or increase probe spread;
        ii. Breaking contact with the suspect; or
        iii. Applying briefly to attempt pain compliance
    (c) Deputies should not repeat "drive/touch stuns" if compliance is not achieved.
    (d) Deputies should not use "drive/touch stuns" if pain is unlikely to gain compliance due to mind-body disconnect (psychotic episode) or increased pain tolerance due to alcohol or drugs

304.5.0 MULTIPLE APPLICATIONS OF THE CED

Once a deputy has successfully deployed two probes on the subject, the deputy should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors deputies may consider include but are not limited to:

1. Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.
2. Whether the probes are making proper contact.
3. Whether the individual has the ability and has been given a reasonable opportunity to comply.
4. Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the deputy must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

304.5.1 ACTIONS FOLLOWING DEPLOYMENTS

Deputies should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, deputies shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.2 DANGEROUS ANIMALS
The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

304.5.2 OFF-DUTY CONSIDERATIONS
Deputies are not authorized to carry CED's while off duty.

Deputies shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Deputies shall document all CED discharges in the related arrest/crime reports and the CED report forms. Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a office-approved process to preserve the data.

304.6.1 CED REPORT FORM
As applicable based on the device type, items that shall be included in the CED report form are:

1. The brand, model, and serial number of the CED and any cartridge/magazine.
2. Date, time, and location of the incident.
3. Whether any warning, display, laser, or arc deterred a subject and gained compliance.
4. The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
5. The range at which the CED was used.
6. The type of mode used (e.g., probe deployment, drive-stun).
7. Location of any probe impact.
8. Location of contact in drive-stun mode.
9. Description of where missed probes went.
10. Whether medical care was provided to the subject.
11. Whether the subject sustained any injuries.
12. Whether any deputies sustained any injuries.

The Administrative Division Commander should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Administrative Division Commander should

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

also conduct audits of CED device data downloaded to an approved location and reconcile CED report forms with recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS
The deputy should include the following in the arrest/crime report:

1. Identification of all personnel firing CEDs
2. Identification of all witnesses
3. Medical care provided to the subject
4. Observations of the subject's physical and physiological actions
5. Any known or suspected drug use, intoxication, or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or deputies trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

1. The person is suspected of being under the influence of controlled substances and/or alcohol.
2. The person may be pregnant.
3. The person reasonably appears to be in need of medical attention.
4. The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
5. The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or Rangemaster and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

304.9 TRAINING

Personnel who are authorized to carry the CED shall do so only after successfully completing the initial office-approved training by the CED instructor. Any personnel who has not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs shall occur every year by the CED instructor. A reassessment of a deputy's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Administrative Division Commander. All training and proficiency for CEDs will be documented in the deputy's training files. The CED instructor is responsible for maintaining the annual required Axon Taser 7 documentation including proficiency tests, waivers, and certification documents.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Deputies who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with deputies who use the device.

The Administrative Division Commander is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Administrative Division Commander should include the following training:

1. A review of this policy.
2. A review of the Use of Force Policy.
3. Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.
5. Scenario-based training, including virtual reality training when available.
6. Handcuffing a subject during the application of the CED and transitioning to other force options.
7. De-escalation techniques.
8. Restraint techniques that do not impair respiration following the application of the CED.
9. Proper use of cover and concealment during deployment of the CED for purposes of officer safety.
10. Proper tactics and techniques related to multiple applications of CEDs.

304.9.1 REMEDIAL TRAINING

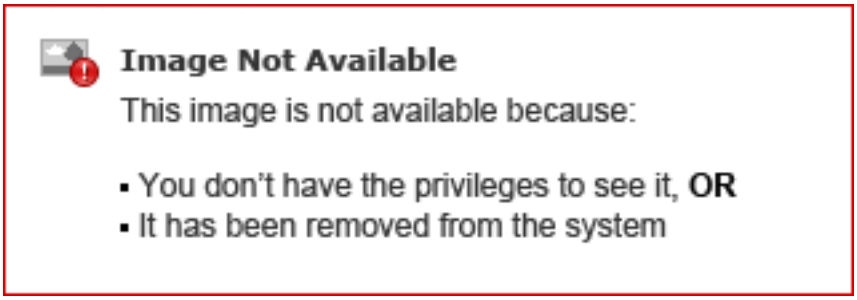
A deputy who is unable to meet office qualification and proficiency requirements with a CED will be provided remedial training. In the event that a Deputy fails to demonstrate proficiency in 3 attempts during a single training session, the certified instructor shall notify the Deputies supervisor. The supervisor shall remove any weapon(s) the Deputy has failed to qualify with until such time as they can successfully complete remedial training and requalify.

304.10 CED MAINTENANCE AND INSPECTION

Prior to the issuance of any CED, the CED instructor shall conduct the following functions test and inspection of the CED.

Point the energy weapon in a safe direction.

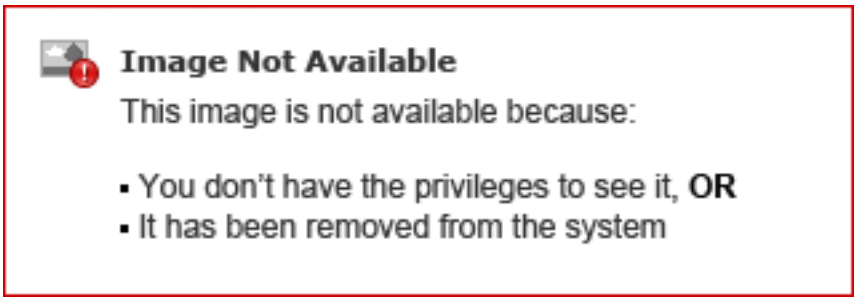
With the safety in the down (SAFE) position, press and release both Arc switches simultaneously. Keep your fingers away from the front of the energy weapon. The CID will display the firmware version and the battery percentage.



Shift the safety switch to the up (ARMED) position.

The energy weapon is now in Function Test mode. The colors on the CID will be reversed as shown below—the battery and loaded cartridge icons are black, and the background is yellow.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office



Press either Arc switch or both Arc switches. The energy weapon will arc for five seconds. Use the Arc switch, not the trigger, to perform a spark test. If you press the trigger in Function Test mode, the energy weapon may return to weapons mode and deploy a cartridge.

View the arc from the top or side of the energy weapon.

Do not point the energy weapon at your face or have it near your face**.**

Verify electricity is arcing across the electrodes on both sides of the firing bay.

After the 5-second cycle is over, look at the CID and verify:

1. there are no fault icons;
2. there are two cartridges present; and
3. there is adequate battery capacity.

Shift the safety switch to the down (SAFE) position.

If any of the above verifications fail, do not issue the CED

BATTERY INSPECTION:

Never place your hands, fingers or other body part in front of the cartridge. This is especially important when loading and unloading the cartridge. Remove the CED Cartridge from the CED before inspection. Before installing and using a CED Cartridge, inspect the blast doors for cracks. The inspection should include the break seams around the blast doors. If the blast doors or seams are cracked, remove the CED Cartridge from service.

MAINTENANCE:

The CED is a sensitive piece of electronic equipment and should be handled with care. Avoid dropping the CED. Do not use a CED that has a cracked handle.

1. Check the battery pack regularly.
   (a) If you are using a rechargeable battery pack (TS1005, TS1013, or TS1017), recharge it when the battery percentage drops below 30%.
   (b) If you are using a non-rechargeable battery pack (TS1006), replace it when the battery percentage drops below 20%.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Occasionally wipe out the CED cartridge deployment bays with a dry cloth. Multiple cartridge firings create build-up (particularly after training courses or in humid environments) that should be removed.

Do not wipe out the bays immediately after the energy weapon has been fired as you might receive a latent short electrical shock. Wait at least five minutes after the last discharge of the energy weapon before wiping out the bays.

1. Secure the CED in the issued holster when the energy weapon is not in use.
2. Function test the energy weapon regularly.
3. Update the energy weapon's firmware when updated firmware is released.
4. Avoid immersing the CED in water or exposing the CED to excessive moisture or water.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Officer-Involved Shootings and Deaths

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of a deputy.

In other incidents not covered by this policy, the Sheriff may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Geary County Sheriff's Office is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair, and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

1. A criminal investigation of the suspect's actions.
2. A criminal investigation of the involved officer's actions.
3. An administrative investigation as to policy compliance by involved deputies.
4. A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Geary County Sheriff's Office would control the investigation if the suspect’s crime occurred in Geary.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Sheriff and with concurrence from the other agency.

305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The control of the criminal investigation into the involved deputy's conduct during the incident will be determined by the employing agency's protocol. When a deputy from this office is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this office to investigate a shooting or death involving an outside agency's officer shall be referred to the Sheriff or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED DEPUTY RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved GESO deputy will be the deputy-in-charge and will assume the responsibilities of a supervisor until properly relieved. This deputy should, as appropriate:

1. Secure the scene and identify and eliminate hazards for all those involved.
2. Take reasonable steps to obtain emergency medical attention for injured individuals.
3. Request additional resources from the Office or other agencies.
4. Coordinate a perimeter or pursuit of suspects.
5. Check for injured persons and evacuate as needed.
6. Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved GESO supervisor should ensure completion of the duties as outlined above, plus:

1. Attempt to obtain a brief overview of the situation from any uninvolved officers.
    (a) In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
2. If necessary, the supervisor may administratively order any GESO deputy to immediately provide public safety information necessary to secure the scene, identify injured parties, and pursue suspects.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses, and any other pertinent information.

(b) The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

3. Provide all available information to the Watch Commander and Dispatch. If feasible, sensitive information should be communicated over secure networks.

4. Take command of and secure the incident scene with additional GESO members until properly relieved by another supervisor or other assigned personnel or investigator.

5. As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

(a) Each involved GESO deputy should be given an administrative order not to discuss the incident with other involved officers or GESO members pending further direction from a supervisor.

(b) When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or is transported by other deputies.

305.5.3 WATCH COMMANDER RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Watch Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Sheriff or a Division Commander.

All outside inquiries about the incident shall be directed to the Watch Commander.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

1. Sheriff
2. Undersheriff
3. Division Commander
4. Outside agency investigators (if appropriate)
5. Investigations Division supervisor
6. Peer support personnel
7. Chaplain
8. Coroner (if necessary)
9. Involved officer's agency representative (if requested)
10. Public Information Officer

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

1. Any request for legal or union representation will be accommodated.
    (a) Involved GESO deputies shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
    (b) Requests from involved non-GESO officers should be referred to their employing agency.
2. Discussions with licensed attorneys will be considered privileged as attorney-client communications.
3. Discussions with employee groups/agency representatives will be privileged only as to the discussion of non-criminal information.
4. A licensed psychotherapist shall be provided by the Office to each involved GESO deputy. A licensed psychotherapist may also be provided to any other affected GESO members, upon request.
    (a) Interviews with a licensed psychotherapist will be considered privileged.
    (b) An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
    (c) A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
5. Communications between the involved deputy and a peer support specialist is addressed in the Wellness Program Policy.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved GESO deputy shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Watch Commander to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

The Sheriff will determine what outside agency will be responsible for the criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

If available, investigative personnel from this office may be assigned to partner with investigators from outside agencies to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. GESO supervisors and Investigations Division personnel should not participate directly in any voluntary interview of GESO deputies. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
2. If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, he/she shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
3. If any involved officer is physically, emotionally, or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
4. Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED GESO DEPUTIES

In the event that suspects remain outstanding or subject to prosecution for related offenses, this office shall retain the authority to require involved GESO deputies to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved GESO deputy may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved GESO deputy of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

1. Identification of all persons present at the scene and in the immediate area.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

(b) Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

2. Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Office.

(a) A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

3. Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigation Division supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Office investigators will be assigned to work with investigators from KBI and may be assigned to separately handle the investigation of any related crimes not being investigated by the selected outside agency.

All related office reports, except administrative and/or privileged reports, will be forwarded to the designated Investigation Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Division Commander.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this office will conduct an internal administrative investigation of involved GESO deputies to determine conformance with office policy. This investigation will be conducted under the supervision of the Investigations Division and will be considered a confidential deputy personnel file.

Interviews of members shall be subject to office policies and applicable laws.

1. Any deputy involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the deputy, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. If any deputy has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved deputy.

    (a) If a further interview of the deputy is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved deputy shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

3. In the event that an involved deputy has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

    (a) Although this interview should not be unreasonably delayed, care should be taken to ensure that the deputy's physical and psychological needs have been addressed before commencing the interview.

    (b) If requested, the deputy shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual deputy's statement, involved deputies shall not consult or meet with a representative collectively or in groups prior to being interviewed.

    (c) Administrative interviews shall be recorded by the investigator. The deputy may also record the interview.

    (d) The deputy shall be informed of the nature of the investigation. If a deputy refuses to answer questions, he/she should be given his/her *Garrity* rights and ordered to provide full and truthful answers to all questions. The deputy shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

    (e) The Investigations Division shall compile all relevant information and reports necessary for the Office to determine compliance with applicable policies.

    (f) Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings to whether there was compliance with the Use of Force Policy.

    (g) Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or County Attorney's Office, as appropriate.

305.8.1 REQUESTS TO REVIEW RECORDINGS

Requests to review recordings of an officer-involved shooting or death made by a body-worn device or in-car camera shall be processed in accordance with the Records Maintenance and Release Policy (K.S.A. § 45-254).

305.9 DEBRIEFING

Following an officer-involved shooting or death, the Geary County Sheriff's Office should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings.

305.9.1 CISD TRAINING

The Administrative Division Commander is responsible for maintaining a list of CISD providers who have successfully completed periodic office-approved CISD training.

305.9.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Sheriff should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.

305.10 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and the office representative responsible for each phase of the investigation. Releases will be available to the Watch Commander, Operations Division Commander, and Public Information Officer in the event of inquiries from the media.

No involved GESO deputy shall make any comment to the media unless he/she is authorized by the Sheriff or a Division Commander.

Office members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Firearms

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training. This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Geary County Sheriff's Office will equip its members with firearms to address the risks posed to the public and office members by violent and sometimes well-armed persons. The Office will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Office and have been thoroughly inspected by the Rangemaster/ armorer. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized office range.

All firearms used in the performance of official duties must undergo a formal process of inspection, review, and approval by qualified personnel before being issued or authorized for use. All new firearms, whether department-issued or personally owned and authorized for duty use, must be submitted to the Armorer for initial inspection. The firearm's make, model, serial number, and condition shall be recorded on the Firearm inspection sheet. The Armorer shall conduct a comprehensive inspection of each firearm, including:

1. Visual check for damage, modifications, or wear.
2. Functional check (e.g., trigger function, safety mechanisms, barrel integrity).
3. Verification of manufacturer specifications and compatibility with agency-approved ammunition.

A standard checklist shall be used to ensure consistency in inspections.

A firearm shall only be approved for operational use if:

1. It passes all inspection criteria.
2. It complies with agency policy regarding caliber, capacity, and configuration.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. The user demonstrates qualification with the firearm in accordance with training and qualification standards.

Personally owned firearms intended for duty use must meet the same standards and undergo the same inspection and approval process. Approval is at the discretion of the Sheriff or designee and subject to policy compliance.

All other weapons not provided by the Office, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by office policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Commander and demonstration of proficiency in the use of the weapon. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized office-issued handgun is the Glock 47 COA (9mm). The following additional handguns are approved for on-duty use:

1. Glock 43 (9mm)

306.3.2 SHOTGUNS

The authorized office-issued shotgun is the Remington 870P 12 gauge. The following additional shotguns are approved for on-duty use:

1. Remington 870P (12ga)
2. MOSSBERG 500 (12ga)
3. Benelli Nova (12ga)

When not deployed, the shotgun shall be properly secured consistent with office training in a locking weapons rack in the patrol vehicle. The weapon shall be stored in "cruiser ready" posture. This means the firearms is on safe, the chamber is empty, the bolt is forward, and the magazine or magazine tube is loaded with approved department ammunition.

306.3.3 PATROL RIFLES

The authorized office-issued patrol rifle is the Daniel Defense DDMV 11 .223. The following additional issued patrol rifles are for on-duty use:

1. CMMG MK57 (5.7)
2. Sig Sauer 516 (223)
3. H&K MP5 (9mm)

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

1. Situations where the member reasonably anticipates an armed encounter.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. When a member is faced with a situation that may require accurate and effective fire at long range.
3. Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
4. When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
5. When a member reasonably believes that a suspect may be wearing body armor.
6. When authorized or requested by a supervisor.
7. When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with office training, in a locking weapons rack in the patrol vehicle. The weapon shall be stored in "cruiser ready" posture. This means the firearms is on safe, the chamber is empty, the bolt is forward, and the magazine or magazine tube is loaded with approved department ammunition.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Sheriff or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

1. The firearm shall be in good working order and on the office list of approved firearms.
2. The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
3. Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
4. Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster/ armorer, who will maintain a list of the information.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry office or personally owned secondary handguns are subject to the following restrictions:

1. The handgun shall be in good working order and on the office list of approved firearms.
2. Only one secondary handgun may be carried at a time.
3. The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Office.
4. The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
6. Ammunition shall be the same as office issue. If the caliber of the handgun is other than office issue, the Sheriff or the authorized designee shall approve the ammunition.
7. Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
8. Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Sheriff but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as law enforcement officers, will be required to meet the following guidelines:

1. A personally owned firearm, if used, shall becarried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
   (a) The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
2. The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
3. It will be the responsibility of the member to submit the firearm to the Rangemaster/ armorerfor inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster/ armorer.
4. Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.
5. The member will successfully qualify with the firearm prior to it being carried.
6. Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster/ armorer, who will maintain a list of the information.
7. If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
8. Members shall only carry office-authorized ammunition.
9. When armed, deputies shall carry their badges and Geary County Sheriff's Office identification cards under circumstances requiring possession of such identification.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

306.3.7 AMMUNITION

Members shall carry only office-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all office-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Office shall be dispensed by the Rangemasterarmorer when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from office-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.3.8 HANDGUN AMMUNITION

The following handgun ammunition is approved for carry and use pursuant to this policy:

TYPE	GRAIN
SPEER Gold Dot	124 gr

306.3.9 SHOTGUN AMMUNITION

The following shotgun ammunition is approved for carry and use pursuant to this policy:

GAUGE	SIZE/TYPE	TYPE
12 ga	00 Buck Flight Control WAD	FEDERAL
12 ga	1 oz Rifled Slug/Low Recoil	FEDERAL

306.3.10 PATROL RIFLE AMMUNITION

The following patrol rifle ammunition is approved for carry and use pursuant to this policy:

TYPE	GRAIN
SPEER Gold Dot	62 gr

306.3.11 WEAPONS FOR TACTICAL AND SPECIALIZED PERSONNEL

The following additional weapons are approved for tactical and specialized personnel for on-duty use:

MAKE	MODEL	CALIBER
H&k	MP5 SD	9mm
Sig Sauer	516	223
Cmmg	Banshee	5.7

306.3.12 AMMUNITION FOR TACTICAL AND SPECIALIZED PERSONNEL

The following ammunition is approved for tactical carry and use pursuant to this policy:

TYPE	Calibre	GRAIN
SPEER Gold Dot	9mm	124 gr
SPEER Gold Dot G2	9mm	140gr
HORNADY TAP URBAN	223/556	55gr

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

HORNADY TAP BTHP	223/556	75gr
HORNADY TAP AMAX	308	168gr
HORNADY TAP FRANGIBLE ENTRY	12 ga	3/4 oz
	5.7x28	

306.4 EQUIPMENT

Firearms carried on or off-duty shall be maintained in a clean, serviceable condition. Maintenance of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster/ armorer. If a firearms is malfunctioning and cannot be repaired by the certified armorer, the Deputy will be provided another firearm until the firearm can be repaired. The certified armorer will follow the armorers manual for repair and inspection of the issued and personally owned firearms.

Firearms that are the property of the Office or personally owned firearms that are approved for office use may be repaired or modified only by a person who is office-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster/ armorer.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster/ armorer.

306.4.2 HOLSTERS

Only office-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster/ armorer. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

1. Members shall not unnecessarily display or handle any firearm.
2. Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.
3. Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle.
4. Members shall not place or store any firearm or other weapon on office premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for insuring firearms are not brought into the jail section.
5. Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
6. Any firearm authorized by the Office to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Office or a Rangemaster approved by the Office for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster/ armorer will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.
7. All department owned firearms not issued to a member of the Office will be stored in the Arms room.
8. All firearms owned by the sheriff's office will be accounted for on a master firearms inventory sheet with the make, model, serial number, caliber and name of the individual the firearm is issued too. This inventory shall be accounted for by the range master.
9. Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition (cruiser ready) and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction.
10. Yearly the department armorer will conduct a functions check and armorer each issued firearm to insure no parts are worn or damaged and annotate the inspections on the appropriate firearms inspection sheet. These inspections shall be completed by November 30th of each year and reported to the sheriff

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

306.5.1 STORAGE AT HOME
Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit office-issued firearms to be handled by anyone not authorized by the Office to do so. Members should be aware that negligent storage of a firearm could result in civil liability.

306.5.2 ALCOHOL AND DRUGS
Firearms shall not be carried by any member, either on- or off-duty while under the influence of alcohol or drugs, or both, to such a degree as to render such person incapable of safely operating a firearm (K.S.A. § 21-6332).

306.6 FIREARMS TRAINING AND QUALIFICATIONS
All agency personnel authorized to carry lethal and less lethal weapons shall receive all use of force policies and related instruction in the agencies Use of Force training before authorization to carry a weapon. Policy receipt and curriculum delivery must be documented in the appropriate KS·CPOST form.

All members who carry a firearm while on duty must successfully complete in-service training that includes field-based scenario simulations, such as low-light shooting at least annually. Members are also required to qualify annually with their duty firearms in accordance with the Kansas Commission on Peace Officers' Standards and Training (KS·CPOST) requirements, and must additionally qualify at least once per year with any approved off-duty or secondary firearms. The Rangemaster or the office-designated certified firearms instructor must be present when conducting the required annual KS·CPOST qualification process.

The Administrative Division Commander shall maintain written documentation and submit evidence of each member's successful compliance with or failure to complete the required annual firearms qualification standard to KS·CPOST.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION
If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

1. Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
2. Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
3. No range credit will be given for:
    (a) Unauthorized range make-up.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) Failure to meet minimum standards or qualify after remedial training.

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

1. If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
2. If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, office members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

306.7.2 INJURED ANIMALS

A member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

In addition, a deputy may take charge of any livestock or other domestic animal and, if the animal is injured or diseased beyond recovery or appears likely to injure any person or property, may euthanize it in a humane manner (K.S.A. § 47-1803).

306.7.3 WARNING AND OTHER SHOTS

Generally, shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective, and reasonably safe. Warning shots shall not be used.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

306.8 RANGEMASTER DUTIES

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Administrative Division Commander after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to office members during hours established by the Office.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this office to verify proper operation. The Rangemaster has the authority to deem any office-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Administrative Division Commander documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Office, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Administrative Division Commander.

306.8.1 RANGEMASTER QUALIFICATIONS

The Rangemaster shall be certified in firearms instruction.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to deputies who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

1. Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Office based on the law and published TSA rules.
2. Deputies must carry their Geary County Sheriff's Office identification card, bearing the deputy's name, a full-face photograph, identification number, the deputy's signature and the signature of the Sheriff or the official seal of the Office and must present this identification to airline officials when requested. The deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. The Geary County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the deputy's travel. If approved, TSA will send the Geary County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The deputy must present the message on the day of travel to airport personnel as authorization to travel while armed.
4. An official letter signed by the Sheriff authorizing armed travel may also accompany the deputy. The letter should outline the deputy's need to fly armed, detail his/her itinerary, and include that the deputy has completed the mandatory TSA training for a law enforcement officer flying while armed.
5. Deputies must have completed the mandated TSA security training covering deputies flying while armed. The training shall be given by the office-appointed instructor.
6. It is the deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
7. Any deputy flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
8. Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The deputy must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
9. Deputies should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.
10. Deputies shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time deputies of this office are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

1. The deputy shall carry his/her Geary County Sheriff's Office identification card whenever carrying such firearm.
2. The deputy may not be the subject of any current disciplinary action.
3. The deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
4. The deputy will remain subject to this and all other office policies (including qualifying and training).

Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield a deputy from arrest and prosecution in such locally restricted areas.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Vehicle Pursuits

Effective Date:	01.07.2025
Revised Date:	02.10.2025
Issuing Authority: Sheriff Nate Boeckman	

307.1 PURPOSE AND SCOPE

Primary Mission is the Protection of Life: This policy recognizes and emphasizes above all else the sanctity of human life. There exists in law enforcement the need for pursuit driving in a professional law enforcement agency and that in the performance of their primary mission; Deputies may be called upon to engage in such driving activity. No Deputy will operate a motor vehicle without exercising due care for the safety of all persons. In addition, no Deputy will operate a motor vehicle with reckless disregard for the safety of others.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Boxing-in - A tactic designed to stop a suspect's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

Paralleling - The practice of non-pursuing squad vehicles driving on streets nearby to the active pursuit, in a manner parallel to the pursuit route. Parallel driving does not exempt Deputies from obeying traffic laws.

Primary Unit - The law enforcement unit that initiates a pursuit or any other unit that assumes control of the pursuit.

Secondary Unit - An additional law enforcement unit that is actively engaged in the pursuit, providing backup to the primary unit, and done at a safe distance behind the primary unit. The secondary unit will generally take over communication for the primarily unit to update dispatch and other law enforcement units.

Other Assisting Units - Law enforcement units not actively involved in the pursuit itself but assisting by deploying tire deflation devices, blocking intersections, compelling paths, or otherwise working to minimize risk.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect's vehicle.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles.

Tire deflation device - A device designed to puncture the tires of the pursued vehicle.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Vehicle pursuit - An event involving one or more law enforcement officers, while utilizing visual and audible emergency equipment, attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, or turning suddenly..

Terminating Pursuit- A term used to illustrate a police action to discontinue an active pursuit of a suspected violator. If a Deputy is terminating a pursuit, the Deputy shall make overt acts to:

1. Reduce speed and comply with all traffic laws
2. Communicate their location via the radio
3. Turn off emergency equipment
4. Verbally acknowledge the instruction or their intent to terminate the pursuit via the radio

307.2 POLICY

Vehicle Pursuit is a police responsibility that is justified when the deputy knows or has reasonable grounds to believe the suspect presents a clear and immediate threat to the safety of other motorists; has committed or is attempting to commit a serious offense and the suspect attempts to flee and elude a law enforcement officer. As an example, a routine stop sign, or speeding violation alone, would not cause a reasonable deputy to believe the suspect would cause serious injury or death, if not stopped. A supervisor may authorize a pursuit in an unforeseen circumstance that is not outlined in this policy.

307.3 DEPUTY RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized sheriff's office emergency vehicles that are equipped with emergency lighting and sirens as required by law.

Deputies shall drive with due regard for the safety of all persons and property. However, deputies may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (K.S.A. § 8-1506):

1. Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Exceed the maximum speed limit.
3. Disregard regulations governing direction of movement or turning in specified directions.
4. Proceed through toll booths on roads or bridges without stopping for payment of tolls, but only after slowing down as may be necessary for safe operation.

307.3.1 WHEN TO INITIATE A PURSUIT

Deputies are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who presents a clear and immediate threat to the safety of other motorists or has committed or is attempting to commit a serious offense, has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

1. The seriousness of the known or reasonably suspected crime and its relationship to community safety.
2. Does the apprehension of the suspect warrant the dangers created by the pursuit? Do the dangers of the pursuit exceed the dangers posed if the suspect is not immediately apprehended?
3. The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to deputies, innocent motorists and others.
4. The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.
5. The pursuing deputies' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing deputies under the conditions of the pursuit.
6. The weather, traffic and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.
7. The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.
8. The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.
9. Emergency lighting and siren limitations on unmarked sheriff's office vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.
10. Vehicle speeds.
11. Likelihood of successful apprehension.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

12. Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
13. The availability of other resources, such as air support assistance.
14. The pursuing vehicle is carrying passengers other than on-duty sheriff's deputies. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the arrestee in transport. A vehicle containing more than a single arrestee should not be involved in a pursuit.

Balancing Test: All Deputies involved in a pursuit shall continuously perform a balancing test and carefully consider the rapidly evolving situation in determining whether or not to continue a vehicular pursuit.

The decision to initiate a pursuit is within an Deputies discretion, subject to the limitations of the law and this policy. If, after considering the above factors, the Deputy believes the pursuit is justified, the Deputy may engage in, or continue pursuit driving. Deputies will continue to evaluate the above considerations during all aspects of the pursuit and will immediately terminate a pursuit when the danger created by the pursuit exceed the dangers the suspect poses to the Deputy or others by allowing the suspects to escape. Any Deputy involved in pursuit may elect to terminate their participation in the pursuit if they reasonably believe they do not possess the necessary training or skills required to continue the pursuit, or if they believe the pursuit is beyond the condition, capabilities and limitations of their vehicle.

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the deputy or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

When a supervisor directs the pursuit to be terminated, deputies will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Deputies and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

1. The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
2. The pursued vehicle's location is no longer definitely known.
3. The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.
5. Hazards to uninvolved bystanders or motorists.
6. The danger that the continued pursuit poses to the public, the deputies or the suspect, balanced against the risk of allowing the suspect to remain at large.
7. When the identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.
8. External conditions such as the prevailing traffic, pedestrians present, roadway and weather conditions indicate the futility of a continued active pursuit

The termination of a pursuit does not prohibit the following of a vehicle at a safe, reasonable, legal speed and distance, or Deputies remaining in an area to reinitiate pursuit should the opportunity and conditions permit.

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked sheriff's office emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to two emergency vehicles. However, the number of vehicles involved may vary with the circumstances.

A deputy or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of deputies involved would be insufficient to safely arrest the number of suspects. All other deputies shall stay out of the pursuit but should remain alert to its progress and location. Any deputy who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

307.4.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Deputies operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Deputies in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those deputies should discontinue such support immediately upon arrival of a sufficient number of authorized emergency sheriff's office vehicles or any air support.

307.4.2 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing deputy will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the deputy initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

The primary pursuing deputy should notify the dispatcher, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. The location, direction of travel and estimated speed of the suspect's vehicle.
2. The description of the suspect's vehicle including the license plate number, if known.
3. The reason for the pursuit.
4. The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.
5. The number of occupants and identity or description.
6. The weather, road and traffic conditions.
7. The need for any additional resources or equipment.
8. The identity of other law enforcement agencies involved in the pursuit.

Unless relieved by a supervisor or a secondary pursuing deputy, the deputy in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing deputy should relinquish the responsibility of broadcasting the progress of the pursuit to a deputy in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing deputy to concentrate foremost on safe pursuit tactics.

307.4.3 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second deputy in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

1. Immediately notifying the dispatcher of his/her entry into the pursuit.
2. Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.
3. Broadcasting information that the primary pursuing deputy is unable to provide.
4. Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.
5. Identifying the need for additional resources or equipment as appropriate.
6. Serving as backup to the primary pursuing deputy once the suspect has been stopped.

307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the deputy considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for deputies who are involved in the pursuit:

1. Deputies, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.
2. Because intersections can present increased risks, the following tactics should be considered:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) Available deputies not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

(b) Pursuing deputies should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

3. As a general rule, deputies should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

(a) Request assistance from available air support.

(b) Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.

(c) Request other deputies to observe exits available to the suspect.

4. Notify the Kansas Highway Patrol (KHP) or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

5. Deputies involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing deputy and with a clear understanding of the maneuver process between the involved deputies.

307.5.1 PURSUIT TRAILING

In the event that initial pursuing deputies relinquish control of the pursuit to another agency, the initial deputies may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

307.5.2 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested throught the Kansas Highway Patrol. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide deputies and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If deputies on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

307.5.3 DEPUTIES NOT INVOLVED IN THE PURSUIT

No more than two Sheriff vehicles will become actively involved in a pursuit, unless specifically directed otherwise by the shift commander or supervisor. Other Deputies should be alert to the pursuit progress and location

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Deputies who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved deputies are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those deputies should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the sheriff's office vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other deputies are assigned to the pursuit.

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving deputies from this office.

The field supervisor of the deputy initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

1. Immediately notifying involved deputies and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established office guidelines.
2. Engaging in the pursuit, when appropriate, to provide on-scene supervision.
3. Exercising management and control of the pursuit even if not engaged in it.
4. Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.
5. Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.
6. Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.
7. Ensuring that the proper radio channel is being used.
8. Ensuring that the Watch Commander is notified of the pursuit, as soon as practicable.
9. Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this office.
10. Controlling and managing Geary County Sheriff's Office deputies when a pursuit enters another jurisdiction.
11. Preparing a post-pursuit review and documentation of the pursuit as required.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

307.6.1 WATCH COMMANDER RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Watch Commander should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Watch Commander has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Watch Commander shall review all pertinent reports for content and forward them to the Division Commander.

307.7 DISPATCH

If the pursuit is confined within the County limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this office or such is imminent, involved deputies should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

307.8 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved deputies should broadcast pertinent information to assist other deputies in locating the vehicle. The primary pursuing deputy or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTERJURISDICTIONAL CONSIDERATIONS

Deputies will not become involved in a foreign jurisdiction pursuit unless specifically authorized by a Geary County Sheriff's Office supervisor, or unless it is clearly demonstrated that a unit from a foreign agency is unable to request assistance or the emergency nature of the situation dictates the need for assistance. In these instances, all Departmental pursuit policies shall be in effect. If a supervisor becomes involved in a foreign jurisdiction pursuit and they are the only on-duty supervisor at the time, they should terminate their involvement unless it involves a serious felony. Upon arrival of secondary out of jurisdiction units, pursuit by GESO units will terminate.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Deputies will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Geary County Sheriff's Office is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved deputies may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of deputies at the termination point of a pursuit initiated by this office shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

communication limitations between local law enforcement agencies, a request for another agency's assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this office, the other agency should relinquish control.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Deputies from this office should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, a deputy from this office may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this office to assist or take over a pursuit that has entered the jurisdiction of the Geary County Sheriff's Office, the supervisor should consider all policies for when to initiate a pursuit.

As soon as practicable, a supervisor or the Watch Commander should review a request for assistance from another agency. The Watch Commander or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by deputies of this office will conclude at the County limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this office may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, deputies shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

307.10 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the PIT, ramming or roadblock procedures.

307.10.1 WHEN USE IS AUTHORIZED

Whenever practicable, a deputy shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, deputies/ supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the deputies and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the deputy at the time of the decision.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

307.10.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Deputies should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any deputy from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the deputies, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Deputies shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

1. Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when deputies reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained deputies and after giving consideration to the following:
    (a) The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, deputies or others.
    (b) All other reasonable intervention tactics have failed or reasonably appear ineffective.
    (c) Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.
    (d) The suspect vehicle is stopped or traveling at a low speed.
    (e) Only law enforcement vehicles should be used in this tactic.
2. The PIT is limited to use by properly trained deputies with the approval of a supervisor and upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to deputies, the public and occupants of the pursued vehicle.
3. Ramming a fleeing vehicle should be done only after other reasonable tactical means at the deputy's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:
    (a) The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

4. Boxing-in a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to deputies, the public and occupants of the pursued vehicle. Deputies and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

5. Tire deflation devices should be deployed only after notification of pursuing deputies and the supervisor of the intent and location of the intended deployment, and in a manner that:

   (a) Should reasonably only affect the pursued vehicle.

   (b) Provides the deploying deputy adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.

   (c) Has considered the limitations of such devices as well as the potential risk to deputies, the public and occupants of the pursued vehicle.

   (d) Has considered whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.

6. Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, deputies or the public.

307.11 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing deputy should coordinate efforts to apprehend the suspect following the pursuit. Deputies should consider the safety of the public and the involved deputies when formulating plans for setting up perimeters or for containing and capturing the suspect.

Should the person(s) attempting to avoid apprehension stop the fleeing vehicle and precede on foot, the involved Deputies should stop, give their location, and continue their efforts to apprehend on foot. The backup car, or second vehicle, should be dispatched in close proximity to assist Deputies.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

307.12 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

1. The primary pursuing deputy shall complete appropriate crime/arrest reports.
2. The primary pursuing deputy or supervisor shall complete the appropriate pursuit report.
3. After first obtaining the available information, the involved, or if unavailable, on-duty field supervisor shall promptly complete a supervisor's log or interoffice memorandum, briefly summarizing the pursuit to the Sheriff or the authorized designee. This log or memorandum should include, at a minimum:
    (a) Date and time of the pursuit.
    (b) Initial reason and circumstances surrounding the pursuit.
    (c) Length of pursuit in distance and time, including the starting and termination points.
    (d) Involved vehicles and deputies.
    (e) Alleged offenses.
    (f) Whether a suspect was apprehended, as well as the means and methods used.
        i. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
    (g) Arrestee information, if applicable.
    (h) Any injuries and/or medical treatment.
    (i) Any property or equipment damage.
    (j) Name of supervisor at the scene or who handled the incident.
    (k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.
4. After receiving copies of reports, logs and other pertinent information, the Sheriff or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.
5. After an incident where stop sticks or a forcible stop is deployed a written report and an administrative review for each incident will be conducted. A use of force form and stop stick deployment report will be required.
6. The supervisor will critically review the pursuit in light of policy and make appropriate conclusions and recommendations on FRONTLINE. The report will be forwarded through the supervisor's chain of command to the Sheriff for review.
7. Annually, the Sheriff shall direct a documented review and analysis of office vehicle pursuits, to include a review of policy, reporting procedures, and training needs.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

307.13 REGULAR AND PERIODIC PURSUIT TRAINING

Only Deputies trained in this policy, agency-authorized roadblocks and forcible stopping techniques e.i. Stop Sticks, the importance of vehicle safety and protecting the public, and pursuit driving and emergency vehicle operations are authorized to actively participate in a pursuit. Deputies shall successfully complete the Kansas Law Enforcement Training Center Emergency Vehicle Operations Course (EVOC), or an equivalent course which incorporates classroom instruction and practical application of defensive driving and accident avoidance techniques prior to assignment.

In addition to initial training on pursuits and agency pursuit policy, all deputies will participate, no less than annually, in documented training addressing this policy, agency-authorized roadblocks and forcible stopping techniques e.i. Stop Sticks, and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to deputies and others.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Foot Pursuits

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

308.1 PURPOSE AND SCOPE

This policy provides guidelines to assist deputies in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY

It is the policy of this office that deputies, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to office members, the public or the suspect.

Deputies are expected to act reasonably, based on the totality of the circumstances.

308.3 DECISION TO PURSUE

The safety of office members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Deputies must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and office members.

Deputies may be justified in initiating a foot pursuit of any individual that the deputy reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that a deputy must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place office members and the public at significant risk. Therefore, no deputy or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, a deputy should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Containment of the area.
2. Saturation of the area with law enforcement personnel, including assistance from other agencies.
3. A canine search.
4. Thermal imaging or other sensing technology.
5. Air support.
6. Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

308.4 GENERAL GUIDELINES

When reasonably practicable, deputies should consider alternatives to engaging in or continuing a foot pursuit when:

1. Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
2. The deputy is acting alone.
3. Two or more deputies become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single deputy keep the suspect in sight from a safe distance and coordinate the containment effort.
4. The deputy is unsure of his/her location and direction of travel.
5. The deputy is pursuing multiple suspects and it is not reasonable to believe that the deputy would be able to control the suspects should a confrontation occur.
6. The physical condition of the deputy renders him/her incapable of controlling the suspect if apprehended.
7. The deputy loses radio contact with the dispatcher or with assisting or backup deputies.
8. The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient deputies to provide backup and containment. The primary deputy should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
9. The deputy becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to deputies or the public.
10. The deputy reasonably believes that the danger to the pursuing deputies or public outweighs the objective of immediate apprehension.
11. The deputy loses possession of his/her firearm or other essential equipment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

12. The deputy or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
13. The suspect's location is no longer known.
14. The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to office members or the public if the suspect is not immediately apprehended.
15. The deputy's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING DEPUTY RESPONSIBILITIES

Unless relieved by another deputy or a supervisor, the initiating deputy shall be responsible for coordinating the progress of the pursuit and containment.

Early communication of available information from the involved deputies is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Deputies initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

1. Location and direction of travel
2. Call sign identifier
3. Reason for the foot pursuit, such as the crime classification
4. Number of suspects and description, to include name if known
5. Whether the suspect is known or believed to be armed with a dangerous weapon

Deputies should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any deputy unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the deputy will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for deputies, suspects or members of the public.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

308.5.2 ASSISTING DEPUTY RESPONSIBILITIES

Whenever any deputy announces that he/she is engaged in a foot pursuit, all other deputies should minimize nonessential radio traffic to permit the involved deputies maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established office guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing deputies or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

308.6 REPORTING REQUIREMENTS

The initiating deputy shall complete appropriate crime/arrest reports documenting, at a minimum:

1. Date and time of the foot pursuit.
2. Initial reason and circumstances surrounding the foot pursuit.
3. Course and approximate distance of the foot pursuit.
4. Alleged offenses.
5. Whether a suspect was apprehended as well as the means and methods used.
    (a) Any use of force shall be reported and documented in compliance with the Use of Force Policy.
6. Arrestee information, if applicable.
7. Any injuries and/or medical treatment.
8. Any property or equipment damage.
9. Name of the supervisor at the scene or who handled the incident.
10. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Assisting deputies taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating deputy need not complete a formal report.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Deputy Response to Calls

Effective Date:	01.07.2025
Revised Date:	02.27.2025
Issuing Authority: Sheriff Nate Boeckman	

309.1 PURPOSE AND SCOPE

This policy provides deputies with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this office to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Deputies responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Deputies responding to an emergency call shall proceed immediately and shall continuously operate the emergency vehicle lighting and siren as required by law.

Deputies should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

1. When in pursuit or apprehending a violator or suspected violator.
2. When responding to a reported emergency involving possible personal injury, death or significant property damage.
3. When immediate assistance is requested by a deputy or other law enforcement agency.
4. When authorized by a supervisor.

If a deputy believes an emergency response to any call is appropriate, the deputy shall immediately notify the dispatcher.

309.4 NON EMERGENT CALLS

Deputies responding to reported calls that are categorized as routine or non emergent shall observe all traffic laws and proceed without the use of emergency lights and sirens.

This includes, but is not limited to:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Property damage accidents
2. Break-ins to vehicles when the suspect is gone
3. Theft of property when the suspect is gone
4. Vandalism when the suspect is gone
5. Nuisance complaints, such as noise or parking
6. Non-dangerous animal control issues
7. Information about or messages to police personnel or other agencies
8. Reporting power, telephone, or cable outages

309.5 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved office member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

1. Identifying call sign
2. Location of the emergency situation
3. Suspect information, including weapons
4. Reason for the request and type of emergency
5. The number of deputies or resources required
6. Hazards and any known or potential dangers for responding deputies

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

309.6 CORRECTIONAL FACILITY EMERGENCY ASSISTANCE

In the event of an emergency situation where more assistance is required in the correctional facility, available sworn personnel shall respond to assist. It is the correctional staff's responsibility to notify available resources through the following means:

1. "Page All" by the Office's telephone system to active intercom paging system with the following announcement:
    (a) "Jail Staff needs Deputy Assistance" and provide the location. This should be repeated two or more times.
2. Notify Dispatch that assistance is required, including the circumstances, so dispatch can call for available resources.

The intercom pager system is the preferred method for summoning immediate assistance.

Correctional staff shall refrain from utilizing sworn personnel for tasks that fall within the correctional officers designated responsibility. Requesting additional resources from sworn personnel shall only be used in an emergency.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

309.7 SAFETY CONSIDERATIONS

Deputies responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (K.S.A. § 8-1506).

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the deputy may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property:

1. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
2. Exceed the speed limit.
3. Disregard regulations governing direction of movement or turning in specified directions.

309.7.1 NUMBER OF DEPUTIES ASSIGNED

Only the number of deputies that are reasonably necessary should be assigned to respond to an emergency call or request for assistance.

An emergency response involving more than one sheriff's vehicle should be coordinated by the Watch Commander, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.8 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Deputies in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those deputies should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

If the emergency equipment on the vehicle should fail to operate, the deputy must terminate the emergency response and continue accordingly. The deputy shall notify the Watch Commander, or the dispatcher of the equipment failure so that another deputy may be assigned to the emergency response.

309.9 DEPUTY RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the deputy. If, in the deputy's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the deputy may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the deputy should immediately notify the dispatcher. A deputy shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, a deputy shall immediately give the location from which he/she is responding.

The first deputy arriving at the emergency call should determine whether to increase or reduce the level of the response of additional deputies and shall notify the dispatcher of his/her determination. Any subsequent change in the appropriate response level should be communicated to the dispatcher by the deputy in charge of the scene unless a supervisor assumes this responsibility.

309.10 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Watch Commander or the field supervisor shall verify that:

1. The proper response has been initiated.
2. No more than those deputies reasonably necessary under the circumstances are involved in the response.
3. Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing deputies into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional deputies to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Watch Commander or the field supervisor should consider the following:

1. The type of call or crime involved
2. The type and circumstances of the request
3. The necessity of a timely response
4. Weather, traffic and road conditions
5. The location of the responding deputies and the location of the incident

When necessary a supervisor may request a detective's assistance. The following list of circumstances is meant to act as a general guideline for when it may be appropriate to request a detective:

1. Unusual or suspicious deaths
2. High-risk missing persons
3. A violent or sexual crime against a child has just occurred and/ or the child is still in danger
4. A violent or sexual felony has just occurred
5. A crime has occurred which requires immediate attention to evidence or witnesses and continued follow-up by patrol deputies would considerably hamper call response

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When making the request, the patrol supervisor should notify the investigations supervisor. The investigations supervisor will then determine which member of the division may respond.

309.11 CALL PRIORITY CATEGORIES

Dispatch will categorize call types into the following priorities:

1. Priority 1-TS calls are reserved for active traffic stops.
2. Priority 2-High calls can include shots fired, fire runs, erratic drivers, motor vehicle accidents with injuries and domestic related incidents.
3. Priority 3-Medium calls can include traffic hazards, animal complaints and noise complaints.
4. Priority 4-Low calls can include civil papers, lapsed damage to property cases and standbys.

The priority may be used as a framework for the Deputies response. However, the Deputy should consider all factors when responding to calls.

309.12 ARRIVAL AT EMERGENCY SCENE

Upon arrival at an emergency response scene, the first responder shall assess the situation and contact the communications center after determining if other notifications are needed. Other notifications to be considered should include but not be limited to:

1. Emergency medical services
2. Fire service
3. Other law enforcement agencies
4. Additional personnel
5. Supervisors
6. KHP CHART team
7. Medical examiner/coroner
8. Roadway maintenance personnel
9. Public utilities personnel

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Canines

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Geary County Sheriff's Office that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT

Canine teams should be assigned to the Operations Division to assist and supplement the office primarily in assist or cover assignments. However, they may be assigned to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Watch Commander.

310.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Operations Division Commander or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

1. Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
2. Maintaining a liaison with the vendor kennel.
3. Maintaining a liaison with command staff and functional supervisors.
4. Maintaining a liaison with other agency canine coordinators.
5. Maintaining accurate records to document canine activities.
6. Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
7. Scheduling all canine-related activities.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

8. Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

310.5 REQUESTS FOR CANINE TEAMS

Office members are encouraged to request the use of a canine.

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Watch Commanderor the canine coordinator and are subject to the following:

1. Canine teams shall not be used for any assignment that is not consistent with this policy.
2. The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
3. It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
4. It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

1. There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any deputy, or the handler.
2. The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
3. The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of deputies or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a criminal offense, mere flight from a pursuing deputy, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Operations Division Commander. Absent a change in circumstances that presents an imminent threat to deputies, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

1. The nature and seriousness of the suspected offense.
2. Whether violence or weapons were used or are anticipated.
3. The degree of resistance or threatened resistance, if any, the suspect has shown.
4. The suspect's known or perceived age.
5. The potential for injury to deputies or the public caused by the suspect if the canine is not utilized.
6. Any potential danger to the public and/or other deputies at the scene if the canine is released.
7. The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current office evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

310.6.4 REPORT RETENTION

Deployment reports should be maintained in accordance with the Records Maintenance and Release Policy.

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

1. Absent a change in circumstances that presents an imminent threat to deputies, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
2. Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
4. Once the individual has been located, the handler should secure the canine as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

1. The search of vehicles, buildings, bags, and other articles.
2. Assisting in the search for narcotics during a search warrant service.
3. Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained in conducting searched of persons, and is trained to passively indicate the presence of narcotics.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

1. A deputy who is currently off probation.
2. Residing in an adequately fenced single-family residence, or can satisfy this requirement upon appointment to canine handler.
3. A garage that can be secured and can accommodate a canine vehicle.
4. Living within 30 minutes travel time from the Sheriff's Office.
5. Agreeing to be assigned to the position for a minimum of five years, but preferably for the service life of the assigned canine, unless exception is granted by the Sheriff.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

1. Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. The handler shall maintain all office equipment under his/her control in a clean and serviceable condition.
3. When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Geary County Sheriff's Office facility.
4. Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
5. Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
6. When off-duty, the canine shall be in a kennel provided by the County at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
7. The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
8. Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator.
9. When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator.
10. Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.
11. The handler is responsible for care of the canine 24 hours a day, 7 days a week.

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

1. A canine shall not be left unattended in any area to which the public may have access.
2. When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.9.2 CANINE SELECTION

The Office will only select canines suited for Police operations and the abilities to successfully complete training and certification with their assigned handler, based on the recommendations of National Police Canine Association.

The Office may select either an untrained, fully trained, or partially trained canine. Following selection of a canine for Police Operations, in coordination with the National Police Canine Association, each canine will be evaluated to assess the continued suitability for Police Operations

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

and the abilities to successfully complete training and certification. This evaluation will include the health of the canine, environmental stability, temperament, prey drive, hunt drive, and defense. Upon selection of a canine for purchase, the canine will become fully trained in roles applicable to the canine, such as odor detection, patrol, apprehension. The canine will be required to successfully pass an initial certification through a nationally recognized organization with the handler.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the agreement between the handler and the County (29 USC § 207).

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler’s personnel file.

310.12 CANINE EQUIPMENT

Canine handlers will be issued the following in addition to the equipment supplied to each patrol officer. Handlers are responsible for the care and condition of all issued equipment. Lost or damaged equipment will be reported to the supervisor.

1. Department approved handler uniforms
2. Leash
3. Tracking Lead
4. Tracking Harness
5. Grooming Comb
6. Shedding Brush
7. Canine Rewards/Toys
8. Feeding Bowl
9. Water Bowl
10. Choke Collar
11. Electronic Collar (E-Collar)
12. Any other equipment that is issued to the handler

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

310.13 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Training shall then be conducted at least monthly with the handler and Canine. Monthly training should be conducted with a certified trainer, meeting standards set by a nationally accredited training organization (National Police Canine Association or National Narcotics Detector Dog Association), and will consist of exercises that are designed to maintain and improve the certification disciplines of each individual canine. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all office members in order to familiarize them with how to conduct themselves in the presence of office canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator.

310.13.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

1. Canine teams should receive regular maintenance training to maintain capabilities and meet certification standards.
2. Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
3. To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by the Office.

310.13.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.13.3 TRAINING RECORDS

Canine handlers will document all training activities which will include, at a minimum, the training date, duration of the training, participants, training topic, and effectiveness of the training. These reports will be completed after each training session. All canine training records and certificates

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

shall be maintained in the canine handler's and the canine's training file, which is generally maintained utilizing PackTrack.

310.13.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Deputies possessing, using, or transporting controlled substances for canine training purposes must comply with federal and state requirements. Alternatively, the Geary County Sheriff's Office may work with outside trainers with the applicable licenses or permits.

310.13.5 CONTROLLED SUBSTANCE TRAINING AIDS

Deputies acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and in compliance with applicable state requirements (21 USC § 823(g); K.S.A. § 60-4117).

The Sheriff or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Geary County Sheriff's Office to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this office for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Sheriff or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

310.13.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

1. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
2. The weight and test results shall be recorded and maintained by this office.
3. Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
4. All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
5. All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
7. Any unusable controlled substance training samples shall be returned to the Property and Evidence Section or to the dispensing agency.
8. All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

310.14 K9 VEHICLE SAFETY AND ENVIRONMENTAL MONITORING

K9 handlers shall not leave their assigned K9 unattended in a patrol vehicle while working inside a designated office or work area for a significant period of time. For purposes of this policy, a **significant period of time means 15 minutes or longer**.

When a handler anticipates remaining inside a designated office or work area for 15 minutes or longer, the K9 shall be brought inside and secured in an approved location that does not interfere with normal operations or create a safety concern.

This requirement may be waived when circumstances make it impractical to keep the K9 anywhere other than inside the patrol vehicle, such as during a training event. In those circumstances, the handler shall continuously monitor the K9 and confirm that the vehicle's climate-control and heat-alarm systems are functioning properly.

Each K9 handler shall test the heat-alarm and emergency deployment system installed in the assigned K9 vehicle at least once every seven days. The test shall be documented on the bi-weekly vehicle inspection form including date and time of inspection.

The test shall confirm that all applicable components are functioning properly, including temperature sensors, audible or visual alarms, remote notifications, automatic window or door releases, fans, and any other installed emergency features.

Any malfunction shall be reported immediately. A vehicle with a malfunctioning heat-alarm or climate-control system shall not be used to leave a K9 unattended until the system has been repaired or an alternative safety measure has been approved by a supervisor.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Domestic Violence and Stalking

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence and stalking through vigorous enforcement and to address domestic violence and stalking as serious crimes against society. The policy specifically addresses the commitment of the Geary County Sheriff's Office to take enforcement action when appropriate, to provide assistance to victims and to guide deputies in the investigation of domestic violence and stalking as required by K.S.A. § 22-2307 and K.S.A. § 22-2310.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic violence - The act or threatened act of violence or any crime, including a violation of a municipal ordinance, when it is committed against a family or household member or against a person with whom the offender has or had a dating relationship. Family or household member means: (K.S.A. § 21-5111):

1. Persons who are 18 years of age or older and who are spouses or former spouses.
2. Parents or stepparents.
3. Children and stepchildren.
4. Persons residing together or who have resided together in the past.
5. Persons who have a child in common regardless of whether they have been married or have lived together at any time.
6. A pregnant woman and the alleged father of the child regardless of whether they have been married or have lived together at any time.

Stalking - Engaging in conduct targeted at a specific person knowing that the conduct will cause the targeted individual, or a reasonable person in the circumstances of the targeted individual, to fear for their own safety or the safety of an immediate family member. Stalking also includes engaging in similar conduct when a protective order has been issued prohibiting contact with the targeted person (K.S.A. § 21-5427).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

311.2 POLICY

The Geary County Sheriff's Office's response to incidents of domestic violence, stalking and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence and stalking are criminal behaviors. It is also the policy of this office to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic violence and stalking cases often place deputies in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all deputies to exercise due caution and reasonable care in providing for the safety of any deputies and parties involved.

311.4 INVESTIGATIONS

The following guidelines should be followed by deputies when investigating domestic violence or stalking cases (K.S.A. § 22-2307; K.S.A. § 22-2310):

1. Calls of reported, threatened, imminent, or ongoing domestic violence or stalking and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
2. When practicable, deputies should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.
3. Deputies should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
4. When practicable and legally permitted, video or audio record all significant statements and observations.
5. All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Division in the event that the injuries later become visible.
6. Deputies should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
7. If the suspect is no longer at the scene, deputies should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.
8. Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, as evidence.
9. When completing an incident or arrest report for violation of a court order, deputies should include specific information that establishes that the offender has been served,

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting deputy should attach a copy of the order to the incident or arrest report.

10. Deputies shall take appropriate enforcement action when there is probable cause to believe an offense has occurred (K.S.A. § 22-2307; K.S.A. § 22-2310). Factors that should not be used as sole justification for declining to take enforcement action include:
    (a) Whether the suspect lives on the premises with the victim.
    (b) Claims by the suspect that the victim provoked or perpetuated the violence.
    (c) The potential financial or child custody consequences of arrest.
    (d) The physical or emotional state of either party.
    (e) Use of drugs or alcohol by either party.
    (f) Denial that the offense occurred where evidence indicates otherwise.
    (g) A request by the victim not to arrest the suspect.
    (h) Location of the incident (public/private).
    (i) Speculation that the complainant may not follow through with the prosecution.
    (j) Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
    (k) The social status, community status, or professional position of the victim or suspect.
11. Deputies should not make any statement that would discourage a person from reporting any act of domestic violence or stalking, or threaten, suggest, or otherwise indicate the possible arrest of all parties to discourage future requests for intervention by law enforcement.
12. Deputies should ensure all family or household members are accounted for and receive any needed medical attention.
13. If the incident appears to involve a law enforcement officer from any agency, deputies should notifyDispatch that a supervisor is needed.
14. If a language barrier exists, deputies shall follow the procedures in the Limited English Proficiency Services Policy.

311.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, deputies should:

1. Advise the victim that there is no guarantee the suspect will remain in custody and review the Kansas VINE pamphlet information with them. the pamphlet must contain the suspects name and date of birth.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

311.4.2 IF NO ARREST IS MADE

If no arrest is made, the deputy should:

1. Advise the parties of any options, including but not limited to:
   (a) Voluntary separation of the parties.
   (b) Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).
2. Document the resolution in a report.

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, deputies should be aware that a victim's behavior and actions may be affected.

1. Victims shall be provided with the office domestic violence or stalking VINE information handout, even if the incident may not rise to the level of a crime (K.S.A. § 22-2307; K.S.A. § 22-2310).
2. Victims shall also be alerted to any available victim advocates, shelters and community resources.
3. When an involved person requests law enforcement assistance while removing essential items of personal property, deputies should stand by for a reasonable amount of time.
4. If the victim has sustained injury or complains of pain, deputies should seek medical assistance for the victim as soon as practicable.
5. Deputies should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the deputy determines that a need exists.
6. Deputies should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
7. If appropriate or when mandated by a court order, deputies should seek or assist the victim in obtaining an emergency court order or serving any court order.

311.6 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic violence or stalking cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by deputies as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

If an otherwise valid foreign protective order cannot be enforced because the respondent has not been notified or served with the order, deputies shall inform the respondent of the order, make a

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

reasonable effort to serve the order upon the respondent and allow the respondent a reasonable opportunity to comply with the order before enforcing the order (K.S.A. § 60-31b04).

311.7 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, deputies should carefully review the actual order when available, and, where appropriate and practicable (K.S.A. § 22-2307; K.S.A. § 22-2310):

1. Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.
2. Check available records or databases that may show the status or conditions of the order.
3. Contact the issuing court to verify the validity of the order.
4. Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Deputies should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Deputies should contact a supervisor for clarification when needed.

311.8 STANDARDS FOR ARRESTS

Deputies investigating a domestic violence or stalking report should consider the following:

1. When there is probable cause to believe that an offense involving domestic violence or stalking has been committed, the deputy shall arrest the person without undue delay (K.S.A. § 22-2307; K.S.A. § 22-2310).
2. Deputies should arrest a person who is in violation of a domestic violence protective court order if the violation involves a crime of domestic violence or stalking.
    (a) Deputies are not required to arrest both parties involved in an alleged act of domestic violence or stalking when both claim to have been victims of domestic violence or stalking (K.S.A. § 22-2307).
3. Deputies receiving complaints of domestic violence or stalking from two or more opposing persons shall evaluate each complaint separately to determine if there is probable cause that each person committed a crime or offense and his/her actions were not an act of defense of a person or property (K.S.A. § 22-2307).
4. Deputies are not required to arrest either party involved in an alleged act of domestic violence when the deputies determine there is no probable cause to believe that a crime or offense has been committed (K.S.A. § 22-2307).
5. Deputies are not required to arrest both parties involved in an alleged act of domestic violence when both claim to have been victims of such domestic violence (K.S.A. § 22-2307).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

311.9 REPORTS AND RECORDS

Deputies shall complete a Kansas Standard Offense Report (KSOR) on all domestic violence and stalking incidents regardless of whether an arrest is made (K.S.A. § 22-2307; K.S.A. § 22-2310). If there is no probable cause to support arrest or to believe that a crime of domestic violence or stalking occurred, the report should include information supporting such a conclusion.

The Records Section shall forward a copy of the KSOR to the Kansas Bureau of Investigation and should also forward a copy to the appropriate prosecutor’s office (K.S.A. § 22-2307; K.S.A. § 22-2310).

311.10 TRAINING

Training on domestic violence calls shall be provided to deputies in accordance with K.S.A. § 22-2307.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Search and Seizure

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Geary County Sheriff's Office personnel to consider when dealing with search and seizure issues.

312.2 POLICY

It is the policy of the Geary County Sheriff's Office to respect the fundamental privacy rights of individuals. Members of this office will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this office will comply with relevant federal and state law governing the seizure of persons and property.

The Office will provide relevant and current training to deputies as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

1. Valid consent
2. Incident to a lawful arrest
3. Legitimate community caretaking interests
4. Vehicle searches under certain circumstances
5. Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this office is expected to act in each situation

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, deputies are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

312.4 SEARCH PROTOCOL

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

1. Members of this office will strive to conduct searches with dignity and courtesy.
2. Deputies should explain to the person being searched the reason for the search and how the search will be conducted.
3. Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
4. In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
5. Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.
6. When the person to be searched is of the opposite sex as the searching deputy, a reasonable effort should be made to summon a deputy of the same sex as the subject to conduct the search. When it is not practicable to summon a deputy of the same sex as the subject, the following guidelines should be followed:
    (a) Another deputy or a supervisor should witness the search.
    (b) The deputy should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Deputies are responsible for documenting any search and ensuring that any required reports are sufficient including, at minimum, documentation of the following:

1. Reason for the search
2. Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
3. What, if any, injuries or damage occurred
4. All steps taken to secure property
5. The results of the search including a description of any property or contraband seized
6. If the person searched is the opposite sex, any efforts to summon a deputy of the same sex as the person being searched and the identification of any witness deputy

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and office policy have been met.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Child Abuse

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Geary County Sheriff's Office members are required to notify the Department for Children and Families (DCF) of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement.

313.2 POLICY

The Geary County Sheriff's Office will investigate all reported incidents of alleged criminal child abuse and ensure the DCF is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Geary County Sheriff's Office shall notify DCF when there is reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse, or neglect or sexual abuse (K.S.A. § 38-2223(a)).

For the purposes of notification, abuse includes physical neglect, sexual abuse, and the infliction of physical, mental, or emotional harm, or the causation of a child's deterioration. This includes, but is not limited to, maltreatment or exploiting a child to the extent that his/her health becomes endangered (K.S.A. § 38-2202; K.A.R. 30-46-10).

313.3.1 NOTIFICATION PROCEDURE

Notification should occur as follows (K.S.A. § 38-2223(b)):

1. Notification shall be made by telephone to DCF promptly or as soon as practicable.
2. Notification shall contain, if known:
    (a) The names and addresses of the child and the child's parents or other persons responsible for the child's care.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) The location of the child if not at the child's residence.

(c) The child's gender, race and age.

(d) The reasons why the child may be in need of care.

(e) The nature and extent of the harm, including any evidence of previous harm.

(f) Any other information that might be helpful in establishing the cause of the harm.

(g) The identity of the person responsible for the harm.

3. When reporting suspected child abuse, protected health information may be disclosed freely with DCF.
4. If requested by DCF, notification shall be followed up by a written report.

In addition to notifying DCF, members shall notify the Secretary of the Kansas Department of Health and Environment (KDHE) when an investigation involves a facility licensed or regulated by KDHE (K.S.A. § 38-2226(e)).

The Coroner shall be notified immediately in all instances where abuse is suspected in the death of a child (K.S.A. § 38-2223(d); K.S.A. § 22a-242).

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

1. Conduct interviews in child-appropriate interview facilities.
2. Be familiar with forensic interview techniques specific to child abuse investigations.
3. Present all cases of alleged child abuse to the prosecutor for review.
4. Coordinate with other enforcement agencies, social service agencies and school administrators as needed (K.S.A. § 38-2226).
5. Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
6. Participate in or coordinate with multidisciplinary investigative teams or mandatory joint investigations, as applicable (K.S.A. § 38-2226; K.S.A. § 75-723).

313.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of child abuse require an investigation and a written report even if the allegations appear unfounded or unsubstantiated (K.S.A. § 38-2226).

Suspected child abuse reports shall be accepted from anyone, including mandated reporters when DCF is unable to accept reports (K.S.A. § 38-2223(c)(1)).

Investigations and reports related to suspected cases of child abuse should address, as applicable:

1. The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected child abuse victim was contacted.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. The exigent circumstances that existed if deputies interviewed the child victim without the presence of a parent or guardian.
3. Any relevant statements the child may have made and to whom the child made the statements.
4. If a child was taken into protective custody, the reasons, the name, and title of the person making the decision, and why other alternatives were not appropriate.
5. Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
6. Whether the child victim was transported for medical treatment or a medical examination.
7. Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
8. Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
9. Previous addresses of the victim and suspect.
10. Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
11. The date, time, and location of any visual observation of the victim as required by K.S.A. § 38-2226.
12. Child abuse review and evaluation (CARE) referrals for abuse and neglect as provided by K.S.A. § 38-2226.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the deputy should make reasonable attempts to contact DCF. Generally, removal of a child from their family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this office should remove a child from their parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the deputy should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the deputy shall ensure that the child is delivered to DCF (K.S.A. § 38-2232).

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking a child into protective custody.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Children shall only be taken into custody and removed from a parent or guardian by a deputy in the following situations (K.S.A. § 38-2231):

1. There is a valid court order authorizing custody of the child issued in this state or another jurisdiction.
2. The deputy reasonably believes:
    (a) The child will be harmed if not immediately removed from the place or residence where the child has been found.
    (b) The child is a victim of human trafficking, aggravated human trafficking, or commercial sexual exploitation of a child.
    (c) The child is experiencing a behavioral health crisis and is likely to cause harm to themself or others.

313.6.1 NEWBORN INFANT PROTECTION ACT

A member may accept custody of an infant not more than 60 days old surrendered by a person purporting to be the infant's parent or a person having lawful custody of the infant or, if applicable, when the infant is surrendered in a newborn safety device installed at the Office (K.S.A. § 38-2282).

Members involved in the voluntary surrender of an infant shall (K.S.A. § 38-2282):

1. Immediately notify the Watch Commander.
2. Perform any act necessary to protect the physical health or safety of the infant.
3. Arrange for the immediate transportation of the infant to the nearest medical care facility.
4. Not require the parent voluntarily surrendering the infant to reveal personally identifiable information but should offer the parent the opportunity to provide information concerning the infant's familial or medical history.
5. Inquire whether the infant or either biological parent is a member of or is eligible for membership in a federally recognized Indian tribe, and if so, ask the identity of the tribe. Any such information shall be reported to DCF.
6. Keep confidential the name or other personally identifiable information of the person who delivered the infant unless there is a reasonable suspicion that the infant suffered great bodily harm.
7. Make information available to the surrendering parent as required by K.S.A. § 38-2282 (e.g., termination of parental rights, counseling services, medical/background questionnaire, postpartum health).

The Watch Commander shall ensure that DCF is notified, and the infant is delivered to the nearest medical facility. Once the infant is medically evaluated, the Watch Commander shall ensure the infant is delivered to a facility or person designated by DCF (K.S.A. § 38-2282).

A relinquishing parent is immune from civil or criminal liability if the surrendered infant has not suffered great bodily harm as determined by a person licensed to practice medicine and surgery, advanced practice registered nurse, or licensed physician assistant (K.S.A. § 38-2282).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, deputies should record the preliminary interview with suspected child abuse victims. Deputies should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

A deputy should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

1. Exigent circumstances exist, such as:
    (a) A reasonable belief that medical issues of the child need to be addressed immediately.
    (b) A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
    (c) The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
2. A court order or warrant has been issued.

313.7.3 INTERVIEWS ON SCHOOL PREMISES

Deputies may interview a child on the premises of an educational institution in a setting designated by school personnel (K.S.A. § 38-2226(g)).

1. Deputies have discretion in determining who may be present during an interview, taking into consideration the best interests of the child.
2. Deputies shall not be in uniform when investigating suspected child abuse on the premises of an educational institution.
3. The deputy may request the presence of school personnel if the presence of such person might provide comfort to the child or facilitate the investigation.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating deputy should arrange for the child’s transportation to the appropriate medical facility. The deputy may seek consent for the examination, but it is not required under the law. The deputy shall notify or attempt to notify the appropriate parent or guardian of the examination unless it is suspected that the parent or guardian is the abuser (K.S.A. § 38-2217).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

The Operations Commander should:

1. Work with professionals from the appropriate agencies, including DCF, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
2. Activate any available interagency response when an deputy notifies the Operations Commander that the deputy has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.
3. Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social, and other conditions that may affect the child.

313.9.2 DEPUTY RESPONSIBILITIES

A deputy responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

1. Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
2. Notify the Operations Commander so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

Kansas requires or permits the following:

313.10.1 ACCESS TO RECORDS

Deputies seeking access to records from any person or agency that maintains records relating to a child who is the subject of a child abuse investigation shall (K.S.A. § 38-2226):

1. Submit a written request for information to the person or agency.
2. Provide written notice that an investigation is being conducted by the Office.

When access to certain records is denied, a deputy may request disclosure of documents, reports or information by making a written, verified application to the district court when there is probable cause to believe this information will assist in the investigation of a report of child abuse or neglect (K.S.A. § 38-2229).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

313.10.2 RELEASE OF REPORTS
Information and records related to incidents and investigations of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (K.S.A. § 38-2209).

Information and reports relating to the surrender of an infant or individuals involved in the surrender are confidential and shall not be released except where allowed by law (K.S.A. § 38-2282).

313.10.3 STATE CHILD DEATH REVIEW BOARD
The Office shall allow the State Child Death Review Board access to all investigative information regarding the death of a child (K.S.A. § 22a-244).

313.11 TRAINING
The Office should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

1. Participating in multidisciplinary investigations, as appropriate.
2. Conducting forensic interviews.
3. Availability of therapy services for children and families.
4. Availability of specialized forensic medical exams.
5. Cultural competence (including interpretive services) related to child abuse investigations.
6. Availability of victim advocate or guardian ad litem support.
7. Recognizing abuse that requires mandatory notification to another agency.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Adult Abuse

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Geary County Sheriff's Office members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Geary County Sheriff's Office will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

Members of the Geary County Sheriff's Office shall notify the Department for Children and Families (DCF) when there is reasonable cause to suspect or believe that an adult is being or has been abused, neglected, or financially exploited, or is in need of protective services (K.S.A. § 39-1431).

For purposes of notification, abuse includes an act or inaction that would cause, or is likely to cause, harm including physical or mental injuries, sexual acts without consent, unreasonable use of physical or chemical restraints, isolation or medication that harms, or is likely to cause harm, emotional or mental distress, neglect, or financial exploitation as provided in K.S.A. § 39-1430.

For purposes of adult abuse, an adult is a person (K.S.A. § 39-1430):

1. Who is 18 years of age or older, alleged to be unable to protect his/her own interest, who is harmed or threatened with harm, whether financial, mental, or physical in nature, through action or inaction by either another individual or through his/her own action or inaction when the adult:
    (a) Resides in his/her own home, the home of a family member, or the home of a friend.
    (b) Resides in an adult family home as defined in K.S.A. § 39-1501.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(c) Is receiving services through a provider of community services operated or funded by the DCF, the Kansas Department for Aging and Disability (KDADS), or a licensed residential facility.

314.3.1 NOTIFICATION PROCEDURE
Notification should occur as follows (K.S.A. § 39-1431):

1. Notification to the DCF shall be made immediately or as soon as practicable by telephone.
2. Information shall include, if known:
   (a) The name and address of the person making the report.
   (b) The name and address of the caretaker caring for the involved adult.
   (c) The name and address of the involved adult.
   (d) Information regarding the nature and extent of the abuse.
   (e) The name of the next of kin of the involved adult, if known.
   (f) Any other information which the person making the report believes might be helpful in the investigation of the case and the protection of the involved adult.

For adult abuse investigations involving a medical facility, adult residential care facilities, home health agencies, adult day care or a facility for the mentally disabled, KDADS shall be notified upon the conclusion of the investigation or sooner if the report does not compromise the investigation (K.S.A. § 39-1443(d)).

314.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

1. Conduct interviews in appropriate interview facilities.
2. Be familiar with forensic interview techniques specific to adult abuse investigations.
3. Present all cases of alleged adult abuse to the prosecutor for review.
4. Coordinate with other enforcement agencies, social service agencies and facility administrators as needed (K.S.A. § 39-1409; K.S.A. § 39-1443).
5. Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
6. Participate in or coordinate with multidisciplinary investigative teams as applicable (K.S.A. § 39-1409; K.S.A. § 75-723).
7. Assist in investigations when requested by the DCF when it is reported that an adult is in a life-threatening situation (K.S.A. § 39-1435).

314.5 INVESTIGATIONS AND REPORTING
All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

1. The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected adult abuse victim is contacted.
2. Any relevant statements the victim may have made and to whom he/she made the statements.
3. If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
4. Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
5. Whether the victim was transported for medical treatment or a medical examination.
6. Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
7. Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
8. Previous addresses of the victim and suspect.
9. Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the deputy should make reasonable attempts to contact the DCF. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this office should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the deputy should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the deputy shall ensure that the adult is delivered to the DCF.

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking the adult into protective custody.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, deputies should audio record the preliminary interview with a suspected adult abuse victim. Deputies should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

A deputy should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

1. The adult cannot adequately provide for his or her own care or protection and exigent circumstances exist, such as:
    (a) A reasonable belief that medical issues of the adult need to be addressed immediately.
    (b) A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
    (c) The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
2. A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating deputy should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The deputy should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, deputies should notify a supervisor before proceeding. The supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

314.9.1 SUPERVISOR RESPONSIBILITIES

The Operations Commander should:

1. Work with professionals from the appropriate agencies, including the DCF, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
2. Activate any available interagency response when a deputy notifies the Operations Commander that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.
3. Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 DEPUTY RESPONSIBILITIES

Deputies responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives at the scene should:

1. Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.
2. Notify the Operations Commander so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Kansas requires or permits the following:

314.10.1 RECORDS SECTION RESPONSIBILITIES

The Records Section is responsible for:

1. Providing a copy of the adult abuse report to the DCF as required by law (K.S.A § 39-1443).
2. Retaining the original adult abuse report with the initial case file.

314.10.2 ACCESS TO RECORDS

Deputies shall have access to relevant records from any person or agency which maintains records relating to an adult abuse investigation (K.S.A. § 39-1406; K.S.A. § 39-1436).

314.10.3 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy.

314.11 TRAINING

The Office should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

1. Participating in multidisciplinary investigations, as appropriate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Conducting interviews.
3. Availability of therapy services for adults and families.
4. Availability of specialized forensic medical exams.
5. Cultural competence (including interpretive services) related to adult abuse investigations.
6. Availability of victim advocates or other support.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Discriminatory Harassment

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent office members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Geary County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Office will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Office will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Office may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 RESPONSIBILITIES

This policy applies to all office members, who shall follow the intent of these guidelines in a manner that reflects office policy, professional standards, and the best interest of the Office and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Sheriff, the Director of Human Resources, or the County Commission.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

315.3.1 QUESTIONS OR CLARIFICATION
Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Sheriff, the Director of Human Resources, or the County Commission for further information, direction, or clarification.

315.3.2 SUPERVISOR RESPONSIBILITIES
The responsibilities of supervisors and managers shall include but are not limited to:

1. Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
2. Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
3. Ensuring that their subordinates understand their responsibilities under this policy.
4. Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
5. Making a timely determination regarding the substance of any allegation based upon all available facts.
6. Notifying the Sheriff or the Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.3.3 SUPERVISOR'S ROLE
Supervisors and managers shall be aware of the following:

1. Behavior of supervisors and managers should represent the values of the Office and professional standards.
2. False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

315.4 INVESTIGATION OF COMPLAINTS
Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Office that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

315.4.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.4.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Sheriff, the Director of Human Resources, or the County Commission.

315.4.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Office. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.5 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Sheriff. The outcome of all reports shall be:

1. Approved by the Sheriff, the County Commission, or the Director of Human Resources, depending on the ranks of the involved parties.
2. Maintained in accordance with the established records retention schedule.

315.5.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

315.6 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member and acknowledged.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Missing Persons

Effective Date:	01.07.2025
Revised Date:	02.10.2025
Issuing Authority: Sheriff Nate Boeckman	

316.1 PURPOSE AND SCOPE

Deputies shall take all reasonable measures to locate reported missing persons. The Office will accept and process without delay any report of a missing person by any person at any time, except when the Office:

1. Knows the location of the person reported missing;
2. Has confirmed the safe status of the person reported missing, or;
3. Has confirmed that another law enforcement agency has already completed a report on the missing person incident.

Juveniles and children represent a unique and vulnerable segment of society. Deputies must thoroughly investigate these matters with an emphasis by the Deputy to quickly obtain all relevant information concerning the missing child/juvenile so that their status can be correctly determined and the appropriate Law Enforcement response initiated. There is a critical need for immediate and consistent response to reports of missing and endangered children. The decisions made and actions taken during the preliminary stages have a profound effect on the outcome of the case.

316.1.1 DEFINITIONS

Definitions related to this policy include:

Critical Missing Person: A missing person who is at a heightened risk of bodily harm or death, because of special circumstances, and requires immediate and special attention on the part of the Office. Examples of such special circumstances include, but are not limited to the following:

1. Abduction.
2. Suspicious or known dangerous circumstances.
3. Missing more than 30 days.
4. Designated as a high-risk or critical missing person by another law enforcement agency.
5. Any facts or circumstances that would lead the law enforcement agency to believe such person may be at risk of bodily harm or death.

Missing Person: Any person 18 years of age or older whose whereabouts are unknown and there is a concern for the health, safety, or well-being of the missing person on the part of the reporting party.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

AMBER Alert: Program established under the auspices of the Kansas Bureau of Investigation to enlist the assistance of local media in the case of confirmed child abduction.

At-Risk: A missing child will be considered "at-risk" when one or more of the below listed unusual circumstances are present.

1. The child is less than 13 years of age.
2. The child is out of the zone of safety for his or her age and physical and mental condition.
3. The child is developmentally disabled, or may have difficulty communicating with others about needs.
4. The child is dependent on either prescription or illicit substances.
5. The child is a potential victim of foul play or sexual exploitation.
6. The child is in a life-threatening situation.
7. The child has been absent from home for more than 24 hours before being reported to Law Enforcement as missing.
8. The child is believed to be with persons who could endanger their welfare.
9. The child is absent under circumstances inconsistent with established patterns of behavior.

Endangered Missing Advisory: A program created by the United States Department of Justice as a tool that gives law enforcement and other key partners a formal action plan to safely recover missing children who do not fit the State of Kansas AMBER Alert criteria.

Family Abduction: A non-custodial family member flees with a child, usually in direct violation of a court ordered custody arrangement.

Joint Child Abduction Rapid Deployment (JCARD): Regional teams composed of local, state, and federal law enforcement officers and support personnel who have received specialized training in the best national practices in child abduction investigations.

Lost or otherwise missing: A child becomes separated from parent(s) or caretaker(s) not indicating the likelihood of an abduction or voluntary absence. This can include missing children with Special Needs.

Missing Child: Refers to a person who is younger than 18 years of age and whose whereabouts are unknown to his or her parents, guardian, or responsible party.

Non-Family Abduction: A child taken by an unknown individual, through force or persuasion, usually in furtherance of additional victimization.

Runaway: Any juvenile under eighteen (18), who leaves home voluntarily for a variety of reasons and there is concern among family members for the welfare of the juvenile.

Thrown away: A child whose caretaker makes no effort to recover the child who has run away, or who has been abandoned or deserted.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

316.2 POLICY

The Geary County Sheriff's Office does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay (K.S.A. § 75-712c(a)(1)).

This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction. A Missing Person Report will include the narrative, list the missing person as the victim, and obtain the signature of the interested party (parent, legal guardian, next-of-kin, physician, authoritative source, friend, or neighbor) or place their own signature in the designated space on the Missing Person Report. The report should include, but is not limited to the following information:

1. Clothing description.
2. Vehicle description including tag number, if applicable.
3. Property such as clothing, money, etc., that may also be missing.
4. Friends or acquaintances of the missing person.
5. Frequent hang-outs.
6. Any medical condition, including mental stability, and medications.
7. Any other information that may help locate the person.
8. The most current photo available.
9. Applicable identifying number associated with the entry of the missing person file of the NCIC.

The reporting party shall be advised to immediately notify the Office in the event the missing person returns or is located. The reporting Deputy will expeditiously convey all pertinent information to Communication Center personnel who should complete the following tasks if appropriate:

1. Broadcast attempt to locate information.
2. Enter missing persons into the NCIC missing and unidentified persons file. An on-duty dispatcher will normally accomplish this task. The NCIC Operating Manual establishes the criteria for entry into the system.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

316.4 MISSING ADULT INITIAL INVESTIGATION AND RESPONSIBILITIES

Deputies or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable (K.S.A. § 75-712c(a)(4)):

1. Respond to a dispatched call as soon as practicable.
2. Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be high risk (K.S.A. § 75-712c(e)(1)).
    (a) Provide the reporting party with contact information and information concerning the National Center for Missing Adults (K.S.A. § 75-712c(b)).
    (b) Advise the reporting party to immediately notify the Office in the event the missing person returns or is located (K.S.A. § 75-712c(d)).
3. Determine the circumstances surrounding the missing person.
4. Notify a supervisor immediately if there is evidence that a missing person is either high risk or may qualify for a public alert, or both (see the Public Alerts Policy).
5. Broadcasting relevant details to other members as applicable.
    (a) Expand the notification to other jurisdictions as the need arises.
6. Ensure that entries and removals are made into the appropriate missing person networks (K.S.A. § 75-712b; K.S.A. § 75-712c(a)(3); K.S.A. § 75-712c(e)(4)):
    (a) Immediately, when the missing person is high risk.
    (b) In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).
7. Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.
8. Collect and/or review:
    (a) A photograph and fingerprint card of the missing person, if available.
    (b) A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
    (c) Any documents that may assist in the investigation, such as court orders regarding custody.
    (d) Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
9. When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.
10. Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

11. Obtaining other information or making notifications as requested by investigating members.
12. Follow- up contact, investigations and searches with the reporting persons.

316.4.1 FOLLOW UP ACTIVITIES

Within a reasonable period of time, but in no case later than 30 calendar days from the initial report date, supplemental forms should be provided to the reporting party by the Deputy or detective assigned follow-up activities, to be completed and returned to the Office. The data reported on the follow-up form shall, upon receipt, be entered expeditiously into the missing person file of NCIC. The assigned Deputy/Detective will convey this information to communication center personnel who shall, in turn, enter the information appropriately.

1. The Office shall immediately notify the reporting party if the missing person is located or contacted, except that no information will be given to the reporting party if there is reason to believe the missing person is an adult or an emancipated minor who is staying at, or has made contact with a domestic violence or sexual assault program, and does not expressly consent to the release of this information.
2. Upon confirmation that the missing person has been located, the Communication Center must be notified in order to remove (clear) the NCIC entry.

316.4.2 DECLARING MISSING PERSON CRITICAL

Missing person incidents vary by their nature and circumstance. Persons believed to be in the high risk or critical category often require attention on the part of the Office that goes beyond whats afforded to routine missing persons. Each missing person case will be evaluated in order to determine the appropriate departmental response.

1. A reporting Deputy who believes a missing person should be classified as critical shall immediately inform their immediate supervisor of the circumstances.
2. The supervisor will consider all available information and determine if a missing person should be classified as critical.
3. Should the supervisor declare a missing person to be a critical missing person, they will notify their supervisor or Division Commander, as applicable, in order to initiate and coordinate the appropriate Departmental response.
4. Upon a determination that a missing person is a "Critical" missing person, the appropriate information will immediately be provided by the reporting Deputy to the Communication Center in order to make an entry into the Missing Person file of the NCIC as soon as possible.
5. Options available to the Office in attempting to locate critical missing persons may include the following:
    (a) Immediate need for assistance:
        i. Use of all available on-duty Deputies.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

ii. Request assistance from the Junction City Fire Department

iii. Request assistance from the Junction City Police Department

iv. Request assistance from the Grandview Plaza Police Department

v. Request response of the Drone Team

(b) On-going need for assistance

i. Call-in of additional off-duty Deputies or detectives.

ii. Request the SRT.

iii. Formation of a search party, to include the use of citizens.

(c) Public Alert Systems:

i. Amber Alert:

ii. Silver Alert: A Kansas Silver Alert should be considered if there is reason to believe the person reported missing is either suffering from dementia, or over age 65, and the person has a reported medical or mental condition that may threaten, or greatly reduce, their ability to make sound reasonable decisions and/or may diminish their ability to survive without assistance, or the person has been determined to be a risk to harm their self. Detailed instructions for use of the Silver Alert can be located on the Kansas Attorney Generals website.

316.4.3 SEARCHES

Most missing person searches are coordinated and directed by the Patrol Division Commander. Normally, organized searches will be limited to those instances where the Office is attempting to locate a critical missing person as defined above. Some situations may require implementation of the Incident Command System

316.5 MISSING JUVENILE INITIAL INVESTIGATION AND RESPONSIBILITIES

Patrol Deputy: Upon the receipt of a missing child report the Communication Center will assign at least one Deputy, generally of the Patrol Division, to conduct, initiate and/or participate in the following activities. The below are not necessarily conducted in the ordered listed or mandatorily conducted solely by the assigned patrol Deputies. Rather, they should be conducted in a cooperative effort with detectives who might be assigned to the case.

1. Respond to the scene and conduct a preliminary investigation.
2. Protect any identifiable crime scene.
3. Confirm the fact the child is indeed missing. The initial responding Deputy(s) should conduct an immediate, thorough search of the home or building to include closets, dryers, boxes, under beds, and anywhere a child may be concealed from view. A thorough search of the surrounding area should be conducted as well.
4. Contact neighbors and friends where the child may have voluntarily gone.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Interview the parent(s) or person(s) who made the initial report and verify the child's custody status.
6. Determine the circumstances of the current missing episode, and when, where, and by whom the missing child was last seen. The following should be addressed:
    (a) Is the child a subject of a non-family abduction and possibly with an adult who could cause them harm, or may the child be in such a situation in the future?
    (b) Is the child a subject of a family abduction?
    (c) Has the child previously run away from home, threatened to do so, or have a history of explainable or unexplainable absences?
7. Request investigative and/or supervisory assistance, if appropriate.
8. Interview (and document the interview) of the person(s) who last had contact with the child.
9. Determine the missing child's zone of safety considering his or her age and developmental stage.
10. Determine if the child has access to the Internet, a cell phone, or other communication device.
11. Obtain a detailed description of the missing child (including a photograph) as well as the description and all information available concerning the abductor and/or suspect vehicle.
12. Obtain and provide to the Communication Center all information necessary to complete an entry into the NCIC Missing Person File. Upon receipt of such information Communication Center personnel will enter the missing child into the NCIC Missing Person file.
13. Complete a Missing Person Report and obtain the signature of the interested party (parent, legal guardian, next-of-kin, physician, authoritative source, friend, or neighbor) or place their own signature in the designated space on the report.
14. Initiate the procedures for an Amber Alert, if appropriate (see below).
15. Ensure a broadcast of known details is made to other patrol units and local law enforcement agencies.
16. Conduct a neighborhood canvass to include all vehicles in the area, and consider enacting a checkpoint using marked vehicles.

Command and Control: The watch commander will be immediately notified when a child is reported missing. Based on information obtained by the responding Deputy(s), the Communication Center will make further notifications in accordance with Office guidelines. On-duty supervisors may request the duty investigator or additional Investigation Division support. If warranted, the Offices' incident command system may be activated. See Policies All Hazard Plan and ICS Command Function.

Thrownaway Children: Deputies who investigate suspected "thrownaway" or abandoned children have two priorities.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Ensure the welfare of the child. This entails treating the victim as a CINC in accordance with applicable Kansas statutes and Office policies rather than as a suspect even if the child is encountered in a potentially criminal situation.
2. Attempt to locate the responsible parent, guardian, or adult of the child. Once located, Deputiess will evaluate the situation and take appropriate action to initiate criminal proceedings and/or obtain DCF services.

Missing Children with Special Needs: Deputies are often faced with unique challenges when responding to, searching for, and recovering a missing child with special needs. In the course of an investigation for a missing child, Deputies should consider the following tendencies or behaviors. Children with special needs may:

1. Seek bodies of water.
2. Tend to wander or elope.
3. Tend to seek small, enclosed spaces which may be easily overlooked during a cursory search.
4. Attempt to elude or hide from searchers.
5. Have a diminished sense of fear.
6. Be physically unable to respond to search teams.
7. Be very resilient.
8. Be unlike any other autistic or special needs child in their behavior.
9. Have very specific interests or fascinations. Some examples include busy roadways, road signs, trains, fire trucks, etc.

316.5.1 INVESTIGATION DIVISION PROCEDURE

Missing Juveniles: Detectives assigned to conduct follow-up investigations of missing juveniles will:

1. Obtain a briefing at the scene from first responding Deputies and consider initiating steps necessary to stand up a Joint Child Abduction task force. This briefing should be conducted prior to in-depth interviews with family members of the missing person or witnesses who may have been identified during the initial stage of the case.
2. Verify the accuracy of all descriptive information. The verification process should include all details developed during the preliminary investigation.
3. Initiate a neighborhood canvass if appropriate. A thorough canvass of the neighborhood should be conducted without delay utilizing a standardized set of questions to ensure completeness and uniformity of information and facilitate establishment of a database to track leads. A record should also be made of all vehicles parked within the neighborhood and any other conditions that may have future investigative value. The Sex Offender Registration List should be scrutinized to determine if individuals designated as sexual predators reside, work, or might otherwise be associated with the area.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Obtain a brief history of recent family dynamics. Records of family contact maintained by law enforcement agencies, social services departments, schools, and other organizations should also be obtained and evaluated. Investigators should also determine who has legal custody of the child in question.
5. Once preliminary investigative steps have been completed, detectives should "compare notes" with the first responder, fellow investigators, and other agency personnel to identify and work through conflicting information.
6. Evaluate the need for additional resources and specialized services.
7. Update descriptive information. If it appears that the case will not be promptly resolved, investigators should ensure that the descriptive record, especially that entered into the NCIC Missing Person File, is updated to include dental characteristics, scars, marks, tattoos, and fingerprints along with additional articles of clothing, jewelry, or unique possessions.
8. Monitor media sources. While information gained through effective media releases is often of significant value in a missing-person case, the Investigation Division Commander, or designee, should review all drafts prior to release to ensure that investigative objectives are not unintentionally compromised.

316.5.2 AMBER ALERT

The AMBER Plan is a State-wide cooperative effort between media outlets and law enforcement. The plan is designed to communicate suspect and victim information to the general public and make available a method of providing tips to law enforcement in the event a child is missing under suspicious circumstances.

1. The primary mission of an AMBER Alert is to aid in the recovery of critical missing persons or at-risk individuals who have been abducted by a stranger or non-family member. Such incidents are characterized by the following:
   (a) There has been a child abduction.
   (b) The abducted child is 17 years of age or younger or is an individual with a mental or physical disability.
   (c) There is reason to believe the victim is in imminent danger of serious bodily injury or death.
   (d) There exists sufficient information to disseminate to the general public and which could assist in the safe recovery of the victim and/or the apprehension of the suspect.

Supervisory personnel shall gather and assess all available information regarding the incident.

1. The supervisor will determine if the missing child meets the criteria outlined above. If so, the Deputy most knowledgeable of the event details may be directed to contact the KBI help desk to initiate the AMBER Alert. Alternatively, the supervisor may request Communication Center personnel call the KBI and provide the identity of the lead Deputy, detective or supervisor. The KBI will, in turn, contact the lead investigator directly.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. The supervisor leading the investigation should ensure appropriate command personnel are notified of the AMBER Alert. Command should arrange for adequate staff (sworn or non-sworn personnel) to answer phones, complete lead sheets and interface with the media.

Communications Center personnel, upon supervisory determination that an Amber Alert should be initiated, may complete the following tasks.

1. Request initiation of the plan by calling the KBI communications at (785) 296-8262. Calling personnel must be prepared to provide to the KBI the name of an Deputy, detective, or supervisor who has knowledge of the event
2. Obtain a photograph of the victim (and suspect if available) and send the photo(s) to helpdesk@kbi.state.ks.us.
3. Ensure the missing child is entered into NCIC in accordance with applicable entry guidelines (see NCIC Operating Manual).
4. Upon confirmation the Amber Alert has been activated, contact the regional FBI office and advise the agent in charge of the activation. Provide the name and extension number of the supervisor leading the investigation.
5. Advise neighboring law enforcement agencies and organizations (shopping centers, schools, etc.) of the initiation of the Amber Plan in the event those agencies begin to receive information relating to the abduction.
6. Forward telephone reports of possible information to designated personnel for completion of lead sheets. Such personnel may include investigation, patrol, or clerical personnel. Until such staff is in place however, Communication Center personnel must be prepared to complete lead sheets and briefly answer media questions if required.
7. Forward telephone calls requesting information about the alert and/or the status of the investigation to the PIO.
8. Cancel the alert with the KBI and surrounding agencies as soon as the situation dictates.

316.5.3 ENDANGERMENT ADVISORY

In the event a child missing under unexplained or suspicious circumstances does not meet the criteria for a State-wide Amber Alert, the Patrol or Investigation Division Commander may authorize the broadcast of an Endangered Missing Advisory by Communications Center personnel. In addition to the broadcast, pertinent information will be disseminated by the PIO to all social media, television, and radio outlets.

316.5.4 FOLLOW UP

When a missing child is located, they will be removed from NCIC by the Communications Center personnel and all proper authorities will be notified. Depending on the circumstances, additional investigation may be required as it could lead to the discovery of further serious offenses committed, or permitted, by adults associated with the missing child. A post-recovery interview may be conducted at the earliest convenience of the child.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

316.6 INVESTIGATION DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

1. Should ensure that the missing person's school is appropriately notified if the missing person is a juvenile (K.S.A. § 72-9934).
    (a) The notice shall be in writing and should also include a photograph.
    (b) The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
2. Shall recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available. Investigators shall also (K.S.A. § 75-712c(c); K.A.R. 10-20-2):
    (a) Provide follow-up forms to the reporting party from the NCIC or KBI.
    (b) Attempt to obtain a DNA sample from family members.
3. Should consider contacting other agencies involved in the case to determine if any additional information is available.
4. Shall verify and update the KBI Missing/Unidentified Person Clearinghouse, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308; K.S.A. § 75-712c(c)).
5. Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
6. Shall maintain a close liaison with state and local child welfare systems and NCMEC if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
7. Should make appropriate inquiry with the Coroner.
8. Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.
9. Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the KBI Missing/ Unidentified Person Clearinghouse and enter the photograph into applicable missing person networks (34 USC § 41308).
10. Should assign responsibility to monitor the case and upon obtaining any new information concerning the missing person at any time, evaluate whether such person may be a high-risk missing person (K.S.A. § 75-712c(e)(2)).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

11. In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.7 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The Records Supervisor should ensure that, upon receipt of information that a missing person has been located, the following occurs:

1. Notification is made to the KBI and any other agency involved in the case.
2. The missing child's school is notified.
3. Entries are made in the applicable missing person networks.
4. When a person is high risk, the fact that the person has been found should be reported within 24 hours to the KBI and any other agency involved in the case.
5. Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.
6. The NCIC entry is cleared, if applicable.

316.7.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themself should (K.S.A. § 75-712g):

1. Obtain a complete description of the person.
2. Enter the unidentified person's description into the NCIC Unidentified Person File, NamUs database, and the KBI Missing/Unidentified Person Clearinghouse (K.S.A. § 75-712b(b)).
3. Use available resources, such as those related to missing persons, to identify the person.

316.7.2 VICTIMS OF DOMESTIC VIOLENCE/SEXUAL ASSAULTS

When there is reason to believe that a missing person (including an emancipated minor) is staying at or made contact with a domestic violence or sexual assault program, notification that the missing person was found shall not be provided to relatives and/or the reporting party unless the missing person expressly consents to the release of the information (K.S.A. § 75-712c(d)).

316.8 SUPERVISOR RESPONSIBILITY

The responsibilities of the supervisor shall include, but are not limited to:

1. Reviewing and approving missing person reports upon receipt.
   (a) The reports should be promptly sent to the Records Section.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Ensuring resources are deployed as appropriate.
3. Initiating a command post as needed.
4. Ensuring applicable notifications and public alerts are made and documented.
5. Ensuring that records have been entered into the appropriate missing person networks (K.S.A. § 75-712c(a)(3)).
6. Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
    (a) If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.
7. Reevaluating new information, including whether the missing person is subsequently high-risk (K.S.A. § 75-712c(e)(2)).

316.9 CASE CLOSURE

The Operations Commander may authorize the closure of a missing person case after considering the following:

1. Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
2. If the missing person is a resident of Geary County or this office is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
3. If this office is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
4. A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 RECORDS DIVISION RESPONSIBILITIES

The responsibilities of the Records Section receiving member shall include, but are not limited to:

1. As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
2. Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
3. Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
4. Forwarding a copy of the report to the Investigation Division.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Coordinating with the NCIC Terminal Contractor for Kansas to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.11 TRAINING

Subject to available resources, the Sheriff or their designeeshould ensure that members of this office whose duties include missing person investigations and reports receive training that includes:

1. The initial investigation:
    (a) Assessments and interviews
    (b) Use of current resources, such as Mobile Audio/Video (MAV)
    (c) Confirming missing status and custody status of minors
    (d) Evaluating the need for a heightened response
    (e) Identifying the zone of safety based on chronological age and developmental stage
2. Briefing of office members at the scene.
3. Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
4. Verifying the accuracy of all descriptive information.
5. Initiating a neighborhood investigation.
6. Investigating any relevant recent family dynamics.
7. Addressing conflicting information.
8. Key investigative and coordination steps.
9. Managing a missing person case.
10. Additional resources and specialized services.
11. Update procedures for case information and descriptions.
12. Preserving scenes.
13. Internet and technology issues (e.g., Internet use, cell phone use).
14. Media relations.

In addition, members should participate in KBI Missing/Unidentified Person Clearinghouse training (K.S.A. § 75-712d(b)).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Public Alerts

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Geary County Sheriff's Office should notify their supervisors, Watch Commander or Investigation Division supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Sheriff, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

1. Updating alerts
2. Canceling alerts
3. Ensuring all appropriate reports are completed
4. Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

317.4 AMBER™ ALERTS

AMBER™ Alerts are used to provide a statewide system for the rapid dissemination of information regarding abducted children.

317.4.1 CRITERIA

The following criteria must be met to issue an AMBER Alert:

1. The child is 17 years of age or younger, or has a proven mental or physical disability.
2. The child is believed to be in danger of serious bodily harm or death.
3. There is evidence that the child is likely to be in the broadcast area.
4. There is information to disseminate to the general public which could assist in the recovery of the child or the apprehension of the suspect. Information required includes:
    (a) The child's or suspect's information or descriptions.
    (b) The direction of travel.
    (c) Other substantial facts.

317.4.2 PROCEDURE

The following is the procedure for initiating an AMBER Alert. The member should:

1. Confirm an abduction has occurred.
2. Open a major case investigation.
3. As soon as possible, enter the information that has been collected into the National Crime Information Center (NCIC) system.
4. Have the proper reports of the incident available for review.
5. Have the Sheriff or the authorized designee contact the Kansas Bureau of Investigation (KBI) and request an AMBER Alert.
6. Provide the AMBER Alert personnel with all of the necessary information.

The Sheriff or the authorized designee shall ensure that the AMBER Alert is deactivated as soon as practicable after the missing child is found.

317.5 BLUE ALERTS

Blue Alerts™ are used to provide a statewide system for the rapid dissemination of information regarding a violent criminal who has seriously injured or killed a local, state, or federal law enforcement officer.

317.5.1 CRITERIA

The following criteria are utilized to determine if a Blue Alert should be issued:

1. A law enforcement officer must have been killed or seriously injured by an offender.
2. The office must determine that the offender poses a serious risk or threat to the public and other law enforcement personnel.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. A detailed description of the offender's vehicle, vehicle tag or partial tag must be available for broadcast to the public.

In addition, the KBI may issue a Blue Alert if both the Office and the KBI believe that the release of an offender's physical description or personal identifiers will aid in the speedy apprehension of the offender and increase public safety.

317.5.2 PROCEDURE

The following is the procedure for initiating a Blue Alert:

1. The Sheriff or the authorized designee will notify the KBI Communications/Help Desk and request a Blue Alert.
2. The Sheriff or the authorized designee shall ensure that a Blue Alert is deactivated as soon as practicable after the suspect is found.

317.6 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing person who is suffering from dementia or is over the age of 65 (K.S.A. § 75-754).

317.6.1 CRITERIA

The following criteria must be met to issue a Silver Alert:

1. Law enforcement has reason to believe the person reported missing is:
   (a) Suffering from dementia or is over the age of 65.
   (b) The person has a reported medical or mental condition that may threaten or greatly reduce his/her ability to make sound reasonable decisions and/or may diminish his/her ability to survive without assistance.
   (c) The person has been determined to be at risk of harming his/herself.
2. The person's whereabouts are unknown and he/she is missing under circumstances that do not conform to his/her normal routine or habits, and he/she may be in need of assistance or intervention.
3. The investigating deputy determines that it is appropriate to request public assistance in locating the individual.

317.6.2 PROCEDURE

The following is the procedure for initiating a Silver Alert:

1. The Sheriff or the authorized designee should notify the media and other resources that may assist in locating the missing person.
2. The Sheriff or the authorized designee should notify the KBI Communications/Help Desk if a statewide search is necessary.

The Sheriff or the authorized designee shall ensure that the Silver Alert is deactivated as soon as practicable after the missing person is found.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

317.7 PURPLE ALERTS

Purple alerts are used to locate missing adults with intellectual or developmental disabilities (K.S.A. § 75-754a).

317.7.1 CRITERIA

The following criteria must be met to issue a Purple Alert:

1. The person is 18 years of age or older.
2. The person has been diagnosed with an intellectual disability.
3. The person's whereabouts are unknown.
4. It is believed that the person is in imminent danger of serious bodily injury or death because of their disability and unable to return to safety without assistance.

317.7.2 PROCEDURE

The following is the procedure for initiating a Purple Alert:

1. The Sheriff or the authorized designee should notify the media and other resources that may assist in locating the missing person.
2. The Sheriff or the authorized designee should notify the KBI Communications/Help Desk if a statewide search is necessary.

The Sheriff or the authorized designee shall ensure that the Purple Alert is deactivated as soon as practicable after the missing person is found.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Victim and Witness Assistance

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Geary County Sheriff's Office is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Geary County Sheriff's Office will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIM LIAISON

The Sheriff may appoint a member of the Office to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Geary County Sheriff's Office regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.3.1 SPECIFIC VICTIM LIAISON DUTIES

Within seven days after the initial contact with a victim of a reported crime, the crime victim liaison shall ensure that the local victim compensation coordinator is notified of the report of the crime, and the name and address of the victim or victims (K.S.A. § 19-4808).

318.4 CRIME VICTIMS

Deputies should provide all victims with the applicable victim information handouts.

Deputies should never guarantee a victim’s safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Deputies should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written office material or available victim resources.

318.5 VICTIM INFORMATION

The Administrative Services Division Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Shelters and other community resources for victims including domestic violence and sexual assault victims.
2. Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).
3. An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
4. A clear explanation of relevant court orders and how they can be obtained.
5. Information on how to register with the Kansas Department of Corrections to receive information on an offender's custody status.
6. Notice regarding U visa and T visa application processes.
7. Resources available for victims of identity theft.
8. Information shall be provided regarding (K.S.A. § 19-4808):
    (a) Emergency and medical telephone numbers, if needed.
    (b) The deputy's name, badge number, and any applicable case or incident number, in writing.
    (c) The address and telephone number of the prosecutor's office the victim should contact to obtain information about victims' rights.
    (d) The name and address of the crime victims' compensation board and information about possible compensation benefits.
    (e) An advisement that the details of the crime may be made public.
    (f) An advisement of the Victim's Bill of Rights (K.S.A. § 74-7333; K.S.A. § 74-7335).
9. Information required for victims of domestic violence (K.S.A. § 22-2307).

318.6 WITNESSES

Deputies should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Deputies may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Deputies should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.7 WITNESS INFORMATION

The Administrative Services Division Commander shall ensure that witness information handouts are available and current. These should include as appropriate:

1. Information regarding counseling, shelter options, medical services, and compensation programs.
2. Information advising witnesses what to do if they are threatened or otherwise intimidated by the suspect or anyone associated with the suspect.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. The case number and subsequent steps in the processing of the case.
4. The telephone number that witnesses may call to report additional information about the case or to receive information about the status of the case.

318.8 ADDITIONAL REQUIREMENTS

Members shall provide information referenced in this policy to victims and witnesses as appropriate during preliminary and follow-up investigations. Within seven days of the report of a crime, reasonable efforts shall be made to follow up with any victims and witnesses who have been identified.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Hate Crimes

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this office with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim.

319.2 POLICY

The Geary County Sheriff's Office recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this office is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

1. Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.
2. Providing victim assistance and community follow-up or identifying available resources to do so.
3. Educating community and civic groups about hate crime laws.

319.4 INVESTIGATION

Whenever any member of this office receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

1. Assigned deputies should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.
2. A supervisor should be notified of the circumstances as soon as practicable.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned deputies should take reasonable steps to preserve evidence that establishes a possible hate crime.
4. Based upon available information, deputies should take appropriate action to mitigate further injury or damage to potential victims or the community.
5. Depending on the situation, the assigned deputies or supervisor may request assistance from investigators or other resources.
6. The assigned deputies should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
7. The assigned deputies should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.
8. The assigned deputies should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked "Hate Crime."
9. The assigned deputies and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid *(*e.g., Temporary Protective Order) through the courts or County Attorney.

319.4.1 INVESTIGATION DIVISION RESPONSIBILITIES

If a hate crime case is assigned to the Investigation Division, the assigned investigator will be responsible for:

1. Coordinating further investigation with the County Attorney and other appropriate law enforcement agencies.
2. Maintaining contact with the victim and other involved individuals, as needed.
3. Maintaining statistical data and tracking of suspected hate crimes, as indicated or required by state law.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Standards of Conduct

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Geary County Sheriff's Office and are expected of all office members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this office or a member's supervisors.

320.2 POLICY

The continued employment or appointment of every member of this office shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any office supervisor or person in a position of authority, absent a reasonable and bona fide justification. This includes any orders relayed by a supervisor through an employee of the same or lower rank.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or office policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, office policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

1. Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
2. Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
3. Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.
4. Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Kansas constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient office service.

320.5.1 LAWS, RULES, AND ORDERS

1. Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive, or requirement, or failure to follow instructions contained in office or County manuals.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Disobedience of any legal directive or order issued by any office member of a higher rank.
3. Violation of federal, state, local, or administrative laws, rules, or regulations.
4. Failing to take assertive action and notify a supervisor when the member observes or becomes aware of another member engaging in criminal conduct, unconstitutional behavior, or other inappropriate activities that would discredit the Office.

320.5.2 ETHICS

1. Using or disclosing one's status as a member of the Geary County Sheriff's Office in any way that could reasonably be perceived as an attempt to gain influence or authority for non-office business or activity.
2. The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit, or any other improper purpose.
3. The receipt or acceptance of a reward, fee, or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
4. Acceptance of fees, gifts, or money contrary to the rules of this office and/or laws of the state.
5. Offer or acceptance of a bribe or gratuity.
6. Misappropriation or misuse of public funds, property, personnel, or services.
7. Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

1. Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.
2. Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
3. Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
4. Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this office.

5. Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this office.

320.5.5 ATTENDANCE

1. Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
2. Unexcused or unauthorized absence or tardiness.
3. Excessive absenteeism or abuse of leave privileges.
4. Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

1. Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this office.
2. Disclosing to any unauthorized person any active investigation information.
3. The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this office for personal or financial gain or without the express authorization of the Sheriff or the authorized designee.
4. Loaning, selling, allowing unauthorized use, giving away, or appropriating any office property for personal use, personal gain, or any other improper or unauthorized use or purpose.
5. Using office resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

320.5.7 EFFICIENCY

1. Neglect of duty.
2. Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
3. Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
4. Unauthorized sleeping during on-duty time or assignments.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Failure to notify the Office within 24 hours of any change in residence address or contact numbers.
6. Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

320.5.8 PERFORMANCE

1. Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.
2. The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any office record, public record, book, paper or document.
3. Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any office-related business.
4. Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this office or its members.
5. Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this office or subverts the good order, efficiency and discipline of this office or that would tend to discredit any of its members.
6. Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
    (a) While on office premises.
    (b) At any work site, while on-duty or while in uniform, or while using any office equipment or system.
    (c) Gambling activity undertaken as part of a deputy's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
7. Improper political activity including:
    (a) Unauthorized attendance while on-duty at official legislative or political sessions.
    (b) Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on office property except as expressly authorized by County policy, the employment agreement, or the Sheriff.
8. Engaging in political activities during assigned working hours except as expressly authorized by County policy, the employment agreement, or the Sheriff.
9. Any act on- or off-duty that brings discredit to this office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

320.5.9 CONDUCT

1. Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
2. Unreasonable and unwarranted force to a person encountered or a person under arrest.
3. Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
4. Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
5. Engaging in horseplay that reasonably could result in injury or property damage.
6. Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this office or the County.
7. Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.
8. Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this office.
9. Unauthorized possession of, loss of, or damage to office property or the property of others, or endangering it through carelessness or maliciousness.
10. Attempted or actual theft of office property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of office property or the property of another person.
11. Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract, including fraud in securing the appointment or hire.
12. Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Sheriff of such action.
13. Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this office, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this office or its members.

320.5.10 SAFETY

1. Failure to observe or violating office safety standards or safe working practices.
2. Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
3. Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
4. Unsafe firearm or other dangerous weapon handling, including loading or unloading firearms in an unsafe manner, either on- or off-duty.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
6. Unsafe or improper driving habits or actions in the course of employment or appointment.
7. Any personal action contributing to a preventable traffic accident.
8. Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

1. Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
2. Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
3. Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Information Technology Use

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of office information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the Geary County Sheriff's Office that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Office or office funding.

Hardware - Includes but is not limited to computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), modems, or any other tangible computer device generally understood to comprise hardware.

Software - Includes but is not limited to all computer programs, systems, and applications, including shareware and firmware. This does not include files created by the individual user.

Temporary file, permanent file, or file - Any electronic document, information, or data residing or located, in whole or in part, on the system including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

321.2 POLICY

It is the policy of the Geary County Sheriff's Office that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Office in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any office computer system.

The Office reserves the right to access, audit, and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Office, including the office email system, computer network, and/or any information placed into storage on any office system or device. This includes

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

records of all keystrokes or web-browsing history made at any office computer or over any office network. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through office computers, electronic devices, or networks.

321.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any office computer. Members shall not install personal copies of any software on any office computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Sheriff or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Office while on office premises, computer systems or electronic devices. Such unauthorized use of software exposes the Office and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of office- or County-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

321.4.2 HARDWARE

Access to technology resources provided by or through the Office shall be strictly limited to office-related activities. Data stored on or available through office computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or office-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

321.4.3 INTERNET USE

Internet access provided by or through the Office shall be strictly limited to office-related activities. Internet sites containing information that is not appropriate or applicable to office use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the internet shall be limited to messages, mail, and data files.

321.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Office while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access office resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure office computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

321.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Office involving one of its members or a member's duties, an alleged or suspected violation of any office policy, a request for disclosure of data, or a need to perform or provide a service.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The IT staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the office computer system when requested by a supervisor or during the course of regular duties that require such information.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Personal Electronic Device Usage

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

322.1 PURPOSE

This policy is designed to outline guidelines and restrictions regarding the connection of personal electronic devices to the department's computer systems and network. The primary objective is to ensure the security, confidentiality, and integrity of company data and information technology resources.

322.2 SCOPE

This policy applies to all employees, contractors, and third parties with access to the department computer systems and network.

322.3 POLICY

322.3.1 PROHIBITED PERSONAL ELECTRONIC DEVICES:

Employees are prohibited from connecting any personal electronic devices (e.g., smartphones, tablets, laptops, usb devices to include: external hard drives, thumb drives, etc) to department computers or the corporate network without prior written authorization from the IT department.

322.3.2 EXCEPTION PROCESS:

Any requests for exceptions to this policy must be submitted in writing to the IT department. Exceptions will only be granted on a case-by-case basis, and they must demonstrate a legitimate business need.

322.3.3 AUTHORIZED DEVICES:

Department-issued electronic devices, such as laptops and mobile phones, are provided for employees to perform their job responsibilities. These devices are configured to meet security standards and are the only authorized devices for connecting to the corporate network.

322.3.4 SECURITY MEASURES

Personal electronic devices often lack the necessary security measures to protect sensitive department data. Connecting such devices to the network can increase the risk of data breaches and malware infections.

322.3.5 DATA LOSS PREVENTION:

Employees must not use personal electronic devices to store or transfer department data, as this increases the risk of data loss or unauthorized access.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

322.3.6 NETWORK SECURITY:
Unauthorized personal devices connected to the network may compromise network security. This policy is in place to prevent potential breaches and cyber threats.

322.3.7 CONSEQUENCES OF VIOLATION:
Violation of this policy may result in disciplinary actions, up to and including termination of employment or contract termination. Additionally, individuals found in violation may be subject to legal action if data breaches occur.

322.3.8 COMPLIANCE:
All employees are expected to comply with this policy. The IT department will regularly monitor network traffic and device connections to identify any violations or potential security risks.

322.3.9 REVIEW AND REVISION:
This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary revisions will be made in consultation with the IT department and senior management.

322.3.10 ACKNOWLEDGEMENT:
By continuing employment or contracting with the Sheriff Department, all individuals acknowledge their understanding and agreement to comply with this Personal Electronic Device Usage Policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Office Use of Social Media

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

323.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Office is consistent with the office mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

1. Personal use of social media by office members (see the Speech, Expression and Social Networking Policy).
2. Use of social media in personnel processes (see the Recruitment and Selection Policy).
3. Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this office (see the Investigation and Prosecution Policy).

323.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the office website or social networking services.

323.2 POLICY

The Geary County Sheriff's Office will use social media as a method of effectively informing the public about office services, issues, investigations, recruitment and other relevant events.

Office members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

323.3 AUTHORIZED USERS

Only members authorized by the Sheriff or the authorized designee may utilize social media on behalf of the Office. Authorized members shall use only office-approved equipment during the normal course of duties to post and monitor office-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Sheriff may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Requests to post information over office social media by members who are not authorized to post should be made through the member's chain of command.

323.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the office mission and conforms to all office policies regarding the release of information may be posted.

Examples of appropriate content include:

1. Announcements.
2. Tips and information related to crime prevention.
3. Investigative requests for information.
4. Requests that ask the community to engage in projects that are relevant to the office mission.
5. Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
6. Traffic information.
7. Press releases.
8. Recruitment of personnel.

323.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

323.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

1. Content that is abusive, discriminatory, inflammatory or sexually explicit.
2. Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
3. Any information that could compromise an ongoing investigation.
4. Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Geary County Sheriff's Office or its members.
5. Any information that could compromise the safety and security of office operations, members of the Office, victims, suspects or the public.
6. Any content posted for personal use.
7. Any content that has not been properly authorized by this policy or a supervisor.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Any member who becomes aware of content on this Office's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

323.5.1 PUBLIC POSTING PROHIBITED
Office social media sites shall be designed and maintained to prevent posting of content by the public.

The Office may provide a method for members of the public to contact office members directly.

323.6 MONITORING CONTENT
The Sheriff may appoint a supervisor to review, at least annually, the use of office social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

323.7 RETENTION OF RECORDS
The Administrative Services Division Commander should work with the Official Custodian or custodian assigned to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

323.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on office sites.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Report Preparation

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

324.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Office who complete investigations and reports as a part of their duties.

324.2 POLICY

It is the policy of the Geary County Sheriff's Office that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

The Geary County Sheriff's Office shall establish procedures for field reporting, supervisory review of reports, and the report distribution process

324.3 DEFINITIONS

Arrest Report- formal documentation of arrest, whether custodial or non-custodial.

Quick Call or Field Contact- A documented contact with an individual where an incident report is not required.

Incident- An event that requires law enforcement action, documentation, or the dispatching of agency personnel in response to a citizen request for law enforcement services. This includes any Incident, whether criminal, non-criminal, which involves a response to a scene, an investigation, or the preparation of a report.

KIBRS- Kansas Incident Based Reporting System

324.4 REPORTING SYSTEM

1. If required, the Deputy shall complete an incident report, supplemental report, arrest report, offense report, citation, accident report, courtesy accident report, notice to appear. Incident reports, cases and case supplements shall be completed for cases involving:
   (a) All arrests
   (b) Felony or misdemeanor crimes
   (c) Death investigations
   (d) Incidents as directed by a supervisor

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(e) Incidents that, by nature require investigation and documentation.

2. Incident Reports shall be a permanent method of documenting required information. However other forms of documentation may be used during the report process. These forms include but are not limited to the following:
   (a) Accident reports (over $1000 in damage)
   (b) Courtesy accident report (under $1000 in damage)
   (c) Evidence Custody Receipt
   (d) Vehicle Inventory
   (e) Search Warrant Returns
   (f) Search Warrants
   (g) Statements
   (h) Citations
   (i) Notice to Appears
   (j) Discontinuation of Investigation
   (k) Consent to search
   (l) Juvenile Notice to Appear.
3. Reports and all documentation should be turned in by the end of the deputy's shift, unless authorized to complete at a later time by the deputy's supervisor. All incident reports shall be complete, accurate, and thorough. If a deputy finds an error after submission the deputy should request the report be rejected by their supervisor and correct the error.
4. Information required in reports shall include the following when applicable: Incident Number, day of week, date, time of report, name and identifiers of reporting party, victim or complainant, involvement of weapons, alcohol, drugs, vehicle descriptors, property descriptors, name and identifiers of suspect/offender, and witnesses, use of force, narrative describing incident details, Affidavit, and actions taken.
5. Information required in arrest reports shall include additional information if applicable: Aliases used, physical descriptors, offenses charged, warrant descriptors, names and identifiers of accomplices, Miranda warning details, employer information, location of offense, and location of arrest.
6. When additional Information is received concerning an investigation, a supplement report shall be documented and submitted. Whoever receives the information is responsible for completing the supplemental report. When deputies become aware of pertinent information about the case after the original report has been completed a supplemental report is required.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

324.5 EXPEDITIOUS REPORTING

An incomplete report, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

324.6 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member’s opinions should not be included in reports unless specifically identified as such.

324.6.1 HANDWRITTEN OR TYPED REPORTS

County, state and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for office consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

324.7 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate office-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if they deem it necessary or as directed by a supervisor.

324.7.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

1. All arrests.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. All felony crimes.
3. Incidents involving criminal threats, terrorist threats, and stalking.
4. Situations covered by separate policy. These include:
    (a) Use of Force Policy.
    (b) Domestic Violence and Stalking Policy.
    (c) Child Abuse Policy.
    (d) Adult Abuse Policy.
    (e) Hate Crimes Policy.
    (f) Suspicious Activity Reporting Policy.
5. All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the office-approved alternative reporting method (for example, an incident report).

324.7.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

1. Any found property or found evidence.
2. All protective custody and welfare detentions.
3. Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).
4. Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.
5. Suspicious incidents that may place the public or others at risk.
6. Any use of force by members of this office against any person (see the Use of Force Policy).
7. Any firearm discharge (see the Firearms Policy).
8. Any traffic accidents above the minimum reporting level (see the Traffic Accidents Policy).
9. Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

324.7.3 MISCELLANEOUS INJURIES

Any injury that is reported to this office shall require a report when:

1. The injury is a result of drug overdose.
2. There is an attempted suicide.
3. The injury is major or serious, and potentially fatal.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

324.7.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

1. Unattended deaths (no physician or qualified hospice care during the period preceding death)
2. Sudden, accidental or suspicious deaths
3. Suicides
4. Homicide or suspected homicide
5. Found dead bodies or body parts

324.7.5 COUNTY PERSONNEL OR PROPERTY

Incidents involving County personnel or property shall require a report when:

1. An injury occurs as the result of an act of a County employee or on County property.
2. There is damage to County property or equipment.

324.8 REVIEW AND CORRECTIONS

Deputies shall submit reports for supervisory approval. Reports that require revision shall be electronically returned to the deputy for correction. The returning supervisor shall note the areas that are in need of correction. The deputy shall make the necessary corrections prior to the end of their shift, unless approved by their supervisor. Once approved, records personnel shall review the report in a timely manner for quality assurance and KIBRS standards.

324.8.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

324.9 CASE NUMBERING SYSTEM

All reports initiated by the Sheriff's Office will be assigned a case number generated by the Records Management System. The incident number is assigned by Tyler Technologies (New World) report system. The case number will consist of the first two numbers representing the year and the last six digits ascend from 000001 beginning at 0001 hours on the first day of each new year. This ensures that no case number is duplicated or omitted

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Media Relations

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

325.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official office information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

325.2 POLICY

It is the policy of the Geary County Sheriff's Office to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

325.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Sheriff. In situations not warranting immediate notice to the Sheriff and in situations where the Sheriff has given prior approval, Division Commanders, Watch Commanders and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

325.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of office members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Sheriff.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Sheriff will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

325.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

1. At no time shall any member of this office make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this office.
3. Under no circumstance should any member of this office make any comment to the media regarding any law enforcement incident not involving this office without prior approval of the Sheriff. Under these circumstances the member should direct the media to the agency handling the incident.

325.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

1. The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
2. Media representatives shall be prevented from interfering and will be removed for interfering with emergency operations and criminal investigations.
    (a) Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.
3. Media interviews with individuals who are in custody shall not be permitted without the approval of the Sheriff and the express written consent of the person in custody.
4. No member of this office who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

325.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Office members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

325.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

325.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

325.7.1 EMPLOYEE INFORMATION

The identities of deputies involved in shootings or other critical incidents may only be released to the media upon the consent of the involved deputy or upon a formal request filed and processed in accordance with the Records Maintenance and Release Policy and applicable law (e.g., Kansas Open Records Act) (K.S.A. § 45-215 et seq.).

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of deputies involved in shootings or other critical incidents, shall be referred to the PIO, the Official Custodian or custodian assigned, or if unavailable, the Watch Commander. Such requests will be processed in accordance with the provisions of public records laws (e.g., the Kansas Open Records Act) (K.S.A. § 45-215 et seq.).

325.8 RELEASE OF INFORMATION

The Office may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the office website or other electronic data sources.

325.8.1 INFORMATION LOG

The Office will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the Watch Commander.

The daily information log will generally include:

1. The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).
2. The date, time, location, case number, name, birth date and charges for each person arrested by this office, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).
3. The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Subpoenas and Court Appearances

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

326.1 PURPOSE AND SCOPE

This policy establishes the guidelines for office members who must appear in court. It will allow the Geary County Sheriff's Office to cover any related work absences and keep the Office informed about relevant legal matters.

326.2 POLICY

Geary County Sheriff's Office members will respond appropriately to all subpoenas and any other court ordered appearances.

326.3 SUBPOENAS

Only office members authorized to receive a subpoena on behalf of this office or any of its members may do so.

326.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the County Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

1. Any civil case where the County or one of its members, as a result of his/her official capacity, is a party.
2. Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
3. Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
4. Any civil action stemming from the member's on-duty activity or because of his/her association with the Geary County Sheriff's Office.
5. Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Geary County Sheriff's Office.

The supervisor will then notify the Sheriff and the appropriate prosecuting attorney as may be indicated by the case. The Sheriff should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

326.3.2 CIVIL SUBPOENA

The Office will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current employment agreement.

The Office should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

326.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

326.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

326.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Office.

If a member on standby changes his/her location during the day, the member shall notify the designated office member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

326.6 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the office uniform or business attire.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

326.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

326.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current employment agreement.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Outside Agency Assistance

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

327.2 POLICY

It is the policy of the Geary County Sheriff's Office to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this office.

327.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander’s office for approval. In some instances, an established protocol or agreement may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this office, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this office.

Deputies may respond to a request for emergency assistance however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this office until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this office will not ordinarily be booked at this office. Only in exceptional circumstances, and subject to supervisor approval, will this office provide transportation of arrestees to other facilities on behalf of another agency.

327.3.1 INITIATED ACTIVITY

Any on-duty deputy who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Geary County Sheriff's Office shall notify his/her supervisor or the Watch Commander and Dispatch as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

327.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

327.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Watch Commander.

327.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administrative Services Division Commander or the authorized designee.

The documentation should include:

1. The conditions relative to sharing.
2. The training requirements for:
    (a) The use of the equipment and supplies.
    (b) The members trained in the use of the equipment and supplies.
3. Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Dispatch and the Watch Commander to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Administrative Division Commander should maintain documentation that the appropriate members have received the required training.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Registered Offender Information

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

328.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Geary County Sheriff's Office will address issues associated with certain offenders who are residing in the jurisdiction, and how the Office will disseminate information and respond to public inquiries for information about registered offenders (K.S.A. § 22-4901 et seq.).

328.2 POLICY

It is the policy of the Geary County Sheriff's Office to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

328.3 REGISTRATION

The Investigation Division supervisor shall establish a process to reasonably accommodate registration of offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process (K.S.A. § 22-4904; K.S.A. § 22-4907).

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Kansas Bureau of Investigation (KBI) within three business days (K.S.A. § 22-4904).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

328.3.1 CONTENTS OF REGISTRATION

Registration shall consist of a KBI-approved form that includes the required offender information and a statement that the requirements have been reviewed and explained to the offender. The offender shall sign the form unless the reporting is conducted by a certified letter as allowed by law (K.S.A. § 22-4907(a)).

The offender shall provide a biological sample as required by K.S.A. § 21-2511 and forward it to the KBI (K.S.A. § 22-4907(b)).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

328.4 MONITORING OF REGISTERED OFFENDERS

The Investigation Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

1. Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.
2. Review of information on the KBI Offender Registry.
3. Contact with a registrant's parole or probation officer.
4. Verification that the registrant is reporting quarterly to the Geary County Sheriff's Office as applicable (K.S.A. § 22-4905(b)).

Any discrepancies should be reported to the KBI.

The Investigation Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Geary County Sheriff's Office members, including timely updates regarding new or relocated registrants.

328.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Sheriff if warranted. A determination will be made by the Sheriff, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be provided the KBI Offender Registry website or the Geary County Sheriff's Office’s website.

The Records Supervisor shall release local registered offender information to residents in accordance with K.S.A. § 22-4909 and in compliance with a Kansas Open Records Act (KORA) request.

328.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

1. The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
2. The information is provided as a public service and may not be current or accurate.
3. Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
4. The crime for which a person is convicted may not accurately reflect the level of risk.
5. Any person who uses information obtained through the KBI Offender Registry website or the Geary County Sheriff's Offices website to threaten, intimidate or harass another,

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

or who otherwise misuses the information, may be subject to criminal prosecution and/or civil liability.

328.5.2 DISSEMINATION

Information required by the Kansas Offender Registration Act shall be open to inspection by the public at the Geary County Sheriff's Office and on the office-internet website (K.S.A. § 22-4909(a)).

The following information shall not be disclosed other than to law enforcement agencies (K.S.A. § 22-4909(f)):

1. The name, address, telephone number or any other information which specifically and individually identifies any victim of a registerable offense
2. The Social Security number of the offender
3. The offender's criminal history arrests that did not result in conviction or adjudication
4. Travel and immigration document numbers of the offender
5. Internet identifiers of the offender

328.5.3 INFORMATION AVAILABLE VIA THE INTERNET

The following information shall be included on the office's website (K.S.A. § 22-4909(b)):

1. Whether an offender is a sex offender, a violent offender or a drug offender
2. Name of the offender, including any aliases
3. Address of each residence at which the offender resides or will reside
   (a) Other information about where the offender has his/her home or habitually lives if the offender does not have a present or expected residence address
   (b) Current information may not be available because the offender is in violation of the requirement to register or cannot be located
4. Temporary lodging information
5. Address of any place where the offender is a student or will be a student
6. License plate number and a description of any vehicle owned or operated by the offender, including any aircraft or watercraft
7. Physical description of the offender
8. The offense or offenses for which the offender is registered and any other offense for which the offender has been convicted or adjudicated
9. A current photograph of the offender
10. All professional licenses, designations and certifications

328.5.4 INFORMATION PROHIBITED FROM THE INTERNET

Information posted on the office’s website shall not contain the address of any place where the offender is an employee or works. The website shall contain a statement that employment information is publicly available and may be obtained by contacting the appropriate registering law

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

enforcement agency or by signing up for community notification through the official KBI website (K.S.A. § 22-4909(c)).

328.6 OFFENDERS NOT SUBJECT TO PUBLIC REGISTRATION

Any offender required to register pursuant to the Kansas Offender Registration Act but provided with a new identity and relocated under the federal witness security program, or who has worked as a confidential informant or is otherwise a protected witness, shall be required to register but shall not be subject to public registration (K.S.A. § 22-4909(d)).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Major Incident Notification

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Geary County Sheriff's Office in determining when, how and to whom notification of major incidents should be made.

329.2 POLICY

The Geary County Sheriff's Office recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this office to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

329.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Sheriff, the affected Division Commander, and the County. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

1. Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
2. Homicides, suspicious deaths, or deaths related to law enforcement activity
3. Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery, or sexual assaults
4. High-risk missing children or high-risk missing adults
5. In-custody deaths
6. Aircraft, train, boat, or other transportation accidents with major damage and/or injury or death
7. Traffic accidents with fatalities or severe injuries
8. Death of a prominent GearyCounty official
9. Significant injury or death to a member of the Office, whether on- or off-duty
10. Arrest of a member of the Office or prominent GearyCounty official
11. Equipment failures, utility failures, and incidents that may affect staffing or pose a threat to basic sheriff's services
12. Any incidents that may heighten community interest
13. Any other incident that has attracted or is likely to attract significant media attention

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

14. Incidents where there may be a question as to the agency's liability

329.4 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander is responsible for making the appropriate notifications. The Watch Commander shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable. In any above listed circumstance, the watch commander shall respond and assume command of the scene until the conclusion of the investigation or relieved by division commander or their designee.

329.4.1 COMMAND STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification section above, the Sheriff shall be notified along with the affected Division Commander. Means of communication should be the most convenient and may include a phone call or direct message.

329.4.2 INVESTIGATOR NOTIFICATION

If the incident requires that an investigator respond from home, the immediate supervisor of the appropriate detail shall be notified, who will then contact the appropriate investigator.

329.4.3 PATROL DIVISION NOTIFICATION

In the event of a major injury or traffic fatality, the Patrol Division supervisor shall be notified, who will then contact the appropriate investigator. The Patrol Division supervisor will notify the Division Commander.

329.4.4 PUBLIC INFORMATION OFFICER

After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Death Investigation

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where deputies initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

330.2 POLICY

It is the policy of the Geary County Sheriff's Office to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, investigated and properly documented.

330.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Operations Commander as necessary. The Watch Commander will make notification to command staff in accordance with the Major Incident Notification Policy.

330.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate form.

330.3.2 CORONER REQUEST

Deputies are not authorized to make a determination of death unless they are also a physician. The Coroner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Coroner be notified in any of the following cases (K.S.A. § 22a-231):

1. The death is suspected to have been the result of violence, caused by unlawful means, by suicide or by casualty.
2. The death occurred suddenly when the decedent was in apparent health or not regularly attended by a licensed physician.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. The death occurred in any suspicious or unusual manner.
4. The death occurred in law enforcement custody, in a jail or correctional institution.
5. The death involved a child as specified under K.S.A. § 22a-242.
6. When the determination of the cause of a death is held to be in the public interest.

330.3.3 SEARCHING DEAD BODIES

The Coroner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

A deputy may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Coroner or his/her assistant shall be promptly notified.

The Coroner, with the permission of the Office, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

Should exigent circumstances indicate to a deputy that any other search of a known dead body is warranted prior to the arrival of the Coroner or his/her assistant, the investigating deputy should first obtain verbal consent from the Coroner or his/her assistant when practicable.

Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the deputy pending the arrival of the Coroner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

Whenever personal effects are removed from the body of the deceased by the Coroner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

330.3.4 SUSPECTED HOMICIDE

If the initially assigned deputy suspects that the death involves a homicide or other suspicious circumstances, the deputy shall take steps to protect the scene. The Investigation Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Watch Commander or Investigation Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Coroner to conduct physical examinations and tests, and to provide a report.

330.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this office who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

should coordinate with their chain of command to ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information within a reasonable time frame.

330.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling deputy will request from the Coroner a unique identifying number for the body. The number shall be included in any report.

Upon receipt of a report of any unidentified body, the Records Supervisor shall ensure that the report is immediately entered into the National Crime Information Center (NCIC) and the Kansas Bureau of Investigation (KBI) missing and unidentified person system.

If unidentified human remains have not been identified by other means within 30 days, members investigating a case shall make reasonable efforts to obtain prompt DNA analysis of biological samples by submitting the DNA biological samples to the KBI laboratory for analysis (K.S.A. § 75-712g).

330.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Coroner’s Office, notification to the next of kin of the deceased person shall be made, in person, by the deputy assigned to the incident. If the next of kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this office shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Private Person’s Arrest

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

331.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person’s arrest.

331.2 POLICY

It is the policy of the Geary County Sheriff's Office to accept a private person’s arrest only when legal and appropriate.

331.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another under the following circumstances:

1. The person making the arrest has:
    (a) Probable cause to believe that the arrested person is guilty of a felony that has been or is being committed (K.S.A. § 22-2403(1)).
    (b) Observed a crime, other than a traffic infraction or a cigarette or tobacco infraction, committed in his/her view (K.S.A. § 22-2403(2)).
    (c) Reasonable information that the arrested person is charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year (K.S.A. § 22-2714).
2. A person is commanded by a law enforcement officer to assist in making an arrest (K.S.A. § 22-2407).

331.4 DEPUTY RESPONSIBILITIES

A deputy confronted with a person claiming to have made a private person's arrest should determine whether such an arrest is lawful.

If the deputy determines that the private person's arrest is unlawful, the deputy should:

1. Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.
2. Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.
3. Document the incident, including the basis for refusing to accept custody of the individual.

Whenever a deputy determines that a private person's arrest is justified, the deputy may take the individual into custody and proceed in the same manner as with any other arrest.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

331.5 PRIVATE PERSON’S ARREST FORM

The arresting person should be asked to complete and sign a sworn and notarized statement. If the person fails or refuses to do so, the arrested individual should be released, unless the deputy has a lawful reason, independent of the private person’s arrest, to take the individual into custody and determines an arrest is appropriate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Limited English Proficiency Services

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

332.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Office to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Geary County Sheriff's Office, designated by the Office, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

332.2 POLICY

It is the policy of the Geary County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Office will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

332.3 LEP COORDINATOR

The Sheriff shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Operations Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

1. Coordinating and implementing all aspects of the Geary County Sheriff's Office's LEP services to LEP individuals.
2. Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.
3. Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Watch Commander. The list should include information regarding the following:
    (a) Languages spoken
    (b) Contact information
4. Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.
5. Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.
6. Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.
7. Identifying standards and assessments to be used by this office to qualify individuals as qualified bilingual members or authorized interpreters.
8. Periodically reviewing efforts of this office in providing meaningful access to LEP individuals, and, as appropriate, developing reports and new procedures or recommending modifications to this policy.
9. Receiving and responding to complaints regarding office LEP services.
10. Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to office services, programs and activities.

332.4 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Office will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

1. The number or proportion of LEP individuals eligible to be served or likely to be encountered by office members, or who may benefit from programs or services within the jurisdiction of this office or a particular geographic area.
2. The frequency with which LEP individuals are likely to come in contact with office members, programs or services.
3. The nature and importance of the contact, program, information or service provided.
4. The cost of providing LEP assistance and the resources available.

332.5 TYPES OF LEP ASSISTANCE AVAILABLE

Geary County Sheriff's Office members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Office will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Office will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept office-provided LEP services at no cost or they may choose to provide their own.

Office-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

332.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

332.7 AUDIO RECORDINGS

The Office may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

332.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established office procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When a qualified bilingual member from this office is not available, personnel from other County departments who have been identified by the Office as having the requisite skills and competence may be requested.

332.9 AUTHORIZED INTERPRETERS

Any person designated by the Office to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the office case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator which demonstrates that their skills and abilities include:

1. The competence and ability to communicate information accurately in both English and in the target language.
2. Knowledge, in both languages, of any specialized terms or concepts peculiar to this office and of any particularized vocabulary or phraseology used by the LEP individual.
3. The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
4. Knowledge of the ethical issues involved when acting as a language conduit.

332.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Office may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

1. Qualified bilingual members of this office or personnel from other County departments.
2. Individuals employed exclusively to perform interpretation services.
3. Contracted in-person interpreters, such as state or federal court interpreters, among others.
4. Interpreters from other agencies who have been qualified as interpreters by this office, and with whom the Office has a resource-sharing or other arrangement that they will interpret according to office guidelines.

332.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Office to communicate with LEP individuals.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, office members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

332.10 CONTACT AND REPORTING

While all law enforcement contacts, services, and individual rights are important, this office will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this office is required to complete a report or when other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Office or some other identified source.

332.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Geary County Sheriff's Office will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

332.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the deputy is unable to effectively communicate with an LEP individual.

If available, deputies should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

332.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, deputies should consider calling for an authorized interpreter in the following order:

1. An authorized office member or allied agency interpreter
2. An authorized telephone interpreter
3. Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

332.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter (K.S.A. § 75-4351(e)).

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

332.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee’s health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

332.16 COMPLAINTS

The Office shall ensure that LEP individuals who wish to file a complaint regarding members of this office are able to do so. The Office may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this office.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

332.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this office are important to the ultimate success of more traditional law enforcement duties. This office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

332.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Office will provide periodic training on this policy and related procedures, including how to access office-authorized telephonic and in-person interpreters and other available resources.

The Administrative Division Commander shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Administrative Division Commander shall maintain records of all LEP training provided, and will retain a copy in each member’s training file in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

ADA Compliance

Effective Date:	01.07.2025
Revised Date:	05.07.2025
Issuing Authority: Sheriff Nate Boeckman	

333.1 PURPOSE AND SCOPE

This policy provides guidance to members interacting with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind, in accordance with Title II of the Americans with Disabilities Act (ADA).

333.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include but are not limited to the use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of a computer or typewriter; use of an assistive listening system or device to amplify sound; use of a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or use of a qualified interpreter.

Disability or impairment - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

333.2 POLICY

It is the policy of the Geary County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Office will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

333.3 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this office should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

1. Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.
2. The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
3. The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
4. The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

333.4 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

1. The methods of communication usually used by the individual.
2. The nature, length and complexity of the communication involved.
3. The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the Geary County Sheriff's Office, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

333.5 COMMUNICATIONS WITH PERSONS WITH DISABILITIES

Members should remain alert to the possibility of communication problems when engaging with persons with disabilities. When a member knows or suspects an individual requires assistance to effectively communicate, the member should identify the individual's choice of assistive devices, auxiliary aids, and services. The individual's preferred communication method should be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method may be effective include:

1. The methods of communication usually used by the individual.
2. The nature, length, and complexity of the communication involved.
3. The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever modification reasonably appears effective under the circumstances. This may include exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter. Once the emergency has ended, the method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

333.6 TYPES OF ASSISTANCE AVAILABLE

Geary County Sheriff's Office members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Office will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Office will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept office-provided auxiliary aids or services or they may choose to provide their own.

Office-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

333.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Office may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

333.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speechreading (lipreading) to understand what others are saying (K.S.A. § 75-4351(e)). The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

1. Available within a reasonable amount of time but in no event longer than one hour if requested.
2. Experienced in providing interpretation services related to law enforcement matters.
3. Familiar with the use of VRS and/or video remote interpreting services.
4. Certified in either American Sign Language (ASL) or Signed English (SE).
5. Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
6. Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use office-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide the individual's own interpreter (28 CFR 35.160).

333.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Office will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

333.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Office to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, office members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

333.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim, suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

1. There is an emergency or critical situation and there is no qualified interpreter reasonably available.
2. The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

333.12 REPORTING

Whenever any member of this office is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Office or some other identified source. If the individual’s express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

333.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The Office recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this office. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the deputy is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, deputies should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

333.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

1. Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.
2. Exchange of written notes or communications.
3. Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
4. Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
5. Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

333.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals with disabilities are protected during a custodial interrogation, this [department/office] will provide reasonable modifications before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that the individual understands the process and desires to proceed without receiving a modification. *Miranda* warnings should be provided to a suspect via the individual's preferred method of communication.

Prior to any interrogation or the taking of a statement of a person arrested who is a deaf, hard of hearing, or speech impaired, a qualified interpreter shall be made available to that person at public expense in accordance with the provisions of K.S.A. § 75-4351 to K.S.A. § 75-4354.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

333.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting deputy shall use office-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that the individual prefers a different auxiliary aid or service or the deputy reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

333.16 COMPLAINTS

The Office shall ensure that individuals with disabilities who wish to file a complaint regarding members of this office are able to do so. The Office may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this office.

333.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this office are important to the ultimate success of more traditional law enforcement duties. This office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

333.18 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or a person's inability to access the office's programs, services, or activities should document the complaint and promptly refer the matter to the ADA coordinator (28 CFR 35.107). The [Department/Office] shall assist persons with disabilities who require assistance to file a complaint regarding members of this office. The Office may provide a qualified interpreter or forms in enlarged print, as appropriate.

333.19 TRAINING

Members should receive periodic training on ADA compliance, to include:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Awareness and understanding of this policy, related procedures, forms, and available resources.
2. Procedures for handling requests for modifications.
3. Accessing assistive devices, auxiliary aids, and services needed to accommodate requests for modifications.
4. General requirements of the ADA, including modifying policies and practices, communicating with individuals with disabilities, and identifying alternate ways to provide access to programs, services, and activities as appropriate to the member's job duties.

Management staff, even if they do not interact regularly with individuals with disabilities, should receive training as appropriate to understand and reinforce this policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Biological Samples

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

334.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from an individual in conjunction with a criminal investigation, nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

334.2 POLICY

The Geary County Sheriff's Office will assist in the expeditious collection of required biological samples from arrestees in accordance with the laws of this state and with as little reliance on force as practicable.

334.3 ARRESTEES SUBJECT TO BIOLOGICAL SAMPLE COLLECTION

334.4 PROCEDURE

When an arrestee is required to provide a biological sample, a trained member shall attempt to obtain the sample in accordance with this policy and the procedures established by the Kansas Bureau of Investigation (KBI) (K.A.R. 10-21-6).

334.4.1 COLLECTION

The following steps should be taken to collect a sample (K.S.A. § 21-2511; K.A.R. 10-21-6):

1. Verify that the arrestee is required to provide a sample pursuant to K.S.A. § 21-2511.
2. Verify the arrestee's identity using photo identification before taking the biological sample (K.A.R. 10-21-6).
3. Verify that a biological sample has not been previously collected from the arrestee by querying the Kansas Criminal Justice Information System (KCJIS). There is no need to obtain a biological sample if one has been previously obtained.
4. Use the designated collection kit provided by the KBI to perform the collection and take steps to avoid cross contamination.
5. Collection shall be made in a reasonable manner according to generally accepted medical practices.
6. The DNA information form provided in the collection kit or generated from the collection software shall be completed and all information requested supplied on the form.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) Each member taking the sample and thumbprints shall sign, as indicated on the form, a verification that the DNA sample was taken from the positively identified arrestee.

7. Samples shall be forwarded to the KBI as soon as possible in the manner prescribed by the KBI.

334.5 USE OF FORCE TO OBTAIN SAMPLES

If an arrestee refuses to cooperate with the sample collection process, members should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel.

Methods to consider when seeking voluntary compliance include contacting:

1. The individual's parole or probation officer, when applicable.
2. The prosecuting attorney to seek additional charges against the individual for failure to comply or to otherwise bring the refusal before a judge (K.S.A. § 21-2511).
3. The judge at the individual's next court appearance.
4. The individual's attorney.
5. A chaplain.
6. Another custody facility with additional resources, where the individual can be transferred to better facilitate sample collection.
7. A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

334.5.1 VIDEO RECORDING

A video recording should be made any time force is used to obtain a biological sample. The recording should document all persons participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chaplains

335.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Geary County Sheriff's Office chaplains to provide counseling or emotional support to members of the Office, their families, inmates, and members of the public.

335.2 POLICY

The Geary County Sheriff's Office shall ensure that office chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

335.3 ELIGIBILITY

Requirements for participation as a chaplain for the Office may include, but are not limited to:

1. Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
2. Managing his/her household, family and personal affairs well.
3. Having a good reputation in the community and with other faith's.
4. Successful completion of an appropriate-level background investigation.
5. A minimum of five years of pastoral counseling experience.
6. Possession of a valid driver's license.

The Sheriff may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

335.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Geary County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass the same pre-employment procedures as office personnel before appointment.

335.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with office policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Office in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with office members before and during the selection process.

335.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

1. Submit the appropriate written application.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Include a recommendation from employers or volunteer programs and their church organization.
3. Interview with the Sheriff and the chaplain coordinator.
4. Successfully complete an appropriate-level background investigation.
5. Complete an appropriate probationary period as designated by the Sheriff.

Chaplains are volunteers and serve at the discretion of the Sheriff. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

335.5 IDENTIFICATION AND UNIFORMS

As representatives of the Office, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by deputies through the inclusion of "Chaplain" on the uniform. Chaplain uniforms shall not reflect any religious affiliation.

Chaplains will be issued Geary County Sheriff's Office identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Geary County Sheriff's Office identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or office property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this office.

335.6 CHAPLAIN COORDINATOR

The Sheriff shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administrative Services Division Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Sheriff. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Office, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Sheriff or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

1. Recruiting, selecting and training qualified chaplains.
2. Conducting chaplain meetings.
3. Establishing and maintaining a chaplain callout roster.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Maintaining records for each chaplain.
5. Tracking and evaluating the contribution of chaplains.
6. Maintaining a record of chaplain schedules and work hours.
7. Completing and disseminating, as appropriate, all necessary paperwork and information.
8. Planning periodic recognition events.
9. Maintaining liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

335.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Office, its members and the community, as needed. Assignments of chaplains will usually be to augment the Operations Division, but chaplains may be assigned to other areas within the Office as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Office.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Office or the public into a religious affiliation while representing themselves as chaplains with this office. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of new spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Geary County Sheriff's Office.

335.7.1 COMPLIANCE

Chaplains are volunteer members of this office, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

335.7.2 OPERATIONAL GUIDELINES

1. Chaplains will make themselves available to the chaplain coordinator on an as needed basis.
2. At the end of each watch the chaplain will complete a chaplain shift report and submit it to the Sheriff or the authorized designee.
3. Chaplains shall be permitted to ride with deputies during any shift and observe Geary County Sheriff's Office operations, provided the Watch Commander has been notified and has approved the activity.
4. Chaplains shall not be evaluators of members of the Office.
5. In responding to incidents, a chaplain shall never function as a deputy.
6. When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

7. Chaplains shall serve the first responders of Geary County.
8. Each chaplain shall have access to current office member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent distribution of the data.

335.7.3 ASSISTING OFFICE MEMBERS

The responsibilities of a chaplain related to office members include, but are not limited to:

1. Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
2. Visiting sick or injured members in the hospital or at home.
3. Attending and participating, when requested, in funerals of active or retired members.
4. Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).
5. Providing short term crisis counseling and support for members and their families.
6. Being alert to the needs of members and their families.

335.7.4 ASSISTING THE OFFICE

The responsibilities of a chaplain related to this office include, but are not limited to:

1. Assisting members in defusing a conflict or incident, when requested.
2. Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Watch Commander or supervisor believes the chaplain could assist in accomplishing the mission of the Office.
3. Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
4. Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of office members.
5. Attending office and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
6. Participating in in-service training classes as applicable.
7. Training others to enhance the effectiveness of the Office.

335.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

1. Fostering familiarity with the role of law enforcement in the community.
2. Providing an additional link between the community, other chaplain coordinators and the Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Providing a liaison with various civic, business and religious organizations.
4. Promptly facilitating requests for representatives or leaders of various denominations.
5. Assisting the community in any other function, as needed or requested.
6. Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

335.7.6 CHAPLAIN MEETINGS
All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

335.8 PRIVILEGED COMMUNICATIONS
No person who provides chaplain services to members of the Office may work or volunteer for the Geary County Sheriff's Office in any capacity other than that of chaplain.

Office chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-office counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Geary County Sheriff's Office member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

335.9 TRAINING
The Office will establish a minimum number of training hours and standards for office chaplains. The training, as approved by the Administrative Division Commander, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Deputy injury or death
- Sensitivity and diversity
- Critical incident stress debriefing

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

- Cross Faith Tradition care

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Child and Dependent Adult Safety

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

336.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this office.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

336.2 POLICY

It is the policy of this office to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Geary County Sheriff's Office will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

336.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, deputies should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, deputies should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

1. Inquire about and confirm the location of any children or dependent adults.
2. Look for evidence of children and dependent adults. Deputies should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
3. Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, deputies should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, deputies should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the deputy at the scene should

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

336.3.1 AFTER AN ARREST

Whenever an arrest is made, the deputy should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Deputies should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

1. Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
    (a) Deputies should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
2. Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), deputies should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
    (a) Except when a court order exists limiting contact, the deputy should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
    (b) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
3. Notify Child Protective Services or Adult Protective Services, if appropriate.
4. Notify the field supervisor or Watch Commander of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting deputy should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

336.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

336.3.3 REPORTING

1. For all arrests where children are present or living in the household, the reporting member will document the following information:
    (a) Name
    (b) Sex
    (c) Age
    (d) Special needs (e.g., medical, mental health)
    (e) How, where and with whom or which agency the child was placed
    (f) Identities and contact information for other potential caregivers
    (g) Notifications made to other adults (e.g., schools, relatives)
2. For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:
    (a) Name
    (b) Sex
    (c) Age
    (d) Whether the person reasonably appears able to care for him/herself
    (e) Disposition or placement information if he/she is unable to care for him/herself

336.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling deputies, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

336.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling deputy should contact the appropriate welfare service or other office-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the sheriff's facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Service Animals

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

337.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

337.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; K.S.A. § 39-1102; K.S.A. § 39-1107; K.S.A. § 39-1108; K.S.A. § 39-1113).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

337.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide equal access to services, programs, and activities of the Office to persons with service animals in the same manner as those without service animals. Office members shall protect the rights of persons assisted by service animals in accordance with state and federal law. This protection extends to any person who is training a service dog (K.S.A. § 39-1109).

337.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Office members are expected to treat individuals with service animals with the same courtesy and respect that the Geary County Sheriff's Office affords to all members of the public (28 CFR 35.136).

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness, or collar.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Service animals may be used in a number of ways to provide assistance, including:

Guiding people who are blind or have low vision.

1. Alerting people who are deaf or hard of hearing.
2. Retrieving or picking up items, opening doors, or flipping switches for people who have limited use of their hands, arms, or legs.
3. Pulling wheelchairs.
4. Providing physical support and assisting with stability and balance.
5. Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities, or psychiatric disabilities, such as reminding a person with depression to take medication.
6. Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

337.4 INQUIRIES REGARDING SERVICE ANIMALS

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

1. Is the animal required because of a disability?
2. What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about their disabilities nor should members ask any individual to provide any license, certification, or identification card for the service animal.

337.5 CONTACT WITH SERVICE ANIMALS

Service animals are not pets. Office members should not interfere with a service animal by talking to, petting, or otherwise initiating contact.

337.6 REMOVAL OF SERVICE ANIMALS

If a service animal is not housebroken, exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a office supervisor may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136 (b); 28 CFR 35.139).

Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse access

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

to services, programs, and activities to an individual with a disability. Members are expected to provide all services, programs, and activities that are reasonably available to an individual with a disability, with or without a service animal.

337.7 COMPLAINTS

When handling calls of a complaint regarding a service animal, members should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, deputies should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Native American Graves Protection and Repatriation

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

338.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

338.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects - Objects that, as part of the death rite or ceremony of a Native American culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains. Funerary objects are either associated funerary objects or unassociated funerary objects.

Associated funerary objects are any funerary objects related to removed human remains, where the location of the human remains is known. This includes objects that were made exclusively for burial purposes or to contain human remains, regardless of the physical location or existence of any related human remains.

Unassociated funerary objects are any other funerary objects that are identified by a preponderance of the evidence such as:

1. Related to human remains but the remains were not removed, or the location of the remains is unknown.
2. Related to specific individuals or families.
3. Removed from specific burial sites with Native American cultural affiliation.
4. Removed from an area where such burial sites are known to have existed, but the site no longer exists.

Native American human remains - Any physical part of the body of a Native American individual.

Objects of cultural patrimony - Objects having ongoing historical, traditional, or cultural importance that is central to the Native American group or culture itself and, therefore, cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

338.2 POLICY

It is the policy of the Geary County Sheriff's Office that the protection of Native American human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption, or complicated custody transfer processes.

338.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.5).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.5):

1. Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
2. State land - Appropriate Coroner (K.S.A. § 75-2749)
3. Tribal land - Responsible Indian tribal official

338.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.7).

338.5 NOTIFICATION TO STATE HISTORICAL SOCIETY

The Records Supervisor shall ensure that the State Historical Society is notified of any acts prohibited pursuant to K.S.A. § 75-2748 involving unmarked burial sites or human skeletal remains reported to the Office (K.S.A. § 75-2749).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Off-Duty Law Enforcement Actions

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

339.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for deputies of the Geary County Sheriff's Office with respect to taking law enforcement action while off-duty.

339.2 POLICY

It is the policy of the Geary County Sheriff's Office that deputies generally should not initiate law enforcement action while off-duty. Deputies are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any deputy who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

339.3 DECISION TO INTERVENE

There is no legal requirement for off-duty deputies to take law enforcement action. Deputies should consider waiting for on-duty uniformed law enforcement officers to arrive and gather as much accurate intelligence as possible, instead of immediately intervening. However, should a deputy decide to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

1. The potential to be misidentified by other law enforcement officers.
2. The potential to be misidentified by members of the public, who may be armed or who may take action.
3. The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.
4. Limited off-duty firearms capabilities and ammunition.
5. The inability to communicate with responding law enforcement.
6. The lack of equipment, such as body armor, handcuffs or control devices.
7. Unfamiliarity with the surroundings, including escape routes.
8. The potential for increased risk to bystanders by confronting a suspect or taking action.

339.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the deputy should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

obtain a description of the off-duty deputy from the caller and broadcast that information to responding deputies.

Whenever practicable, the deputy should loudly and repeatedly identify him/herself as a deputy with the Geary County Sheriff's Office until acknowledged. Official identification should also be displayed when possible.

339.4 CONSIDERATIONS

When encountering a non-uniformed deputy in public, uniformed deputies should wait for acknowledgement by the non-uniformed deputy in case he/she is working in an undercover capacity.

339.4.1 CIVILIAN RESPONSIBILITIES

Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

339.4.2 INCIDENTS OF PERSONAL INTEREST

Office members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

339.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the deputy shall notify the agency as soon as reasonably practicable. Deputies shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Deputies shall notify the Watch Commander regarding any law enforcement action taken while off-duty. The Watch Commander may send a supervisor to the location. The supervisor may request assistance from the Investigations Division, if deemed appropriate.

The Watch Commander shall determine whether a criminal or administrative report should be completed by the involved deputy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Formulation and Updating of Written Goals

341.1 PURPOSE AND SCOPE

This policy is intended to establish a procedure for developing goals and objectives for the Geary County Sheriffs Office and each organizational component therein.

341.2 POLICY

In order to provide efficient and effective law enforcement services to the citizens of Geary County and Junction City, it is necessary to establish clear and concise goals that guide the Office and its personnel in a common direction. Establishing and routinely updating goals and objectives of the Office helps to ensure direction and unity of purpose and serves as a basis for measuring progress. It is the policy of the Geary County Sheriff Office to formulate agency goals and objectives to govern and guide daily operations and to facilitate both short and long range planning

341.3 DEFINITIONS

Goal- A broad statement of the end or result that one intents to ultimately achieve. A goal usually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measure of its achievement.

Objective- An end result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a sub-goal or an element of a foal and therefore, requires a shorter time to accomplish than does a goal. Goals and objectives should be both measurable and attainable.

341.4 AGENCY AND DIVISIONAL GOALS AND OBJECTIVES

On or before December 31st of each year, the Sheriff shall develop statement of goal objectives for each office component. (Patrol Operations, Administrative and Correction Divisions). Each member of the Office shall have an opportunity to provide input into the formulation of office goals and objectives. The Sheriff shall facilitate this input by asking personnel to submit their ideas, suggestions, and recommendations in writing. The Sheriff shall review and consider this material in developing the component and office goals and objectives. The Sheriff may also seek input from each component commander to consider as well.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Juvenile Operations

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

342.1 PURPOSE

The purpose of this policy is to ensure compliance with state law when conducting and documenting investigations involving juveniles and juvenile operations within the agency.

342.2 POLICY

Office members will take special precautions when dealing with juveniles to ensure that the least coercive methods are used in addressing juvenile situations; in accordance with Chapter 38 in the Kansas Juvenile Code. Each Deputy shall be familiar with the unique requirements of juvenile matters and shall respond to those requirements by ensuring that the constitutional rights of the juvenile are protected, as provided by procedure and statute.

342.3 DEFINITIONS

CHILD IN NEED OF CARE (CINC) – A person less than 18 years of age who:

1. Is without adequate parental care, control or subsistence and the condition is not due solely to the lack of financial means of the child's parents or other custodian;
2. Is without the care or control necessary for the child's physical, mental or emotional health
3. has been physically, mentally or emotionally abused or neglected or sexually abused;
4. Has been placed for care or adoption in violation of law;
5. as been abandoned or does not have a known living parent
6. Is not attending school as required by K.S.A. 72-3421 or 72-3120, and amendments thereto;
7. Commits a status offense with the exception of possessing a firearm with a barrel less than 12 inches, possessing or consuming alcoholic liquor or cereal malt beverage, purchasing a lottery ticket, or purchasing or possessing tobacco products;
8. While less than 10 years of age, commits any act which if done by an adult would constitute the commission of a felony or misdemeanor;
9. Is willfully and voluntarily absent from the child's home without the consent of the child's parent or other custodian;
10. Is willfully and voluntarily absent at least a second time from a court ordered or designated placement, or a placement pursuant to court order, if the absence is without

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

consent of the person with whom the child is placed, or if the child is placed in a facility, without consent of the person in charge of such facility or such person's designee;

11. Has been residing in the same residence with a sibling or another person under 18 years of age, who has been physically, mentally or emotionally abused or neglected, or sexually abused;
12. While less than 10 years of age is in possession of a firearm with a barrel of less than 12 inches; or
13. Has had a permanent custodian appointed and the permanent custodian is no longer able or willing to serve;
14. Has been subjected to an act that would constitute human trafficking or aggravated human trafficking, as defined by K.S.A. 2022 Supp. 21-5426, and amendments thereto, or commercial sexual exploitation of a child, as defined by K.S.A. 2022 Supp. 21-6422, and amendments thereto, or has committed an act which, if committed by an adult, would constitute selling sexual relations, as defined by K.S.A. 2022 Supp. 21-6419, and amendments thereto.

JUVENILE – A person 10 years of age, but less than 18 years of age.

JUVENILE DETENTION FACILITY – A public or private facility licensed pursuant to Chapter 65, Article 5 of the Kansas Statues Annotated, and amendments thereto, which is used for the lawful custody of alleged or adjudicated juvenile offenders.

JUVENILE INTAKE AND ASSESSMENT WORK - A responsible adult authorized to perform intake and assessment services as part of the intake and assessment system established pursuant to K.S.A. 75-7023, and amendments thereto.

JUVENILE OFFENDER – A juvenile who commits an offense while 10 or more years of age but less than 18 years of age that would constitute a felony or misdemeanor if committed by an adult, but does not include the following:

1. A person 14 years of age or older who commits a traffic offense in violation of state law, city ordinances, or county resolutions regulating traffic on the roads and the operation of vehicles (Driving Under the Influence or Vehicular Homicide are not traffic violations for the purpose of this definition).
2. A person 16 years of age or over who commits an offense defined in Fish and Game laws.
3. A person who has been prosecuted as an adult and whose prosecution results in conviction of a crime.
4. Refer to Kansas Juvenile Code K.S.A. 38-2302(s) for exclusions.

NON-SECURE CUSTODY – A condition under which a juvenile's freedom of movement is controlled by agency members and, during such time, the juvenile:

1. Is held in an unlocked, multi-purpose area that is in no way designed for secure custody, such as a report-writing room or office;
2. Is at no time handcuffed to any stationary object

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Is held long enough to complete identification, investigation, processing, and then released to a responsible adult or transferred to a juvenile facility or court; and
4. Is under continuous visual supervision until released

PARENT - A guardian and every person who is, by law, liable to maintain, care for, or support the juvenile.

SECURE CUSTODY – A condition in which a juvenile is physically detained or confined in a locked room, set of rooms or a cell that is designated, set aside, or used for the specific purpose of securely detaining persons who are in law enforcement custody or when the juvenile is physically secured to a stationary object.

STATUS OFFENDER – A juvenile who is charged with an offense that would not be a crime if committed by an adult.

STATUS OFFENSE – An act that would not be a crime if committed by an adult but is a crime if committed by a juvenile.

342.4 GENERAL PROVISIONS

Juvenile offenders, meeting the requirements herein, held in secure custody will:

1. Have complete separation of sight and sound from adult offenders.
2. Will only be held long enough to complete processing and no more than 4 hours before being transferred to a juvenile detention facility.
3. If less than 14 years of age, juvenile offender will not be interrogated while in custody unless the Deputy has consulted the juvenile's parent or attorney as to whether the juvenile will waive the right to an attorney and the right against self-incrimination.

Status offenders and Children in Need of Care shall not be held in secure custody for any length of time.

342.5 JUVENILE PROCEDURES

1. Criminal Offenders
    (a) A Deputy may take a juvenile into custody for a non-status offense when:
        i. An offense has been or is being committed in the Deputy's view;
        ii. The Deputy has a warrant commanding that the juvenile be taken into custody;
        iii. The Deputy has probable cause to believe that a warrant or order commanding that the juvenile be taken into custody has been issued in this state or in another jurisdiction for an act committed therein;
        iv. The Deputy has probable cause to believe that the juvenile is committing or has committed an act which, if committed by an adult, would constitute:
        v. A felony; or

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

vi. Misdemeanor and the juvenile will not be apprehended, or evidence of the offense will be irretrievably lost unless the juvenile is immediately taken into custody; or the juvenile may cause injury to self or others or damage to property or may be injured unless immediately taken into custody;

A. The Deputy has probable cause to believe that the juvenile has violated an order for electronic monitoring as a term of probation; or

B. A court services Officer, a juvenile community corrections officer or other person authorized to supervise juveniles may request a warrant by giving the court written statement setting forth that the juvenile has violated the conditions of the juvenile's release.

2. Juveniles taken into custody shall be brought before a juvenile intake and assessment worker without delay unless the juvenile is in need of emergency medical treatment.

(a) Medical attention will be provided, if necessary, by summoning EMS or transporting the juvenile to the nearest medical facility.

(b) Deputies will contact a juvenile intake and assessment worker either directly or through Communications to determine the location of the assessment.

(c) Deputies will transport the juvenile to the predetermined location of the assessment.

3. Juveniles taken into custody will be afforded the same Constitutional rights afforded every citizen of the United States.

4. All interrogations of juveniles will be conducted by no more than two Deputies, after the juvenile was advised of their Constitutional rights, and in a manner that ensures the voluntariness of the interrogation.

5. The Deputy taking the juvenile into custody will furnish the county attorney's office and the juvenile intake and assessment worker with all the information in the Deputy's possession pertaining to the juvenile, including information on the identity and location of the juvenile's parents and other interested parties, and all other facts and circumstances which caused the juvenile to be arrested or taken into custody

6. A juvenile's fingerprints shall be taken, and photographs of a juvenile may be taken, immediately upon being taken into custody for an offense which, if committed by an adult, would constitute the commission of a felony, a class A or B misdemeanor or assault, as defined by KSA 38-2313

7. Deputies will notify a parent or guardian anytime a juvenile is taken into custody as soon as possible by contacting the juveniles' parent or guardian directly by telephone, through Communications or in person.

8. Deputies may hold a juvenile in secure custody, and contact a juvenile intake and assessment worker to assess placing the child in a juvenile detention center if one or more of the following conditions are met:

(a) There is oral or written verification that the juvenile is a fugitive sought for an offense in another jurisdiction, that the juvenile is currently an escapee from a juvenile detention facility or that the juvenile has absconded from a placement

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

that is court ordered or designated by the Kansas Department of Corrections – Juvenile Division.

(b) the juvenile is alleged to have committed an offense which if committed by an adult would constitute a felony or any crime described in Chapter 21 Article 35 of the Kansas Statutes Annotated, and amendments thereto.

(c) The juvenile has a record of failure to appear in court or there is probable cause to believe that the juvenile will flee the jurisdiction of the court.

(d) The juvenile has a history of violent behavior toward others.

(e) The juvenile exhibited seriously assaultive or destructive behavior at the time of being taken into custody.

(f) To maintain complete sight and sound separation from adult offenders, juveniles will not be taken into the holding area when an adult offender is present.

342.6 STATUS OFFENDERS

1. Deputies dealing with status offenders will use the least coercive among reasonable alternatives consistent with preserving public safety, order, and individual liberty.
2. Deputies are afforded a certain amount of discretion in dealing with juveniles concerning minor violations of state statutes that may be effectively and efficiently handled by the Deputy at the time of initial contact without implementation of formal legal proceedings.
3. Parental contact may be utilized at the Deputy's discretion when dealing with some of the most minor violations in lieu of referring the juvenile to formal legal proceedings.
4. If the Deputy concludes that formal legal proceedings are appropriate for status offenses, the Deputy should release the juvenile to a parent after processing, if appropriate, and provide the juvenile and parent with a Juvenile Notice to Appear.

342.7 TRAFFIC AND TOBACCO INFRACTIONS

1. When an Deputy stops a vehicle after an observed traffic violation and discovers the driver to be a juvenile 14 years of age or older, the Deputy may issue the juvenile a citation for the traffic violation. The driver's status as a juvenile does not necessitate a change to traffic enforcement procedures.
2. Juveniles 14 years of age or older, but under the age of 18, are subject to arrest for DUI and vehicular homicide.
3. Juvenile drivers under the age of 14 will be taken into custody as Children in Need of Care. A CINC report will then be filed and forwarded to the County Attorney.
4. Juveniles charged with the possession of tobacco products may be issued a Notice to Appear but shall not be taken into custody solely based on that charge

342.8 CHILD IN NEED OF CARE (CINC)

1. A Deputy shall take a child in need of care into custody when:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) The Deputy has a court order commanding the child be taken into custody as a child in need of care, or probable cause to believe that a court order has been issued in this state or another jurisdiction.

(b) The Deputy reasonably believes the child will be harmed if not immediately removed from the place or residence where the child has been found and will follow the below procedures.

(c) The Deputy has probable cause to believe that the child is a missing person and a verified missing person entry for the child can be found in the national crime information center missing person system.

2. A Deputy may temporarily detain and assume temporary custody of any child subject to compulsory school attendance, pursuant to KSA 72-3120, during the hours school is in session and shall deliver the child to the school in which the child is enrolled, any location designated by the school in which the child is enrolled or the child's parent or other custodian.

3. To the extent possible, when a Deputy takes a child into custody without a court order, the child shall be delivered to the custody of the child's parent or other custodian unless there are reasonable grounds to believe that such action would not be in the best interest of the child.

4. If a child that has been taken into custody is not delivered to the child's parent(s) or other custodian, the child will be brought before a juvenile intake and assessment worker without unnecessary delay.

5. If after consultation with the juvenile intake and assessment worker, who has the final authority for placement determination for the child, the child is to be returned to a parent or legal guardian, no CINC exists but a documentation case will be made with all information about the case. If the child is released to someone other than a parent or legal guardian, a CINC report will be made and forwarded to the County Attorney's Office.

6. The Deputy taking the child into custody will furnish the county attorney's office and the juvenile intake and assessment worker with all the information in the Deputy's possession pertaining to the child, including information on the identity and location of the child's parents and other interested parties, and all other facts and circumstances which caused the child to be taken into custody.

7. The Deputy placing a child with a shelter facility or with a person will provide them with an application containing the following information:

(a) The name and address of the child, if known;

(b) The names and addresses of the child's parents or nearest relatives and person with whom the child has been residing, if known; and

(c) The Deputy's belief that the child is a child in need of care and that there are reasonable grounds to believe that the circumstances or condition of the child is such that the child would be harmed unless placed in the immediate custody of the shelter facility or person.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

8. In absence of a court order to the contrary, the department shall have the authority to direct the release of a child placed with a shelter facility or person by the department at any time up to the initial hearing.
9. Deputies who take children into custody are responsible to determine if the child is in immediate need of any sort of medical or psychological services. If so, the Deputy is responsible to take the steps necessary to ensure proper treatment of the child. Children in need of emergency medical treatment will be transported directly to the local medical facility for treatment prior to transport to any other location.
10. Fingerprints or photographs of a child alleged to be a child in need of care may be taken:
    (a) By a Deputy investigating an allegation or suspicion of child abuse or neglect in order to obtain and preserve evidence or to determine the identity of a child; or
    (b) If authorized by a judge of the district court having jurisdiction

342.9 JUVENILE RECORDS

1. Confidentiality and release of juvenile criminal records is governed by Kansas Juvenile Code K.S.A 38-2310.
2. All juvenile records shall be retained and controlled by the Records Clerk.

342.10 SCHOOL RESOURCE OFFICER AND CAMP SHIELD

The Geary County Sheriff's Office is committed to the development and implementation of programs designed to prevent and control juvenile delinquency.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Interview rooms

Effective Date:	01.07.2025
Revised Date:	12.22.2025
Issuing Authority: Sheriff Nate Boeckman	

343.1 PURPOSE

To establish department policy for the use of rooms designated for interviews, interrogations, and Intoxilyzer testing.

343.2 POLICY

The Geary County Sheriff's Office is committed to ensuring a safe environment for all individuals in the interview rooms while also addressing their physical needs within the rooms and surrounding areas.

343.3 ROOM CONDITIONS

(a) **Authorized Use**
Designated interview rooms within the Geary County Sheriff's Office shall be used exclusively by authorized personnel for the purpose of custodial interrogations of arrestees or non-custodial interviews with witnesses, victims, suspects, persons of interest, or applicants. Personnel from outside law enforcement agencies may utilize these rooms only when accompanied by a Geary County Sheriff's Deputy.

(b) **Interview Room 1**
Interview Room 1 is designated for general interviews and interrogations. This room is identified by the number "1" outside the door. The room is equipped with digital video and audio recording capabilities, a table, sufficient seating for all participants, a rubber trash receptacle, and necessary interview documentation, which may include sworn statements, Miranda waivers, consent to search forms, and other relevant forms.

(c) **Interview Room 2**
Interview Room 2 is designated exclusively for the operation of the Intoxilyzer 9000 and shall be used solely by law enforcement personnel to measure the breath alcohol concentration of suspected DUI offenders. This room is identified by the number "2" outside the door. The room is equipped with digital video and audio recording capabilities, a table, sufficient seating for all participants, a landline telephone, a rubber trash receptacle, and all necessary Intoxilyzer documentation.

(d) **Oversight**
The Operations Division Commander is responsible for the oversight, management, and proper use of all interview rooms.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

343.4 SECURITY

The Responsibility for the safety and security of persons brought into the interview room remains with the original deputy, unless relieved by another deputy of this Office. The following are guidelines that shall be followed to ensure a safe and secured interview room:

1. All suspects will be searched prior to being placed in an interview room. Personal items will be removed from the suspect's possession including cell phones unless allowed by the interviewing deputy or authorized by a supervisor. All items removed from the suspect's possession will be either secured in a temporary evidence locker or continuously monitored by a deputy.
2. Prior to usage of an interview room, deputies should search the room for the presence of weapons, contraband or evidence. Once the interview or interrogation has completed, the deputies should again search the room prior to exiting.
3. Witnesses placed in the interview room will not normally be searched, but may be searched if necessary for officer safety.
4. Deputies entering into the interview rooms shall have a means to communicate with personnel outside the interview room. This may include a cellular device or a portable two way radio.
5. Only law enforcement officers in the commission of their duties may enter an interview room while in possession of their department issued firearms. If someone being interviewed enters the Sheriffs Office in possession of a firearm, their weapon will be secured and placed in a temporary locker before entering the administrative area of the Sheriffs Office.

343.5 INTERVIEW ROOM 1 PROCEDURES

The following are procedures that shall be followed during the interview/ interrogation:

1. No more than two deputies at any one time will interview/interrogate persons in the interview room unless authorized by a supervisor or the interviewee specifically requests additional people for their personal reasons. Normally, no more than one suspect or witness should be in an interview room at any one time.
2. Suspect offenders will be continuously monitored in person or by audio and video while in the Interview room. If the interview transitions into an interrogation the person being questioned shall be considered a "suspect" and subsequently treated as such. At no time will an interview room be considered a temporary holding center for suspects.
    (a) If an interviewer leaves a suspect alone in the interview room, they should only be gone for as long as necessary to accomplish the purpose for which they left. While the deputy is absent, another deputy shall be continuously monitoring audio and video recording in the video room. The interviewing deputy shall notify the suspect that they are being monitored and if they need assistance to simply ask for assistance, as another deputy is watching and listening to them.
3. Deputies shall make reasonable attempts to have at least one other deputy in the Sheriffs Office while an interview or interrogation is occurring.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Persons in interview rooms will be offered reasonable comfort breaks, including access to restrooms, drinks and meals. It will be at the deputy's discretion when a break will be provided. All individuals being interviewed or interrogated who wish to utilize the facilities shall be escorted by a deputy at all times. Deputies should keep record of all breaks, drinks, or meals provided during an interview/interrogation. This record may be maintained as part of their interview/interrogation for their report.

343.5 INTERVIEW ROOM 2 PROCEDURES

Agency personnel are responsible for ensuring the health and safety of all personnel, detainees, and the public during Intoxilyzer testing. This includes minimizing exposure to physical hazards, following safe handling procedures for the Intoxilyzer equipment, and monitoring detainees for any signs of distress during testing.

Procedures:

1. Documenting Identification of Detainee: All detainees brought to Interview Room 2 for Intoxilyzer testing must have their identity verified and documented, including the times of entry and exit from the facility. This can be satisfied on the DC-70, DC-27 or the arresing affidavit.This record ensures accountability and transparency.
2. Maintaining Constant Physical Supervision: Detainees shall be under constant physical supervision by trained personnel while in Interview Room 2. Monitoring includes visual observation and readiness to intervene if the detainee becomes uncooperative, exhibits distress, or attempts to escape.

Safety and Security:

1. Weapons Control: All personnel and detainees entering Interview Room 2 shall be free of weapons. Detainees will be searched prior to entry, and all agency personnel will follow standard weapons retention and control procedures to ensure safety during testing.
2. Panic or Duress Alarms: There is a landline within the room that can be used for emergency purposes. Due to the possible interferences of the Intoxylzer 9000 this may be the only available means of outside communication.
3. Searching the Detainee for Weapons or Contraband: Prior to entry into Interview Room 2, detainees shall be thoroughly searched for weapons, contraband, or other dangerous items. This search should have been completed following the subject being detained. The search ensures the safety of both staff and the public.
4. Access to the Detainee by Others: Access to detainees in Interview Room 2 is strictly limited to personnel maintaining custody or monitoring the detainee. Any other person must be authorized by the arresting Deputy and should be escorted at all times.
5. Temporary Restraint of Detainees: When necessary for safety, detainees may be temporarily restrained in Interview Room 2 using agency-approved devices attached to immovable fixtures specifically designed for secure restraint. Restraint shall be used only as a last resort and monitored continuously.
6. Escape Prevention: Interview Room 2 is secured to prevent detainee escape. Doors shall remain closed during testing, and staff shall maintain constant supervision.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

All windows, doors, and other points of egress are checked regularly for security compliance.

7. Separation of Males, Females, and Juveniles: The agency ensures that males, females, and juveniles are processed separately in compliance with state law and agency policy. Interview Room 2 shall accommodate only one detainee at a time.

Training

1. Initial Training: All personnel assigned to maintain custody or monitor detainees during Intoxilyzer testing shall receive initial training on procedures, including proper use of the Intoxilyzer.
2. Documented Review: Personnel authorized to utilize the Intoxilyzer and room shall acknowledge the agencies policy initially upon hire and at a minimum annually. DTB acknowledgement shall satisfy this requirement.
3. In-Service training: Any update in policy or procedure as it relates to the Intoxilyzer or interview room shall be provided during the update and then again during the agency's in-service training day.

343.6 RECORDING PROCEDURE

The video room provides live audio and video feed of the interview rooms. The audio and video recording system in use is the Avigilon Control Center (ACC7). The camera system is motion-activated, beginning recording when motion is detected and stopping after motion has ceased for a prolonged period. Recordings are stored on an off-site server for one year unless downloaded. Only personnel involved in the interview or interrogation, or a supervisor, are authorized to download recordings through the Avigilon application which is available in the video room. Recordings should be downloaded within a reasonable time frame following the interview and properly filed with the corresponding case records.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 4 - Patrol Operations

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Patrol

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The Geary County Sheriff's Office provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and office members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed deputies in clearly marked law enforcement vehicles in assigned jurisdictional areas of Geary. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

1. Responding to emergency calls for service.
2. Apprehending criminal offenders.
3. Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
4. Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
5. Responding to reports of both criminal and non-criminal acts.
6. Responding to routine calls for service, such as public assistance or public safety.
7. Directing and controlling traffic.
8. Carrying out crime prevention activities, such as residential inspections, business inspections and community presentations.
9. Carrying out community-oriented policing and problem-solving activities, including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

10. The application of resources to specific problems or situations within the community that may be improved or resolved by community-oriented policing and problem-solving strategies.

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Office should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with office policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.5 CROWDS, EVENTS AND GATHERINGS

Deputies may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Deputies should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Deputies responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, deputies should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Deputies are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Bias-Based Policing

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

401.1 PURPOSE AND SCOPE

This policy provides guidance to office members that affirms the Geary County Sheriff's Office's commitment to policing that is fair and objective (K.S.A. § 22-4606 through K.S.A. § 22-4611).

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the office's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include (K.S.A. § 22-4609):

Enforcement action - Any law enforcement act during a nonconsensual contact with an individual in:

1. Determining the existence of probable cause to take into custody or to arrest an individual.
2. Constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a vehicle.
3. Determining the existence of probable cause to conduct a search of an individual or a conveyance.

Racial or bias-based policing –K.S.A. 22-4610 that requires the following to be included in the policies of all law enforcement agencies: Racial or bias based policing is defined as the unreasonable use of race, ethnicity, national origin, gender, or religion by a law enforcement officer in deciding to initiate an enforcement action. It is not racial or other biased-based policing when race, ethnicity, national origin, gender, or religion is used in combination with other identifying factors as part of a specific individual description to initiate an enforcement action.

401.2 POLICY

The Geary County Sheriff's Office is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

policy of this office to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 RACIAL/BIAS-BASED POLICING PROHIBITED

Racial or bias-based policing is strictly prohibited.

This includes but is not limited to using protected characteristics.

1. As a general indicator or predictor of criminal activity.
2. In the course of any law enforcement action unless a deputy is seeking to detain, apprehend, or otherwise be on the lookout for a suspect sought in connection with a crime who has been identified or described in part by race, ethnicity, national origin, gender, or religion.
3. In the course of any reasonable action in connection with a status offense, such as runaways, child in need of care, missing persons, and other non-criminal caretaker functions unless the person is identified or described in part by race, ethnicity, national origin, gender, or religion.
4. As a motivating factor in making law enforcement decisions or actions unless the person is identified or described in part by race, ethnicity, national origin, gender, or religion.
5. As the basis for discretionary law enforcement (e.g., citation, arrest, warning, search, release, or treating a person with respect and dignity).
6. As the basis for any decision related to asset seizure or forfeiture efforts.

401.4 MEMBER RESPONSIBILITIES

Every member of this office shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

401.4.1 REASON FOR CONTACT

Deputies contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual. This Office clarifies that a deputy may consider a protected characteristic, given credible and timely intelligence relevant to the locality, not only in situations that link a person (of a specific protected characteristic) and a specific crime, but also in situations that link a person or persons (of a specific protected characteristic) and specific unlawful incidents, criminal patterns, or schemes.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved deputy should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any deputy to document a contact that would not otherwise require reporting.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

401.4.2 REPORTING TRAFFIC STOPS

Each time a deputy makes a traffic stop, the deputy shall report any information as required in the Traffic and Parking Citations Policy.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

1. Supervisors should discuss any issues with the involved deputy and their supervisor in a timely manner.
    (a) Supervisors should document these discussions in the prescribed manner.
2. Supervisors should periodically review Mobile Audio/Video (MAV) recordings, body-worn camera (BWC) media, Mobile Data Computer (MDC) data, and any other available resource used to document contact between deputies and the public to ensure compliance with this policy.
    (a) Supervisors should document these periodic reviews.
    (b) Recordings or data that capture a potential instance of racial- or bias-based policing should be appropriately retained for administrative investigation purposes.
3. Supervisors shall initiate investigations of any actual or alleged violations of this policy.
4. Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this office who discloses information concerning racial- or bias-based policing.

401.6 STATE REPORTING

The Records Section shall submit an annual report to the Attorney General on or before July 31 for the preceding period of July 1 to June 30. The report shall consist of the number of racial or other biased-based policing complaints received and additional information as required by K.S.A. § 22-4610(d).

401.7 ADMINISTRATION

A documented annual administrative review of activities with the potential for bias to include, but not limited to, traffic and field contacts, asset forfeiture efforts, citizen complaints and any corrective measures taken shall be completed annually and submitted to the Sheriff.

This policy and the office's data collection procedures shall be available for public inspection during normal business hours (K.S.A. § 22-4610(b)).

401.7.1 COMPLAINTS OF RACIAL OR OTHER BIASED-BASED POLICING

The Office shall conduct ongoing community outreach and communication efforts to inform the public of a person’s right to file a complaint with this office and/or the Office of the Attorney General that includes the procedure for filing the complaint and the complaint process (K.S.A. § 22-4610(c)).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Any person who believes that he/she is the subject of racial or other bias-based policing may file a complaint in accordance with the Personnel Complaints Policy.

401.8 TRAINING

All office members who may interact with members of the public in an official capacity, such as carrying out law enforcement activities, will complete annual racial and other bias-based policing training, including legal aspects. Distance learning training is permitted. The Administrative Commander will be responsible for sponsoring and documenting the training. If the Sheriff determines remedial training is necessary, the Sheriff may mandate additional training, which shall be documented.

This policy shall be reviewed annually by all affected personnel. Documentation of personnel review, such as audit reports, shall be retained within Lexipol for compliance and record-keeping purposes.

401.8.1 INITIAL TRAINING

Newly hired personnel who may interact with the public in an official capacity shall receive training in biased policing issues, including legal aspects, prior to assignment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Briefing

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

402.1 PURPOSE AND SCOPE

This policy discusses the activity of briefing and includes the tasks that should be accomplished during this short period.

402.2 POLICY

Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 BRIEFING

All divisions and specialized units will conduct regular briefing to discuss, disseminate and exchange information among office members, work groups and other organizations. A supervisor generally will conduct briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Briefing should include, but is not limited to:

1. Providing members with information regarding daily activities, with particular attention given to changes in the status of the following:
    (a) Wanted persons
    (b) Crime patterns
    (c) Suspect descriptions
    (d) Intelligence reports and photographs
    (e) Community issues affecting law enforcement
    (f) Major investigations
2. Notifying members of changes in schedules and assignments.
3. Reviewing recent incidents for situational awareness and training purposes.
4. Providing training on a variety of subjects.
5. Conducting periodic personnel inspections.

Supervisors should also ensure that all members are informed about Departmental Directives and any recent policy changes.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

402.3.1 RETENTION OF BRIEFING TRAINING RECORDS
Briefing training materials and a curriculum or summary shall be forwarded to the Administrative Division Commander for inclusion in training records, as appropriate.

402.4 PREPARATION OF MATERIALS
The member conducting briefing is responsible for preparation of the materials necessary for a constructive briefing.

402.5 TRAINING
Briefing training should incorporate short segments on a variety of subjects or topics and may include:

1. Review and discussion of new or updated policies.
2. Presentation and discussion of the proper application of existing policy to routine daily activities.
3. Presentation and discussion of the proper application of existing policy to unusual activities.
4. Review of recent incidents for training purposes.

Briefing training materials and a curriculum or summary shall be forwarded to the Administrative Division Commander for inclusion in training records, as appropriate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Crime and Disaster Scene Integrity

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Geary County Sheriff's Office to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first deputy at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Deputies shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once a deputy has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the deputy is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

1. Broadcast emergency information, including requests for additional assistance and resources.
2. Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
3. Locate or identify suspects and determine whether dangerous suspects are still within the area.
4. Provide first aid to injured parties if it can be done safely.
5. Evacuate the location safely as required or appropriate.
6. Secure the inner perimeter.
7. Protect items of apparent evidentiary value.
8. Secure an outer perimeter.
9. Identify potential witnesses.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

10. Start a chronological log noting critical times and personnel allowed access.

403.5 SEARCHES

Deputies arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once deputies are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Deputies should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, deputies should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Special Response Team

Effective Date:	01.07.2025
Revised Date:	01.28.2026
Issuing Authority: Sheriff Nate Boeckman	

404.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of the Junction City/Geary County SWAT in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field deputies.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiators - Designated deputies, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

Tactical team - Designated deputies, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of office policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY

It shall be the policy of the participating parties to maintain the JUNCTION CITY/GEARY COUNTY SWAT, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain the JUNCTION CITY/GEARY COUNTY SWAT. The JUNCTION CITY/GEARY COUNTY SWAT should develop sufficient resources to perform three basic operational functions:

1. Command and control
2. Containment
3. Entry/Apprehension/Rescue

404.3 CAPABILITIES

The Participating Agencies acknowledge that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

individual teams from responding to a situation that exceeds their training level due to the exigency of the circumstances. Based on the concepts and principles set forth in the National Tactical Officer Association's Tactical Response and Operation Standard, this office will maintain the mission capabilities of a Tactical Response Team through effective leadership, ongoing training, equipment, and financial support.

404.4 MANAGEMENT AND SUPERVISION

The JUNCTION CITY/GEARY COUNTY SWAT shall be managed by a board comprised of the leadership of the participating agencies. This board should be comprised of Executives of the participating agencies, including, but not limited to, Chief of Police, Sheriff, Assistant Chief of Police, Undersheriff, Chief Deputy, etc. This board shall select a Commander, or Commanders, of the JUNCTION CITY/GEARY COUNTY SWAT. This selection will be made with the recommendation of pertinent staff. The Commander(s) will manage the JUNCTION CITY/ GEARY COUNTY SWAT under the direction of the board.

404.4.1 TEAM SUPERVISORS

The JUNCTION CITY/GEARY COUNTY SWAT will be under the direction of designated team leaders, who shall be selected by the

Commander(s) upon evaluation of relevant training, experience, and displayed decision making abilities.

The primary responsibility of the team supervisors is to oversee the operation of the JUNCTION CITY/GEARY COUNTY SWAT, which includes deployment, training, first-line supervisor participation and other duties as directed by the JUNCTION CITY/GEARY COUNTY SWAT Commander(s).

404.5 READINESS

An operational readiness assessment should be conducted to determine the type and extent of JUNCTION CITY/GEARY COUNTY SWAT missions and operations appropriate to experience and training. The assessment should consider the capabilities, training and limitations of the JUNCTION CITY/GEARY COUNTY SWAT and should be reviewed annually by the JUNCTION CITY/GEARY COUNTY SWAT Commander or the authorized designee. EQUIPMENT INSPECTIONS

The JUNCTION CITY/GEARY COUNTY SWAT Commander shall appoint a team member to perform operational readiness inspections of all JUNCTION CITY/GEARY COUNTY SWAT equipment at least quarterly. The result of the inspection will be forwarded to the JUNCTION CITY/ GEARY COUNTY SWAT Commander in writing. The inspections will include personal equipment issued to members of the JUNCTION CITY/GEARY COUNTY SWAT, operational equipment maintained by the JUNCTION CITY/GEARY COUNTY SWAT, and equipment maintained or used in JUNCTION CITY/GEARY COUNTY SWAT vehicles.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

404.5.1 MULTIJURISDICTIONAL OPERATIONS

The JUNCTION CITY/GEARY COUNTY SWAT, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

1. If it is anticipated that multijurisdictional JUNCTION CITY/GEARY COUNTY SWAT operations will regularly be conducted, multiagency and multidisciplinary joint training exercises should occur.
2. Members of the JUNCTION CITY/GEARY COUNTY SWAT shall operate under the policies, procedures and command of the JUNCTION CITY/GEARY COUNTY SWAT when working in a multi-agency situation.

404.6 PROCEDURES

Situations that necessitate the need for a JUNCTION CITY/GEARY COUNTY SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

ORGANIZATIONAL PROCEDURES

The JUNCTION CITY/GEARY COUNTY SWAT shall develop a separate written set of organizational procedures that should address, at a minimum:

1. Specific missions the JUNCTION CITY/GEARY COUNTY SWAT is capable of performing.
2. JUNCTION CITY/GEARY COUNTY SWAT organization and function.
3. Member selection, retention and termination criteria.
4. Training and required competencies including record production and retention.
5. Procedures for notification, activation, deactivation and deployment.
6. Command and control issues, including a clearly defined command structure and dedicated lines of communication.
7. Multi-agency response.
8. Out-of-jurisdiction response.
9. Specialized functions and supporting resources.

404.6.1 OPERATIONAL PROCEDURES

The JUNCTION CITY/GEARY COUNTY SWAT shall develop a separate written set of operational procedures in accordance with the determination of the JUNCTION CITY/GEARY COUNTY SWAT's level of capability, using sound risk-reduction practices. Because such procedures are specific to JUNCTION CITY/GEARY COUNTY SWAT members and outline tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during JUNCTION CITY/GEARY COUNTY SWAT operations (time permitting).
    (a) All JUNCTION CITY/GEARY COUNTY SWAT members should have an understanding of operational planning.
    (b) JUNCTION CITY/GEARY COUNTY SWAT training should include planning for both spontaneous and planned events.
    (c) JUNCTION CITY/GEARY COUNTY SWAT planning should incorporate medical emergency contingency plans as part of the JUNCTION CITY/GEARY COUNTY SWAT operational plan.
2. Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.
    (a) When possible, briefings should include the specialized teams, certified tactical dispatchers and other supporting personnel.
3. Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.
4. A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the JUNCTION CITY/GEARY COUNTY SWAT.
5. Roles for the negotiators.
6. A standard method of determining whether a warrant should be regarded as high risk.
7. A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.
8. Protocols for post-incident scene management, including:
    (a) Documentation of the incident.
    (b) Transition to investigations and/or other divisions.
    (c) Debriefing after every deployment of the JUNCTION CITY/GEARY COUNTY SWAT.
        i. After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.
        ii. Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements. iii. To maintain candor and a meaningful exchange, debriefing will generally not be recorded.
        iii. When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

9. A sound risk management analysis.
10. Standardization of equipment deployed.

404.7 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the JUNCTION CITY/GEARY COUNTY SWAT. Generally, the tactical team and the negotiators will be activated together. It is recognized, however, that the elements can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of a negotiator, such as warrant service operations. The negotiators may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the JUNCTION CITY/GEARY COUNTY SWAT Commander(s). APPROPRIATE USE

Incidents that may result in the activation of the JUNCTION CITY/GEARY COUNTY SWAT include:

1. Barricaded suspects who refuse an order to surrender.
2. Incidents where hostages are taken.
3. Arrests of potentially armed or dangerous persons.
4. Any situation that could threaten or undermine the ability of the Office to preserve life, maintain social order and ensure the protection of persons or property.

Deployment of the JUNCTION CITY/GEARY COUNTY SWAT in response to requests by other agencies must be authorized by the JUNCTION CITY/GEARY COUNTY SWAT Commander(s), Geary County Sheriff, and Junction City Chief of Police.

404.7.1 ON-SCENE DETERMINATION AND NOTIFICATION

The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander, until relieved by higher authority, and will assess whether the JUNCTION CITY/ GEARY COUNTY SWAT is to respond to the scene. With input from the Incident Commander, final determination will be made by the JUNCTION CITY/GEARY COUNTY SWAT Commander(s) who shall then notify the respective Command Staff(s). If the JUNCTION CITY/GEARY COUNTY SWAT Commander is unavailable, then a specialized team leader shall be notified.

The Watch Commander should brief the JUNCTION CITY/GEARY COUNTY SWAT Commander about the incident. Such information should include:

The Watch Commander should brief the Operations Division Commander about the incident. Such information should include:

1. The type of crime involved.
2. The number of suspects, identity and criminal history.
3. The known weapons and resources available to the suspect.
4. If the suspect is in control of hostages and/or barricaded.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Whether contact has been made with the suspect and whether there have been demands.
6. If potential victims are still within the inner perimeter.
7. If the suspect has threatened or attempted suicide.
8. The location of the command post and a safe approach to it.
9. The extent of any inner or outer perimeter and the number of personnel involved.
10. Any other assets or resources at the scene including other involved agencies.
11. Any other important facts critical to the immediate situation.

The JUNCTION CITY/GEARY COUNTY SWAT Commander or team supervisor shall then follow current callout procedures.

The Watch Commander will notify their respective Command Staff as soon as practicable.

404.7.2 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the JUNCTION CITY/GEARY COUNTY SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

1. Establish an arrest/response team in case the suspect takes action. The response team's tasks may include:
   (a) Taking action to mitigate a deadly threat or behavior either inside or outside the location.
   (b) Securing any subject or suspect who may surrender or attempt to escape.
2. Evacuate any injured persons in the zone of danger.
3. Evacuate or provide safety instructions to other people in the zone of danger.
4. Establish an inner and outer perimeter.
5. Establish a command post outside of the inner perimeter.
6. Attempt to establish preliminary communication with the suspect. Once the JUNCTION CITY/GEARY COUNTY SWAT has arrived, all negotiations should generally be halted to allow the negotiator(s) and tactical teams time to organize, position and assume the appropriate roles and responsibilities.
7. Plan for, and stage, anticipated resources.

404.7.3 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the JUNCTION CITY/GEARY COUNTY SWAT at the scene, the Incident Commander shall brief the JUNCTION CITY/GEARY COUNTY SWAT Commander(s) and team supervisors. Upon review, it will be the JUNCTION CITY/GEARY COUNTY SWAT Commander's decision, with input from the Incident

Commander, whether to deploy the JUNCTION CITY/GEARY COUNTY SWAT. Once the JUNCTION CITY/GEARY COUNTY SWAT Commander authorizes deployment, the JUNCTION CITY/GEARY COUNTY SWAT Commander or the authorized designee will be responsible for

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

the tactical response and negotiator(s). The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the JUNCTION CITY/GEARY COUNTY SWAT. The Incident Commander and JUNCTION CITY/GEARY COUNTY SWAT Commander or the authorized designee shall maintain direct communication at all times.

404.7.4 COMMUNICATION WITH SWAT MEMBERS

All persons who are non-JUNCTION CITY/GEARY COUNTY SWAT members should refrain from any non-emergency contact or interference with any JUNCTION CITY/GEARY COUNTY SWAT member during active negotiations. JUNCTION CITY/GEARY COUNTY SWAT operations require the utmost concentration by involved members and, as a result, no one should interrupt or communicate with JUNCTION CITY/GEARY COUNTY SWAT members directly. All non-emergency communications shall be channeled through the tactical team supervisor or the authorized designee.

404.8 TACTICAL TEAM ADMINISTRATIVE GUIDELINES

The JUNCTION CITY/GEARY COUNTY SWAT was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or predictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the tactical team.

404.8.1 SELECTION OF TACTICAL MEMBERS

Interested members who are off probation shall submit a letter of interest to their appropriate Division Commanders, a copy of which will be forwarded to the JUNCTION CITY/GEARY COUNTY SWAT Commander(s) and other JUNCTION CITY/GEARY COUNTY SWAT team leaders.

Those qualifying applicants will then be invited to participate in the testing process. The order of the tests will be at the discretion of the JUNCTION CITY/GEARY COUNTY SWAT Commander(s). The testing process will consist of a physical agility test, firearm qualification and team evaluation.

1. Physical agility: The physical agility test is designed to determine the physical capabilities of the applicant as they relate to performance of tactical team-related duties. The test and scoring procedure will be established by the JUNCTION CITY/ GEARY COUNTY SWAT Commander(s). A minimum qualifying score shall be attained by the applicant to be considered for the position.
2. Firearm qualification: Candidates will be invited to shoot the JUNCTION CITY/GEARY COUNTY SWAT Firearms Qualification. A minimum qualifying score established by the Rangemaster must be attained to qualify.
3. Team evaluation: Current team members will evaluate each candidate on field tactical skills, teamwork, ability to work under stress, communication skills, judgment and any special skills that could benefit the team.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

JUNCTION CITY/GEARY COUNTY SWAT Leadership will compile testing/evaluation results and determine which candidates would benefit the team with their membership. The JUNCTION CITY/GEARY COUNTY SWAT Commander(s) shall submit a list of successful applicants to command staff for final selection.

404.8.2 TACTICAL TRAINING

Training shall be approved by the JUNCTION CITY/GEARY COUNTY SWAT Commander(s). The JUNCTION CITY/GEARY COUNTY SWAT Commander(s), or their designee, may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training. Training shall consist of the following:

1. Each tactical team member shall perform a physical fitness test twice each year. A minimum qualifying score must be attained by each team member.
2. At the discretion of the Operations Division Commander and Team Supervisor, any member not achieving a passing score on the physical fitness test will be placed on inactive status for up to 60 days or upon successful completion of the test.
3. Each tactical team member shall complete the JUNCTION CITY/GEARY COUNTY SWAT firearms qualification course twice per year. The qualification course shall consist of the JUNCTION CITY/GEARY COUNTY SWAT basic drill for firearms. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the JUNCTION CITY/GEARY COUNTY SWAT Commander. Team members who fail to qualify will not be used in JUNCTION CITY/GEARY COUNTY SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days, with or without remedial training, may result in dismissal from the team.

Each tactical team member shall complete the tactical qualification course for any specialty weapon issued to, or used by, the team member during tactical team operations, twice per year. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the JUNCTION CITY/GEARY COUNTY SWAT Commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on JUNCTION CITY/GEARY COUNTY SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

404.8.3 TACTICAL TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team leaders. The performance and efficiency level, as established by the team leaders, will be met and maintained by all tactical team members. Any member of the tactical team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

404.9 NEGOTIATOR ADMINISTRATIVE GUIDELINES

The ability has been established to provide skilled verbal communicators who will attempt to de-escalate, and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies. If the need for a negotiator arises during a critical incident, certified negotiators will be available either through the participating agencies, or through agreements with other agencies.

Certified negotiators should train with JUNCTION CITY/GEARY COUNTY SWAT on a quarterly basis, to increase operational efficiency and maintain skills.

404.10 UNIFORMS AND EQUIPMENT

JUNCTION CITY/GEARY COUNTY SWAT members should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

404.10.1 EQUIPMENT

JUNCTION CITY/GEARY COUNTY SWAT specialized teams from this office should be adequately equipped to meet the specific missions identified in this policy.

404.10.2 FIREARMS

Weapons and equipment used by the JUNCTION CITY/GEARY COUNTY SWAT specialized teams and any supporting resources should be agency-issued or approved for use by the JUNCTION CITY/GEARY COUNTY SWAT Commander(s), including any modifications, additions or attachments.

404.11 TRAINING

The JUNCTION CITY/GEARY COUNTY SWAT Commander(s) shall conduct an annual JUNCTION CITY/GEARY COUNTY SWAT training needs assessment to ensure that training correlates to the team's capabilities and is in accordance with this policy.

404.11.1 TRAINING SAFETY

A designated safety officer will be utilized for all tactical training.

404.11.2 INITIAL TRAINING

Tactical team members and team supervisors should not be deployed until successful completion of a basic SWAT course or its equivalent that has been approved by JUNCTION CITY/GEARY COUNTY SWAT Commander(s).

1. To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the JUNCTION CITY/GEARY COUNTY SWAT Commander(s).
2. Untrained members may be used in a support or training capacity.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

404.11.3 MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the JUNCTION CITY/GEARY COUNTY SWAT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by this office**.**

404.11.4 SCENARIO-BASED TRAINING

JUNCTION CITY/GEARY COUNTY SWAT specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

404.11.5 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Team Leaders. Such documentation shall be maintained in each member's training file. A separate office JUNCTION CITY/GEARY COUNTY SWAT training file shall be maintained with documentation and records of all team training.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Ride-Alongs

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Geary County Sheriff's Office. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to the members of the public, County employees and members of this office to observe and experience, first-hand, various functions of the Geary County Sheriff's Office. The term “ride-along” includes riding as a passenger with a deputy on patrol or observing the work day of members engaged in other functions within the Office, such as Dispatch.

405.3 ELIGIBILITY

A ride-along is available to Geary County residents and business owners, students currently attending class in Geary County and those employed within Geary County. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to, the following:

1. Being under 15 years of age
2. Prior criminal history
3. Pending criminal action
4. Pending lawsuit against this office or the County
5. Denial by any supervisor

405.4 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Watch Commander. The applicant will complete and sign a ride-along or job observation waiver form. If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver’s license number, birthdate, address and telephone number.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The Watch Commander will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate division as soon as possible for scheduling considerations.

If the request is denied, a representative of this office will advise the applicant of the denial.

405.5 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

1. Volunteers
2. Chaplains
3. Geary County Sheriff's Office applicants
4. Any others with approval of the Watch Commander
5. Students enrolled in any office-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in office vehicles at a given time.

405.5.1 OFF-DUTY PARTICIPATION

Off-duty members of this office or any other law enforcement agency, and employees of the County, will not be permitted to participate in a ride-along with on-duty members of this office without the express consent of the Watch Commander.

In the event that such participation is permitted, the off-duty office member, other law enforcement agency personnel or County employee shall not:

1. Be considered on-duty.
2. Represent him/herself as a member of this office or any other law enforcement agency.
3. Participate in any law enforcement activity except as emergency circumstances may require.

405.5.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Kansas Criminal Justice Information System (KCJIS) check prior to approval of the ride-along.

405.5.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Watch Commander. The Watch Commander or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

405.6 MEMBER RESPONSIBILITIES

The assigned office member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

1. The participant will follow the directions of the office member.
2. The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any sheriff's office equipment.
3. Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.
    (a) If the participant is on a ride-along, the member may return the participant to the point the ride originated.
4. Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.
5. Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.
6. Participants who are not law enforcement officers shall not be permitted to accompany the office member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. A deputy with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The dispatcher will be advised of the situation and as soon as practicable have another office member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Watch Commander. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the Watch Commander.

Any further ride-alongs approved by the Sheriff, or his designee may be authorized.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Hazardous Material Response

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

406.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to office members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 POLICY

It is the policy of the Geary County Sheriff's Office to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The Fire Department and Emergency Management are the agencies trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

406.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

1. Make the initial assessment of a potentially hazardous material from a safe distance.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Notify Dispatch, appropriate supervisors, the appropriate fire department and hazardous response units.
    (a) Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.
3. Wear personal protective gear, being cognizant that some hazardous material can be inhaled.
4. Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.
5. Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:
    (a) Placards or use of an emergency response guidebook.
    (b) Driver's statements or shipping documents from the person transporting the material.
    (c) Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
        i. The type of material.
        ii. How to secure and contain the material.
        iii. Any other information to protect the safety of those present, the community and the environment.
6. Provide first aid to injured parties if it can be done safely and without contamination.
7. Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.
8. Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.
9. Establish a decontamination area when needed.
10. Activate automated community notification systems, if applicable.

406.5 REPORTING EXPOSURE

Office members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Watch Commander as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

406.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this office may be available through the appropriate fire department or emergency response team.

406.6 TRAINING

The office shall provide initial Hazardous material awareness training to all affected members upon hire. Hazardous material awareness training will then be completed by all affected members biennially. The training shall provide awareness to First Responders in recognizing hazardous substances and understanding how to respond safely.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Hostage and Barricade Incidents

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where deputies have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the deputies by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that deputies encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

1. Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
2. Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the Geary County Sheriff's Office to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding deputies should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Deputies should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect’s surrender.

When available, office-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

Deputies may intercept a wire, oral or electronic communication when authorized by an ex parte order issued by a judge in order to provide evidence of the commission of specific offenses (K.S.A. § 22-2515).

407.4 FIRST RESPONDER CONSIDERATIONS

First responding deputies should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding deputy should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding deputy shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The deputy shall continually evaluate the situation, including the level of risk to deputies, to the persons involved and to bystanders, and the resources currently available.

The handling deputy should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, deputies handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

1. Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
2. Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
3. Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
4. Provide responding emergency personnel with a safe arrival route to the location.
5. Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
6. Attempt to obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
7. Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

8. Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
9. Determine the need for and notify the appropriate persons within and outside the Office, such as command officers and the Public Information Officer (PIO).
10. If necessary and available, establish a tactical or exclusive radio frequency for the incident.
11. Establish a command post.

407.4.2 HOSTAGE SITUATION

Deputies presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that deputies react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

1. Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
2. Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
3. Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
4. Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.
5. Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
6. Provide responding emergency personnel with a safe arrival route to the location.
7. Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.
8. Coordinate pursuit or surveillance vehicles and control of travel routes.
9. Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
10. Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
11. Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

12. Determine the need for and notify the appropriate persons within and outside the Office, such as command officers and the PIO.
13. If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting Special Response Team (SRT) response if appropriate and apprising the SRT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

1. Ensure injured persons are evacuated and treated by medical personnel.
2. Ensure the completion of necessary first responder responsibilities or assignments.
3. Request crisis negotiators, specialized assignment members, additional office members, resources or equipment as appropriate.
4. Establish a command post location as resources and circumstances permit.
5. Designate assistants who can help with intelligence information and documentation of the incident.
6. If it is practicable to do so, arrange for video documentation of the operation.
7. Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).
8. Ensure adequate law enforcement coverage for the remainder of the County during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or Dispatch.
9. Identify a media staging area outside the outer perimeter and have the office PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
10. Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
11. Debrief personnel and review documentation as appropriate.

407.6 SRT RESPONSIBILITIES

It will be the SRT Commander’s decision, with input from the Incident Commander, whether to deploy the SRT during a hostage or barricade situation. Once the SRT Commander authorizes deployment, the SRT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SRT. The Incident Commander and the SRT Commander or the authorized designees shall maintain direct communications at all times.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling deputy at the scene is responsible for completion and/or coordination of incident reports.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Response to Bomb Calls

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Geary County Sheriff's Office in their initial response to incidents involving explosives or explosive devices, explosion/ bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Geary County Sheriff's Office to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Office members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established office evidence procedures.

The member receiving the bomb threat should ensure that the Watch Commander is immediately advised and informed of the details. This will enable the Watch Commander to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 GEARY COUNTY SHERIFF'S OFFICE FACILITY

If the bomb threat is against the Geary County Sheriff's Office facility, the Watch Commander will direct and assign deputies as required for coordinating a general building search or evacuation of the sheriff's office, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Geary County Sheriff's Office that is not the property of this office, the appropriate agency will be promptly

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

informed of the threat. Assistance to the other entity may be provided as the Watch Commander deems appropriate.

408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this office receives notification of a bomb threat at a location in the County of Geary, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

1. The location of the facility.
2. The nature of the threat.
3. Whether the type and detonation time of the device is known.
4. Whether the facility is occupied, and if so, the number of occupants currently on-scene.
5. Whether the individual is requesting sheriff's assistance at the facility.
6. Whether there are any internal facility procedures regarding bomb threats in place, such as:
    (a) No evacuation of personnel and no search for a device.
    (b) Search for a device without evacuation of personnel.
    (c) Evacuation of personnel without a search for a device.
    (d) Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Watch Commander should be notified when sheriff's assistance is requested. The Watch Commander will make the decision whether the Office will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including sheriff's control over the facility.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Should the Watch Commander determine that the Office will assist or control such an incident, he/she will determine:

1. The appropriate level of assistance.
2. The plan for assistance.
3. Whether to evacuate and/or search the facility.
4. Whether to involve facility staff in the search or evacuation of the building.
    (a) The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
    (b) The safety of all participants is the paramount concern.
5. The need for additional resources, including:
    (a) Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request sheriff's assistance to clear the interior of a building, based upon the circumstances and known threat, deputies may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

1. No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
2. The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
3. Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
    (a) Two-way radios
    (b) Cell phones
    (c) Other personal communication devices
4. The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
5. The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
6. A safe access route should be provided for support personnel and equipment.
7. Search the area for secondary devices as appropriate and based upon available resources.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

8. Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
9. Promptly relay available information to the Watch Commander including:
    (a) The time of discovery.
    (b) The exact location of the device.
    (c) A full description of the device (e.g., size, shape, markings, construction).
    (d) The anticipated danger zone and perimeter.
    (e) The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding deputies. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Deputies responding to explosions, whether accidental or a criminal act, should consider the following actions:

1. Assess the scope of the incident, including the number of victims and extent of injuries.
2. Request additional personnel and resources, as appropriate.
3. Assist with first aid.
4. Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
5. Assist with the safe evacuation of victims, if possible.
6. Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
7. Preserve evidence.
8. Establish an outer perimeter and evacuate if necessary.
9. Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

1. Fire department
2. Emergency Management
3. Bomb squad
4. Additional office personnel, such as investigators and forensic services
5. Field supervisor

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Watch Commander
7. Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
8. Other government agencies, as appropriate

408.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Watch Commander should assign deputies to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Crisis Intervention Incidents

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires a deputy to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis – A person whose level of distress or mental health symptoms have exceeded the person’s internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

409.2 POLICY

The Geary County Sheriff's Office is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Office will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

1. A known history of mental illness
2. Threats of or attempted suicide
3. Loss of memory
4. Incoherence, disorientation or slow response
5. Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
6. Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
7. Social withdrawal

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

8. Manic or impulsive behavior, extreme agitation or lack of control
9. Lack of fear
10. Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Sheriff should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide office interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to deputies; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit a deputy's authority to use reasonable force when interacting with a person in crisis.

Deputies are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

A deputy responding to a call involving a person in crisis should:

1. Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
2. Request available backup deputies and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
3. If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
4. Attempt to determine if weapons are present or available.
5. Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the deputy.
6. Secure the scene and clear the immediate area as necessary.
7. Employ tactics to preserve the safety of all participants.
8. Determine the nature of any crime.
9. Request a supervisor, as warranted.
10. Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

11. If circumstances reasonably permit, consider and employ alternatives to force.

409.6 INTERVIEW/ INTERROGATION

When dealing with individuals who are believed to be suffering from mental illness, Deputies are reminded that established case law pertaining to Miranda still applies.

1. All individuals, especially those with mental health issues must understand their rights and must be able to distinguish between right and wrong. The following guidelines are provided to assist in determining whether an individual understands their rights.
    (a) Do not accept a simple "yes" or "no" from the individual. Ask the individual to describe, in their own words, the rights you have just explained to them.
    (b) If the individual simply repeats the wording just provided to them, it is important for Deputies to determine and establish that the individual understands. To further that goal, the following questions can be utilized to make such determinations. Ask questions such as:
        i. "Can you tell me what 'rights' are?"
        ii. "Can you give me an example of a right you have?"
        iii. "Why is a lawyer important?"
        iv. "Why do you want to talk to me instead of a lawyer?"
        v. "Can you explain to me why you don't have to talk to me?"
    (c) Deputies may consider having the individual's attorney, guardian, or caretaker present.

409.7 DE-ESCALATION

Deputies should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

1. Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:
    (a) Evaluate safety conditions.
    (b) Introduce themselves and attempt to obtain the person's name.
    (c) Be patient, polite, calm and courteous and avoid overreacting.
    (d) Speak and move slowly and in a non-threatening manner.
    (e) Moderate the level of direct eye contact.
    (f) Remove distractions or disruptive people from the area.
    (g) Demonstrate active listening skills (i.e., summarize the person's verbal communication).
    (h) Provide for sufficient avenues of retreat or escape should the situation become volatile.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Responding deputies generally should not:
    (a) Use stances or tactics that can be interpreted as aggressive.
    (b) Allow others to interrupt or engage the person.
    (c) Corner a person who is not believed to be armed, violent or suicidal.
    (d) Argue, speak with a raised voice or use threats to obtain compliance.

409.8 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the deputy should request that the dispatcher provide critical information as it becomes available. This includes:

1. Whether the person relies on drugs or medication, or may have failed to take his/her medication.
2. Whether there have been prior incidents or suicide threats/attempts, and whether there has been previous sheriff's response.
3. Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

409.9 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

1. Attempt to secure appropriate and sufficient resources.
2. Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
3. Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
4. Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
5. Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Division Commander.
6. Evaluate whether a critical incident stress debriefing for involved members is warranted.

409.10 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to office reporting procedures or other official mental health or medical proceedings.

Alternatives to arrest such as citations, summonses, referrals, informal resolutions, and warnings should be considered to ensure the best treatment options are used and to keep those with mental health issues out of the criminal justice system

409.10.1 DIVERSION
Individuals who are not being arrested should be processed in accordance with the Involuntary Civil Commitments Policy.

409.11 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

1. Members should treat all individuals equally and with dignity and respect.
2. If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
3. Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, a deputy should be promptly summoned to provide assistance.

409.12 TRAINING

In coordination with the Kansas Law Enforcement Training Center, the mental health community and appropriate stakeholders, employees will be provide with documented comprehensive education and entry level training and annual refresher training to enable them to effectively interact with persons in crisis.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Involuntary Commitments

Effective Date:	
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when deputies may place a person under an emergency detention to determine whether the person qualifies for an involuntary commitment.

410.2 POLICY

It is the policy of the Geary County Sheriff's Office to protect the public and individuals through legal and appropriate use of the involuntary commitment process.

410.3 AUTHORITY

A deputy who has probable cause to believe that a person is mentally ill and likely to cause harm to themself or others may take the person into custody without a warrant and transport the person to a treatment facility or a crisis intervention center, if available, for examination. However, a deputy shall not transport a person to a state psychiatric hospital for an examination unless the deputy receives a written statement from a qualified mental health professional authorizing the transport (K.S.A. § 59-2953; K.S.A. § 65-536).

Following a determination by the examining physician or psychologist that a person should be involuntarily committed, the deputy shall present an application for emergency observation and treatment as required by K.S.A. § 59-2954. Unless the person's parent or legal guardian agrees to do so, a deputy shall also complete and file a petition seeking involuntary commitment with the district court in the time period required by K.S.A. § 59-2954.

A deputy may also take a person into custody pursuant to a court order (K.S.A. § 59-2958; K.S.A. § 59-2959).

410.3.1 RELEASE AFTER EXAMINATION

If the examining physician or psychologist determines that the person does not qualify for an involuntary commitment, the deputy shall return the person to the location where he/she was taken into custody, if practicable, or another reasonable location appropriate under the circumstances (K.S.A. § 59-2953).

If the person qualifies for an involuntary commitment but the facility is unwilling or unable to admit the person, a deputy may either continue the detention at a place provided by the facility and file a petition with the district court by end of the first business day after the detention or the deputy shall release the person (K.S.A. § 59-2953; K.S.A. § 59-2957).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

410.3.2 VOLUNTARY EVALUATION

If a deputy encounters an individual who may qualify for an involuntary commitment, he/she may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the deputy should:

1. Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.
2. If at any point the person changes his/her mind regarding voluntary evaluation, the deputy should proceed with the application for an involuntary commitment, if appropriate.
3. Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any deputy handling a call involving a person who may qualify for detention for the purpose of an involuntary commitment should consider, as time and circumstances reasonably permit:

1. Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.
2. Community or neighborhood mediation services.
3. Conflict resolution and de-escalation techniques.
4. Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade deputies from taking reasonable action to ensure the safety of the deputies and others.

Involuntary commitments should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

410.5 TRANSPORTATION

When transporting any individual for an involuntary commitment, the transporting deputy should have Dispatch notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Deputies may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of a deputy during the transport, Watch Commander approval is required before transport commences.

Deputies transporting individuals stemming from a court order should take the following into consideration (K.S.A. § 59-2970):

1. A female being transported shall be accompanied by a female attendant unless accompanied by an adult relative.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. An individual shall not be transported in a marked law enforcement vehicle if other means of transportation are available.
3. The least amount of restraint necessary shall be used in transporting the individual.

410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the deputy will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the deputy should provide the staff member with the written application for emergency observation and treatment and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting deputy should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the deputy may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, deputies will not apply facility-ordered restraints.

410.7 DOCUMENTATION

The deputy shall complete an application for emergency observation and treatment, provide it to the facility staff member assigned to the individual and retain a copy for inclusion in the case report (K.S.A. § 59-2954).

The deputy should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

410.8 CRIMINAL OFFENSES

Deputies investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody on an involuntary commitment should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for an involuntary commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the deputy should:

1. Arrest the individual when there is probable cause to do so.
2. Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the detention.
3. Facilitate the individual's transfer to jail.
4. Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an involuntary commitment.

In the supervisor's judgment, the individual may be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this office to regain custody of the individual, office resources (e.g., posting a guard) and other relevant factors in making this decision.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

410.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for an involuntary commitment, the handling deputies should seek to determine if the person owns or has access to any firearm or other deadly weapon. Deputies should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Deputies are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling deputy should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.

410.10 TRAINING

This office will endeavor to provide office-approved training on interaction with persons with a mental disability, involuntary commitments, and crisis intervention.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Citation Releases

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Geary County Sheriff's Office with guidance on when to release adults who are suspected offenders on a citation/notice to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Violence and Stalking Policy.

411.2 POLICY

The Geary County Sheriff's Office will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation/notice to appear in court, when authorized to do so.

411.3 RELEASE

A suspected offender shall be released on issuance of a citation/notice to appear in court for the following:

1. Cigarette or tobacco infractions (K.S.A. § 79-3393; K.S.A. § 12-4212).
2. Traffic infractions unless the person demands to be taken before a judge (K.S.A. § 8-2104(c); K.S.A. § 22-2401).
3. County code or resolution violations (K.S.A. § 19-4714).
4. City or municipal ordinance violations unless the violation involves the intentional infliction of bodily harm (K.S.A. § 12-4206; K.S.A. § 12-4212).
5. Misdemeanors not committed in the presence of the deputy unless the deputy has probable cause to believe that (K.S.A. § 22-2401):
    (a) The person will not be apprehended or evidence of the crime will be irretrievably lost unless the person is immediately arrested.
    (b) The person may cause injury to self or others or damage to property unless immediately arrested.
    (c) The person has intentionally inflicted bodily harm to another person.

411.3.1 DISCRETIONARY RELEASES

A suspected offender may be released on issuance of a citation/notice to appear in court for:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Misdemeanors,
2. Wildlife and parks violations (K.S.A. § 32-1049).
3. County Resolutions.

411.4 PROHIBITIONS

The release of a suspected offender on a citation/notice to appear in court is not permitted for:

1. Felonies (K.S.A. § 22-2401).
2. Violations of uniform traffic regulations if the person (K.S.A. § 8-2104):
   (a) Demands an immediate appearance before a judge, or;
   (b) Is arrested for driving under the influence or eluding in a vehicle.
3. A warrant for the person's arrest or a court order requiring the person to be taken into custody is issued.

See the Domestic Violence and Stalking Policy for release restrictions related to those investigations.

411.5 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, deputies should consider (K.S.A. § 12-4212):

1. The type of offense committed.
2. The known criminal history of the suspected offender.
3. The ability to identify the suspected offender with reasonable certainty.
4. Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.
5. The individual's ties to the area, such as residence, employment or family.
6. Whether there is reasonable likelihood that criminal conduct by the individual will continue.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Foreign Diplomatic and Consular Representatives

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Geary County Sheriff's Office extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Geary County Sheriff's Office respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

1. Notify a supervisor.
2. Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
3. Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
4. Contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.
5. Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Consul license plate a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

1. Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
2. All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
3. An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
    (a) Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
4. The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
    (a) Diplomatic-level staff of missions to international organizations and recognized family members
    (b) Diplomatic agents and recognized family members
    (c) Members of administrative and technical staff of a diplomatic mission and recognized family members
    (d) Career consular officers, unless the person is the subject of a felony warrant
5. The following persons may generally be detained and arrested:
    (a) International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
    (b) Support staff of missions to international organizations
    (c) Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
    (d) Honorary consular officers

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

412.6 DIPLOMATIC IMMUNITY TABLE

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Diplomatic-Level Staff ofMissions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

1. This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
2. Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.
3. A small number of senior officers are entitled to be treated identically to diplomatic agents.
4. Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Rapid Response and Deployment

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist deputies in situations that call for rapid response and deployment.

413.2 POLICY

The Geary County Sheriff's Office will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Office in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

1. Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
2. Obtain, explore, and analyze sources of intelligence and known information regarding the circumstances, location, and suspect involved in the incident.
3. Attempt to attain a tactical advantage over the suspect by reducing, preventing, or eliminating any known or perceived threat.
4. Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.
5. Take reasonable steps to contain the incident.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding deputies should consider reasonable options to reduce, prevent or eliminate the threat. Deputies must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, deputies should take immediate action, if reasonably practicable, while requesting additional assistance.

Deputies should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action deputies should consider:

1. Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
2. Whether to wait for additional resources or personnel. This does not preclude an individual deputy from taking immediate action.
3. Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
4. Whether the suspect can be contained or denied access to victims.
5. Whether the deputies have the ability to effectively communicate with other personnel or resources.
6. Whether planned tactics can be effectively deployed.
7. The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, deputies should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

For further information regarding response to critical incident situations refer to Policy 610 all hazard planning for Critical Incidents.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Immigration Violations

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Geary County Sheriff's Office relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the Geary County Sheriff's Office that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this office in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Kansas constitutions.

414.4 DETENTIONS

A deputy should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

A deputy who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the deputy may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.

If the deputy has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

A deputy is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

A deputy should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES

When notified that a deputy has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

1. Transfer the person to federal authorities.
2. Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, a deputy should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

414.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this office should be directed to a supervisor. The Office may provide available support services, such as traffic control or peacekeeping efforts.

414.7 INFORMATION SHARING

No member of this office will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

1. Sending information to, or requesting or receiving such information from federal immigration officials
2. Maintaining such information in office records
3. Exchanging such information with any other federal, state, or local government entity

414.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Division supervisor assigned to oversee the handling of any related case. The Investigation Division supervisor should:

1. Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
2. Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
3. Address the request and complete the certification or declaration, if appropriate, in a timely manner.
    (a) The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
4. Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 TRAINING

The Administrative Commander should ensure deputies receive training on this policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Aircraft Accidents

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide office members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

415.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

415.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

415.3 ARRIVAL AT SCENE

Deputies or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

1. Protect persons and property.
2. Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
3. Preserve ground scars and marks made by the aircraft.
4. Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
5. Maintain a record of persons who enter the accident site.
6. Consider implementation of an Incident Command System (ICS).

415.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

415.5 NOTIFICATIONS

When an aircraft accident is reported to this office, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

1. Fire department
2. Appropriate airport tower
3. Emergency medical services (EMS)

415.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

1. FAA.
2. Fire department, EMS or other assisting law enforcement agencies.
3. Coroner.
4. Air Carrier/Operators investigative teams with NTSB approval.
5. Appropriate branch of the military, when applicable.
6. Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this office will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene office supervisor should ensure the accident is still appropriately investigated and documented.

415.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
2. Pressure vessels, compressed gas bottles, accumulators and tires.
3. Fluids, batteries, flares and igniters.
4. Evacuation chutes, ballistic parachute systems and composite materials.

415.8 DOCUMENTATION

All aircraft accidents occurring within the County of Geary shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of GESO members deployed to assist; other County resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

415.8.1 WRECKAGE

When reasonably safe, members should:

1. Obtain the aircraft registration number (N number) and note the type of aircraft.
2. Attempt to ascertain the number of casualties.
3. Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
    (a) Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
4. Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
5. Acquire copies of any recordings from security cameras that may have captured the incident.

415.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

1. The location of the witness at the time of his/her observation relative to the accident site.
2. A detailed description of what was observed or heard.
3. Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
4. The names of all persons reporting the accident, even if not yet interviewed.
5. Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

415.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Field Training Officer Program

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

416.1 POLICY

The purpose of this policy is to establish guidelines and procedures relative to the Filed Training Officer Program. The Geary County Sheriff's Department recognizes the goal of field training is to provide new Deputies with field experience to supplement their classroom training and to prepare new Deputies to function effectively as a solo patrol Deputy.

The Geary County Sheriff's Department requires all sworn Deputies assigned to patrol to complete the field training officer program (FTOP) prior to assignment in any capacity in which the Deputy is in a position to make an arrest, except as part of the following field training program. Geary County Sheriff's Department has adopted the San Jose model for the training and standardized evaluation guidelines which are based upon the "7-point" rating scale of all new Deputies, FTOs, FTO Supervisor and field training officer program manager.

416.2 PROCEDURE

1. Hiring
   (a) The training for a new Deputy begins upon the Deputy being hired.
   (b) The new Deputy should be enrolled into a basic training academy approved by the Kansas Law Enforcement Training Center (KLETC) within the first 30 days of being hired.
2. Academy
   (a) Recruit Deputies, who are not yet certified law enforcement officers in the State of Kansas, will attend a Basic Training Academy at KLETC prior to assignment in any capacity in which personnel are authorized to carry a weapon or are in a position to make full custody arrests.
   (b) The GESO FTO Manager, Operations Commander, or other Sheriff's designee, will serve as the liaison between GESO and the academy staff.
3. New Officer Training – Kansas Law Enforcement Training Center: The primary goal of the academy is to provide recruit officers with the basic training necessary to become certified police officers pursuant to Kansas law. K.S.A. 74-5604a and the Kansas Law Enforcement Training Commission govern the KLETC training academy operation and administration. The KLETC provides recruit training, advanced training and specialized training to police officers in Kansas. The recruit training curriculum is established by KLETC in conjunction with the University of Kansas. KLETC and the

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Training Commission are legally responsible for the training curriculum offered in the academy. Further, KLETC is responsible for any orientation materials, the currency of instruction, the method of instruction, and the use of evaluation techniques used to measure the students' competency in the required skills, knowledge, and abilities during the course. Officers will receive training and are formally evaluated in the following general areas :

(a) State law

(b) Police procedures

(c) Physical skills to include firearms proficiency, vehicle driving under stress, proper use of less-lethal weapons and unarmed self-defense

(d) Basic first-aid techniques

FIELD TRAINING OFFICER PROGRAM PHASES

1. Upon successful completion of their basic training academy, the Deputy will begin the first of 4 Phases of the FTOP.

   (a) Phases one, two and three shall last no less than four weeks. An FTO Phase will consist of 16 working days. These phases will take place in the patrol unit with the trainee working both patrol shifts (day/night) when possible.

   (b) Phase four (Ghost Phase) will be the evaluation phase, phase four will also take place in patrol with the shift being designated by the FTO Shift Coordinator.

   (c) The Recruit Deputy must satisfactorily complete each scheduled phase of training before moving to the next phase of the FTO program.

   (d) The FTOP Manager and FTO Shift Coordinator may grant a one-time extension to any of these phases when situations arise that may require more time in the current phase. The Operations Commander may approve a second extension of up to three working days. Extensions are approved based on documented deficiencies and totality of circumstances. Each extension requires a remedial training plan.

   (e) During each phase the assigned FTO and the recruit Deputy will be responsible for keeping up to date the appropriate Field Training Checklist for the recruit Deputy.

   (f) Each trainee shall be assigned to a minimum of two separate Field Training Officers (FTOs) during the training program. When staffing levels permit, trainees should be assigned to three FTOs to enhance exposure to varied instructional styles and operational experiences.

2. Solo Deputy

   (a) Upon successful completion of the FTO program, the Recruit Deputy should be assigned to the Patrol Unit and assume responsibilities of a solo Deputy for a period no less than 30 days so that his/her performance can be monitored and evaluated.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) After the 30 days of solo patrol, the recruit Deputy is subject to reassignment based on the needs of the agency

416.3 FTO TRAINING PHASES

1. Training Phase One (Patrol)

(a) During Phase One, the recruit Deputy will ideally be assigned to a day shift FTO for approximately 30 days (16 working days).

(b) During the first couple of days of phase one, the recruit Deputy may primarily observe the FTO in regards to calls and activities.

i. This is at the discretion of the FTO or FTO Shift Supervisor.

(c) The FTO will ensure the recruit Deputy has the necessary equipment and knowledge of the report forms utilized by GESO.

(d) The FTO will ensure the recruit Deputy has an understanding of the chain of command and adheres to agency protocols in accordance with written directives.

(e) An emphasis will be placed on report writing and establishing the required statutory elements.

(f) The focus of Phase one will be:

i. Geography/familiarization with the layout of the county.

ii. Proficient knowledge or radio codes and signals.

iii. Report writing skills.

iv. Exposure to and completing standard report forms,

A. Kansas Standard Arrest Reports

B. Kansas Standard Offense Reports

C. Information Reports

D. Accident Report Forms

E. Other report forms utilized by GESO

F. Report forms should be completed using the in car computer or office computers when available.

(g) The recruit Deputy will be responsible for developing a working knowledge of agency policy and procedures as well as some statutory provisions governing law enforcement duties.

(h) The FTO will emphasize officer safety and agency procedures while the recruit assumes the driving as well as radio operation responsibilities.

(i) Prior to moving onto the next phase, the recruit Deputy needs to demonstrate acceptable performance/knowledge, even if FTO aided, in the following areas:

i. Driving

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

ii. Using the police radio

iii. Officer Safety

iv. Utilization of appropriate forms

v. Composing an accurate and understandable narrative report

vi. Conducting traffic enforcement and issuing warnings/citations

vii. Accessing GESO Policies

viii. Having a good working knowledge of their arrest authority per (KSA 22-2401)

ix. GESO policies related to Domestic Violence, Vehicle Pursuits, and Use of Force

(j) The recruit Deputy should complete the following test during this phase, with a passing score of 100%.

i. 10 code test

ii. Phonetic alphabet test

iii. Map test

iv. FTO test number 1

(k) The recruit Deputy should be using the police radio while communicating with dispatch and other officers with the assistance of the FTO.

(l) The recruit Deputy should be able to log onto their mobile computer using their sign in and NCIC token.

i. In the event this is not applicable, the FTO will have to log on to the mobile computer and report this deficiency to the FTO Shift coordinator.

(m) As this phase progresses, the recruit Deputy should take more of a leading role in completing all initiated and assigned paperwork.

(n) In conjunction with the calls for service, initiated activities and scenarios, the recruit Deputy should be exposed to the following paperwork:

i. KSOR and Supplements

ii. KSAR (with affidavit).

iii. Charging Affidavits

iv. Kansas Motor Vehicle Crash Report with accompanying forms.

v. Traffic Citations and Warnings.

vi. Information Reports.

vii. Mobile Reporting (in car computer reports)

viii. Patrol Activity Log

(o) Any other report forms the trainee completes should be noted in the DOR

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(p) In the event the call load and call types for the recruit Deputy in Phase one is lacking, the FTO should present certain scenarios to the trainee.

i. The scenarios should be tailored to have the trainee complete a specific type of report.

A. For example, if the trainee needs exposure to basic accident reporting the FTO should set up a mock accident scene and have the recruit Deputy complete a report.

2. Training Phase Two (Patrol)

(a) During Phase Two, the recruit Deputy will ideally be assigned to the night shift for 30 days (16 working days).

(b) During the first couple days of Phase Two, the recruit Deputy may once again assume an observation role but remain involved with calls for service and initiated activities.

(c) The recruit Deputy should be exposed to a greater variety of calls and activities (both assigned and initiated) and be allowed to perform the majority of tasks at hand by the end of the third week.

(d) The recruit Deputy should be encouraged to demonstrate their public relation skills and initiate contact with the public through traffic enforcement and investigating suspicious activity.

(e) Phase Two is considered a performance enhanced marking period, as the recruit Deputy assumes responsibility for a greater amount of generated activities.

i. The FTO will still demonstrate and guide the recruit Deputy when needed.

(f) An emphasis should be placed on the recruit Deputy demonstrating good officer safety principals in the performance of their duties to include sound handcuffing and person searches.

(g) Program specific exams should be administered during this phase as well as scenario based training in areas where sufficient repetition is lacking.

(h) The recruit Deputies report writing skills and knowledge of additional Kansas statutes will be expanded.

i. The FTO will continue to assist the recruit Deputy in utilizing their statute books and and ensure that all criteria necessary to support criminal charges are met.

(i) The FTO should encourage the recruit Deputy to conduct traffic enforcement and develop their roadside investigations during stops and consent encounters.

(j) The FTO should ensure the recruit Deputy continues to make progress in their understanding and adherence to agency written policy and procedures.

(k) Increased efforts will be made to complete as much of the patrol portion of the training manual.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(l) Prior to moving to the next phase, the recruit Deputy needs to consistently demonstrate acceptable performance/knowledge, even if FTO aided, in the following areas:

i. Driving

ii. Using the police radio with appropriate codes and signals.

iii. Officer Safety.

iv. Handcuffing.

v. Person searches.

vi. Utilization of appropriate report forms.

vii. Composing an accurate and detailed narrative report.

viii. Conducting strategic traffic enforcement and issue warnings/citations.

ix. Perform strategic patrolling under darkness.

x. Perform a roadside detention and investigation.

xi. Accessing GESO policies

xii. Having a good working knowledge of their arrest authority (KSA 22-2402)

xiii. GESO Policies related to Domestic Violence, Vehicle pursuits and Use of Force.

(m) The FTO and recruit Deputy should build on what was learned in phase One.

(n) The recruit Deputy should have a significant role in the collecting of information for the reports on assignments and initiated activities.

(o) The recruit Deputy should be familiarized with the following reports and report forms that they were introduced to in phase 1:

i. KSOR and Supplements

ii. KSAR (with affidavit)

iii. Charging Affidavits

iv. Kansas Motor Vehicle Crash Report with accompanying forms.

v. Traffic Citations and Warnings.

vi. Information Reports

vii. Mobile Reporting (in car computer reports)

viii. Patrol Activity Log

(p) Any other report the recruit Deputy completes should be noted in the DOR.

(q) Much of the standard report forms and paperwork should be completed by the recruit Deputy knowing that there will need to be some guidance by the FTO.

(r) Night shift patrol will provide the recruit Deputy the unique opportunity to become more familiar with additional patrolling and enforcement strategies dealing

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

specifically with a lower volume of vehicular and pedestrian traffic and under darkness.

(s) A specific emphasis will be placed on targeting illegal activities through strategic patrolling and traffic enforcement.

i. This will set the stage for the apprehension of impaired drivers and suspicious vehicles and persons.

(t) In the event the call load and call types for the recruit Deputy in Phase Two is lacking, the FTO should present certain scenarios to the trainee.

i. The scenarios should be tailored to have the trainee complete a specific type of report

3. Training Phase Three

(a) During Phase Three, the recruit Deputy can be assigned to either shift FTO for approximately 30 days (16 working days).

(b) During the first couple of days in Phase Three the recruit Deputy may once again assume an observation role but remain involved with the calls for service and initiated activities.

(c) During the remainder of Phase Three the recruit Deputy will build on the previous phase and assume more of a lead role in the daily functions with the ultimate goal of being self-reliant by the end of this phase.

i. Self-reliance should be measured by the recruit Deputies ability to perform as many of the daily functions with little to no assistance from the FTO.

(d) Core areas to be observed and documented are:

i. Decision making.

ii. Problem solving.

iii. Officer Safety.

iv. Resource location and utilization.

v. Peer and public Relations.

vi. Overall attitude and work ethic.

(e) The recruit Deputy will be expected to be the point of contact during nearly all calls for service and initiated activities.

(f) The recruit Deputy will be expected to maintain control of their daily activities and assignments.

(g) The recruit Deputy will be expected to manage their workload throughout the shift with the end goal of getting all assignments and paperwork completed prior to the end of their shift.

(h) Prior to moving onto the next phase, the recruit Deputy needs to demonstrate acceptable performance/knowledge in the following areas:

i. Driving (normal and emergent).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

ii. Using the police radio with appropriate codes and signals.

iii. Officer Safety.

iv. Handcuffing.

v. Person searches.

vi. Utilization of appropriate forms.

vii. Composing an accurate and detailed narrative report and charging affidavit.

viii. Conduct strategic traffic enforcement and issue warnings/citations.

ix. Perform a roadside detention and investigation.

x. Access GESO policy and procedures.

xi. Good decision making skills.

xii. Good problem solving skills.

xiii. Appropriate officer safety.

xiv. Resource location.

xv. Peer and public relations.

xvi. Overall attitude and work ethic.

xvii. Demonstrate a good working Knowledge of their arrest power (KSA 22-2401)

(i) The recruit Deputy should have the focus of completing a majority of the assigned and initiated paperwork.

i. As this phase gets closer to the end, the recruit Deputy should be able to complete most of the assigned and initiated paperwork with little or no assistance from the FTO.

(j) This phase is the last in actually training the recruit Deputy.

i. The FTO and recruit Deputy should build on what was learned in the previous two phases.

(k) The Patrol section of the FTO Manual should be completely filled out and signed off on all areas as being "explained". Many of the areas may be marked off as being "demonstrated" and "performed" by this point.

(l) The FTO should review the recruit Deputies FTO manual and make sure all required readings have been completed and marked off by the recruit.

i. This includes the department policy manual paying attention to the following policies Pursuit policy, Use of Force, Uniform policy, Facial hair policy, Vehicle Inventory, Attendance, Body camera.

(m) The recruit Deputy, with guidance from their FTO, is responsible for maintaining their FTO training checklist during this phase.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(n) The FTO and recruit Deputy should focus on the trainee becoming independent toward the end of this phase.

i. This is to get the recruit Deputy prepared for the evaluation period and ultimately ready for solo-patrol status.

(o) During this phase, the FTO and recruit Deputy should focus on:

i. Officer Safety.

ii. Completeness of assignments and paperwork.

iii. Time management in correlation to increased assignments, initiated activities and completing accompanying paperwork.

iv. Increased working knowledge of GESO policies and procedures.

v. Ability to complete:

A. All daily paperwork.

B. Driving the patrol car safely.

C. Communicate effectively and efficiently using the radio.

D. All daily checks on issued equipment such as vehicle, radar, weapon.

(p) Complete all map tests and phase test with a passing score of 100%.

i. By the end of this phase the recruit Deputy should be certified in the departments Less-lethal class and radar operations.

4. Training Phase Four; (Ghost Phase)

1. The Evaluation Phase will be conducted for approximately 14 working days with two days riding with the shift supervisor (Sergeant or Lieutenant).

i. The recruit Deputy will be observed by various FTO's and Supervisors during this phase.

2. During this phase, the recruit Deputy should ideally be assigned an FTO from their first shift assignment in patrol.

3. All aspects of patrol and the associated responsibility should rest with the recruit Deputy during the evaluation phase.

i. During this phase the recruit Deputy will be mainly observed to see if they are capable of working as a solo-patrol Deputy.

ii. The recruit Deputy should be able to perform all the duties of a solo-patrol Deputy without direct input from the observing FTO or supervisor.

iii. The recruit Deputy will be observed and rated as to their ability to make sound decisions and utilize the resources available to them.

iv. It is understandable and acceptable for the recruit Deputy to have appropriate questions in completing their activities and duties.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. The patrol vehicle shared by FTO and recruit Deputy is not to be considered a two-officer car for the purpose of calls or activities that require a backing officer if the FTO is riding with the trainee.
    i. Should the recruit Deputy require a backing officer, he/she should be required to call for one.
5. It is important for the recruit Deputy to demonstrate their ability to manage their assigned area, answer calls for service, initiate activities and demonstrate their ability to be a good team player on shift.
6. The FTO may choose a plain clothes uniform for this period and will act only as an observer unless an emergency situation arises.
7. Upon completion of the evaluation phase, the evaluating FTO will forward a To Thru up his chain of command, including the FTO shift coordinator and the FTO Program Manager to the Sheriff supported by their observations, recommending release for solo patrol, remedial training or termination.
8. If the request for release to solo patrol is denied, the Operations Commander with the assistance from the FTO Program Manager will determine an appropriate period of remedial training designed to address the concerns that justified the denial.

416.4 PRIOR CERTIFIED RECRUIT DEPUTIES

1. Recruit Deputies who hold a current Kansas Law Enforcement certification will be held to the same standard of training, however the duration of each phase except the evaluation period may be reduced.
    (a) The recruit Deputy needs to pass all assigned test, with a passing score of 100%, in the phase prior to being moved into the next phase. The recruit Deputy also needs to be proficient with the goals in each phase.
    (b) The FTO will submit a To Thru explaining the reason for early release from one phase to another.
2. The FTO Program Manager will review the recruit Deputies level of previous law enforcement experience and make a recommendation for the recruit Deputies FTO training.
3. This recommendation will be forwarded up the chain of command to the Operations Division Commander for approval.

416.5 CONFLICTS OF INTEREST

1. Should a conflict of interest or personality conflict develop in the course of training by either the recruit Deputy or FTO, the matter should be immediately brought to the attention of:
    (a) The shift supervisor.
    (b) FTO Shift Coordinator
    (c) FTOP Manager or

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(d) Operations Division Commander.

416.6 RECOMMENDING TERMINATION

1. If during the FTOP concerns arise that a recruit Deputy should be considered for termination, a To Thru detailing all known and applicable facts should be sent to the Operations Division Commander for consideration.
   (a) If there is video evidence it should be submitted as well with any and all reports to assist in the investigation.
2. Although the FTO is encouraged to keep the recruit Deputy apprised of their level of performance, he/she should not inform the recruit Deputy of suggested termination proceedings.
3. The recruit Deputy should be advised of the pending recommendation after the Sheriff or his designee has reviewed all information.
4. The consideration of termination can be done at any point throughout the FTOP.

416.7 FTOP REPORTS/RECORDS

1. A FTOP Training file will be maintained on each recruit Deputy to house all FTOP memorandums, DOR's and other related paperwork/videos.
2. The file will contain any and all documented correspondence related to the recruit Deputy the FTOP.
3. All DOR's and related forms will be completed and maintained on the LEFTA FTO system cloud server.

416.7.1 DAILY OBSERVATION REPORTS

1. DOR's shall be completed for each training day only by an agency approved FTO.
2. The DOR shall be completed in accordance with the approved rating system, for the 31 competencies, using the Standardized Evaluation Guidelines (SEG).
3. The DOR's shall be reviewed with and signed by the recruit Deputy and provided to the FTO Shift Coordinator for filing in the recruit Deputy FTOP file.
4. The Shift Coordinator and FTOP Manager.

416.7.2 END OF PHASE REPORTS

1. The FTO shall complete an end of phase progress report on the recruit Deputy.
2. The end of phase report should be forwarded through his/her Shift supervisor(s), FTO Shift coordinator, FTOP Manager to the Operations Division Commander.
3. The end of phase report will provide an overview of the recruit Deputies success in the phase, areas of strength, areas to improve, general information and recommendations related to advancement in the FTOP (next phase) or release to solo-patrol.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

416.7.3 STANDARDIZED EVALUATION GUIDELINES
Throughout the Field Training Program, the FTO rates the trainee's performance. Each observed behavior is rated using the Daily Observation Report (DOR). The rating scales can be scored in two ways: the Numeric Scale (1–7) or "N.O." (not observed, "N.R.T." (Not responding to training). The numeric scale offers more flexibility to rate behaviors on a sliding scale between 1 and 7. A rating of "1" or "N.R.T." indicates the observed behavior is Unacceptable or Needs Improvement, a rating of "4" meets the minimal standard of Acceptable or Competent, and "7" indicates the trainee's performance is at a Superior level. Any rating of "1" or "7" requires documentation to describe the event which resulted in the observed rating.

416.8 FTOP DUTIES

416.8.1 FTO SHIFT COORDINATOR

1. The FTO Shift Coordinator will be a Sergeant or Lieutenant.
2. The Shift FTO Coordinator shall ensure the FTO's submit the required FTO reports in a timely manner and meet the standard for format and content as prescribed by the FTOP.
3. The FTO Shift Coordinator will assist in the selection of FTO's for new recruit Deputies coming to shift.
4. The FTO Shift Coordinator can act as a counselor and first line supervisor for any problems that arise between the FTO and recruit Deputy.

416.8.2 FTOP MANAGER

1. The FTOP manager is directly responsible to the Operations Division Commander or authorized designee.
2. Maintain the FTOP Master file on all recruit Deputies participating in the FTOP.
3. Once a recruit Deputy has completed the formal FTO program and is released to solo patrol, the recruit Deputies FTOP notebook (paper contents) will be maintained by the FTO Manager.
4. Develop and organize on-going training for all FTO's.
5. Perform other FTOP related duties as assigned by the Operations Division Commander.

416.9 SELECTION OF FIELD TRAINING OFFICERS

1. Deputies expressing interest in becoming an FTO shall do so in the form of a To Thru,through their chain of command including the FTO Shift Coordinator and FTOP Manager.
    (a) The To Thru should list any and all qualifications, attributes which will make them an effective FTO.
2. The To Thru will be forwarded to the Sheriff via chain of command for final consideration and selection.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. The FTO Manager, FTO Shift coordinator will conduct an interview of Deputies wishing to become an FTO and forward any information they obtain to the Operations Commander.
    (a) The Deputies chain of command should be consulted as to their Deputies qualities and abilities to lead and give instruction.
4. At the direction of the Operations Commander, FTOP Manager or the FTO Shift Coordinator may assign Deputies the additional duty of being an FTO whether they expressed interest or not.

416.10 TRAINING OF FIELD TRAINING OFFICERS

1. FTO's will attend a Field Training course within one year upon selection.
2. The FTO Manager shall be responsible for ensuring that the periodic update training for FTO's is conducted.
3. The FTO manager, FTO Shift Coordinator, should monitor each FTO's performance in accordance with this policy and make recommendations for retraining or removal as necessary.

416.11 ADMINISTRATIVE REVIEW

An administrative review of the field training program shall be conducted annually. The review shall include any recommendations for policy or training modifications, if any, and is reviewed and approved by the Sheriff.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Contacts and Temporary Detentions

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

417.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

417.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When a deputy contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the deputy is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the deputy's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by deputies in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the deputy, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, a deputy has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When a deputy intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when a deputy actually restrains a person’s freedom of movement.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

417.2 POLICY

The Geary County Sheriff's Office respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the deputy, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the deputy based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

417.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, a deputy may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the deputy’s suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Geary County Sheriff's Office to strengthen community involvement, community awareness and problem identification.

417.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the deputy should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

1. Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
2. Actions suggesting that he/she is engaged in a criminal activity.
3. Presence in an area at an inappropriate hour of the day or night.
4. Presence in a particular area is suspicious.
5. Carrying of suspicious objects or items.
6. Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
7. Location in proximate time and place to an alleged crime.
8. Physical description or clothing worn that matches a suspect in a recent crime.
9. Prior criminal record or involvement in criminal activity as known by the deputy.

417.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the deputy's training and experience, a deputy may pat a suspect's outer clothing for weapons if the deputy has a reasonable, articulable suspicion the suspect may pose a safety risk (K.S.A. § 22-2402). The purpose of this limited search is not to discover evidence of a crime, but to allow the deputy to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
2. Where more than one suspect must be handled by a single deputy.
3. The hour of the day and the location or area where the stop takes place.
4. Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
5. The actions and demeanor of the suspect.
6. Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone deputy. A cover deputy should be positioned to ensure safety and should not be involved in the search.

417.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the deputy shall carefully consider, among other things, the factors listed below.

417.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the deputy should have the individual read and sign the appropriate form accompanying the photograph.

417.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The deputy must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the deputy's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

417.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Watch Commander with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Watch Commander should review and forward the photograph to one of the following locations:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Watch Commander will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as items of intelligence for potential future use.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

417.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

417.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, deputies should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

1. Identifying all persons present at the scene and in the immediate area.
    (a) When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
    (b) Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, deputies should attempt to identify the witness prior to his/her departure.
2. Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by office members.
    (a) A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Watch Commanders

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

418.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Watch Commander and, as needed, an acting Watch Commander for each shift.

418.2 POLICY

Each shift will be directed by a Watch Commander capable of making decisions and managing in a manner consistent with the mission of the Geary County Sheriff's Office. To accomplish this, a Lieutenant shall be designated as the Watch Commander for each shift.

418.3 DESIGNATION AS ACTING WATCH COMMANDER

With prior authorization from the Operations Division Commander, generally when a Lieutenant is unavailable for duty as Watch Commander, a qualified lower-ranking member shall be designated as acting Watch Commander in accordance with the terms of applicable employment agreement.

418.4 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall have overall responsibility and accountability for the operation of this office on an assigned shift. Duties may include, but are not limited to:

1. Ensuring at least one uniformed patrol supervisor is deployed during each shift.
2. Ensuring sufficient members are on-duty to accomplish the mission of the Geary County Sheriff's Office.
3. Providing command-level oversight of major crime scenes, tactical situations or disasters.
4. Establishing service-level priorities.
5. Providing job-related training and guidance to subordinates.
6. Acquiring outside resources or providing assistance to other agencies, when applicable.
7. Handling service inquiries or complaints from the public.
8. Managing risk exposure.
9. Ensuring the security of all office facilities.
10. Ensuring the proper equipment and vehicles are available for member use.
11. Representing the Office at community functions.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

12. Serving as a temporary Division Commander when so designated.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Mobile Video Recorder

Effective Date:	01.07.2025
Revised Date:	06.18.2026
Issuing Authority: Sheriff Nate Boeckman	

419.1 PURPOSE AND SCOPE

The Geary County Sheriff's Office has equipped marked law enforcement vehicles with Mobile Video Recorder (MVR) recording systems to provide records of events and to assist deputies in the performance of their duties. This policy provides guidance on the use of these systems.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MVR system to transmit or store video or audio data in an active mode.

In-car camera system and MVR system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at a minimum, a camera, microphone, recorder and monitor (K.S.A. § 45-254).

MVR technician - Personnel certified or trained in the operational use and repair of MVRs, duplicating methods, storage and retrieval methods, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio/video signals recorded or digitally stored on a storage device or portable media.

419.2 POLICY

It is the policy of the Geary County Sheriff's Office to use mobile video recording technology to more effectively fulfill the mission of the Office and to ensure these systems are used securely and efficiently.

419.3 DEPUTY RESPONSIBILITIES

Prior to going into service, each deputy will properly equip him/herself to record audio and video in the field. At the end of the shift, each deputy will follow the established procedures for providing to the Office any recordings or used media and any other related equipment. Each deputy shall have adequate recording media for the entire duty assignment. In the event a deputy works at a remote location and reports in only periodically, additional recording media may be issued. Only Geary County Sheriff's Officeauthorized equipment is to be used.

At the start of each shift, deputies shall test the MVR system's operation in accordance with manufacturer specifications and office operating procedures and training.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

System documentation is accomplished by confirming his/her name, ID, serial number, badge or personal identification number (PIN) is associated with the MVR and the current date and time at the start is correct. The Deputy shall also make sure that the body worn camera is synched with the MVR and is charged and operational . If the system is malfunctioning, the deputy shall take the vehicle out of service unless a supervisor requests the vehicle remain in service. The malfunction shall be immediately reported to the Administrative Division Commander and the Watch Commander.

419.4 ACTIVATION OF THE MVR

The MVR system is designed to turn on whenever the vehicle's emergency lights are activated. The system remains on until it is turned off manually. The body worn camera will be activated at all times that the MVR is activated unless authorized under the Portable Audio Video Recording Policy.

419.4.1 REQUIRED ACTIVATION OF THE MVR

This policy is not intended to describe every possible situation in which the MVR system may be used, although there are many situations where its use is appropriate. A deputy may activate the system any time the deputy believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the MVR. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MVR. The MVR system will be activated in any of the following situations:

1. All field contacts involving actual or potential criminal conduct within video or audio range:
    (a) Traffic stops (including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
    (b) Priority responses
    (c) Vehicle pursuits
    (d) Suspicious vehicles
    (e) Arrests
    (f) Vehicle searches
    (g) Physical or verbal confrontations or use of force
    (h) Pedestrian checks
    (i) Driving while under the influence (DUI) investigations, including field sobriety tests
    (j) Consensual encounters
    (k) Crimes in progress
    (l) Responding to an in-progress call

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. All self-initiated activity in which a deputy would normally notify Dispatch
3. Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect including:
    (a) Domestic violence
    (b) Disturbance of the peace
    (c) Offenses involving violence or weapons
4. Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
5. Any other circumstance where the deputy believes that a recording of an incident would be appropriate

Activation of the MVR system is not required when exchanging information with other deputies or during breaks, lunch periods, when not in service or actively on patrol.

419.4.2 CESSATION OF RECORDING

Once activated, the MVR system shall remain on until the incident has concluded. For the purpose of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if a deputy is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

419.4.3 SURREPTITIOUS RECORDING

No member of this office may surreptitiously record a conversation of any other member of this office except with a court order or when lawfully authorized by the Sheriff or the authorized designee for the purpose of conducting a criminal or administrative investigation.

419.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors shall determine if vehicles with non-functioning MVR systems should be placed into service. If an incident occurs where no MVR or body worn camera is available, and a report is written, documentation of the absence of audio and video recordings shall be made. Supervisors shall complete a quarterly review of their assigned Deputies IN car and Body Camera footage of at a minimum of 3 videos per Deputy. The Supervisor shall document the review on the Quarterly review form and include the following:

1. Deputy Name
2. Video Date and Time
3. If actions are within Policy
4. any Concerns or compliments

These documents shall be turned into the Division commander for review.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

419.5 REVIEW OF MVR RECORDINGS

All recording media, recorded images and audio recordings are the property of the Office. Dissemination outside of the Office is strictly prohibited, except to the extent permitted or required by law.

When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

1. By deputies for use when preparing reports or statements
2. By a supervisor investigating a specific act of deputy conduct
3. By a supervisor to assess deputy performance
4. To assess proper functioning of MVR systems
5. By office investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
6. By office personnel who request to review recordings
7. By a deputy who is captured on or referenced in the video or audio data, and reviews and uses such data for any purpose relating to his/her employment
8. By court personnel through proper process or with the permission of the Sheriff or the authorized designee
9. By the media through proper process
10. To assess possible training value
11. For training purposes. If an involved deputy objects to showing a recording, his/her objection will be submitted to the command staff to determine if the training value outweighs the deputy's objection.
12. As may be directed by the Sheriff or the authorized designee

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

419.5.1 REQUESTS TO REVIEW MVR RECORDINGS

Requests to review recordings made by MVR systems shall be processed in accordance with the Records Maintenance and Release Policy (K.S.A. § 45-254).

419.6 DOCUMENTING MVR USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the deputy's report.

419.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recorded media is uploaded and stored as categorized by the deputy. All recorded media will be retained in accordance with the logged event and disposed of in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

419.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Sheriff or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

419.7.2 MVR RECORDINGS AS EVIDENCE

Deputies who reasonably believe that a MVR recording is likely to contain evidence relevant to a criminal offense or potential claim against the deputy or against the Geary County Sheriff's Office should indicate this in an appropriate report. Deputies should ensure relevant recordings are preserved.

419.8 SYSTEM OPERATIONAL STANDARDS

1. MVR system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.
2. The MVR system should be configured to minimally record for 30 seconds prior to an event.
3. The MVR system may not be configured to record audio data occurring prior to activation.
4. Deputies using digital transmitters that are synchronized to their individual MVRs shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.
5. With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MVR-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MVR system.
6. Deputies shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a supervisor, MVR technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

At least annually the Sheriff will conduct an administrative review of the in-car and Body worn camera program to ensure the system meets the requirements and needs set forth above.

419.9 MVR TECHNICIAN RESPONSIBILITIES

The MVR technician is responsible for:

1. Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
2. Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MVR technician:
    (a) Ensures it is stored in a secure location with authorized controlled access.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) Makes the appropriate entries in the chain of custody log.

3. Erasing of media:
   (a) Pursuant to a court order.
   (b) In accordance with the established records retention schedule, including reissuing all other media deemed to be of no evidentiary value.
4. Assigning all media an identification number prior to issuance to the field:
   (a) Maintaining a record of issued media.
5. Ensuring that an adequate supply of recording media is available.
6. Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the office evidence storage protocols and the established records retention schedule.

419.10 TRAINING

The coordinator shall ensure that each member issued an MVR receives initial training before use, and periodic refresher training thereafter. Training should include:

1. Proper use of the MVR device and accessories.
2. When MVR activation is required, permitted, and prohibited.
3. How to respond to an individual's request to stop recording.
4. Proper use of the MVR media systems, including uploading and tagging procedures.
5. Security procedures for MVR media, including appropriate access and use.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Mobile Data Computer Use

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

420.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Computer (MDC) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between office members and Dispatch.

420.2 POLICY

Geary County Sheriff's Office members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

420.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

420.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Office. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

420.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

420.4.2 ADDITIONAL RESTRICTION

Only office members authorized to access Kansas Criminal Justice Information System sensitive material should access the MDC system.

420.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Watch Commander or other office-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the sheriff's radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

1. All contacts or activity shall be documented at the time of the contact.
2. Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
3. Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

420.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the sheriff's radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC.

420.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available deputy should respond in accordance with the Deputy Response to Calls Policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members should ensure a field supervisor and the Watch Commander is notified of the incident without delay.

Deputies not responding to the emergency shall refrain from transmitting on the sheriff's radio until a no-further-assistance broadcast is made or if they are handling a different emergency.

420.6 EQUIPMENT CONSIDERATIONS

420.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Administration Division Commander.

420.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Portable Audio/Video Recorders

Effective Date:	01.07.2025
Revised Date:	06.18.2026
Issuing Authority: Sheriff Nate Boeckman	

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Geary County Sheriff's Office facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

421.2 POLICY

The Geary County Sheriff's Office may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public.

421.3 COORDINATOR

The Sheriff or the authorized designee should designate a coordinator responsible for:

1. Establishing procedures for the security, storage and maintenance of data and recordings.
2. Establishing procedures for accessing data and recordings.
3. Establishing procedures for logging or auditing access.
4. Establishing procedures for transferring, downloading, tagging or marking events.

421.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any office-issued device at any time, and any recording made while acting in an official capacity of this office, regardless of ownership of the device it was made on, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable audio/video recorder, issued by the Office, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as practicable.

Any member assigned to a non-uniformed position may carry an approved audio/ video portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use.

When using an audio/ video recorder, the assigned member shall record his/her name, GESO identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member de-activated the recording. Members should include the reason for de-activation.

421.6 UPLOADING AUDIO/ VIDEO RECORDER

Unless otherwise authorized by a supervisor, all media from a member's audio/ video recorder will be properly uploaded and tagged before the end of their shift. Audio/ video recorder media related to a serious or high-profile event (e.g., search for a missing child, active shooter situation) will be uploaded and tagged as soon as practicable upon returning to the Office. Following an officer involved shooting or death or other event deemed necessary, a supervisor shall take possession of the audio/ video recorder for each member present and upload and tag the audio/ video recorder media.

421.7 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the audio/ video recorder in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a audio/video recorder or if their audio/ video recorder is activated.

421.8 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members shall activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder shall be activated in any of the following situations:

1. All enforcement and investigative contacts including stops and field interview situations
2. Traffic stops including but not limited to traffic violations, stranded motorist assistance, and all crime interdiction stops
3. Self-initiated activity in which a deputy would normally notify Dispatch

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording may be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

Unless otherwise authorized by this policy or approved by a supervisor, audio/ video recorder shall remain activated until the call for service or law enforcement-related function has concluded. A member may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

Under no circumstances shall a member be required to place themselves at risk to activate a recording device or replace recording media. The safety of the officer and others present shall take precedence over the activation, use, or maintenance of recording equipment.

If a member attempts to activate their audio/video recorder but the audio/video recorder fails to record an event, the member shall notify their supervisor as soon as practicable.

421.8.1 CESSATION OF RECORDING

Once activated, the recorder shall remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation.

421.8.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER

Kansas law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission(K.S.A. § 21-6101).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another office member without a court order unless lawfully authorized by the Sheriff or the authorized designee.

421.8.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.9 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained at the Office.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for office-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

421.10 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members will download, tag, or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member will transfer, tag, or mark recordings when the member reasonably believes:

1. The recording contains evidence relevant to potential criminal, civil, or administrative matters.
2. A complainant, victim, or witness has requested non-disclosure.
3. A complainant, victim, or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
4. Disclosure may be an unreasonable violation of someone's privacy.
5. Medical or mental health information is contained.
6. Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

421.11 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule.

421.11.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

421.12 TRAINING

The coordinator shall ensure that each member issued a audio/video recorder receives initial training before use, and periodic refresher training thereafter. Training should include:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Proper use of the audio/video recorder device and accessories.
2. When audio/video recorder activation is required, permitted, and prohibited.
3. How to respond to an individual's request to stop recording.
4. Proper use of the audio/video recorder media systems, including uploading and tagging procedures.
5. Security procedures for audio/video recorder media, including appropriate access and use.

421.13 REVIEW OF RECORDED MEDIA FILES

All recording media, recorded images and audio recordings are the property of the Office. Dissemination outside of the Office is strictly prohibited, except to the extent permitted or required by law. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

1. By deputies for use when preparing reports or statements
2. By a supervisor investigating a specific act of deputy conduct
3. By a supervisor to assess deputy performance
4. To assess proper functioning of MVR systems
5. By office investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation
6. By office personnel who request to review recordings
7. By a deputy who is captured on or referenced in the video or audio data, and reviews and uses such data for any purpose relating to his/her employment
8. By court personnel through proper process or with the permission of the Sheriff or the authorized designee
9. By the media through proper process
10. To assess possible training value
11. For training purposes.

If an involved deputy objects to showing a recording, his/her objection will be submitted to the command staff to determine if the training value outweighs the deputy's objection. (l) As may be directed by the Sheriff or the authorized designee In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member. At least annually the Sheriff will conduct an administrative review of the in-car and Body worn camera program to ensure the system meets the requirements and needs set forth above

421.13.1 REQUESTS TO REVIEW RECORDINGS

Requests to review recordings made by portable audio/video recorders shall be processed in accordance with the Records Maintenance and Release Policy (K.S.A. § 45-254).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Public Recording of Law Enforcement Activity

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

422.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this office. In addition, this policy provides guidelines for situations where the recordings may be evidence.

422.2 POLICY

The Geary County Sheriff's Office recognizes the right of persons to lawfully record members of this office who are performing their official duties. Members of this office will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Deputies should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

422.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

1. Recordings may be made from any public place or any private property where the individual has the legal right to be present.
2. Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
    (a) Tampering with a witness or suspect.
    (b) Inciting others to violate the law.
    (c) Being so close to the activity as to present a clear safety hazard to the deputies.
    (d) Being so close to the activity as to interfere with a deputy's effective communication with a suspect or witness.
3. The individual may not present an undue safety risk to the deputy, him/herself or others.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

422.4 DEPUTY RESPONSE

Whenever practicable, deputies or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, a deputy could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, deputies shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

422.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the deputy and:

1. Request any additional assistance as needed to ensure a safe environment.
2. Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
3. When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
4. Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
5. Explain alternatives for individuals who wish to express concern about the conduct of office members, such as how and where to file a complaint.

422.6 SEIZING RECORDINGS AS EVIDENCE

Deputies should not seize recording devices or media unless (42 USC § 2000aa):

1. There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
    (a) Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
2. There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
3. The person consents.
    (a) To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a office-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Automated License Plate Readers (ALPRs)

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

423.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

423.2 POLICY

The policy of the Geary County Sheriff's Office is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this office. Because such data may contain confidential information, it is not open to public review.

423.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Geary County Sheriff's Office to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Undersheriff. The Undersheriff may assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

423.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Office members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

1. An ALPR shall only be used for official law enforcement business.
2. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
3. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. No member of this office shall operate ALPR equipment or access ALPR data without first completing office-approved training.
5. No ALPR operator may access confidential office, state or federal data unless authorized to do so.
6. If practicable, the deputy should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

423.5 DATA COLLECTION AND RETENTION

The Undersheriff is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

423.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Geary County Sheriff's Office will observe the following safeguards regarding access to and use of stored data:

1. All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
2. Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or office-related civil or administrative action.
3. ALPR system audits should be conducted on a regular basis.

423.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

1. The agency makes a written request for the ALPR data that includes:
   (a) The name of the agency.
   (b) The name of the person requesting.
   (c) The intended purpose of obtaining the information.
2. The request is reviewed by the Undersheriff or the authorized designee and approved before the request is fulfilled.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Medical Aid and Response

424.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

424.2 POLICY

It is the policy of the Geary County Sheriff's Office that all deputies and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

424.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member shall contact Dispatch and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

1. The location where EMS is needed.
2. The nature of the incident.
3. Any known scene hazards.
4. Information on the person in need of EMS, such as:
    (a) Signs and symptoms as observed by the member.
    (b) Changes in apparent condition.
    (c) Number of patients, sex, and age, if known.
    (d) Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
    (e) Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel regarding whether to transport the person for treatment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

424.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Deputies should search any person who is in custody before releasing that person to EMS for transport.

A deputy should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

424.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, a deputy shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision, and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the deputy should consider proceeding with an involuntary commitment or emergency admission in accordance with the Involuntary Commitments Policy.

If a deputy believes that a person who is in custody requires EMS care and the person refuses, they should encourage the person to receive medical treatment. The deputy may also consider contacting a family member to help persuade the person to agree to treatment, or who may be able to authorize treatment for the person.

If the person still refuses, the deputy will require the person to be transported to the nearest medical facility. In such cases, the deputy should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

424.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, the arrestee should be medically cleared prior to booking. If the deputy has reason to believe the arrestee is feigning injury or illness, the deputy should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Deputies shall not transport an arrestee to a hospital without a supervisor's approval.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Nothing in this section should delay a deputy from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the deputy's training.

424.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

424.8 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or delays will affect the EMS response.

The Operations Division Commander should coordinate with Emergency Management and develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Office should identify:

1. Responsibility and authority for designating a landing zone and determining the size of the landing zone.
2. Responsibility for securing the area and maintaining that security once the landing zone is identified.
3. Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
4. Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
5. Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
6. Procedures for ground personnel to communicate with flight personnel during the operation.

Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members should follow these cautions when near an air ambulance:

1. Never approach the aircraft until signaled by the flight crew.
2. Always approach the aircraft from the front.
3. Avoid the aircraft's tail rotor area.
4. Wear eye protection during the landing and take-off.
5. Do not carry or hold items, such as IV bags, above the head.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Ensure that no one smokes near the aircraft.

424.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member may use an AED only after the member has undergone approved training..

424.9.1 AED USER RESPONSIBILITY

Members who are issued AEDs should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly shall be taken out of service and given to the Administrative Division Commander who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Dispatch as soon as possible and request response by EMS.

424.9.2 AED REPORTING

Any member using an AED should document the incident.

424.10 ADMINISTRATION OF EPINEPHRINE

Members may administer epinephrine in accordance with protocol specified by the physician who prescribed the medication for use by the member.

424.10.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Administrative Division Commander.

Any member who administers epinephrine should contact Dispatch as soon as possible and request response by EMS.

424.10.2 EPINEPHRINE REPORTING

Any member administering epinephrine should detail its use in an appropriate report.

424.10.3 EPINEPHRINE TRAINING

The Administrative Division Commander should ensure that training is provided to members authorized to administer epinephrine.

424.11 FIRST AID TRAINING

Subject to available resources, the Administrative Division Commander should ensure deputies receive periodic first aid training appropriate for their position.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

424.12 ADMINISTRATION OF EMERGENCY OPIOID ANTAGONIST MEDICATION

Members may administer emergency opioid antagonist medication in accordance with protocol specified by the physician medical director who prescribed it or the licensed pharmacist who dispensed the medication for use by the member, or when obtained over the counter (K.S.A. § 65-16,127; K.A.R. 68-7-23).

424.12.1 EMERGENCY OPIOID ANTAGONIST MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer emergency opioid antagonist medication, such as naloxone, should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shifts to ensure that the equipment is serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Administrative Division Commander.

Any member who administers an emergency opioid antagonist should contact Dispatch as soon as possible and request response by EMS. The member shall provide any information related to the administration of the opioid antagonist to the responding EMS personnel or treating physician (K.A.R. 68-7-23).

424.12.2 NOTIFICATION

Notification to the office physician medical director shall be made within 24 hours of administration of an opioid overdose medication (K.A.R. 68-7-23).

424.12.3 EMERGENCY OPIOID ANTAGONIST MEDICATION REPORTING

Any member administering an emergency opioid antagonist should detail its use in an appropriate report.

424.12.4 EMERGENCY OPIOID ANTAGONIST MEDICATION TRAINING

The Administrative Division Commander should ensure training is provided to members authorized to administer emergency opioid antagonist medication. The training shall include, at minimum, the following (K.S.A. § 65-16,127; K.A.R. 68-7-23):

1. Techniques to recognize signs of an opioid overdose
2. Standards and procedures to store and administer an emergency opioid antagonist
3. Emergency follow-up procedures, including the requirement to summon EMS either immediately before or immediately after administering an emergency opioid antagonist
4. Inventory requirements and reporting the administration of an emergency opioid antagonist to a healthcare provider
5. Proper disposal of emergency opioid antagonist

The Administrative Division Commander shall coordinate the training with the prescribing physician medical director or the licensed pharmacist who dispensed the medication. The physician medical director or pharmacist shall also be utilized to coordinate agency activities with EMS and medical directors for quality assurance (K.S.A. § 65-16,127).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

First Amendment Assemblies

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

425.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

425.2 POLICY

The Geary County Sheriff's Office respects the rights of people to peaceably assemble. It is the policy of this office not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

425.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting and loitering. However, deputies shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

1. Lawful, constitutionally protected actions and speech.
2. Civil disobedience (typically involving minor criminal acts).
3. Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors deputies may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace and to protect life and prevent the destruction of property.

Deputies should not:

1. Engage in assembly or demonstration-related discussion with participants.
2. Harass, confront or intimidate participants.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Seize the cameras, cell phones or materials of participants or observers unless a deputy is placing a person under lawful arrest.

Supervisors should continually observe office members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

425.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating office performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

425.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding deputy should conduct an assessment of conditions, including, but not limited to, the following:

1. Location
2. Number of participants
3. Apparent purpose of the event
4. Leadership (whether it is apparent and/or whether it is effective)
5. Any initial indicators of unlawful or disruptive activity
6. Indicators that lawful use of public facilities, streets, or walkways will be impacted
7. Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

425.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

425.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Information obtained from outreach to group organizers or leaders.
2. Information about past and potential unlawful conduct associated with the event or similar events.
3. The potential time, duration, scope, and type of planned activities.
4. Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

425.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

1. Command assignments, chain of command structure, roles and responsibilities
2. Staffing and resource allocation
3. Management of criminal investigations
4. Designation of uniform of the day and related safety equipment (helmets, shields, etc.)
5. Deployment of specialized resources
6. Event communications and interoperability in a multijurisdictional event
7. An established liaison with demonstration leaders and external agencies
8. An established liaison with County government and legal staff
9. Media relations
10. Logistics: food, fuel, replacement equipment, duty hours, relief and transportation
11. Traffic management plans
12. First aid and emergency medical service provider availability
13. Prisoner transport and detention
14. Review of policies regarding public assemblies and use of force in crowd control
15. Parameters for declaring an unlawful assembly
16. Arrest protocol, including management of mass arrests
17. Protocol for recording information flow and decisions

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

18. Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
19. Protocol for handling complaints during the event
20. Parameters for the use of body-worn cameras and other portable recording devices

425.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

425.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS
If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

425.7 USE OF FORCE
Use of force is governed by current office policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

harm deputies, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this office shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

425.8 ARRESTS

The Geary County Sheriff's Office should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

1. Reasonable measures to address the safety of deputies and arrestees.
2. Dedicated arrest, booking, and report writing teams.
3. Timely access to medical care.
4. Timely access to legal resources.
5. Timely processing of arrestees.
6. Full accountability for arrestees and evidence.
7. Coordination and cooperation with the prosecuting authority, jail, and courts (see the Citation Releases Policy).

425.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

425.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

425.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

1. Operational plan
2. Any incident logs
3. Any assignment logs
4. Vehicle, fuel, equipment and supply records
5. Incident, arrest, use of force, injury and property damage reports
6. Photographs, audio/video recordings, Dispatch records/tapes
7. Media accounts (print and broadcast media)

425.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with County legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, to include the following:

1. Date, time and description of the event
2. Actions taken and outcomes (e.g., injuries, property damage, arrests, costs)
3. Problems identified
4. Significant events
5. Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

425.12 TRAINING

Office members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Office should, when practicable, train with its external and mutual aid partners.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Civil Disputes

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

426.1 PURPOSE AND SCOPE

This policy provides members of the Geary County Sheriff's Office with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence and Stalking Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Kansas law.

426.2 POLICY

The Geary County Sheriff's Office recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this office will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

426.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

1. Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
2. Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
3. Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
4. Members are reminded that they shall not enter a residence or other non-public location without legal authority.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

426.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for a deputy to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating deputy should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating deputy should document the following:

1. The person's knowledge of the court order or whether proof of service exists.
2. Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

426.4.1 STANDBY REQUESTS

Deputies responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Deputies should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

426.5 VEHICLES AND PERSONAL PROPERTY

Deputies may be faced with disputes regarding possession or ownership of vehicles or other personal property. Deputies may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, deputies should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

426.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

426.6.1 REMOVAL OF UNAUTHORIZED OCCUPANTS FROM PROPERTY

Upon receipt of a notarized affidavit requesting the removal of an unauthorized person from a dwelling unit (as defined by H.B. 2378, 91st Legislature, §7 (2025)), the Office shall verify that the affiant is the record owner of the dwelling unit or the authorized agent of the owner and that the affidavit contains information establishing the conditions required by H.B. 2378, 91st Legislature, §2 (2025). Upon verification and no sooner than 24 hours after receipt of the affidavit, written notice to immediately vacate the dwelling unit shall be served on the unauthorized person, either personally or by posting the notice on the front door or entrance of the dwelling unit. The Office shall also attempt to identify all individuals occupying the dwelling unit and document the information on the return of service (H.B. 2378, 91st Legislature, §3 (2025)).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Dive Team

Effective Date:	01.07.2025
Revised Date:	04.18.2025
Issuing Authority: Sheriff Nate Boeckman	

427.1 POLICY

It is the policy of the Geary County Sheriff's Office to provide trained and competent public safety dive members for the joint Geary County Sheriff/ Junction City Fire Dive Team.

427.2 PURPOSE AND SCOPE

The Dive Team has been established to provide a skilled and trained asset to be deployed in a marine environment for purposes of rescue, recovery, and general support of the public safety mission. This policy serves as directives for the administrative operation of the Dive Team. The procedure for dive operations is located in the procedure manual.

427.3 DIVE TEAM ORGANIZATION

The Geary County Sheriff's Office will strive to provide six members to the Dive Team. Member responsibilities may include leadership positions.

427.4 MEMBER RESPONSIBILITY

Members are expected to conduct themselves in a professional manner that exemplifies the qualities of a Public Safety Dive Team.

All members should be willing to dive at any time and to respond without delay when activated for a dive operation. The Dive Team may be called on to assist outside agencies. Team members are expected to fulfill this duty. When interacting with other agencies or members of the community, team members shall present themselves in a professional manner that represents the Sheriff.

Each team member is responsible for the equipment issued to them. This equipment shall be maintained in good working order. If the equipment is unserviceable, the team member will immediately coordinate the equipments repair.

427.5 MEMBER SELECTION

If a position for the Dive Team becomes available, candidates shall meet the following requirements for consideration:

1. Candidates should be employed with the Sheriff's Office for three years and shall not be on any probationary status. (this may waived at the discretion of the Sheriff)
2. Be able to pass a medical examination.
3. Be certified in CPR.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Be able to certify in Basic Open Water SCUBA, FFM (full face mask), Dry Suit, and Dive Rescue 1.
5. Candidates must demonstrate basic swimming proficiency, including swimming 200 yards, treading water for 10 minutes, diving to recover a brick, and swimming one pool length (25 meters) underwater. The mentioned swimming proficiency test is NAUI's open water SCUBA prerequisite and must be performed to certify.

If a position on the Dive Team becomes available, members shall submit a tu-thru for consideration through their chain of command to the Sheriff, stating their interest.

If multiple candidates meet the requirements, but a limited number of positions are available, consideration will be granted to members with the most years of service to the Geary County Sheriff's Office.

427.6 MEMBER STATUS

Dive Team members are categorized as Active Members or Probationary Members. Probationary members are new members that serve a probationary period of 12 months while their suitability is evaluated.

Members are considered Active Members after completion of Basic Open Water SCUBA, FFM (full face mask), Dry Suit, Dive Rescue 1 and the 12 month probation period elapsed.

Any member of the Team can be removed at the convenience of the Office at any time. The following are conditions for Disqualification (permanent or temporary) from the team:

1. The member's failure to maintain an adequate level of physical fitness.
2. Developing a medical condition requiring treatment procedures or symptoms that prohibit diving.
3. Member's failure to attend required training,
4. Member's failure to maintain or acquire required certification levels.
5. Failure or refusal to participate or respond to dive operations that are within the members ability.
6. Failure to maintain issued equipment.
7. Flagrant safety violations.
8. Failure to perform required responsibilities of a Dive Team member.

427.7 TRAINING

The Dive Team is required to complete a minimum of 12 training days per calendar year, with each training day including at least one dive. The Team Leader will schedule these training sessions in advance and may collaborate with other team members to determine appropriate dates and locations.

A minimum of 12 dives per year is required to maintain active status on the Dive Team. Multiple dives may be conducted on a single training day. Only dives completed during official training

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

sessions or on Dive call outs will count toward the annual requirement. Dives performed outside of scheduled training (i.e., on personal time) will not be credited toward the 12 required dives.

Team members who miss scheduled training are still responsible for meeting the 12-dive minimum within official training sessions. Failure to meet this requirement within a calendar year will result in the member being placed on administrative status, pending further review and action by the Sheriff.

All training dives will simulate operational conditions to maintain readiness and effectiveness. This includes scene surveys, pre-dive briefings, post-dive debriefings, tethered dives, and other standard protocols consistent with real-world dive operations.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Service of Court Documents

Effective Date:	01.07.2025
Revised Date:	05.06.2025
Issuing Authority: Sheriff Nate Boeckman	

428.1 PURPOSE AND SCOPE

This policy provides guidelines for serving court documents to parties in civil matters.

428.2 POLICY

The Geary County Sheriff's Office will deliver court documents such as subpoenas or court orders with efficiency and due care. The Office will give higher priority to the service of court orders in cases when the Office reasonably believes delay may impact a person's safety. Additionally, This policy establishes guidelines for the recognition, regulation, and interaction with **civilian civil process servers** operating within the jurisdiction of the Geary County Sheriff's Office. The policy ensures public safety, maintains the integrity of the civil process system, and promotes cooperation between civilian process servers and the Sheriff's Office.

428.3 DEFINITIONS

1. **Civil Process:** Legal documents including subpoenas, summonses, complaints, writs, and other court orders requiring service under civil law.
2. **Civilian Civil Process Server:** A non-sworn individual authorized to serve civil process documents in accordance with state and local laws.

428.4 RESPONSIBILITIES

Requests that the Geary County Sheriff's Office serve court documents should be forwarded to the Records Supervisor. The office permits the use of **civilian civil process servers** when allowed by law, and to provide guidance on their conduct, qualifications, and limitations. All civilian process servers must act within the law and must not misrepresent themselves as sworn law enforcement personnel.

428.4.1 RECORDSHEAD RESPONSIBILITIES

The Records Supervisor is responsible for developing procedures to ensure:

1. Court documents received for service are logged, dated, and time stamped.
2. A service application request form is received from the person requesting service that includes:
    (a) The date service is due.
    (b) Whether substitute service is authorized by the requestor.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(c) Risk-related information such as the subject's prior acts of violence, and the presence of aggressive dogs, narcotics, or other hazardous substances.

3. Inquiries are made in law enforcement records management systems to determine if there are additional entries that would impact deputy safety when serving the papers. Proper notations should be entered on or attached to the service application request form.
4. A fee schedule is maintained, and applicable fees are collected. No fees shall be required when fees have been waived by a court or are prohibited by statute.
5. A schedule is maintained with the number of copies of each type of document the Geary County Sheriff's Office requires when a person requests service by the Office.
6. Data entry regarding the service is made in a timely fashion. This includes data entry regarding the status of the service (e.g., served, attempted and returned), if appropriate.
7. Court documents and accompanying service application request forms are forwarded to the Administrative Services Division Commander for service.
8. The court and person requesting service are promptly notified that service has been made or that attempts at service were unsuccessful. Returns of service or documentation related to failure of service for out-of-county courts may be returned by mail to the person from whom it was received.
9. The Office maintains a record that contains a list of all court documents received for service, including:
   (a) The date and time received.
   (b) The date service is due.
   (c) The type of court document (e.g., civil subpoena, civil summons) and any identifying document number (e.g., docket number, warrant number).
   (d) The source of the document(s).
   (e) The names of the parties to the action.
   (f) The name and address of the person to be served unless confidential under law.
   (g) The date, time, and location of service or attempts of service.
   (h) The number and manner of attempts to serve.
   (i) Reason for non-service if applicable.
   (j) The deputy assigned to serve the document and date of assignment.
10. The Geary County Sheriff's Office periodically confers with applicable courts regarding the service of documents by the Geary County Sheriff's Office and any relevant court procedural changes or possible areas of concern or improvement that need to be addressed, as appropriate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

428.4.2 DIVISIONADMIN DIVISIONCOMMANDER RESPONSIBILITIES

The Administrative Services Division Commander is responsible for tracking requests for service received and deputies assigned to such requests to ensure service efforts are diligently made.

Upon receipt of the service application request form and court documents for service, the Administrative Services Division Commander should assign service to a deputy. Court documents reasonably known to be related to a person's immediate safety should be served as soon as practicable. Any reasonably known information related to a heightened risk in the service should be addressed and communicated to the office member assigned to serve the document(s).

The Administrative Services Division Commander will send the completed documentation of service back to the Records Supervisor to ensure timely notification to the court.

The Administrative Services Division Commander will also ensure that sufficient documentation related to the service and attempted service of court documents has occurred.

428.4.3 OFFICER_DEPUTY RESPONSIBILITIES

Deputies assigned to serve court documents shall do so diligently and with due regard for privacy and property rights.

If service of a court order is not immediately possible, deputies are expected to make reasonable inquiries and investigative actions to complete the service. This may include using the following resources to locate persons:

1. National Motor Vehicle Title Information System
2. Public records databases and other commercial web-based sources used to find people (skip tracing tools)
3. Relevant court records and contact information for parties

Deputies are required to complete and submit to the Administrative Services Division Commander a return of service for each document served or attempted to be served.

Deputies are expected to complete and submit a report any time there is reasonable suspicion to believe a person is attempting to evade service or is being assisted by another person to avoid service.

Deputies shall not give legal advice or express opinions as to the merit of civil issues.

Deputies shall document all court documents served or attempted to be served. The documentation should include the address where service was attempted, the date and time of attempted service, any reasons or circumstances why service was unsuccessful, the date and time of service, the name of the person served and description of the service, and the mileage used for each service or service attempt.

428.5 REQUIREMENTS FOR CIVILIAN CIVIL PROCESS SERVERS

Minimum Requirements: Applicants for this position must meet the following minimum requirements:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Able to work legally in the United States
2. Minimum of 18 years of age at the time of hire
3. High school diploma or GED
4. Possess a valid Kansas Driver's License (unless an exception is granted by the Kansas Department of Revenue, (e.g. military service).
5. Must be able to pass all pre-employment requirements.

A civilian may serve civil process in accordance with state law, subject to the following requirements:

1. **Registration (if required by local/state law):**
2. Civilian servers must register with the Sheriff's Office or designated court entity and provide valid identification.
3. **Training and Knowledge:**
   Civilian servers must demonstrate understanding of civil process procedures and applicable laws. The Sheriff's Office may offer or recommend training sessions.
4. **Prohibited Conduct:**
   Civilian servers shall NOT:
   (a) Wear uniforms or carry badges that imply law enforcement authority.
   (b) Possess firearms while serving process.
   (c) Use deception or force in the execution of civil service.
   (d) Enter private property unlawfully or commit trespass.
5. **Identification:**
   Civilian servers must carry valid state-issued identification and any credentials required by local law while serving documents.
6. **Reporting and Documentation:**
   Upon completion of service, civilian servers must return proof of service in compliance with court rules. False or misleading affidavits are grounds for revocation of status and may lead to criminal prosecution.

428.5.1 CIVILIAN CIVIL PROCESS SERVER RESTRICTIONS

Because Civilian Civil Process Servers are not trained to the same extent as Deputies, the following restrictions are necessary:

1. Under no circumstances will a Civilian Civil Process Server be dispatched to, or respond to any crime-in-progress call
2. Civilian Civil Process Server will not attempt to make any physical arrest
3. Civilian Civil Process Server will not be dispatched or respond voluntarily to any disturbance call
4. Civilian Civil Process Server are not authorized to make traffic stops, nor may they respond to any calls "10-39" (lights and sirens)

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Civilian Civil Process Server will not engage in vehicle pursuits

428.5.2 CIVILIAN CIVIL PROCESS SERVERS AUTHORIZED WEAPONS
If the Civilian Civil Process Servers wants to carry a control device or conducted energy device they must demonstrate proficiency with the use of the authorized weapons prior to approval to carry and use. Conducted Energy Devices and Control Device proficiency standards are outlined in Policy 303 and 304. Civilian Civil Process Servers will not be issued or authorized to carry firearms.

428.6 OFFICER_DEPUTY SAFETY

Members should always review risk-related information in the service application request form prior to service. Members may contact the requestor with any questions related to information on the form that indicate an unusual risk to safety. Members should notify a supervisor if they identify any particular safety concerns that have not been addressed.

Members may consider requesting assistance from another deputy and/or avoiding confrontation at a residence or business by contacting the party and requesting to meet at a location that may pose a lower risk.

428.7 CANCELED SERVICE

Any member of the Geary County Sheriff's Office who becomes aware of the cancellation of a court document service request should promptly inform the Administrative Services Division Commander. The Administrative Services Division Commander should promptly notify the assigned deputy.

428.8 PERSONAL SERVICE

Personal service should be made by handing a copy of the document directly to the person to whom the document is directed (K.S.A. § 60-303; K.S.A. § 60-304).

428.9 RESIDENCE SERVICE

Residential service may be made by leaving a copy of the process at the dwelling or usual place of abode of the person to be served with a person of suitable age and discretion residing at the residence (K.S.A. § 60-303).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

School Resource Officer

Effective Date:	04.01.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

429.1 POLICY

The Sheriff's Office will aim to enhance school safety by having trained, sworn law enforcement deputies present, acting as educators, mentors, and law enforcement professionals, fostering positive relationships with students and staff.

429.2 PROCEDURE

The SRO holds a highly visible position which not only reflects upon the Office, but is an example and role model to the youth of the community. Therefore, the SRO must constantly maintain high standards of professional conduct such as their:

1. Appearance;
2. Reliability and promptness;
3. Written and Verbal Communications;
4. Conduct with students, parents, and faculty

The position of School Resource Officers (SRO) is established to provide a link between the Office and the schools within Geary County, and to increase positive, proactive involvement with the students of those schools. The SRO serves three primary functions: Law Enforcement officer; Law-related instructor; and Advisor.

1. Law Enforcement Officer: The SRO will:
    (a) Enforce all applicable laws, both criminal and traffic, on and adjacent to campus, and take appropriate action when an offense is witnessed or reported. The SRO may investigate all such offenses and should coordinate with other Officers/ Deputies and detectives when necessary.
    (b) Coordinate with other first responders, Court Services, Juvenile Intake, and Community Corrections personnel.
    (c) Act as a liaison between the school district and the Office and provide assistance to other Deputies of the Office through:
        i. Identification of persons (witnesses, suspects, etc.)
        ii. Facilitation of interviews (in accordance with established school protocol)
        iii. Provision of background information (known associates, etc.)

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

iv. Notification of school events and potential problems (games, dances, speeding areas, anticipated threats, problems, fights, etc.)

2. Classroom Instructor: The SRO may, upon a request from a teacher, give classroom presentations on various subjects including, but not limited to
   (a) Criminal justice;
   (b) Violence;
   (c) Traffic issues;
   (d) Substance abuse;
   (e) Safety issues; and
   (f) Search and Seizure
3. Advisor: The SRO should:
   (a) Communicate with students, parents, and faculty to address SRO functions, provide information and act as a resource guide via the following:
      i. In school, (classroom presentations, teacher meetings, etc.)
      ii. At extra-curricular events;
      iii. In newsletters, school newspapers;
      iv. At parent-teacher conferences;
      v. At club meetings.
   (b) Strive to develop trust between law enforcement and students and encourage the use of strategies that involve students in decision-making.

429.3 AREAS OF RESPONSIBILITY

The SRO will take a proactive role in the school environment to address the following:

1. CRIME:
   (a) Property Crimes (theft, criminal damage, etc.)
   (b) Person Crimes (assault, battery, sexual battery, bomb threat, abuse, neglect, etc.)
      i. Bomb Threats: The SRO has two primary functions during a bomb threat; Investigate the Crime and Execute the School's Crisis Plan
         A. It is the school administration's responsibility and decision as to what course of action they will take. With support from other Deputies and supervisors the SRO will assist in the execution of that plan. The SRO should: Avoid radio communications; Begin an internal sweep of the school looking for anything suspicious; by telephone, request other Deputies; and conduct external building sweeps looking for anything suspicious.
   (c) Drugs (consumption and distribution)

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(d) Traffic and Parking problems

(e) Littering

(f) Minor in Possession (alcohol and cigarette)

(g) Noise/Disturbances/Criminal

2. NON-CRIMINAL PROBLEMS:

(a) Bullying

(b) Safety hazards such as pedestrian/vehicle traffic danger areas and building safety (security, fire drills, crisis coordination, visitor access and accountability, etc.)

(c) Truancy

(d) Violations of school policy. While enforcement of school policies is not a function of the SRO, it is acknowledged that, in order to be effective in the school environment, the SRO must necessarily uphold school policies when violations are presented. As this situation occurs, the SROs should minimize their involvement and direct the student to the proper school official for any disciplinary action.

429.4 SUPERVISION

The SRO reports to the Operations Commander. In the absence of the Operations Commander, the SRO will report to the Undersheriff or the Sheriff. The SRO coordinates day to day activities with the USD 475 school security liaison.

429.4.1 WORK HOURS/ DAYS

Due to frequent after-school activities, the SRO's schedule requires some flexibility in order to maximize their interaction with the students:

1. The SRO will generally work from 0730 hours to 1600 hours. The SRO position is permitted to take a working lunch including breaks, however is subject to calls for service on school property.
2. The SRO should be on school grounds during critical periods of the day.
3. The SRO shall notify the Operations Commander prior to planned school events outside normal hours of operation and indicate why SRO presence is required, as well as the proposed adjusted schedule for their work week. If the SRO does not want to "flex" their hours they may accept the overtime, if approved by the Operations Commander or the Sheriff.

429.4.2 UNIFORMS

Unless otherwise specified, the SRO will wear the normal patrol uniform. The only exceptions to the uniform are school spirit articles of clothing during school events. The wear of school spirit attire shall not interfere with the SRO's ability to utilize equipment or conduct normal law enforcement duties. Additionally, the wear of school spirit attire shall not be so distracting that someone could not readily identify the SRO as a law enforcement officer. An example of approved school spirit

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

attire includes a school-branded hat worn while on duty during a rival football game or a school sweater representing a specific club, permitted on the day of a related club event. Approval for the exceptions should be obtained from the Operations Commander. The Operations Commander or Sheriff may provide exceptions to the SRO's uniform at their discretion.

429.5 SEARCH AND SEIZURE

The legal constraints regarding searches of persons are not changed on school property (i.e., probable cause for searches, reasonable suspicion for Terry Stops, etc.)

SROs will not become involved in routine searches conducted by school administrators and will not allow a school official to become an instrument of a police investigation.

SROs may assist in a school search if there is an articulable justification for their presence. (i.e., involvement of a weapon, or a violent or volatile student, etc.) Assistance with searches will only be rendered upon the request of a school official.

429.6 SRO SELECTION

Only the most qualified Deputies should be selected for the SRO position. Candidates should have a minimum of three years experience with satisfactory work evaluations. Deputies interested in vacant SRO positions shall submit a letter of interest to their supervisors.

The selection process for the SRO position(s) will include an administrative evaluation as determined by the Sheriff to include:

1. Operations Commander interview - The Operations Commander will schedule interviews with each candidate.
    (a) After the interview, the Operations Commander will submit his/her recommendations to the Sheriff.
2. Assignment by the Sheriff.

429.7 SRO TRAINING

SROs will attend a School Resource Officer basic course within one year upon selection.

The Operations Commander shall be responsible for ensuring that the periodic update training for SROs is conducted.

The Operations Commander shall monitor performance in accordance with this policy and make recommendations for retraining or removal as necessary.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 5 - Traffic Operations

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Traffic

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the Geary County Sheriff's Office to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Office will be driven by such factors as the location and/or number of traffic accidents based on citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of office members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving, and a variety of educational activities. These activities should incorporate methods that are suitable to the situation, timed to events, seasons, past traffic problems or locations and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for office members. State and local data on traffic accidents are a valuable resource. Factors for analysis include, but are not limited to, the following:

1. Location
2. Time
3. Day
4. Violation factors
5. Requests from the public
6. Construction zones
7. School zones
8. Special events

Office members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic accidents, and also will consider the hours and

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

locations where traffic accidents tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic accidents frequently occur.

500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This office does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic accidents.

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, for example when a minor violation was inadvertent.

500.4.2 CITATIONS

Citations should be issued when a member believes it is appropriate. Citations issued for a traffic violation must meet the notice to appear requirements of K.S.A. § 8-2106. At a minimum, motorists shall be provided with a form that includes (K.S.A. § 8-2106):

1. The identification of the violations or charges.
2. The court appearance procedure, including the person's right to appear and right to a trial.
3. A notice of the person's right to pay the appropriate fine and court costs prior to the appearance date.
4. The address of the court to which the written entry of appearance, waiver of trial, plea of guilty or no contest, and payment of fine and court costs shall be mailed.
5. Whether the court appearance by the motorist is mandatory.

500.4.3 PHYSICAL ARREST

Physical arrest may be made for specific traffic violations subject to the following guidelines (K.S.A. § 8-2104; K.S.A. § 8-2111):

1. A deputy shall arrest a person:
    (a) When the deputy has sufficient evidence to believe such person has committed a felony traffic violation.
    (b) For any traffic violation, including infractions, when such person demands an immediate appearance before a judge.
    (c) When the deputy has sufficient evidence to believe such person has committed the offense of driving under the influence of alcohol or drugs, or fleeing or attempting to elude (K.S.A. § 8-1567; K.S.A. § 8-1568).
2. A deputy may arrest a person when the deputy has sufficient evidence to believe the person has committed a traffic misdemeanor in the deputy's presence.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. A deputy may arrest a person when the deputy has sufficient evidence to believe the person has committed a traffic misdemeanor and the deputy has probable cause to believe (K.S.A. § 22-2401):
    (a) The person will not be apprehended or evidence of the crime will be irretrievably lost unless the person is immediately arrested.
    (b) The person may cause injury to self or others or damage to property unless immediately arrested.
    (c) The person has intentionally inflicted bodily harm to another person.

500.4.4 UNIFORM ENFORCEMENT POLICIES
The Office maintains uniform enforcement policies for the following traffic law violations:

1. Driving under the influence of alcohol/drugs
2. Driving while license is suspended or revoked
3. Moving and non-moving violations
4. Public carrier/commercial vehicle violations
5. Multiple violations
6. Newly enacted laws and/or regulations
7. Violations resulting in traffic collisions
8. Pedestrian and bicycle violations
9. Voiding or dismissing traffic citations

500.5 SUSPENDED OR REVOKED LICENSES

If a deputy contacts a traffic violator who is also driving on a suspended or revoked license, the deputy should issue a traffic citation or make an arrest as appropriate.

500.6 HIGH-VISIBILITY VESTS

The Office has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of office members, who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

500.6.1 REQUIRED USE
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the office member or when the member will be exposed to the hazards of passing traffic, maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic accident investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 CARE AND STORAGE

High-visibility vests shall be maintained in the trunk of each patrol and investigation vehicle, in the side box of each sheriff's motorcycle and in the gear bag of each patrol bicycle. Each vest should be stored inside a resealable plastic bag to protect and maintain the vest in a serviceable condition. Before going into service, each member shall ensure that a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Administrative Division Commander should be promptly notified whenever the supply of vests needs replenishing.

500.7 VIOLATIONS

Moving violations, non-moving violations, public carrier or commercial vehicle violations, subject with multiple traffic violations or pedestrian and bicycle violations will be given warnings, citations or physical arrest at the discretion of the Deputy along with meeting required criteria outlined in policy. Any newly enacted laws or regulations in regards to traffic law violations will be reviewed and revised in policy.

500.8 UNKNOWN RISK TRAFFIC STOPS

While every unknown-risk traffic stop is based on a unique set of circumstances that must be taken into account and may warrant reasonable deviation from the list below, general guidelines for conducting an unknown-risk traffic stop include:

1. The deputy will consider existing conditions including, but not limited to road design and conditions, weather, lighting, and current traffic flow, to establish a safe environment for the traffic stop.
2. The deputy shall use the patrol vehicle's emergency lighting and other equipment, if necessary, to initiate the traffic stop. After coming to a stop, the deputy shall position the patrol vehicle in a manner that affords protection to the deputy and to the violator's vehicle during the stop.
3. Generally, the violator should be directed to pull to the far-right side of the roadway to stop. However, the deputy should be prepared to deal with other situations.
4. Upon initiating a traffic stop, the deputy shall notify the dispatcher of the location of the stop and should include the vehicle's registration state and number. The deputy should not approach the violator's vehicle until the dispatcher has acknowledged the message.
5. The deputy shall approach with caution and take a position that allows effective communication with the driver, a view of any other occupant, and an avenue of tactical retreat if necessary.
6. Upon contacting the violator, the deputy shall remain professional, providing the violator with verbal identification and the reason for the stop. The deputy should request the motorist's documentation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

7. The deputy shall provide the violator with information regarding how to respond to the chosen enforcement action, if applicable.
8. The deputy will end the contact once appropriate law enforcement action has been taken and there is no articulable reasonable suspicion that the occupants have committed, are committing, or are about to commit a further crime or offense, unless the driver or vehicle occupants continue the interaction.
9. The deputy shall assist the violator in pulling safely back into traffic if conditions appear unsafe for the violator to do so independently.

500.9 HIGH-RISK/ FELONY TRAFFIC STOPS

While every high risk/ felony traffic stop is based on a unique set of circumstances that must be taken into account and may warrant reasonable deviation from the list below, general guidelines for conducting a high risk/ felony traffic stop include:

1. Request backup assistance. Give as much detail about the vehicle, occupants, registration as possible.
2. Stay back and pick the most ideal location as possible to make the stop. Wait for backup to arrive if possible.
3. If the stop must be made before a backup arrives, stay back and do not leave the cover of the patrol vehicle.
4. Use the P.A. to give commands to the violator:
    (a) Identify yourself as a member of the Geary County Sheriffs Office.
    (b) Inform the driver that they are under arrest.
    (c) Order the driver to place the keys on the roof.
    (d) Order all occupants to stay in the vehicle (until backup arrives).
5. If getting the driver out of the vehicle becomes necessary before backup arrives, order the driver to:
    (a) interlock their fingers behind their head
    (b) step out of the vehicle and face away from the sound of your voice;
    (c) have the driver walk backwards toward your position;
6. maintain cover at your vehicle. The front of the vehicle, i.e. engine block area, tires, etc.
7. provide some measure of protection and concealment;
    (a) take control of the driver and search only after handcuffing.
8. Remove other occupants of the vehicle in the same manner.
9. Voice Commands:
    (a) Speak in a smooth, monotone voice.
    (b) Be concise, using plain, understandable language.
    (c) Be professional when giving commands.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(d) In using the P.A., make sure it is loud enough to be heard but not too loud to understand.

500.10 TRAFFIC DIRECTION AND CONTROL PROCEDURES

500.10.1 HAZARDOUS ROAD CONDITIONS

Hazardous road conditions due to weather, road damage, or other emergencies shall be addressed as soon as practicable.

1. A member who locates or is assigned to investigate a hazardous road condition should use temporary traffic control devices, if necessary, to identify the hazard, isolate it, and limit the public's ability to come into contact with or access the area.
2. A member who locates or is assigned to investigate a hazardous condition should assess the condition and request through Dispatch that notifications be made to appropriate authorities responsible for correcting the hazard. The dispatcher should document the condition and all notifications that are made.
3. If a member needs assistance with isolating a hazard, the member may request additional members to the location.
4. If there are any questions regarding the proper isolation of a roadway hazard, members should contact their supervisor.
5. A member should only leave the location under one of the following circumstances:
   (a) The hazardous condition has been corrected.
   (b) The member is relieved by an appropriate authority who will conduct the repair, and traffic direction and control services are no longer needed.
   (c) The member is properly relieved by another member.
   (d) When authorized by a supervisor.

500.10.2 MANUAL OPERATION OF TRAFFIC DEVICES

On occasion, members may have to manually operate traffic lights or set traffic lights to flash. Only authorized members should manually operate traffic control devices with the approval of a supervisor and for the following purposes:

1. To correct a traffic light malfunction
2. To facilitate movement at traffic accidents or other emergencies
3. To provide passage for a motorcade or funeral procession
4. To alleviate congestion, particularly during planned special events

500.10.3 TEMPORARY TRAFFIC CONTROL DEVICES

Temporary traffic control devices (e.g., cones, signs, barricades) should be deployed using guidelines set forth in the most recent edition of the National Manual on Uniform Traffic Control Devices.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

500.11 ESCORTS

The Sheriff's Office provides both emergency and non-emergency escorts. Escort requests shall be directed to the Operations Division Commander, If the Operations Division Commander is not available the request should be sent to the on duty Watch Commander. The following are the most common non-emergency and emergency escorts provided by the Sheriff's Office:

1. Non-emergency
    (a) Public Officials
    (b) Dignitaries
    (c) Oversized loads
    (d) Funerals
    (e) Military equipment

During non-emergency escorts the escorting Deputies shall use due regard and follow all traffic laws, these non-emergency escorts are to help ensure there are no major traffic issues while traveling through the roadways in Geary County. Escorting Deputies shall have their emergency Lights activated to help warn other motorist of an escort in progress. Most Non-emergency escorts require a lead vehicle and a follow vehicle. If intersections need blocked or controlled, additional Deputies shall stage in the area of the intersection(s), only shutting it down for the required time to maneuver the escort thru said intersection(s).

1. Emergency
    (a) Emergency vehicles
    (b) Hazardous Cargo
    (c) Medical (blood, organs, medical emergencies)

Emergency Escorts are not always pre-scheduled events and therefore shall be directed to the on Duty Watch Commander. When providing escorts for emergency situations, Deputies must use extreme due regard to ensure the safety of patients, Law Enforcement, medical personnel, and the motoring public. Deputies shall follow the provisions set forth in Policy 309 (Deputy Response to Calls), subsections 309.5, 309.6 and 309.7 when providing emergency escorts.

Escorting Privately owned vehicles under emergency circumstances is an extremely dangerous practice and should be avoided whenever possible. If needed Deputies should coordinate with dispatch and other law enforcement personnel to provide a follow car, and assist in blocking intersections. Dispatch shall notify the Emergency Room of an incoming emergency. Deputies must use extreme due regard to ensure the safety of the patients, law enforcement, medical personnel, and the motoring public. Deputies shall follow the provisions set forth in Policy 309 (Deputy Response to Calls) subsections 309.5, 309.6 and 309.7.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Traffic Accidents

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic accidents.

501.2 POLICY

It is the policy of the Geary County Sheriff's Office to respond to traffic accidents and render or summon aid to injured victims as needed. The Office will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of accidents by attempting to identify the cause of the accident and through enforcing applicable laws. Traffic accident reports may be made available to the public upon request through the front office.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be notified to the scene when the incident:

1. Is within the jurisdiction of this office and there is:
    (a) A life-threatening injury.
    (b) A fatality.
    (c) A County vehicle involved.
    (d) A County official or employee involved.
    (e) Involvement of an on- or off-duty member of this office.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

1. Traffic direction and control.
2. Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.
3. First aid for any injured parties if it can be done safely.
4. The potential for involvement of hazardous materials.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).
6. Clearance and cleanup of the roadway.

501.4 NOTIFICATION

If a traffic accident involves a life-threatening injury or fatality, the responding deputy shall notify a supervisor or if unavailable, the Watch Commander. The Watch Commander or any supervisor may assign other appropriate personnel to investigate the incident. The Watch Commander will ensure notification is made to the Division Commander.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Coroner, office chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim's immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS

An accident report shall be taken when:

1. A fatality, any injury (including complaint of pain), driving under the influence or hit-and-run is involved (K.S.A. § 8-1602; K.S.A. § 8-1611(a)).
2. The total damage to all property is $1,000 or more (K.S.A. § 8-1611(a)).
3. An accident involving an unattended vehicle or other property is reported to this office by the driver involved in the accident (K.S.A. § 8-1605).
4. A deputy investigates any vehicle accident for which a report must be made pursuant to K.S.A. § 8-1611(a)(1).
5. An on-duty member of the County of Geary is involved.
6. The accident results in any damage to any County-owned or leased vehicle.
7. The accident involves any other public agency driver or vehicle.
8. There is damage to public property.
9. There is damage to any vehicle to the extent that towing is required.
10. Prosecution or follow-up investigation is contemplated.
11. Directed by a supervisor.

501.5.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic accident occurs on private property unless it involves an injury or fatality, a hit-and-run violation or other traffic law violation. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

501.5.2 COUNTY VEHICLE INVOLVED

A traffic accident report shall be taken when a County vehicle is involved in a traffic accident that results in property damage or injury, and is required to be reported by State reporting guidelines.

A general information report may be taken in lieu of a traffic accident report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a County vehicle, an incident report shall be completed and forwarded to the appropriate Division Commander. The Deputy or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.6 INVESTIGATION

When a traffic accident meets minimum reporting requirements the investigation should include, at a minimum:

1. Identification and interview of all involved parties.
2. Identification and interview of any witnesses.
3. A determination of whether a violation of law has occurred and the appropriate enforcement action.
4. Identification and protection of items of apparent evidentiary value.
5. Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The Division Commander or on-duty Watch Commander should request that the Kansas Highway Patrol investigate and complete a traffic accident investigation when a life-threatening injury or fatal traffic accident occurs within the jurisdiction of the Geary County Sheriff's Office and involves:

1. An on- or off-duty member of the Office.
    (a) The involved member shall complete the office traffic accident form. If the member is unable to complete the form, the supervisor shall complete it.
2. An on- or off-duty official or employee of the County of Geary.

Office members shall promptly notify a supervisor when any office vehicle is involved in a traffic accident. The accident investigation and report shall be completed by the agency having jurisdiction.

501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the accident, authorized members may arrest the offending driver, except in the case of a traffic infraction, or issue a citation as appropriate (K.S.A. § 8-2109).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.8 REPORTS

Office members shall utilize forms approved by the Kansas Department of Transportation (KDOT) as required for the reporting of traffic accidents. All such reports shall be forwarded to the supervisor or watch commander for approval and filing. Records personnel are responsible for forwarding written reports of traffic accidents to the KDOT within 10 days after the investigation of the accident (K.S.A. § 8-1611).

501.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, or Supervisor, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Vehicle Towing

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

502.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this office to tow a vehicle.

502.2 POLICY

The Geary County Sheriff's Office will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Office members may assist by communicating requests through Dispatch to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the office member (K.S.A. § 8-1102; K.S.A. § 8-15,107; K.S.A. § 8-1570).

Vehicles that are not the property of the County should not be driven by office members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

502.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting deputy should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Deputies are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, deputies should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

1. The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
3. The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.
4. The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Office will not be responsible for theft or damages.

502.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Deputies should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Deputies should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

502.6 RECORDS

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.7 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Office. A rotation or other system established by the Office for tow services should be followed.

502.8 VEHICLE INVENTORY

The contents of all vehicles towed at the request of office members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

1. An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.
2. In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car-top containers.
3. Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.
4. Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping.

Any cash, jewelry or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Property and Evidence Section Policy. A copy of the property receipt should be given to the person in control of the vehicle, or if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of office members and protecting the Office against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If a vehicle search results in the vehicle or any property contained therein being left vulnerable to unauthorized entry, theft, or damage, the [Department/Office] member conducting the search shall take reasonable steps to secure and protect the vehicle and its contents from such hazards.

Unless doing so would cause an unreasonable delay in towing or present an officer safety concern, reasonable accommodations should be made to allow the owner, operator, or occupant to retrieve small items of value or personal necessity (e.g., cash, jewelry, cellular telephones, prescribed medications), provided such items are not evidence or contraband.

Any member who becomes aware that a vehicle may have been towed by the [Department/Office] in error shall promptly notify a supervisor. When appropriate, supervisors should authorize the release of the vehicle without requiring the owner or the owner's authorized agent to request or participate in a hearing to contest the tow.

502.10 ABANDONED VEHICLES ON PUBLIC PROPERTY

If a deputy reasonably determines that a vehicle has been abandoned on a public highway or other property open to the public and contact cannot be made with the registered owner, a 48-hour tow notice shall be affixed to the vehicle. Upon expiration of the 48-hour period, the deputy shall direct that the vehicle be removed and disposed of in accordance with K.S.A. § 8-1102.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The deputy shall initiate a case report and document the date and time, reason for the tow, towing company utilized, vehicle location, vehicle condition, and whether contact was made with the registered owner(s).

If the abandoned vehicle poses a hazard to the motoring public, the vehicle shall be removed immediately using the on-call towing service. In such cases, the deputy shall initiate a case report and document the date and time, reason for the tow, towing company utilized, vehicle location, vehicle condition, and whether contact was made with the registered owner(s).

502.11 ABANDONED VEHICLES ON PRIVATE PROPERTY

When a property owner requests the removal of a vehicle from privately owned property, the responding deputy shall determine whether the vehicle is reported stolen or wanted. If the vehicle is not reported stolen or wanted, the property owner shall be responsible for making the towing arrangements.

If the vehicle is reported stolen or wanted, the responding deputy shall request the on-call wrecker service and ensure the vehicle is removed and either stored or returned to the owner, as directed by the requesting or originating agency.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Impaired Driving

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

503.1 PURPOSE AND SCOPE

This policy provides guidance to those office members who play a role in the detection and investigation of driving under the influence (DUI).

503.2 POLICY

The Geary County Sheriff's Office is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Kansas impaired driving laws (K.S.A. § 8-1567; K.S.A. § 8-1567a; K.S.A. § 8-2,144).

503.3 INVESTIGATIONS

Deputies should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All deputies are expected to enforce these laws with due diligence.

The Division Commander will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating deputies in documenting relevant information and maximizing efficiency. Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

1. The field sobriety tests (FSTs) administered and the results.
2. The deputy's observations that indicate impairment on the part of the individual, and the deputy's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
3. Sources of additional information (e.g., reporting party, witnesses) and their observations.
4. Information about any audio and/or video recording of the individual's driving or subsequent actions.
5. The location and time frame of the individual's vehicle operation and how this was determined.
6. Any prior related convictions in Kansas or another jurisdiction.

503.4 FIELD TESTS

The Division Commander should identify standardized FSTs and any approved alternate tests for deputies to use when investigating violations of DUI laws.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

503.4.1 PRELIMINARY SCREENING TEST

Trained deputies may use a preliminary oral fluid screening test using a device approved by the Director of the Kansas Bureau of Investigation to determine probable cause to arrest and grounds for additional testing pursuant to K.S.A § 8-1001 (K.S.A. § 75-712h; K.A.R. 10-25-2).

503.5 CHEMICAL TESTS

A person implies consent under Kansas law to a chemical test or tests, and to providing the associated chemical sample under any of the following:

1. When the person is under arrest or involved in a vehicle accident resulting in property damage, personal injury or death and the deputy has probable cause to believe the person was (K.S.A. § 8-1001):
    (a) Operating or attempting to operate a vehicle while under the influence of alcohol or drugs, or both.
    (b) Driving a commercial vehicle while having alcohol or other drugs in his/her system.
    (c) Under the age of 21 and operating or attempting to operate a vehicle while having alcohol or other drugs in his/her system.

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the deputy should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

503.5.1 BREATH SAMPLES

The Division Commander should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained as required by the Department of Health and Environment (K.A.R. 28-32-9 et seq.).

Deputies obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Division Commander.

503.5.2 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (K.S.A. § 8-1001(h)). The blood draw should be witnessed by the assigned deputy. No deputy, even if properly certified, should perform this task.

Deputies should inform an arrestee that if the arrestee chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored, and transported as required by the testing facility.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

If an arrestee cannot submit to a blood draw because the arrestee has a bleeding disorder or has taken medication that inhibits coagulation, a blood test shall not be performed. Such inability to take a blood test shall not be considered a refusal. However, the deputy may request the arrestee submit to another available and viable test.

503.5.3 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The deputy shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by a deputy of the same sex as the individual giving the sample or by appropriate medical personnel. The arrestee shall be allowed sufficient privacy to maintain his/her dignity, to the extent possible, and out of view of others while still ensuring the accuracy of the sample (K.S.A. § 8-1001(k)).

The sample shall be packaged, marked, handled, stored, and transported as required by the testing facility.

If the person is medically unable to provide a urine sample due to injuries or treatment of injuries, the same authorization and procedure as used for the collection of blood shall apply to the collection of a urine sample (K.S.A. § 8-1001(k)).

503.6 REFUSALS

When an arrestee refuses to provide a chemical sample, deputies shall:

1. Advise the arrestee of the notices found in K.S.A. § 8-1001.
2. Audio- and/or video-record the notice and the response when it is practicable.
3. Document the refusal in the appropriate report.

503.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon a person's refusal to submit to a chemical test, deputies shall serve the notice of suspension of driving privileges upon the person. The notice shall include (K.S.A. § 8-1002):

1. The person's name, driver's license number and current address.
2. The reason and statutory grounds for the suspension.
3. The date the notice was served and a statement that the effective date of the suspension shall be the 30th day after the date of service.
4. The right of the person to request an administrative hearing and the procedure the person must follow to request such hearing.
5. A statement that all correspondence will be mailed to the address contained in the notice unless the person notifies the Division of Vehicles (DMV) in writing of a different address.

503.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses to submit to a chemical test when any of the following conditions exist (K.S.A. § 8-1001(g)):

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. A search warrant has been obtained.
2. The deputy can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from an accident investigation or medical treatment of the person.

503.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the deputy should request a supervisor to respond.

The responding supervisor should:

1. Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
2. Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.
3. Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another deputy), and attempt to persuade the individual to submit to providing such a sample without physical resistance.
    (a) This dialogue should be recorded on audio and/or video when practicable.
4. Ensure that the blood sample is taken in a medically approved manner.
5. Ensure that the forced blood draw is recorded on audio and/or video when practicable.
6. Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
    (a) Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
    (b) In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
    (c) In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
7. Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, deputies are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

503.7 ARREST AND INVESTIGATION

503.7.1 ADDITIONAL TESTING AND RESULTS

After completion of chemical testing, the person may secure additional testing, which should be done as soon as possible, if available from a medical facility willing to conduct the testing (K.S.A. § 8-1004).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

A deputy shall make the results of any test available to the person submitting to a chemical test upon request (K.S.A. § 8-1001(t)).

503.7.2 CHEMICAL TEST FAILURES
Whenever a person fails a test or refuses to complete a test, the deputy shall complete and sign the certification required by K.S.A. § 8-1002.

When the deputy determines that a person has failed a test and the person is still in custody, the deputy shall serve upon the person notice of suspension of driving privileges pursuant to K.S.A. § 8-1014 (K.S.A. § 8-1002(c)).

In cases where a test failure is established by a subsequent analysis of a breath, blood or urine sample, the deputy shall serve notice of such suspension in person or another deputy shall serve the notice in person or by mailing it to the person at the address provided at the time of the test (K.S.A. § 8-1002(c)).

503.7.3 TEMPORARY LICENSE
If a person refuses a test or if a person is still in custody when it is determined that the person has failed a test, the deputy shall take any license in the possession of the person and, if the license is not expired, suspended, revoked or canceled, issue a temporary license. If the test failure is established by a subsequent analysis of a breath or blood sample, the temporary license shall be served together with the copy of the deputy's certification and notice of suspension (K.S.A. § 8-1002(e)).

503.8 RECORDS SECTION RESPONSIBILITIES
The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney’s office. The arresting Deputy or Supervisor should insure the appropriate forwarding of the certification and notice of suspension to the DMV within seven days (K.S.A. § 8-1002).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Traffic and Parking Citations

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

504.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

504.2 POLICY

It is the policy of the Geary County Sheriff's Office to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

504.3 RESPONSIBILITIES

The Operations Division Commander shall be responsible for the supply and accounting of all traffic and parking citations issued to members of this office. Citations will be kept in a secure location and issued to members by the The Operations Division Command or supervisory staff. Members will sign for the citation books when issued or upon return of unused citations.

Members of the Geary County Sheriff's Office shall only use office-approved traffic and parking citation forms that meet statutory requirements (K.S.A. § 8-2106).

504.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the office member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this office in accordance with the established records retention schedule.

504.4 TRAFFIC CITATIONS

The Citations used by the Geary County Sheriff's Office are carbon copied, the followings outlines where each copies is to be turned in after issuance:

1. Hard Citation/Notice to Appear
    (a) White Copy- to be placed in the locked "issued citation" box
    (b) yellow Copy- turned into the Clerks
    (c) Blue Copy- Officers copy for their records
    (d) Tan cardstock- Issued to the individual being cited

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Warning Citations
    (a) White Copy- turned into the clerks
    (b) yellow Copy- turned into the Clerks
    (c) Blue Copy- Officers copy for their records
    (d) Tan cardstock- Issued to the individual being cited

504.4.1 CORRECTION

When a traffic citation is issued but is in need of correction, the member issuing the citation shall submit the citation and a letter to his/her immediate supervisor requesting a specific correction. Once approved, the citation and letter shall then be forwarded to the Records Section. The Records Supervisor or the authorized designee shall prepare a letter of correction to the court having jurisdiction and notify the citation recipient in writing.

504.4.2 VOIDING

Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Section.

504.4.3 DISMISSAL

Members of this office do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Division Commander. Upon a review of the circumstances involving the issuance of the traffic citation, the Division Commander may request the Operations Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the request to the Operations Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Operations Division Commander for review.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

504.4.4 DISPOSITION

The court and file copies of all traffic citations issued by members of this office shall be forwarded to the member's immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Section.

Upon separation from appointment or employment with this office, all members who were issued traffic citation books shall return any unused citations to the Records Section.

504.4.5 JUVENILE CITATIONS

Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a citation.

504.4.6 DATA COLLECTION

Any traffic stop data collected by the Office shall be in compliance with Kansas law. Racial or other bias-based policing data shall be reported as required by the Bias-Based Policing Policy (K.S.A. § 22-4610; K.S.A. § 22-4611a).

504.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Disabled Vehicles

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for office members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Geary County Sheriff's Office.

505.2 POLICY

It is the policy of the Geary County Sheriff's Office to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

505.3 RESPONSIBILITIES

When an on-duty member of this office sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance.

505.4 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by office members will be contingent on the time of day, the location, the availability of office resources and the vulnerability of the disabled motorist.

505.4.1 MECHANICAL REPAIRS

Office members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers, with consent of the owner, to relocate vehicles to a position of safety is not considered a mechanical repair.

505.4.2 RELOCATION OF DISABLE VEHICLES

The relocation of disabled vehicles by members of this office by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

505.4.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The office member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

505.5 CHANGING OF TIRES

Changing of Tires for motorist is at the discretion of the responding Deputies, The decision should be based on the following,knowledge of how to change a tire, availability of appropriate tools, environment, hazards present,and safety of all parties involved. If the Deputy decides not to change the tire the deputy shall contact a wrecker service if requested by the motorist.

505.6 FIRE AND EMS SERVICES

The summoning of Fire and EMS services shall occur when the motorist seeks medical attention, or the Deputy believes the motorist or occupants need to be seen by medical professionals. In the event of a fire the responding Deputy shall relay updated information to dispatch to en-sure responding Fire Services have accurate and up to date information, if the fire is small in nature, Deputies should attempt to extinguish the fire with their fire extinguishers. If occupants are trapped in the vehicle due to a fire the Deputy Shall exhaust all means in trying to extricate the trapped individuals.

505.7 OBTAINING FUEL

The Geary County Sheriff's Office will not pay for or provide fuel for a stranded motorist. If the individual Deputy would like to do so on their own fruition the Sheriff's Office will not object. If the motorist has a gas can and needs transported to a gas station, the Deputy will transport the motorist to the gas station and back to their vehicle. If available the Deputy may provide a Department owned gas can for use as long as the gas can is returned to the Deputy before they depart the location.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 6 - Investigation Operations

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Investigation and Prosecution

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the Geary County Sheriff's Office to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.2.1 INVESTIGATIVE FUNCTION

The office's criminal investigative function shall provide 24-hour coverage as follows:

The Investigations supervisor is responsible for creating and maintaining an on-call list, assigning qualified detectives to cover non-duty hours. At minimum there will be one on call detective 365 days a year providing 24-hr availability, capable of processing crime scenes, including traffic collisions, where the circumstances of the collision indicate that the incident may involve factors beyond a traffic induced criminal unstable event.

600.3 INITIAL INVESTIGATION

600.3.1 DEPUTY RESPONSIBILITIES

A deputy responsible for an initial investigation shall complete no less than the following:

1. Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
    (a) An initial statement from any witnesses, complainants or suspects.
    (b) A cursory examination for evidence.
2. If information indicates a crime has occurred, the deputy shall:
    (a) Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
    (b) Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
    (c) If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(d) Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.

(e) Collect any evidence.

(f) Take any appropriate law enforcement action.

(g) Complete and submit the appropriate reports and documentation.

3. If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interview/interrogation shall be given the *Miranda* warning, unless an exception applies. Should a suspect chose to exercise their rights and remain silent, the immediate cessation of the interview/ interrogation shall occur until their counsel can be summoned at their discretion. The suspects choice to exercise their constitutional rights shall not be a factor in the gathering of evidence. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed a homicide or felony sex offense shall be recorded (audio or video with audio as available) in its entirety when conducted at the Geary County Sheriff's Office, jail, or any other law enforcement facility unless (K.S.A. § 22-4620):

1. There is an equipment malfunction and replacement equipment is not immediately available.
2. There are multiple interrogations exceeding the available recording equipment.
3. The suspect refuses to make a statement while being recorded.
4. Exigent circumstances exist.

If an individual chooses to make or sign a written statement during a custodial interrogation concerning a homicide or a felony sex offense, the making and signing of the statement shall be electronically recorded (K.S.A. § 22-4620).

Any custodial interrogation of any other violent felony offense should also be recorded in its entirety. Regardless of where the interrogation occurs, reasonable efforts should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

Recordings should be maintained as provided in the established records retention schedule (K.S.A. § 22-4620).

600.4.2 EXCEPTIONS

Deputies are not expected to record statements made (K.S.A. § 22-4620):

1. Spontaneously and not in response to an interrogation question.
2. Any time when the deputy is unaware of the type of offense involved or person's involvement in a homicide or felony sex offense.
3. In response to standard booking questions.

Nothing in this policy is intended to require the making or maintenance of any recording when (K.S.A. § 22-4620):

1. A deputy, in good faith, fails to record the interrogation because the deputy inadvertently fails to operate the recording equipment properly.
2. The recording equipment malfunctions or stops recording without the deputy's knowledge.
3. The recording is damaged or destroyed, without bad faith on the part of any person or entity in control of the recording.

600.5 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

1. All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
2. The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
    (a) In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
    (b) Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
3. The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.
5. Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
6. Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence and Stalking, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, deputies should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, deputies should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

1. Use of social media and any other internet source for the purpose of intelligence or criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Use of social media and internet sources must have a clearly defined and valid law enforcement purpose. The information collected must directly relate to criminal conduct and activity. The information collected from social media sites and internet sources must be evaluated to determine accuracy, validity, and authenticity and should be independently verified. All information obtained from social media and internet sources must be placed within a case file or intelligence report according to policies and procedures regarding evidence and intelligence.
2. If an off-duty member uses personal accounts and personal equipment and encounters information relevant to a criminal investigation, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using office equipment.
3. Viewing and documentation of social media and internet sources which are "open" or public does not require prior authorization.
4. Sheriff's Office members desiring to pursue investigative information through the covert use of social media (as opposed to merely browsing or researching) are required to notify their direct supervision of the intention and the expected benefits of pursuing the lead. Members who have been authorized to pursue a lead are authorized to create a fictitious social media account. Members who have been authorized to utilize a fictitious social media account will only use the account in the capacity of their official duty, will not utilize the account for personal use, and will not use the account while off-duty. After receiving approval, the authorized member shall send

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

written documentation of the following information to the authorizing supervisor and that documentation shall be kept on file by the Investigations Division supervisor:

(a) Purpose for the request (i.e. type of investigative activity).

(b) Username.

(c) Identifiers and pedigree to be utilized for the online alias, such as email address, username and date of birth.

(d) Photograph to be used with online alias, if applicable and the source of that photograph.

5. A Sheriff's Office member with an authorized fictitious account or online alias may also request authorization to engage in online undercover activity or interact with subjects using social media. The authorized member shall send written documentation of the following information to the authorizing supervisor and that documentation shall be kept on file by the Investigations Division supervisor:

(a) Online alias(es) and accounts to be used in the online undercover activity;

(b) Valid law enforcement purpose.

(c) Anticipated duration for the online undercover activity.

(d) In situations involving exigent circumstances, the authorizing supervisor may provide verbal authorization. Written documentation of the request and exigent circumstances should be provided as soon as practical.

(e) A record will be maintained of all undercover activity.

(f) Authorized members should use the appropriate deconfliction system.

(g) Authorizing supervisors shall review the requests monthly to ensure continued need for the activity.

(h) A summary will be placed in the Investigations Division supervisor's file indicating the date of termination of the undercover activity. The online alias or fictitious account may be maintained if it is anticipated that it will be utilized again.

600.7.1 ACCESS RESTRICTIONS

Information that can be accessed from any office computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap laws. Deputies should seek legal counsel before any such interception.

600.8 IDENTITY THEFT

A report shall be taken any time a person living within the jurisdiction of the Geary County Sheriff's Office reports that he/she has been a victim of identity theft. This includes (K.S.A. § 50-723(j)):

1. Taking a report, even if the location of the crime is outside the jurisdiction of this office or has not been determined.
2. Providing the victim with the appropriate information, as set forth in the Victim and Witness Assistance Policy. Office members should encourage the individual to review the material and should assist with any questions.
3. Providing the victim with a copy of the report.
4. Referring the victim to a law enforcement agency in a different jurisdiction, as appropriate.

A report should also be taken if a person living outside office jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Geary to facilitate the crime).

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Commander or the Sheriff. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.10 FOLLOW-UP INVESTIGATIONS RESPONSIBILITIES

A follow-up investigation should include the following steps, at a minimum:

1. Reviewing and analyzing all previous reports, agency records, laboratory examination results, and external sources of information
2. Conducting additional interviews and interrogations, if necessary

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Seeking additional information, as appropriate (e.g., from uniformed deputies or informants)
4. Planning, organizing, and conducting searches, if necessary
5. Collecting physical evidence, as applicable
6. Identifying and apprehending suspects
7. Determining the suspect's involvement in other crimes
8. Checking the suspect's criminal history
9. Preparing cases for court presentation

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Sexual Assault Investigations

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notification requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in K.S.A. Chapter 21, Article 55 (Sex Offenses).

Sexual Assault Response Team (SART) - A multidisciplinary team generally composed of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Geary County Sheriff's Office that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

1. Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.
2. Conduct follow-up interviews and investigation.
3. Present appropriate cases of alleged sexual assault to the prosecutor for review.
4. Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Provide referrals to therapy services, victim advocates and support for the victim.
6. Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call the victim makes to Dispatch, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether a case is unfounded should be included in a report.

Victims shall not be asked or required to take a polygraph examination or similar truth verification device as a condition for proceeding with an investigation (34 USC § 10451; K.S.A. § 22-4614).

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault. If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing (New Section 1).

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

601.6.1 COLLECTION AND TESTING REQUIREMENTS

Members investigating sexual assaults or handling related evidence are required to do the following (K.S.A. § 65-448; New Section 1):

1. Obtain written consent from the victim for the evidence collection.
2. Use an evidence collection kit provided or approved by the Kansas Bureau of Investigation.
3. Submit sexual assault evidence collection kits to an accredited forensic laboratory within 30 business days of collection.
4. Maintain regular communication with the laboratory to facilitate timely notification of the sexual assault collection kit results.

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Section Policy.

601.6.2 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of an Investigation Division supervisor.

Classification of a sexual assault case as unfounded requires an Investigation Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted the victim's original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.8 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Division supervisor should weigh the risk

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.9 TRAINING

Subject to available resources, periodic training should be provided to:

1. Members who are first responders. Training should include:
    (a) Initial response to sexual assaults.
    (b) Legal issues.
    (c) Victim advocacy.
    (d) Victim's response to trauma.
2. Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
    (a) Interviewing sexual assault victims.
    (b) SART or multidisciplinary response team.
    (c) Medical and legal aspects of sexual assault investigations.
    (d) Serial crimes investigations.
    (e) Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
    (f) Techniques for communicating with victims to minimize trauma.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Asset Forfeiture

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Sheriff to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Geary County Sheriff's Office seizes property for forfeiture or when the Geary County Sheriff's Office is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The office member assigned by the Sheriff who is responsible for reviewing all forfeiture cases and acting as the liaison between the Office and the forfeiture counsel.

Property subject to forfeiture - The following property may be subject to forfeiture if related to specific conduct and offenses specified in K.S.A. § 60-4104 (K.S.A. § 60-4105):

1. Property described in a Kansas statute authorizing forfeiture
2. Property, of every kind, including but not limited to cash, negotiable instruments and real property that is either:
    (a) Furnished or intended to be furnished by any person in an exchange that constitutes conduct giving rise to forfeiture.
    (b) Used or intended to be used in any manner to facilitate conduct giving rise to forfeiture, including, but not limited to, any electronic device, computer, computer system, computer network or any software or data owned by the defendant which is used during the commission of an offense listed in K.S.A. § 60-4104.
3. Proceeds of any conduct giving rise to forfeiture
4. Property of every kind, including but not limited to, cash and negotiable instruments derived from or realized through any proceeds which were obtained directly or indirectly from the commission of an offense listed in K.S.A. § 60-4104
5. Weapons possessed, used or available for use in any manner to facilitate conduct giving rise to forfeiture

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Ownership or interest in real property that is a homestead, to the extent the homestead was acquired with proceeds from conduct giving rise to forfeiture
7. Property (contraband) that is illegal for someone to possess (K.S.A. § 60-4102)
8. Controlled substances, raw materials, controlled substance analogs, counterfeit substances or imitation controlled substances that have been manufactured, distributed, dispensed, possessed or acquired in violation of Kansas laws
9. Items bearing a counterfeit mark

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Geary County Sheriff's Office recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person’s due process rights.

It is the policy of the Geary County Sheriff's Office that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE

The following property may be seized for forfeiture as provided in this policy:

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following property may be seized upon review and approval of a supervisor and in conjunction with the forfeiture reviewer (K.S.A. § 60-4107):

1. Property identified as subject to seizure through a court order
2. Property for which there is probable cause to believe is subject to forfeiture and the property is legally accessible

The least intrusive means, such as filing of a notice of lis pendens, should be used unless there is an immediate need to preserve the property for forfeiture and protect the public.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

1. Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) For cash and property whose total value is less than $5,000.00, the Forfeiture Reviewer shall be consulted to determine if the Office will pursue forfeiture.

2. Conveyances when the underlying offense or conduct was not a felony (K.S.A. § 60-4106)

3. When there is reason to suspect an owner or interest holder did not know and could not have reasonably known of the act or omission or that it was likely to occur, or acted reasonably to prevent the conduct giving rise to forfeiture (an "innocent owner) (K.S.A. § 60-4106)

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the deputy making the seizure should ensure compliance with the following:

1. Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the deputy must leave the copy in the place where the property was found, if it is reasonable to do so.

2. Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

3. Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

Deputies who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Section supervisor is responsible for ensuring compliance with the following:

1. All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

2. All property received for forfeiture is checked to determine if the property has been stolen.

3. All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

4. Property received for forfeiture is not used unless the forfeiture action has been completed.

5. Forfeitable property is retained until such time as its use as evidence is no longer required.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

602.6 FORFEITURE REVIEWER

The Sheriff will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Office on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

1. Remaining familiar with forfeiture laws, particularly the Kansas Standard Asset Seizure and Forfeiture Act (K.S.A. § 60-4101 et seq.) and the forfeiture policies of the forfeiture counsel.
2. Serving as the liaison between the Office and the forfeiture counsel and ensuring prompt legal review of all seizures.
    (a) A written request for forfeiture is required to be sent to the forfeiture counsel within 14 days of seizure under the Kansas Standard Asset Seizure and Forfeiture Act. The request shall include a statement of facts and circumstances of the seizure, the estimated value of the property, the owner and lien holder of the property, the amount of any lien, and a summary of the facts relied on for forfeiture. The forfeiture counsel has 14 days to accept or decline the request (K.S.A. § 60-4107).
    (b) Upon the expiration of the forfeiture counsel's time to respond or receipt of notification that the forfeiture counsel has declined the request, whichever occurs first, the Office then has 14 days to request a state law enforcement agency adopt the forfeiture or engage approved legal counsel to handle forfeiture proceedings for the Office (K.S.A. § 60-4107).
    (c) If the state law enforcement agency fails to adopt the forfeiture or the Office has not engaged approved legal counsel within the specified time period, property seized in the forfeiture should be returned to the owner or interest holder within 30 days, subject to exceptions under the law (K.S.A. § 60-4107).
3. Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.
4. Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.
5. Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
6. Ensuring that seizure forms are available and appropriate for office use. These should include notice forms, a receipt form, and a checklist that provides relevant guidance to deputies. The forms should be available in languages appropriate for the region and should contain spaces for:
    (a) Names and contact information for all relevant persons and law enforcement officers involved.
    (b) Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(c) A space for the signature of the person from whom cash or property is being seized.

(d) A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure, and a detailed description of the items seized.

i. A place for an estimate of the property value shall be included (K.S.A. § 60-4108).

7. Ensuring that deputies who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs), or Departmental Directives. The training should cover this policy and address any relevant statutory changes and court decisions.

8. Coordinate with the Asset Forfeiture Secretary to ensure that:

(a) Written documentation of the seizure and the items seized is in the case file.

(b) Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.

(c) Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.

i. Notice is required within 30 days of seizure under the Kansas standard asset seizure and forfeiture act (K.S.A. § 60-4107).

(d) Property is promptly released to those entitled to its return.

(e) All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.

(f) Any cash received is deposited with the fiscal agent.

(g) Assistance with the resolution of ownership claims and the release of property to those entitled is provided.

9. Ensuring that current minimum forfeiture thresholds are communicated appropriately to deputies.

10. Ensuring that this policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

11. Ensuring that a written plan is available that enables the Sheriff to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement personnel and attorneys who may assist in these matters is available.

12. Ensuring that the process of selling or adding forfeited property to office inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

13. Upon completion of any forfeiture process, ensuring that no property is retained by the Geary County Sheriff's Office unless the Sheriff authorizes in writing the retention of the property for official use.
14. Ensuring that any state or regulatory taxes are processed as required.
15. If the Geary County Sheriff's Office participates in the federal Equitable Sharing Program, establishing procedures for the submittal of the Equitable Sharing Agreement and Certification within two months after the end of the fiscal year.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures shall be completed every year by February 1st in the manner prescribed by the law and County financial directives (K.S.A. § 60-4127; K.A.R. 10-23-1 et seq.).

602.7 DISPOSITION OF FORFEITED PROPERTY

No member of this office may use property that has been seized for forfeiture until the forfeiture action has been completed and the Sheriff has given written authorization to retain the property for official use. No office member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Informants

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Geary County Sheriff's Office for law enforcement purposes. This also includes a person agreeing to supply information to the Geary County Sheriff's Office for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Geary County Sheriff's Office recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this office that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, a deputy must receive approval from their supervisor. The deputy shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this office should not guarantee absolute safety or confidentiality to an informant. However, the Sheriff's Office and its members shall exhaust all efforts in safeguarding informants and preserving their confidentiality while they are actively engaged in their services for the Office.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

1. The juvenile's parents or legal guardians
2. The juvenile's attorney, if any

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. The court in which the juvenile's case is being handled, if applicable
4. The Sheriff or the authorized designee

603.3.3 INFORMANT AGREEMENTS

All informants are required to sign and abide by the provisions of the designated office informant agreement. The deputy using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

1. The identity of an informant acting in a confidential capacity shall not be withheld from the Sheriff, Operations Division Commander, or their authorized designees.
   (a) Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
2. Criminal activity by informants shall not be condoned.
3. Informants shall be told they are not acting as sheriff's deputies, employees or agents of the Geary County Sheriff's Office, and that they shall not represent themselves as such.
4. The relationship between office members and informants shall always be ethical and professional.
   (a) Members shall not become intimately involved with an informant.
   (b) Social contact shall be avoided unless it is necessary to conduct an official investigation.
   (c) Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
5. Deputies shall not meet with informants in a private place unless accompanied by at least one additional deputy or with prior approval of their supervisor.
   (a) Deputies may meet informants alone in an occupied public place, such as a restaurant.
6. When contacting informants for the purpose of making payments, deputies shall arrange for the presence of another deputy.
7. In all instances when office funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
8. Since the decision rests with the appropriate prosecutor, deputies shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Office and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file "unsuitable" when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

1. The informant has provided untruthful or unreliable information in the past.
2. The informant behaves in a way that may endanger the safety of a deputy.
3. The informant reveals to suspects the identity of a deputy or the existence of an investigation.
4. The informant appears to be using his/her affiliation with this office to further criminal objectives.
5. The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
6. The informant engages in any other behavior that could jeopardize the safety of deputies or the integrity of a criminal investigation.
7. The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of office members or the reliability of the informant.

Informant files shall be maintained in a secure area. The Detective in charge or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Sheriff, Operations Division Commander or their authorized designees.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

1. Name and aliases
2. Date of birth

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
4. Photograph
5. Current home address and telephone numbers
6. Current employers, positions, addresses and telephone numbers
7. Vehicles owned and registration information
8. Places frequented
9. Briefs of information provided by the informant and his/her subsequent reliability
    (a) If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
10. Name of the deputy initiating use of the informant
11. Signed informant agreement
12. Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

1. The extent of the informant's personal involvement in the case
2. The significance, value or effect on crime
3. The value of assets seized
4. The quantity of the drugs or other contraband seized
5. The informant's previous criminal activity
6. The level of risk taken by the informant

The deputy will discuss the above factors with the Operations Division Commander or their designee and recommend the type and level of payment, subject to approval by the Sheriff.

603.6.1 PAYMENT PROCESS

Approved payments to an informant should be in cash using the following process:

1. Payments of $500 and under may be paid in cash from a buy/expense fund.
    (a) The deputy shall sign the voucher for cash payouts from the buy/expense fund.
        i. A written statement of the informant's involvement in the case shall be placed in the informant's file.
        ii. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
2. To complete the payment process for any amount, the deputy delivering the payment shall complete a cash transfer form.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) The cash transfer form shall include:

i. Date.

ii. Payment amount.

iii. Case number.

iv. A statement that the informant is receiving funds in payment for information voluntarily rendered.

(b) The cash transfer form shall be signed by the informant.

(c) The cash transfer form will be kept in the informant's file.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of deputies or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Eyewitness Identification

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this office employ eyewitness identification techniques (K.S.A. § 22-4619).

604.1.1 DEFINITIONS

Definitions related to this policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Geary County Sheriff's Office will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigation Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

1. The date, time and location of the eyewitness identification procedure.
2. The name and identifying information of the witness.
3. The name of the person administering the identification procedure.
4. If applicable, the names of all individuals present during the identification procedure.
5. An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
6. An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
7. If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
8. An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
9. A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
10. A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

1. The individual was apprehended near the crime scene.
2. The evidence points to the individual as the suspect.
3. Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

1. Obtain a complete description of the suspect from the witness.
2. Assess whether a witness should be included in a field identification process by considering:
    (a) The length of time the witness observed the suspect.
    (b) The distance between the witness and the suspect.
    (c) Whether the witness could view the suspect's face.
    (d) The quality of the lighting when the suspect was observed by the witness.
    (e) Whether there were distracting noises or activity during the observation.
    (f) Any other circumstances affecting the witness's opportunity to observe the suspect.
    (g) The length of time that has elapsed since the witness observed the suspect.
3. If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
4. When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. The person who is the subject of the show-up should not be shown to the same witness more than once.
6. In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
7. The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
8. If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Brady Information

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Geary County Sheriff's Office that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Geary County Sheriff's Office will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Geary County Sheriff's Office will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Office will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Deputies must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If a deputy learns of potentially incriminating or exculpatory information any time after submission of a case, the deputy or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the deputy should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If a deputy is unsure, the deputy should address the issue with a supervisor.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the office case file.

605.4 BRADY PROCESS

The Sheriff shall select a member of the Office to coordinate requests for *Brady* information.

The responsibilities of the coordinator include but are not limited to:

1. Working with the appropriate prosecutors' offices and the County Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.
2. Maintaining a current list of members who have *Brady* information in their files or backgrounds.
    (a) Updating this list whenever potential *Brady* information concerning any office member becomes known to the Office or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply*:*

1. In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and office member whose file is related to the motion shall be notified of the potential presence of *Brady* information.
2. The prosecuting attorney or County Attorney should be requested to file a motion in order to initiate an in-camera review by the court.
    (a) If no motion is filed, the Official Custodian or custodian assigned should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
3. The Official Custodian or custodian assigned shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.
4. If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.
    (a) Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.
5. If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

605.6 INVESTIGATING BRADY ISSUES

If the Office receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING

Office personnel should receive periodic training on the requirements of this policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Unmanned Aerial System

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

606.2 POLICY

A UAS may be utilized to enhance the office's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR

The Sheriff will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

1. Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for office operations.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Ensuring that all authorized operators and required observers have completed all required FAA and office-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
3. Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Sheriff or the authorized designee, depending on the type of mission.
4. Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
5. Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
6. Implementing a system for public notification of UAS deployment.
7. Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
8. Developing a protocol for fully documenting all missions.
9. Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
10. Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
11. Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
12. Facilitating law enforcement access to images and data captured by the UAS.
13. Recommending program enhancements, particularly regarding safety and information security.
14. Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Sheriff.
15. Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

1. To conduct random surveillance activities.
2. To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
3. To harass, intimidate, or discriminate against any individual or group.
4. To conduct personal business of any type.

The UAS shall not be weaponized.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Warrant Service

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this office. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol deputies.

607.2 POLICY

It is the policy of the Geary County Sheriff's Office to balance the safety needs of the public, the safety of office members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 SEARCH WARRANTS

Deputies should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the deputy will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed.

607.4 ARREST WARRANTS

If a deputy reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the deputy should coordinate with their supervisors to facility to a higher level of response appropriate for the circumstance.

If the warrant is not considered high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

607.4.1 ADDITIONAL CONSIDERATIONS

Arrest warrants may only be served by sworn deputies.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

607.5 WARRANT PREPARATION

A deputy who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

1. Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
2. A clear explanation of the affiant's training, experience and relevant education.
3. Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
4. A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
5. Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
6. A specific description of the location to be searched, including photographs of the location, if reasonably available.
7. A sufficient description of the items to be seized.
8. Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

607.6 HIGH-RISK WARRANT SERVICE

The Operation's Division Commander or the authorized designee should coordinate the service of warrants that are categorized as high risk and should have sole authority in determining the manner in which the warrant will be served, including the number of deputies deployed.

The member responsible for directing the service should ensure the following as applicable:

1. When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
2. The warrant service is audio- and video-recorded when practicable and reasonable to do so.
3. Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.
4. Reasonable efforts are made during the search to maintain or restore the condition of the location.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
6. Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
7. A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
8. A copy of the search warrant is left at the location.
9. The condition of the property is documented with video recording or photographs after the search.

607.7 DETENTIONS DURING WARRANT SERVICE

Deputies must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, deputies must be mindful that only reasonable force may be used and weapons should be displayed no longer than the deputy reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Deputies should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.8 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate, or appropriate court as soon as reasonably possible, but in any event no later than any date specified on the warrant.

607.9 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Operation's Division Commander will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

1. Identity of team members
2. Roles and responsibilities
3. Familiarity with equipment
4. Rules of engagement
5. Asset forfeiture procedures

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Operation's Division Commander. The Operations Division Commander should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Operations Division Commander should ensure that members of the Geary County Sheriff's Office are utilized appropriately. Any concerns regarding the requested use of Geary County Sheriff's Office members should be brought to the attention of the Sheriff or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Operation's Division Commander is unavailable, the Watch Commander should assume this role.

If deputies intend to serve a warrant outside Geary County Sheriff's Office jurisdiction, the Operation's Division Commander should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Deputies will remain subject to the policies of the Geary County Sheriff's Office when assisting outside agencies or serving a warrant outside Geary County Sheriff's Office jurisdiction.

607.10 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.11 NO-KNOCK ENTRIES

No-knock entries are only authorized if a warrant has been obtained or if exigent circumstances arise at the scene such that knocking and announcing the deputy's presence would create an imminent threat of physical violence to the deputy or another person.

607.12 DOCUMENTATION

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Operations Planning and Deconfliction

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by deputies on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Geary County Sheriff's Office to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 RISK ASSESSMENT

608.3.1 RISK ASSESSMENT FORM PREPARATION

Deputies assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the deputy should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the deputy should also submit information to these resources.

The deputy should gather available information that includes, but is not limited to:

1. Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Maps of the location.
3. Diagrams of any property and the interior of any buildings that are involved.
4. Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
5. Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
6. Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
7. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
8. Other available options that may minimize the risk to deputies and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.3.2 RISK ASSESSMENT REVIEW

Deputies will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the Operation's Division Commander.

The supervisor and Operation's Division Commander shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.3.3 HIGH-RISK OPERATIONS

If the Operation's Division Commander, after consultation with the involved supervisor, determines that the operation is high risk, the Operation's Division Commander should:

1. Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
    (a) Special Response Team (SRT)
    (b) Additional personnel
    (c) Outside agency assistance
    (d) Special equipment
    (e) Medical personnel
    (f) Persons trained in negotiation
    (g) Additional surveillance
    (h) Canines

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(i) Property and Evidence Section or analytical personnel to assist with cataloguing seizures

(j) Forensic specialists

(k) Specialized mapping for larger or complex locations

2. Contact the appropriate office members or other agencies as warranted to begin preparation.
3. Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
4. Coordinate the actual operation.

608.4 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The deputy who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The deputy should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.5 OPERATIONS PLAN

The Operation's Division Commander should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

1. Operation goals, objectives and strategies.
2. Operation location and people:

(a) The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

(b) The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces,

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

(c) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

(d) Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

3. Information from the risk assessment form by attaching a completed copy in the operational plan.

   (a) The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

4. Participants and their roles.

   (a) An adequate number of uniformed deputies should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

   (b) How all participants will be identified as law enforcement.

5. Whether de-confliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

6. Identification of all communications channels and call-signs.

7. Use of force issues.

8. Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

9. Plans for detaining people who are not under arrest.

10. Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

11. Communications plan

12. Responsibilities for writing, collecting, reviewing and approving reports.

608.6 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

1. The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

2. All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

3. The Operation's Division Commander shall ensure that all participants are visually identifiable as law enforcement officers.
    (a) Exceptions may be made by the operations director for deputies who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
4. The briefing should include details of the communications plan.
    (a) It is the responsibility of the operations director to ensure that Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to deputies arriving at the location.
    (b) If the radio channel needs to be monitored by Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
    (c) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.7 SRT PARTICIPATION

The SRT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SRT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the deputies present.

608.8 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.9 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SRT debriefing.

608.10 TRAINING

The Operation's Division Commander should ensure deputies and SRT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Forensic Genetic Genealogy

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

609.1 PURPOSE AND SCOPE

This policy provides guidance for the use of forensic genetic genealogy (FGG) to generate investigative leads.

609.1.1 DEFINITIONS

Definitions related to this policy include:

Combined DNA Index System (CODIS) - An FBI computer software program that operates deoxyribonucleic acid (DNA) profile databases for law enforcement use.

DNA typing laboratory - A laboratory that analyzes biological samples, including extracted DNA, in order to provide various DNA profile types. State or local crime labs are generally not equipped to provide single nucleotide polymorphism (SNP) DNA profiles; therefore, the use of private DNA typing laboratories is often necessary for FGG.

Extracted DNA - The DNA isolated from a biological sample remaining after previous DNA testing has been completed.

Forensic genetic genealogy (FGG) - The process of obtaining a SNP DNA profile from a biological sample collected during an investigation; uploading the profile to a genetic genealogy site for comparison to the consumer profiles in the site's database to identify genetic relatives; and using the identified genetic relationships, as well as traditional genealogy research, to generate investigative leads.

Genetic genealogist - A genealogist who uses DNA testing with traditional genealogical research methods to assist law enforcement or private clients in identifying biological relatives of an individual.

Genetic genealogy site - A database of DNA profiles voluntarily submitted by public consumers for the purpose of identifying genetic relatives. The availability of genetic genealogy sites for law enforcement use varies depending on their terms of service.

Short tandem repeat (STR) DNA profile - The results of DNA typing in a format that can be processed through CODIS and state DNA databases. This is the type of DNA used in conventional non-FGG law enforcement investigations.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Single nucleotide polymorphism (SNP) DNA profile - The results of DNA typing in a format that enables an unknown DNA sample to be compared to the DNA profiles maintained by a genetic genealogy site. This is the DNA type used in FGG.

609.2 POLICY

The Geary County Sheriff's Office's use of FGG will be in coordination with prosecutors, the Coroner, and other appropriate resources only in qualifying cases after reasonable conventional investigative methods have been pursued. Members will take reasonable steps to maintain the integrity of the FGG process and safeguard the privacy rights of individuals whose DNA profiles are analyzed.

609.3 CRITERIA FOR FGG USE

Before using FGG, the lead investigator should coordinate with the supervisor to determine whether the case meets the following requirements:

1. Biological evidence collected as part of the underlying investigation (or extracted DNA from the biological evidence) is available for additional testing and is reasonably believed to be attributable to:
    (a) The perpetrator of an unsolved violent felony.
    (b) The unidentified human remains of a suspected homicide victim.
2. All reasonable conventional investigative methods have been utilized and all reasonable investigative leads have been pursued (e.g., relevant case information entered in the National Missing and Unidentified Persons System (NamUs) and the Violent Criminal Apprehension Program (ViCAP) national database).
3. An STR DNA profile has been developed from the biological evidence collected in the case and, absent unusual circumstances, has been uploaded to CODIS and any applicable state DNA database for comparison with negative results.

609.4 COORDINATION

Once a preliminary determination has been made that a case may qualify for the use of FGG, the lead investigating member should consult with the appropriate prosecutor to address current and prospective legal issues and determine if a search warrant is required.

In the case of unidentified human remains, the lead investigator should also consult with the Coroner.

609.5 SUBMISSION OF SAMPLE

The biological evidence or extracted DNA should be submitted to a DNA typing laboratory approved by the Office in order to obtain a SNP DNA profile.

Once a SNP DNA profile has been obtained from the biological evidence or extracted DNA, the lead investigating member should arrange for it to be compared to the SNP DNA profiles contained in one or more genetic genealogy sites to identify possible genetic relatives. The lead investigator should work with a qualified genetic genealogist as needed during this process.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When submitting a SNP DNA profile for comparison, the lead investigator or the authorized designee (e.g., assigned genetic genealogist) shall notify the genetic genealogy site that the request for comparison is from a law enforcement agency and confirm that the site's terms of service permit FGG for the type of case being investigated. The use of the SNP DNA profile and any subsequent comparison shall be limited to the original underlying investigation.

If at any time during the FGG process the case no longer meets the criteria for FGG use, the lead investigator should promptly notify the DNA typing laboratory, genetic genealogy site, and/or genetic genealogist to cease any further analysis and to return all evidence, data, and materials to the Office.

609.6 ANALYSIS OF FGG DATA

Once results of a comparison are received from a genetic genealogy site, the information should be evaluated by a genetic genealogist, who will assist the lead investigator in identifying potential investigative leads.

The lead investigator should promptly and diligently pursue each viable lead identified through the FGG process using traditional investigative methods, as appropriate, to:

1. Eliminate an individual as a potential suspect in the case.
2. Link an individual to the case as a potential suspect.
3. Identify human remains.

609.7 COLLECTION OF THIRD-PARTY DNA SAMPLE

If it is determined that a third-party DNA sample (i.e., from a person not likely to be a suspect in the investigation) should be collected and analyzed for FGG, consent from the third party should be obtained prior to collection.

If there is a reasonable belief that the integrity of the investigation would be compromised by seeking consent from the third party prior to collection, the lead investigator should consult with the prosecutor regarding applicable laws and procedures in both the jurisdiction of the investigation and the jurisdiction where the collection will occur, if different.

The use of a third-party DNA sample shall be limited to the original underlying investigation.

609.8 POST-IDENTIFICATION

Members shall not rely solely on FGG identification of a potential suspect for probable cause to make an arrest or obtain an arrest warrant. Unless there is sufficient evidence independent of the FGG data to support an arrest, a potential suspect identified through FGG should not be arrested until the suspect's identity is confirmed.

Members shall not rely solely on FGG to identify human remains unless there is sufficient evidence independent of the FGG data to declare the identification or confirmation testing has been completed.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Confirmatory DNA testing should be conducted by collecting a known DNA sample from the potential suspect or, in the case of unidentified human remains, from a close biological relative. This known DNA sample should be submitted for comparison to the original unknown STR DNA profile through conventional methods (e.g., in CODIS).

The lead investigator should consult with the prosecutor to determine the appropriate method of obtaining a known DNA sample.

Once the identity of a suspect or the identity of unidentified human remains has been confirmed through conventional DNA testing, the lead investigator should:

1. Consult with the prosecutor to evaluate the entire investigative file for consideration of criminal charges or further investigation.
2. If applicable, consult with the Coroner for an amendment to a certificate of death.

609.9 PRIVACY CONSIDERATIONS

Members should make reasonable efforts to respect and protect the privacy of non-suspect genetic relatives identified through the FGG process. The names and identifying information of any non-suspect genetic relatives should not be included in official reports, probable cause declarations, or affidavits for search warrants and should not be disclosed unless otherwise required by law or court order.

The lead investigator should formally request that the SNP DNA profile be removed from all genetic genealogy sites upon identity confirmation and should retain a copy of the request for office records. The lead investigator should request that all case-related records and data provided to, or generated by, a genetic genealogist during the FGG process be returned to the Office.

609.10 RETENTION OF DNA SAMPLES AND RELATED RECORDS

Genetic information, including any derivative profiles and genetic genealogy site user information, should be retained in accordance with the established records retention schedule. The lead investigator should coordinate with the property and evidence technician and provide adequate notice to the appropriate prosecutor's office before destroying any profiles or data obtained from the FGG process.

See the Property and Evidence Section Policy for guidelines regarding biological evidence, including DNA samples.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Critical Incidents

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

610.1 POLICY

The standards in this Policy relate to critical incidents encountered, and special operations conducted, by a law enforcement agency. Critical incidents connote situations, generally of an emergency nature, that result from disasters, both natural and man-made, pandemics and civil disturbances.

Disasters include floods, hurricanes, earthquakes, explosions, and tornadoes. Pandemics are infectious disease outbreaks that occur over very large areas, cross international borders, and usually involve large numbers of people. civil disturbances include riots, disorders, and violence arising from dissident gatherings and marches, public events, political conventions, and labor disputes.

610.2 RECALL OF PERSONNEL

In the event of a critical incident, all employees of the Geary County Sheriff's Office are subject to immediate recall to duty. Employees may be recalled under extraordinary circumstances as determined by the Sheriff or the highest-ranking on-duty supervisor.

Failure to promptly comply with a recall order may result in disciplinary action.

610.3 PLANNING

A Division Commander, assigned by the Sheriff, shall be responsible for planning a response to critical incidents. They shall report to and consult with the Sheriff as needed to accomplish this responsibility. The Geary County COOP plan designates the Operations Commander as the planner, however this is not always definitive and can be changed at the discretion of the Sheriff.

610.4 ALL HAZARD PLAN

The Office has adopted the Geary County Emergency Operations Plan. The EOP is an all-hazards plan for responding to critical incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrests, bomb/threats, hostage/barricaded person situations, acts of terrorism, and other unusual incidents. The plan follows standard Incident Command System (ICS) protocols, including functional provisions for Command, Operations, Planning, Logistics, and Finance/Administration.

610.5 COMMAND FUNCTION

The Command Function includes the following:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Activating the Incident Command System

The Incident Command System is to be activated during any public safety activity involving one or more of the following five (5) conditions or any other incident where the responding department member determines that activation of the Incident Command System would be beneficial in maintaining control of a situation.

1. Terrorist Activities and/or Weapons of Mass Destruction (WMD)
2. Natural Disasters
3. Transportation Accidents
4. Criminal Activities
5. Fire/Hazardous Materials Accidents

Establishing a Command Post

The first responding officer who decides to activate the ICS shall establish and announce the Scene Command Post. Initially this will be the first responding officer's vehicle. The location should be between the inner and outer perimeter. The location does not necessarily need to be located within view of the scene. The Incident Commander should be aware that changing conditions may make it necessary to relocate the Command Post. When it appears that the situation will require a Command Post for an extended period, a location equipped with phones, lighting, air conditioning, heat, rest rooms, and provide privacy and security away from the scene and public eye should be sought out.

Notification and Mobilization of Agency Personnel

Depending upon on the size, scope, and seriousness of the incident, it may become necessary for the Incident Commander to activate and mobilize additional agency personnel to assist with the Incident Command. These Command Staff positions shall report directly to the Incident Commander and may include:

1. Deputy Incident Commander
2. Public Information Officer
3. Safety Officer
4. Liaison Officer
5. Agency Representatives
6. Operations Section
7. Planning and Intelligence
8. Staging Area Supervisor
9. Finance
10. Personnel Group Supervisor
11. Log/Scribe

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Obtaining Support from Other Agencies

The Incident Commander may determine that support from additional agencies is needed. Contact shall be made by the best available means with the County Communications Center to request these resources. Requests should identify in as much detail as possible, what type of resource(s) is needed, how many, how soon and where the responding agencies should report or deploy. In some cases, these resources may be directed to a Staging Area.

Establishing a Unified Command

If the incident requires a Unified Command, it will be the Incident Commander's responsibility to establish it and make sure proper notifications are made to those agencies and entities. The Unified Command location will be identified by the Incident Commander.

Establishing a Staging Area

It may be necessary to establish one or more Staging Areas to support the incident and to receive incoming resources. The IC or SAD should select staging areas that are large enough for resources to be staged and transferred efficiently to and from the scene. Staging areas should be between the inner and outer perimeter to ensure that traffic and crowds do not interfere with the movement of resources to the scene.

Providing Public Information & Maintaining Media Relations

The IC shall use the Public Information Officers (PIO) or designate a Public Information Officer to assist with providing information to the public and maintaining media relations. The PIO formulates informational releases for the news media, other agencies, and personnel as directed by the Incident Commander. The PIO shall be the designated spokesperson for the release of information to the media.

Maintaining the Safety of all Effected Personnel

The IC shall take steps to maintain the safety of all effected personnel. The IC may designate a Safety Officer for the incident. The Safety Officer shall assess hazardous and unsafe situations, develop measures for ensuring personnel safety, and may exercise emergency authority to halt unsafe operations.

Documented After Action Report

An after-action report describing any incident wherein ICS was used by the Sheriff's Office shall be prepared by the IC and submitted to the Sheriff no later than 15 days following the conclusion of the incident.

610.6 OPERATIONS FUNCTION

The Operations Function, at a minimum, shall include the following:

Establishing Perimeters

The IC shall establish an Inner and Outer Perimeter for the incident. The Inner Perimeter shall be a strictly controlled area around the Danger Area of the incident. There shall be no uncontrolled

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

movement in or out of that zone. It must be set and established immediately. When doings so, the IC should ensure cover and concealment, proper distance from potential danger. The Inner Perimeter may be used to protect areas of critical vulnerability, i.e., Gun shops, power/water plants, hospitals, nursing homes, schools, etc. The Outer Perimeter shall include vehicular traffic and pedestrian/crowd control points to control access and egress to and from the incident scene in order to prevent traffic gridlock and to mitigate potential harm to persons not involved in the incident. This perimeter is set outside of the inner perimeter. Operations generally do not take place in this zone. The Incident Command Post, staging areas, medical triage areas, landing zones and pick up zones, assembly areas, and other special locations may be established inside this zone.

Conducting Evacuations

INCIDENT COMMAND SYSTEM STRUCTURE FOR EVACUATION

This section describes the incident command system (ICS) structure that should be implemented during an emergency evacuation. In most emergency incidents, it is very likely that not all elements of ICS will be utilized; however, all aspects should be considered. The Incident Commander will determine the necessary sections, branches, and Groups required for an emergency evacuation specific to the circumstances and incident hazards known at the time of the event. When the Incident Commander (IC) or Chief Elected Official or their designee, determines that an evacuation order is necessary to protect the health and welfare of persons, the IC will request local resources to organize under the principles of the Incident Command System. The following Sections may be implemented:

1. Planning Section
2. Logistics Section
3. Administration Section

Operations Section The actual evacuation process would normally be managed in the Operations Section as an Evacuation Branch. The following Branches may be implemented in addition to the Evacuation Branch:

1. Medical Branch
2. Hazmat Branch
3. Fire/Rescue Branch
4. Geographic Branches

Evacuation Branch

The Evacuation Branch officer may be either a Law or fire officer. Branches will be implemented as needed. Branch officers receive the plan and objectives from Command. Branch officers direct Groups in completing the plan and objectives. The Evacuation Branch must be provided with enough resources to effectively complete the task. Groups will also need to be established and

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

report to the Evacuation Branch officer. Group assignments within the Evacuation Branch will be assigned as necessary. Groups to be considered include:

1. Transportation Groups
2. Public Information Group
3. Geographic Divisions (Multiple Groups)
4. Police Liaison Group
5. Staging Group
6. Reception Division
7. Shelter Division
8. Other Agency Liaison Groups
9. Other Divisions and Groups as Necessary

On large-scale evacuations a large commitment of law enforcement officers will be required to accomplish an evacuation. The Evacuation Branch must obtain a ranking law official at their location in order to closely coordinate evacuation efforts. An appropriate commitment of Sheriff resources must be obtained. Evacuation responsibilities include:

1. Obtain resources needed to evacuate the identified area(s).
2. Obtain ranking law officer as liaison.
3. Provide a ranking fire officer to the Branch officer.
4. Establish Evacuation Divisions as needed.
5. Provide Division objectives and specific areas to evacuate (provide map).
6. Provide Divisions with shelter location and instructions.
7. Provide Divisions with evacuation instruction pads and written evacuation information for evacuees if possible (consider needs for multiple languages).
8. Provide Divisions with private vehicle routing instructions (out of the area).
9. Obtain/provide ambulances, buses or other transportation to those requiring transportation out of the area.
10. Evacuate those at greatest risk first.
11. Evacuate the greatest concentrated areas next (i.e., apartment complex).
12. Consider individual Divisions for large population occupancies (i.e., multi-story buildings, large apartment complexes, schools, etc.).
13. As individual geographic or grid Divisions complete their evacuations, terminate the Division identity and reassign resources to other developing Divisions (for large-scale evacuation).
14. Closely document and maintain records of the evacuation process to avoid duplication or missed areas.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

15. Document those addressees and times for those refusing to leave.

For large-scale evacuations a Transportation Group should be established in the Evacuation Branch. Ambulances and other transport vehicles should be staged if a citizen may need transportation to a shelter or other location. Non-ambulatory people must be located, and information provided to the Transportation Group so that they are not overlooked in the evacuation. Transportation Group tasks include:

1. Obtain buses (start with a minimum of two) and other vehicles that can be used for transportation.
2. Stage all transportation resources.
3. Put one firefighter or deputy on each vehicle equipped with a fire or sheriff's office radio.
4. Coordinate the evacuation assembly areas for citizens needing transportation.

Planning Section

The Planning Section is responsible for all planning associated with the evacuation. The evacuation plan is communicated to the Incident Commander for approval or modification. The Planning Section would be responsible for developing an evacuation plan in cooperation with Law Enforcement and other agencies that play a supporting role in the Incident Command System organization. Evacuation planning considerations include:

1. If the incident is contained to one jurisdiction, the local law official will conduct the evacuation under the 'Incident Command System'.
2. If the incident involves more than one jurisdiction, the evacuation will be conducted under the 'Joint Command System'.
3. If the incident impacts several jurisdictions, the evacuation will be conducted under the 'Unified Command System'.
4. A separate radio frequency should be used for the Evacuation Branch. This should be assigned as early in the incident as possible.
5. A uniform marking system will be used to indicate: § Residents have been informed and will evacuate. § Residents were not in premises. § Residents refused to evacuate.
6. A mobile command post may be used to deploy evacuators and log evacuation progress.
7. Permission to enter restricted areas will be determined by the Incident Commander.
8. Emergency vehicles and essential personnel with proper identification may be allowed to travel in restricted areas with proper identification.
9. Evacuators will be assigned areas to evacuate and reporting method to be used.
10. Evacuators will be provided with personal protective equipment where necessary.
11. Evacuators will be given information on life safety issues prior to evacuation.
12. Evacuators will be provided with evacuation and/or Shelter-in-Place guides.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

13. Evacuators will be provided with the marking system to be used.
14. Reentry identification criteria and oversight will be the responsibility of the Incident Commander.
15. Reentry into an evacuated area will be determined by the Incident Commander in consultation with other emergency responders based upon life safety criteria.
16. County Emergency Management will coordinate evacuation assistance when a local jurisdiction(s) determines it is beyond their capacity or upon request of the Incident Manager or other elected official.
17. Law enforcement assistance may be requested of the State Patrol, Game Wardens, National Guard, Coast Guard, or others, in accordance with mutual aid agreements.

Incident Command Responsibilities

The Incident Commander (IC) is the one person in charge of the emergency evacuation. They are responsible for assessing the situation, directing the emergency evacuation, and determining the necessary resources to complete the evacuation in an orderly fashion. They are responsible for determining and prioritizing all aspects of the evacuation operation. Command's responsibilities include the following items:

1. Rapidly size up the situation to determine the need to evacuate.
2. Develop Evacuation Plan.
3. Request a supervisor to the Command Post.
4. Determine evacuation perimeters.
5. Determine the number and location of shelter sites and communicate the locations to the Command organization.
6. Order evacuation.
7. Provide resources required.
8. Establish law liaison; request a ranking Deputy to the Command Post.
9. Provide a ranking fire officer to the law liaison officer/ Command Post.
10. Order the alert of other appropriate agencies.
11. Expand the Command organization to meet the incident/evacuation needs.
12. Establish an evacuation plan and communicate the plan to Branches, Groups and agency liaisons.
13. Monitor, support and revise the evacuation process as necessary.
14. Evacuate persons from the greatest danger first.
15. Assign specific areas to evacuate in order to avoid duplication or missed areas.
16. Provide the transportation necessary for evacuees.
17. Provide continuing command of the evacuation, de-commitment and return of evacuees.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

18. Determine the need to implement a unified command structure involving other agencies, depending upon the nature of the incident.

Communications and Dispatch Responsibilities

1. Dispatch appropriate resources as requested.
2. Notify the appropriate Law Enforcement, Fire and Township officials.
3. Notify the appropriate support agencies as requested.
4. Initiate recall of additional Dispatch staff to meet the demands of the incident.
5. Notify the hospitals in the area of evacuation (both those exposed and not exposed) and provide a status report and updates as needed (intermediate and large-scale evacuations).
6. Update Law Enforcement and Fire Administration staff of the status of the incident if it is during normal business hours to be responsive to citizens requesting information.

Public Information Officer Responsibilities/Media Support

The incident PIO should be informed of the evacuation plan so that the media is aware of the areas to be evacuated and shelter sites and any evacuation instructions to the public. The PIO should make every effort to assemble the media at the scene to keep them away from hazards and out of the evacuation area. Residents may receive information from the media during the evacuation, so it is critical that the media information be accurate.

1. Establish PIO Division.
2. Utilize a single phone number that should be released to the public for information.
3. Notify the news media and provide status reports and updates as necessary.
4. Provide the media with consistent and accurate evacuation instructions as provided by the IC.
5. Utilize the media and coordinate evacuation notices through news media.

Law Enforcement Responsibilities

Local law enforcement will be an integral part of the evacuation process, as a large portion of the evacuation is usually accomplished by the Sheriff's Office. A representative will need to be assigned to the Planning Section and another to the Evacuation Branch as a liaison. The law liaisons will communicate with other parties in the Office and keep them informed of the plan, progress, etc. responsibilities include:

1. Provide a ranking officer to the Incident Command Post.
2. Provide a ranking officer to the Evacuation Branch.
3. Develop an Incident Command System to manage law operations.
4. Provide a communication system for law resources.
5. Provide law resources needed for evacuation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Provide traffic control and traffic routing.
7. Provide perimeter security.
8. Provide evacuation zone security.
9. Identify transportation needs.

Maintaining Command Post and Scene Security

The IC should take steps to assure and maintain Command Post and Scene Security. Command Post security can be accomplished by designating one or more law enforcement personnel to limit access to the Command Post and to protect it from potential threats or attacks. Scene security can be accomplished by use of perimeters, and by designating one or more law enforcement personnel to limit access to the scene and to protect it from potential threats or attacks.

Detainee Transportation, Processing and Confinement

The IC will assess the transportation needs of the situation and take the actions necessary to secure the required transportation. County owned vehicles will be used as the primary source of transportation. However, when mutual aid is requested, all personnel responding from other agencies will be requested to provide marked police vehicles to assist with transportation needs. When required, vans and a bus may be requested. Additional transportation assists should be requested through the Geary County Emergency Management. The following contingency plans are to be followed in the event mass arrest action becomes necessary to facilitate the restoration of order.

1. Persons arrested will be removed as soon as possible from the scene to a nearby holding area for initial processing and to await transportation to jail.
2. Upon arrival at the holding area, persons arrested will be identified, if possible, and photographed with a digital camera. A signboard shall be included in each photo that contains at a minimum the following information:
    (a) Date and Time
    (b) Defendant's Name, Date of Birth and Social Security Number
    (c) Location of Arrest
    (d) Offense Charged
    (e) Arresting Officer's Name and Department

When possible, digital photo images shall be sent to the jail facility by e-mail or other means at the earliest time possible. Persons charged with criminal offenses may be handled in accordance with the procedures in department Directive.

Juvenile Offenders - Whenever possible, juvenile offenders will be processed through and released to their parents or other responsible adults, rather than incarcerated. Only in exceptional circumstances or for serious violations will juveniles be taken to the county Juvenile Detention Center. In instances where parents of young children are arrested, an attempt will be made to locate a responsible adult that can assume custody of their children with parental permission.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When this is not possible, Juvenile intake will be contacted to intervene and to make temporary custody arrangements.

Transportation of Detainees – Deputies will be assigned to transport detainees from the holding area to jail, or to a designated medical facility for treatment of any injured person. When required, vans and a bus may be requested, as well as personnel to operate the vehicles.

Temporary Detention Facilities - Arrangements will be made for the use of a relatively large and conveniently located facility should the need arise for a temporary detention area. An officer will be assigned as booking officer at the temporary holding facility to complete the required paperwork for the arrest based upon information on the photo labels as well as other information relayed by the transporting officers.

Evidence Collection - The Sheriff's Office shall maintain the responsibility for evidence collection, preservation, and storage during a civil disturbance where arrests are made and/or crimes committed. Evidence collection shall be in accordance with normal procedures.

Security of Detention Facilities - Should the nature and size of the incident require assistance from other law enforcement agencies, those officers will be assigned first to provide security at the temporary detention facility, and the designated medical facility when any detainee is taken there for treatment. Officers from other agencies will be assigned additional duties as needed. Consideration should be given to using officers from other agencies where knowledge of the geography and departmental directives are not essential.

Identification of Offenders - During the operation at the incident scene, an Investigator will be assigned to provide evidence collection work, in addition to other duties as determined by the Officer-in-charge. Consideration may be given to having the scene and participants photographed for possible future use in identifying participants as well as for evidence in subsequent court proceedings.

Defense Counsel Visitation - Defense counsel visitation shall be limited to visitations after the person has been processed at the detention center. Upon arrival at the jail persons arrested at the incident scene will be processed and then provided the opportunity for defense counsel visitation if requested in accordance with the policies of the Sheriff's Office or the person in charge of the jail facility if not located in Geary County.

Court and Prosecutor Liaison - Should an incident develop into a mass arrest situation, the attorney or a representative of the Geary County Prosecutors office will be summoned to provide legal advice and assistance as well as to expedite the presentation of charges and to act as a liaison to the Court.

Public Information Officer - The Sheriff's Office public information officer will also be called to coordinate and provide information to members of the news media regarding the incident. The PIO is empowered to act as spokesperson for the department and shall follow department procedures regarding the release of information about arrestees.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Provision for Food, Water & Sanitation - Although persons arrested at the scene of an incident will be in the holding area for only a brief period of time, their stay in the temporary detention facility may be of a longer duration, requiring attention to basic human needs of food, water, and sanitary facilities. Site selection of a temporary detention area includes consideration of adequate existing sanitary facilities and water supply. A person assigned by the Sheriff or his designee will arrange for purchase of prepared food items from local food service outlets. Delivery to the temporary detention area may be arranged as necessary.

Medical Treatment of Detainees - Medical treatment in all situations shall be rendered by the Junction City Fire/EMS service or an agency directed by them to provide such aid.

Directing and Controlling Traffic

Deputies may be called upon to direct or control traffic at or near an incident scene. Traffic Control Posts may be established as part of the Inner and Outer Perimeters. Deputies are not permitted to operate a traffic control signal manually, without permission of a supervisor, except to place the unit on "flash" when it has been determined that the unit is malfunctioning, or manual control of the intersection is otherwise required. The Deputy must inform the communications center of the malfunctioning traffic signal device so that repairs can be made. Generally, temporary traffic control devices will be used only in pre-scheduled special events or road construction projects. Portable and temporary stop signs may also be used in emergency cases. These would include accidents, natural disaster, etc. Deputies will wear the department issued reflective traffic vest in addition to the authorized uniform when conducting scheduled manual traffic direction and control. A Deputy, in response to controlling traffic at an emergency, may forgo the wearing of the reflective traffic vest until such time as the situation is under control.

Conducting Post Incident Investigation

Depending upon the nature of the incident, it may be necessary to conduct a Post-Incident Investigation. In that case, the investigation shall be conducted in accordance with department Directive

610.7 PLANNING FUNCTION

The Planning Function includes the following:

Preparing Documented Incident Action Plan

The Incident Command System emphasizes orderly and systematic planning and the Incident Action Plan is the central tool for planning during a response to a disaster emergency. The Incident Action Plan is prepared by the Planning coordinator with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the response and revised continually throughout the response. Incidents vary in their kind, complexity, size, and requirements for detailed and written plans. In an initial response for an incident that is readily controlled, a written plan may not be necessary. Larger, more complex incidents will require an Incident Action Plan to coordinate activities. The level of detail required in an Incident Action Plan will vary according to the size and complexity of the response. The plan must be accurate and

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

completely transmit the information generated during the planning process. The plan must be prepared and distributed prior to the Operations Shift Briefing. A plan should be prepared for each operational period. A planning process has been developed as part of the Incident Command System to facilitate the development of an Incident Action Plan in an orderly and systematic manner. The following explains the planning process required to develop an Incident Action Plan. Following the planning steps will allow for the development of an Incident Action Plan in a minimum amount of time.

Incident Action Planning Checklist

The steps outlined in this Checklist will allow for the development of an IAP in a minimum amount of time. Not all incidents require detailed written plans. Recognizing this, the following planning process provides a series of basic planning steps which are generally appropriate for use in any incident situation. The determination of the need for written IAPs and attachments is based on the requirements of the incident, and the judgment of the Incident Commander. The planning meeting is normally conducted by the planning section chief. The checklist which follows is intended to provide a basic sequence of steps to aid the planning section chief in developing the incident action plan.

Checklist Item - Primary Responsibility

Briefing on situation and resource status -Plans Chief (PC)

Set overall objectives and priorities for period/shift- Incident Commander (IC)

Identify activity areas and control objectives- Operations Chief (OC)

Specify tactics for each Group- OC

Specify resources needed by each Group- OC

Specify facilities and reporting locations- OC, Logistics Chief (LC)

Place resource and personnel order- LC

Consider communications, medical and traffic plan requirements- OC, PC, LC

Finalize, approve and implement incident action plan- PC, OC, IC

Gathering and Disseminating Information and Intelligence

The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC or Unified Command (UC) and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the IAP based on guidance from the IC or UC. The words "intelligence" and "information" are often used interchangeably. Incident Intelligence specifically refers to incident specific activities, where the information and/or data collected is used for strategic planning and decision-making. Data is collected from a variety of sources including responders at the incident scene, victims, witnesses or bystanders, outside agencies or other means. Specific information or products developed and disseminated to all levels of the ICS and to incident

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

command and management officers is generally utilized in the operational and logistical decision-making process. Examples of products produced by an Intelligence section may include local/geographic area/national situation reports, weather forecasts, HAZMAT or fire behavior/danger/potential forecasts, etc. The primary audience for Intelligence related products and service is the decision-maker, that is, the individual IC and/or those managers that make tactical or strategic decisions pertaining to the allocation of resources or other incident management objectives. Incident information is the gathering of generalized information pertaining to an incident or incidents that is formatted in a manner to keep the public abreast and informed about an incident (i.e. incident size, area restrictions, road closures, etc). Incident news releases can be a valuable source of information dealing with the "human interest" side of the incident (evacuations, closures, social/economic impacts, etc). The primary audience for incident information is the external audience (i.e. general public, news media, and political entities). Incident information is not generally used for tactical or strategic planning, although there are times where some information is learned that is beneficial to the decision-maker. The PIO will be critical to this process.

Continuity of Operations Plan (COOP) / Continuity of Government Plan (COG)

The Planning Section assures the capability exists to continue essential agency functions throughout any potential emergency.

Planning Post Incident Demobilization

The Demobilization Unit Leader is responsible for the preparation of the Demobilization Plan and schedule This position shall be designated by the Sheriff and may be done hastily. The Demobilization Unit Leader assists the Command and General Staff in ensuring an orderly, safe, and efficient movement of personnel and equipment from the incident. The Demobilization Unit Leader reports to the Planning Chief. Demobilization Unit Leader Position Checklist - The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

1. Obtain briefing from Planning coordinator:
    (a) Determine objectives, priorities and constraints on demobilization.
2. Review incident resource records to determine scope of demobilization effort:
    - Resource tracking system.
    - Check-in forms.
    - Master resource list.
3. Meet with agency representatives to determine:
    - Agencies not requiring formal demobilization.
    - Personnel rest and safety needs.
    - Coordination procedures with cooperating-assisting agencies.
4. Assess the current and projected resource needs of the Operations Section.
5. Obtain identification of surplus resources and probable release times.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).
7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
8. Determine de-briefing requirements.
9. Establish communications links with off-incident organizations and facilities.
10. Prepare Demobilization Plan:
    (a) General - Discussion of demobilization procedure.
    (b) Responsibilities - Specific implementation responsibilities and activities.
    (c) Release Priorities - According to agency and kind and type of resource.
    (d) Release Procedures - Detailed steps and process to be follow
    (e) Directories - Maps, telephone numbers, instructions and other needed elements.
    (f) Continuity of operations (follow up to incident operations):
11. Public Information
12. Finance/Administration
13. Designate to whom outstanding paperwork must be submitted.
14. Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
    (a) General - Discussion of demobilization procedure.
    (b) Incident activity and workload are at the level the agency can reasonably assume.
    (c) Incident is controlled.
    (d) On-scene personnel are released except for those needed for final tactical assignments.
    (e) Incident Base is reduced or in the process of being shut down.
    (f) Planning section has organized final incident package.
    (g) Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
    (h) Rehabilitation/cleanup accomplished or contracted.
    (i) Team has conducted or scheduled required debriefings.
15. Obtain approval of Demobilization Plan from Planning coordinator.
16. Distribute Demobilization Plan to processing points both on and off incident.
17. Monitor implementation of Demobilization Plan.
18. Assist in the coordination of the Demobilization Plan.
19. Provide briefing to relief on current activities and unusual events.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

20. Document all activity on Log.
21. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

610.8 LOGISTICAL FUNCTION

The Logistics Function includes the following:

Communications

The Logistics Function - Service Branch - Communications Unit - will develop and plan all communications protocol and for communications equipment. Unit activities include installing and testing communications equipment, distributing communications equipment to responders, and arranging for repair and maintenance of communications equipment. Primary assistance for this task can be had from the Geary County Communications Center. When that resource is not available or the task is beyond their capability, communications resources should be requested through the Geary County Emergency Management Agency.

Transportation

The Logistics Function - Service Branch - Transportation Unit - provides on-scene transportation services for incident responders only. Primary assistance for this task may be had from the Geary County Emergency Management Agency.

Medical Support

The Logistics Function – Service Branch - Medical Unit - provides on-scene medical services for incident responders only. Primary assistance for this task may be had from the Junction City Fire & EMS Department. When that resource is not available or the task is beyond their capability, medical support resources should be requested through the Geary County Emergency Management Agency.

Supplies

The Logistics Function – Service Branch - Supply Unit - requests personnel, equipment, and supplies to support on-scene incident operations. Unit activities also include receiving and storing incident supplies, maintaining a supply inventory, and servicing supplies and equipment. Primary assistance for this task may be had from the Administration offices. When that resource is not available or the task is beyond their capability, supply resources should be requested through the Geary County Emergency Management Agency.

Specialized Team and Equipment Needs

The Logistics Function – Service Branch – Specialized Teams and Equipment Unit - requests specialized teams and equipment will be made by mutual aid request through the Junction City Police Department. When mutual aid agreements do not exist for the resource needed, requests will be made through the Geary County Emergency Management Agency.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

610.9 FINANCE/ ADMINISTRATION FUNCTION

The Finance/Administration Function includes the following:

Recording Personnel Time, The Time representative - ensures preparation of daily personnel time recording documents and compliance with the agency's time policy. representative activities also includes confirmation of equipment time reporting in the Ground Support representative of the Logistics Section.

Procuring Additional Resources, The Procurement representative - administers all financial matters relating to vendor contracts (e.g., equipment rental).

Recording Expenses, The Cost representative - collects all cost data, performs cost-effectiveness analyses, and provides cost estimates and recommendations for reducing incident costs.

Documenting Injuries and Liability Issues the Compensation/Claims representative - ensures completion of all forms required by worker's compensation agencies and local agencies and maintains files of all injuries and illnesses associated with the incident. Claims representative investigates all claims (e.g., tort claims against responders) involving property associated or involved in the incident.

Preparing Appropriate Reimbursement Documents Reimbursement representative – ensures completion of all forms required for reimbursement.

610.10 ALL HAZARD PLAN TRAINING

The department provides for documented annual training on the All-Hazard Plan, to include the Incident Command System (ICS) for affected agency personnel. The department also provides for documented biennial training consisting of a tabletop or full-scale exercise to assess the agency's capabilities with the All-Hazard Plan and the Incident Command System. Training may include but is not limited to the Incident Command System, table-top, functional or full-scale exercises, multiple-agency involvement, and may also be in conjunction with specific plans required in other directives in section

610.11 ACTIVE THREATS

Public Notification for Awareness and Safety Situations involving active threats are serious in nature and can occur in any environment such as educational campuses, shopping malls, businesses, special events and so forth. For public notifications for awareness and safety the PIO will be utilized. The incident PIO should be informed of the evacuation plan so that the media is aware of the areas to be evacuated and shelter sites and any evacuation instructions to the public. The PIO should make every effort to assemble the media at the scene to keep them away from hazards and out of the evacuation area. Residents may receive information from the media during the evacuation, so it is critical that the media information be accurate.

1. Establish PIO Division.
2. Utilize a single phone number that should be released to the public for information.
3. Notify the news media and provide status reports and updates as necessary.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Provide the media with consistent and accurate evacuation instructions as provided IC.
5. Utilize the media and coordinate evacuation notices through news media and or social media.

Notification of Additional Public Safety Departments and Other Resources

Notification of additional public safety departments and other resources will be the responsibility of the on-duty supervisor and will continually be reevaluated as additional resources and the incident command post is established.

Response to Threats when Lives are in Imminent Danger

Response to threats when lives are in imminent danger will be guided by policy which is to protect and serve all citizens while at the same time respecting the rights of suspects and balancing the need for officer safety in use of force events. It is the policy of this agency that Deputies will use only reasonable force to bring an incident or event under control. Reasonable force is only that force which is necessary to accomplish lawful objectives. All uses of force must be objectively reasonable. The type and degree of force or weapons used will be based on the totality of the circumstances and a reasonable belief of the need for such use of force in order to accomplish a lawful objective. When deadly force is justified, it shall be considered a last resort and be employed for effect and not for warning.

Public Sheltering and Containment of Incident

Public sheltering and containment of the incident will be the responsibility of the Operations Section as a part of the overall incident command system as noted in the above directive.

Documented Annual Review of Policy and Training Needs

A documented annual review of this directive, related policies, procedures and training needs, will be conducted annually. This review will be conducted by the Operations Commander and submitted to the Sheriff.

610.12 SPECIAL EVENTS PLANNING

Supervision and Coordination

When a special event is contemplated, a single person or position shall be designated as the coordinator or supervisor of the event planning process and coverage. The person designated shall have the skills and experience appropriate for planning or supervising the type of event considered. Before the person is designated as the event coordinator/supervisor, consideration shall be given to that person's regular work assignment and the compatibility of those duties with the special events assignment

Planning Considerations

When planning a special event, the special event coordinator/supervisor shall, at a minimum, make the following considerations. Develop an estimate of the potential:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Traffic volume and problems associated with traffic and the event
2. Size of the crowd and the need for crowd control measures
3. Crime problems expected

Development of a contingency plan for traffic direction and control, including:

1. Ingress and egress of vehicles and pedestrian traffic
2. Parking
3. Public Transportation
4. Alternate traffic routes
5. Temporary Traffic Controls
6. Temporary Parking Restrictions
7. Logistical requirements
8. Coordination inside and outside of the agency

Use of Special Operations Personnel

1. Depending upon the nature of the event, it may be necessary to employ Special Operations Personnel. In such a case, coordination shall be made with the Geary County Sheriff's Office SRT.
2. If the planned event or situation is of such magnitude as to require additional SRT resources, contact may be made with the Kansas Highway Patrol SRT, Junction City PD SWAT, KBI HRWT or Riley County ERU.

Logistical Requirements

Consideration must be given to logistical requirements for a special event. These may include:

1. Fuel for Motor Vehicles;
2. Portable Toilets;
3. Tarps or Flies for Protection from Direct Sunlight;
4. Food and Water.

Early planning and coordination must take place to assure logistical requirements will be met when needed. All purchasing procedures must be followed when acquiring logistical support for a special event.

Coordination Inside and Outside the Agency

Successful planning requires coordination of the plan both inside and outside the agency. Key personnel must be kept abreast of the plan as it is developed. Input should be sought, within the constraints of time and other factors, from potential event participants. Copies of the plan should be produced and distributed early enough in advance of the plan implementation to permit others to prepare for their responsibilities under the plan. When possible, a briefing of the plan should be

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

presented to participants before the plan is implemented. If needed, a rehearsal of the plan or its key components may be made before the plan is implemented.

After Action Report

After the special event has concluded, the person designated as the coordinator/supervisor for that event shall prepare a written after-action report to be submitted to the Sheriff not later than 30 days following the completion of the event. The After-Action Report should include, at a minimum, a discussion of the planning sequence, the successes enjoyed, the problems encountered, and recommendations for improvement during future events.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 7 - Equipment

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Office-Owned and Personal Property

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

700.1 PURPOSE AND SCOPE

This policy addresses the care of office-owned property and the role of the Office when personal property, the property of another or office-owned property is damaged or lost.

700.2 POLICY

Members of the Geary County Sheriff's Office shall properly care for office property assigned or entrusted to them. Office-owned property that becomes damaged shall be promptly replaced. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

The Operations Commander is responsible for the available office owned property including department owned firearms, however not including, radios, vehicles and GETAC systems. The Operations Commander shall keep an itemized list of all available property, excluding clothing or other expiring equipment. The Operations Commander is responsible for keeping the available equipment in an operational state of readiness.

The Administrative Commander is responsible for all GETAC systems, radios, and department owned vehicles. The Administrative Commander shall keep an itemized list of all issued and available property. The Administrative Commander is responsible for keeping the available equipment in an operational state of readiness.

700.3 OFFICE-ISSUED PROPERTY

All property and equipment issued by the Office shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Office, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, use and in some cases replacement of office property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of office property may lead to discipline including, but not limited to, the cost of repair or replacement.

1. Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any office-issued property or equipment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) A supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

(b) A review by command staff should determine whether additional action is appropriate.

2. The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

3. Except when otherwise directed by competent authority or otherwise reasonable by circumstances, office property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

4. Office property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

5. A supervisor's approval is required before any attempt to repair damaged or unserviceable property is made by a member.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty requires prior written approval by the Sheriff or appropriate Division Commander. The member should submit a request that includes a description of the property, and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Office will not replace or repair costly items (e.g., jewelry, expensive watches, exotic equipment) that are not reasonably required as part of work.

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage to, or loss of, personal property must be made on the proper form. This form is submitted to the member's immediate supervisor. The supervisor may require a separate written report.

The supervisor receiving such a report shall investigate and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by command staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Sheriff, who will then forward the claim to the County department responsible for issuing payments.

700.5 DAMAGE TO PROPERTY OF ANOTHER

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another while performing any law enforcement function shall promptly report the damage through his/her chain of command.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.

700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the County of Geary or of another person while performing their duties within the jurisdiction of this office. It shall be the responsibility of the office member present or the member responsible for the property to report the damage as follows:

1. A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.
2. A written report shall be submitted before the member goes off-duty or as otherwise directed by the supervisor.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Personal Communication Devices

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Office or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Geary County Sheriff's Office allows members to utilize office-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on- or off-duty for business-related purposes, or reasonably associated with work-related misconduct, will be subject to monitoring and inspection consistent with applicable law and this policy.

Additionally, the use of a PCD either on-duty or after duty hours for business-related purposes, or reasonably associated with work-related misconduct, may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable open records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received, or reviewed on any PCD issued or funded by the Office and shall have no expectation of privacy in their location should the device be equipped with location-detection capabilities. This includes records of all keystrokes or web-browsing history made on the PCD. The fact that access to a database, service, or website requires a username or password will not create an expectation of privacy if it is accessed through office PCDs or networks (see the Information Technology Use Policy for additional guidance).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members have no expectation of privacy regarding any communications while using a personally owned PCD for office-related business or when the use reasonably implicates work-related misconduct.

701.4 OFFICE-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Office may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Office-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Sheriff or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Office and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

1. Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.
2. The Office accepts no responsibility for loss of or damage to a personally owned PCD.
3. The PCD and any associated services shall be purchased, used and maintained solely at the member's expense. The Sheriff's Office does provide a cell phone reimbursement that can be obtained in lieu of being assigned an Office phone. The request for reimbursement shall be submitted to the members supervisor.
4. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Sheriff.
5. The device shall not be utilized to record or disclose any office business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Office, without the express authorization of the Sheriff or the authorized designee.
6. Use of a personally owned PCD while at work or for work-related business constitutes consent for the Office to access the PCD to inspect and copy data to meet the needs of the Office, which may include litigation, open records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Office with the telephone number of the device.
7. All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Geary County Sheriff's Office and deleted from the member's PCD as soon as reasonably practicable..

Depending on the employees off-duty status, members may be obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing employment agreements, or if the member has prior express authorization

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

from his/her supervisor, the member may engage in office business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty office-related business activities in any manner shall promptly provide the Office with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct office business:

1. A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.
2. All PCDs in the workplace shall be set to an appropriate volume, silent or vibrate mode, and shall not have any type of notification that does not portray a professional image for the Office.
3. A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.
4. Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.
5. Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official office business. Disclosure of any such information to any third party through any means, without the express authorization of the Sheriff or the authorized designee, may result in discipline.
6. Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

1. Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.
2. Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
    (a) An investigation into improper conduct should be promptly initiated when circumstances warrant.
    (b) Before conducting any administrative search of a member's personally owned device, supervisors should consult with the Sheriff or the authorized designee.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other office communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Deputies operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD. Hands-free use should be restricted to business-related calls or calls of an urgent nature.

Members shall not operate a motor vehicle on a public road or highway while using a wireless communications device to write, send or read a written communication except when (K.S.A. § 8-15,111):

1. The member is a deputy acting within the course and scope of duty.
2. The motor vehicle is stopped off of the regularly traveled portion of the roadway.
3. The member is reading, selecting or entering a telephone number or name in a wireless communications device for the purpose of making or receiving a phone call.
4. The member is receiving an emergency, traffic or weather alert message.
5. The member is receiving a message related to the operation or navigation of the motor vehicle.
6. The member is reporting current or ongoing illegal activity to law enforcement.
7. The member is preventing imminent injury to a person or property.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Vehicle Maintenance

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that office vehicles are appropriately maintained.

702.2 POLICY

The Geary County Sheriff's Office will service office vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining office vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all office vehicles.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

702.5.1 PATROL VEHICLES

Deputies shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

1. Electronic road flares
2. Cones
3. Stop Sticks
4. Caution Tape (Supervisors)
5. 1 Fire Extinguisher
6. Rubber Gloves
7. Evidence bags
8. High-visibility vest

702.5.2 UNMARKED VEHICLES

Members driving unmarked office vehicles shall ensure that the following equipment, at a minimum, is in the vehicle:

1. Stop Sticks
2. 1 Fire Extinguisher
3. Rubber Gloves
4. Evidence Bags
5. High-visibility vest

702.5.3 EMERGENCY LIGHTS AND SIREN

All vehicles routinely used in patrol services shall be equipped with operational emergency lights and a siren in accordance with state law (K.S.A § 8-1720; K.S.A. § 8-1738).

702.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the county shop facility unless outside the jurisdiction of Geary County. Vehicles requiring fuel outside the county may be refueled at the most convenient location for the employee.

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Office.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Vehicle Use

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure office vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of office vehicles and shall not be construed to create or imply any contractual obligation by the County of Geary to provide assigned take-home vehicles.

703.2 POLICY

The Geary County Sheriff's Office provides vehicles for office-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Office, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Watch Commander.

This subsection does not apply to those who are assigned to transport vehicles to and from vehicle maintenance.

703.3.2 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this office should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

An examination before the beginning of each shift will ensure the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect, and is properly equipped for use.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

All office vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

in special transport situations, it is the responsibility of transporting personnel to ensure the vehicle is safe and equipped with appropriate items; for example, spare tire, jack, lug wrench, and safety flares. the condition of the vehicle itself should be examined, including proper inflation of tires, fuel and oil levels, ignition system, and engine operation. transporting personnel should have proper forms or credit cards for procurement of gasoline, as well as all detainee-related documentation.

703.3.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Deputies who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.4 MOBILE DATA COMPUTER

Members assigned to vehicles equipped with a Mobile Data Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall log on verbally with the Dispatch.

703.3.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Sheriff, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, they should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.6 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.3.7 AUTHORIZED PASSENGERS
Members operating office vehicles shall not permit persons other than County personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy, or at the discretion of the Sheriff or designee.

703.3.8 ALCOHOL
Members who have consumed alcohol are prohibited from operating any office vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.9 PARKING
Except when responding to an emergency or when urgent office-related business requires otherwise, members driving office vehicles should obey all parking regulations at all times.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without the Sheriff or designees approval.

703.3.11 CIVILIAN MEMBER USE
Civilian employees shall not operate a marked, emergency vehicle without expressed authorization from the Sheriff or designee.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Office vehicles may be assigned to individual members at the discretion of the Sheriff. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other office members at the discretion of the Sheriff or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE
Circumstances may arise where office vehicles must be used by members to commute to and from a work assignment. Members may take home office vehicles only with prior approval of a supervisor and shall meet the following criteria:

1. The circumstances were created by the needs of the Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Other reasonable transportation options are not available.
3. The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Geary County limits.
4. Off-street parking is preferred at the member's residence.
5. The vehicle will be locked when not attended.
6. All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the County of Geary is a prime consideration for assignment of a take-home vehicle. Members who reside outside the County of Geary may be required to secure the vehicle at a designated location or the Office at the discretion of the Sheriff

Criteria for use of take-home vehicles include the following:

1. Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Sheriff or a Division Commander gives authorization.
2. Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
3. Vehicles will not be used when off-duty except:
    (a) In circumstances when a member has been placed on call by the Sheriff or Division Commanders and there is a high probability that the member will be called back to duty.
    (b) When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
    (c) When the member has received permission from the Sheriff or Division Commanders.
    (d) When the vehicle is being used by the Sheriff, Division Commanders or members who are in on-call administrative positions.
    (e) When the vehicle is being used by on-call investigators.
4. While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
5. The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
6. Unattended vehicles are to be locked and secured at all times.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).

(b) All weapons shall be secured while the vehicle is unattended.

(c) All office identification, portable radios and equipment should be secured.

7. Vehicles should be parked off-street at the member's residence unless prior arrangements have been made with the Sheriff or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
8. Vehicles are to be secured at the office facility, at the discretion of the Sheriff when a member will be away (e.g., on vacation) for periods exceeding one week.
   (a) If the vehicle remains at the residence of the member, the Office shall have access to the vehicle.
   (b) If the member is unable to provide access to the vehicle, it shall be parked at the Office.
9. The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Geary County Sheriff's Office or while off-duty, a deputy shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists.

Deputies may render public assistance when it is deemed prudent.

Deputies driving take-home vehicles shall be armed and appropriately attired and shall carry their office-issued identification. Deputies should also ensure that office radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Office. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

1. Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.
2. It is the member's responsibility to ensure that their assigned vehicle is maintained according to the established service and maintenance schedule.
3. All scheduled vehicle maintenance shall be performed as necessary at a facility approved by the office supervisor in charge of vehicle maintenance.
4. The Office shall be notified of problems with the vehicle and approve any major repairs before they are performed.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. All weapons shall be removed from any vehicle left for maintenance.
6. Supervisors shall make, at a minimum, bi-weekly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned should also be communicated with the Watch Commander or the shift assignment roster.

703.6 DAMAGE, ABUSE AND MISUSE

When any office vehicle is involved in a traffic accident or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic accident report shall be filed with the Kansas Highway Patrol, unless otherwise approved by a supervisor. If KHP is unavailable then members shall file an accident report with the agency having jurisdiction.

Damage to any office vehicle that was not caused by a traffic accident shall be immediately reported during the shift in which the damage was discovered and documented. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 TOLL ROAD USAGE

Law enforcement vehicles are not routinely exempt from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating office vehicles on a toll road shall adhere to the following:

1. Members operating office vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit a request for reimbursement from the County for any toll fees incurred in the course of official business.
2. Members passing through a toll plaza or booth during a response to an emergency shall use emergency equipment as required and slow down as may be necessary for both safe operation and also the pickup or return of toll cards (K.S.A. § 8-1506).

703.8 ATTIRE AND APPEARANCE

When operating any office vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Cash Handling, Security and Management

Effective Date:	01.07.2025
Revised Date:	02.10.2026
Issuing Authority: Sheriff Nate Boeckman	

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure office members handle cash appropriately in the performance of their duties.

704.2 POLICY

It is the policy of the Geary County Sheriff's Office to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of office operations and ensure the public trust.

704.3 CASH ACCOUNTS

Petty cash box <$100: A cash box is maintained by Administrative Assistants to make change for daily collections of Sheriff's Fees and Civil Process. This box is maintained at $50 and checked daily by the Financial Analyst.

Petty cash box >$100: This cash box is kept in a safe in the supply closet and is used for reimbursement to employees who provide receipts for purchases made by them on behalf of the department; such as fuel, bottled water during urgent situations, etc. The balance is maintained at $475. Payouts from this source are reimbursed through the County Voucher system and are posted against the Sheriff's Office budget.

VIN Account (Exchange Bank -01007041): For the deposit of VIN fees collected by the Department's VIN inspectors in Geary and Riley County. The funds are accounted for daily and deposited to the account by the Administrative Commander. Funds are withdrawn from the account to reimburse the Riley County inspector for mileage and to purchase VIN forms from the Kansas Highway Patrol. Excess funds are transferred to the County to be maintained in Fund 046.

A monthly bank statement is balanced and forwarded to the Geary County Financial Office.

704.4 MANAGING PETTY CASH FUNDS

The Sheriff shall select a member of the Office as the Finance Analyst. This person is responsible for maintaining and managing petty cash funds. In the absence of the Finance Analyst, the Sheriff may delegate this responsibility to an authorized designee.

Cash fund accounts shall:

1. Maintain a balance sheet, ledger, or another system that identifies the initial balance, credits, debits, and the balance on hand.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Generate receipts or other documentation for cash received.
3. Receive authorization by the Sheriff for cash expenditures exceeding an amount set in the procedure of each account.
4. Maintain a record of all cash expenditures (receipts, RMS entry, memorandum, invoice, etc.)
5. Specify persons authorized to disburse or accept cash for each account.
6. Provide quarterly accounting reports of cash fund accounts to the Sheriff.

704.5 PETTY CASH TRANSACTIONS

The Finance Analyst shall document all transactions on a ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report.

Individuals making purchases in person will obtain a copy of the invoice at the time of the purchase. The invoice should contain at a minimum: vendor's name, address, date of purchase, items purchased, cost of items and total purchase. Employees will submit invoice(s) to the Department's Finance Analyst. Failure to do so may render the employee personally responsible for the cost of the purchase

704.6 PETTY CASH AUDITS

The Finance Analyst shall perform a quarterly audit of each account. This audit requires that the Finance Analyst and at least one staff member, selected by the Finance Analyst or the Sheriff, review the transaction ledgers and verify the accuracy of the accounting activities. The Finance Analyst and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Sheriff.

Transference of Finance Analyst to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year by the Sheriff or the County.

704.7 ROUTINE CASH HANDLING

Personnel who handle cash as part of their regular duties (e.g., Evidence Technicians, Administrative Assistants, VIN Inspectors) must perform these duties in accordance with procedures established for those tasks. Anyone accepting cash from members of the general public must provide documentation, typically a receipt, to the individual providing the funds.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The Finance Analyst is authorized to disburse funds from any Office account for official, office-related expenditures that have received prior approval through the Office's budgeting or purchasing process.

Routine and recurring expenditures that have been previously approved may be paid without additional authorization, provided the amount does not exceed the customary or previously approved billing amount.

Any increase above the customary or previously approved amount for a recurring expenditure shall require notification to and approval from the Sheriff prior to payment, unless otherwise authorized within this policy.

Division Commanders are authorized to approve non-recurring expenditures up to **$500** per purchase without prior authorization from the Sheriff. The Undersheriff is authorized to approve non-recurring expenditures up to **$1,000** per purchase without prior authorization from the Sheriff. Expenditures exceeding these limits require approval from the Sheriff or the Sheriff's designated representative prior to disbursement.

All expenditures shall be supported by appropriate receipts or invoices and submitted to the Finance Analyst for reconciliation, documentation, and record retention in accordance with Office financial procedures.

Personnel who are issued office credit cards and who do not routinely handle cash as part of their duties must obtain prior authorization from their direct supervisor for any cash expenditure, regardless of amount. These expenditures must be strictly for office-related purposes and must also be documented with a receipt or invoice for submission to the Finance Analyst during the monthly reconciliation process.

704.8 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section Policy.

704.9 INVESTIGATIVE OPERATIONS MONEY

The Evidence Technician(s) is in charge of the Ledger and is responsible for keeping the running balance and recording all debits and credits. This ledger will be audited quarterly by the Finance Analyst with the other department accounts. The Evidence Technician(s) is authorized to disburse up to $1000 from the investigative funds account. Any amount exceeding $1000 requires prior approval from the Sheriff or their designee.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 8 - Support Services

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Criminal Intelligence Procedure

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

800.1 PURPOSE AND SCOPE

This policy establishes agency accountability for the collection and sharing of information and events qualifying as criminal intelligence information. Criminal Intelligence is generally defined as information collected, analyzed and organized in a manner that will contribute to the prevention of illegal activity and to identify those engaged in crime. Intelligence is derived from information that has been evaluated and properly vetted before it is disseminated to law enforcement agencies.

800.2 POLICY

It is the policy of the Geary County Sheriff's Office that intelligence information will be collected and maintained in an effort to anticipate, prevent, or monitor criminal or potential criminal activity that presents a threat to the County. All Office personnel will be responsible for documenting and reporting information/intelligence received that is related to criminal activity and potential security threats.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to, the following:

1. Crime reports
2. Field Interview (FI) cards
3. Parole and probation records
4. Activity records from Dispatch
5. Kansas Adult Supervised Population Electronic Repository (KASPER)
6. Kansas Criminal Justice Information System (KCJIS)
7. Arrest debrief forms

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

1. Frequency by type of crime
2. Geographic factors
3. Temporal factors
4. Victim and target descriptors

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Suspect descriptors
6. Suspect vehicle descriptors
7. Modus operandi factors
8. Physical evidence information

800.5 PROCEDURE

1. Training of Personnel
    (a) Personnel involved in criminal intelligence will be afforded training opportunities regarding the collection, sharing, documentation, and reporting of intelligence information as well as their role in the criminal intelligence function.
2. Responsibility
    (a) Personnel assigned to the Investigations Division are responsible for ensuring that the storage, access, and sharing of intelligence comply with all state and federal laws and respect the privacy and constitutional rights of individuals, groups, and organizations.
3. Intelligence Gathering and Retention
    (a) Criminal intelligence may be collected on the activities of individuals or groups known or suspected to be involved in the commission, planning, or financing of criminal acts or activity. This may include businesses or other organizations that are operated, controlled, financed, infiltrated, or illegally used by criminal figures.
    (b) Intelligence may be gathered from a variety of sources. The sources may include, but are not limited to; informants, citizens, public records, other law enforcement agencies, and other Deputies through their interaction with the public.
    (c) Once collected, intelligence must remain in the possession of the collecting Deputy until it can be securely submitted and properly documented.
        i. Physical articles of intelligence i.e. photos, statements, F.I. cards, shall be submitted through the collection box,located outside of the Lieutenant's office. It is secured and accessible only to authorized personnel.
        ii. Digital forms of intelligence shall be sent via email to the assigned investigator.
    (d) Intelligence shall not be left unsecured or distributed to uninvolved persons.
4. Once intelligence materials are removed from the intelligence collection box, they must be immediately safeguarded and stored in accordance with established security protocols. Physical documents shall be secured in a locked file cabinet or evidence room with restricted access, available only to authorized personnel. If intelligence is digitized, it must be stored in LERMS. Under no circumstances shall intelligence—physical or digital—be left unattended, unsecured, or stored on unauthorized personal devices or unapproved cloud platforms. The handling and transfer of intelligence must be documented, and a clear chain of custody maintained at all times.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Maintenance and Security of Intelligence Records

   (a) Personnel in the Criminal Intelligence function will maintain a master record of confidential information. Intelligence information will be securely maintained and separate from other Office records.

   (b) The supervisor that oversees the criminal intelligence function will conduct an annual review of the criminal intelligence procedures and processes to ensure their effectiveness and compliance. They will also ensure that the information gathered is relevant and current. Any information found to be outdated or no longer applicable will be purged by shredding or deleting from any electronic storage.

   (c) Information from intelligence files will only be made available to an individual who has demonstrated a "need-to-know". Information determined to be of a useful nature to operational units or other agencies will be disseminated to them on a timely basis.

800.6 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of office strategic plans should be provided to the appropriate command staff members. When information pertains to tactical and strategic plans, it should be provided to all affected members.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Property and Evidence Section

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

801.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

801.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Property and Evidence Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including latent fingerprints.
- Found property - Items found by members of the Office or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Office for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

801.2 POLICY

It is the policy of the Geary County Sheriff's Office to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition. The Sheriffs Office and resources that have specialized training and equipment, are available and accessible 24-hours a day. The responsibility of the first responding Deputy is to perform the preliminary investigation as appropriate and necessary for each individual incident. In each case the Deputy involved shall perform their duties in conjunction and cooperation with other Agencies or Deputies assigned to the case.

801.3 PROPERTY AND EVIDENCE SECTION SECURITY

The Property and Evidence Section shall maintain secure storage and control of all property in the custody of this office. A property and evidence technician shall be appointed by and will be directly responsible to the Administrative Division Commander or the authorized designee. The property and evidence technician is responsible for the security of the Property and Evidence Section.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

801.3.1 REFUSAL OF PROPERTY
The property and evidence technician has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property and evidence technician refuse an item of property, they shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member and member's supervisor of the reason for refusal and the action required for acceptance into the Property and Evidence Section.

801.3.2 KEY CONTROL
Property and Evidence Section keys should be maintained by the property and evidence technician and members assigned to the Property and Evidence Section. An additional set of keys should be kept in a sealed and initialed envelope in an after-hours key box. Property and Evidence Section keys shall not be loaned to anyone and shall be maintained in a secure manner. If a Property and Evidence Section key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Property and Evidence Section via the additional set of keys must be documented in a memorandum and submitted to the Administrative Division Commander as soon as practicable. When the evidence tech is removed, or changes positions the vault code shall be changed.

801.3.3 ACCESS
Only authorized members assigned to the Property and Evidence Section shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Administrative Division Commander and accompanied by the property and evidence technician. Each individual must sign the Property and Evidence Section access log and indicate:

1. The date and time of entry and exit.
2. The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying office member.

801.3.4 SECURE STORAGE
All property in the custody of the Office shall be stored within designated, secure areas. Storage areas for high-risk items such as drugs, money, firearms, and any other high-value or sensitive items shall be placed in additional levels of security within the evidence vault.

801.4 CRIME SCENE HANDLING
property and evidence technician

(a) Crime Scene Protection: The first arriving Deputy at the scene of an incident/accident is in charge of the scene until relieved by a supervisor or investigator. The first responding Deputy shall ensure scene security to preserve any possible evidence. Following the physical security of the scene, Deputies should:

    (a) secure the scene with police tape, including internal and external perimeters

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) draw preliminary sketches of the scene as detailed as possible

(c) create a log of everyone on scene, coming and going, including times

(d) record persons or vehicles on scene

(e) seek witnesses for brief preliminary interviews

(f) ensure relevant areas of possible interest are captured on portable audio and video recorders

(g) provide alternate routes for the internal perimeter

(b) For major crime/accident scenes or when additional assistance and equipment is needed, by notifying dispatch, the Kansas Bureau of Investigations or the Kansas Highway Patrol may be called to assist. Upon the arrival of investigative personnel, the senior investigator is in charge of the crime scene.

(a) The Deputy in charge will initiate security measures to prevent persons without a right and a need to know from entering the crime scene or its immediate area to prevent the destruction or contamination of evidence. Deputies should determine an access avenue for investigation officers in order to view the scene and minimize its disturbance.

(b) Dependent on the totality of the crime scene, the deputy assigned access control may maintain a log of all individuals entering the crime scene. This log should include, at a minimum, the name, title and agency of the person entering the scene, the purpose of their entry, and the time and date they entered and exited the crime scene. This log must be filed with the case report.

(c) The Deputy will search the crime scene to locate and identify physical evidence. Evidence will not be removed from the scene until its location and condition has been documented with photos, sketches, video or other appropriate means.

(d) Deputies should take written notes of their actions, observations, and interviews to ensure accuracy and completeness in subsequent written reports documenting the incident.

(e) If key evidence is obvious the initial Deputies at the scene should place placards, cones or other devices to protect the evidence from being disturbed until the scene is totally under law enforcement control.

(f) The designated crime scene processing officer or Crime Scene Investigator should document and collect evidence. Documentation of the scene, relative to the evidence may be accomplished by:

i. Photography/Videography

ii. Sketches and CAD drawings (as appropriate considering the magnitude of the scene): Prior to removing any physical evidence the crime scene officer should assign an identifier (number or letter) and complete measurements to document the item's location on a crime scene sketch. When objects must be removed before the crime scene sketch is completed, the exact location of those items may be marked with chalk or other similar marking

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

methods. Crime scene sketches and CAD drawings should be to scale, or as close to scale as feasible. All measurements should be included and related to identifiable fixed objects within the crime scene. This record should include the following:

A. Location of the incident.

B. Name of victim(s).

C. Name of person preparing the sketch.

D. Case number assigned to the incident.

E. Date and time sketch prepared.

F. Major identifiable landmarks within the boundaries of the crime scene.

G. Significant features located within the crime scene, such as position of the victim(s), physical evidence, etc.

H. Relation of the crime scene to other rooms, buildings geographic features, roads, etc.

I. Direction "North" to establish a frame of reference.

801.4.1 PROCESSING AND PACKAGING

Except under exceptional circumstances, all property and evidence must be logged into agency records and placed under the control of the property and evidence function by the responsible member prior to the member going off-duty. Exceptional circumstances shall be approved by a supervisor.

For the purposes of this policy, the definition of an exceptional circumstance is an un-forseen or un-conventional hardship. Documentation of the exceptional circumstance and supervisor approval/ notification shall be documented in the police report.

Members shall process and package property as follows:

1. An Evidence Custody Receipt (ECR) shall be completed describing each item. List all known information, including:
   (a) Serial number.
   (b) Owner's name.
   (c) Finder's name.
   (d) A brief description of how the property came into agency possession.
   (e) Other identifying information or marking.
2. Each item shall be labeled with the member's initials and the date processed using a method that will not damage, deface, degrade or devalue the item. Items too small or too delicate to mark should be individually packaged and labeled and the package marked with the member's initials and date.
3. Property shall be packaged in a container suitable for its size.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. A property tag shall be completed and attached to the property or container in which the property is stored.
5. The case number shall be indicated on the property tag and the container.
6. The ECR shall be submitted with the case report.
7. The ECR shall be submitted with the property directly to the evidence technician or placed in a temporary evidence locker. Items too large to fit in a temporary evidence locker may be placed in a designated storage area that can be secured from unauthorized entry, and the ECR placed in a temporary property locker.

801.4.2 EXCEPTIONAL PROCESSING
The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the evidence custody receipt.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the evidence custody receipt..

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall witness the count, initial and date the envelope, and specify any additional security procedures that may be necessary.

Explosives and fireworks - Explosives will not be retained in the sheriff's facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The property and evidence technician is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package knives.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Department of Revenue, Division of Vehicles. No formal property processing is required.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

County property that is of no evidentiary value should be released directly to the appropriate County department. No formal property processing is required.

If no responsible County personnel can be located, the property should be held for safekeeping.

Sharps - Syringe tubes should be used to package syringes and needles.

801.4.3 CONTROLLED SUBSTANCE

1. Controlled substances shall not be packaged with other property.
2. The member processing controlled substances shall retain such property in a temporary evidence locker until it is weighed, packaged, tagged and accompanied by the ECR.
3. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances. If conducted, the result of the test shall be included in the crime report.
    (a) The member shall package controlled substances as follows:
        i. Maintain the property in the container in which it was seized and place it in a property envelope of appropriate size.
        ii. Seal and initial the property envelope with evidence tape or by utilizing a heat seal device and initialing over the heat seal.
        iii. Weigh the property package to obtain the Gross Package Weight (GPW).
        iv. Write the GPW and then initial and date the outside of the package and the evidence custody receipt.
4. When the quantity of controlled substances exceeds the available safe storage capacity as determined by the property and evidence technician, the quantity shall be photographed and weighed.
    (a) A representative sample of sufficient quantity to allow scientific analysis of the controlled substances should be taken as allowed by state law and placed in a separate package or container.
    (b) Excess quantities should be stored or disposed of as required by law or directed by court order.
5. Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The property and evidence technician shall monitor stored marijuana for growth of mold.

801.5 RECORDING OF PROPERTY

The property and evidence technician receiving custody of property shall ensure a property control card for each item or group of items is created. The property control card will be the permanent record of the property in the Property and Evidence Section. The property and evidence technician will record on the property control card his/her signature, GPW if the package contains controlled substances, the date and time the property was received and where the property will be stored.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

A unique property number shall be obtained for each item or group of items from the property log.. The property log shall document the following:

1. Property number
2. Case number
3. Property tag number
4. Item description
5. Item storage location
6. Receipt, release and disposal dates

Any change in the location of property held by the Geary County Sheriff's Office shall be noted in the property log.

801.6 PROPERTY CONTROL

The property and evidence technician temporarily relinquishing custody of property to another person shall record on the property control card his/her signature, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Property and Evidence Section or released to another authorized person or entity.

The return of the property to the Property and Evidence Section should be recorded on the property control card, indicating the date, the time, the name and signature of the person who returned the property and the name and signature of the person to whom the property was returned.

801.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the property control card shall be completed to maintain the chain of custody.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property control card, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the property and evidence technician at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the property and evidence technician. This request may be submitted any time after the property has been processed.

801.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The property and evidence technician releasing items of evidence for laboratory analysis must complete the required information on the property control card. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property control card. The lab form will be transported with the evidence to the examining accredited laboratory, which in most all cases will be the Kansas Bureau of Investigation Forensic Laboratory, unless otherwise

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

specified and approved by the Sheriff or their designee. The transporting member will deliver the evidence in its original packaging and maintain custody of the evidence until delivered to the recipient. The transporting member shall deliver the evidence without delay and should make attempts to deliver the evidence without any unnecessary detours. Upon delivering the item, the member will record the delivery time on the lab form and the property control card. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the Records Section for filing with the case. The Kansas Bureau of Investigations provides all lab results on a typed document which is forwarded to the collecting Deputy.

801.6.3 CONTROLLED SUBSTANCES
The Administrative Division will be responsible for the storage, control and destruction of all controlled substances coming into the custody of this office. The GPW will be verified every time controlled substances are checked in or out of the Property and Evidence Section and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the Administrative Division Commander.

801.6.4 UNCLAIMED MONEY
The property and evidence technician shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Sheriff and the County department responsible for auditing property, or more frequently as directed. The property and evidence technician may deposit such money in compliance with existing laws upon receipt of proper authorization from the Sheriff.

801.7 RELEASE OF PROPERTY

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Property and Evidence Section members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the evidence custody receipt..

A property and evidence technician shall release such property when the owner presents proper identification.. The signature of the person receiving the property shall be recorded on the evidence custody receipt.

If any item listed on an evidence custody receipt has not been released, the evidence custody receipt will remain with the Property and Evidence Section. When all property listed on the evidence custody receipt has been released, the receipt shall be forwarded to the Records Section for filing with the case, and the release of all items shall be documented in the property log.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

801.7.1 RELEASE OF WEAPONS

Within 30 days of receipt of notice from the prosecutor's office of a decision not to prosecute or of an acquittal, Property and Evidence Section members should make reasonable efforts to determine the owner of the weapons seized as evidence in the case, and shall notify any identified owner that the weapons may be released. If it is determined that the identified owner may not lawfully possess the weapons, the notification shall indicate the disqualifying reasons. The weapons shall be retained by the office for at least 30 days after the notice is provided to allow time for the owner to arrange for third party retrieval.. After 30 days, the weapons may be processed for disposal in accordance with applicable law and office procedures (K.S.A. 22-2512).

801.7.2 DISCREPANCIES

The Watch Commander shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Watch Commander will interview the person claiming the shortage. The Watch Commander shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

801.7.3 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by this office, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this office should be contacted.

801.8 DESTRUCTION OR DISPOSAL OF PROPERTY

The Administrative Division Commander, or their designee, shall approve the destruction or disposal of all property held by this office.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from the Administrative Division Commander. The disposition of all property shall be entered on the property control card and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled substances declared by law to be illegal to possess without a legal prescription

801.8.1 BIOLOGICAL EVIDENCE

The property and evidence technician shall ensure that no biological evidence held by this office is destroyed without adequate notification to the following persons, when applicable:

1. The appropriate prosecutor
2. The Administrative Division Commander

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Biological evidence shall be retained for a minimum period established by law or the expiration of any sentence imposed related to the evidence, whichever time period is greater.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Sheriff and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Administrative Division Commander should be consulted and the sexual assault victim should be notified.

801.8.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the property and evidence technician shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The property and evidence technician should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

801.9 INSPECTION OF THE PROPERTY AND EVIDENCE SECTION

The Administrative Division Commander shall ensure:

(a) Periodic, unannounced inspections are conducted of the operations and storage facilities to ensure adherence to appropriate policies and procedures..

(b) An audit of property and evidence in compliance with appendix I is conduced whenever the property and evidence custodian is assigned to and/or transferred from the positions and that it is conducted jointly with the newly designated property and evidence custodian and a designee of the Sheriff to ensure that records are correct and property annotated.

(c) An annual audit of property and evidence in compliance with appendix k is conducted by a person not routinely or directly connected with the control of property and evidence.

(d) Unannounced inspections of property and evidence storage areas are conducted as directed by the Sheriff, a least once a year.

801.10 PROPERTY COLLECTION PROCEDURES

(a) Controlled substances and drug paraphernalia:

  (a) Controlled substances, except hazardous substances such as synthetic drugs, may be field tested prior to packaging as evidence. Hazardous or suspected hazardous substances will not be preliminarily tested in the field or any other environmentally uncontrolled location. Potentially hazardous substances will be packaged as indicated below and sent to a laboratory for further analysis.

  (b) Field test kits are presumptive tests that indicate the possibility that the substance being tested for is actually present in the test sample. They are not

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

conclusive tests which prove the presence or absence of a particular drug in the test sample. Field test kits are useful in the establishment of probable cause and may enable the investigating officer to obtain a search warrant or arrest warrant.

(c) Controlled substances must be carefully collected and preserved to avoid contamination from other sources. Such evidence should, when feasible, remain within the packaging or container in which it was originally located and further packaged, sealed and labeled properly. Loose drug evidence items in any form will be placed into an individually sealed evidence container (such as vial or plastic bag) before further packaging. Drug evidence items should be packaged in a sealed plastic bag. The date the item was sealed, and the collecting Deputy's initials must clearly be displayed on the seals. The evidence item and final packaging will be weighed, and the "total package weight" will be documented on the item packaging.

(b) Hazardous substances: Chemicals such as liquids and powders, and biological such as blood, urine, and other bodily fluids, may be considered hazardous substances. The Junction City Fire Department or The Riley County Police Department Hazardous Material Response Team (HMRT) may be consulted regarding "best practices" as the need arises, and may be requested to assist with the safe handling of significant hazardous substances.

(a) The safety of personnel handling and processing such evidence must be considered first and foremost. Hazardous substances must be packaged in properly sealed evidence containers by trained personnel who will wear personal protective equipment when appropriate. All hazardous items must be sealed in appropriate primary and secondary packaging and clearly marked with a warning as to the hazard e.g. "hazardous in small quantities", "suspected fentanyl", "blood", etc. These procedures apply to any evidence item such as paraphernalia, money, tools, etc., that may be contaminated by a hazardous substance.

(b) Evidence collection and packaging that involves substances that are hazardous in small quantities may require additional protective measures. Such substances may include, but are not limited to, synthetic drugs, fentanyl, fentanyl-related substances (such as heroin), and unknown powders/substances believed to be synthetic drugs. These items should only be handled, collected, and packaged by appropriately trained personnel wearing personal protective equipment (PPE).

(c) Firearms, bullet casings, and bullets collected and considered for ballistic examination require care to protect the barrel and action of the firearm and any surfaces of the casings or bullets. Detailed photography with cross lighting methods should be employed prior to processing or packaging of the firearm or casing in order to document any latent fingerprints or DNA.

(a) Handguns: All handguns collected will be unloaded and the action opened. The handgun should be made safe by threading a plastic zip-tie through the action and sealing it in order to prevent the action from closing on the chamber. Collectors of handguns should never insert anything into the barrel in order to pick up or make the handgun safe. Once the handgun is secure it will

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

be placed into an appropriate box or container. If the handgun cannot be unloaded due to damage or age the container will clearly indicate that fact. The evidence technician will coordinate with the KBI to develop and implement a plan to make it safe or transport it to their lab as required. If the handgun is bloody, otherwise contaminated, or needs forensic examinations such as DNA or latent fingerprints, it should be placed into a paper bag and then placed into the appropriate firearms box or container clearly marked as to the need for preservation or immediate processing.

(b) Long guns will not be placed into a firearms box or container except in circumstances involving biohazards, DNA preservation, latent preservation, or an inability to make it safe. In the case of the last circumstance, the long gun will be made safe by threading a plastic zip-tie through the action and sealing it in order to prevent the action from closing on the chamber. Collectors of long guns should never insert anything into the barrel in order to pick up or make the firearm safe. If the long gun is bloody, otherwise contaminated, or needs forensic examinations, it should be placed into a paper bag and then placed into the appropriate firearms box or container and clearly marked as to the need for preservation or immediate processing.

(c) Attempts should be made to recover a fired bullet from whatever object in which it may be found. Care must be taken to avoid damaging the bullet during the removal process. In instances of multiple casing and bullet recovery, the collector should note on the container, the letter or number corresponding to the crime scene photograph and diagram. Prior to packaging a casing or bullet, the collecting officer should ensure that it is thoroughly dry. Once dry, the bullet or casing may be packaged in either a paper envelope or a plastic tube.

(d) A tracing of the path of a fired bullet, when practical and feasible, may be accomplished through the use of string, laser beams or trajectory rods. All tracings must be photographed and documented in detail to include heights, angles, and distances. Diagram(s) should be completed to clearly indicate the bullet path. This complex process will normally be completed by the Investigation Division crime scene investigators.

(d) Pry marks and tool impressions must be carefully examined and preferably collected for more detailed examination and comparison. The areas upon which the marks or impressions are located may not be convenient to remove and submit for further examination. In these cases detailed photography should be accomplished. Such photography will provide a sufficiently detailed impression of the markings for tool comparison and identification.

(e) Flooring, carpet, sheetrock and other building materials may need to be collected in large sections to preserve the integrity of the evidence located on or within them. These situations typically require special tools, collection techniques, and packaging. The collecting officer should consult with an Investigator prior to collecting.

(f) Clothing, sheets, blankets, or other fabrics considered as evidence must be carefully collected and preserved to avoid contamination from other sources.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) Fabrics collected should be carefully folded to retain trace evidence and placed into clean paper sacks or paper wrapping and sealed for transport. Wet or damp items must be further processed at the Office.

(b) Once at the Office the collector should utilize a clean drying rack in the 7th St. warehouse evidence processing area to further process the collected fabric. The collector should place a sheet of wrapping paper at the bottom of the clothes rack and hang the clothing on the rack. Each item should be hung separately from any other items to ensure none of the items come in contact with one another during the drying period.

(c) Once the items have thoroughly dried, they should be packaged in new paper bags and sealed. The paper that had previously been placed below the hanging items on the rack should be carefully folded and placed into a new paper container and sealed.

(g) Money, precious metals, or jewelry will be collected and processed in accordance with the following:

(a) When collecting coins or cash, the collector will note The total amount on the packaging.

(b) The item(s) will be placed into a plastic bag and may be heat sealed. The collector will place their initials, the current date, and the dollar value of the contents (if money) on the ECR.

(c) When the total amount exceeds $1000.00 in currency, a supervisor must count the money with the Deputy. If the currency appears to exceed several thousand dollars a Department owned electronic currency counter may be used.

(h) Vehicles: In those instances wherein a vehicle must be examined for evidence of a crime, the following guidelines apply:

(a) Vehicles seized for possible forfeiture action should be towed to the 7th St. warehouse. The vehicle should be photographed from all sides when stored. Photos should also be taken of the VIN and any special equipment such as expensive stereos, amplifiers, large speakers, etc. The vehicle will be inventoried by the collector and all personal items in the vehicle shall be collected and logged for subsequent return to the owner of the property. The vehicle then needs to be secured in level one security by the evidence technician.

(b) In the event the vehicle requires delayed processing, the collector should affix evidence tape at locations on the doors, hood, and trunk lid in such a way as to avoid the destruction of any latent fingerprints or other evidence as the case requires. The vehicle then needs to be secured in level one security by the evidence technician.

(i) Evidence from alcohol and cereal malt beverage violations will be collected in the following manner.

(a) A sample of the liquid from the original container (whether opened or factory sealed and unopened) will be poured into a small plastic vial until approximately half full, and the vial capped. The remaining liquid will be discarded. The written

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

report submitted should reveal details with regard to type of alcoholic beverage as well as the quantity and type of container in which it was discovered.

(b) Kegs of beer that are collected will be photographed. Should the keg be tapped, a sample will be drawn into a plastic vial. The vial will be entered into evidence custody along with the photo, and the keg. Evidence personnel will release the keg to the vendor at their earliest convenience.

(j) Trace evidence involves small particles or items that may or may not be visible. Examples of trace evidence include hair, fibers, fingernail scrapings, paint chips or scrapings, and soil. Items of this nature should be collected on a clean piece of paper. The paper will be folded into a standard pharmacy fold and sealed with evidence tape. The collector will place their initials and the date of collection on the seal. The folded paper container is then placed into an envelope. Trace evidence should never be placed into plastic.

(k) Fingerprints and palm prints retrieved from evidence or at crime scenes are referred to as latent fingerprints and latent palm prints. Generally speaking, latent impressions are those fingerprints and palm prints left on an object when that object has been handled by the suspect(s). These latent fingerprints and palm prints can be enhanced or discovered by the use of powders, lighting, or various chemicals. Dusting technique:

- Apply a small amount of powder to a soft, fine brush.
- Gently brush the suspected area, following the ridge pattern of the latent print.
- Remove excess powder with a blower or brush to reveal the print clearly.
- Lifting the print:
    - Carefully place a piece of clear adhesive tape over the developed print.
    - Press firmly to ensure proper adhesion.
    - Peel the tape off the surface, lifting the print with it.
- Adhering to a lifting card:
    - Place the lifted print onto a designated fingerprint lifting card with the correct orientation.
    - Label the card with pertinent information including case details and location of the print

(l) Shoe or tire impressions may have specific points of detail that can be identified as formed from a specific source shoe or tire.

(a) Any suspected shoe or tire should be photographed in detail with and without a scale, and collected as evidence.

(b) Casting of the shoe or tire tread pattern should be completed with dental stone casting materials as this material affords greater detail and strength. Gel lifters, static lifting, or other methods may be utilized as well considering the nature of the surface upon which the impression is left. This should be conducted by the Kansas Bureau of Investigations.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(c) Detailed photography from directly over the impression is paramount. The use of offset or cast lighting from several different low angles can highlight the details of the impression. Photographs with and without a scale are required. Photographs must be taken before any lift is attempted.

(m) Vape Pens & e-cigarette devices will be collected in the following manner:

(a) Deputies will remove the cartridge of the device, containing the vaporized material (tobacco or narcotic). Deputies will follow the appropriate normal packaging requirements based on the substance contained within cartridge.

(b) If the device allows for separation of the battery/power source, the Deputy shall do so.

801.11 TRAINING

All personnel handling evidence shall have successfully completed the Basic Kansas Law Enforcement Training Center's evidence handling and process course including the evidence processing practical or a similar course of instruction at a KCPOST approved academy. Detectives processing major crimes scenes shall have training that corresponds to the crime. This may include training received at their basic investigators course. For crime or traffic scenes that fall outside the scope of the Deputies training, Deputies shall seek assistance from outside sources, including JCPD's crime scene team, the KBI or the Kansas Highway Patrol. The Office encourages Deputies to seek additional training in evidence handling and crime scene processing.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Records Section

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

802.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Geary County Sheriff's Office Records Section. The policy addresses office file access and internal requests for case reports.

802.2 POLICY

It is the policy of the Geary County Sheriff's Office to maintain office records securely, professionally and efficiently.

802.3 REPORTING REQUIREMENTS

Authorized personnel will complete any reports that are required by the Kansas Incident Based Report System (KIBRS). Should the agency receive multiple notifications of a single incident only one report will be required.

When any of the following occur in the jurisdiction and in the purview of the Sheriffs Office, a Deputy will report the incident as indicated.

1. A citizen requests for a crime report when there is reason to believe a crime has occurred, a Kansas Standard Offense Report (KSOR) and/or a Kansas Standard Arrest Report (KSAR) will be filed as is required by KIBRS
2. A citizen complaint of possible criminal activity that cannot be substantiated may be documented on an Incident Narrative Report or Incident Supplement Report and forwarded to the appropriate agency.
3. Any incident that a Deputy has initiated or has been dispatched to will be documented electronically in the Computer Aided Dispatch (CAD) system.
4. Any criminal or non-criminal cases initiated by a Deputy will be documented on the appropriate Kansas Standard Offense Report, or Kansas Motor Vehicle Crash Report.
5. Any event that results in a Deputy either arresting or detaining a juvenile will be documented on a Kansas Standard Arrest Report (KSAR)
6. Any event that results in the issuance of a citation will be documented in accordance with policy 500 Citations and warnings.
7. Any event that results in the issuance of a civil or criminal court document, such as PFA's or subpoena's will be reported in our Law Enforcement mobile database civil paper section.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

802.4 RESPONSIBILITIES

The Records section will process and maintain all case files within the Law Enforcement Records Management System in accordance with ADM-04 (Kansas Open Records Act). The Geary County Sheriff's Office began Digital case management in 1994. All other physical records are securely stored and are retained in accordance with the Kansas Statute for records retention schedules.

802.4.1 RECORDS SUPERVISOR

The Sheriff shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the to the Administrative Services Division Commander.

The responsibilities of the Records Supervisor include, but are not limited to:

1. Overseeing the efficient and effective operation of the Records Section.
2. Scheduling and maintaining Records Section time records.
3. Supervising, training and evaluating Records Section staff.
4. Maintaining and updating a Records Section procedure manual.
5. Ensuring compliance with established policies and procedures.
6. Supervising the access, use and release of protected information (see the Protected Information Policy).
7. Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
    (a) Homicides
    (b) Cases involving office members or public officials
    (c) Any case where restricted access is prudent

802.4.2 RECORDS SECTION

The responsibilities of the Records Section include but are not limited to:

1. Maintaining a records management system for case reports.
    (a) The records management system should include a process for numbering, identifying, tracking, and retrieving case reports. Additionally, cases should be classified by the following:
        i. Cleared by arrest
        ii. Closed
        iii. Court summons
        iv. Officer for follow up
        v. Open/ active
        vi. Suspense

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

vii. Unfounded

(b) Exceptional clearance is available for the following:

(a) Death of offender

(b) Extradition denied

(c) Juvenile/ no custody

(d) Prosecution denied

(e) Victim refused to cooperate

2. Entering case report information into the records management system.

(a) Modification of case reports shall only be made when authorized by a supervisor.

3. Providing members of the Office with access to case reports when needed for investigation or court proceedings.

4. Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.

5. Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.

6. Identifying missing case reports and notifying the responsible member's supervisor.

7. Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection, U.S. Department of Justice's National Law Enforcement Accountability Database), as applicable, for the following types of occurrences:

(a) Deputy suicides

(b) Deputy misconduct

(c) Uses of force

(d) Deputy deaths or assaults

(e) Crime incidents

(f) Deaths in custody

8. Entering protection orders immediately into the National Crime Information Center (NCIC) and other appropriate databases after all mandatory identifiers are available. If the order is a foreign protection order, the Office shall contact the issuing jurisdiction to verify the order and request that such jurisdiction enter the order into the NCIC and other appropriate databases. All emergency and temporary orders that have been entered into the national criminal information center file shall be canceled or cleared pursuant to K.S.A. § 60-3112.

9. Establishing a process for collecting and submitting scrap metal theft investigation reports to the Kansas Attorney General's Office as required by K.S.A. § 50-6, 109a.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

802.4.3 WARRANT AND WANTED PERSONS FILE

The warrants clerk is responsible for maintaining a warrant and wanted persons file, the warrants clerk should also develop procedures for establishing warrant service files. This includes:

1. Verifying information.
2. Documenting information into office files.
3. Ensuring 24-hour access to warrants.
4. Criteria for entering warrants in regional, state, or federal information systems.
5. Criteria for receiving information from other jurisdictions.
6. Canceling information.

802.5 LEGAL PROCESS

Information regarding each item of legal process, civil and/or criminal, is recorded, and includes the following elements:

1. Date and time received
2. Type of legal process, civil or criminal
3. Nature of document
4. Source of document
5. Name of plaintiff, complainant, or name of defendant or respondent
6. Personnel assigned for service
7. Date of assignment
8. Court docket number; and
9. Date service due

802.6 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a sheriff's office case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to physical case reports or files when Records Section staff is not available may be obtained through the Watch Commander.

The Records Section will also maintain a secure file for case reports deemed by the Sheriff as sensitive or otherwise requiring extraordinary access restrictions.

802.6.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting office member shall first obtain authorization from the Records Supervisor. All original case reports removed from the Records Section shall

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

All original case reports to be removed from the Records Section shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Section. The photocopied report shall be shredded upon return of the original report to the file.

802.6.2 JUVENILE RECORDS

Juvenile records in hard copy form, including fingerprints and photographs, shall be clearly marked as "Juvenile," separated from adult records, and stored in locked receptacles within the Records Section under the supervision of the Records Supervisor. Computerized juvenile records shall be categorized as "Juvenile" within the records management system and access shall be restricted to authorized members via password.

The official file for all juvenile cases is open for public inspection, unless a judge determines that opening the official file for public inspection is not in the best interests of a juvenile who is under 14 years of age. Kan. Stat. § 38- 2309(a).

802.7 JUVENILE RECORD DISPOSITION AND EXPUNGEMENT

Juvenile record disposition and expungement shall be in accordance with Kan. Stat. § 38-2312.

802.8 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

802.9 CASE NUMBERS

Case numbers will be made available to any officer when requested consistent with the provisions of this policy.

1. Case numbers will be issued by the Communications Center.
2. Case numbers will include the following information: primary investigating officer, type, location, date, and time of incident.

Any report completed by agency members which requiring a case number shall have one assigned to it.

Only one case number will be issued for an occasion regardless of the number of various incident reports completed, charges filed, or number of occupants in the vehicle involved in the case.

1. If numerous officers assist with an incident, all reports shall reflect the case number assigned to the primary report completed by the arresting officer.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

802.10 PROCEDURE FOR PURGING

Physical case files will be purged in accordance with the Kansas Statute for records retention schedules. Cases documented in LERMS are held indefinitely. If for any reason a case requires deletion, only the records division supervisor or their designee has the ability to purge the case.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Records Maintenance and Release

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

803.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of office records. Protected information is separately covered in the Protected Information Policy.

803.2 POLICY

The Geary County Sheriff's Office is committed to providing public access to records in a manner that is consistent with the Kansas Open Records Act (K.S.A. § 45-215 et seq.).

803.3 OFFICIAL CUSTODIAN

The Sheriff shall designate an Official Custodian. The Official Custodian is the official custodian pursuant to K.S.A. § 45-217. The responsibilities of the Official Custodian or the custodian assigned include but are not limited to:

1. Managing the records management system for the Office, including the retention, archiving, release, and destruction of office public records.
2. Maintaining and updating the office records retention schedule, including:
   (a) Identifying the minimum length of time the Office must keep records.
   (b) Identifying the office division responsible for the original record.
3. Establishing rules regarding the inspection and copying of office public records as reasonably necessary for the protection of such records as provided by K.S.A. § 45-220.
4. Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.
5. Establishing rules regarding the processing of subpoenas for the production of records.
6. Ensuring the availability of a current schedule of fees for public records as allowed by law (K.S.A. § 45-218; K.S.A § 45-219).
7. Ensuring a brochure on public records is available to the public that contains a description of the basic rights of a person who requests public information, the responsibilities of the Office, and the procedures and costs for inspecting or obtaining a copy of the public record (K.S.A. § 45-227).
8. Developing and maintaining reasonable written procedures and practices to protect personal information, as defined by K.S.A. § 50-7a01, from unauthorized access, use,

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

modification, or disclosure. Procedures should include how members are to be trained to protect personal information (K.S.A. § 50-6,139b).

803.3.1 ADDITIONAL RESPONSIBILITIES

The Official Custodian shall establish procedures for maintaining security of the office's central records computer systems. The procedures should include the following, at a minimum:

1. Data backup and storage.
2. System security access.
3. Password protection.
4. A security audit of the office's central records computer system, conducted at least annually.
5. An immediate audit of the office's central records computer system if a breach of security is discovered or suspected.
6. An audit of passwords used in shared databases, conducted at least annually.

[Insert your specific procedures consistent with standard 20.1.5 - see the Guide Sheet for additional guidance.]

803.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any office member who receives a request for any record shall route the request to the Official Custodian or the custodian assigned. If the person to whom the request is directed determines the Geary County Sheriff's Office is not the custodian of the requested record, the requester shall be notified and provided the name and location of the custodian of the public record, if known or readily ascertainable (K.S.A. § 45-218).

803.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following (K.S.A. § 45-218; K.S.A. § 45-219):

1. All requests for records shall be made in writing.
    (a) A request will not be returned, delayed or denied because of any technicality unless it is impossible to determine the records requested (K.S.A. § 45-220).
2. The Office is not required to create records that do not exist.
3. Copies of radio or recording tapes or discs, video tapes or films, pictures, slides, graphics, illustrations or similar audio or visual items or devices shall not be provided unless such items were shown or played at a public meeting.
    (a) If a record is copyrighted by a person other than the Office, the record shall not be copied.
4. Requesters shall not make copies of public records electronically by inserting, connecting or otherwise attaching an electronic device to any computer or other electronic device of the Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. When a record contains both material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (K.S.A. § 45-221(d)).
    (a) A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redaction. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the office-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.
6. Computerized information shall be provided in the form requested unless the Office does not have the capability to produce the requested form.
7. Each request for a record shall be acted upon as soon as possible, but no later than the end of the third business day after receipt of the request.
8. If access to a record request is not granted immediately, the requester shall be provided a detailed explanation of the cause for the delay and notified of the place and earliest time and date the record will be available for inspection.
9. Payment of any associated fees is required prior to the release of records.
10. If fulfilling a request will require staff time of more than five hours or the estimated actual cost for staff time is over $200, the Official Custodian or the authorized designee shall make reasonable efforts to contact the requester to discuss ways to reduce costs (K.S.A. § 45-219).

803.4.2 DENIALS

When a record request is denied, the requester shall be provided a written statement of the grounds for denial, upon request, no later than the end of the third business day after receipt of the request. The statement shall include the citation to the specific provision of law that denies access (K.S.A. § 45-218).

The Official Custodian may refuse to provide access to a public record or to permit inspection if the request places an unreasonable burden on the Office to produce the records or there is reason to believe repeated requests are intended to disrupt other essential office functions. A refusal must be supported by a preponderance of evidence (K.S.A. § 45-218).

803.5 RELEASE RESTRICTIONS

Examples of release restrictions include but are not limited to (K.S.A. § 45-221):

1. Personal identifying information, including an individual's photograph; Social Security and driver identification number; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any office record, including traffic accident reports is restricted except as authorized by the Office, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; K.S.A. § 75-3520).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Personnel records, performance ratings, or individually identifiable records pertaining to members or applicants for employment, except for names, positions, salaries, or actual compensation employment contracts/agreements and length of service.
    (a) Unless an exception applies (under a binding settlement agreement), deputy files requested pursuant to a written waiver must be released within 21 days (K.S.A. § 75-4379).
3. Information that would reveal the identity of an undercover agent or informant reporting a specific violation of law.
4. Records that represent the work product of an attorney.
5. Records of emergency or security information or procedures of the Office if disclosure would jeopardize public safety (K.S.A. § 45-221).
6. Information that would reveal the location of a shelter, safe house, or similar place where persons are provided protection from abuse, or the name, address, location, or other contact information of alleged victims of stalking, domestic violence, or sexual assault.
7. Victim information, except as allowed by law (K.S.A. § 38-2310).
8. Records related to children in need of care, except as allowed by law (K.S.A. § 38-2213).
9. Records that would reveal the location of a victim of domestic violence, sexual assault, human trafficking, or stalking who is enrolled in the Kansas Secretary of State's Safe at Home Address Confidentiality Program (K.S.A. § 75-451).
10. Juvenile law enforcement records (K.S.A. § 38-2310).
11. Criminal investigation records, including audio or video recordings taken with body-worn or in-car cameras, unless ordered by a court or allowed for by K.S.A. § 45-254.
12. Records that are privileged under the rules of evidence, unless the holder of the privilege consents to the disclosure.
13. Records containing information of a personal nature where the public disclosure would constitute a clearly unwarranted invasion of personal privacy.
14. An individual's email address, cellular telephone number, and other contact information that has been given to the Office for the purpose of office notifications or communications that are widely distributed to the public.
15. Records that would disclose the name, home address, zip code, email address, telephone number, or cellular telephone number, or other contact information for any person who is licensed to carry concealed handguns, has enrolled in or completed any weapons training in order to be licensed, or has made application for such license under the Personal and Family Protection Act, unless allowed by law.
16. Recordings or statements made during a custodial interrogation related to a homicide or felony sex offense (K.S.A. § 22-4620).
17. Captured license plate data or records that pertain to the location of an automated license plate recognition system as defined in K.S.A. § 45-217.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

18. Any other information that may be appropriately denied by K.S.A. § 45-221 and Kansas law.

803.5.1 REQUIRED RELEASE
Upon request, the Official Custodian shall allow the following individuals to review recordings captured by a body-worn device or in-car camera within 20 days of the request (K.S.A. § 45-254):

1. A person who is a subject of the recording.
2. Any parent or legal guardian of a person under 18 who is a subject of the recording.
3. An heir at law as defined by K.S.A. § 45-254, when a decedent is a subject of the recording.
4. An attorney for any of the above described individuals.

803.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Official Custodian for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the County Attorney, County Attorney, or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Office so that a timely response can be prepared.

803.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the office name and to whom the record was released.

Each audio/video recording released should include the office name and to whom the record was released.

803.8 SECURITY BREACHES

Members who become aware that any Geary County Sheriff's Office system containing personal information may have been breached should notify the Records Supervisor as soon as practicable.

The Records Supervisor shall conduct a prompt investigation to determine the likelihood that personal information has been or will be misused (K.S.A. § 50-7a02).

The Records Supervisor shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been misused or where there is a reasonable likelihood that the information will be misused (K.S.A. § 50-7a02).

Notice shall be given in the most expedient time possible and without unreasonable delay consistent with the legitimate needs of the Geary County Sheriff's Office and consistent with any measures necessary to determine the scope of the breach or to restore the reasonable integrity of

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

the agency data system. Notice may be delayed if notification will impede a criminal investigation (K.S.A. § 50-7a02).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (K.S.A. § 50-7a01):

1. Social Security number
2. Driver's license number or Kansas identification card number
3. Full account number, credit or debit card number, or any required security code, access code, or password that would permit access to an individual's financial account

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Records Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

803.8.1 CYBERSECURITY BREACHES

The Records Supervisor should ensure that any cybersecurity incident is reported to the Kansas Information Security Office within 12 hours after discovery of the breach (K.S.A. § 75-7244).

803.9 EXPUNGEMENT

Expungement orders received by the Office shall be reviewed for appropriate action by the Official Custodian. The Official Custodian shall expunge such records as ordered by the court. Records may include but are not limited to a record of arrest, investigation, detention, or conviction. Once expunged, members shall respond to any inquiry as though the record did not exist.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Protected Information

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

804.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Geary County Sheriff's Office. This policy addresses the protected information that is used in the day-to-day operation of the Office and not the public records information covered in the Records Maintenance and Release Policy.

804.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Geary County Sheriff's Office and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

804.2 POLICY

Members of the Geary County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

804.3 RESPONSIBILITIES

The Sheriff shall select a member of the Office to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

1. Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Revenue, Division of Motor Vehicles (DMV) records and Kansas Criminal Justice Information System (KCJIS).
2. Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.
3. Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.
4. Developing procedures to ensure training and certification requirements are met.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Resolving specific questions that arise regarding authorized recipients of protected information.
6. Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

804.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Geary County Sheriff's Office policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

804.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Office may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of deputies, other office members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

804.6 SECURITY OF PROTECTED INFORMATION

The Sheriff will select a member of the Office to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

1. Developing and maintaining security practices, procedures and training.
2. Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
4. Tracking, documenting and reporting all breach of security incidents to the Sheriff and appropriate authorities.

804.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

804.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Animal Control

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

805.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

805.2 POLICY

It is the policy of the Geary County Sheriff's Office to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

805.3 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

1. There is a threat to public safety.
2. An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.
3. An animal is creating a traffic hazard.
4. An animal is seriously injured.
5. The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
    (a) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
    (b) With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
    (c) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

805.4 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced including, but not limited to, any offense listed in K.S.A. § 21-6412. Minimally:

1. An investigation should be conducted on all reports of animal cruelty.
2. Legal steps should be taken to protect an animal that is in need of immediate care of protection from acts of cruelty.

A member who responds or assists with animal-related calls for service may take into custody any animal, upon either private or public property, which clearly shows evidence of cruelty. The member may inspect, care for or treat the animal, or place it in the care of an incorporated humane society or licensed veterinarian for treatment, boarding or other care (K.S.A. § 21-6412(e)).

805.5 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal. A complete report of the incident shall be provided to the Health Department within 24 hours of the animal bite.

805.6 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/ holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

805.7 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Watch Commander will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

Members may seize any dangerous animal pursuant to K.S.A. § 32-1307.

805.8 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

805.9 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals in the roadway should be removed to protect the motoring public.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members should make reasonable attempts to determine the owner of the deceased animal and make notification if possible.

It shall be the discretion of the member, based on the animal's condition, as to whether or not the deceased animal is taken to the Animal Shelter for storage.

805.10 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to the Animal Shelter, who will make arrangements for treatment. If after hours, Animal Shelter staff shall be notified and appropriate treatment determined..

Deputies may take charge of any livestock or other domestic animal found injured or diseased (K.S.A. § 47-1803):

1. Upon public property.
2. Upon private property when the animal appears likely to injure a person or property.

805.11 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

A deputy may kill an animal that is injured or diseased beyond recovery or appears likely to injure any person or property pursuant to K.S.A. § 47-1803.

805.12 RECORD OF TAKING CUSTODY

When a member takes custody of an animal, they shall make a record that, if possible, includes (K.S.A. § 47-1711):

1. The color, breed, sex, approximate weight and other description of the animal.
2. The reason and the location of the seizure.
3. The owner's name and address, if known.
4. The animal license number and any other identification number.

Upon request, the Records Supervisor shall make records related to taking custody of an animal available to the Kansas Department of Agriculture.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Communications

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

806.1 POLICY

This policy establishes general guidelines for the communication between the community, dispatch and office members.

806.2 PROCEDURE

Dispatching capabilities are provided by The Junction City Police Department. It is their policy that they provide a Public Safety Answering Point (P.S.A.P./dispatch) to coordinate the routine and emergency communications for all emergency services in Geary County.The P.S.A.P. shall provide a means of contact with the Deputies in the field, the supervisors, other governmental agencies, and the general public. Dispatch shall work directly with other components of the Sheriff's Office, assisting them in fulfilling their communication needs.

A basic function of the administrative staff can be to receive phone communications from the community and is to satisfy the immediate information needs of the law enforcement agency in the course of its normal daily activities. While uncommon, a phone call requiring emergency services may occur to a non emergent number within the Sheriffs Office. The speed and accuracy with which information flows through to the emergency dispatch center are of the upmost importance.

806.3 MISDIRECTED EMERGENCY CALLS

In the unusual circumstance a member in the administrative division of the Sheriff's Office receives an emergent phone call from a community member within the Geary County area, they shall immediately and without delay direct the phone call to the emergency dispatch center.

Types of emergency calls may include, but are not limited to:

1. Reporting a crime in progress, such as a robbery, burglary, or fight
2. Reporting a fire, such as a structure, vehicle, or brush fire
3. Requesting an ambulance
4. A vehicle collision, especially if someone is injured

806.4 FIRST AID OVER THE PHONE

The agency does not authorize emergency medical instruction over the telephone or radio by its administrative staff. In the event an emergency call requiring first aid is directed to someone within the administrative staff they shall refer to policy 806.3 Misdirected emergency calls.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

806.5 DELIVERING EMERGENCY MESSAGES

Delivering bona fide emergency messages is a legitimate function. Consideration will be given for death or severe illness notification and instances where great monetary loss or severe inconvenience would occur if the Department did not deliver a message.

1. The Watch Commander shall determine if the Department will attempt to deliver an emergency message.
2. If the request is made concerning severe illness or death, it shall be delivered per policy 330.5 death notification

806.6 REQUESTING PLAYBACK MESSAGES FROM DISPATCH

The review of recorded radio transmissions or communications telephone conversations will be limited to deputies who can articulate a specific need for the same. Deputies wishing to obtain copies of dispatch recordings will request the transaction from the director of police communications. The Deputy shall provide a case number and a specific request to the director. The Director logs the request and retains them for a period of one year. The director should provide the Deputy with the transaction on a CD-R and provide the CD-R to the Sheriffs Office.

If a member of the public requests access to recorded radio transmissions, communications, or telephone conversations, they shall be referred to the Junction City Police Department for all record inquires.

806.7 DEPUTY RADIO COMMUNICATION PROCEDURES

1. Officer emergency situations:
   (a) Deputy needing immediate assistance as a result of being assaulted or other immediate threat need only to advise their call sign number and the word "help" or "officer needs help." Dispatch will immediately dispatch the two closest available units, plus the Watch Commander. Units responding to the "help" request will do so with emergency equipment active.
   (b) Deputy needing non-emergency assistance should ask for an assisting unit(s). Units responding to the request for assistance shall respond with normal vehicle operation.
2. Inter agency communications:
   (a) The Department has the capability to be in radio contact with law enforcement agencies in the adjacent counties as well as state enforcement agencies, including Wildlife and Parks, the Kansas Highway Patrol, the Kansas Bureau of Investigation, etc.
3. Identification:
   (a) The Department shall use one method for Deputy identification in radio transmissions. Each Deputy shall be identified by their call sign.
4. Status:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) Deputies shall notify dispatch of their duty status and their availability to respond to calls for service and when an Deputy is out of service using appropriate 10 codes.

5. Specifications of methods:

(a) Deputies shall have adequate radio equipment to ensure contact with Dispatch, other nearby departments, mobile units, portable units, and other specialized radio equipment. The Department has multi-channel mobile and portable radio equipment capable of two-way operation on a joint public safety frequency. This equipment may be used to:

i. Transmit calls for service to Deputies in the field.

ii. Report to dispatch unusual occurrences from the field.

iii. For field units to request registration information, driver's license information, NCIC information etc.

iv. To communicate traffic stops.

v. To determine unit status.

vi. To communicate calls for service to other departments that were received by this Department.

vii. To page departmental personnel.

viii. To activate tornado/attack sirens.

ix. Allow field units to summon help or seek supervisory assistance.

x. Allow field units to communicate with other field units.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Court Security

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

807.1 ROLE AND AUTHORITY

The department, by direction of the Geary County Sheriffs Office has assumed duties for the courts of the Geary County District Court. The department has sole responsibility for security duties, but will carry out the necessary functions in close coordination with officers of the court, specifically the Court administrator and administrative Judge at the District Court and the County Attorney.

Violence or the threat of violence in the courtroom has a profoundly negative impact on the court's ability to function. Accordingly, appropriate levels of security will prevail in the Geary County Courthouse and their respective courts to protect the integrity of court procedures, to sustain the rights of the individuals appearing before the court, to deter those who take a violent action against the court or participants in court procedures, and to sustain the decorum of the court.

The Geary County District Courthouse is located at 138 E. 8th St. Junction City, Kansas 66441. The Courthouse is a County owned building which by design and other agreements is provided solely for hte 8th Judicial District Function. The Courthouse supports only the Court function and does not contain any other County Offices. No other state level functions ar conducted in the Courthouse. The District Court has no affiliation with the Junction City Municipal Court or the Grandview Plaza Municipal Court and acts only to facilitate the legal function at a higher level as established by law.

807.2 POLICY

The Administrative Division will establish a Court Service Unit (CSU) comprised of sworn Deputies (Court service officers) to provide the Geary County District Court sufficient personnel from that unit to accomplish the duties hereafter described. The administrative division commander is responsible for the selection and assignment of Deputies as CSOs under the direction of a designated Lieutenant. The CSU shall provide screening services, ensure facility security during the hours of operation of the courts and police services as feasible to employees and citizens who are present within and conduct business in the court houses.

807.3 GENERAL DUTIES

1. Duty Station: The CSO personnel will report directly to the Geary County District Courthouse. The CSU will maintain an office, provided by the Court Administrator, within the Geary County Courthouse that will contain a telephone and a camera monitoring system.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Work Schedule: The CSU work schedule will generally correspond with the needs of the court.
    (a) Days of work will generally be Monday through Friday.
    (b) Work hours may vary according to the needs of the court and the department.
3. Operation of the Courthouse security point: The Courthouse will maintain a single point of entry for staff and visitors. The primary duty of security point personnel is to screen those who enter to ensure no contraband, including dangerous weapons, enter the facility. This will be accomplished through the screening of all people and their property utilizing magnetometers. CSOs will be responsible for the operation of the screening devise and to assist in the screenings as necessary and provide a law enforcement presence to deter threats and enforce applicable laws. The security point will be physically staffed at all times the facility is operational or "open for business" by at least two CSOs.
4. Monitor the Courthouse: The primary duty of the CSU is to provide for the security of the courthouse and the safety of persons therein. Court Security Officers will patrol the courthouse, exercising diligence and being watchful for unusual persons or objects. All areas of the courthouse are subject to security inspections at all times with the exception of Judge's Chambers.
5. Specific Courtroom Monitoring: Court Security Officers, upon coordination with the Court Administrator, will monitor specific courtrooms to the appropriate degree based upon the perceived potential for violence or disorder.
    (a) The daily criminal court schedule may be obtained from the clerk of the court.
6. Distribution: The following will be routinely accomplished on a daily (business day) basis:
    (a) Each day a CSU Deputy will coordinate with the indicated section or division and ensure completion of the following tasks, as applicable.
        i. Civil Process
            A. Receive and deliver Civil Process documents to the Geary County District Court Clerk.
        ii. Records.
            A. Receive and deliver records documents to the Geary County District Court.
7. Respond to Calls for Service: Court Security Officers will routinely be dispatched to incidents in the Courthouse. At all times the courthouse is open for entry, a CSO will be present at the point-of-entry station. Should the CSO be diverted to an emergency situation the screening process will cease and no admittance by the public will be permitted until the position is once again staffed by a CSO.
8. Reporting of Major Incidents: For the purpose of this policy, major incidents are those that threaten the courthouse facility or any person within the facility. The Court Security Supervisor shall ensure that the Sheriff or his designee is notified of any major events that occur as soon as reasonably possible. The Court Security Supervisor shall ensure

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

that the major incident is documented on a criminal affidavit and forwarded to the Sheriff.

9. Training: Personnel of the CSU may assist the Court Administrator in training courthouse employees. Training topics may include the following:
   (a) Response to bomb threats, active violence;
   (b) The proper utilization of the duress alarm system;
   (c) Actions to be taken in the event a subject attempts to take hostages;
   (d) The proper operations of magnetometer

807.4 LEVELS OF SECURITY

The CSU, in coordination with the Court Administrator and other members of the Department, will establish levels of security and procedures applicable for the courthouse. A walk-through magnetometer (metal detector), hand-held metal detector (wand), and/or physical searches of all bags, purses, backpacks, briefcases, or any other item that can be used to conceal contraband, may be used in the point-of-entry screening process. In conjunction with the establishment of security levels, access control and courthouse foot traffic patterns will be developed as well.

807.5 SEARCH/ SCREENING

Upon arrival at the security checkpoint, all persons, with the exception of authorized personnel, will be required to make visible all personal property, the contents of hand carried items, if any, and open the hand carried item for inspection by the screener. The screener may physically inspect the hand carried item by means of touching, squeezing, crushing or further manipulation. In the event restricted items are found, those persons will be advised to remove item(s) to a safe location of their choice or dispose of the item prior to continuing. Under no circumstances will any restricted item be allowed to remain on court facility grounds or near th inside or outside of any court facility doors. This includes hand carried items. Criminal or civil remedies may result if any unattended items create suspicion, prompts an investigation or otherwise provokes a breach of peach. Persons will be required to pass through a stationary metal detector. In the event of an alarm, and to ensure equipment integrity, a repeat attempt will be made. In the event of a subsequent alarm, persons will be screened with a hand held metal detector or undergo physical pat down. If for any reason an alarm sounds but no items are located, or is not readily identifiable, entry may be denied. Upon successful screening, persons will collect all personal property and proceed. Those requiring special accommodations will be screened to the extent necessary bu any of the above means. Canes and durable medical equipment will be inspected to the satisfaction of the screener. Those with implants, prosthetics or other devices may require medical documentation if not visible propr to proceeding. Persons have the right to refuse the search/ screening process but will be denied entry.

807.6 CONTRABAND

Contraband: Personnel of the CSU assigned to point-of-entry duties shall remain alert to all activities occurring at the entrance. If contraband is discovered in the possession or personal

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

effects of any person not authorized to possess the item within the courthouse while the person is attempting to enter the courthouse, appropriate steps will be taken to prevent the item from entering. Persons possessing prohibited items will be informed of the fact they cannot enter the courthouse with the item. All illegal items shall be seized, with or without an arrest, and a report shall be completed by the seizing CSO. The following items should be considered contraband if not in the personal possession of an on-duty

law enforcement officer, an on-duty member of the CSU, or an official of the court while being used in a court proceeding, and will be prohibited from entry into the courthouse.

1. Any firearm, whether loaded or unloaded
2. ammunition of any kind
3. Chemical agents.
4. Substances packaged or carried for infliction of pain or bodily harm.
5. Any device or instrument fashioned as a weapon and capable of inflicting death or great bodily harm.
6. Projectiles that can be fired from guns or otherwise propelled.
7. Explosives, or any substance or prepared chemical that may explode or cause an explosion.
8. Any combustible or flammable liquid.
9. Knives, martial arts weapons, electronic control devices, or other potentially dangerous instruments. (District Court only)
10. Handcuff keys.
11. Controlled and illegal substances.
12. Cameras, audio, video or communication device
13. Adult novelty items
14. noise emitting device

Additionally, any item not illegal in nature that in the discretion of the CSO may pose a threat or safety concern regardless of its intended purpose may be seized while the owner remains within the Courthouse.

807.7 WEAPONS LOCKBOXES

Weapons Security: On duty law enforcement personnel upon confirmation of their on-duty status, in uniform or not, may pass through the courthouse point-of-entry while carrying a weapon. On duty Correction Officers, Court Security Officers, may carry the weapons and tools authorized for their job positions while in the court house and court rooms. All others, including those who may legally carry a firearm or other weapon, licensed or not, will be prohibited from entry into the courthouse while in possession of such firearm or other weapon in accordance with K.S.A. 21-6309.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

807.8 EXTERNAL COMMUNICATION

It is the Court Administrator's responsibility to ensure courtrooms are equipped with a telephone, intercom device and panic buttons.

1. Telephone: The telephone will have the capability to dial out in the event direct communication with the Department's Communication Center is necessary.
2. Intercom System: An intercom system shall exist within the court room(s) and routed to a location within the courthouse, such as the Clerk's office, to be monitored by court administrative personnel when court is in session. Additionally, the system may be routed to the point-of-entry station to allow for monitoring by security personnel as feasible.
3. Panic Buttons: Each office and courtroom is equipped with panic buttons. Panic buttons are monitored by a third party agency and when activated, notify dispatch who will notify on duty court deputies.

807.9 COURTROOM HOLDING CELLS

The Geary County Courthouse is equipped with two holding cells located in court room #1 and court room #2. They are separated behind a closed door that is monitored by the CSOs through their camera monitoring system. When a detainee is being temporarily placed in a holding cell a Court Deputy or the transporting Detention Deputy shall be outside the door or inside the holding cell with the detainee. The detainee shall only be inside the holding cell in between their testimony.

807.10 EXCUSED SCREENING PERSONNEL

The following personnel are granted entry into the Geary County Courthouse without screening by CSO:

1. All 8th Judicial District Employees
2. County Counselor and support staff
3. County Attorney, Asst. County Attorney and staff
4. Public Defenders Office
5. Local private attorneys
6. Visiting attorneys with a BAR card and corresponding identification
7. Elected County Commissioners and elected County Officers
8. Properly identified local, state and federal law enforcement, extension agent and Fire Marshal
9. County maintenance employees conducting official business
10. Identified and approved maintenance vendors (i.e. security solutions)

All other entering the Geary County Courthouse or other facility used for official court business must undergo security screening unless approved by the Chief Judge or the Court Administrator.

In the event of a questionable circumstance or unusual even, court security may require all personnel entering a court facility to undergo the full security process, regardless of status.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Detainee Transportation

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

808.1 POLICY

It is the policy of the Geary County Sheriff's Office personnel to perform detainee transports and to provide for the safety and security of the detainee, the transporting personnel, and the public.

The Administrative Division will establish a transportation supervisor to oversee and direct all transports of Inmates and Detainees. The Transport Supervisor will review all transport orders and medical run requests to ensure they are legal and within the abilities of the office. The Transport Supervisor will direct Court/Transport Deputies or certain qualified Corrections Officers to facilitate a transport. The transports will be completed by their court ordered date or by the time of the medical appointment. All transports will be completed in an authorized transport vehicle. All inmates or detainees will be evaluated for health and safety concerns prior to departing any facility.

808.2 PROCEDURE

Transportation by the Sheriff's Office of persons who are in custody is a constant requirement and a frequent activity. Standards in this policy concern those directives for the transport function. two general time periods are involved. the first is immediately after arrest, when the arrestee is taken by the arresting personnel for booking and holding or transfer to another facility.

This policy concerns the second, which is the movement of detainees from the detention facility, such as a county jail, to a hospital, doctor, dentist, or other medical facility; to court; to attend a funeral or visit a seriously ill relative; and for other reasons.

808.3 PRE TRANSPORT SEARCH

1. Prior to accepting custody of any inmate or detainee, the transporting Deputy or Corrections Officer must perform a search of the subject to be transported. Pre-Transport searches will be conducted to prevent contraband from entering into a secure facility. Pre-Transport searches will be conducted on any inmate or detainee leaving or going to the Geary County Sheriff's Office, leaving any medical facility at the direction of a Court Order or being placed into a department vehicle for the purpose of transportation. The search will be conducted in a controlled environment.
2. When applicable, searches will be conducted by the same sex transport officer. If an opposite sex search must be conducted, it must be conducted on body camera or in the presence of another. All searches will be completed on the external portion of the detainee's body, outside of their clothing. Searches of persons will be done in a "Pat

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Down" manner, typically in the same fashion of an arresting officer. Strip searches or body cavity searches are not authorized for a transport officer.

808.4 SEARCHING OF TRANSPORT VEHICLE

1. All designated transport vehicles and department vehicles not commonly used for day to day transports will be searched prior to any use for the transportation of inmates and detainees and at the end of the transport.
2. A search of the seat and or caged area to which the inmate or detainee is seated must be completed prior to placing the subject into the vehicle. The search is to ensure there is no contraband or weapons. The search includes the seat, floor space or any where within the confined space of the detained passenger area.
3. Along with the search of the transport vehicle, the transporting deputy will also ensure the vehicle is properly equipped hand and leg restraints. The vehicle will also be checked to ensure that it is road worthy which includes checking for interior or exterior body damage or mechanical defects.
4. Transport deputies must have all proper documentation of the inmate or detainee to include any applicable court orders and must procure a purchasing card for extended trips.
5. Once the transport is completed, the deputy will conduct a second search of the vehicle as soon as practical to ensure the inmate or detainee did not leave anything behind. Any weapons or contraband must be documented and investigated in a timely manner.

808.5 TRANSPORT DESTINATION

When the deputy arrives at the destination of the transport, they shall adhere to rules or policies of that facility. Along with or in the absence of outside agency policies and rules, deputies will adhere to procedures outlined within this policy.

1. Firearm security- Firearms are to remain under the control of the deputy and properly secured on their person within its holster. If the transport deputy is required to disarm themselves for the security of the intake facility, they will secure the firearm in a designated lock box at that facility. The transport deputy will not secure the firearm in the transport vehicle unless it is equipped with a lock box in the rear compartment of the transport vehicle.
2. Restraints- Upon the arrival to the intake facility, the inmate or detainee will remain properly secured in hand and leg restraints. Hand and leg restraints will only be removed when the inmate or detainee is under the control of the intake facility and that facility removes the restraints themselves or directs the transport deputy to do so.
3. Documentation- The transport deputy shall ensure that all proper documents are turned over to the receiving agency prior to departing.
4. Advisement- The transport deputy shall ensure any information is advised to the facility of the health or security risk(s) of the inmate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Transfer of custody- When applicable, the transport deputy will collect any documentation or have the facility sign transport documents, confirming the transfer of custody.

808.6 ESCAPE

Certain actions must be taken in the event of an escape. Every feasible attempt must be taken to prevent an escape. If an escape occurs during a transport, the transport deputy will make a reasonable and legal effort to secure the escapee. In the event the escapee eludes the transport deputy, the following actions must be taken.

1. The local authority must be contacted.
   (a) To make them aware of the escape
   (b) To solicit the local jurisdiction for assistance in the capture of the escapee
2. The transport deputy's chain of command must be contacted as soon as practical.
3. A written report must be completed of the escape both for documentation of the incident as well as for submitting charges to the County Attorney for prosecution.
4. Any further actions to be taken will be at the discretion of the transport deputy's chain of command which may include
   (a) Training
   (b) Discipline
   (c) Outside agency assistance in apprehension of the escapee

808.7 NOTIFYING COURT OF SECURITY RISK

1. If the transport deputy is aware of an unusual security risk, the transport deputy will notify their supervisor of the risk.
   (a) The supervisor will determine the risk and when applicable, will make arrangements at the Geary County District Court to mitigate the risk.
   (b) If the transport is for any other jurisdiction outside Geary County, the supervisor will contact that agency and notify them of the risk.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 9 - Custody

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Temporary Custody of Juveniles

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

900.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Geary County Sheriff's Office (34 USC § 11133).

900.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent or alien juvenile who may be legally held for their own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for their protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person. It also includes any juvenile less than 10 years of age (K.S.A. § 38-2202).

Juvenile offender - A juvenile 10 to 17 years old who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (K.S.A. § 38-2302). It also includes an offense for underage possession of a handgun (28 CFR 31.303; K.S.A. § 21-6301).

Non-secure custody - When a juvenile is held in the presence of a deputy or other office member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct, visual observation by a member of this office performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

1. A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
2. A juvenile handcuffed to a rail.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
4. A juvenile being processed in a secure booking area when a non-secure booking area is available.
5. A juvenile left alone in a secure booking area after being photographed and fingerprinted.
6. A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
7. A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender (K.S.A. § 38-2202). Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

900.2 POLICY

The Geary County Sheriff's Office is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Office. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

900.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Geary County Sheriff's Office. These include:

1. Unconsciousness or having been unconscious while being taken into custody or transported.
2. Serious injuries or a medical condition requiring immediate medical attention.
3. A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Involuntary Commitments Policy).
    (a) If the deputy taking custody of a juvenile believes that he/she may be a suicide risk, the deputy shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.
4. Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
5. Extremely violent or continuously violent behavior.
6. Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Deputies taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Office unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.4 CUSTODY OF JUVENILES

Deputies should take custody of a juvenile and temporarily hold the juvenile at the Geary County Sheriff's Office when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Office without authorization of the arresting deputy's supervisor or the Watch Commander. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable (K.S.A. § 38-2232). In no event shall a juvenile be held beyond six hours from the time of their entry into the Office (34 USC § 11133; K.S.A. § 38-2332).

The deputy shall furnish to the County Attorney all information in the possession of the deputy pertaining to the child, the child's parents, or other interested persons, and all other facts and circumstances that caused the child to be taken into custody (K.S.A. § 38-2232; K.S.A. § 38-2330).

900.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Geary County Sheriff's Office. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

900.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, deputies shall take a status offender into custody when required by K.S.A. § 38-2231. In addition, deputies may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

900.4.3 PLACEMENT OF NON-OFFENDERS AND STATUS OFFENDERS

Generally, juvenile non-offenders and juvenile status offenders should be released to a parent or other custodian. However, if a deputy has reasonable grounds to believe it is not in the juvenile’s best interest to be delivered to a parent or other custodian, the deputy shall deliver a juvenile non-offender or juvenile status offender to a designated facility or location in accordance with K.S.A. § 38-2232.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

900.4.4 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Geary County Sheriff's Office unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody under the following circumstances (K.S.A. § 38-2330):

1. The deputy has a court order.
2. The deputy has witnessed the commission of an offense.
3. The deputy has probable cause to believe the juvenile has committed an act which, if committed by an adult, would constitute one of the following:
    (a) A felony.
    (b) A misdemeanor and the juvenile will not be apprehended or evidence will be irretrievably lost unless the juvenile is immediately taken into custody.
    (c) A misdemeanor and the juvenile may cause injury to him/herself or others, damage to property or may be injured unless immediately taken into custody.
4. The deputy has probable cause to believe that the juvenile has violated an order for electronic monitoring as a term of probation.
5. The deputy has received a statement from a person authorized to supervise a juvenile that the juvenile has violated a condition of release.

The deputy shall release a juvenile to a parent or guardian after appropriate processing or the issuance of a notice to appear as soon as practicable. The deputy shall notify the court or the juvenile intake and assessment worker immediately when a juvenile offender has been taken into custody to determine the appropriate placement or disposition when a release may not be in the best interests of the child or would pose a risk to public safety or property. A complaint should be filed with the juvenile intake and assessment worker without unnecessary delay after a juvenile offender is released on a notice to appear (K.S.A. § 38-2330).

900.4.5 TAKING JUVENILES INTO CUSTODY

Any juvenile taken into custody for questioning shall immediately be advised of their constitutional rights and should be transported to the Office or an assigned processing or detention facility without delay, unless there is a need for medical treatment.

900.4.6 ALTERNATIVES TO TEMPORARY CUSTODY

Deputies handling juvenile offenders should use the least coercive, reasonable alternatives to custody, including:

1. Release to a parent, legal guardian, or other responsible adult, with no further action.
2. Issuance of a citation or summons for juvenile offenders to appear in court in lieu of taking them into custody.
3. Referral to another agency or service provider for potential diversion alternatives.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

900.4.7 CONSIDERATIONS

When considering appropriate alternatives to temporary custody, a number of factors should be taken into consideration. These factors include but are not limited to the following:

1. The nature of the offense
2. The juvenile's age
3. The juvenile's prior contacts with law enforcement
4. The availability of an appropriate juvenile diversion program
5. The recommendation of the complainant or victim

900.5 JUVENILE CUSTODY LOGS

Any time a juvenile is in temporary custody at the Geary County Sheriff's Office, the custody shall be promptly and properly documented in the juvenile custody log, including:

1. Identifying information about the juvenile.
2. Date and time of arrival and release from the Office.
3. Watch Commander notification and approval to temporarily hold the juvenile.
4. Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
5. Any changes in status (e.g., emergency situations, unusual incidents).
6. Time of all safety checks.
7. Any medical and other screening requested and completed.
8. Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Watch Commander should initial the log to approve the temporary custody, including any secure custody, and should initial the log when the juvenile is released.

900.6 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Geary County Sheriff's Office (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Office shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

900.7 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Geary County Sheriff's Office shall ensure:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. The Watch Commander is notified if it is anticipated that a juvenile may need to remain at the Office more than four hours. This will enable the Watch Commander to ensure no juvenile is held at the Office more than six hours.
2. Safety checks and significant incidents/activities are noted on the log.
3. Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
    (a) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
    (b) This does not apply to surreptitious and legally obtained recorded interrogations.
4. A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
5. There is reasonable access to toilets and wash basins.
6. There is reasonable access to a drinking fountain or water.
7. Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
8. There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
9. There is privacy during family, guardian and/or attorney visits.
10. Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
11. Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
    (a) The supervisor should ensure that there is an adequate supply of clean blankets.
12. Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
13. Adequate furnishings are available, including suitable chairs or benches.
14. Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).
15. Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

900.8 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

900.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Geary County Sheriff's Office when the

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Watch Commander. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.9.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.10 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

900.11 SECURE CUSTODY

Only juvenile offenders 14 years of age or older may be placed in secure custody. Watch Commander approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this office should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody. A member must be present at all times to ensure the juvenile’s safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

900.11.1 LOCKED ENCLOSURES

A thorough inspection of the area shall be conducted before placing a juvenile into the locked enclosure to ensure there are no weapons or contraband and that the area is clean and sanitary. An inspection should be conducted when he/she is released. Any damage noted to the area should be photographed and documented.

The following requirements shall apply:

1. Anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. The juvenile shall constantly be monitored by an audio/video system during the entire temporary custody.
3. The juvenile shall have constant auditory access to office members.
4. The juvenile's initial placement into and removal from a locked enclosure shall be logged.
5. Unscheduled safety checks by office members shall occur no less than every 15 minutes.
    (a) All safety checks shall be logged.
    (b) The safety check should involve questioning the juvenile as to his/her well-being.
    (c) Juveniles who are sleeping or apparently sleeping should be awakened.
    (d) Requests or concerns of the juvenile should be logged.
6. Males and females shall not be placed in the same locked room.
7. Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
8. Restrained juveniles shall not be placed in a cell or room with unrestrained juveniles.

900.11.2 GENDER REQUIREMENTS
Males and females shall be separated by sight and sound while in locked enclosures.

900.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY

The Operations Division Commander will ensure procedures are in place to address any suicide attempt, death, or serious injury of any juvenile held at the Geary County Sheriff's Office. The procedures should include the following:

1. Immediate request for emergency medical assistance if appropriate
2. Immediate notification of the Watch Commander, and Sheriff
3. Notification of the parent, guardian, or person standing in loco parentis of the juvenile
4. Notification of the appropriate prosecutor
5. Notification of the County Attorney
6. Notification of the Coroner
7. Notification of the juvenile court
8. Evidence preservation

900.13 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

Custodial Interrogation: If the juvenile is under the age of 14, no interrogation should occur until there has been a consultation with the juvenile's attorney or parent, provided the parent is not an alleged victim or codefendant (K.S.A. § 38-2333).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

In determining whether a juvenile's confession is voluntary, the following factors are often considered; age, intelligence, educational background, mental capacity, including whether the juvenile was nervous and his/her physical condition, prior experience in the criminal system, whether the juvenile was suffering from any injury or pain at the time the statement was given, the duration of the questioning, time of day, whether the juvenile was tired and is desirous of sleep, length of confinement, whether police caution warnings were given,when, and whether the juvenile understood them, whether the room was of sufficient size and supplied with appropriate furniture, whether the juvenile was handcuffed or threatened, whether the juvenile was refused the use of bathroom, food, or drink, whether there was a promise of leniency, whether the juvenile understood the interrogation process, whether a youth officer was present during the interview, whether the parents were notified, whether the juvenile asked for a parent to be present, whether the police prevented a concerned adult from speaking with the juvenile, and familiarity with the language used in questioning.

Interrogations should be limited in duration to no more than two hours at any one session and:

1. Involve no more than two Deputies in the actual interrogation of a juvenile
2. Must be conducted in a reasonable manner and not cause undue stress for the juvenile
3. Shall be recorded on video with corresponding audio

Non-Custodial Interview:

For any pre-planned non-custodial interview, Deputies should attempt to notify the juvenile's parent(s)/guardian prior to the commencement of the interview. Notification may be waived, if the notification would jeopardize the investigation, or the parent/guardian is a suspect. Notification or any attempt at such should be documented in the incident report. Deputies conducting a non-custodial interview of juvenile(s) shall record the interview by means of audio and video recording. If recording via video means is not feasible, the Deputy shall advise that they need another Deputy with a functioning Portable Audio Video device. Interviews of juveniles should be done with consideration of the juvenile's age, mental state, or other factors or influences experienced by the juvenile.

900.14 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

A juvenile offender may only be photographed or fingerprinted (K.S.A. § 38-2313):

1. Pursuant to a court order.
2. If the juvenile has been taken into custody for a felony, a class A or B misdemeanor, or an assault.

The fingerprints and photographs of juveniles may be kept in the same manner as those of adults but must be indexed separately (K.S.A. § 38-2313).

900.15 TRAINING

Office members should be trained on and familiar with this policy and any supplemental procedures.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Custodial Searches

Effective Date:	01.07.2025
Revised Date:	02.04.2025
Issuing Authority: Sheriff Nate Boeckman	

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Geary County Sheriff's Office facility. Such items can pose a serious risk to the safety and security of office members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include (K.S.A. § 22-2520):

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include touching or a physical intrusion into a body cavity. Body cavity means but not limited to the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

Biological sex- either of the two main categories (male and female) into which humans and most other living things are divided on the basis of their reproductive functions. Biological sex is based on a person's chromosomes, hormones, anatomy, and physiology.

Gender- The state of being male or female in relation to the social and cultural roles that are considered appropriate for men and women.

Gender identity defined- One's innermost concept of self as male, female, a blend of both or neither – how individuals perceive themselves and what they call themselves. One's gender identity can be the same or different from their sex assigned at birth.

Gender expression defined- External appearance of one's gender identity, usually expressed through behavior, clothing, body characteristics or voice, and which may or may not conform to

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

socially defined behaviors and characteristics typically associated with being either masculine or feminine. Others perceive a person's gender through these attributes

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 CUSTODY SEARCH

A deputy shall conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any office vehicle.

Whenever practicable, a custody search shall be conducted by a deputy of the same sex as the person being searched. If a deputy of the same sex is not reasonably available, a witnessing deputy should be present during the search.

901.4 SEARCHES AT SHERIFF'S FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Geary County Sheriff's Office facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this office, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another office member. The inventory should include the case number, date, time, member's Geary County Sheriff's Office identification number and information regarding how and when the property may be released.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

901.5 STRIP SEARCHES

No individual in temporary custody at any Geary County Sheriff's Office facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or controlled substance. Probable cause to believe the individual is concealing a weapon or a controlled substance is required if the individual is detained or arrested for a violation of a statute, resolution or ordinance involving a traffic, regulatory, or nonviolent misdemeanor offense (K.S.A. § 22-2521).

Factors to be considered in determining reasonable suspicion and probable cause include but are not limited to:

1. The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
2. Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
    (a) A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
3. Custody history (e.g., past possession of contraband while in custody, assaults on office members, escape attempts).
4. The individual's actions or demeanor.

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at Geary County Sheriff's Office facilities shall be conducted by the Correction's Division upon booking and shall follow Correction's Division Policy as well as(28 CFR 115.115; K.S.A. § 22-2521).

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Watch Commander authorization and only in exceptional circumstances, such as when:

1. There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
2. There is probable cause to believe that the individual is concealing controlled substances that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

901.5.3 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCH PROCEDURE
All special circumstance field strip searches shall be conducted in a professional manner under sanitary conditions and in an area of privacy so that the search cannot be observed by persons not participating in the search (K.S.A. § 22-2521).

Unless conducted by a qualified health care professional or in case of an emergency, a strip search shall be conducted by staff members of the same sex as the person being searched (K.S.A. § 22-2521). Any cross-gender modified strip searches and cross-gender strip searches shall be documented (28 CFR 115.15).

Whenever possible, a second staff member of the same sex should be present during the search for security purposes and to witness the discovery of evidence.

The search shall be done only in a manner that is discrete and efficient so as to retrieve the contraband of concern.

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (K.S.A. § 22-2522):

1. No individual shall be subjected to a physical body cavity search without approval of the Watch Commander and only upon a search warrant.
2. Only a licensed physician or registered nurse may conduct a physical body cavity search.
3. Except for the licensed physician or registered nurse conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary office members needed to maintain the safety and security of the medical personnel shall be present.
4. Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

901.7 PROVISIONS FOR SEARCH BY GENDER, GENDER IDENTITY AND GENDER EXPRESSIONS

If conducting a strip or body cavity search and the gender is unknown or unclear, the Deputy will attempt to ascertain the subjects biological sex. If it is later learned the biological sex is different than initially believed than the search will be suspended until the appropriate same sex Deputy can complete the search.

Strip searches: If a person who is of differing gender identity/expression requests a Deputy of that individual's gender identity or expression to conduct the search, this request should be considered. Accommodations should be attempted, however the search shall not be conducted if the Deputy does not feel comfortable. In which case, the search will be conducted based on the biological sex. In situations of uncertainty, a supervisor should be consulted.

Body cavity search: For persons who are of differing gender identity/expression, the Deputy present during the search should be of the same gender identity/expression as the person being

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

searched, if possible. In situations of uncertainty, a supervisor should be consulted. A supervisor may reject the persons request if safety or other similar concerns arise.

In the above mentioned situations, the Deputy shall ensure their body worn camera is properly functioning and activated.

901.8 REPORTING REQUIREMENTS

All strip and body cavity searches shall be documented, including:

1. The facts that led to the decision to perform a search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any office members present.
8. The name and sex of the person searched
9. A statement of the results of the search.

A copy of the written authorization shall be retained and made available to the individual who was searched or other authorized representative upon request.

901.9 JUVENILES

No juvenile should be subjected to a strip search or a physical body cavity search at the Office.

In addition to adult subject requirements, the following shall be conducted when a strip or physical body cavity search is required on a juvenile:

1. Safely transporting a juvenile who is suspected of concealing a weapon or contraband, or who may be experiencing a medical issue related to such concealment, to a medical facility or juvenile detention facility as appropriate in the given circumstances.
    (a) Procedures should include keeping a juvenile suspected of concealing a weapon under constant and direct supervision until custody is transferred to the receiving facility.
2. Notification of Juvenile's guardian.

Nothing in this section is intended to prevent a deputy from rendering medical aid to a juvenile in emergency circumstances (see the Medical Aid and Response Policy for additional guidance).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Prison Rape Elimination

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

902.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.111).

902.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the individual in custody does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
2. Contact between the mouth and the penis, vulva or anus
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a member of the Office or a contractor, with or without consent of the individual in custody, as follows:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
2. Contact between the mouth and the penis, vulva or anus
3. Contact between the mouth and any body part where the office member or contractor has the intent to abuse, arouse or gratify sexual desire
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the office member or contractor has the intent to abuse, arouse or gratify sexual desire

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the member or contractor has the intent to abuse, arouse or gratify sexual desire
6. Any attempt, threat or request by the office member or contractor to engage in the activities described above
7. Any display by the office member or contractor of his/her uncovered genitalia, buttocks or breast in the presence of an individual in custody
8. Voyeurism by the office member or contractor (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one individual in custody that are directed toward another; repeated verbal comments or gestures of a sexual nature to an individual in custody by a member of the Office or contractor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

902.2 POLICY

The Geary County Sheriff's Office has zero tolerance with regard to all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Office will not tolerate retaliation against any person who reports sexual abuse or sexual harassment, or who cooperates with a sexual abuse or sexual harassment investigation.

The Geary County Sheriff's Office will take immediate action to protect those in its custody who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

902.3 PREA COORDINATOR

The Sheriff shall delegate certain responsibilities to a PREA coordinator. The coordinator shall be an upper-level manager appointed by and directly responsible to the Operations Division Commander or the authorized designee. The coordinator must have sufficient time and authority to develop, implement and oversee office efforts to comply with PREA standards (28 CFR 115.111).

The responsibilities of the coordinator shall include, but are not limited to:

1. Developing and maintaining procedures to comply with the PREA Rule.
2. Ensuring that any contract for the confinement of individuals in custody includes the requirement to adopt and comply with applicable provisions in PREA and the implementing regulations, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect those in custody from sexual abuse (28 CFR 115.113).
    (a) This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.
4. Developing methods for office members to privately report sexual abuse and sexual harassment of individuals in custody (28 CFR 115.151).
5. Developing a written plan to coordinate response among office members, medical and mental health practitioners, investigators, command staff and other first responders to an incident of sexual abuse (28 CFR 115.165).
6. Ensuring a protocol is developed for investigating allegations of sexual abuse. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):
    (a) Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/ Adolescents" or a similarly comprehensive and authoritative protocol.
    (b) A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
    (c) A process to document all referrals to other law enforcement agencies.
    (d) Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
    (e) In accordance with security needs, provisions to give, to the extent available, individuals in custody access to victim advocacy services if the individual is transported for a forensic examination to an outside hospital that offers such services.
7. Ensuring that individuals with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes access to appropriate interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills; intellectual, hearing, speech or vision disabilities) (see the Limited English Proficiency Services and Communications for Persons with Disabilities policies) (28 CFR 115.116).
    (a) The Office shall not rely on other individuals in custody for assistance except in limited circumstances where an extended delay in obtaining an appropriate interpreter could compromise the individual's safety, the performance of first-response duties under this policy, or the investigation of an individual's allegations of sexual abuse, harassment or retaliation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

8. Publishing on the office website:
    (a) Information on how to report sexual abuse and sexual harassment on behalf of an individual in custody (28 CFR 115.154).
    (b) A protocol describing the responsibilities of the Office and any other investigating agency responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).
9. Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this office (28 CFR 115.187).
    (a) The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.
    (b) The data shall be aggregated at least annually.
10. Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all office facilities used to house individuals in custody overnight (28 CFR 115.193).
11. Ensuring those who work in office facilities where individuals are held in custody are informed of the office zero-tolerance policy regarding sexual abuse and sexual harassment of individuals in custody (28 CFR 115.132).

902.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Individuals in custody may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

1. Sexual abuse
2. Sexual harassment
3. Retaliation by other individuals in custody or office members for reporting sexual abuse or sexual harassment
4. Office member neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

Individuals in custody shall be notified of the office zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Office and that is able to receive and immediately forward a report of sexual abuse or sexual harassment to office supervisors and command staff. This allows the individual to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

902.4.1 MEMBER RESPONSIBILITIES

Office members shall accept reports from individuals in custody and third parties, and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Watch Commander any knowledge, suspicion or information regarding:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. An incident of sexual abuse or sexual harassment.
2. Retaliation against the individual or the member who reports any such incident.
3. Any neglect or violation of responsibilities on the part of any office member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

902.4.2 WATCH COMMANDER RESPONSIBILITIES

The Watch Commander shall report to Geary County Sheriff's Office designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a dependent adult, the Watch Commander shall also report the allegation as required under mandatory reporting laws and office policy.

Upon receiving an allegation that an individual in custody was sexually abused while confined at another facility, the Watch Commander shall notify the head of that facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Watch Commander shall document such notification (28 CFR 115.163).

If an alleged victim is transferred from the Office to a jail, prison or medical facility, the Watch Commander shall, as permitted by law, inform the receiving facility of the incident and the individual's potential need for medical or social services, unless the individual requests otherwise (28 CFR 115.165).

902.5 INVESTIGATIONS

The Office shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received office-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

902.5.1 FIRST RESPONDER RESPONSIBILITIES

The responsibilities of the first deputy to respond to a report of sexual abuse or sexual assault shall include, but are not limited to (28 CFR 115.164):

1. Separating the parties.
2. Establishing a crime scene to preserve and protect any evidence.
3. Identifying and securing witnesses until steps can be taken to collect any evidence.
4. Requesting that the alleged victim and suspect not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating if the abuse occurred within a time period that still allows for the collection of physical evidence.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

If the first responder is not a deputy, he/she shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a deputy (28 CFR 115.164).

902.5.2 INVESTIGATOR RESPONSIBILITIES

The responsibilities of investigators shall include, but are not limited to (28 CFR 115.171):

1. Gathering and preserving direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.
2. Interviewing alleged victims, suspects and witnesses.
3. Reviewing any prior complaints and reports of sexual abuse involving the suspect.
4. Conducting compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.
5. Assessing the credibility of the alleged victim, suspect or witness on an individual basis and not by the person's status as an individual in custody or a member of the Geary County Sheriff's Office.
6. Documenting in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.
7. Referring allegations of conduct that may be criminal to the County Attorney for possible prosecution, including any time there is probable cause to believe an individual in custody sexually abused another individual in custody at the office facility (28 CFR 115.178).
8. Cooperating with outside investigators and remaining informed about the progress of any outside investigation.

902.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether office member actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this office shall not be used as a basis for terminating an investigation (28 CFR 115.171).

902.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No individual in custody who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

902.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Sheriff, or if the allegations may reasonably involve the Sheriff, to the County Commission or another designated entity. The Sheriff or County Commission shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All office members shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and shall be reported to any relevant licensing body (28 CFR 115.176).

Any contractor who engages in sexual abuse shall be prohibited from contact with individuals in custody and reported to any relevant licensing bodies (28 CFR 115.177). The Sheriff shall take appropriate remedial measures and consider whether to prohibit further contact with individuals in custody by a contractor.

902.6 RETALIATION PROHIBITED

All individuals in custody and office members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other person who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that person.

The Watch Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for individuals in custody or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

A member of the Office shall be identified by the Watch Commander or the authorized designee to monitor the conduct and treatment of individuals in custody or members who have reported sexual abuse, and of those who were reported to have suffered sexual abuse. The member shall act promptly to remedy any such retaliation. In the case of individuals in custody, such monitoring shall also include periodic safety checks.

902.7 REVIEWS AND AUDITS

902.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

the conclusion of the investigation. The review team shall include command staff and seek input from supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

1. Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.
2. Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or other group dynamics at the office facility.
3. Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.
4. Assess the adequacy of staffing levels in that area during different shifts.
5. Assess whether monitoring technology should be deployed or augmented to supplement supervision by office members.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Sheriff and the PREA coordinator. The Sheriff or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

902.7.2 DATA REVIEWS

The PREA coordinator shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

1. Identification of any potential problem areas.
2. Identification of any corrective actions taken.
3. Recommendations for any additional corrective actions.
4. A comparison of the current year's data and corrective actions with those from prior years.
5. An assessment of the progress in addressing sexual abuse.

The report shall be approved by the Sheriff and made readily available to the public through the office website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

All aggregated sexual abuse data from office facilities and private facilities with which it contracts shall be made readily available to the public at least annually. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

902.8 RECORDS

The Geary County Sheriff's Office shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is in custody or is a member of the Office, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

902.9 TRAINING

All office members and contractors who may have contact with individuals in custody shall receive office-approved training on the prevention and detection of sexual abuse and sexual harassment within the office facility.

1. The Administrative Division Commander shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):
    (a) The office zero-tolerance policy and the right of individuals in custody to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
    (b) The dynamics of sexual abuse and harassment in confinement settings, including which individuals in custody are most vulnerable.
    (c) The right of individuals in custody and office members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
    (d) Detecting and responding to signs of threatened and actual abuse.
    (e) Communicating effectively and professionally with all individuals in custody.
    (f) Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.
2. Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):
    (a) Techniques for interviewing sexual abuse victims.
    (b) Proper use of *Miranda* and *Garrity* warnings.
    (c) Sexual abuse evidence collection in confinement settings.
    (d) Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Prison Rape Elimination

The Administrative Division Commander shall maintain documentation that office members, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current office members who may have contact with individuals in custody shall be trained within one year of the effective date of the PREA standards. The Office shall provide annual refresher information to all such members to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Chapter 10 - Personnel

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Recruitment and Selection

Effective Date:	01.07.2025
Revised Date:	03.13.2025
Issuing Authority: Sheriff Nate Boeckman	

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Geary County Sheriff's Office and that are promulgated and maintained by the Department of Human Resources. This policy is designed to establish guidelines withing the Geary County Sheriffs Office for attracting quality personnel who represent the racial, ethnic and gender composition of the community.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Geary County Sheriff's Office provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Office does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Office will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

Every member of the Office should act as recruiters during their daily contact with the public, however the Administrative Services Division Commander is responsible for and shall employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates. The Division commander may utilize department members that represent protected classes in formal recruitment presentations.

The strategy shall include:

1. Establishment of a written recruitment plan.
    (a) The plan shall include an outline of steps for recruiting candidates who are representative of the community. This should include candidates who live in or are from the community, if appropriate and consistent with applicable laws and employment agreements.
2. Identification of racially and culturally diverse target markets.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Use of marketing strategies to target diverse applicant pools.
4. Expanded use of technology and maintenance of a strong internet presence. This may include an interactive office website and the use of office-managed social networking sites, if resources permit.
5. Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
6. Employee referral and recruitment incentive programs.
7. Consideration of shared or collaborative regional testing processes.

The Administrative Services Division Commander shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Office should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

1000.4 PLAN

Conduct recruitment activities both inside and outside of our jurisdiction by:

1. Attending job fairs
2. conduct recruitment activities outside Geary County to attract more viable law enforcement candidates
3. Conducting presentations at community events regarding a career in law enforcement
4. Publish job opportunities on websites and job boards
5. Post job opportunities on Geary County Sheriffs Office department website
6. Distribute recruitment literature to organizations who are fluent in the community's minority and multi-cultural environment. The literature should project the employees as personable, professional and integrated into the community and will include women and minorities in law enforcement roles.

A report should be generated to determine the types of recruitment methods most beneficial, if the targeted demographics were reached and if any modifications should be made. This report shall be provided to the Sheriff. The executive command staff may review the report and make suggestions for improvements.

The report may include:

1. A list of locations where recruitment efforts were made
2. A list where literature was delivered
3. A number of applicants who attended any seminars
4. A number of applicants who applied
5. The applicants demographics

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. A count of recruitment methods identified by each applicant pertaining to how they heard about the job
7. identify if social media was used
8. Identify how material pertaining to lateral employment was made available to applicants

1000.5 SELECTION PROCESS

The Office shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Office shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

1. A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
2. Driving record
3. Reference checks involving at least three personal or professional references
4. Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
5. Information obtained from public internet sites
    (a) This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).
6. Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
7. Local, state, and federal criminal history record checks
8. Medical and psychological examination (may only be given after a conditional offer of employment)
9. Review board or selection committee assessment
10. Relevant national and state decertification records, if available
11. Any relevant information in the National Law Enforcement Accountability Database

The selection process will utilize minimum qualifications or rating criteria that are only job related and will be administered, scored, evaluated, and interpreted in a uniform manner within each job classification. The procedural steps for selection should occur in the following order:

1. Employment Application
    (a) At the time of the formal application, applicants are informed of the elements of the process and expected duration of the process.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Written and Physical Agility Testing
    (a) Administration of examination and evaluation of results will be conducted by members trained in these procedures.
    (b) Available to all qualified applicants.
3. Pre Board Interview
    (a) Conducted by the Administrative Commander or their designee.
    (b) Conducted to evaluate and review everything provided by the applicant.
4. Oral Board Interview
    (a) Will be conducted in a confidential setting
    (b) Interviewers will be trained in proper interview techniques and protocol.
5. Background Investigation
    (a) Any member conducting investigations will be trained in the process of collecting such information.
    (b) Will include, but is not limited to, verification of credentials, review of criminal records, and verification of at least 3 personal references and professional references.
6. Polygraph Examination
    (a) Conducted by a certified polygraph examiner.
7. Ride-A-longs
    (a) Can be done during background investigation.
    (b) Must be no less than two rides, with a certified FTO.
8. Command Review
    (a) Staff selected by the Sheriff or designee to evaluate each applicant.
    (b) Graded on Highly Recommend, Recommend or Do not recommend criteria.
9. Conditional Offer of Employment
    (a) Contains medical testing, drug testing and psychological evaluation.
        i. Psychological Examination – All positions requiring law enforcement credentials.
            A. To determine emotional stability and psychological fitness for law enforcement.
            B. Conducted and assessed by a qualified professional.
            C. Shall be completed prior to appointment to probationary status.
10. Sheriff's Interview
    (a) Final Offer of Employment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

This process may be adjusted with steps omitted or added depending on experience and certifications with the approval of the Sheriff.

Sheriff's Deputy Sworn and Armed Civilian Employees

1. Employment Application Submitted
2. Written/ Physical agility testing
3. Pre board interview
4. Oral board interview
5. Background Investigation
6. Polygraph exam
7. Ride Along
8. Command review
9. Conditional Offer of employment
10. Sheriff's Interview

Civilian Employees

1. Employment application Submitted
2. Written exam/ assessment testing
3. Pre board interview
4. Oral board interview
5. Background Investigation
6. Command review
7. Conditional Offer
8. Sheriff Interview

Candidates not chosen for positions will be informed either verbally or in writing.

1. Records containing hiring-related documentation may be retained by HR in accordance with the State of Kansas Records Retention Schedule.
2. Materials will be disposed of in a manner that prevents disclosure of information.

1000.5.1 WAIVERS

The Administrative Services Division Commander shall obtain a written waiver from applicants for a deputy position if the applicant has been employed as a deputy or applied for a deputy position with another state or local law enforcement agency or government agency (K.S.A. § 75-4379). Applicants who refuse to execute the waiver shall not be considered for employment (K.S.A. § 75-4379).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The assigned background investigator shall include a copy of the waiver signed by the applicant with each request for information submitted to a law enforcement or government agency (K.S.A. § 75-4379).

1000.5.2 VETERAN PREFERENCE
The Office will provide veteran preference as required (K.S.A. § 73-201).

1000.6 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate’s unsuitability to perform duties relevant to the operation of the Geary County Sheriff's Office.

1000.6.1 NOTICES
Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.6.2 REVIEW OF SOCIAL MEDIA SITES
Due to the potential for accessing unsubstantiated, private or protected information, the Administrative Services Division Commander shall require candidates to provide passwords, account information or access to password-protected social media accounts.

The Administrative Services Division Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

1. The legal rights of candidates are protected.
2. Material and information to be considered are verified, accurate and validated.
3. The Office fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administrative Services Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.6.2 DOCUMENTING AND REPORTING
The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1000.6.2 RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.7 DISQUALIFICATION GUIDELINES
As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

1. Age at the time the behavior occurred
2. Passage of time
3. Patterns of past behavior
4. Severity of behavior
5. Probable consequences if past behavior is repeated or made public
6. Likelihood of recurrence
7. Relevance of past behavior to public safety employment
8. Aggravating and mitigating factors
9. Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.8 EMPLOYMENT STANDARDS
All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Office and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position’s essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.8.1 STANDARDS FOR DEPUTIES
Candidates shall meet the following minimum standards established by Kansas law, including those provided in K.S.A. § 74-5605:

(a) Be a United States citizen

(b) Has been fingerprinted and a search of local, state, and national fingerprint files has been made to determine whether the candidate has a criminal record (K.S.A. § 22-4713)

(c) Not have been convicted of any felony, misdemeanor crime of domestic violence, or a misdemeanor offense that reflects on honesty, trustworthiness, integrity, or competence

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(d) Have obtained a high school diploma or the equivalent of a high school education

(e) Possess a valid driver's license and have a good driving record

(f) Be of good moral character sufficient to warrant the public trust as a law enforcement officer

(g) Have completed a psychological test approved by the Kansas Commission on Peace Officers' Standards and Training (KS·CPOST) to determine that the candidate does not have a mental or personality disorder that would adversely affect the ability to perform the essential functions of a law enforcement officer

(h) Be free of any physical or mental condition which adversely affects the ability to perform the essential functions of a law enforcement officer with reasonable skill, safety, and judgment

(i) Be at least 21 years of age

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Performance Evaluations

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1001.1 PURPOSE AND SCOPE

This policy provides guidelines for the Geary County Sheriff's Office performance evaluation system.

1001.2 POLICY

The Geary County Sheriff's Office shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Office evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee’s position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

1001.3 TYPES OF EVALUATIONS

The Office shall use the following types of evaluations:

Regular - An evaluation completed at regular intervals by the employee's immediate supervisor. Employees who have been promoted should be evaluated as established by the Department of Human Resources or, minimally, on the anniversary of the date of the last promotion.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Special - An evaluation that may be completed at any time the supervisor and Division Commander or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.3.1 RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Outstanding - Performance is well beyond that required for the position. It is exceptional performance, definitely superior or extraordinary.

Exceeds standards - Performance is better than demonstrated by a competent employee. It is performance superior to what is required, but is not of such nature to warrant a rating of outstanding.

Meets standards - Performance of a competent employee. It is satisfactory performance that meets the standards required of the position.

Needs improvement - Performance is less than the standards required of the position. A needs improvement rating shall be thoroughly discussed with the employee.

Unsatisfactory - Performance is inferior to the standards required of the position. It is inadequate or undesirable performance that cannot be allowed to continue.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as unsatisfactory or outstanding shall be substantiated with supervisor comments.

1001.3.2 PERFORMANCE IMPROVEMENT PLAN

Employees who receive an unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1001.5 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated once annually and upon assignment change.

Those employees who are required to successfully complete a probationary period should be evaluated monthly.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

1001.7 APPEAL

An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor’s Division Commander or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

1001.8 CHAIN OF REVIEW

The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor's Division Commander or the authorized designee. The Division Commander or the authorized designee shall review the evaluation for fairness, impartiality, uniformity, and consistency, and shall consider any written response or appeal made by the employee.

The Division Commander or the authorized designee should evaluate the supervisor on the quality of ratings given and the supervisor's effectiveness in addressing misconduct by members they supervise.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1001.9 RETENTION AND DISTRIBUTION

The original performance evaluation and any original correspondence related to an appeal shall be maintained by the Office in accordance with the Personnel Records Policy.

A copy of the evaluation and any documentation of a related appeal shall be provided to the employee and also forwarded to the Geary Department of Human Resources.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Special Assignments and Promotions

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules and procedures for promotions and special assignments within the Geary County Sheriff's Office, so that members have the source of information for upward career mobility. Promotions above the rank of Lieutenant are appointed positions, with criteria set by the Sheriff, and are excluded from this order.

1002.2 POLICY

The Geary County Sheriff's Office determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. This policy is established to provide agency members with professional growth opportunities that encompass both supervisory and non-supervisory positions and to foster an environment where individual benefits realized as a result of a career ladder positively affect the agency as a whole. Assignments and promotions are made by the Sheriff. Special assignments and promotion processes should be administered by the division commander or their designee who requires the vacancy filled.

1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

1. Special Response Team member
2. Dive team member
3. Detective
4. Narcotics Detective
5. Canine handler
6. Marine Deputy
7. Negotiator
8. Drone pilot
9. Range Master
10. Accident investigator
11. Field Training Officer
12. Community Relations/Training Officer
13. School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) deputy

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

14. Peer support

1002.3.1 GENERAL REQUIREMENTS
The following requirements should be considered when selecting a candidate for a special assignment:

1. Documented relevant experience
2. Possession of or ability to obtain any certification required by KS·CPOST or law
3. Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA
The following criteria will be used in evaluating candidates for a special assignment:

1. Presents a professional, neat appearance.
2. Maintains a physical condition that aids in their performance.
3. Expressed an interest in the assignment.
4. Demonstrates the following traits:
   (a) Emotional stability and maturity
   (b) Stress tolerance
   (c) Sound judgment and decision-making
   (d) Personal integrity and ethical conduct
   (e) Leadership skills
   (f) Initiative
   (g) Adaptability and flexibility
   (h) Ability to conform to office goals and objectives in a positive manner

1002.3.3 SELECTION PROCESS
The selection process for special assignments will include an administrative evaluation as determined by the Sheriff to include:

1. Division Commander interview - The Division Commander will schedule interviews with each candidate.
   (a) After the interview, the Division Commander will submit his/her recommendations to the Sheriff.
2. Assignment by the Sheriff.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Sheriff.

1002.4 POSITIONS FOR PROMOTION
The Following are considered Promotions and not special assignments:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Sergeant
2. Lieutenant
3. Captain
4. Undersheriff

1002.5 SERGEANT BASIC REQUIREMENTS

1. Minimum requirements for position of Deputy
2. Minimum three (3) years experience of law enforcement required
3. Certification through the Kansas Law Enforcement Training Center

These requirements are at the discretion of the Sheriff.

1002.5.1 SERGEANT SELECTION PROCESS

The selection process for Sergeant will include an administrative evaluation as determined by the Sheriff which may include:

1. Written Examination: a written examination will be administered to applicants who meet the minimum requirements for the posted vacancy or who will meet the minimum requirements during a six (6) month cycle.
   (a) The test will assess leadership and management skills and knowledge derived from sources such as but not limited to: Department Policies/Directives, County Resolutions, Kansas State Statutes, County Policy and Procedures, case law and leadership text.
   (b) The written test will represent 50% of the evaluation process
2. Oral Review Board:
   (a) Eligible candidates will be interviewed by an Oral Review Board comprised of a minimum of three (3) members. The board shall consist of a minimum of two (2) sworn deputies above the rank being tested for, either from other law enforcement agencies or from the Department. The board can consist of a Deputy the same rank as the rank being tested for, however, the deputy must have a minimum of one (1) year of consecutive service in that rank. When possible, a civilian from outside the Department can be appointed as an additional member of the review board.
   (b) Dimensions to be evaluated, include but are not limited to: verbal communications, appearance, demeanor, job knowledge, personality, attitude, self development, and/or leadership and management skills, ability and potential
   (c) The Oral Review Board score will represent 50% of the evaluation process.

1002.6 LIEUTENANT BASIC REQUIREMENTS

1. Minimum requirements for position of deputy
2. Minimum five (5) years law enforcement experience required

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Minimum three (3) years law enforcement supervisory experience required.

These requirements are at the discretion of the Sheriff.

1002.6.1 LIEUTENANT SELECTION PROCESS
The selection process for Lieutenant will include an administrative evaluation as determined by the Sheriff which may include:

1. Written Examination: a written examination will be administered to applicants who meet the minimum requirements for the posted vacancy or who will meet the minimum requirements during a six (6) month cycle.
    (a) The test will assess leadership and management skills and knowledge derived from sources such as but not limited to: Department Policies/Directives, County Resolutions, Kansas State Statutes, County Policies and Procedures, case law and leadership text.
    (b) The written test will represent 50% of the evaluation process
2. Oral Board Review:
    (a) Eligible candidates will be interviewed by an Oral Review Board comprised of a minimum of three (3) members. All members of the board shall be the same rank or above the rank being tested for either from other law enforcement agencies or the Department. If members are the same rank as the position being tested for they must have a minimum of one (1) year of consecutive service in that rank. When possible a civilian from outside the Department can be appointed as an additional member of the review board.
    (b) Dimensions to be evaluated, include but are not limited to: verbal communications, appearance, demeanor, job knowledge, personality, attitude, self development, and/or leadership and management skills, ability and potential
    (c) The Oral Review Board score will represent 50% of the evaluation process.

1002.7 PROMOTION ELIGIBILITY POOL

1. The results of the member(s)' total scores from the promotional process shall be provided to the Sheriff
2. The Sheriff shall be responsible for the approval of the evaluation results
    (a) The promotional eligibility pool shall be valid for a period of six (6) months from the date the evaluation process is completed. The process will not be considered completed until it is approved by the Sheriff.
3. When there is a vacancy for a sergeant and/or Lieutenant, the Sheriff shall make promotional selection(s) from the candidates in the promotional eligibility pool.
    (a) After the Sheriff makes their initial selections form the pool, the remaining candidates will remain in the promotional eligibility pool for future vacancy considerations until the eligibility cycle expires or a new pool is created.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Disciplinary System

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1003.1 PURPOSE AND SCOPE

To establish guidelines for the administration of the Geary County Sheriff's Office disciplinary process.

1003.2 POLICY

Effective discipline is essential to the efficient and orderly operation of the Sheriff's Office. When an infraction of Department regulations, duties or procedures occurs that requires immediate action, it may be necessary for Supervisors other than the Sheriff to impose disciplinary action. It is the policy of the Geary County Sheriff's Office (GESO) that employees found in violation of the rules, regulations, or policies of the GESO may be disciplined in the manner set forth in this policy and within the guidelines of the Geary County Sheriff's Office.

1003.3 PROCEDURE

Disciplinary action may be administered for any infraction of Office regulations, duties or procedures, however, supervisors have a duty to set a positive example for subordinates by conforming to Office guidelines.

1. Supervisor's responsibilities include:
    (a) Rewarding positive behavior and performance;
    (b) Investigating complaints against employees and allegations of employee misconduct while administering disciplinary action when within the scope of their authority and responsibility;
    (c) Counseling employees and subordinates to improve job performance or correct minor infractions and procedures;
    (d) Identifying training needs as a function of the disciplinary process;
    (e) Directly implementing primitive disciplinary actions, however, action taken under this policy shall not bar imposition of a more severe penalty by the Sheriff or Undersheriff;
    (f) Implementing severe disciplinary action approved by the chain of command;
    (g) Notifying the Sheriff, or Undersheriff acting in his stead of the disciplinary action as soon as possible and not later than the next business day.
2. Disciplinary Action/Discipline:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) Certain offenses are of such a serious nature that immediate termination upon first offense is appropriate. Additionally, the employee may be subject to termination, demotion, or suspension for the accumulation of violations when the employee fails to participate in and/or respond to corrective action.

(b) Although not all inclusive, the following should be taken into account when considering administration of discipline. The weight assigned to any particular factor will be at the discretion of the Sheriff or Undersheriff acting in his stead:

i. The seriousness of the incident;

ii. The circumstances surrounding the incident;

iii. The employee's past disciplinary record;

iv. The employee's past work performance;

v. The impact of the incident on the Office or the community;

vi. The propensity for future similar disciplinary problems.

3. Training:

(a) Remedial training may be used for specific performance or deficiencies identified in employees. The need for remedial training may be recognized by supervisors during evaluation of a job performance, as a result of a complaint, failure to demonstrate proficiency in a required lethal or less lethal weapon, or at the discretion of a supervisor. Remedial training may be utilized as a lone disciplinary action or coincide with other disciplinary procedures.

(b) Training used as a part of the Office's disciplinary system will be documented and will be maintained in the employee's personnel file.

(c) Remedial training shall be completed within thirty days of assignment.

4. Counseling:

(a) Counseling may be used as a corrective action and may be used as a lone form of discipline or in conjunction with other forms. Supervisors will conduct disciplinary counseling sessions in a private and non-threatening manner and the counseling effort will be used to determine a solution for the problem. The employees supervisor will document the following information to be retained in the employee's personnel file:

i. The specific nature of the problem/issue that resulted in the counseling;

ii. The employee's explanation for the problem;

iii. Suggestions for improving or eliminating the problem;

iv. The conclusion of the counseling to include the plan moving forward.

5. Punitive Actions:

(a) As a function of discipline, punitive action may be used as a lone form of discipline or in conjunction with other forms of the disciplinary system. Punitive actions employed by the Office are:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

i. Oral Reprimand

ii. Written Reprimand

iii. Suspension Without Pay

iv. Demotion

v. Termination

(b) Oral Reprimand

i. Oral reprimand is the least severe of all disciplinary actions and may be administered by any supervisor. An oral reprimand serves as a notification to an employee of any deficiencies in job performance, work habits, or one or more violations of policies or SOPs.

ii. A written record of oral reprimand will be made by the Supervisor and included in the employee's personnel file for a period of one (1) year.

(c) Written Reprimand

i. Written reprimand may be used for any violation of the GESO policy manual and the GESO procedures manual. At minimum, it will contain the following:

A. The policy and/or procedure violation

B. The date, time, location of violation

C. The specific actions of the employee that constitute the violation

D. Language warning the employee that their performance must be corrected in order to avoid a more severe punishment, citing guidelines and actions for the employee to follow to improve their performance.

E. Signature of the employee acknowledging receipt of the written reprimand as well as the signature of the supervisor administering the reprimand.

ii. The original written reprimand will be placed in the employee's personnel file for a period of one (1) year and a copy will be provided to the employee.

(d) Suspension Without Pay

i. Any supervisor may recommend that an employee receive suspension without pay as a punitive punishment, however, the Sheriff has the final approval.

ii. An employee who is suspended without pay will receive, in writing, the following:

A. The policy and/or procedure that was violated

B. Language warning the employee that their performance must be corrected in order to avoid a more severe punishment, citing

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

guidelines and actions for the employee to follow to improve their performance.

C. Specific actions of the employee that led to the suspension

D. The length and time of the suspension

E. The effective date of the suspension

F. The date, time, and location that the violation occurred

iii. A copy of the documented Suspension Without Pay will be retained in the employee's personnel file.

(e) Termination

i. The termination of a GESO employee must be authorized by the Sheriff, or in the Sheriff's absence, the Undersheriff. The Sheriff and/or the Undersheriff have the authority to terminate any sworn or civilian employee at any given time. While it is impossible to list any and all circumstances that could warrant a termination the following are examples that could lead to dismissal from the Geary County Sheriff's Office:

A. Neglect of Duty

B. Dishonesty

C. Felony violation of state or federal law

D. Some misdemeanor violations of state or federal law (e.g. domestic battery)

E. Violation of the Deputy's Oath of Office, Code of Ethics, or statutory duties

ii. If a non-probationary employee is terminated, the employee will receive written notice containing a minimum of:

A. The policy and/or procedure that was violated

B. A statement of the status of any retirement, insurance, or other accrued benefit accounts after termination

C. The effective date of the termination

D. The date, time, and located that the violation occurred

E. The Sheriff or Undersheriff will provide a copy of the written notice to the employee and a copy will be retained in the employees personnel file.

(f) Appeal Procedures

i. All disciplinary action, with the exception of verbal counseling, is grievable and may be appealed in accordance with the Office's grievance procedures. See Policy 1003 for Grievances.

(g) Disciplinary Records Retention

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

i. All disciplinary actions will be documented in writing.

ii. All disciplinary documentation will be retained in the respective employee's personnel files and disciplinary documentation above an oral reprimand will be retained within Human Resources personnel services records.

6. Promotions and Specialized Positions:

(a) Employees of the Geary County Sheriff's Office who have received any of the following will be ineligible for promotion or a specialized position for a period of six calendar months from the date of the disciplinary action:

i. Written Reprimand

ii. Suspension Without Pay

iii. Demotion

(b) Employees who are ineligible at the time of testing but would become eligible within a period of six (6) calendar months are eligible to participate in the testing process. Employees that receive passing scores will be placed on a six (6) month list from the completion date of testing, if a position becomes available after the employee becomes eligible, and they are next on the list they would be awarded the position

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Grievances

Effective Date:	01.07.2025
Revised Date:	02.20.2025
Issuing Authority: Sheriff Nate Boeckman	

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Geary County Sheriff's Office grievance system. This policy ensures employees have an opportunity to present their work-related complaints and to appeal administrative decisions through a dispute resolution procedure. The office shall attempt to promptly resolve all disputes that are appropriate for treatment under this policy.

1004.1.1 GRIEVANCE DEFINED

A grievance is an employee expressed dissatisfaction concerning any interpretation or application of a work-related policy by the Sheriff's Office or the employee's supervisor. Matters that may be considered appropriate grievances under this policy include:

- The belief that Office Policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee
- Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation
- Alleged discrimination because of a protected class
- Improper or unfair administration of employee benefits or conditions of employment, and unfair disciplinary procedures or actions.

Specifically outside the category of grievances are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any office employee that, if true, would constitute a violation of office policy or federal, state, or local law, as set forth in the Personnel Complaints Policy.

1004.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1004.3 PROCESS

Employees should follow the procedure listed below to report any dispute considered appropriate for treatment under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The dispute resolution procedure has a maximum of five steps, but disputes may be resolved at any step in the process. Disputes will be processed until the employee is satisfied, the employee does not file an appeal within ten working days, or the employee exhausts the right of appeal under this policy. A decision becomes binding on all parties when an employee does not file a timely appeal or when a decision is made in the final step and no further right of appeal exists.

The grievance shall be made using the Office's grievance form and shall include the case number, if applicable; the facts upon which it is based; a written allegation of the specific wrongful act and harm alleged; and a written statement of the remedy or adjustment sought.

Employees who believe they have an appropriate dispute should proceed as follows:

1. Immediate Supervisor: Bring the complaint to the attention of the employee's immediate supervisor within 10 business days. If the dispute involves the immediate supervisor, the employee may present the grievance directly to the next higher level of supervision. The supervisor receiving the grievance shall investigate the complaint, attempt to resolve it, and provide a decision to the employee within 10 business days. The supervisor shall prepare a written and dated summary of the dispute and the proposed resolution for the employee's personnel file, with a copy provided to the employee and signed by both the supervisor and the employee.

2. Next Level of Supervision: If the grievance is not resolved to the satisfaction of the employee, the employee may appeal the grievance to the next higher level of supervision within the Office. If the grievance pertains to the reviewing supervisor, that level shall be bypassed, and the grievance shall proceed to the next uninvolved supervisor in the chain of command. The reviewing supervisor shall investigate the complaint, review the actions taken at the previous level, attempt to resolve the issue, and provide a written decision within 10 business days. A written and dated summary of the findings and proposed resolution shall be placed in the employee's personnel file, with a copy provided to the employee.

3. Successive Levels of Supervision: If the grievance remains unresolved, the employee may continue to appeal the grievance through each successive level of supervision within the Office's chain of command. Each reviewing supervisor shall investigate the grievance, consider the actions taken at prior levels, attempt to resolve the matter, and issue a written decision within 10 business days. If the grievance involves any supervisor in the chain of command, that supervisory level shall be bypassed, and the grievance shall proceed to the next higher uninvolved supervisor.

4. Sheriff: If the grievance remains unresolved after review through the supervisory chain of command, the employee may submit the grievance to the Sheriff. If the grievance involves the Sheriff, the employee may proceed directly to Step 5. The Sheriff shall review the grievance and the actions taken at each prior level, conduct any additional investigation deemed necessary, and issue a written decision within 10 business days. The Sheriff's decision shall be documented and placed in the employee's personnel file, with a copy provided to the employee.

5. Human Resources: If the grievance is not resolved following review by the Sheriff, or if the original grievance involves the Sheriff, the employee may submit the grievance to Human Resources. This appeal or initial grievance notification must be made in writing and in a timely

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

manner, setting forth the facts and the employee's reasons for filing or appealing the grievance. Copies of the written findings and decisions from each prior level of review shall accompany the appeal. Human Resources shall confer with the parties involved and any other persons deemed appropriate, investigate the issues, and issue a written decision in a timely manner. The decision shall be provided to the employee and shall become part of the employee's personnel file.

Extensions: The ten (10) business-day timeline may be exceeded only with the prior approval of the Sheriff. The reason for the extension shall be documented.

Final decisions on disputes will not be precedent-setting or binding on future grievances unless they are officially stated as County Policy. When appropriate, decisions will be retroactive to the date of the employee's original grievance notification.

Information concerning an employee grievance shall be confidential. Supervisors, the Sheriff, and other employees of the Office who investigate a complaint or grievance may discuss it only with those individuals who have a need to know or who need to supply necessary background information or advice.

Time spent by employees in grievance discussions with administrators during their normal working hours will be considered hours worked for pay purposes. Discussions held after regular working hours will not count as paid hours of employment.

Employees will not be penalized for proper use of the grievance resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith, solely for purposes of delay or harassment, or repeatedly raises grievances without merit. Use of the grievance resolution procedure by an employee does not limit the right of the Office to proceed with any disciplinary action that is not in retaliation for the employee's use of the grievance resolution procedure. In addition, employees, supervisors, and the Sheriff are prohibited from retaliating against an employee who properly uses the grievance resolution procedure.

Employees may be represented by another county employee or legal counsel at the employee's expense, provided the representative does not create a conflict of interest or unreasonably delay the proceedings. Any such representation during a grievance procedure shall be at the discretion of the Sheriff.

1004.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the appropriate Division Commander for inclusion into the employees file. Copies of the documents may also be sent to the Department of Human Resources.

1004.5 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Sheriff in the memorandum.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Anti-Retaliation

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1005.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or employment agreement.

1005.2 POLICY

The Geary County Sheriff's Office has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1005.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

1. Refusing to hire or denying a promotion.
2. Extending the probationary period.
3. Unjustified reassignment of duties or change of work schedule.
4. Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
5. Taking unwarranted disciplinary action.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
7. Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

1005.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Sheriff or the County Director of Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1005.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Sheriff via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(g) Periodically following up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1005.6 COMMAND STAFF RESPONSIBILITIES

The Sheriff should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

1. Communicating to all members the prohibition against retaliation.
2. The timely review of complaint investigations.
3. Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
4. The timely communication of the outcome to the complainant.

1005.7 WHISTLE-BLOWING

State law protects employees from retaliation for reporting unlawful employment practices and other protected activities. Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Investigations Division for investigation pursuant to the Personnel Complaints Policy (K.S.A. § 12-16,223; K.S.A. § 39-1403(b); K.S.A. § 39-1432(b); K.S.A. § 44-636(f); K.S.A. § 44-1009; K.S.A. § 44-1113; K.S.A. § 65-4928; K.S.A. § 75-7506).

1005.8 RECORDS RETENTION AND RELEASE

The Records Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Reporting of Arrests, Convictions and Court Orders

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Geary County Sheriff's Office. This policy will also describe the notification requirements and procedures that certain retired deputies must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1006.2 POLICY

The Geary County Sheriff's Office requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Office.

1006.3 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and Kansas law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; K.S.A. § 74-5605; K.S.A. § 74-5616).

All members and retired deputies with identification cards issued by the Office are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1006.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Certification as a law enforcement officer may be suspended or revoked by the Kansas Commission on Peace Officers' Standards and Training (KS·CPOST) for (K.S.A. § 74-5616):

1. Failing to meet and maintain the requirements of K.S.A. § 74-5605 or K.S.A. § 74-5607a.
2. Knowingly submitting false or misleading documents, or willfully failing to obtain any certification under the Kansas Law Enforcement Training Act.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Providing false information or otherwise not cooperating in a commission investigation to determine a person's continued suitability for law enforcement certification.
4. Failing to complete the annual continuing education required by K.S.A. § 74-5607a or otherwise failing to comply with the requirements of the Kansas Law Enforcement Training Act.
5. Engaging in conduct which, if charged as a crime, would constitute:
    (a) A felony.
    (b) A misdemeanor crime of domestic violence as defined in the Kansas Law Enforcement Training Act at the time the conduct occurred.
    (c) A misdemeanor crime that KS·CPOST determines reflects on the honesty, trustworthiness, integrity or competence of the applicant as defined by rules and regulations of the commission.
6. Using racial or other biased-based policing prohibited by K.S.A. § 22-4609.
7. Engaging in unprofessional conduct as defined by the rules and regulations of KS·CPOST (K.A.R. 106-2-3).

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this office may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1006.5 REPORTING

All members and all retired deputies with identification cards issued by the Office shall immediately notify their supervisors (retired deputies should immediately notify the Watch Commander or the Sheriff) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired deputies with identification cards issued by the Office shall immediately notify their supervisors (retired deputies should immediately notify the Watch Commander or the Sheriff) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired deputy from possessing a firearm or requires suspension or revocation of applicable KS·CPOST certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired deputies may have their identification cards rescinded or modified, as may be appropriate (see the Retiree Concealed Weapons Policy).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1006.5.1 NOTIFICATION REQUIREMENTS

In the event of an arrest, citation, or charge regarding a criminal offense that would be grounds for discipline under K.S.A. § 74-5616, the certified deputy shall report the event to KS·CPOST within 10 days of the arrest or discovery of the filing of the criminal proceeding (K.A.R. 106-2-2b).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Drug- and Alcohol-Free Workplace

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1007.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1007.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide a drug- and alcohol-free workplace for all members.

1007.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on office time can endanger the health and safety of office members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Watch Commander or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1007.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

1007.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and will lead to disciplinary action.

1007.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on office premises or on office time (41 USC § 8103). The lawful

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1007.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1007.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Office.

1007.7 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any the following circumstances:

1. The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.
2. The employee discharges a firearm in the performance of his/her duties (excluding training or authorized euthanizing of an animal).
3. The employee discharges a firearm issued by the Office while off-duty, resulting in injury, death or substantial property damage.
4. The employee drives a motor vehicle in the performance of his/her duties and becomes involved in an incident that results in bodily injury, death or substantial damage to property.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. The supervisor or department receives a complaint that the employee is using a controlled substance.

1007.7.1 SUPERVISOR RESPONSIBILITIES
The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

1. The test will be given to detect either alcohol or drugs, or both.
2. The result of the test is not admissible in any criminal proceeding against the employee.
3. The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1007.7.2 DISCIPLINE
An employee may be subject to disciplinary action if he/she:

1. Fails or refuses to submit to a screening test.
2. After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

1007.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT
No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Office will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1007.9 CONFIDENTIALITY
The Office recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member’s confidential medical file in accordance with the Personnel Records Policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Sick Leave

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1008.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the County personnel manual or applicable employment agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.).

1008.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide eligible employees with a sick leave benefit.

1008.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment and Outside Overtime Policy).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1008.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor, by telephone call, as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Office with no less than 30 days’ notice of the impending absence.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1008.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider’s statement for an absence of three or fewer days.

1008.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

1. Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
2. Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.
3. Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
    (a) Negatively affected the member's performance or ability to complete assigned duties.
    (b) Negatively affected office operations.
4. When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
5. Referring eligible members to an available employee assistance program when appropriate.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Communicable Diseases

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1009.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of office members contracting and/or spreading communicable diseases.

1009.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (i.e., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member’s position at the Geary County Sheriff's Office. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1009.2 POLICY

The Geary County Sheriff's Office is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1009.3 EXPOSURE CONTROL OFFICER

The Sheriff will assign a person as the Exposure Control Officer (ECO) (K.A.R. 28-1-23).

The ECO shall develop an exposure control plan that includes:

1. Exposure prevention and decontamination procedures.
2. Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
3. The provision that office members will have no-cost access to the appropriate personal protective equipment (PPE) (i.e., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Evaluation of persons in custody for any exposure risk and measures to separate them.
5. Compliance with all relevant laws or regulations related to communicable diseases, including:
    (a) Requirements set forth in K.A.R. 28-1-23 that are applicable to this office.
    (b) Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
    (c) Relevant portions of the current guidelines published by the Kansas Department of Health and Environment (K.S.A. § 65-128).

The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1009.3.1 SPECIFIC DUTIES OF THE ECO

The ECO or, in his/her absence, the authorized designee, shall have the following specific responsibilities (K.A.R. 28-1-23):

1. Acting as the infection control officer for the office.
2. Determining whether a suspected exposure was sufficient to potentially transmit a pathogen or an infectious and contagious disease.
3. Within four hours of receiving notification from a health care facility that a person who was transported by the office may be the source of an exposure, notifying all other entities whose personnel could have cared for or interacted with the source person. The notification shall include the name, diagnosis of the source person, and the date/time the source person was transported to the health care facility.
4. Advising members of any suspected exposure and recommending appropriate testing as soon as feasible.

1009.4 EXPOSURE PREVENTION AND MITIGATION

1009.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

1. Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area of office vehicles, as applicable.
2. Wearing office-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
3. Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
4. Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Using an appropriate barrier device when providing CPR.
6. Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
7. Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
    (a) Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.
8. Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
9. Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
10. Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1009.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

1009.5 POST EXPOSURE

1009.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

1. Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
2. Obtain medical attention as appropriate.
3. Notify a supervisor as soon as practical.
4. Notify the ECO or, in his/her absence, the authorized designee within four hours of any exposure (K.A.R. 28-1-23).

1009.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident.

The supervisor shall ensure the following information is documented:

1. Name of the member exposed
2. Date and time of incident
3. Location of incident

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
5. Work being done during exposure
6. How the incident occurred or was caused
7. PPE in use at the time of the incident
8. Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

1009.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Office members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

1. Whether the member has been informed of the results of the evaluation.
2. Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1009.5.4 COUNSELING

The Office shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

1009.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought (K.A.R. 28-1-23(d)).

Source testing may be achieved by:

1. Obtaining consent from the individual.
    (a) If the individual refuses, the ECO may submit an application to the court requiring the individual to submit an appropriate specimen for testing (K.S.A. § 65-6008; K.S.A. § 65-6009; K.A.R. 28-1-23).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Contacting the Kansas Department of Health and Environment to request an order for testing (K.S.A. § 65-128).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the County Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1009.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (K.A.R. 28-1-23).

1009.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

1. Should be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
2. Should be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
3. Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Smoking and Tobacco Use

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1010.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Geary County Sheriff's Office facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1010.2 POLICY

The Geary County Sheriff's Office recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Office and its members.

1010.3 ADDITIONAL PROHIBITIONS

Pursuant to the Kansas Indoor Clean Air Act (K.S.A. § 21-6110 through K.S.A. § 21-6116):

1. Members are prohibited from smoking in an enclosed area or at a public meeting including, but not limited to:
    (a) Public places.
    (b) Taxicabs and limousines.
    (c) Restrooms, lobbies, hallways and other common areas in public and private buildings, condominiums and other multiple-residential facilities.
    (d) Restrooms, lobbies and other common areas in hotels and motels and in at least 80 percent of the sleeping quarters within a hotel or motel that may be rented to guests.
    (e) Access points within a 10-foot radius outside of any doorway, open window or air intake leading into a building or facility of all buildings and facilities unless exempt.
    (f) Any place of employment.
2. The Sheriff or the authorized designee shall ensure that no smoking signs displaying the international no smoking symbol and clearly stating that smoking is prohibited by state law are posted in a conspicuous place.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. No member of this office shall retaliate against any person for reporting or attempting to prosecute a violation of Kansas laws prohibiting smoking.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Personnel Complaints

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1011.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Geary County Sheriff's Office. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1011.2 POLICY

The Geary County Sheriff's Office takes seriously all complaints regarding the service provided by the Office and the conduct of its members.

The Office will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this office to ensure that the community can report misconduct without concern for reprisal or retaliation.

1011.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of office policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate office policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Office.

1011.3.1 PRIORITY NOTIFICATIONS

Complaints against the agency and its personnel may require notifying the Sheriff immediately while others can be postponed to a later time. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

Immediate notification examples may include:

1. Use of Force violation
2. Official misconduct. ksa (21-6002)

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Deputies accused of engaging in illegal activity that would constitute a misdemeanor or felony.

None emergent notification examples may include:

1. minor traffic violations
2. minor policy violations where discipline would not exceed a written warning

1011.3.2 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Watch Commander is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Investigations Division, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Investigations Division, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

1011.3.3 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

1. Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
2. Any office member becoming aware of alleged misconduct shall immediately notify a supervisor.
3. Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
4. Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
5. Tort claims and lawsuits may generate a personnel complaint.

1011.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1011.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the sheriff's facility and be accessible through the office website. Forms may also be available at other County facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1011.4.2 ACCEPTANCE

All complaints will be courteously accepted by any office member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1011.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints made against the agency or its members are documented in Frontline. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

In order to maintain confidentiality and security these complaints are only accessible to supervisors and the employee with which the complaint is against. If the complaint is determined to require an internal affairs investigation, the Operations Division Commander shall assign that complaint to the Internal Affairs department.

Additionally, Frontline shall include the nature of the complaint and the actions taken to address the complaint. Procedure 1008 "Frontline" more definitively describes the contents within Frontline. On an annual basis, the Office should audit the log and send an audit report to the Sheriff or the authorized designee.

1011.5.1 DOCUMENTATION OF ALLEGATIONS AND RIGHTS

A member who becomes the subject of an internal investigation shall receive written notification containing the following information:

1. Any allegations against the member
2. The member's rights relative to the investigation
3. The member's responsibilities relative to the investigation

1011.6 PRELIMINARY INQUIRY

Prior to the initiation of a formal administrative investigation, a preliminary inquiry shall be conducted to determine whether a formal investigation is warranted or whether the complaint can be resolved or closed without further formal process.

1011.6.1 PURPOSE

The purpose of the preliminary inquiry is to conduct a limited, fact-gathering review of a personnel complaint in order to:

1. Clarify the nature and specific allegations of the complaint.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Determine whether the alleged conduct, if true, would constitute a violation of office policy, procedure, or federal, state, or local law.
3. Assess whether sufficient information exists to support further formal investigation.
4. Identify complaints that are clearly unfounded, frivolous, or that fail to state a policy violation and can be closed without a formal investigation.
5. Determine the appropriate classification (Informal, Formal, or Incomplete) and recommend disposition.

1011.6.2 AUTHORITY AND RESPONSIBILITY

The preliminary inquiry shall ordinarily be conducted by the receiving supervisor or the Watch Commander of the accused member. The Sheriff or the authorized designee may assign the preliminary inquiry to another supervisor or to the Investigations Division when appropriate (e.g., conflict of interest, seriousness of the allegation, or complexity).

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation while conducting the preliminary inquiry.

1011.6.3 SCOPE OF THE PRELIMINARY INQUIRY

The preliminary inquiry is intentionally limited in scope. It is not a substitute for a formal administrative investigation. During the preliminary inquiry, the assigned supervisor may:

1. Review the complaint form and any supporting materials provided by the complainant.
2. Contact the complainant (if known and available) to clarify allegations, obtain additional details, or request supporting documentation or evidence.
3. Review immediately available agency records and materials, including but not limited to CAD/RMS entries, incident reports, body-worn camera or in-car video recordings, radio traffic, and other existing documentary or digital evidence.
4. Conduct brief, informal interviews with the accused member and/or witnesses solely for the purpose of fact-gathering and clarification. Such informal interviews are limited in scope and duration, are voluntary in nature for the limited purpose of the preliminary inquiry, and shall not include formal advisements, orders to answer under threat of discipline, or the full procedural rights applicable to formal administrative investigations.
5. Confer with the Division Commander or other appropriate command staff regarding classification and next steps.

The preliminary inquiry shall not include formal administrative interviews of the accused member that would trigger the full employee rights, written notification, Garrity advisement, or representative rights procedures applicable to administrative investigations under this policy. Informal fact-gathering contacts described above are distinct from formal interviews. If the inquiry indicates that formal interviews or a full investigation are necessary, the matter shall be classified as Formal and processed under Section 1011.7, at which time the applicable employee rights and notification requirements shall apply.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1011.6.4 TIMEFRAME

The preliminary inquiry shall be completed as soon as practicable. Absent exceptional circumstances, the inquiry should be completed within seven (7) calendar days of the date the complaint is received by a supervisor. Priority matters identified in Section 1011.3.1 shall be handled with greater urgency and the Sheriff shall be notified in accordance with that section.

If additional time is required, the supervisor shall document the reason and obtain approval from the Division Commander for a brief extension.

1011.6.5 OUTCOMES OF THE PRELIMINARY INQUIRY

Upon completion of the preliminary inquiry, the assigned supervisor shall recommend one of the following outcomes:

Unfounded / Closed at Inquiry

The inquiry discloses that the alleged acts did not occur, did not involve office members, or that the complaint is frivolous or fails to allege a violation of office policy or applicable law. The complaint may be closed without initiation of a formal administrative investigation. The disposition and supporting rationale shall be documented in Frontline and the complainant notified of the disposition as appropriate.

Informal Resolution

The matter is appropriate for informal handling. The Watch Commander is satisfied that appropriate action has been (or can be) taken by a supervisor of rank greater than the accused member. No formal investigation is required. The resolution shall be documented in Frontline.

Formal Investigation Warranted

The inquiry determines that further action is warranted and that a formal administrative investigation is appropriate based on the seriousness, complexity, or nature of the allegations. The complaint shall be classified as Formal and referred for investigation under Section 1011.7. The Operations Division Commander shall assign the investigation as appropriate (supervisor of higher rank or Investigations Division / Internal Affairs).

Incomplete

The complaining party refuses to cooperate or becomes unavailable after diligent follow-up, and insufficient information remains to reach a disposition. At the discretion of the assigned supervisor or the Investigations Division, the matter may be closed or held for further action if additional information later becomes available.

1011.6.6 DOCUMENTATION AND REVIEW

All preliminary inquiries shall be documented in Frontline, including the nature of the complaint, actions taken during the inquiry, the recommended outcome, and the rationale supporting the disposition. The Division Commander (or designee) shall review preliminary inquiry dispositions, particularly those closed as Unfounded or Informal, to ensure consistency and appropriateness.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

If new information later comes to light that materially changes the preliminary inquiry findings, the matter may be reopened and reclassified as appropriate.

1011.7 ADMINISTRATIVE INVESTIGATIONS

When the preliminary inquiry determines that a formal investigation is warranted, allegations of misconduct will be administratively investigated as follows.

1011.7.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Sheriff or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

1. Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
    (a) The original complaint form will be directed to the Watch Commander of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
    (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Commander or the Sheriff, who will initiate appropriate action.
2. Responding to all complaints in a courteous and professional manner.
3. Resolving those personnel complaints that can be resolved immediately.
    (a) Follow-up contact with the complainant should be made within a reasonable amount of time Office receiving the complaint.
    (b) If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Division Commander.
4. Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Division Commander and Sheriff are notified via the chain of command as soon as practicable.
5. Promptly contacting the Department of Human Resources and the Division Commander for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Forwarding unresolved personnel complaints to the Division Commander, who will determine whether to contact the complainant or assign the complaint for investigation.
7. Informing the complainant of the investigator's name and the complaint number within a reasonable amount of time.
8. Investigating a complaint as follows:
    (a) Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
    (b) When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
9. Ensuring that the procedural rights of the accused member are followed.
10. Ensuring interviews of the complainant are generally conducted during reasonable hours.

1011.7.2 EMPLOYEE RIGHTS AND RESPONSIBILITIES

1. The Internal Affairs Lieutenant is responsible to ensure that once a complaint of employee misconduct is received the accused employees are notified in writing of the active investigation.
2. Employees subject to an internal affairs investigation have the following rights and duties
    (a) the Internal Affairs Lieutenant will notify the employee(s) in writing of internal affairs complaints filed against them. Employees will be notified of a complaint that results in an investigation within seven (7) days following receipt of the complaint. Prior to being questioned about an investigation involving the employee, the employee will be informed of the general nature of the matter. They will also be advised of whether or not they are the subject of the complaint/ investigation. This written notification also provides guidance to employees as to their rights during an internal affairs investigation.

1011.7.3 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Investigations Division, the following applies to employees:

1. Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated unless previously placed on unpaid administrative leave.
2. Unless waived by the employee, interviews of an accused employee shall be at the Geary County Sheriff's Office or other reasonable and appropriate place.
3. No more than two interviewers should ask questions of an accused employee.
4. Prior to any interview, an employee should be informed of the nature of the investigation.
5. All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
7. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
    (a) An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
    (b) No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.
8. The interviewer shall record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.
9. All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
10. All employees shall provide complete and truthful responses to questions posed during interviews.
11. No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.
12. Attorneys for the employee and/or the Sheriff's Office may not be present during the interview(s)

1011.7.4 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1011.7.5 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve office members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1011.7.6 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within 90 days from the date of discovery by an individual authorized to initiate an investigation. A written explanation shall be submitted to the Sheriff should an investigation take longer than 90 days. The Sheriff shall then provide new guidelines and provisions for an extension with a new date of completion. The new date should be 90 days in addition to the original 90 days, unless otherwise directed by the Sheriff. The investigator shall provide an update every thirty days to the Sheriff.

1011.7.7 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1011.8 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1011.9 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Office, the Sheriff or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

1. May be required to relinquish any office badge, identification, assigned weapons and any other office equipment.
2. Shall be required to continue to comply with all policies and lawful orders of a supervisor.
3. May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1011.10 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Sheriff shall be notified as soon as practicable when a member is accused of criminal conduct. The Sheriff may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Geary County Sheriff's Office may release information concerning the arrest or detention of any member, including a deputy, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1011.11 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal complaint investigation, an investigation report should be forwarded to the Sheriff through the chain of command. Each level of command should review the report and include their comments in writing before forwarding the report. The Sheriff may accept or modify any classification or recommendation for disciplinary action.

1011.11.1 DIVISION COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Division Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Sheriff, the Division Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When forwarding any written recommendation to the Sheriff, the Division Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1011.11.2 SHERIFF RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Sheriff shall review the recommendation and all accompanying materials. The Sheriff may modify any recommendation and/or may return the file to the Division Commander for further investigation or action.

Once the Sheriff is satisfied that no further investigation or action is required by staff, the Sheriff shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Sheriff shall provide the member with a written notice and the following:

1. Access to all of the materials considered by the Sheriff in recommending the proposed discipline.
2. An opportunity to respond orally or in writing to the Sheriff within five days of receiving the notice.
    (a) Upon a showing of good cause by the member, the Sheriff may grant a reasonable extension of time for the member to respond.
    (b) If the member elects to respond orally, the presentation shall be recorded by the Office. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Sheriff shall consider all information received in regard to the recommended discipline. The Sheriff shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Sheriff has issued a written decision, the discipline shall become effective.

1011.11.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Sheriff or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1011.12 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Sheriff after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

1. The response is not intended to be an adversarial or formal hearing.
2. Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
3. The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Sheriff to consider.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. In the event that the Sheriff elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.
5. The employee may thereafter have the opportunity to further respond orally or in writing to the Sheriff on the limited issues of information raised in any subsequent materials.

1011.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1011.14 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by The Grievances Policy (1004).

1011.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause, at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Sheriff.

1011.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in Frontline Professional Standards Tracker, the complaints are only accessible by system administrators and supervisors.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Safety Belts

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1012.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of safety belts and child restraints. This policy will apply to all members operating or riding in office vehicles.

1012.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213.

1012.2 POLICY

It is the policy of the Geary County Sheriff's Office that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

1012.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this office while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Office, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a safety belt would endanger the office member or the public. Members must be prepared to justify any deviation from this requirement.

1012.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with K.S.A. § 8-1343.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of safety belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

1012.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any office vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by safety belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1012.6 INOPERABLE SAFETY BELTS

Office vehicles shall not be operated when the safety belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the safety belt is inoperable.

Office vehicle safety belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Sheriff.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1012.7 VEHICLES MANUFACTURED WITHOUT SAFETY BELTS

Vehicles manufactured and certified for use without safety belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1012.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Body Armor

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1013.1 PURPOSE AND SCOPE

The purpose of this policy is to provide deputies with guidelines for the proper use of body armor.

1013.2 POLICY

It is the policy of the Geary County Sheriff's Office to maximize deputy safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of deputy safety procedures.

1013.3 ISSUANCE

The Operation's Division Commander shall ensure that body armor is issued to all deputies and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Body armor shall be issued when a deputy begins service at the Geary County Sheriff's Office and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Sheriff may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1013.3.1 USE

Generally, the required use of body armor is subject to the following:

1. Members shall only wear office-approved body armor.
2. Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.
3. Members shall wear body armor when working in uniform or taking part in office range training.
4. Members will wear body armor when actively involved in high-risk, pre-planned activity. Examples of such high-risk situations include but are not limited to:
    (a) Search/arrest warrant service involving violent and/or armed suspects
    (b) Hostage or barricaded subject situations
5. Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

6. Deputies may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.
    (a) In those instances when body armor is not worn, deputies should have reasonable access to their body armor.

1013.3.2 INSPECTION
Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Annual inspections of body armor should be conducted by a person trained to perform the inspection for fit, cleanliness and signs of damage, abuse and wear.

1013.3.3 CARE AND MAINTENANCE
The required care and maintenance of body armor is subject to the following:

1. Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.
    (a) Unserviceable body armor shall be reported to the supervisor.
2. Members are responsible for the proper storage of their body armor.
    (a) Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.
3. Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.
    (a) Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.
    (b) Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.
4. Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1013.4 RANGEMASTER RESPONSIBILITIES
The responsibilities of the Rangemaster include, but are not limited to:

1. Monitoring technological advances in the body armor industry for any appropriate changes to office-approved body armor.
2. Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.
3. Educating deputies about the safety benefits of wearing body armor.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Personnel Records

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1014.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1014.2 POLICY

It is the policy of this office to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Kansas.

1014.3 OFFICE FILE

The office file shall be maintained as a record of a person's employment/appointment with this office. The office file should contain, at a minimum:

1. Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
2. Election of employee benefits.
3. Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
4. Original performance evaluations. These should be permanently maintained.
5. Discipline records, including copies of sustained personnel complaints.
6. Adverse comments such as supervisor notes or memos may be retained in the office file after the member has had the opportunity to read and initial the comment.
    (a) Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
    (b) Any member response shall be attached to and retained with the original adverse comment.
    (c) If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
7. Commendations and awards.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

8. Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1014.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct, and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1014.5 TRAINING FILE

Will be managed according to KSCPOST requirements.

1014.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Investigations Division in conjunction with the office of the Sheriff. Access to these files may only be approved by the Sheriff or the Investigations Division supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's office file but will be maintained in the internal affairs file:

1. Not sustained
2. Unfounded
3. Exonerated

1014.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

1. Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
2. Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
3. Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
4. Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.
5. Any other documents or material that reveals the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1014.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the County Commission, County Attorney or other attorneys or representatives of the County in connection with official business.

1014.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member’s personnel records shall be logged in the corresponding file.

1014.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files. Any member seeking the removal of any item from his/her personnel records shall file a written request to the Sheriff through the chain of command. The Office shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Office shall be retained with the contested item in the member's corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

1. An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
2. Confidential portions of internal affairs files that have not been sustained against the member.
3. Criminal investigations involving the member.
4. Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
6. Materials used by the Office for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Office planning purposes.
7. Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
8. Records relevant to any other pending claim between the Office and the member that may be discovered in a judicial proceeding.

1014.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

1. During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
2. If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Sheriff.
3. If, in the opinion of the Sheriff, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Request for Change of Assignment

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1015.1 PURPOSE AND SCOPE

This policy establishes guidelines for office members to request a change of assignment in response to an announced vacancy.

1015.2 POLICY

It is the policy of the Geary County Sheriff's Office that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1015.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a to-thru document through the chain of command to their Division Commanders. In the case of patrol deputies, the chain of command must include the Watch Commander.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

1. The member's relevant experience, education and training.
2. All assignments in which the member is interested.

The document will remain in effect until the end of the calendar year in which it was submitted. Effective January 1 of each year, members still interested in a change of assignment should complete and submit a new request.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Commendations and Awards

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1016.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Geary County Sheriff's Office and individuals from the community.

1016.2 POLICY

It is the policy of the Geary County Sheriff's Office to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1016.3 COMMENDATIONS

Commendations for members of the Office or for individuals from the community may be initiated by any office member or by any person from the community.

1016.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

1. Superior handling of a difficult situation.
2. Conspicuous bravery or outstanding performance.
3. Any action or performance that is above and beyond typical duties.

1016.4.1 OFFICE MEMBER DOCUMENTATION

Members of the Office should document meritorious or commendable acts. The documentation should contain:

1. Identifying information:
   (a) For members of the Office - name, division and assignment at the date and time of the meritorious or commendable act
   (b) For individuals from the community - name, address, telephone number
2. A brief account of the meritorious or commendable act with report numbers, as appropriate.
3. The signature of the member submitting the documentation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1016.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Office members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

1. Identifying information:
    (a) For members of the Office - name, division and assignment at the date and time of the meritorious or commendable act
    (b) For individuals from the community - name, address, telephone number
2. A brief account of the meritorious or commendable act with report numbers, as appropriate.
3. The signature of the person submitting the documentation.

1016.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Office should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Sheriff for his/her review.

The Sheriff or the authorized designee will present the commendation to the office member for his/her signature. The documentation will then be returned to the Administrative Services secretary for entry into the member’s personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Administrative Services Division Commander. The documentation will be signed by the Division Commander and forwarded to the Sheriff for his/her review. An appropriate venue or ceremony to acknowledge the individual’s actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1016.5 AWARDS

Awards may be bestowed upon members of the Office and individuals from the community.

Criteria for each award and the selection, presentation and display of any award are determined by the Sheriff.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Fitness for Duty

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1017.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Office and the community. The purpose of this policy is to ensure that all members of this office remain fit for duty and able to perform their job functions.

1017.2 POLICY

The Geary County Sheriff's Office strives to provide a safe and productive work environment and ensure that all members of this office can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Office may require a professional evaluation of a member’s physical and/or mental capabilities to determine his/her ability to perform essential functions.

1017.3 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this office to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

Sworn employees are highly encouraged to utilize the Geary County Gym in order to maintain a level of physical fitness that ensures job satisfaction. Members working 12 hour shifts will be afforded time during their tour of duty, if available, to maintain fitness.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another office member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1017.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

1. An abrupt and negative change in the member's normal behavior.
2. A pattern of irrational conduct, hostility or oppositional behavior.
3. Personal expressions of instability.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Inappropriate use of alcohol or other substances, including prescribed medication.
5. A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.
6. Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

1017.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Watch Commander or the member's Division Commander.

The Watch Commander or the Division Commander will notify the Sheriff of the circumstances and request the employee be ordered to undergo a medical, physical, or psychological exam. The examination will be at no cost to the employee. The examination will be conducted by a licensed physician who will certify, in writing, whether or not the employee meets the requirements of the duties prescribed in the respective job description. It is at the discretion of the Sheriff, in consultation with the licensed physician or clinician, whether or not the affected employee is fit to return to duty.

1017.4.2 DUTY STATUS

In conjunction with the Watch Commander or the member’s Division Commander, the supervisor should make a preliminary determination regarding the member’s duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member’s conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Watch Commander or the member’s Division Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Sheriff shall be promptly notified in the event that any member is relieved of duty.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1017.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty.

1017.5.1 PROCESS

The Sheriff, in cooperation with the Department of Human Resources, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Office with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Office will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Department of Human Resources.

1017.6 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Meal Periods and Breaks

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1018.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

1018.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide meal periods and breaks to members of this office in accordance with any employment agreement and the County personnel manual.

1018.3 MEAL PERIODS

Deputiesshall remain on-duty subject to call during meal periods. All other members are not on-call during meal periods unless directed otherwise by a supervisor.

Uniformed deputies shall take their meal periods within the County limits and shall monitor the sheriff's radio, unless on assignment outside of the County.

The time spent for the meal period shall not exceed the authorized time allowed.

1018.4 BREAKS

Each member is entitled to a 15-minute break, near the midpoint, for each four-hour work period. Only one break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of a member’s shift unless approved by a supervisor.

Members normally assigned to the sheriff's facility shall remain at the sheriff's facility for their breaks. This does not prohibit them from taking a break away from the facility if they are on official business.

Members assigned to field duties will take their breaks in their assigned areas, subject to call, and shall monitor the sheriff's radio.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Lactation Breaks

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1019.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

1019.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide, in compliance with federal law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk for the member's nursing child for up to one year after the child's birth (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3).

1019.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt office operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1019.4 PRIVATE LOCATION

The Office will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1019.5 STORAGE OF EXPRESSED MILK

Any member storing expressed milk in any authorized refrigerated area within the Office shall clearly label it as such and shall remove it when the member's shift ends.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Payroll Records

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1020.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of office members who are eligible for the payment of wages.

1020.2 POLICY

The Geary County Sheriff's Office maintains timely and accurate payroll records.

1020.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1020.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administrative Services as established by the County payroll procedures.

1020.5 RECORDS

The Human Resouces Division shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Overtime Compensation

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1021.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1021.2 POLICY

The Geary County Sheriff's Office will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

1021.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Short periods of overtime worked at the end of the normal duty day (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent shift adjustment within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(k)).

1021.4 REQUESTS FOR OVERTIME COMPENSATION

1021.4.1 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

1. Obtain supervisory approval, verbal or written.
2. Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour period without supervisory approval.
3. Record the actual time worked in an overtime status using the office-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

1021.4.2 SUPERVISOR RESPONSIBILITIES
Supervisors shall:

1. Prior to authorizing an employee to work overtime, evaluate the need for the overtime.
    (a) Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of office resources.
2. Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.
    (a) Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

Supervisors may not authorize or approve their own overtime.

1021.5 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed:

TIME WORKED	INDICATE ON CARD	
Up to 15 minutes	.25 hour	
16 to 30 minutes	.50 hour	
31 to 45 minutes	.75 hour	
46 to 60 minutes	1 hour	

1021.5.1 VARIATION IN TIME REPORTED
When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the deputies, the Watch Commander or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

1021.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt office operations. Requests to use compensatory time will be submitted to the employee's supervisor.

Compensatory time may not be used for time off for a date and time when the employee is required to appear in court on office-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Outside Employment and Outside Overtime

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1022.1 PURPOSE AND SCOPE

This policy provides guidelines for office members who seek to engage in authorized outside employment or outside overtime.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - Duties or services performed by members of this office for another employer, organization or individual who is not affiliated directly with this office when wages, compensation or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products or benefits rendered.

Outside overtime - Duties or services performed by members of this office for a private organization, entity or individual, that are requested and scheduled directly through the Office. Member compensation, benefits and costs for such outside services are reimbursed to the Office.

1022.2 POLICY

Members of the Geary County Sheriff's Office shall obtain written approval from the Sheriff or the authorized designee prior to engaging in any outside employment or outside overtime. Approval of outside employment or overtime shall be at the discretion of the Sheriff in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment or overtime, or engaging in outside employment or overtime that is prohibited by this policy, may lead to disciplinary action. Members engaged in extra duties are expected to behave in a manner that is reflective of the Geary County Sheriff's Office. Members should consider themselves ambassadors for the Geary County Sheriff.

1022.3 OUTSIDE EMPLOYMENT

1022.3.1 REQUEST, REVIEW AND APPROVAL

Members must submit the designated to-thru form request for outside employment to their immediate supervisors. The request shall include any significant aspects required of the member during the course of their extra duty employment. The supervisor will review the request to ensure clarity and accuracy and determine any potential conflicts with the regular work schedule.The request form will then be forwarded through the chain of command to the Sheriff for consideration.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

If approved, the member will be provided with a copy of the approved request form. Unless otherwise indicated in writing on the request form, approval for outside employment will be valid until outside employment is completed. The member shall maintain routine contact with their existing supervisor for oversight on adherence to the policies, processes, and other matters deemed appropriate by the agency.

1022.3.2 DENIAL

Any member whose request for outside employment has been denied should be provided with a written notification of the reason at the time of the denial.

1022.3.3 REVOCATION OR SUSPENSION

Any member whose approval for outside employment is revoked or suspended should be provided with a written notification of the reason for revocation or suspension.

Approval for outside employment may be revoked or suspended:

1. When a supervisor determines the member's performance is failing to meet standards and the outside employment may be related to the deficient performance.
    (a) Approval for the outside employment may be reestablished when the member's performance has reached a satisfactory level and with his/her supervisor's authorization.
2. When a member's conduct or outside employment conflicts with office policy or any law.
3. When the outside employment creates an actual or apparent conflict of interest with the Office or County.

1022.3.4 APPEAL

If a member’s request for outside employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with the Sheriff within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

If the member’s appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1022.3.5 EMPLOYEE BEHAVIOR

Members engaged in extra-duty employment are expected to uphold the same high standards of conduct as required during regular duty. They must act professionally, exercise sound judgment, and avoid any behavior that could reflect negatively on the Sheriff's Office. Members shall remain courteous, impartial, and respectful in all interactions, and must not allow the interests of the secondary employer to compromise their integrity, impartiality, or responsibilities as employees with the Geary County Sheriffs Office. The members activities shall not conflict with the mission, values, or operational priorities of the Sheriffs Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1022.4 REQUIREMENTS

1022.4.1 PROHIBITED OUTSIDE EMPLOYMENT

The Office reserves the right to deny any request for outside employment that involves:

1. The use of office time, facilities, equipment or supplies.
2. The use of the Geary County Sheriff's Office badge, uniform or influence for private gain or advantage.
3. The member's receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.
4. The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this office.
5. Demands upon the member's time that would render the performance of his/her duties for this office deficient or substandard.
6. Activities that may conflict with any other policy or rule of the Office.

1022.4.2 OFFICE RESOURCES

Members are prohibited from using any office equipment or resources in the course of, or for the benefit of, any outside employment. This shall include the prohibition against any member using his/her position with this office to gain access to official records or databases of this office or other agencies.

1022.4.3 REVIEW OF FINANCIAL RECORDS

After approving a request for outside employment, the Office obtains information that a financial conflict of interest exists, the Office may request that the member provide his/her personal financial records for review. Failure or refusal by the member to provide such records may result in revocation or suspension of approval of the outside employment pursuant to this policy.

1022.4.4 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her outside employment, the member shall promptly submit written notification of such termination to the Sheriff through the chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through the procedures set forth in this policy.

1022.4.5 LEAVE OR RESTRICTED DUTY STATUS

Members who are placed on leave or other restricted duty status shall inform their immediate supervisors in writing within five days as to whether they intend to continue their outside employment while on such leave or restricted status. The immediate supervisor shall review the duties of the outside employment, along with any related orders (e.g., administrative, medical), and make a recommendation to the Sheriff regarding whether such employment should continue.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

In the event that the Sheriff determines that the outside employment should be discontinued, or if the member fails to promptly notify his/her supervisor of his/her intention regarding outside employment, a notice revoking approval of the outside employment will be forwarded to the member and a copy attached to the original outside employment request form.

Criteria for revoking approval due to leave or restricted duty status include, but are not limited to:

1. The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the County's medical professional advisers.
2. The outside employment requires performance of the same or similar physical ability as would be required of an on-duty member.
3. The member's failure to make timely notice of his/her intention to the supervisor.

When the member returns to full duty with the Geary County Sheriff's Office, a written request may be submitted to the Sheriff to approve the outside employment request.

1022.5 OUTSIDE OVERTIME

1022.5.1 REQUESTS FOR SPECIAL SERVICES

Any private organization, entity or individual seeking special services (e.g., security, traffic control) from members of this office must submit a written request to the Sheriff in advance of the desired service. Such services will be evaluated and the fee for service shall be set by the Sheriff, or his designee. Payment for service will be determined by the Sheriff's Office Financial Administrator to determine whether payment should go directly to the Deputy or to the Department for dissemination.

1022.5.2 ARREST AND REPORTING PROCEDURE

Any deputy making an arrest or taking other official law enforcement action while working in an outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the outside overtime assignment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Work-Related Illness and Injury Reporting

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1023.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1023.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - The personal injury of an employee causing damage or harm to the body due to an accident, repetitive trauma or occupational disease that arose out of and in the course of employment (K.S.A. § 44-508).

1023.2 POLICY

The Geary County Sheriff's Office will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers compensation requirements (K.S.A. § 44-501b et seq.).

1023.3 RESPONSIBILITIES

1023.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate (K.S.A. § 44-520).

1023.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related County-wide injury- or illness-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1023.3.3 DIVISION COMMANDER RESPONSIBILITIES

The Division Commander who receives a report of an occupational illness or work-related injury should review the report for accuracy and determine what additional action should be taken.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The report shall then be forwarded to the Sheriff andCounty’s risk management entity to ensure any required Kansas Department of Labor reporting is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1023.3.4 SHERIFF RESPONSIBILITIES

The Sheriff shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Office shall be filed in the member’s confidential medical file.

1023.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Commander through the chain of command.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1023.5 SETTLEMENT OFFERS

When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1023.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Sheriff with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Sheriff. The purpose of such notice is to permit the County to determine whether the offered settlement will affect any claim the County may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the County's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Personal Appearance Standards

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Geary County Sheriff's Office.

Requirements for office uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1024.2 POLICY

Geary County Sheriff's Office members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this office and for their assignments. Office personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Office.

1024.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Sheriff has granted an exception.

1024.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Sheriff.

1024.3.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male office members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

When working a field assignment, hairstyles for female office members shall be worn up in a professional appearance. It is recommended, but not required, that long ponytails or loose hair be worn up to prevent any potentially danger posed to the Deputy.

1024.3.3 MUSTACHES
Mustaches shall be short and neatly trimmed to maintain a professional appearance.

1024.3.4 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1024.3.5 FACIAL HAIR
Employees are permitted to maintain facial hair, including beards, provided it is kept in a neat, clean, and professional manner at all times. Beards must be properly trimmed, evenly grown, and free of patchiness or unkempt appearance. Facial hair shall not interfere with the proper fit or function of required safety equipment. Supervisors retain the authority to require grooming adjustments if an employee's facial hair is deemed unprofessional or inconsistent with the agency's standards of appearance.

1024.3.6 FINGERNAILS
Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1024.4 APPEARANCE

1024.4.1 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the office member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

1. Necklaces shall not be visible above the shirt collar.
2. Earrings shall be small studs and worn only in or on the earlobe and no gauges.
3. One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
4. Wristwatches shall be conservative and present a professional image.
5. Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1024.4.2 TATTOOS
At no time while the member is on-duty or representing the Office in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

1024.4.3 BODY PIERCING OR ALTERATION
Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Geary County Sheriff's Office in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

1. Tongue splitting or piercing.
2. The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
3. Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
4. Branding, scarification or burning to create a design or pattern.

1024.4.4 DENTAL ORNAMENTATION
Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Geary County Sheriff's Office in any official capacity. Such ornamentation includes, but is not limited to:

1. Objects that are bonded to front teeth.
2. Gold, platinum or other veneers or caps used for decorative purposes.
3. Orthodontic appliances that are colored for decorative purposes.

1024.4.5 GLASSES AND CONTACT LENSES
Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Geary County Sheriff's Office in any official capacity.

1024.4.6 COSMETICS AND FRAGRANCES
Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1024.4.7 UNDERGARMENTS
Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1024.5 RELIGIOUS ACCOMMODATION
The religious beliefs and needs of office members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

security or safety. The Sheriff should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Uniforms and Civilian Attire

Effective Date:	01.07.2025
Revised Date:	2.10.2026
Issuing Authority: Sheriff Nate Boeckman	

1025.1 PURPOSE AND SCOPE

This policy provides guidelines for Geary County Sheriff's Office-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of office uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Office.

This policy addresses the wearing and maintenance of office uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Office.

Other related topics are addressed in the Uniform Insignias, Office-Owned and Personal Property and Personal Appearance Standards policies.

1025.2 POLICY

The Geary County Sheriff's Office will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency directed by the Sheriff. The Office may provide other office members with uniforms at the direction of the Sheriff.

All uniforms and equipment issued to office members shall be returned to the Office upon termination or resignation.

1025.3 UNIFORMS

The Sheriff or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear office-issued uniforms:

1. Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and project a professional image.
2. Deputies in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.
3. Uniforms shall be worn in compliance with any applicable office specifications.
4. Members shall wear only the uniforms specified for their ranks and assignments.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. Uniforms are only to be worn while on-duty, for court, at official office functions or events, while in transit to or from work, or when authorized by the Sheriff or the authorized designee.
6. Members are not to purchase or drink alcoholic beverages while wearing any part of office-issued uniforms, including the uniform pants.
7. All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.
8. Uniform maintenance and cleaning is the responsibility of the member who shall be provided with the appropriate County approved uniform allowance. Initial uniform issuance for new members shall be provided by the Office without initial cost to the member.

1025.3.1 ACCESSORIES

Members shall adhere to the following when wearing office uniforms:

1. Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy. Unless specifically authorized by the Sheriff or the authorized designee, only the following jewelry may be worn with the uniform:
   (a) Earrings shall be stud-style and be professional in appearance.
   (b) Necklaces must be worn inside the uniform shirt and must not be able to fall out.
   (c) Rings
   (d) Wristwatch
   (e) Medical alert bracelet

1025.3.2 MOURNING BAND

Uniformed members shall wear a black mourning band across the office badge whenever a law enforcement officer is killed in the line of duty or as directed by the Sheriff. The following mourning periods will be observed:

1. Geary County Sheriff's Office deputy - From the time of death until midnight on the 14th day after the death.
2. A Law Enforcement Officer from another jurisdiction - From the time of death until midnight on the day of the funeral.
3. Funeral attendee - While attending the funeral of an out-of-region fallen officer.
4. National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.
5. As directed by the Sheriff.

1025.4 UNIFORM CLASSES

The Sheriff or the authorized designee shall determine the uniform to be worn by each office member or any deviations that may be authorized.

Uniforms are classified as follows:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Class A - Full dress uniform to be worn by designated office members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Sheriff or the authorized designee.
2. Class B - Standard issue uniform to be worn daily by designated office members.
3. Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1025.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

1. Long-sleeve shirt
2. Tie tack or tie bar
3. Trousers or skirt
4. Department issued class A duty belt
    (a) Belts shall be equipped as needed for the member's assignment.
5. Black socks
6. Black polished dress shoes
    (a) Boots with pointed toes are not permitted.
7. White gloves may be authorized

1025.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

1. Green Long- or short-sleeve shirt with the collar open and no tie
    (a) A black or green t-shirt may be worn under the uniform shirt. No long sleeve undershirt is allowed to be worn with the short sleeve uniform shirt
    (b) All shirt buttons must remain buttoned except for the top button at the neck.
2. Black Trouser
3. Black belt
    (a) Belts shall be equipped as needed for the member's assignment.
4. Black socks
5. Black polished appropriate work boots or shoes
    (a) Approved black unpolished shoes may be worn.
    (b) Decorative stitching or adornment is not permitted.
6. Weather-appropriate items
    (a) Department approved hat
    (b) Green mock turtleneck may be worn under the long-sleeve uniform shirt
    (c) Approved Jacket

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(d) Approved Rain gear

(e) Black gloves

Any exception to the above uniform requires prior approval from the Sheriff or the Sheriff's designee.

1025.4.3 SPECIALIZED ASSIGNMENT UNIFORM
The Sheriff or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the SRT, and other specific assignments.

1025.5 CIVILIAN ATTIRE

There are assignments within the Office that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

1. Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
2. Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.
3. Variations from this policy are allowed at the discretion of the Sheriff or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.
4. No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Geary County Sheriff's Office or the morale of the members.
5. The following items shall not be worn while on-duty or when representing the Office in any official capacity:
   (a) Clothing that reveals cleavage, the back, chest, stomach or buttocks
   (b) T-shirt alone or exposed undergarments
   (c) Swimsuits, tank tops, tube tops or halter tops
   (d) Spandex-type pants or transparent clothing
   (e) Shorts
   (f) Open-toed shoes
   (g) Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1025.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Geary County Sheriff's Office but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the office.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Replacement of items listed in this policy as optional shall be managed as follows:

1. When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.
2. When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Office-Owned and Personal Property Policy.

1025.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Geary County Sheriff's Office members may not wear any uniform item, accessory or attachment unless specifically authorized by the Sheriff or the authorized designee.

Office members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Sheriff or the authorized designee.

1025.8 HEADGEAR

Only the following headgear is authorized for wear with the Class B uniform:

1. Black baseball-style cap with a cloth Sheriff's badge centered on the front. No other logos or markings are permitted unless the logo is black in color.
2. Black beanie or stocking cap with no logos or markings, unless the logo is black in color.
3. Black balaclava-style head covering with no logos or markings, unless the logo is black in color.

No other colors, styles, or branded headgear are authorized unless specifically approved by the Sheriff or their designee.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Conflict of Interest

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the Geary County Sheriff's Office.

1026.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1026.2 POLICY

Members of the Geary County Sheriff's Office are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of office members and the public, and thereby maintain the trust of the public and office members.

1026.3 PROHIBITIONS

The Office prohibits the following types of personal or business relationships among members:

1. Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship.
    (a) If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.
    (b) When personnel and circumstances permit, the Office will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Office, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.
2. Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Whenever possible, field training officers (FTOs) and other trainers will not be assigned to train relatives. Office FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

1026.4 CONFLICTS IN CONTRACTING DECISIONS

Members shall not participate in the making of a contract with any person or business the member has an employment or substantial interest with, unless the contract is awarded after a competitive bidding process or the contract is for property or services with a price fixed by law (K.S.A. § 75-4304).

1026.5 MEMBER RESPONSIBILITIES

Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the dispatcher to have another uninvolved member either relieve the involved member or, minimally, remain present to witness the action.

1026.6 SUPERVISOR RESPONSIBILITIES

Upon being notified of, or otherwise becoming aware of, any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Sheriff or the authorized designee of such actual or potential violations through the chain of command.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Uniform Insignias

Effective Date:	06.03.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1027.1 PURPOSE AND SCOPE

Badges, identification cards, awards, service bars, name plates, rank, and sew-on patches are authorized for wear on Department issued uniforms. The following guidelines detail the proper wear of such items on the Class A, B and C uniforms.

1027.2 POLICY

Badges, identification cards, awards, service bars, name plates, rank, and sew-on patches must be clean, clearly visible, in good condition and properly affixed. Faded, damaged, or unauthorized items are not permitted. Unauthorized badges, identification cards, awards, service bars, name plates, rank insignia, and sew-on patches not outlined in this policy shall not be worn.This standard ensures a consistent, disciplined appearance that reflects the professionalism and integrity of the Office.

1027.3 UNAUTHORIZED USE

Office members shall not:

1. Display or use the GESO insignias for personal gain or benefit.
2. Loan the GESO insignias to others or permit these items to be reproduced or duplicated.
3. Use images of the GESO insignias, or the likeness thereof, or the Geary County Sheriff's Office name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, or social networking or websites.

1027.3.1 LOST OR DAMAGED INSIGNIAS

Office members shall promptly notify their supervisors whenever their GESO insignias are lost, damaged or are otherwise removed from their control. Awards, service bars and specialty unit insignias shall not be worn if they exhibit excess damage. Members should strive to display their accolades proudly.

1027.4 BADGES

The metal badge of office is to be attached at the appropriate location upon the left side of the shirt or jacket 1/4" above the left pocket. A cloth version of the badge is also sewn onto shirts or other outer garments.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

No other badges may be used, carried, worn or displayed unless approved by the Sheriff.

Only badges issued by this office, or authorized by the Sheriff, are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Sheriff, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

1027.4.1 RETIREE BADGES

The Sheriff may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.

1027.4.2 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the GESO badge shall not be used for any purpose without the express authorization of the Sheriff and shall be subject to the following:

1. An authorized employee group may use the likeness of the GESO badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Geary County Sheriff's Office. The following modification shall be included:
    (a) Any text identifying the Geary County Sheriff's Office is replaced with the name of the employee group.
    (b) A badge number is not included. That portion of the badge may display the acronym of the employee group.

1027.5 IDENTIFICATION CARDS

All members will be issued an official GESO identification card bearing the member's name, full-face photograph, member identification number, and signature of the Sheriff or the official seal of the Office. All members shall be in possession of their office-issued identification cards at all times while on-duty or in office facilities.

1. Whenever on-duty or acting in an official capacity representing the Office, members shall display their office-issued identification cards in a courteous manner to any person upon request and as soon as practicable.
2. Deputies or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Commanders.

1027.6 BUSINESS CARDS

The Office will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Office and should contain identifying information including, but not limited to, the member’s name, division, badge or other identification number and contact information (e.g., telephone number, email address).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members should provide a business card upon request.

1027.7 TELEPHONES

All employees of the Geary County Sheriff's Office shall answer incoming telephone calls in a professional manner by verbally identifying the agency and themselves. Employees shall identify the office and provide their name, followed by an offer of assistance.

Examples:

"Geary County Sheriff's Office, this is Deputy Smith. How may I help you?"

"This is Deputy Smith with the Geary County Sheriff's Office. I am calling in reference to the lapsed vehicle burglary from yesterday."

This procedure ensures callers receive clear verbal identification and professional service.

1027.8 PATCHES

The GESO patch is worn upon the left and right shoulder of all varieties of shirts, coats and jackets. The patch is to be placed 1 inch below the shoulder seam, centered upon the crease of the sleeve. Name tapes (patches) may be sewn centered above the right pocket of the short or long sleeve class B shirts, with the bottom edge of the tape ¼" above the top of the pocket. The tapes will be black in color as appropriate for the color of the jacket with gold lettering.

1027.9 RANK

Either metal, cloth or patch ranks are authorized for wear on the class B uniforms and outer carrier vest. Only metal ranks are authorized for wear on the class A jacket. The following are guidelines for wear on short or long sleeve shirts and class A and B jackets:

Sergeant (3 stripes) – Centered on the imaginary line that cuts the collar from the tip of the collar toward the head of the wearer through the "V" of the collar. The point of the stripe is aligned towards the head of the wearer and the outside tips of the stripes touch the stitched line that outlines the collar.

Lieutenant (1 gold bar) and Captain (2 gold bars) – The bottom edge of the bar is to be in line with the stitch that outlines the bottom edge of the collar. The bar is centered along the bottom stitch, halfway between the tip of the collar and the neck.

Major (gold oak leaf) – Centered upon the imaginary line that cuts the collar from the tip toward the head of the wearer through the "V" of the collar. The lower, outer edges of the leaf are to be 1/8th inch from the stitch that outlines the collar and the leaf will be placed so that the stem points toward the tip of the collar.

Undersheriff (3 stars) and Sheriff (4 stars) – Centered upon the imaginary line that cuts the collar from the tip toward the head of the wearer through the "V" of the collar. The lower, outer edges of the insignia are to be 1/8th inch from the stitch that outlines the outlines the collar and the eagle will be placed so that it "looks down.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1027.10 "SERVING SINCE" BADGE (SERVICE BARS)

The nameplate with the "Serving Since" attachment is worn centered above the right pocket of the class A jacket with the bottom edge ¼ above the top of the pocket (or even with the lower of the two stitches at the top of the pocket flap). Sworn members may wear the year they became sworn, including sworn years served elsewhere.

1027.11 AWARDS AND SPECIALTY UNIT INSIGNIAS

Specialty insignias and various awards are authorized to be displayed by Office members. When worn, awards shall be in good serviceable condition free from excess wear. Only metal insignias are authorized for wear on the class A jacket. Either metal, cloth or patch insignias may be work on the Class B uniform. The following are prescribed guidelines for wear:

1. Dive Team: Office members assigned to the Dive Team who have completed Basic SCUBA school and Dive Rescue 1 are authorized to wear the gold SCUBA "bubbles" insignia on their service uniforms. The metal insignia shall be worn 1/4 inch above the members name tape. The clothe badge may be sewn on 1/4 inch above the name tape or worn on the members outer carrier armor appropriately. Members who leave the Dive Team in good standing and have served three years on the Dive Team may continue to wear the SCUBA insignia at the discretion of the Sheriff.
2. SRT Team: Office members assigned to the Special Response Team who have completed Basic SWAT school are authorized to wear the gold SWAT eagle on the service uniforms. The metal insignia shall be worn 1/4 inch above the members name tape. The clothe badge may be sewn on 1/4 inch above the name tape. The patch may be worn on the members outer carrier body armor appropriately. Members who have served five years to nine years on a SWAT team may wear the SWAT insignia with a star. Members who have served 10 or more years on a SWAT team may wear the SWAT insignia with a star wrapped with a wreath. Members who leave the SRT team in good standings and who have served three years on the SRT team or other SWAT team may continue to wear the SWAT insignia at the discretion of the Sheriff.
3. K9: Office members assigned a K9 position who have completed the approved K9 course are authorized to wear the gold "K9" insignia on the service uniform. The metal insignia shall be worn 1/4 inch above the members name tape. The clothe badge may be sewn on 1/4 inch above the name tape. The patch may be worn on the members outer carrier body armor appropriately.
4. Sniper: Office members assigned a sniper position while serving on the SRT who have completed the approved sniper course are authorized to wear the gold sniper badge on the service uniform. The metal insignia shall be worn 1/4 inch above the members name tape. The clothe badge may be sewn on 1/4 inch above the name tape. The patch may be worn on the members outer carrier body armor appropriately.
5. Negotiator: Office members assigned to the negotiator team who have completed the approved negotiator course are authorized to wear the gold negotiator badge on the service uniform. The metal insignia shall be worn 1/4 inch above the members name tape. The clothe badge may be sewn on 1/4 inch above the name tape. The patch may be worn on the members outer carrier body armor appropriately.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Uniform Insignias

Members are only authorized to wear three insignia at one time. If a member wears more than one insignia the order of wear is at the discretion of the member. Members wearing three insignias may wear two insignias next to each other. In which case the first and second insignia will be 1/4 inch above the name plate and the third insignia will be 1/2 inch above the first and second insignia centered.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, County rules, or current employment agreements. For example, nothing in this policy affects the obligation of the Office to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations, the Geary County Sheriff's Office may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Office with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) shall be treated equally, without regard to any preference for a work-related injury.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Office. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Sheriff or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

1. An assessment of the nature and probable duration of the illness or injury.
2. The prognosis for recovery.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. The nature and scope of limitations and/or work restrictions.
4. A statement regarding any required workplace accommodations, mobility aids or medical devices.
5. A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Sheriff regarding temporary modified-duty assignments that may be available based on the needs of the Office and the limitations of the employee. The Sheriff or the authorized designee shall confer with the Department of Human Resourcesas appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Watch Commander or Division Commander, with notice to the Sheriff.

1028.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate office operations and the employee’s medical appointments, as mutually agreed upon with the Division Commander.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

1. Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
2. Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
3. Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
4. Submitting a verbal status report to the Division Commander that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

1028.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but are not limited to:

1. Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.
2. Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Office may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Office should make reasonable efforts to provide an accommodation for the employee in accordance with federal law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4).

1028.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the County’s personnel rules and regulations regarding family and medical care leave.

1028.8 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Speech, Expression, and Social Networking

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1029.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Geary County Sheriff's Office.

This policy applies to all forms of communication including but not limited to digital media, print media, public or private speech, and use of all internet services, including the web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1029.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Geary County Sheriff's Office. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this office be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Office will carefully balance the individual member’s rights against the needs and interests of the Office when exercising a reasonable degree of control over its members’ speech and expression.

1029.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of Geary County Sheriff's Office members, such as posting personal information in a public forum or posting a photograph taken with a Global Positioning System (GPS)-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family, or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

1. Disclosing a photograph and name or address of a deputy who is working undercover.
2. Disclosing the address of a fellow office member.
3. Otherwise disclosing where another deputy can be located off-duty.

1029.4 PROHIBITED SPEECH, EXPRESSION, AND CONDUCT

To meet the safety, performance, and public-trust needs of the Geary County Sheriff's Office, the following are prohibited unless the speech is otherwise protected (e.g., a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

1. Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation, or professionalism of the Office or its members.
2. Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Office and tends to compromise or damage the mission, function, reputation, or professionalism of the Office or its members. Examples may include:
    (a) Statements that indicate disregard for the law or the state or U.S. Constitutions.
    (b) Expression that demonstrates support for criminal activity.
    (c) Participation in sexually explicit photographs or videos for compensation or distribution.
3. Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination, or illegal behavior.
4. Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Office (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing members by informing criminals of details that could facilitate an escape or attempted escape).
5. Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Office.
6. Use or disclosure, through whatever means, of any information, photograph, digital media, or other recording obtained or accessible as a result of employment or appointment with the Office for financial or personal gain, or any disclosure of such materials without the express authorization of the Sheriff or the authorized designee.
7. Posting, transmitting, or disseminating any photographs, digital media or audio recordings, likenesses or images of office logos, emblems, uniforms, badges, patches,

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

marked vehicles, equipment, or other material that specifically identifies the Geary County Sheriff's Office on any personal or social networking or other website or web page, without the express authorization of the Sheriff.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1029.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Geary County Sheriff's Office or identify themselves in any way that could be reasonably perceived as representing the Office in order to do any of the following, unless specifically authorized by the Sheriff:

1. Endorse, support, oppose or contradict any political campaign or initiative
2. Endorse, support, oppose or contradict any social issue, cause or religion
3. Endorse, support or oppose any product, service, company or other commercial entity.
4. Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this office, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Geary County Sheriff's Office.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1029.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts, or anything published or maintained through file-sharing software or any internet site, including social media, that is accessed, transmitted, received, or reviewed on any office technology system.

1029.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Sheriff or the authorized designee should consider include:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Whether the speech or conduct would negatively affect the efficiency of delivering public services.
2. Whether the speech or conduct would be contrary to the good order of the Office or the efficiency or morale of its members.
3. Whether the speech or conduct would reflect unfavorably upon the Office.
4. Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of their duties.
5. Whether similar speech or conduct has been previously authorized.
6. Whether the speech or conduct may be protected and outweighs any interest of the Office.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Illness and Injury Prevention

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Geary County Sheriff's Office.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Countywide safety efforts.

1030.2 POLICY

The Geary County Sheriff's Office is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Office will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Office to comply with all laws and regulations related to occupational safety.

1030.3 ILLNESS AND INJURY PREVENTION PLAN

The Administrative Services Division Commander is responsible for developing an illness and injury prevention plan that shall include:

1. Workplace safety and health training programs.
2. Regularly scheduled safety meetings.
3. Posted or distributed safety information.
4. A system for members to anonymously inform management about workplace hazards.
5. Establishment of a safety and health committee that will:
    (a) Meet regularly.
    (b) Prepare a written record of safety and health committee meetings.
    (c) Review the results of periodic scheduled inspections.
    (d) Review investigations of accidents and exposures.
    (e) Make suggestions to command staff for the prevention of future incidents.
    (f) Review investigations of alleged hazardous conditions.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(g) Submit recommendations to assist in the evaluation of member safety suggestions.

(h) Assess the effectiveness of efforts made by the Office to meet applicable standards.

Establishing a process to ensure illnesses and injuries are reported to the Kansas Department of Labor pursuant to K.S.A. § 44-636.

1030.4 ADMINISTRATIVE SERVICES DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Administrative Services Division Commander include, but are not limited to:

1. Managing and implementing a plan to reduce the incidence of member illness and injury.
2. Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
   (a) New member orientation that includes a discussion of safety and health policies and procedures.
   (b) Regular member review of the illness and injury prevention plan.
3. Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
4. Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
   (a) Informing members of the illness and injury prevention guidelines.
   (b) Recognizing members who perform safe work practices.
   (c) Ensuring that the member evaluation process includes member safety performance.
   (d) Ensuring office compliance to meet standards regarding the following:
      i. Communicable diseases
      ii. Fire evacuation and response (K.S.A. § 31-133)
      iii. Personal Protective Equipment (PPE) (see the Personal Protective Equipment Policy)
5. Making available a form to document inspections, any unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.
6. Making available a form to document individual incidents or accidents.
7. Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.
8. Conducting and documenting a regular review of the illness and injury prevention plan.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1030.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

1. Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.
2. Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.
3. Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
4. Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administrative Services Division Commander.
5. Notifying the Administrative Services Division Commander when:
    (a) New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
    (b) New, previously unidentified hazards are recognized.
    (c) Occupational illnesses and injuries occur.
    (d) New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
    (e) Workplace conditions warrant an inspection.

1030.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administrative Services Division Commander via the chain of command.

The Administrative Services Division Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1030.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment (K.S.A. § 44-636).

The Administrative Services Division Commander shall ensure that the appropriate documentation is completed for each inspection.

1030.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1030.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

1. A visit to the accident scene as soon as possible.
2. An interview of the injured member and witnesses.
3. An examination of the workplace for factors associated with the accident/exposure.
4. Determination of the cause of the accident/exposure.
5. Corrective action to prevent the accident/exposure from reoccurring.
6. Documentation of the findings and corrective actions taken.

Additionally the supervisor should proceed with the steps to report an on-duty injury, as required under the Work-Related Illness and Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1030.9 TRAINING

The Administrative Services Division Commander should work with the Administrative Division Commander to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

1. To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
2. To all members with respect to hazards specific to each member's job assignment.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

3. To all members given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
5. Whenever the Office is made aware of a new or previously unrecognized hazard.

1030.9.1 TRAINING TOPICS
The Administrative Division Commander shall ensure that training includes:

1. Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
2. Use of appropriate clothing, including gloves and footwear.
3. Use of respiratory equipment.
4. Availability of toilet, hand-washing and drinking-water facilities.
5. Provisions for medical services and first aid.
6. Handling of bloodborne pathogens and other biological hazards.
7. Prevention of heat and cold stress.
8. Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
9. Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
10. Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
11. Back exercises/stretches and proper lifting techniques.
12. Avoidance of slips and falls.
13. Good housekeeping and fire prevention.
14. Other job-specific safety concerns.

1030.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Line-of-Duty Deaths

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Geary County Sheriff's Office in the event of the death of a member occurring in the line of duty and to direct the Office in providing proper support for the member's survivors.

The Sheriff may also apply some or all of this policy for a non-line-of-duty member death, or in situations where members are injured in the line of duty and the injuries are life-threatening.

1031.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a deputy during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing assigned duties.

For a deputy, a line-of-duty death includes death that is the direct and proximate result of a personal injury sustained in the line of duty (34 USC § 10281).

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin, or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1031.2 POLICY

It is the policy of the Geary County Sheriff's Office to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this office to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1031.3 INITIAL ACTIONS BY COMMAND STAFF

1. Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Division Commander and Dispatch.
    (a) Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. The Division Commander should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
3. If the member has been transported to the hospital, the Division Commander or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.
4. The Sheriff or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Office Liaison as soon as practicable (see the Notifying Survivors section and the Office Liaison and Hospital Liaison subsections in this policy).

1031.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Sheriff or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Sheriff, Watch Commander, or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Office chaplain.

Notifying members should:

1. Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
2. Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity, and current location (e.g., small children at home, children in school).
3. Plan for concerns such as known health concerns of survivors or language barriers.
4. Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in office vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.
5. When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
6. If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

7. Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.
8. Assist the survivors with meeting child care or other immediate needs.
9. Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
10. Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Office Liaison.
11. Provide their contact information to the survivors before departing.
12. Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Office Liaison.
13. Inform the Sheriff or the authorized designee once survivor notifications have been made so that other Geary County Sheriff's Office members may be apprised that survivor notifications are complete.

1031.4.1 OUT-OF-AREA NOTIFICATIONS

The Office Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

1. The Office Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the office member that the survivors can call for more information following the notification by the assisting agency.
2. The Office Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Office to pay travel expenses without the authorization of the Sheriff.

1031.5 NOTIFYING OFFICE MEMBERS

Supervisors or members designated by the Sheriff are responsible for notifying office members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shifts. Members reporting for duty from their residences should be instructed to contact their supervisors as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Office regarding the deceased member or the incident.

1031.6 LIAISONS AND COORDINATORS

The Sheriff or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

1. Office Liaison.
2. Hospital Liaison.
3. Survivor Support Liaison.
4. Wellness Support Liaison.
5. Funeral Liaison.
6. Mutual aid coordinator.
7. Benefits Liaison.
8. Finance coordinator.

Liaisons and coordinators will be directed by the Office Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available office resources. The Office Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed. The Office should consider seeking assistance from surrounding law enforcement agencies to fill liaison and coordinator positions, as appropriate.

1031.6.1 OFFICE LIAISON

The Office Liaison should be a Division Commander or of sufficient rank to effectively coordinate office resources, and should serve as a facilitator between the deceased member's survivors and the Office. The Office Liaison reports directly to the Sheriff. The Office Liaison's responsibilities include but are not limited to:

1. Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System.
2. Establishing contact with survivors within 24 hours of the incident and providing them contact information.
3. Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
5. Coordinating all official law enforcement notifications and arrangements.
6. Making necessary contacts for authorization to display flags at half-staff.
7. Reminding office members of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.
8. Coordinating security checks of the member's residence as necessary and reasonable.
9. Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1031.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

1. Establish a command post or incident command system, as appropriate, to facilitate management of the situation and its impact on hospital operations (e.g., influx of people, parking).
2. Arrange for appropriate and separate waiting areas for:
    (a) The survivors and others whose presence is requested by the survivors.
    (b) Office members and friends of the deceased member.
    (c) Media personnel.
3. Ensure, as practicable, that any suspects who are in the hospital and their families or friends are not in proximity to the member's survivors or Geary County Sheriff's Office members (except for members who may be guarding a suspect).
4. Arrange for survivors to receive timely updates regarding the member before information is released to others.
5. Arrange for survivors to have private time with the member, if requested.
    (a) The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
    (b) The Hospital Liaison should accompany the survivors into the room, if requested.
6. Stay with survivors and provide them with other assistance as needed at the hospital.
7. If applicable, explain to the survivors why an autopsy may be needed.
8. Make arrangements for hospital bills to be directed to the Office, that the survivors are not asked to sign as guarantor of payment for any hospital treatment, and that the member's residence address, insurance information, and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include but are not limited to:

1. Arranging transportation for the survivors back to their residence.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
3. Documenting their actions at the conclusion of duties.

1031.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Office Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term office contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Division Commander. The following should be considered when selecting the Survivor Support Liaison:

1. The liaison should be an individual the survivors know and with whom they are comfortable working.
2. The selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
3. The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

1. Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.
2. Communicating with the Office Liaison regarding appropriate security measures for the family residence, as needed.
3. If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
4. Providing assistance with travel and lodging arrangements for out-of-town survivors.
5. Returning the deceased member's personal effects from the Office and the hospital to the survivors. The following should be considered when returning the personal effects:
    (a) Items should not be delivered to the survivors until they are ready to receive the items.
    (b) Items not retained as evidence should be delivered in a clean, unmarked box.
    (c) All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
    (d) The return of some personal effects may be delayed due to ongoing investigations.
6. Assisting with the return of office-issued equipment that may be at the deceased member's residence.
    (a) Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

7. Working with the Wellness Support Liaison for survivors to have access to available counseling services.
8. Coordinating with the office's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
9. Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.
10. Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
11. Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.
12. Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
13. Inviting survivors to office activities, memorial services (e.g., as applicable, the Annual Candlelight Vigil at the National Law Enforcement Officers Memorial), or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Office recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Office to facilitate communications necessary to the assignment. The office-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1031.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the office wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

1. Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:
    (a) Members involved in the incident.
    (b) Members who witnessed the incident.
    (c) Members who worked closely with the deceased member but were not involved in the incident.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

2. Making arrangements for members who were involved in or witnessed the incident to be relieved of office responsibilities until they can receive wellness support.
3. Making wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) available to members as soon as reasonably practicable following the line-of-duty death.
4. Coordinating with the Survivor Support Liaison to inform survivors of available wellness support and counseling services and assisting with arrangements as needed.
5. Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

1031.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Office Liaison, Survivor Support Liaison, and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include but are not limited to:

1. Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
2. Completing funeral notification to other law enforcement agencies.
3. Coordinating the funeral activities of the Office, including but not limited to the following:
    (a) Honor Guard
        i. Casket watch
        ii. Color guard
        iii. Pallbearers
        iv. Bell/rifle salute
    (b) Bagpipers/bugler
    (c) Uniform for burial
    (d) Flag presentation
    (e) Last radio call
4. Briefing the Sheriff and command staff concerning funeral arrangements.
5. Assigning a deputy to remain at the family home during the viewing and funeral.
6. Arranging for transportation of the survivors to and from the funeral home and interment site using office vehicles and drivers.
7. Addressing event-related logistical matters (e.g., parking, visitor overflow, public assembly areas).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1031.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Office Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

1. Traffic control during the deceased member's funeral.
2. Area coverage so that as many Geary County Sheriff's Office members can attend funeral services as possible.

The mutual aid coordinator should perform duties in accordance with the Outside Agency Assistance Policy.

Where practicable, the Sheriff should appoint a mutual aid coordinator to identify external resources in advance of any need (e.g., regional honor guard teams, county- or state-wide resources).

1031.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

1. Confirming the filing of workers' compensation claims and related paperwork (see the Work-Related Illness and Injury Reporting Policy).
2. Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:
    (a) Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.).
    (b) Social Security Administration.
    (c) Department of Veterans Affairs.
3. Researching and assisting survivors with application for state and local government survivor benefits.
    (a) Surviving spouse retirement benefits (K.S.A. § 74-4958; K.S.A. § 74-4958a)
    (b) Death benefits (K.S.A. § 74-4959)
    (c) Disability benefits (K.S.A. § 74-4960; K.S.A. § 74-4960a)
    (d) Pension benefits (K.S.A. § 13-14a07; K.S.A. § 14-10a07)
    (e) Insurance benefits (K.S.A. § 40-2140)
    (f) Educational benefits (K.S.A. § 75-4364)
4. Researching and assisting survivors with application for other survivor benefits such as:
    (a) Private foundation survivor benefits programs.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) Survivor scholarship programs.

5. Researching and informing survivors of support programs sponsored by sheriff's associations and other organizations.
6. Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
   (a) If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
7. Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
8. Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1031.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Sheriff and the Office Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

1. Establishing methods for purchasing and monitoring costs related to the incident.
2. Providing information on finance-related issues, such as:
   (a) Paying survivors' travel costs if authorized.
   (b) Transportation costs for the deceased.
   (c) Funeral and memorial costs.
   (d) Related funding or accounting questions and issues.
3. Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
4. Providing accounting and cost information as needed.

1031.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the office's PIO should be the office's contact point for the media. As such, the PIO should coordinate with the Office Liaison to:

1. Collect and maintain the most current incident information and determine what information should be released.
2. Instruct office members to direct any media inquiries to the PIO.
3. Prepare necessary press releases.
   (a) Coordinate with other entities having media roles (e.g., outside agencies involved in the investigation or incident).

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(b) Disseminate important public information, such as information on how the public can show support for the office and deceased member's survivors.

4. Arrange for community and media briefings by the Sheriff or the authorized designee as appropriate.
5. Respond, or coordinate the response, to media inquiries.
6. If requested, assist the member's survivors with media inquiries.
   (a) Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
7. Release information regarding memorial services and funeral arrangements to office members, other agencies, and the media as appropriate.
8. If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should notify media when survivor notifications have been made.

1031.8 OFFICE CHAPLAIN

The Office chaplain may serve a significant role in line-of-duty deaths. Chaplain duties may include but are not limited to:

1. Assisting with survivor notifications and assisting the survivors with counseling, emotional support, or other matters, as appropriate.
2. Assisting liaisons and coordinators with their assignments, as appropriate.
3. Assisting office members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1031.9 INVESTIGATION OF THE INCIDENT

The Sheriff should make necessary assignments to conduct thorough investigations of any line-of-duty death and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends, or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved office members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1031.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Sheriff may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1031.11 NON-LINE-OF-DUTY DEATH

The Sheriff may authorize certain support services for the death of a member not occurring in the line of duty.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Wellness Program

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for office members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

1. Chaplains Policy.
2. Line-of-Duty Deaths Policy.
3. Drug- and Alcohol-Free Workplace Policy.

1032.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support – Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

1032.2 POLICY

It is the policy of the Geary County Sheriff's Office to prioritize member wellness to foster fitness for duty and support a healthy quality of life for office members. The Office will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1032.3 WELLNESS COORDINATOR

The Sheriff should appoint a trained wellness coordinator. The coordinator should report directly to the Sheriff or the authorized designee and should collaborate with advisers (e.g., Department of Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
    (a) As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
    (b) When practicable, the Office should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.
2. Developing management and operational procedures for office peer support members, such as:
    (a) Peer support member selection and retention.
    (b) Training and applicable certification requirements.
    (c) Deployment.
    (d) Managing potential conflicts between peer support members and those seeking service.
    (e) Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
    (f) Using qualified peer support personnel from other public safety agencies or outside organizations for office peer support, as appropriate.
3. Verifying members have reasonable access to peer support or licensed psychotherapist support.
4. Establishing procedures for CISDs, including:
    (a) Defining the types of incidents that may initiate debriefings.
    (b) Steps for organizing debriefings.
5. Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
6. Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
    (a) Obtaining a written description of the program services.
    (b) Providing for the methods to obtain program services.
    (c) Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
    (d) Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
    (e) Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

7. Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).
    (a) The coordinator should work with appropriate office liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

1032.4 OFFICE PEER SUPPORT

1032.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA

The selection of a office peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

1. Desire to be a peer support member.
2. Experience or tenure.
3. Demonstrated ability as a positive role model.
4. Ability to communicate and interact effectively.
5. Evaluation by supervisors and any current peer support members.

1032.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES

The responsibilities of office peer support members include:

1. Providing pre- and post-critical incident support.
2. Presenting office members with periodic training on wellness topics, including but not limited to:
    (a) Stress management.
    (b) Suicide prevention.
    (c) How to access support resources.
3. Providing referrals to licensed psychotherapists and other resources, where appropriate.
    (a) Referrals should be made to office-designated resources in situations that are beyond the scope of the peer support member's training.

1032.4.3 PEER SUPPORT MEMBER TRAINING

A office peer support member should complete office-approved training prior to being assigned.

1032.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members and those directly involved in the incident.

1032.6 PEER SUPPORT COMMUNICATIONS

Any communications made by a member or peer support specialist in a peer support counseling session and any oral or written information conveyed in the session are confidential and may only be disclosed in accordance with K.S.A. § 60-473.

Any communications relating to a peer support counseling session made between peer support specialists and the supervisors or staff of a peer support counseling program or between peer support specialists and the supervisors or staff of an employee assistance program are confidential and may only be disclosed in accordance with K.S.A. § 60-473.

All communications, notes, records, and reports arising out of a peer support counseling session are not considered public records subject to disclosure under K.S.A. § 45-215 et seq. (K.S.A. § 60-473).

1032.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

1. Voluntary participation by members
2. Allowable physical fitness activities
3. Permitted times and locations for physical fitness activities
4. Acceptable use of office-provided physical fitness facilities and equipment
5. Individual health screening and fitness assessment
6. Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting
7. Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.
8. Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)
9. Ongoing support and evaluation

1032.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the office's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1. Data on the types of support services provided
2. Wait times for support services
3. Participant feedback, if available
4. Program improvement recommendations
5. Policy revision recommendations

The coordinator should present the completed audit to the Sheriff for review and consideration of updates to improve program effectiveness.

1032.9 TRAINING

The coordinator or the authorized designee should collaborate with the Administrative Division Commander to provide all members with regular education and training on topics related to member wellness, including but not limited to:

1. The availability and range of office wellness support systems.
2. Suicide prevention.
3. Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
4. Alcohol and substance disorder awareness.
5. Countering sleep deprivation and physical fatigue.
6. Anger management.
7. Marriage and family wellness.
8. Benefits of exercise and proper nutrition.
9. Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Administrative Division Commander as appropriate for inclusion in training records.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Early Intervention

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1033.1 PURPOSE

The purpose of this policy is to maintain an Early intervention system (Frontline) for the Geary County Sheriff's Office to assist supervisors in identifying agency employees who exhibit signs of performance, personal, or stress-related problems in the workplace and, where appropriate, may require assistance efforts.

1033.2 POLICY

It is the policy of this agency to identify personal and procedural issues among its sworn and non-sworn personnel which might adversely affect their performance, and to provide assistance with those issues as necessary. This program is to be maintained and held separate from the disciplinary system. Employees who are experiencing mental or emotional problems should receive support, not censure, from their fellow employees. Mutual support in time of crisis is a well-established tradition in law enforcement, and that principle should be extended to include situations in which an employee seeks or is referred for counseling or other assistance as deemed necessary. The Sheriff or his designee will conduct a yearly review of the early intervention system to determine its effectiveness.

1033.3 DEFINITIONS

Early Intervention System -A process and database system maintained by the office which effectively organizes significant personnel events in a format conducive to identifying indicators of performance and/stress related problems, facilitating assistance in the best interests of the employee and the Office.

Significant Personnel Events-Response to use of force, uses of firearms, vehicle pursuits resulting in injury/death or any patrol vehicle damage, critical incidents, on-duty vehicle accidents, complaints against personnel (excludes unfounded and exonerated), repeated incidents in which the in-car camera or body recording equipment was not used in accordance with Geary County Sheriff Policy 419, unsatisfactory performance evaluations, unusual pattern in the use of sick leave, excessive use of sick leave in conjunction with scheduled days off, excessive tardiness, and behaviors associated with possible alcohol and/or drug abuse.

Threshold-The number of significant events that triggers a notification by the Employee Assessment and Assistance Program.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Use of Firearms-A firearm discharge which is not training, test firing of a firearm by a firearms armorer, or at the direction of a firearms instructor, nor the destruction of an injured animal.

1033.4 PROCEDURE

1. The Geary County Sheriff's Office shall maintain an Early Intervention System database, currently known as Frontline Pro Standard.
    (a) The Frontline Pro Standard database will alert the department command staff when reported personnel events (response to use of force, uses of firearms, vehicle pursuits resulting in injury/death or any patrol vehicle damage, on-duty vehicle accidents and employee conduct complaints resulting in sustained or misconduct based on the complaint findings) reach the threshold for notification. Other instances of significant personnel events should be maintained appropriately through the employee's chain of command but may be used in conjunction with reaching the threshold to determine the best course of assistance to support agency members.
    (b) Threshold for notification is any combination of five or more significant personnel events tracked by the Frontline Pro Standard reported incidents within a three month time period.
2. When notification threshold is reached, the Division Commander shall notify the Undersheriff and Sheriff through formal correspondence of the employee who has reached any threshold identified above.
3. A review of the identified employee, based on current data collected, shall be conducted by the Division Commander to determine if the threshold was met by standard involvement in incidents or whether the threshold was met by actions requiring potential intervention.
4. When conducting the review, the Division Commander shall review each significant personnel event association with the notification by accessing any audio/ video recordings, employee human resources files, and Supervisor and Division Commander's observations as necessary. The Division Commander or their designee may determine that no action is necessary, or may develop an individual course of assistance which may include but is not limited to:
    (a) Coaching or mentoring
    (b) A mandatory health physical
    (c) A psychological fitness for duty evaluation
    (d) Participation in the County Employee Assistance Program
    (e) Participation in additional assistance programs offered by the Office separate from County Employee Assistance Program
    (f) Directed specific training for the affected employee
    (g) Providing any reasonable support needed for the employee
    (h) Follow up or remedial action to determine wellness

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

5. If no action is determined by the Division Commander, the employee will be notified by the Division Commander through formal correspondence outlining the events that reached the threshold and the reasoning behind the determination that the assistance is not required.
6. If assistance is deemed necessary, the Division Commander, through communication with the Sheriff and Undersheriff, will notify the employee of findings, course of action, timeframe for assistance, employee(s) roles and responsibilities, and the follow-up requirements.
7. The Division Commander will retain all correspondence and follow-up documentation in the employees file for a period of no less than five years after which it will be purged if no further performance, conduct or Employee Assessment and Assistance Program actions occur.
8. All Employee Assessment and Assistance Program actions and documentation are classified as personnel files and as such are closed under the Kansas Open Records Act (KORA).
9. At the conclusion of each calendar year, the Undersheriff or his designee shall submit a documented annual evaluation of the Early Intervention System to the Sheriff for review. The evaluation will contain the number of assistance and intervention contacts, the number of action plans successfully completed, and the number of incomplete action plans.
10. Failure of an employee to follow the individual course of assistance, accompanied with the additional performance problems, may be the basis for discipline.
11. The Geary County Human Resource Department maintains the employee assistance program which is available to all employees.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Job Descriptions

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1034.1 POLICY

The purpose of this policy is to have prepared job descriptions of all duties.

1034.2 PROCEDURE

Current Job Descriptions:

1. Job descriptions as well as the related performance evaluations for all positions in the Department are maintained by the Sheriff or their designee and are available for all Department members to view within the Department's internal network.
2. Every four years a documented review of job descriptions of all department employees will be completed by the respective Division Commander in order to ensure job descriptions are current and up to date.
3. Division Commanders will notify the Sheriff of any necessary changes to the job descriptions so that the appropriate adjustments may be made.
4. A review of the corresponding performance evaluation for the positions is also required to ensure that employees performance is evaluated in accordance with the defined elements of the positions job description.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Military Deployment and Reintegration

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1035.1 PURPOSE

The purpose of this policy is to establish a written directive for personnel with military activations, either voluntary or involuntary, exceeding 180 days total for pre-deployment, deployment, and post deployment. For the purposes of this policy, the designated point of contact for the office should be the Human Resources Specialist.

1035.2 PROCEDURE

During deployments, employees may be placed on military leave of absence with or without pay. They will have the option of using earned time, compensatory time or going without pay for all such military activities/duties. All military leave requests must be submitted in writing through the chain of command except as provided for in the Uniformed Services Employment and Reemployment Act of 1994. The Department and the employee will comply with all applicable law and regulations pertaining to such matters. Employees who are deployed in excess of 180 days shall return to duty upon release as prescribed in. Prior to deployment and before the beginning of their leave of absence, the employee shall meet with the Human Resources, or the Sheriff or their designee as part of out-processing to ensure that the policy is fully understood by the employee and to establish the most efficient means of communication during deployment between the employee, the employee's family, and the Department.

1035.3 POINT OF CONTACT

Upon receiving official deployment orders, the staff member shall notify their immediate supervisor at the earliest possible opportunity.

Deployed members are expected to maintain periodic communication with their supervisor or designated representative by any available means, including email. While no fixed schedule is required, such communication should occur as circumstances permit. The deployed member's primary responsibility remains the fulfillment of their military duties.

1035.4 PROCESS

Out-processing for military deployment exceeding 180 days shall also include returning all Department-issued weapons, ammunition and other sensitive items to the Operations Commander for the duration of the deployment. The deployed member may keep non sensitive items, such as their uniforms.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Military Deployment and Reintegration

In-processing after a military deployment exceeding 180 days shall include an interview with the Sheriff or designee to ensure a smooth return to duty with the Department and to assess any needs of the employee or the employee's family that can be addressed.

If weapons certification or qualification standards have lapsed due to the employee's military deployment, the employee must receive the appropriate certification or qualifications prior to being permitted to carry the weapon in question. The Training Officer shall be responsible for requesting any necessary extension, modification, or waiver from KS CPOST with regard to weapon qualification. If other certifications, critical training such as that involving use of force, or qualifications such as the physical agility qualification have lapsed as a result of the employee's military deployment, the employee shall attend the requisite training, re-certify, or re-qualify at the earliest opportunity upon return to duty.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Benefits Program

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1036.1 PURPOSE

The purpose of this policy is to provide information to Geary County employees regarding the personnel procedures of Geary County, Kansas. It is intended to promote cooperation, efficiency and unity in public service by clearly communicating the benefits applicable to Geary County employees. The material contained within this manual is directive in nature. It describes many employee responsibilities and county practices, and also outlines the programs developed for the employee benefit. The observance of these rules will help to ensure that the Sheriff's Office remains a safe and desirable place to work.

1036.2 RETIREMENT PROGRAM

1. For the purpose of this policy, "retirement" generally means the cessation of employment with the Department coupled with a non-forfeitable right to benefits under the retirement program of the Department.
2. "In good standing" means, at the time of retirement, the employee was not facing disciplinary action that could have resulted in his or her termination for misconduct or unfitness for duty/employment.
3. General: The Kansas Police and Fireman's Retirement System (KP&F), the Kansas Public Employees Retirement System (KPERS), and Social Security provide retirement benefits to Department personnel.
    (a) **Kansas Police and Fireman's Retirement System (KP&F)**: Provides retirement and benefits to all Department sworn police officers and their beneficiaries. The Department maintains a current copy of the KP&F manual. The KP&F manual is periodically revised and copies are then made available to KP&F members. Members may also obtain current information regarding their KP&F benefits on the KPERS website at: https://kpers.org/active/kpf.html.
    (b) **Kansas Public Employee's Retirement System (KPERS)**: Provides a retirement program for Kansas public employees. This plan is mandatory for all full-time non-sworn immediately upon employment. Members may also obtain current information regarding their KPERS benefits on the KPERS website at: https://kpers.org/active/index.html.
    (c) **Social Security**: All non-sworn personnel are members of the Social Security System. Sworn personnel hired after April 1986 are members of the Medicare portion only of Social Security.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1036.3 HEALTH INSURANCE

HEALTH INSURANCE AND OTHER BENEFITS

1. Health Insurance. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for group health and other medical insurance coverage at the beginning of the month following the employee's 30th day of employment. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.
2. Dental Insurance. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for group dental insurance coverage at the beginning of the month following the employee's 30th day of employment. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.
3. Prescription Coverage. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for prescription insurance coverage at the beginning of the month following the employee's 30th day of employment. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.
4. Life Insurance. As determined by the Geary County Board of County Commissioners, all regular full-time employees may be eligible for a Geary County paid life insurance policy. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.
5. Optional Employee Benefits. As determined by the Geary County Board of County Commissioners, other optional group benefits may be offered from a variety of carriers. These benefits may include life insurance, long term-care insurance, disability insurance, accident insurance, flexible spending account and deferred compensation plans. Eligibility will be determined by the plan offering. Geary County is not under any obligation to offer or continue any plans or carriers. Tiers, coverage levels and premiums shall be determined by the Geary County Board of Commissioners.The plan year runs from August 1st of the current year to July 31st of the following year.
6. Disability Benefit: If an employee suffers total disability, as defined by the Kansas Public Employee Retirement System (KPERS), Geary County shall then pay fifty percent (50%) of that employee's current wage or salary for a maximum six (6) month period preceding the start of KPERS payments. Geary County shall base the decision to pay the percentage of salary on a properly filed KPERS claim for disability benefits, and submission to Geary County of a physician's statement that the employee suffers total disability. The fifty percent (50%) Geary County payment shall commence after the employee's accumulated sick leave, approved shared leave, and vacation leave are used in full. Geary County's payment shall apply only to the period between the time the employee left Geary County service and the time of the KPERS disability payments either start or are denied. The Geary County fifty percent (50%) payment shall be paid for a maximum of six (6) month and shall cease upon the employee being approved or denied KPERS disability status. Geary County's disability payment shall not apply to any period of time otherwise covered by paid leave of any kind. If

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

such disability arises from a job-related accident or injury and the employee received Workers Compensation benefits as a result, such Workers Compensation benefits shall be offset against any Geary County payment. Total disability is defined as a disability that prevents the employee from performing each and every duty of any occupation for which one is reasonably qualified by education, training or experience for a period of one hundred eighty (180) continuous days and in any case, disability that requires the regular and continuous care of a physician unless such care would serve no useful purpose. The employee must provide supporting documents from a qualified health care provider to support this condition.

Open enrollment is held one time per year, prior to the benefit year beginning August 1st. The plan year and open enrollment may be changed if it is in the best interest of the County. If the employee owes a portion of their insurance premiums (health, dental, vision, life, etc.) and does not have enough pay to cover the cost, the employee will be responsible for making timely payments to the County in order to keep the insurance in effect. If the employee does not make payment as directed by the County, the insurance may be canceled. Reinstatement of the insurance may be subject to the rules in place on the individual plan.

1036.4 MEDICAL LEAVE

The County reserves the right to temporarily transfer an employee who requests intermittent leave or a reduced leave schedule in order to receive planned medical treatment to an alternative position with equivalent pay and benefits if the alternative position better accommodates the County's needs and the employee's need for leave for planned medical treatment.

1. Substitution of Paid Leave for Unpaid Leave: The County requires employees to use accrued paid time off, including paid vacation and sick leave, while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the County's normal policies relating to the use of paid leave. The paid leave will run concurrently with the FMLA leave. Once all accrued paid leave has been used, any remaining FMLA leave will be unpaid. The entire leave period (both paid and unpaid) will be counted towards the employee's FMLA entitlement.
2. Employee Responsibilities:
    (a) Employees are required to complete or cause to be completed all required paperwork.
    (b) Employees are responsible to report all FMLA qualifying absences to the Human Resources Department.
    (c) Employees must provide at least 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the County's normal absence reporting procedures.
    (d) Additional reporting requirements and/or return to duty requirements may be required prior to restoration to employment.
    (e) Employees must provide sufficient information for the County to determine if the leave may qualify for FMLA protection and the anticipated timing and duration

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

(f) Employees also must inform the County if the requested leave is for a reason for which FMLA leave was previously taken or certified

i. Certification:

A. If an employee requests leave due to his or her own serious health condition, or to care for a family member with a serious health condition, the County, in its discretion, may require a certification issued by the employee's or family member's health care provider.

B. If an employee requests leave because of a qualifying exigency, the County, in its discretion, may require a certification from the employee to support the request for leave.

C. If an employee requests leave to care for a covered service member rendered injured or seriously ill in the line of active military duty, the County, in its discretion, may require a certification completed by an authorized health care provider of the covered service member or an authorized representative of the Department of Defense.

D. When FMLA leave is occasioned by the employee's own serious health condition, the County requires, in the case of any leave of three or more consecutive days, a certification from the employee's health care provider that the employee is able to resume work.

E. Medical certifications will be kept confidential in accordance with applicable law.

3. County Responsibilities:

(a) The County must inform an employee requesting leave whether he or she is eligible under the FMLA. If the employee is eligible, the notice must specify any additional information required, as well as the employee's rights and responsibilities. If the employee is not eligible, the County must provide a reason for the ineligibility.

(b) The County must inform an employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the County determines that the leave is not FMLA-protected, it must notify the employee.

4. Benefits and Protections:

(a) Health Insurance

i. During the period of the FMLA leave, an employee will be retained on Geary County's health plan under the same conditions that applied before the leave commenced. To continue health coverage, the employee must continue to make any contributions that the employee made to the plan

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

before taking the leave. Arrangements to make these contributions must be made directly by the employee with the County Clerk's office.

ii. The employee's participation in Geary County's health insurance program may be terminated if the employee's contribution to the employee's premium payment is more than thirty (30) days late. The employee's health insurance benefits will resume upon return to work. The employee's participation also ceases if the employee fails to return from leave or clearly states that the employee does not intend to return.

iii. Geary County is entitled to recover health insurance premium payments made during the leave, as applicable, if the employee does not return to work.

iv. In order to drop the coverage for an employee whose premium payment is late, Geary County must provide written notice to the employee that the payment has not been received. The cancellation notice must be mailed to the employee at least fifteen (15) days after the date of the late premium notice letter, unless the payment has been received by that date. If Geary County has established policies regarding other forms of unpaid leave that provide for Geary County to cease coverage retroactively to the date the unpaid premium payment was due, Geary County may drop the employee from coverage retroactively in accordance with that policy, provided the fifteen (15) day notice was given. In the absence of such a policy, coverage for the employee may be terminated at the end of the thirty (30) day grace period, where the required fifteen (15) day notice has been provided.

(b) If the employee returns to work, any unpaid premiums shall be deducted from the employee's paycheck until all premiums are paid.

(c) Other Insurance. During FMLA leave, life insurance, disability insurance, and other types of benefits for which the employee typically pays will be treated in accordance with the County's established policies and practices for such benefits for other instances of similar leave.

(d) Restoration. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, if an employee would not otherwise have been employed at the time reinstatement is requested, such as because of a layoff, the County is not obligated to reinstate the employee. The County may also deny job restoration to a "key employee" if necessary to prevent substantial and grievous economic injury to the County's operations.

(e) Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. However, an employee is not entitled to accrue additional benefits or seniority during the period of time the employee is on unpaid leave.

5. Failure to Return to Work: If an employee fails to return to work at the conclusion of an approved leave of absence the employee may be considered to have voluntarily terminated employment. The County may seek reimbursement from the employee for any of its costs of insurance premiums during the employee's unpaid leave, unless

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

the employee's reason for not returning to work is due to the continuation, recurrence, or onset of a serious health condition that would entitle the employee to FMLA leave; the continuation, recurrence, or onset of a covered service member's serious injury or illness that would entitle the employee to FMLA leave; or other circumstances beyond the employee's control.

6. Fraudulent Request or Use of FMLA Leave: If an employee fraudulently requests or obtains FMLA leave, the employee is not protected by the FMLA's job restoration or maintenance of health benefits provisions. An employee who fraudulently requests or obtains FMLA leave is subject to disciplinary action, up to and including discharge.
7. Unlawful Acts and Enforcement: The FMLA makes it unlawful for any employer to: nterfere with, restrain, or deny the exercise of any right provided under the FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights
8. FMLA And Workers Compensation: When an employee is injured on the job, and the injury qualifies the employee for benefits under the FMLA, the employee shall be placed on FMLA leave by notification of the Director of Human Resources. After notification, any qualifying time shall be counted towards the entitlement of FMLA leave.

1036.5 KPERS RETIREMENT AND LONG TERM DISABILITY

Eligible employees are required to participate in the Kansas Public Employees Retirement System (KPERS). Geary County will comply with all rules and regulations associated with KPERS.

Eligible employees may be covered by a long-term disability plan upon membership in KPERS (Kansas Public Employee Retirement System) subject to all terms and conditions of the agreement between KPERS and the insurance carrier. There is a 180-day waiting period commencing the day after the employee's last day actively at work in a KPERS covered position.

1036.6 LAWSUIT/ LITIGATION

Upon being notified of or served with a notice of suit, the Department member will within 24-hours notify a supervisor in their respective division, who in turn will notify the Sheriff.

The Department will provide liability insurance coverage up to the limits established in the Department's policy to indemnify Department members for any damages and/or judgments awarded against such member to claimants in any court actions against such member resulting from such member's official activities determined to be within the scope of such member's official duties; provided, that where there is a Department determination or an adjudication of unlawful and/or malicious conduct, willful misconduct or gross and/or wanton negligence by the member neither the insurer not the Department will be liable for any type of payment or indemnification.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

In accordance with K.S.A 75-6108, the Department will provide liability insurance coverage up to the limits established in the Department's policy to cover costs associated with any lawsuits that might be filed against the Department and members for activities of such members that are conducted within the scope of their official duties with the Department; provided however, that where there is a Departmental determination or an adjudication of unlawful and/or malicious conduct, willful misconduct, or gross and/or wanton negligence by the member, the Department will not be liable for any type of payment or indemnification. Deductibles and other related costs will be paid from the Department's funds budgeted for such purposes.

1036.7 ADDITIONAL COUNTY POLICIES AND BENEFITS

The Geary County HR policy manual can be located at the following url:

https://www.gearycounty.org/DocumentCenter/View/340/Geary-Co-HR-Policy-Manual

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Retirement and Resignation

Effective Date:	01.07.2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1037.1 PURPOSE AND SCOPE

This policy provides a guideline for employees retiring or resigning from this office. Employees leaving this office should be acknowledged for the work and dedication they provided. This policy provides a guide to how someone is acknowledged for the total number of years as well as time within a particular job title.

1037.2 POLICY

The Geary County Sheriff's Office is able to acknowledge employees that are resigning or retiring under Re-Hire status by providing the employee with various items at the cost of the office or by donations. This policy acts as a guide to what is acceptable tokens of appreciation, which will be suggested by Command Staff and approved by the Sheriff.

1037.3 RESIGNATION AND RETIREMENT

This office acknowledges that employees resign from their position for various reasons. This policy does not include employees who resign in lieu of termination. The appropriate Division Commander of the individual employee is responsible for the coordination of the items listed. All forms of retirement are included in this policy.

1. 5 years or less of service
    (a) Certificate of Appreciation, Office Challenge Coin and photo to be posted on social media.
2. 5 years but less than 15 years of service
    (a) Inscribed plaque, Office Challenge Coin and photo post to social media.
3. 15 years but no more than 20 years of service
    (a) Inscribed Plaque, Office Challenge Coin, photo to social media and gift.
        i. Deputies shall receive their service firearm and Badge, only with retirement.
        ii. Non-sworn shall receive a gift of value.
        iii. The Sheriff may approve a potluck style reception in the training room.
4. More than 20 years of service
    (a) All the items listed above to include a hosted celebration.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

1037.4 INTEROFFICE MOVEMENTS

This office acknowledges and promotes interdepartmental movement. Division Commanders have the ability to acknowledge employees who move from one position or division to another.

1. Division Commanders may recognize an employee with certificates of appreciation or other tokens that are approved by the Sheriff and generally funded by donation.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Career Progression

1038.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a structured framework for career progression within the Geary County Sheriff's Office for sworn personnel. This policy outlines eligibility criteria, classifications, and progression timelines from entry-level to advanced deputy positions to support professional development, workforce retention, and succession planning.

1038.2 POLICY

It is the policy of the Geary County Sheriff's Office to provide deputies with clear career advancement pathways based on objective performance standards, successful completion of required training, and demonstrated competency. All progressions and reclassifications shall be made without discrimination and in compliance with applicable laws, regulations, and office policies.

1038.3 DEFINITIONS

1. Deputy Recruit:
    (a) An entry-level sworn position assigned to personnel who have not completed the Kansas Law Enforcement Training Center (KLETC) and the Field Training Officer (FTO) program
2. Deputy I:
    (a) A certified law enforcement officer who has successfully completed KLETC and the FTO program and is authorized to perform full law enforcement duties independently.
3. Deputy II:
    (a) A career-level position held by deputies who have completed a minimum of three (3) years as a Deputy I and have met the qualifications for advancement based on experience, performance, and training.
4. Time-in-Grade:
    (a) A required duration of service in a classification before eligibility for progression.

1038.4 PROCEDURE

1038.4.1 DEPUTY RECRUIT STATUS

1. New deputies shall be classified as Deputy Recruit upon hire.
2. Must complete:
    (a) KLETC Basic Training.
    (b) The full Field Training Program (FTO).
3. Remain in Deputy Recruit status until both programs are successfully completed.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

4. Performance shall be evaluated regularly during the training period.

1038.4.2 ADVANCEMENT TO DEPUTY I

1. Upon successful completion of KLETC and FTO, the Deputy Recruit shall be reclassified as Deputy I.
2. Deputy I assumes full law enforcement authority and responsibilities.
3. Time-in-grade begins upon appointment to Deputy I

1038.4.3 ADVANCEMENT TO DEPUTY II

1. Minimum three (3) consecutive years of service as a Sworn Deputy, based on hire date.
2. No record of sustained disciplinary action in the (12) months preceding consideration.
3. Completion of all mandatory in-service or advanced training as specified by the Training Coordinator or Admin Division.
4. Satisfactory or higher performance evaluations in the most recent review period.
5. Supervisor recommendation and approval by the Sheriff or designee.

1038.5 RESPONSIBILITIES

1038.5.1 SUPERVISORS

1. Monitor employee eligibility for progression.
2. Conduct annual evaluations and provide input regarding readiness for advancement.
3. Submit recommendations for eligible deputies during designated review periods.

1038.5.2 ADMINISTRATION DIVISION

1. Maintain accurate records of training completion, performance evaluations, and time-in-grade.
2. Facilitate review processes as members become eligible for progression.

1038.5.3 SHERIFF OR DESIGNEE

1. Final authority to approve or deny advancement.
2. May authorize exceptions to time-in-grade or other requirements based on lateral transfers, exceptional qualifications, or organizational needs.

1038.6 EXCEPTIONS

Personnel with prior law enforcement experience or KLETC certifications may be eligible for direct placement as Deputy I or Deputy II, subject to FTO completion and approval. All exceptions shall be subject to the approval of the Sheriff, or his designee. All exceptions shall be documented and retained in the employee's personnel file.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Workplace Relationships

Effective Date:	11/07/2025
Revised Date:	
Issuing Authority: Sheriff Nate Boeckman	

1039.1 PURPOSE

The purpose of this policy is to preserve the integrity, professionalism, and public trust of the Geary County Sheriff's Office by establishing clear expectations for the disclosure of romantic or dating relationships among employees. These requirements are intended to prevent conflicts of interest, favoritism, or the appearance of impropriety, and to maintain a safe, secure, and impartial workplace environment.

1039.2 POLICY

It is the policy of the Geary County Sheriff's Office that all employees conduct themselves in a professional manner and avoid personal relationships that may compromise, or appear to compromise, fairness, supervision, security, or the effective operation of the Office. Employees who enter into romantic or dating relationships with other employees are required to promptly disclose such relationships in accordance with this policy.

This policy applies to all employees, including sworn law enforcement officers, correction officers, civilian staff, part-time employees, temporary employees, interns, and volunteers.

1039.3 DEFINITIONS

1. **Romantic Relationship:** A relationship that involves emotional or physical intimacy, dating, or romantic involvement.
2. **Supervisor:** Any employee with direct or indirect authority over another employee's work, assignment, evaluation, scheduling, or discipline.
3. **Subordinate:** An employee who is under the direct or indirect supervision or influence of another employee.

1039.4 DISCLOSURE REQUIREMENTS

(a) Mandatory Notification:

(a) Any employee who enters into a romantic or dating relationship with another employee must notify their immediate supervisor within five (5) business days of the relationship's commencement.

(b) If the relationship involves a supervisor and a subordinate, both individuals must disclose the relationship to the next higher level in their chain of command.

(b) Written Disclosure:

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

(a) Notification must be submitted using the Office Letterhead.

(b) The completed form will be forwarded to the immediate supervisor via email and maintained in the employee's personnel file.

(c) Confidentiality:

(a) Disclosures will be treated with discretion and shared only with individuals who have a legitimate business need to know, such as command staff or HR.

1039.5 ADMINISTRATIVE ACTION

Upon receipt of a disclosure, the Sheriff or designee, will evaluate the situation to determine whether any operational or supervisory conflicts exist. Possible actions may include:

1. Reassignment of one or both employees;
2. Modification of supervision or reporting structure;
3. Schedule or duty adjustments to avoid conflicts of interest; or
4. Other reasonable measures necessary to preserve integrity and operational security.

1039.6 PROHIBITED CONDUCT

1. No employee shall directly supervise, evaluate, or discipline another employee with whom they are involved in a romantic relationship.
2. Romantic or dating relationships that interfere with workplace performance, security, or team integrity are prohibited.
3. Failure to disclose a relationship as required by this policy may result in disciplinary action, up to and including termination.
4. Romantic or sexual relationships between employees and inmates, detainees, or persons in custody are strictly prohibited and may result in termination and criminal prosecution.

1039.7 RETALIATION

The Geary County Sheriff's Office prohibits retaliation against any employee who makes a required disclosure or who participates in good faith in the administration of this policy.

1039.8 RESPONSIBILITIES

1. Employees are responsible for complying with this policy and disclosing relationships as required.
2. Supervisors are responsible for maintaining professionalism and forwarding disclosures through the proper chain of command.
3. Supervisors shall maintain confidentiality and assist command staff in evaluating potential conflicts.

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Attachments

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Screenshot 2025-04-02 141505.png

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Policy Acknowledgment_0001.pdf

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

GEARY COUNTY SHERIFF'S OFFICE

Eric S. Coffman
Sheriff

826 N. Franklin Street
Junction City, KS 66441
Office: (785) 238-2261
Fax: (785) 762-5085

To all Employees of the Office,

The Geary County Sheriff's Office's Policy and Procedure Manual is specific to the operations of the Geary County Sheriff's Office and is made accessible by the authority of the Sheriff. This manual is made available to personnel of the Geary County Sheriff's Office through access of the Knowledge Management System of Lexipol.

Its provisions, except where specifically noted, are applicable to all employees. It is the responsibility of each member of the Geary County Sheriff's Office to know and understand the policies, procedures, rules, and regulations contained within this manual. These policies and procedures are designed to ensure uniformity of service to Geary County and provide guidance to personnel in the performance of their duties, as well as to establish standards of performance and conduct.

The Sheriff has the sole authority to amend the Policy and Procedures manual. All changes, additions, and deletions will be under the authority of the Sheriff.

No policy, procedure, rule, or regulation or any other directive or practice of any component of the Geary County Sheriff's office shall conflict with the provisions of this manual.

This manual and all of its provisions shall be in effect continuously from the date of publication unless rescinded by the order of the Sheriff. All policies, procedures, contracts, inter-governmental agreements, and memorandums of understanding remain in effect unless termination proceedings are initiated by this administration.

Thank you for your continued dedication in making this Office the professional organization that it is.

Stay Safe!

Eric S. Coffman

Sheriff

INDEX / TOPICS

A

ACKNOWLEDGEMENTS
Evidence. 512
Policy manual. 20
Policy revisions. 20
ADMINISTRATIVE COMMUNICATIONS. . 37
ADMINISTRATIVE INVESTIGATION
Surreptitious recording. 348
ADMINISTRATIVE INVESTIGATIONS
Criminal parallel. 627
PREA. 570
Vehicle damage. 498
ADMINISTRATIVE LEAVE
Compensation. 648
Employee convictions. 604
Firearms. 92
Fitness for duty. 642
Outside employment. 652
ADULT ABUSE. 149
Investigations. 421
Sexual Assault. 426
AIRCRAFT
Accidents. 323
Ambulance. 368
Flying while armed. 98
Pursuits. 107
Temporary flight restrictions. 204
ALCOHOL
Firearms. 96
Intoxicants. 188
Vehicle use. 495
AMBER ALERTS. 173
AMMUNITION
Kinetic energy projectiles. 68
AMMUNITION. 93
Body armor. 633
Property packaging. 510
ANIMALS
Euthanize. 97
Injured. 97
Line-of-duty deaths. 695
Service. 232
ANTI-RETALIATION. 600
APPOINTMENTS
ALPR operations coordinator. 363
Audio/video coordinator. 355
Chaplain coordinator. 239
Chief executive officer. 13
LEP coordinator. 222
Petty cash fund manager. 499
PREA coordinator. 566
Press information officer (PIO). 203
Vehicle maintenance supervisor. 497
ARRESTS
Authority. 10
Biological samples. 236
Child and dependent adult safety. 244
Citations. 312
Diplomatic immunity. 314
Disabled persons. 234
First amendment assemblies. 375
Handcuffs and restraints. 60, 61
Juveniles. 205
Limited English proficiency (LEP). 225
Log. 205
Mass. 373
Mental health. 309
Private Person's. 219
Safety belts. 631
Towed Vehicles. 404
ARRESTS,
Employee. 603
ASSET FORFEITURE. 430
AUDIO/VIDEO RECORDING
Body cameras. 355
Children. 146
Custodial Interrogation. 420
First amendment assemblies. 372
Forced biological samples. 237
Mobile (MVR). 346
Review. 349
AUDITS
ALPR system. 364
Informant files. 438
Personnel complaints. 620
Petty cash. 500
PREA. 566, 571
AUTHORITY. 10
Command. 27
Official. 677
Policy manual. 17
Use of force. 57
AUTOMATED EXTERNAL DEFIBRILLATORS (AED). 369
AUTOMATED LICENSE PLATE READERS (ALPR). 363

B

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

BACKGROUNDS
Ride-alongs. 288
BADGES, PATCHES AND IDENTIFICATION
Administrative leave. 627
Firearms. 92
Prohibited use. 652
Temporary modified-duty assignment. . 672
BARRICADE INCIDENTS. 293
BICYCLES
Property storage. 510
Special assignment. 588
Uniforms. 663
BIOLOGICAL SAMPLES. 236
Hazards. 324, 683
PREA. 570
Property packaging. 510
BODY ARMOR
Suspects. 90
BODY PIERCING. 658
BOMBS
Aircraft accidents. 324
Chaplains. 241
Mobile Digital Terminal. 354
Portable audio/video recorders. 357
Radios. 300
BRADY. 445
BUSINESS CARDS. 668

C

CANINES
Pursuits. 108, 115
Special assignment. 588
Uniforms. 663
CASH
Asset forfeiture. 430
Informants. 439
Property packaging. 510
Unclaimed. 513
Vehicle Inventory. 405
CHANGE OF ASSIGNMENT. 638
CHAPLAINS. 238
Ride-alongs. 288
CHIEF EXECUTIVE OFFICER. 13
CHILD AND DEPENDENT ADULT SAFETY 244
CHILDREN
Amber alerts. 174
Child safety. 244
Drug endangered. 147
Firearms. 96
Language assistance. 224, 232
Pursuits. 111
Reports. 201
Safety. 137
Transporting. 630
CITATIONS. 312
Accountability. 415
Diplomatic immunity. 315
Evaluation criteria. 394
Juvenile. 415
MVR recordings. 349
Parking. 415
CIVIL
Disputes. 377
Immigration hold. 321
Subpoenas. 207
COMMAND STAFF
Anti-retaliation. 602
Claims review. 485
Petty cash audit. 500
Policy review. 20
PREA reviews. 571
Protocol. 26
Use of force review. 57
Work-related injuries. 654
COMMENDATIONS AND AWARDS
Administrative communications. 37
COMMUNICABLE DISEASES
Injury and illness prevention. 679
Juvenile custody. 552
COMMUNICATIONS FOR PERSONS WITH DISABILITIES. 228
COMPENSATORY TIME. 648
COMPUTERS
Digital evidence. 422
Email. 35
Protected information. 534
CONDUCT
Anti-retaliation. 600
Conflict of interest. 665
Discriminatory harassment. 155
Fitness for duty. 641
Meritorious. 640
MVR recordings. 349
Personnel complaints. 618
Ride-alongs. 289
Standards of conduct. 187
CONDUCTED ENERGY DEVICE. 71
CONFIDENTIALITY
Adult abuse. 153
ALPR data. 363
Chaplains. 242
Communicable disease information. . . 615
Crisis intervention incidents. 306
Fitness for duty. 641

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

Informants. 436
Media. 205
Personnel complaints. 623
Protected information. 533
Radio broadcasts. 353
Retaliation complaints. 601
Technology use. 191
CONFLICT OF INTEREST
Outside employment. 651
CONTACTS AND TEMPORARY DETENTIONS
Bias-based policing. 270
Warrant service. 453
CONTROL DEVICES. 65
Decontamination. 612
COURT APPEARANCES. 206
COURT ORDERS
Adult abuse. 151
Asset seizure. 431
Biological samples. 237
Child custody. 245
Citation releases. 312
Civil disputes. 378
Domestic violence. 134
Foreign. 137
Juvenile informants. 436
Marijuana destruction. 515
Members. 603
Propert. 514
Property. 511
Surreptitious recording. 348
CRIME AND DISASTER SCENE INTEGRITY. 275
CRISIS INTERVENTION INCIDENTS. . . 303
CUSTODIAL INTERROGATIONS
Communications for persons with disabilities. 233
Limited English proficiency. 226
CUSTODIAL SEARCHES. 560
CUSTODIAN OF RECORDS
Email. 36

D

DEATH. 202
Chaplains. 241
Investigations. 216
Mourning bands. 661
Traffic related. 401
DEBRIEFING
Crisis intervention incidents. 306
Warrant service. 453
DECONFLICTION. 457
DEPENDENT ADULTS
Adult abuse. 149
PREA. 569
Safety. 137, 244
DIPLOMATIC IMMUNITY. 316
DISABLED
Communicating with the. 228
Motorist. 416
Vehicles. 416
DISCIPLINE. 183
Custody-juveniles. 555
Personnel complaints. 628
DISCLAIMER. 17
Administrative communications. . . . 37, 37
DISCRIMINATION
Limited English proficiency. 222
Personnel complaints. 623
Racial or bias-based profiling. 269
DISCRIMINATORY HARASSMENT. . . 155
DOMESTICVIOLENCE
Member convictions. 603
DOMESTIC VIOLENCE. 134
DRIVING
Mobile Data Terminal. 353
Personal Communication Devices. . . . 490
Pursuit tactics. 106
Safety belts. 630
Severe use. 491

E

ELECTRONIC CIGARETTES. 616
ELECTRONIC MAIL. 35
Personal communication devices. . . . 487
Personnel complaints. 619
EMPLOYEE ASSISTANCE PROGRAM. . 607
EVIDENCE
Bombs. 302
Custodial searches. 560
Digital. 422
Personnel complaints. 619, 625
PREA. 566
Seizing recordings. 361
EXPLOSIONS. 301
EXPOSURE CONTROL
HAZMAT. 290
Property packaging. 510
Reviews. 679
EYEWITNESS IDENTIFICATION
Field identification. 443
EYEWITNESS IDENTIFICATION. . . . 343

F

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

FIELD TRAINING OFFICERS
Conflict of interest. 665
Special assignments. 588
FIREARMS
Destruction of animals. 538
Discharge. 201
Domestic Violence convictions. 603
Involuntary commitments. 311
Off-duty law enforcement actions. . . . 252
Personally owned. 91
Property packaging. 510
Pursuits. 111
Retiree concealed. 42
Vehicle maintenance. 491
Vehicle use. 495
FIRST AMENDMENT ASSEMBLIES. . . 371
FITNESS FOR DUTY. 641
Temporary modified-duty assignments. . 674
FLYING WHILE ARMED. 98
FOREIGN
Country convictions. 604
Court orders. 137
Diplomatic and consular representatives. 314
FORMS
Adult abuse checklist. 153
Child abuse checklist. 147
Discrimination complaint. 157
Document inspection. 680
Eyewitness identification. 442
Individual accidents. 680
Personnel complaints. 619
Safety and health training documentation. 680

G

GANGS
Civilian attire. 663
Employee affiliation. 184
PREA. 571
GRIEVANCES
Fitness for duty. 643
Outside employment. 651
Supervisor authority. 17

H

HANDCUFFING AND RESTRAINTS. . . . 59
HANDCUFFING AND RESTRAINTS
Persons with disabilities. 229
HATE CRIMES. 180
HAZARDOUS MATERIAL (HAZMAT)
RESPONSE. 290
Aircraft accidents. 324
Precautions. 612
Traffic. 400
Training. 683
Vehicle Inventory. 405
HAZARDS. 681
HIGH-VISIBILITY VESTS. 395
HOSTAGE AND BARRICADE INCIDENTS 293
HOSTAGE SITUATIONS. 295

I

IDENTIFICATION CARDS. 668
IDENTITY THEFT
Investigations. 424
ILLNESS AND INJURY PREVENTION. . 679
IMMUNIZATIONS. 613
IMPAIRED DRIVING. 408
INFORMANTS. 436
INFORMATION TECHNOLOGY. 189
INFORMATION TECHNOLOGY USE. . . 189
INSPECTIONS
Body armor. 633
Firearms. 98
Illness and injury prevention. . . . 679, 682
Personal communication devices. . . . 488
Personal protective equipment. 682
Personnel. 273, 660
Technology use. 191
Vehicles. 493, 682
INTERNAL AFFAIRS
Personnel records. 635
INVESTIGATION AND PROSECUTION. . 419
INVOLUNTARY COMMITMENTS. . . . 308

J

JURISDICTION
Aircraft *** accidents/collisions/crashes ***324
AUTHORITY. 10
Death notifications. 218
Foreign court orders. 137
Identity theft. 424
Multijurisdictional negotiation teams. . . 277
Off-duty law enforcement actions. . . . 253
Registered offenders. 210
Traffic Accidents. 400

K

KEYS
Searches. 141
Vehicle. 494
KINETIC ENERGY PROJECTILE. 67

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

L

LAW ENFORCEMENT AUTHORITY. . . 10
LIMITED ENGLISH PROFICIENCY. . . . 221
Interpreters. 441

M

MAJOR INCIDENT NOTIFICATION. . . 214
MEAL PERIODS AND BREAKS. 644
MEDIA. 203
Aircraft accidents. 326
First amendment assemblies. 375
Major incidents. 214
Operations plans. 459
Storage and integrity. 349
Warrant service. 454
MEDICAL
Adult involuntary detention. 152
Aircraft accidents. 323
Barricade situation. 294
Child abuse exam. 146
Examinations - Adult abuse. 152
Examinations - Child abuse. 146
Examinations - PREA. 570
Examinations - temporary modified-duty. 674
File. 643
HAZMAT exposure. 290
Illness and injury prevention. 679
Jail notification. 60
Leave Act (FMLA). 609
Opioid overdoses. 370
Personnel-body cavity searches. 563
Personnel records. 635
Releases. 368
Screening-custody-juveniles. 552
Treatment for OC spray. 67
Treatment for tear gas. 66
Treatment for work-related injury and illness. 654
MISSING PERSONS
ALPR. 363
Reports. 201
MOBILE AUDIO/VIDEO (MAV). 346
MUTUAL AID
First amendment assemblies. 374
Interstate peace officer powers. 11
Warrant service. 453

N

NOTIFICATIONS
Aircraft accidents. 324
Bombs. 301
Cash. 501
Child protective services. 142
Death. 218
Impaired driving. 410
Jail. 60
Member arrests, convictions and court orders. 603
OSHA. 217
Post-OC application. 67
PREA. 569
Pregnancy. 674
Restraints. 60
Sick leave. 609

O

OATH OF OFFICE. 14
OC SPRAY
Decontamination. 60
OFF-DUTY LAW ENFORCEMENT ACTIONS. 252
OFFICER INVOLVED SHOOTING (OIS)
Fitness for duty. 643
OFFICER-INVOLVED SHOOTING (OIS)
MVR recordings. 348
OFFICER SAFETY
Asset forfeiture. 431
Body armor. 632
Contacts and temporary detentions. . . . 341
Crime and disaster scene integrity. . . . 275
Crisis intervention incidents. 304
Custodial searches. 560
Domestic violence. 135
Emergency assistance. 120
Foot pursuits. 115
Handcuffing and restraints. 59
Informants. 438
MVR recordings. 348
Occupational hazards. 681
Personal appearance standards. 656
Portable audio/video recorders. 355
Safety belts. 630
Search and seizure. 141
Warrant service. 451
OFFICIAL CUSTODIAN
OIS. 205
OPERATIONS PLANNING AND DECONFLICTION. 455
ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY. 25
OUTSIDE AGENCY ASSISTANCE. . . . 208
OUTSIDE EMPLOYMENT. 650

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

OVERTIME
Court. 207
Outside. 653

P

PARKING
Citations. 415
PATROL. 267
PAYROLL RECORDS. 647
PEPPER PROJECTILES. 66
PERFORMANCE EVALUATIONS. . . . 584
Conflict of interest. 665
Sick leave. 610
PERSONAL APPEARANCE STANDARDS. 656
PERSONAL COMMUNICATION DEVICES 487
PERSONNEL COMPLAINTS
Disabled persons. 229, 234
Limited English proficiency. 227
MVR recordings. 349
Protected information. 534
PERSONNEL ORDERS. 37
PERSONNEL RECORDS. 634
PHOTOGRAPHS
Aircraft accidents. 325
Field. 342
First amendment assemblies. 372
Photo lineup. 443
POLICY MANUAL. 17
PORTABLE AUDIO/VIDEO RECORDERS. 355
PREA. 565
PREGNANCY
Juveniles. 557
PRIVACY EXPECTATIONS
Administrative searches. 623
Audio/video recordings. 355
Email. 35, 35
Mobile Data Terminal. 352
Vehicles. 493
PRIVATE PERSON'S ARREST. 219
PROTECTED INFORMATION
Ride-alongs. 289
PROTECTIVE CUSTODY
Adult abuse. 151
PUBLIC ALERTS. 173
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY. 360
PURSUITS
Foot. 115

R

RACIAL OR BIAS-BASED PROFILING. . 269
RANGEMASTER
Inspections. 92
RAPID RESPONSE AND DEPLOYMENT. 318
RECORDS BUREAU
Adult abuse. 153
RECORDS RELEASE
Adult abuse. 153, 153
ALPR data. 364
Audio/video recordings. 358
Media. 205
OIS. 205, 205
RECORDS REQUESTS
Personnel records. 636
RECORDS RETENTION
Audio/video recordings. 358
Background reports. 582
RECRUITMENT AND SELECTION. . . . 576
REGISTRANTS. 210
RELIGION
Accommodations in temporary custody of juveniles. 556
Personal appearance standards. 658
REPORTING OF ARRESTS, CONVICTIONS AND COURT ORDERS. 603
REQUEST FOR CHANGE OF ASSIGNMENT 638
RETALIATION
PREA. 571
RETIREE CONCEALED FIREARMS. . . . 42
REVIEW
Exposures. 679
REVIEWS
Chaplain program - annual. 239
Eyewitness identification process - annual. 442
IIIP. 680
Illness and injury prevention. 679
Information technology. 191
LEP coordinator. 222
MVR recordings. 349
Policy manual. 20
Post pursuit. 108, 109
PREA data - annual. 572
PREA incidents - 30 days post-incident. . 571
Public records on social media. 197
Registrant compliance - annual. 211
Staffing plan (PREA) - annual. 566
Unclaimed money - annual. 513
Use of force review board. 56
Vehicle pursuits - annual. 113
RIDE-ALONGS. 287
RISK ASSESSMENT. 455

S

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office

SAFETY
Anti-retaliation. 600
Bomb calls. 298
Canine. 494
Defective vehicles. 491
Firearms. 95
First responder. 275
Fitness for duty. 641
Hazardous material response. 290
Inspections. 682
Inspections (vehicle). 491
Media relations. 203
Occupational. 679
Release of protected information. . . . 534
Shotguns. 90
Unlawful or conflicting orders. 182
SAFETY BELTS. 630
SAFETY EQUIPMENT
Body armor. 632
Chaplains. 239
First amendment assemblies. 373
Hazardous material response. 292
High-visibility vests. 395
Safety belts. 630
Unmarked vehicles. 492
SEARCHES. 140
Administrative. 626
Body cavity. 563
Custodial. 560
Dead bodies. 217
Police vehicle inspections. 493
SEARCH WARRANTS. 451
SECURITY
Personnel records. 636
SECURITY BREACHES. 531
SEXUAL ASSAULT
PREA. 570
SEXUAL HARASSMENT
PREA. 568
SICK LEAVE. 609
SMOKING AND TOBACCO USE. 616
SOCIAL MEDIA. 195
Backgrounds. 581
Media relations. 375
STANDARDS OF CONDUCT. 182
SUBPOENAS. 206
SUPERVISION STAFFING LEVELS. . . . 39

T

TAKE-HOME VEHICLES. 496
TEAR GAS. 66
TECHNOLOGY USE. 189
TEMPORARY MODIFIED-DUTY ASSIGNMENTS
Outside employment. 652
TOLL ROADS. 498
TRAFFIC. 393
Accidents. 400
Citations. 413
TRAINING. 32
Adult abuse. 153
Chaplains. 242
Child abuse. 148
Communicable disease. 615
Control devices. 69
Crisis intervention incidents. 307
Hazardous materials. 683
Limited English proficiency. 227
Occupational safety. 682
Operations planning and deconfliction. . 459
Opioid overdose medication. 370
PREA. 573
Protected information. 535
Social media. 197

U

UNIFORMS
Courtroom attire. 207
Ride-along attire. 288
UNLAWFUL ASSEMBLY. 374
UNMANNED AERIAL SYSTEMS. . . . 448
USE OF FORCE
Biological samples. 237
Review boards. 56
USE OF SOCIAL MEDIA. 195

V

VEHICLE MAINTENANCE. 491
VEHICLES
Inventory. 405
Towing. 404

W

WARNINGS
Traffic. 394
WARRANT SERVICE. 451
WATCH COMMANDERS. 344
WORK-RELATED INJURY AND ILLNESS REPORTING. 654

Copyright Lexipol, LLC 2026/10/06, All Rights Reserved.
Published with permission by Geary County Sheriff's Office