

Council,

Subject to city code 2.04.040(L), it is the duty of the city manager to make investigations and require reports of all personnel. In accordance with this duty, and in light of significant media attention related to the Union High School sexting case, I reached out to various entities seeking help with an independent investigation. This led me to Chief Jim Winder of the Moab Police Department. Chief Winder has a long and respected career in law enforcement with a detailed understanding of both large and small police departments. I felt that he was best qualified to assist me with an investigation into Roosevelt Police Department policies and practices.

It is my wish to share with you the results of that investigation, the opportunities for improvement that Chief Winder identified, and the specific ways the department will take action based on these findings. It is my express desire to make progress and continue to improve our city in every aspect.

In his report, Chief Winder made the following statement:

*"The concerns identified within this report are, from the author's perspective, serious and systemic. It should, however, be understood such issues are not unique to Roosevelt City Police Department. Deficiencies similar to those identified in this report may be present in many similarly configured agencies. What is unique about this report is that it occurred at all.*

*"The decision by the Roosevelt City Administration to independently commission an external review of its police structure is uncommon. Reports of this type are generally associated with jurisdictions who, for various reasons, become the subject of mandatory review, often as a result of civil litigation or federal oversight. The actions of the Roosevelt City Administration demonstrate a culture of transparency and commitment to improve."*

The following list details Chief Winder's findings and the city's next steps.

- Finding: An officer with restricted status was maintained in a position to initiate and maintain control of a sensitive investigation for several weeks without notifying superiors. Existing policy does not accurately address the agency's response to management of employees.
  - Next Steps: The employee in question is no longer with the department. No other active employees have restrictive status. The city manager, police chief, and city attorney are working on policy updates to address proper management of employees. An employee determined to be subject to Brady-Giglio, will be evaluated and without significant compelling evidence to the contrary, will be terminated.

*Under Brady-Giglio, when a police officer is called as a witness for a law enforcement agency, the prosecutor must disclose impeachment evidence, meaning any evidence that "casts a substantial doubt upon the accuracy" of the witness testimony.*

- Finding: Department policies and procedures have not been updated in response to weakness revealed by the sexting case.

- Next Steps: Currently the Police Chief and City Attorney are working to make needed policy changes. RPD has been subscribed to Lexipol® since August 1, 2017, in order to maintain current police policies that comply with state and federal law. The department will conduct a weekly internal review to make sure that these policies are adapted as needed to apply to RPD directly. The city manager, city attorney, and police chief will also conduct a biannual policy review on the second Tuesday of January and July of each year.
- Finding: Policy does not clearly dictate the manner in which criminal complaints, non-criminal complaints, and complex investigations should be routed and reported within the department.
  - Next Steps: In 2016, detailed job descriptions were created for all full-time and many part-time employees. These job descriptions provide clarity regarding the hierarchy within the police department and will be added to Lexipol®. The organizational structure chart will be updated, reviewed with all employees, and posted prominently within the department. Lexipol® policy will also be updated to outline how complaints should be received and reported.
- Finding: RPD does not have clear policies regarding effective case management and case clearance procedures.
  - Next Steps: RPD will develop policies to ensure department members of every rank are aware of their need to notify, through their chain of command, the Chief of Police immediately of major incidents, and the Chief will report major cases to the City Manager. Lexipol® policy will also be updated to specifically detail the circumstances under which a case requires follow-up investigation and under which a case may be closed.
- Finding: The Chief of Police does not issue emergency or general orders to implement immediate changes to departmental policy.
  - Next Steps: It was the misunderstanding of the city manager, city attorney, and police chief that utilizing Lexipol® meant that general orders should be reduced. Based on the information from this review, the Chief will evaluate and issue general orders when needed. These orders will be evaluated during the biannual policy review meetings and either incorporated into the policy manual or rescinded.
- Finding: School Resource Officers have not received proper training.
  - Next Steps: The current School Resource Officers have since been sent to SRO training. Police leadership will also attend specific supervisory training in the fall.
- Finding: Requests for media interviews related to the case were ignored and reporters were physically avoided when seeking information. Public Information Management has been incorrectly handled.
  - Next Steps: The city manager and city public information officer reached out to the news agency in question on the same day that they attempted to interview police department personnel. The city has also brought a previously part-time Public Information Officer to full-time status as of Oct. 8, 2018. The city PIO has already begun to work with the police department to effectively disseminate information. All department managers at the city, including the police chief, have received training in proper media response procedures and utilization of the PIO for communication needs.

The city is working with Chief Winder to evaluate the possible need for a specific uniformed PIO.

- Finding: Lack of sufficient personnel, both uniformed and civilian, has created gaps in supervision.
  - Next Steps: Last year, the city has approved the addition of another full-time officer to the department. The city will also review and present adding another full-time officer this year to reduce or replace the use of reserve officers. The department also has three part-time civilian personnel who regularly assist, which Chief Winder was not aware of at the time of his report.
  
- Finding: The Roosevelt Police Department is not an accredited agency.
  - Next Steps: The department has begun to work toward accreditation via the Utah Chiefs of Police Association. Their standards of accreditation can be viewed at <http://ucpa.memberclicks.net/accreditation>. There are currently only 5 other cities in the state to have achieved this standard, the first was accredited June 2018. While this is a new standard we believe it is something we can strive for and eventually achieve. We hope to be the first rural city to receive the accreditation.
  
- Finding: Policy does not clearly dictate how the police department responds to major incidents at schools.
  - Next Steps: The city attorney will review the memorandum of understanding with Duchesne County School District. Policy will be updated to reflect best practices.
  
- Finding: The Roosevelt Police Department does not have sufficient communication with Roosevelt City administration.
  - Next Steps: The police chief will regularly update the city manager on major initiatives and activities. While detailed investigative data cannot be shared, RPD will make sure that city administration is aware of broader issues and concerns on specific issues.

We are confident in the future of Roosevelt City and our police department. While we continue to work for progress. We believe this outlines our next steps with the RPD.

Sincerely,

  
5/20/19  
Ryan Snow, MBA, CPA  
City Manager  
Roosevelt City

  
5-20-19  
Chief Rick Harrison  
Police Chief  
Roosevelt City