



Office of the City Clerk-Treasurer  
301 W. Chestnut  
Rogers, Arkansas 72756  
479-621-1117  
[www.rogersar.gov](http://www.rogersar.gov)

**\*AMENDED\* COMMITTEE SCHEDULE**

DISCLAIMER: The City of Rogers makes no claims, promises, or guarantees regarding the participants ability to attend any public meeting virtually. Technology resources, virtual meeting platforms, and the Internet may occasionally be interrupted or made unavailable by causes beyond the City's reasonable control. The City cannot guarantee that participants will have the opportunity to participate virtually at all times. Public Forums, Public Hearings, and scheduled items of business will not be tabled or postponed due to technological issues. If you are representing a published item of business or wish to speak at a public hearing, in person attendance is required.

TO: MAYOR  
CITY COUNCIL  
DEPARTMENT HEADS  
PRESS

FROM: Jessica Rush, CITY CLERK-TREASURER

DATE: April 14, 2026

The following committee meetings will be held on **Tuesday, April 14, 2026** prior to the City Council Meeting:

**05:50 p.m. - TRANSPORTATION COMMITTEE:** (Kendall\*, Surly, Minor)

Committee Room #1 OR <https://us02web.zoom.us/j/89162524797> OR (312)626-6799 ID: 891 6252 4797

To Discuss:

- (a) Street Closure Modification - Honeycomb Kitchen Shop
- (b) Street Closure Request - The AMP
- (c) A Resolution Authorizing The Mayor And City Clerk To Enter Into An Easement Agreement With Southwestern Electric Power Company Of Columbus, Ohio, For An Easement Located At The Rogers Executive Airport

**05:50 p.m. - RESOURCES & POLICY COMMITTEE:** (Hayes\*, Reithemeyer, Brashear)

Committee Room #2 OR <https://us02web.zoom.us/j/87087659791> OR (312)626-6799 ID: 870 8765 9791

To Discuss:

- (a) A Resolution Authorizing The Mayor And City Clerk To Enter Into A Revised Lease Agreement With Rogers Youth Center, Inc., Of Rogers, Arkansas, For Certain Real Property Known As The Rogers Activity Center, Part Of Forester Park, And Other Property
- (b) A Resolution Authorizing The Destruction Of Certain Records By The Office Of City Clerk/Treasurer
- (c) A Resolution Authorizing The Mayor And City Clerk To Enter Into An Easement Agreement With Southwestern Electric Power Company Of Columbus, Ohio, For An Easement Located Within The City Of Rogers

**05:55p.m. - PUBLIC SAFETY COMMITTEE:** (Wolf\*, Reithemeyer, Minor)

Committee Room #2 OR <https://us02web.zoom.us/j/87087659791> OR (312)626-6799 ID: 870 8765 9791

To Discuss:

- (a) A Resolution Declaring Certain Property Of The Rogers Fire Department Obsolete
- (b) A Resolution Authorizing The Mayor And City Clerk To Enter Into An Agreement With Superior Automotive Group Of Siloam Springs, Arkansas For The Purchase Of Thirteen Vehicles For Use By The Rogers Police Department
- (c) A Resolution Adopting Updated Policies And Procedures In The Standard Operating Procedures Of The Rogers Police Department

**06:05 p.m. - FINANCE COMMITTEE:** (Reithemeyer\*, Wolf, Kendall)

Committee Room #2 OR <https://us02web.zoom.us/j/87087659791> OR (312)626-6799 ID: 870 8765 9791

- To Discuss:
- (a) A Resolution Amending The 2026 Budget To Recognize State Trauma System Grant Funds In The Amount Of \$14,835.00 Into Account #100-04-45305 State Revenue; Appropriating That Same Amount From Account #100-04-45305 State Revenue Into Account #100-04-70105 Medical Supplies

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  - (b) A Resolution Amending The 2026 Budget To Recognize Grant Revenue In The Amount Of In The Amount Of \$10,760.00 Into Account #200-25-45210 Bus Stop Improvement Grant

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  - (c) A Resolution Amending The 2026 Budget To Recognize Operating Revenues In The Amount Of \$397,592.00 Into Various Accounts; Appropriating Said Operating Revenues And General Fund Reserves In The Amount Of \$1,130,933.00 Into Various Accounts

**06:05 p.m. - COMMUNITY ENVIRONMENT & WELFARE COMMITTEE:** (Minor\*, Townzen, Hayes)  
Committee Room #1 OR <https://us02web.zoom.us/j/89162524797> OR (312)626-6799 ID: 891 6252 4797

- To Discuss:
- (a) An Ordinance Amending The City Of Rogers Unified Development Code Section 1.4.3 By Re-Zoning Certain Lands From T4.1 To T4.2 (Dominguez)

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  - (b) An Ordinance Amending The City Of Rogers Unified Development Code Section 1.4.3 By Re-Zoning Certain Lands From T2 To T3.2 & T4.1 (Dowers)



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**ROGERS CITY COUNCIL**  
**\*AMENDED\* AGENDA**

**APRIL 14, 2026**

**6:30 PM**

DISCLAIMER: The City of Rogers makes no claims, promises, or guarantees regarding the participants ability to attend any public meeting virtually. Technology resources, virtual meeting platforms, and the Internet may occasionally be interrupted or made unavailable by causes beyond the City’s reasonable control. The City cannot guarantee that participants will have the opportunity to participate virtually at all times. Public Forums, Public Hearings, and scheduled items of business will not be tabled or postponed due to technological issues. If you are representing a published item of business or wish to speak at a public hearing, in person attendance is required.

**In Person Rogers City Council Chambers**

**OR via [ZOOM LINK](#) OR By Phone (312) 626-6799 ID: 874 1104 8687**

**PUBLIC FORUM:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**ACTION ON MINUTES:**

- 1. March 24, 2026

**REPORTS OF BOARDS AND STANDING COMMITTEES:**

- 1. RES. Re: Authorizing The Mayor And City Clerk To Enter Into A Revised Lease Agreement With Rogers Youth Center, Inc., Of Rogers, Arkansas, For Certain Real Property Known As The Rogers Activity Center, Part Of Forester Park, And Other Property **RESOURCES & POLICY COMMITTEE**
- 2. RES. Re: Authorizing The Destruction Of Certain Records By The Office Of City Clerk/Treasurer **RESOURCE & POLICY COMMITTEE**
- 3. RES. Re: Authorizing The Mayor And City Clerk To Enter Into An Easement Agreement With Southwestern Electric Power Company Of Columbus, Ohio, For An Easement Located Within The City Of Rogers **RESOURCE & POLICY COMMITTEE**

- |     |          |  |   |
|-----|----------|--|---|
| 4.  | RES. Re: | Authorizing The Mayor And City Clerk To Enter Into An Easement Agreement With Southwestern Electric Power Company Of Columbus, Ohio, For An Easement Located At The Rogers Executive Airport   | RESOURCE & POLICY COMMITTEE               |
| 5.  | RES. Re: | Amending The 2026 Budget To Recognize State Trauma System Grant Funds In The Amount Of \$14,835.00 Into Account #100-04-45305 State Revenue; Appropriating That Same Amount From Account #100-04-45305 State Revenue Into Account #100-04-70105 Medical Supplies | FINANCE COMMITTEE                         |
| 6.  | RES. Re: | Amending The 2026 Budget To Recognize Grant Revenue In The Amount Of In The Amount Of \$10,760.00 Into Account #200-25-45210 Bus Stop Improvement Grant  | FINANCE COMMITTEE                         |
| 7.  | RES. Re: | Amending The 2026 Budget To Recognize Operating Revenues In The Amount Of \$397,592.00 Into Various Accounts; Appropriating Said Operating Revenues And General Fund Reserves In The Amount Of \$1,130,933.00 Into Various Accounts                              | FINANCE COMMITTEE                         |
| 8.  | RES. Re: | Declaring Certain Property Of The Rogers Fire Department Obsolete  | PUBLIC SAFETY COMMITTEE                   |
| 9.  | RES. Re: | Authorizing The Mayor And City Clerk To Enter Into An Agreement With Superior Automotive Group Of Siloam Springs, Arkansas For The Purchase Of Thirteen Vehicles For Use By The Rogers Police Department   | PUBLIC SAFETY COMMITTEE                   |
| 10. | RES. Re: | Adopting Updated Policies And Procedures In The Standard Operating Procedures Of The Rogers Police Department  | PUBLIC SAFETY COMMITTEE                   |
| 11. | ORD. Re: | Amending The City Of Rogers Unified Development Code Section 1.4.3 By Re-Zoning Certain Lands From T4.1 To T4.2 (Dominguez)  | COMMUNITY ENVIRONMENT & WELFARE COMMITTEE |
| 12. | ORD. Re: | Amending The City Of Rogers Unified Development Code Section 1.4.3 By Re-Zoning Certain Lands From T2 To T3.2 & T4.1 (Dowers)  | COMMUNITY ENVIRONMENT & WELFARE COMMITTEE |

**OLD BUSINESS:**

**NEW BUSINESS:**

1. ORD. Re: Accepting The Final Plat Of Greer Lingle Middle School, Rogers, Benton County, Arkansas
2. ORD. Re: Accepting The Final Plat Of Pleasant Crossing Phase 3, Rogers, Benton County, Arkansas

**APPOINTMENTS:**

**ANNOUNCEMENTS:**

**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO A REVISED LEASE AGREEMENT WITH ROGERS YOUTH CENTER, INC., OF ROGERS, ARKANSAS, FOR CERTAIN REAL PROPERTY KNOWN AS THE ROGERS ACTIVITY CENTER, PART OF FORESTER PARK, AND OTHER PROPERTY; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Rogers currently holds a lease with Rogers Youth Center, Inc. for use of the Rogers Activity Center, Forester Park, and other buildings and land surrounding the Rogers Activity Center which is automatically renewable; and

**WHEREAS**, the Parks Department desires modifications of certain provisions of that lease agreement that have been approved by the Rogers Youth Center, Inc.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS, THAT:**

Section 1: The Mayor and City Clerk may execute a revised lease agreement with Rogers Youth Center Inc., of Rogers, Arkansas for certain real property for use by the City’s Parks Department in a form approved by the Mayor;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All resolutions or orders of the City Council, or parts of resolutions or orders of the City Council, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested by: Quinton Harris, Director of Parks Department  
Prepared by: John M. Pesek, Senior Staff Attorney  
For Consideration By: Resources & Policy Committee

**RESOLUTION NO. R26- \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS BY THE OFFICE OF CITY CLERK/TREASURER; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Rogers Office of City Clerk/Treasurer, desires to destroy certain archived records to create space for current records; and

**WHEREAS**, the list of records to be destroyed is set out in the attached Exhibit A - Affidavit of Destruction.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The City of Rogers' Office of City Clerk/Treasurer, may destroy the records identified in Exhibit A to this Resolution under Ark. Code Ann. §14-59-114 and § 2-1 of the Code of Ordinances, City of Rogers, Arkansas;

Section 2: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All resolutions or orders of the City Council, or parts of resolutions or orders of the City Council, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested by: Jessica Rush, City Clerk/Treasurer  
Prepared by: John M. Pesek, Senior Staff Attorney  
For Consideration By: Resources & Policy Committee

## AFFIDAVIT OF DESTRUCTION OF THE CITY CLERK'S OFFICE RECORDS

I, Jessica Rush do hereby certify that the following records of the City of Rogers Clerks Office have been retained for at least four (4) to seven (7) years as specified under Ark. Code Ann. §14-59-114 and Sec. 2-1 of the City of Rogers Code of Ordinances and have been audited as required by law. The records listed below, covering the time period stated, are to be destroyed in April 2026, by shredding said records.

<u>TYPE OF RECORD</u>	<u>TIME PERIOD</u>	<u>BOX NO</u>
Bids for City Departments and CDBG	2010	26-06
Solicitation Permits for Motor Vehicles	2010	26-06
Advertising and Promotion reports	2010	26-06
ABC Applications/Permits/Correspondence	2010	26-06
Commercial & Industrial Hauling and Disposal Contracts	2010	26-06
Business License Exemptions/Refunds/Correspondence/Receipts	2010	26-06
Bank Deposits	2010	26-06
Bankruptcy Notices	2010	26-06
Privat Club Tax and Reports	2009-2010	26-06
Radio Equipment Policy	2010	26-06
Accident Reports	2009, 2010	26-06
Accident Reports	2011	26-07
ABC Applications/Permits/Correspondence/Refunds	2011	26-07
Bids for City Departments and CDBG	2011	26-07
Advertising and Promotion reports	2011	26-07
Business License Exemptions/Refunds/Correspondence/Receipts	2011	26-07
Non Profit Food Establishments	2011	26-07
Commercial & Industrial Hauling and Disposal Contracts	2011	26-07
Business License Exemptions/Refunds/Correspondence/Receipts	2011	26-07
Bank Deposits	2011	26-07
Bankruptcy Notices	2011	26-07
Privat Club Tax and Reports	2011	26-07
For Profit Fairs	2011	26-07
Alcohol Tax Reports	2011	26-07
Receipts for Alcohol Tax/Business/Peddler/Use	2011	26-07
Privat Club Tax and Reports	2012-2013	26-08
For profit fairs / Peddlers	2012	26-08
Bids for City Departments and CDBG	2012	26-08
ABC Applications/Permits/Correspondence/Refunds/Reports/Payments	2012	26-08
Advertising and Promotion reports	2012	26-08
Bankruptcy Notices	2012	26-08
Bayou amend tax payment	2012	26-08
Business License Exemptions/Refunds/Correspondence/Receipts	2012	26-08
Commercial & Industrial Hauling and Disposal Contracts	2012	26-08

**AFFIDAVIT OF DESTRUCTION OF THE CITY CLERK'S OFFICE RECORDS**

Privat Club Tax and Reports	2012	26-08
Privat Club Tax and Reports	2013	26-09
Accident Reports	2013	26-09
Advertising and Promotion reports	2013	26-09
Alcohol Applications/Permits/Correspondence/Refunds/Reports/Payments	2013	26-09
Commercial & Industrial Hauling and Disposal Contracts	2013	26-09
Business License Exemptions/Refunds/Correspondence/Receipts	2013	26-09
Bankruptcy Notices	2013	26-09
Boiler and Machinery Policy	2013	26-09
Bids for City Departments and CDBG	2013	26-09
Private Club Tax and Reports	2014	26-10
For profit fairs / Peddlers	2014	26-10
Alcohol Applications/Permits/Correspondence/Refunds/Reports/Payments	2014	26-10
Advertising and Promotion reports	2014	26-10
Bankruptcy Notices	2014	26-10
Business License Exemptions/Refunds/Correspondence/Receipts	2014	26-10
Commercial & Industrial Hauling and Disposal Contracts	2014	26-10
Bids for City Departments and CDBG	2014	26-10
Private Club Tax and Reports	2015	26-11
Accident Reports	2015	26-11
Commercial & Industrial Hauling and Disposal Contracts	2015	26-11
Liquid Waste Permit	2015	26-11
Alcohol Applications/Permits/Correspondence/Refunds/Reports/Payments	2015	26-11
Advertising and Promotion reports	2015	26-11
Bankruptcy Notices	2015	26-11
Business License Exemptions/Refunds/Correspondence/Receipts	2015	26-11
Private Club Tax and Reports	2015	26-11
Police Dept Vehicles	2015	26-11
Accident Reports	2014-2015	26-11
Bids for City Departments and CDBG	2015	26-11
For profit fairs / Peddlers	2015	26-11
Alcohol Applications/Permits/Correspondence/Refunds/Reports/Payments	2016	26-12
Advertising and Promotion reports	2016	26-12
Commercial & Industrial Hauling and Disposal Contracts	2016	26-12
Liquid Waste Permit	2016	26-12
Private Club Tax and Reports	2016	26-12
Bids for City Departments and CDBG	2016	26-12
Accident Reports	2016	26-12
Business License- Exemptions/Refunds/Correspondence/Receipts	2016	26-12
Alcohol Applications/Permits/Correspondence/Refunds/Reports/Payments	2017	26-12
Accident Reports	2017	26-12
Bids for City Departments and CDBG	2017	26-12
Advertising and Promotion reports	2017	26-12
Commercial & Industrial Hauling and Disposal Contracts	2017	26-12

**AFFIDAVIT OF DESTRUCTION OF THE CITY CLERK'S OFFICE RECORDS**

Liquid Waste Permit	2017	26-12
Private Club Tax and Reports	2017	26-12
Use Permit (Private Club)	2017	26-12

\_\_\_\_\_  
Signature  
Council Member

\_\_\_\_\_  
Date

*[Handwritten Signature]* 4/10/26  
Signature Date  
Records Administrator  
Performing Destruction

Approval by City Council noted in council minutes dated: \_\_\_\_\_

<p><u>To be filled out on date of Destruction:</u></p> <p>On this _____ day of _____, 2026, records as noted were destroyed.</p> <p>Witness: _____ Date: _____ City Clerk-Treasurer</p>
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**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN EASEMENT AGREEMENT WITH SOUTHWESTERN ELECTRIC POWER COMPANY OF COLUMBUS, OHIO, FOR AN EASEMENT LOCATED WITHIN THE CITY OF ROGERS; AND FOR OTHER PURPOSES.**

**WHEREFORE**, Southwestern Electric Power Company (“SWEPCO”) needs to extend one of its electrical utility lines to serve the Rogers Gun Club on Walker Road and the City of Rogers desires to enter into an easement agreement to grant said easement.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The City grants to SWEPCO an easement, more particularly described in the attached Exhibit “A”, that is needed for the extension of utility lines to serve Rogers Gun Club down Walker Road;

Section 2: Pursuant to Ark. Code Ann. § 14-54-302, the Mayor and City Clerk are hereby authorized to execute the attached easement agreement with SWEPCO as found in Exhibit "A";

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Resolutions: All resolutions or orders of the City Council, or parts of resolutions or orders of the City Council, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

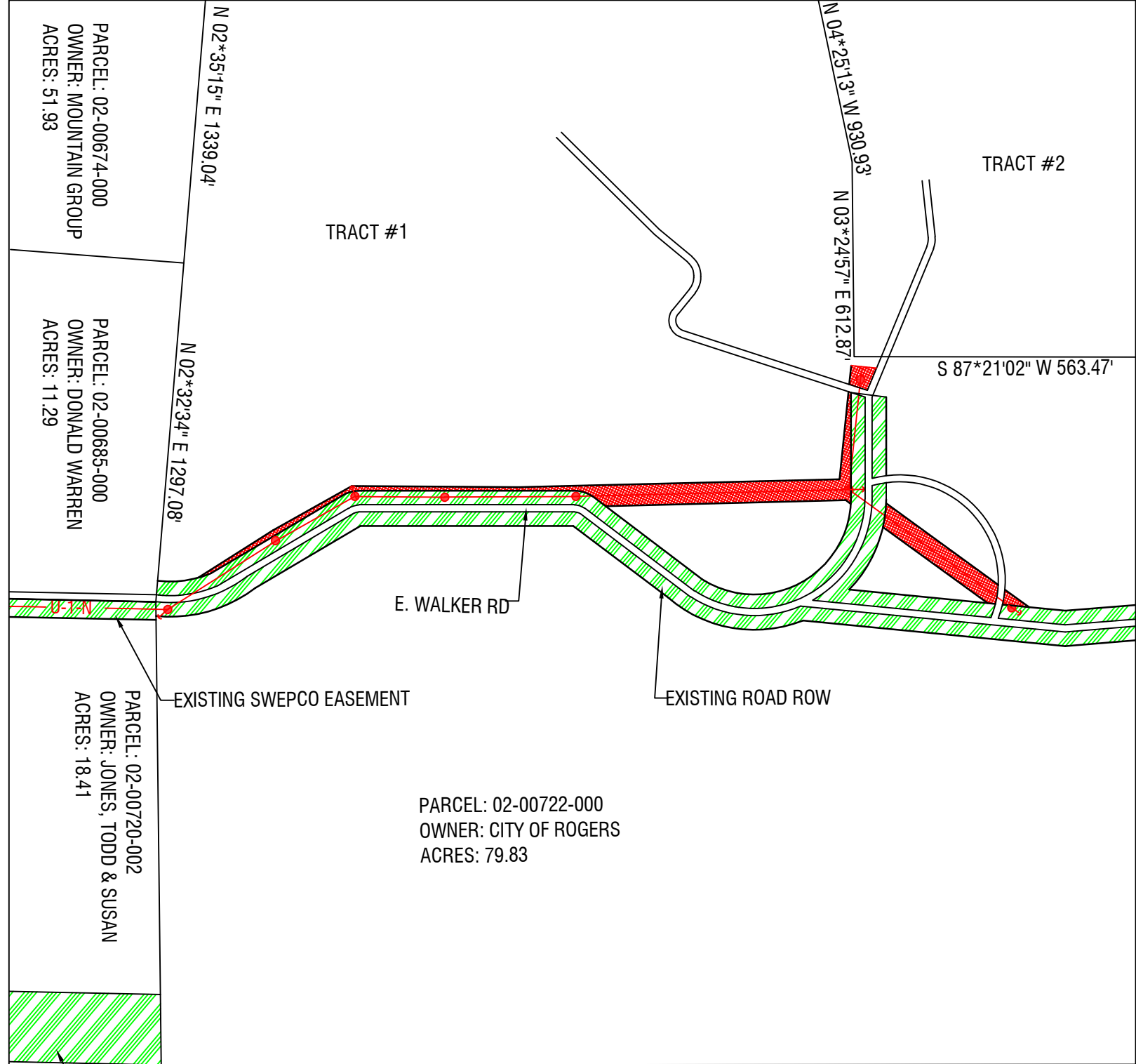
**APPROVED:**

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested by: Frankie Guyll, Street Department Superintendent  
Prepared by: John M. Pesek, Senior Staff Attorney  
For Consideration By: Resources & Policy Committee



PARCEL: 02-00674-000  
 OWNER: MOUNTAIN GROUP  
 ACRES: 51.93

PARCEL: 02-00685-000  
 OWNER: DONALD WARREN  
 ACRES: 11.29

PARCEL: 02-00720-002  
 OWNER: JONES, TODD & SUSAN  
 ACRES: 18.41

PARCEL: 02-00722-000  
 OWNER: CITY OF ROGERS  
 ACRES: 79.83

PARCEL: 02-00720-002  
 OWNER: JOHN WAGGONER  
 ACRES: 39.50

EXISTING SWEPco EASEMENT

ALL DIMENSIONS AND MEASUREMENTS ARE APPROXIMATE.  
 ALL SWEPco EASEMENTS ARE 30' OVER HEAD  
 ALL SWEPco EASEMENTS ARE 20' UNDERGROUND  
 ALL SWEPco EASEMENTS EXTEND 15' FROM CENTERLINE OF SWEPco EQUIPMENT ALL DIRECTIONS.  
 ALL SWEPco EASEMENTS EXTEND 15' PAST ANY GUY OR GUY ANCHOR.

EXISTING EASEMENT SHOWN IN **GREEN**  
 PROPOSED EASEMENT SHOWN IN **RED**  
 RELEASED EASEMENT SHOWN IN **BLUE**

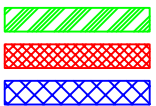


EXHIBIT "A"  
 Proposed SWEPco Easement on  
 E. Walker Rd  
 Rogers, AR, 72756  
 AEP-SOUTHWESTERN ELECTRIC POWER

CUSTOMER DESIGN	
<b>FAYETTEVILLE DISTRIBUTION</b>	
DRAWN: Cody Merrell	DATE: 3/25/2026
WO #	WR #
SHEET #	SCALE:
1 of 1	Page 12 of 139 NTS

**RIGHT OF WAY AND EASEMENT**

**STATE OF ARKANSAS**

**COUNTY OF BENTON**

GRANTORS: City of Rogers

In consideration of one dollar, paid, and other good and valuable considerations, receipt of which is acknowledged, have and by these presents do grant and convey unto GRANTEE, SOUTHWESTERN ELECTRIC POWER COMPANY, a Delaware corporation, whose address is 428 Travis St, P.O. Box 21106, Shreveport, LA 71156, its associated and allied companies and their respective successors and assigns, herein referred to as GRANTEE, a perpetual right of way and easement over and through a part of the following described property:

Part of the E 1/2 of the SE 1/4 of Fractional Section 31, Township 20 North, Range 29 West in Rogers, Benton County, Arkansas more precisely described in Book 2017 Page 641 for Tract #2

An easement and right of way thirty (30) feet in width as shown on

“Attached Exhibit A”

With the right to construct, reconstruct, repair, replace, change the size and capacity of, modify, operate, maintain, inspect, remove, a line or lines of underground and/or overhead facilities, including, but not limited to, poles, structures, wires, cables, conduits, guys, anchors, and other fixtures and equipment as the GRANTEE may from time to time require for the distribution of electric current, and other forms of energy, and for the transmission or communication of data, audio and video information. Together with the right of ingress and egress to said right of way and easement at all times with equipment and personnel across GRANTOR’S lands for the purpose of constructing, operating and maintaining said lines and related facilities and making all necessary repairs, alterations or removal of any of its property placed thereon, provided that GRANTEE shall repair, replace, or pay for actual damages which may be the result of construction, maintenance and operation of its facilities. GRANTOR shall not construct nor permit to be constructed, any structure or building of any type or nature, including swimming pools, on or adjacent to the said easement right of way that would prevent the use or endanger the said facilities or that would cause a violation of the National Electric Safety Code. In addition, the GRANTEE may trim, treat, cut down, or remove any trees, growth and vegetation without incurring damages (within the right of way or which could grow into the right of way) which may interfere with GRANTEE’S lines and other facilities.

To have and hold the above described easement and rights unto the GRANTEE, its successors and assigns, forever or until said right of way and easement is finally abandoned.

SIGNED AND DATED, this \_\_\_\_\_ day of \_\_\_\_\_, 2026

\_\_\_\_\_  
City of Rogers



**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN EASEMENT AGREEMENT WITH SOUTHWESTERN ELECTRIC POWER COMPANY OF COLUMBUS, OHIO, FOR AN EASEMENT LOCATED AT THE ROGERS EXECUTIVE AIRPORT; AND FOR OTHER PURPOSES.**

**WHEREFORE**, Southwestern Electric Power Company (“SWEPCO”) needs to extend one of its electrical utility lines due to the construction of hanger sites at the Rogers Executive Airport and the City of Rogers desires to enter into an easement agreement to grant said easement.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The City grants to SWEPCO an easement, more particularly described in the attached Exhibit “A”, that is needed for the extension of utility lines to additional hanger sites at the Rogers Executive Airport;

Section 2: Pursuant to Ark. Code Ann. § 14-54-302, the Mayor and City Clerk are hereby authorized to execute the attached easement agreement with SWEPCO as found in Exhibit "A";

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Resolutions: All resolutions or orders of the City Council, or parts of resolutions or orders of the City Council, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**APPROVED:**

\_\_\_\_\_  
C. GREG HINES, Mayor

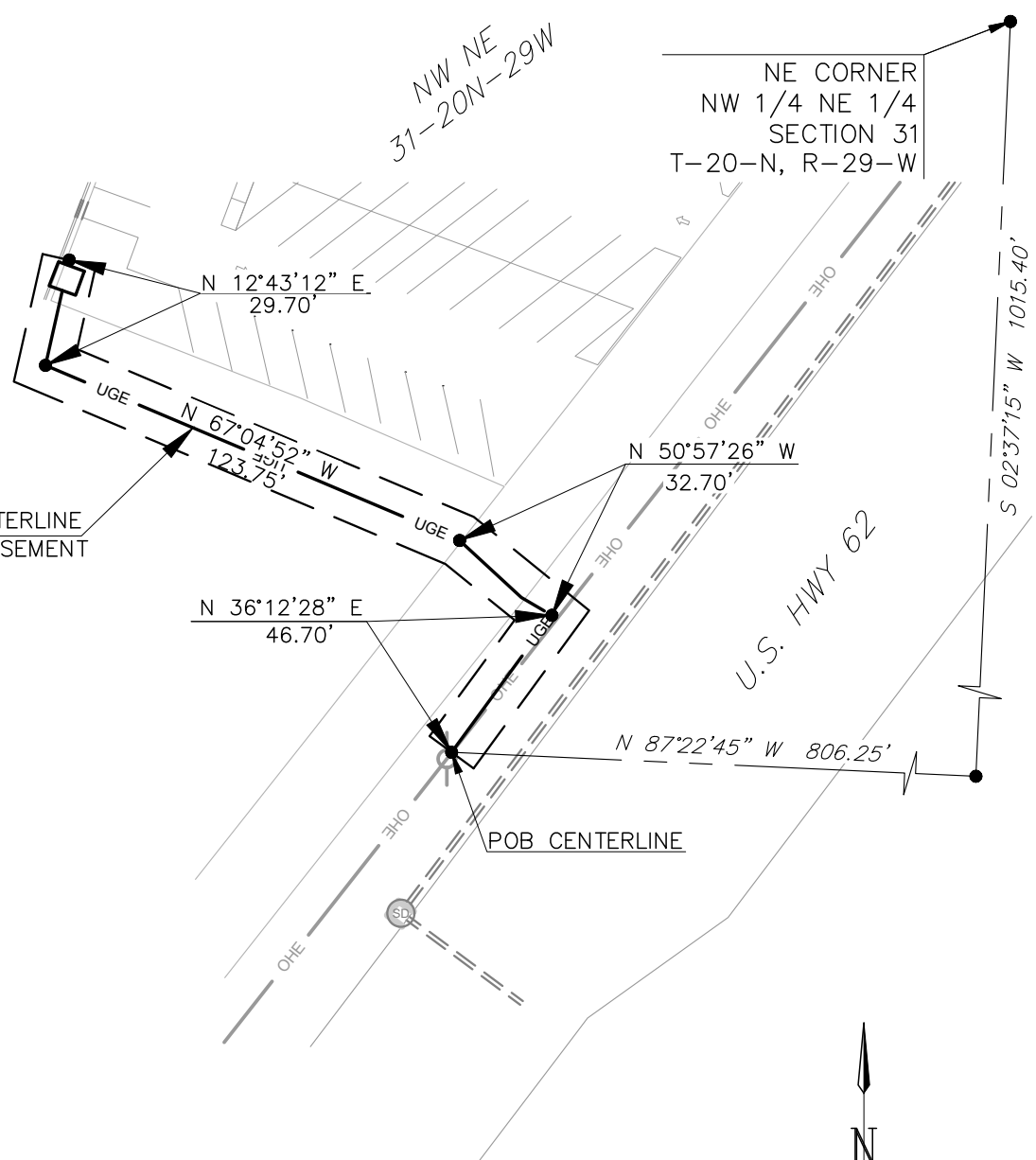
Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested by: David Krutsch, Airport Director, Rogers Executive Airport

Prepared by: John M. Pesek, Senior Staff Attorney

For Consideration By: Resources & Policy Committee



PROPOSED CENTERLINE  
15' ELECTRIC EASEMENT

POB CENTERLINE

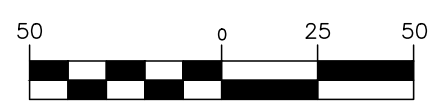
U.S. HWY 62

NE CORNER  
NW 1/4 NE 1/4  
SECTION 31  
T-20-N, R-29-W



BEARINGS - GRID  
ARKANSAS NORTH ZONE  
QUARTER SECTIONS CALCULATED  
FROM AHTD JOB# 090064

GRAPHIC SCALE



( IN FEET )  
1 inch = 50 ft.

AREA CALCULATIONS	SQ. FT.	ACRES
PROPOSED ELECTRIC EASEMENT	3,494	0.08

LEGEND

— — — — — PROPOSED EASEMENT LINE

*THIS EXHIBIT IS A SKETCH DESCRIPTIVE ONLY OF THE SIZE, SHAPE AND LOCATION OF THE PROPOSED EASEMENTS AND DOES NOT CONSTITUTE A PLAT OR SURVEY OF THE GRANTOR'S PROPERTY.*



2049 EAST JOYCE BOULEVARD  
SUITE 400  
FAYETTEVILLE, ARKANSAS 72704  
479 527-9100

**ELECTRIC EASEMENT FOR  
SWEPKO ELECTRIC**  
ROGERS AIRPORT, ARKANSAS



JOB NO.  
2400312  
**"EXHIBIT A"**

DATE  
MARCH 16, 2026  
TRACT  
**1**

**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION AMENDING THE 2026 BUDGET TO RECOGNIZE STATE TRAUMA SYSTEM GRANT FUNDS IN THE AMOUNT OF FOURTEEN THOUSAND EIGHT HUNDRED THIRTY-FIVE DOLLARS (\$14,835.00) INTO ACCOUNT #100-04-45305 STATE REVENUE; APPROPRIATING THAT SAME AMOUNT FROM ACCOUNT #100-04-45305 STATE REVENUE INTO ACCOUNT #100-04-70105 MEDICAL SUPPLIES; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Rogers will receive fourteen thousand eight hundred thirty-five dollars (\$14,835.00) in grant funds from the Arkansas Department of Health’s Trauma System;

**WHEREAS**, the medical supplies funds will be used to support continued EMS operations.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The City of Rogers’ 2026 Budget is amended to recognize grant funds in the amount of fourteen thousand eight hundred thirty-five dollars (\$14,835.00) into Account #100-04-45305 State Revenue;

Section 2: The City of Rogers’ 2026 Budget is amended to appropriate fourteen thousand eight hundred thirty-five dollars (\$14,835.00) from Account #100-04-45305 State Revenue into Account #100-04-70105 Medical Supplies;

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Resolutions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_

JESSICA RUSH, City Clerk

Requested By: William B. Hyde, Chief, Rogers Fire Department

Prepared By: John M. Pesek, Senior Staff Attorney

For Consideration By: Finance Committee

**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION AMENDING THE 2026 BUDGET TO RECOGNIZE GRANT REVENUE IN THE AMOUNT OF IN THE AMOUNT OF TEN THOUSAND SEVEN HUNDRED SIXTY DOLLARS (\$10,760.00) INTO ACCOUNT #200-25-45210 BUS STOP IMPROVEMENT GRANT; APPROPRIATING FUNDS IN THE AMOUNT OF TEN THOUSAND SEVEN HUNDRED SIXTY DOLLARS (\$10,760.00) FROM ACCOUNT #200-25-45210 BUS STOP IMPROVEMENT GRANT INTO ACCOUNT #200-25-80210 BUS STOP IMPROVEMENT GRANT EXPENSE; APPROPRIATING TEN THOUSAND SEVEN HUNDRED SIXTY DOLLARS (\$10,760.00) FROM FEE IN LIEU OF INFRASTRUCTURE IMPROVEMENT RESERVES INTO ACCOUNT #200-25-80210 BUS STOP IMPROVEMENT GRANT EXPENSE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Rogers received ten thousand seven hundred and sixty dollars (\$10,760.00) in funds from Northwest Arkansas Regional Planning Commission for the completion of a bus stop across from the Center for Nonprofits; and

**WHEREAS**, there is a matching provision in this grant wherein the City will appropriate an additional ten thousand seven hundred and sixty dollars (\$10,760.00) from Fee in Lieu of Infrastructure Improvement Reserves.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The City of Rogers' 2026 Budget is amended to recognize grant revenue in the amount of ten thousand seven hundred sixty dollars (\$10,760.00) into Account #200-25-45210 Bus Stop Improvement Grant;

Section 2: The City of Rogers' 2026 Budget is amended to appropriate ten thousand seven hundred sixty dollars (\$10,760.00) from Account #200-25-45210 Bus Stop Improvement Grant into Account #200-25-80210 Bus Stop Improvement Grant Expense;

Section 3: The City of Rogers' 2026 Budget is amended to appropriate ten thousand seven hundred sixty dollars (\$10,760.00) from Fee in Lieu of Infrastructure Improvement Reserves into Account #200-25-80210 Bus Stop Improvement Grant Expense;

Section 4: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 5: Repeal of Conflicting Resolutions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

---

C. GREG HINES, Mayor

Attest:

---

JESSICA RUSH, City Clerk

Requested by: John McCurdy, Director of Community Development

Prepared by: John M. Pesek, Senior Staff Attorney

For Consideration By: Finance Committee

**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION AMENDING THE 2026 BUDGET TO RECOGNIZE OPERATING REVENUES IN THE AMOUNT OF THREE HUNDRED NINETY SEVEN THOUSAND FIVE HUNDRED NINETY TWO DOLLARS (\$397,592.00) INTO VARIOUS ACCOUNTS; APPROPRIATING SAID OPERATING REVENUES AND GENERAL FUND RESERVES IN THE AMOUNT OF ONE MILLION ONE HUNDRED THIRTY THOUSAND NINE HUNDRED THIRTY-THREE DOLLARS (\$1,130,933.00) INTO VARIOUS ACCOUNTS; AND FOR OTHER PURPOSES.**

**WHEREAS**, the City of Rogers Parks Department is taking over full operations of the Rogers Activity Center starting this year;

**WHEREAS**, the City of Rogers Parks Department is taking over full programming and operations of all sports programs from the Rogers Community School Recreation Association this year; and

**WHEREAS**, the City of Rogers Parks Department will need additional funds available to hire support staff and software for this transition.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS THAT:**

Section 1: The 2026 Budget is amended to recognize operating revenues in the amount of three hundred ninety-seven thousand five hundred ninety-two dollars (\$397,592.00) to the following accounts:

<u>Account</u>	<u>Account Title</u>	<u>In the Amount of</u>
100-08-46161	Youth Sports Revenue	\$ 199,160.00
100-08-46162	Adult Sports Revenue	92,440.00
100-08-46163	Fitness & Enrichment Revenue	49,955.00
100-08-46164	Memberships Revenue	56,037.00
	Total	<u>\$ 397,592.00</u>

Section 2: The 2026 Budget is amended to appropriate one million one hundred thirty thousand nine hundred thirty-three dollars (\$1,130,933.00) from operating revenues and General Fund reserves into the following accounts:

<u>Account</u>	<u>Account Title</u>	<u>In the Amount of</u>
100-08-60105	Salaries and Wages	333,447.00
100-08-61150	FICA Expense	25,508.00
100-08-61155	Retirement APERS	51,084.00
100-08-70015	Uniform Expense	6,000.00
100-08-70100	Operation Supplies	40,000.00
100-08-70155	Building & Grounds Maint.	50,000.00

100-08-70420	Recreation Uniforms	70,460.00
100-08-70421	Recreation Equipment	29,750.00
100-08-70422	Recreation Operations	42,570.00
100-08-70423	Recreation Officials	143,614.00
100-08-70424	Fitness & Enrichment	52,000.00
100-08-70426	Sport Equipment	50,000.00
100-08-70427	Fitness Equipment	50,000.00
100-08-70427	Fitness Equipment	50,000.00
100-09-70250	Computer Expense	22,200.00
100-09-70252	Communications Equipment	13,800.00
100-09-70255	Computer Network Expense	5,000.00
100-09-70256	Software Licensing	95,500.00
	Total	<u>\$ 1,130,933.00</u>

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Resolutions: All resolutions or orders of the City Council or parts of resolutions or orders of the City Council, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk/Treasurer

Requested/Drafted By: Quinton Harris, Parks Director  
Reviewed By: John M. Pesek, Senior Staff Attorney  
For Consideration By: Finance Committee

**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION DECLARING CERTAIN PROPERTY OF THE ROGERS FIRE DEPARTMENT OBSOLETE; AUTHORIZING THE METHOD OF DISPOSAL OF THE OBSOLETE PROPERTY; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Chief of the Rogers Fire Department has certified that the items identified in Exhibit A as obsolete and are no longer used by the City;

**WHEREAS**, the Rogers Fire Department requests that it be allowed to sell the identified property or dispose of it as allowed by Ark. Code Ann. § 14-54-302(e)(1)(A), whichever method produces the highest net value to the City; and

**WHEREAS**, the Rogers Fire Department requests that should the items not be sold at public or internet auction, it be allowed to dispose of it at a landfill under Ark. Code Ann. §14-54-302(e)(2).

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The Rogers City Council holds that the items listed in Exhibit A are obsolete and declared surplus;

Section 2: The Rogers Fire Department is hereby authorized to dispose of the items listed in Exhibit A in accordance with the procedures allowed under Ark. Code Ann. § 15-54-302(e);

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Provisions: All resolutions or orders of the City Council, or parts of resolutions or orders of the City Council, in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES,  
Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested By: William Hyde, Fire Chief  
Prepared By: John M. Pesek, Senior Staff Attorney  
For Consideration By: Public Safety Committee

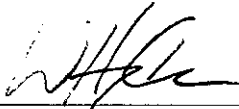
**EXHIBIT "A"**

**AFFIDAVIT FOR DISPOSAL OF PROPERTY OF THE ROGERS FIRE DEPARTMENT BY AUCTION OR OTHER MEANS WHICHEVER NETS THE HIGHEST VALUE WHICH HAS BEEN DEEMED OBSOLETE**

I, William Hyde, Chief of the Rogers Fire Department, do hereby certify that the following property of the Rogers Fire Department has become obsolete, is no longer used by the City, and it is now appropriate to dispose of said property by public or internet auction as specified under Ark. Code Ann. § 14-54-302(e)(1). I hereby certify that I will be responsible for overseeing that the property is properly sold at public or internet auction. The records listed below contain a description of the property to be disposed of by auction.

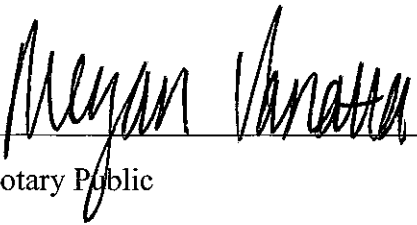
1. Pressure Washer Model 4DNX25GS1; Engine Serial Number 14 0108 88 20345
2. Service Solutions LLC Refrigerant Recovery, Recycling and Recharging Station; Model 34788NI Serial # 211151638
3. IndeeLift (with straps) Model # IL-HFL-550; Serial # 301885
4. IndeeLift (with straps) Model # IL-HFL-550; Serial # 301887
5. IndeeLift (with battery and charger) Model # LA31-U118200; Serial # 427498
6. Scott Aircart Model # 805827-01; Serial # 26152
7. 3 Holmaltro Rams
8. Holmaltro Extrication Equipment Power Unit Model # DPU-30
9. 3 Holmaltro Cutters
10. Holmaltro Spreader
11. One 25' orange hose
12. One 50' blue hose
13. One 25' blue hose

- 14. One 50' orange hose
- 15. 25 Motorola radios
- 16. 12 Motorola Lapel microphones
- 17. 2 ISG INFRASYS Thermal Imaging Cameras; Serial # 380-1788 & 380-3488
- 18. 3 ISG INFRASYS Thermal Imaging Camera batteries with chargers; Serial # 115S2025008401, 115S2101013790, and 2923
- 19. MiniRAE 2000 Gas Monitor Model # 2000; Serial # 0335
- 20. IST-Aim Commander XP Portable Multi-Gas Detector; Serial # 0335
- 21. 7 tables
- 22. 18 chairs

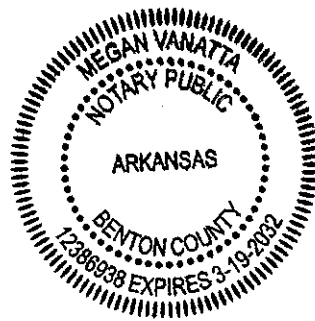


William Hyde, Fire Chief

Subscribed and sworn to me this 10 day of April, 2026.



Notary Public



**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH SUPERIOR AUTOMOTIVE GROUP OF SILOAM SPRINGS, ARKANSAS FOR THE PURCHASE OF THIRTEEN VEHICLES FOR USE BY THE ROGERS POLICE DEPARTMENT; WAIVING COMPETITIVE BIDDING; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Rogers Police Department desires to purchase nine (9) Chevrolet Tahoes, four (4) Jeep Grand Cherokees, for a total of thirteen (13) vehicles from Superior Automotive Group of Siloam Springs, Arkansas for use by that department;

**WHEREAS**, the Rogers Police Department is requesting that City Council waive the requirements for competitive bidding for this purchase due to Superior Automotive Group's ability to provide necessary fleet vehicles and modifications; and

**WHEREAS**, this purchase is included in the \$1,150,000.00 budgeted amount for line item #100-03-84002 Fleet of the City's 2026 budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The Mayor and City Clerk are hereby authorized to enter into an agreement with Superior Automotive Group of Siloam Springs, Arkansas for the purchase of thirteen (13) vehicles for use by the Rogers Police Department for an amount not to exceed the budgeted amount set aside in the City's 2026 budget;

Section 2: There exists an exceptional circumstance whereby the requirements of competitive bidding are neither practical nor feasible and the City Council, therefore, waives the requirements of competitive bidding for the purchase of thirteen (13) vehicles for use by the Rogers Police Department;

Section 3: Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4: Repeal of Conflicting Provisions: All resolutions of the City Council, or part of resolutions of the City Council in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

---

JESSICA RUSH, City Clerk

Requested by: Johnathan Best, Chief, Rogers Police Department  
Prepared by: John M. Pesek, Senior Staff Attorney  
For Consideration By: Public Safety Committee

**RESOLUTION NO. R26-\_\_\_\_\_**

**A RESOLUTION ADOPTING UPDATED POLICIES AND PROCEDURES IN THE STANDARD OPERATING PROCEDURES OF THE ROGERS POLICE DEPARTMENT; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Rogers Police Department needs to update its Standard Operating Procedures to include certain updated policies;

**WHEREAS**, five new policies are identified in Exhibit “A” and these new policies are to be incorporated into the Rogers Police Department’s Standard Operating Procedures; and

**WHEREAS**, eleven amended policies are identified in Exhibit “B” and these amendments are to be incorporated into Rogers Police Department’s Standard Operating Procedures.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS THAT:**

Section 1: The policies and procedures set forth in the attached Exhibits “A” and “B” are adopted for use and implementation by the Rogers Police Department;

Section 2: Severability Provision: If any of the Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 3: Repeal of Conflicting Resolutions: All Resolutions or orders of the City Council, or parts of Resolutions or orders of the City Council in conflict with this Resolution are repealed to the extent of such conflict.

**RESOLVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested by: Jonathan Best, Chief of Police  
Prepared by: John M. Pesek, Senior Staff Attorney  
For Consideration By: Resources & Policy Committee

## ROGERS POLICE DEPARTMENT POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Drone First Responder Program</b>		
<b>NUMBER</b>	<b>401.11</b>	<b>EFFECTIVE DATE</b>	
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

**I. Policy**

Unmanned Aircraft Systems may be utilized to enhance the Department’s mission of protecting lives and property. Any use of a UAS will be in strict accordance with constitutional and privacy rights, Federal Aviation Administration (FAA) regulation, 14 CFR Part 107, and in accordance with defining the use of UAS to investigations where the agency has reasonable suspicion that swift action is needed to prevent danger to life or loss of or damage to property, to prevent the escape of a suspect or the destruction of evidence, or to achieve purposes including, but not limited to, facilitating the search for a missing person and facilitate a law enforcement agency’s collection of evidence at a crime scene or traffic accident scene and perform assessments pursuant to a declared state of emergency.

The purpose of the Drone as First Responder (DFR) program is to enhance public safety and support patrol officers by utilizing advanced dock based unmanned aerial technology. Members of the DFR team can provide an aerial perspective to responding units on the ground to augment their searches, aid in identifying suspects, and to enhance Officer Safety.

Members of the Drone as First Responder (DFR) team (All RTIC Personnel) will respond to active priority 911 emergencies. While responding to these incidents, the DFR team can provide earlier assessments of a situation as it unfolds, providing real time actionable intelligence to responding personnel prior to their arrival on scene.

**II, Definitions**

**Beyond Visual Line of Sight Waiver (BVLOS)** – An FAA waiver permitting the operations of a UAS beyond the visual line of sight of the pilot, requiring acute observation and awareness of the airspace around the UAS in flight.

**Certificate of Authorization (COA)** – is a written authorization issued by the FAA Air Traffic Organization to a public operator or agency for specific UAS activity.

**Remote Pilot in Command (RPIC)** - the person directly responsible for the operation of the UAS. The RPIC shall be designated as the person in possession of the remote control assigned to the UAS in flight. The RPIC can abort any flight that is deemed to be unsafe due to weather or other circumstances. When the UAS is being controlled by a Teleoperator, the RPIC shall

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Subject: Drone First Responder Program	Number: 401.11

be responsible for maintaining the 2-Mile radius Visual Detection Volume as required by the BVLOS waiver to assist the Teleoperator to remain clear of other air traffic.

**Remote Pilot Certification- (Part 107)-** Airman Certification process for commercial operation set forth by the FAA for safe operations.

**Teleoperator** – The Teleoperator may operate the drone at a location separate from the launch site and physical location of the RPIC. The Teleoperator can abort any flight that is deemed to be unsafe due to weather or other circumstances.

**Concept of Operation (CONOPS)** – is a document describing the characteristics of a proposed system from the viewpoint of an individual who will use that system.

**Small Unmanned Aerial Vehicle (SUAV) System (UAS)** - An unmanned aircraft of any type, weighing less than 55 pounds capable of directed flight, with the associated support equipment, control station, data links, telemetry, communications, and navigation equipment necessary for operation.

**Special Government Interest (SGI)** – amendment process for expediting support of airspace authorization and Part 107 waiver requests in specific circumstances.

**Visual Observer (VO)** – a UAS flight crewmember designated by the RPIC to assist with the responsibility to see and avoid other air traffic or objects aloft or on the ground. Nighttime operation requires the Visual Observer to complete training pertaining to night operations. A VO may be assigned to work with the RPIC to maintain the 2-Mile radius Visual Detection Volume as required by the BVLOS waiver.

### III. Procedure

#### 1. CHIEF PILOT:

- 1.1 The Chief of Police will appoint a Chief Pilot who will be responsible for the management of the UAS program.
- 1.2 The Chief Pilot will ensure policies and procedures conform to current laws, regulations and best practices and include but not limited to:
  - 1.2.1 Ensure authorized pilots and observers have completed all required Department approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
  - 1.2.2 Review UAS deployments, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall be at the discretion of the RPIC and/or Teleoperator. Authorized operators shall announce via police radio when a UAS is deployed in an active incident.
  - 1.2.3 Govern the deployment and operation of a UAS including safety oversight, use of visual observers, establishment of lost link procedures, documenting all missions, and secure communication with air traffic control facilities.

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ROGERS POLICE DEPARTMENT

1.2.4 Maintain inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS according to the manufacturer's recommendations and related industry standards.

1.2.5 Ensure all data is maintained and stored according to agency policy.

2. PILOT RESPONSIBILITIES:

2.1 All pilots flying the UAS for law enforcement missions shall be responsible for the safe operation of the UAS in flight. All pilots that will fly beyond a visual line of sight are required to maintain a current Remote Pilot Certification (Part 107), or equivalent training as iterated by the most current City of Rogers' Certificate of Authorization (COA), set forth by the FAA.

2.2 All pilots must undergo Mission Training Exercises to increase core competencies to include operation of the UAS, visual observer role, and camera operation. Pilots authorized to act in the role of Teleoperator shall receive additional training on the operation of UAS from remote locations.

2.3 All pilots must have a minimum of three qualifying UAS flights to include pre-flight check, setup, take-offs and landings, for a duration of no less than 15 minutes total including one battery change, post flight log and breakdown in the preceding 90 days to be eligible to fly a UAS mission.

2.4 In order to accomplish the required training, pilots will participate in monthly training as determined by the Chief Pilot.

2.5 Training will not be limited to actual pilot/observer skills but must include knowledge of all pertinent UAS and aviation matters.

2.6 All pilots will be familiar with the COA, FAA Waivers, Part 107 operations, this policy, and maintain proficiency in their operator and observer abilities. Members who do not have documented training or flight time for the proceeding 90 days shall demonstrate proficiency before performing pilot duties during a mission.

2.7 Failure to maintain proficiency will result in removal as a UAS pilot.

2.8 RPIC prior to any mission will inspect the UAS utilizing a pre-flight checklist to ensure it is airworthy.

2.9 Prior to flight operations the RPIC will determine whether to operate under the COA or conduct flight operations under Part 107.

2.10 Operators and nighttime observers will conduct night operation training on a yearly basis and complete a written test in accordance with the FAA Operational Waiver.

2.11 Flight Time / Duty Time Limitations: No RPD UAS crewmember may operate a UAS for more than ten (10) hours of flight time during any one duty day. No RPD UAS crewmember may operate more than six (6) hours of flight time between the hours of 2400 and 0800 during any one duty day. No RPD

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UAS crewmember may continue to operate a UAS after sixteen (16) duty hours during any one duty day.

2.12 Student Pilots may operate a UAS under the direct supervision of a Licensed Part 107 pilot for training missions only.

2.13 A second landing site should be identified for emergency landing if the original site becomes inaccessible.

3. DRONE AS FIRST RESPONDER (DFR):

3.1 Only authorized operators (pilots) will be permitted to operate the UAS. Prior to any flight, the pilot in command (RPIC) will perform a pre-flight check following the approved checklist. UAS deployment will be at the discretion of the RPIC / Teleoperator.

3.2 All DFR operations require two approved pilots (RPIC and Teleoperator). The RPIC shall be designated as the pilot in control of the remote-control unit assigned to the UAS conducting flight operations. The RPIC will be responsible for pre- & post flight inspections, is responsible for safe operation of the UAS, and may take control of the UAS from the Teleoperator as deemed necessary for safe flight operations. While the UAS is under the control of a Teleoperator, the RPIC shall be responsible for maintaining visual observation of the 2-Mile radius airspace around the UAS in flight. The Teleoperator shall be allowed to assume remote control of the UAS at a location separate from the launch and recovery location and conduct remote flight operations while not having view of the aircraft in flight.

3.3 The Teleoperator and RPIC shall conduct a pre-flight inspection of the UAS being used for flight operations and the launch/ recovery site at the start of every operational period.

3.4 A RPIC and a Visual Observer is required for all patrol-based practice and mission flights of a UAS. The observer must participate in the pre-flight briefing, be familiar with the conditions of the COA, BVLOS, Part 107 guidelines, and ensure scene safety. The observer is not required to be an authorized operator.

3.5 Observers shall complete the required training before assuming an observer role.

3.6 The Visual Observer must maintain line of sight, or visual observation of the 2-mile airspace around the drone in flight at all times as required by the CONOPS UAS will not operate directly over any persons not involved in the mission or call for service unless authorized by the COA or approved SGI.

3.7 The pilot must yield the right-of-way to other manned or unmanned aircraft. Pilots will not operate the UAS in a careless or reckless manner.

3.8 The UAS will operate in accordance with the maximum AGL set forth by a current Facility map published by the FAA or approved SGI.

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- 3.9 The UAS operations may be conducted during daylight and nighttime hours. Authorized operators must be familiar with emergency/contingency procedures including UAS system failure, flight termination, divert, and lost link procedures.
- 3.10 Operations will be conducted in coordination with the FAA while in controlled airspace.
- 3.11 The RPIC will complete the post flight inspection and flight logs after each mission.
- 3.12 The use of the UAS potentially involves privacy considerations. Absent a warrant, exigent circumstances or consent, operators and observers will not intentionally record images of any location where a person would have a reasonable expectation of privacy.
- 3.13 When conducting a flight, pilots will initiate video recording prior to aircraft take-off and continue recording until the aircraft lands. The RPIC can choose not to record video of the flight if the recording will interfere with the planned flight operation (i.e. photography/photogrammetry mission). If this option is utilized, it must be documented.
- 3.14 Recordings from the UAS shall be uploaded to Evidence.com and categorized with the appropriate retention period as established in the Body Worn Camera Policy. UAS flights which do not result in an investigative report will be assigned a 270-day retention period in accordance with agency policy for Audio / video Recordings: subject to redaction. To maintain transparency, flight logs shall be completed following each flight and published to the city's public facing web site. Flight logs shall depict flight path, time, and associated call type.

4. AUTHORIZED/PROHIBITED USE:

- 4.1 The UAS will only be used when:
  - 4.1.1 Agency possesses reasonable suspicion that swift action is needed to prevent danger to life or damage to or loss of property.
  - 4.1.2 Assisting with felony investigations.
  - 4.1.2 Locating fleeing suspects, escaped prisoners, prevent escape, or prevent the destruction of evidence.
  - 4.1.3 Facilitating the search for missing persons.
  - 4.1.4 Facilitate the collection of evidence at a crime scene or traffic accident scene.
  - 4.1.5 Assist with traffic management. No citations may be issued based upon UAS images.
  - 4.1.6 Pursuant to a search warrant signed by a judge, authorizing the use of the UAS.
  - 4.1.7 Aiding or assisting in life safety operations.
  - 4.1.8 Department approved training missions.
  - 4.1.9 Conducting traffic and other surveys.
  - 4.1.10 The assessment of damage due to a flood, a wildfire, or any other natural disaster that is the subject of a state of emergency declared by the state or by a political subdivision, before the expiration of the emergency declaration.

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- 4.1.11 To provide a law enforcement agency with an aerial perspective of a crowd, including organized or impromptu events, that by their nature, require due diligence in providing maximum security and safety.
  - 4.1.11(a) UAS operated under this mission description require the prior written authorization of the Chief of Police, or his designee, and must retain copy on file at the agency. This authorization may be included in the operational plan approved by the Chief of Police.
- 4.1.12 Mutual Aid missions are consistent with this policy.
  - 4.1.12(a) Mutual aid missions will only be approved for missing persons or a violent felony in progress for agencies outside the city limits of Rogers.
- 4.1.13 Aerial Mapping & 3-D Modeling.
- 4.2 The UAS will not be used:
  - 4.2.1 When other manned aircraft are operating in the immediate area unless in coordination with Law Enforcement Air Support Unit(s).
  - 4.2.2 Contrary to the manufacturer's specifications or instructions.
  - 4.2.3 In situations where there is an increase of risk or injury to others in the operational area.
  - 4.2.4 Conducting personal business of any type.
  - 4.2.5 To conduct activities prohibited by any applicable local, state, or federal laws.

5. INCIDENT/COLLISION REPORTING

- 5.1 In accordance with 14 CFR §107.9, the FAA requires notification no later than ten days after incidents involving the UAS that result in:
  - 5.1.1 Serious injury to any person;
  - 5.1.2 Loss of consciousness of any person involved; or
  - 5.1.3 Damage to any property greater than \$500 (other than the UAS)

6. EQUIPMENT MAINTENANCE

- 6.1 UAS equipment will be maintained in accordance with the manufacture's recommendations and guidelines.
- 6.2 The DFR RPIC shall conduct a thru-flight inspection after every flight with the aid of DFR rooftop cameras.
- 6.3 The Chief Pilot will travel to each DFR rooftop site on a monthly basis and conduct a general UAS inspection, battery inspection, dock inspection, and inspection of all supporting equipment.
- 6.4 Any issues with the UAS that would prevent it from being safely operated should be brought to the attention of the supervisor and that UAS must be taken out of service.
- 6.5 Basic maintenance such as replacing damaged propellers, tightening loose screws, cleaning sensors, resetting the UAS or Docks can be performed by the Chief Pilot if allowed by aircraft manufacturer.

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- 6.6 Major maintenance such as software upgrades, repairs to the UAS, camera, controller, etc. should be documented in the UAS maintenance log. Repairs/maintenance that are required to be performed by manufacture approved technicians should be coordinated by the designated maintenance personnel.
- 6.7 When maintenance is performed a test flight shall be conducted prior to being returned to service.

7. DOCUMENTATION AND RETENTION OF UAS DATA:

- 7.1 The UAS operator will complete all Department flight documentation including pertinent information about the aircraft, flight conditions, type of mission, and mission parameters. Monthly reports will be submitted to the Chief Pilot.
- 7.2 Digital media (videos/still images) will be collected on the mission being conducted. Digital media captured by the UAS will be uploaded to Evidence.com and retained by the Department according to the classification of the incident’s retention schedule set by agency policy. Digital Media, which is not classified under the retention schedule, shall be retained for 270 days.
- 7.3 Flight logs will be maintained electronically.

8. RELEASE OF RECORDS

- 8.1 Refer to Policy 413.5 (Body Worn Cameras)

9. REVIEW OF RECORDINGS

- 9.1 Employees are permitted to review recordings for the following reasons:
  - 9.1.1 Review for the completion of reports.
  - 9.1.2 Review prior to making statements in administrative and criminal investigations.
  - 9.1.3 Investigative review during an organizational integrity, administrative or criminal investigation, or court hearing.
  - 9.1.4 Review for evidentiary reasons.

10. TRAINING:

- 10.1 Police personnel who are assigned to UAS program must complete an agency-approved training program to ensure proper use and operations and any additional training to incorporate changes, updates, or other revisions in policy and equipment.
- 10.2 Nighttime operations training for Teleoperator’s and VO’s will be conducted on a yearly basis to include a test to stay within compliance of Part 107 Wavier.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Public Safety Camera Network System</b>		
<b>NUMBER</b>	<b>406.4</b>	<b>EFFECTIVE DATE</b>	
<b>Scheduled Review Date</b>	<b>Annually, beginning on January 1</b>	<b>REVISED DATE</b>	
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

It is the policy of the Rogers Police Department (RPD) to install and utilize overt cameras, within public spaces, for the purpose of enhanced public safety in a manner consistent with accepted rights of privacy. The camera system utilizes cameras, which are capable of transmitting video images to a secure server, installed within the RPD. Cameras may be placed in strategic locations in order to detect and deter crime, to help safeguard against potential threats to the public, and to help manage emergency response situations during natural and man-made disasters.

The cameras will not be monitored live by any RPD personnel as a matter of daily police operations with the exceptions of specific large-scale special events or unless exigent circumstances exist as determined by the Chief of Police or authorized designee. However, if a report of a potential crime is reported to RPD video will be reviewed to determine if any potential evidence may have been captured.

To assure there is no violation of a person’s reasonable expectation of privacy, cameras shall be focused on public areas and the images shall be used or disseminated in accordance with the law and this policy. Video camera usage in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

This policy only applies to overt, public safety video camera systems operated by the Rogers Police Department (RPD). Nothing in this policy applies to the use of covert cameras utilized to further undercover investigations or surveillance authorized by a court order or other law.

### II. DEFINITIONS

**ALPR: (Automated License Plate Readers):** Camera systems capable of reading license plate information and transmitting such information to a secure server.

**Overt Camera:** An overt camera means a camera that is noticeable.

**Public Safety Camera System:** A camera network administered by or for law enforcement to record or monitor activities in a public place to enhance public safety.

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**Traffic Cameras:** The primary function of this network is for live view traffic monitoring. A traffic camera may provide a live camera view near an active public safety incident. All traffic camera settings shall be assigned by the Street Department.

**Public Space:** A place that is generally open and accessible to people (e.g., streets, sidewalks, parking lots, bike lanes, etc).

**Unoccupied Aerial System (UAS):** An unoccupied 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 imagining, recording or any other means.

**Private Donor Cameras** – Any camera feed owned and maintained by a private entity and the private entity voluntarily elects to participate in the Public Safety Camera System by providing access to the public area facing camera feeds. All accessible private donor camera feeds will be further documented by a Terms and Conditions Agreement and all access and settings will be determined by the private donor.

**Volunteer Registry** – Instead of providing access, private citizens and business owners with recorded surveillance equipment can volunteer to provide their location and contact information via a registry. Should an incident occur in the area where private surveillance equipment exists, the registry would provide potential evidence of locations and contact information to inquire if a recorded video exists.

**Retrieval:** Copying images from the hard drive to some other media (CD ROM, etc.)

**Recording:** Capturing images on a computer disk or drive, Internet storage site, CD-ROM, or videotape 24 hours a day, seven days a week, yearlong.

**Exigent Circumstances:** Those situations deemed to be an emergency (e.g., active shooter, barricaded subject, hostage situation, violent in progress crime, etc.).

**Retention:** the length of time that records are maintained by the Rogers Police Department and the specific deadline that must be met before any record may be destroyed.

### III. PROCEDURES

#### 1. OPERATIONAL PROCEDURES

- 1.1 Only department-approved video camera equipment shall be utilized. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video technology and should consult with and be guided by legal counsel as necessary in making such determinations.

#### 2. PLACEMENT

- 2.1 Camera placement will be guided by the underlying purpose of enhancing public safety. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions should also be evaluated when determining placement.

#### 3. CAMERA LOCATIONS AND INSTALLATION

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- 3.1 RPD cameras shall never be installed in a location where there is a reasonable expectation of privacy.
- 3.2 RPD cameras shall be placed in areas based on security analysis, the specific needs of the department, and relevant crime trends. The location of the departments cameras is exempt from public records. To protect the integrity of the system, employees shall not include the exact location of the cameras within their reports.
- 3.3 Any request or recommendation to have a camera added to a location within the RPD jurisdiction will be made in writing to the RTIC Supervisor via email, for consideration.
- 3.4 If available, temporary overt/covert agency cameras can be deployed for investigative purposes. Any requests should be made to the RTIC Supervisor via the requestor's chain of command.

4. CAMERA MONITORING AND OPERATIONS

- 4.1 The RTIC Unit shall have oversight responsibility for the Camera Network. Monitoring will take place in the RTIC. There may be instances when exigent circumstances require additional personnel to monitor the Camera Network from remote locations.
- 4.2 (RPD Cameras) RTIC Personnel shall monitor RPD cameras and may operate them at any time when deemed appropriate to assist with an active call for service, special detail, or specifically requested assistance. The RTIC Personnel may also proactively operate RPD cameras to conduct virtual patrols. The RTIC Personnel may review video footage for evidence captured on any agency camera.
- 4.3 (Traffic Cameras) The primary function of this network is for live-view traffic monitoring All traffic camera settings shall be assigned by the Rogers Street Department, including any home settings.
- 4.4 (Private Donor Cameras) Private Donor Camera Feeds will not be recorded by the RPD. All recorded video footage shall be the property of the private donor. Private donor camera views will not be accessed by the RTIC unless the following exist:
  - 4.4.1 Agency will only have access to areas where the public has no reasonable expectation of privacy.
  - 4.4.2 The private donor obtains and utilizes specific equipment to enable agency access to their cameras.
  - 4.4.3 The private donor agrees to share any video footage for investigative purposes.

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4.4.4 The private donor is responsible to respond to any request from the media or public regarding their cameras. All private donor video is owned by the private donor and is not subject to public records requests.

4.4.5 The agency shall not access a live video feed or control private cameras unless related to a public safety incident or routine audits of the Public Safety Camera Network for system maintenance and approved training.

## 5. VIDEO RETENTION AND STORAGE

5.1 Data obtained and stored will be used exclusively for legitimate law enforcement purposes.

5.2 Public Safety Camera Network videos can be temporarily, digitally stored, and secured within the video management system by RTIC Personnel. Videos can be uploaded to the permanent, secure digital storage system for evidentiary purposes by RTIC Personnel. Only authorized personnel will have access to and be able to retrieve images from Public Safety Cameras.

5.3 Images obtained through surveillance monitoring or recording will be retained by the department for a length deemed appropriate for monitoring or will be overwritten automatically as determined by individual system settings unless such images are being used for a criminal investigation, training purposes, administrative needs, or existing or anticipated Public Records Requests (PRR/FOIA). Images will be automatically overwritten as determined by individual system settings.

5.4 Any images retrieved and stored for the above purposes will follow standard evidentiary procedures and/or retention requirements currently in place per SOG 413.5 (6.2)

5.5 The release of images will be governed by RPD Policy and all applicable open records laws.

5.6 Retrieval of stored images will be viewed by authorized personnel only. Requests for copies of stored images will be made in writing through the chain of command.

## 6. ACCESS AND SECURITY

6.1 Cameras will be monitored from the RTIC, or remote locations as determined by operational need.

6.2 It is the responsibility of those who may need a video to complete the RTIC Video Network Request in writing from through the chain of command.

6.3 The RTIC Unit shall create and maintain a camera inventory of all cameras placed into service and all other camera activities.

## 7. PROHIBITED USES

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- 7.1 Except under a court order, it is a violation of this policy to observe, or record footage of, locations except those that are in public view that is accessible to the public, and where there is no reasonable expectation of privacy. Areas in which there is a reasonable expectation of privacy include the interior of private premises, such as a home. Monitoring that is necessary at such locations shall require the procurement of a search warrant before the commencement of monitoring.
- 7.2 It is a violation of this Policy to use Cameras to harass and/or intimidate any individual or group.
- 7.3 It is a violation of this Policy to use Cameras for any personal use.
- 7.4 It is a violation of this Policy to use Cameras to infringe upon any constitutional rights.
- 7.5 It is a violation of this policy to collect, duplicate, or distribute images, recordings, or other media under unauthorized circumstances.

8. COMPLIANCE

- 8.1 Employees violating this policy may be subject to disciplinary action, including revocation of access, reassignment, or legal consequences.
- 8.2 All uses of the Camera Network must be consistent with agency ethics, laws, and professional standards.

9. ACCESSIBILITY TO VIDEO IMAGES

- 9.1 Video feeds or images from RPD cameras may be accessed, or viewed, by law enforcement outside of the RPD only with a specific and legitimate law enforcement purpose. All such requests from law enforcement outside of RPD will be submitted to, the Chief of Police, or authorized designee for approval. Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

10. STORAGE AND RETENTION OF MEDIA

- 10.1 All downloaded media shall be stored in a secure area with access restricted to only authorized persons. RPD video camera system images will be overwritten automatically as determined by individual system settings . A recording needed as evidence will be uploaded to evidence .com in accordance with established evidence procedures as established in SOG 413.5 (6.2)

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11. REQUESTING VIDEO IMAGES

11.1 REQUEST BY OFFICER

11.1.1 Requests should be made at the earliest available opportunity in order to make certain that the request can be fulfilled. The request for video research from RPD personnel to the RTIC must be authorized by the immediate supervisor. All requests for recorded video images by RPD personnel will be sent to the RTIC supervisor for approval. Requests will be made by officer and must contain the following information:

- 11.1.1(a) The date and time of the incident
- 11.1.1(b) The location of the incident
- 11.1.1(c) The reason for the request
- 11.1.1(d) The name and contact information of the requesting member
- 11.1.1(e) The name of the authorizing commanding officer
- 11.1.1(f) The date when the video will be needed (if urgent circumstances exist)
- 11.1.1(g) The case report or incident number.

11.2 The request should also include the following information, if applicable:

- 11.2.1 The nature or type of occurrence (e.g. accident, offense)
- 11.2.2 Description of suspect(s) or victim(s)
- 11.2.3 Significant landmark(s) or points of reference

12. REQUEST BY PUBLIC

12.1 All recorded media is subject to discovery under the provisions of the Freedom of Information Act. Any request by a citizen will be handled as a FOIA request per state statute. Video may be redacted as required by state statute.

12.2 Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department process.

13. VIDEO SURVEILLANCE AUDIT

13.1 The Support Service Commander or the authorized designee will conduct an annual review of the RPD camera system. The review should include an analysis of the effectiveness of the system, including any public safety issues that were effectively addressed and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy. This review will also include compliance with legislative changes and updates.

13.2 The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee. Any recommendations for training or policy should be promptly addressed.

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14. TRAINING

14.1 All department members authorized to operate or access the RPD camera system shall receive appropriate training. Training should include guidance on the use of cameras, and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video camera equipment and privacy.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Automatic License Plate Readers</b>		
<b>NUMBER</b>	<b>406.5</b>	<b>EFFECTIVE DATE</b>	
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

**I. Policy**

It is the policy of the Rogers Police Department to use license plate readers (LPR) to enhance law enforcement’s ability to detect violations of law, recover stolen property, locate missing persons, apprehend fugitives, assist in investigations, and other tasks in accordance with procedures and guidelines set forth in this policy. Additionally, data captured from LPRs will be used properly as defined herein.

**II. Definitions**

**LPR:** Automated License Plate Reader with mobile or fixed cameras.

**LPR System:** The LPR and all associated equipment and databases.

**Hot List:** Any database that contains lists of license plate numbers that are of interest to police personnel, such as those associated with vehicles and/or license plates that have been stolen, wanted for specific crimes, or those that are associated with, or may assist with the identification of, suspects involved in criminal activity. This will also include data held by the Office of Motor Vehicles, the Arkansas Crime Information Center including without limitation the Arkansas Crime Information Center’s Missing Persons database, the National Crime Information Center, and the Federal Bureau of Investigation Kidnapping and Missing Persons database.

**LPR Data:** Data obtained by an LPR from license plates that were read by the device, including potential images of the plate and the vehicle on which it is displayed, the date and time, and information regarding the location of the police vehicle in which the LPR is installed, and any other data captured by or derived from any automatic license plate reader system, and, which may be stored on the department’s computer servers.

**Hit:** LPR read matched to a license plate that has previously been uploaded on a departmental “Hot List.”

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### III. Procedures

#### 1. General

- 1.1 Only authorized LPR systems owned or provided by the department shall be used.
- 1.2 LPRs will be used only by employees who have been trained in the operation and use of the LPR system.

#### 2. Equipment.

- 2.1 All LPR equipment will be installed and removed by a manufacturer approved service center or departmental personnel approved by the manufacturer.
- 2.2 Any malfunctions or operational issues with the LPR system will be reported to an officer's immediate supervisor.

#### 3. Hot List Entry and Removal

- 3.1 The Crime Analyst or other designated personnel will be responsible for downloading/updating the most current data file of stolen and "of interest" vehicles containing all the current ACIC information at least once every 24 hours, or ensuring it is downloaded automatically by the LPR system, in accordance with ACA § 12-12- 1804.
- 3.2 The Crime Analyst or other designated personnel will be responsible for manually adding any license plate numbers that are "of interest" but not included in the file downloads. The user manually adding data to the hot list for an automated alert by the LPR system is required to remove the data from the hot list when the data is no longer relevant to an ongoing investigation or there is no longer a legitimate law enforcement interest in maintaining that information in the system.

#### 4. LPR Operation

- 4.1 LPRs may be used during regular patrol duties, special operations or details such as high crime area patrols, STEP activities, directed patrols, assisting in criminal investigations, and other activities as approved by the Chief of Police, or his designee.
- 4.2 Upon receiving a "hit," the mobile LPR authorized user will visually verify the displayed information matches the subject license plate (e.g., correct letters, numbers, state of issue, and any other verifiable information). If practical, an LPR authorized user should verify the hit through ACIC before taking enforcement action that is based solely upon an LPR alert. If the hit is for a wanted person, the user shall make reasonable efforts to verify the driver and/or occupants physically match the description of wanted person.
  - 4.2.1 Upon verifying the alert is valid, the LPR authorized user shall take appropriate action based upon the type of hit in accordance with training, policy, and law.

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5. LPR Data

- 5.1 All LPR data will be uploaded to the LPR servers periodically based upon the system parameters but at least once per month.
- 5.1.1 LPR data will be maintained no longer 150 days on the LPR server, and then automatically purged by the system, per §12-12-1804 (a)
- 5.1.1(a) Any LPR data that involves a hit from which an enforcement action, an investigation, or a prosecution resulted will be added to the case file and maintained therein until no longer needed, per §12-12-1804(b).
- 5.2 The Office of Professional Standards will conduct a quarterly audit of LPR data to ensure compliance with all related policy, procedure, and state laws.
- 5.3 LPR data maintained on the LPR servers will be accessed for criminal justice purposes only, by those employees authorized by the Chief of Police, or his/her or their designee, and who have been issued a username and password for access.
- 5.4 When an authorized user conducts a search of the LPR system a “reason” must be provided if there is a space to do so on the query page (e.g., stolen, hit & run, etc.).
- 5.4.1 The entered reason must be apparent in order to ensure proper usage of the system.
- 5.5 LPR data captured by the department’s LPRs may be shared, whether directly or through the system’s existing reciprocal agreement process, for authorized law enforcement purposes only, per §12-12-1804(d)(2).
- 5.6 The Rogers Police Department shall not sell, trade, or exchange captured plate data for any purpose except as stated above, per §12-12-1804(d)(1).
- 5.7 The Crime Analyst shall compile statistical data every six months into a report for the general public to review, per §12-12-1805. The Crime Analyst shall forward this report to the Public Information Officer.
- 5.7.1 The report shall be kept in the Public Information Office for 18 months and be accessible to the public upon request;
- 5.7.2 The report shall include:
- 5.7.2(a) The number of license plates scanned.
- 5.7.2(b) The names of the lists against which captured plate data were checked.
- 5.7.2(c) For each check of captured plate data against a list:
- The number of confirmed matches.
  - The number of matches that upon further investigation did not correlate to an alert.
  - The number of matches that resulted in arrest and prosecution.

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Subject: Automatic License Plate Readers	Number: 406.5

# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Artificial Intelligence (AI)</b>		
<b>NUMBER</b>	<b>406.6</b>	<b>EFFECTIVE DATE</b>	
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

It is the policy of the Rogers Police Department to utilize available technology associated with the responsible use of Artificial Intelligence (AI). The Rogers Police Department recognizes that the technology associated with AI is rapidly advancing. This policy is intended to ensure the ethical use of AI through transparency, fairness, accountability, security of sensitive information, and the protection of individual rights.

### II. Definitions

**Artificial Intelligence (AI)-** AI is a machine-based system that can, for a given set of human defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems use machine and human based inputs to perceive real and virtual environments; abstract such perceptions into models through analysis in an automated manner; and use inference to formulate options for information or action.

**Generative AI-** A type of AI that creates new content, such as text, images, or music, based on patterns and data it has learned. Examples include chatbots that write text or tools that generate work.

**Human-in-the-loop-** The application of human oversight, intervention, or review throughout the various stages of an AI system’s decision-making process. Human-in-the-loop ensures AI’s actions will align with the desired outcomes and guiding principles.

**Automated Decision Tool-** A system or service that uses AI and has been specifically developed and marketed, or specifically modified, to make or to be a controlling factor in making consequential decisions.

**Draft One-** Narrative generation tool powered by camera and audio, developed by Axon. Draft One transcribes audio from body worn cameras and uses AI to produce police report narratives.

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### III. Procedure

#### 1. DEPARTMENT USE

- 1.1 It is acknowledged that AI is utilized by many current products that are used throughout law enforcement and this department. Examples include department training platforms, unmanned aircraft systems software, license plate recognition software, speech to text programs, predictive text, and other similar applications. It is not the intent of this policy to limit those currently utilized programs.
- 1.2 AI can be helpful in non-law enforcement and criminal analysis reports, as well as developing presentations and commonly used grammar and spelling aids.
- 1.3 All Rogers Police Department personnel are responsible for the content of AI created data and must ensure that it is used in a manner that is consistent with the Constitution, any applicable laws, and any applicable policies.
- 1.4 The security, safety, and privacy of all individuals should be prioritized when using any AI technology.

#### 2. DRAFT ONE

- 2.1 Draft One employs AI and body-worn camera audio to produce high-quality draft narratives. Department personnel are authorized to use Axon Draft One to create draft versions of the narrative portion of official reports once the officer has successfully completed their probationary period.
- 2.2 Draft One utilizes safeguards to ensure the accuracy and accountability of narratives. Draft One contains safeguards developed in partnership with the EEAC and was rigorously evaluated for draft quality and racial bias.
- 2.3 Drafts are generated from video and audio transcripts, with creativity turned off to prevent speculation or embellishment.
- 2.4 Officers are required to thoroughly review the draft version of reports and insert text that is omitted by Draft One and sign off on the accuracy of the report.
  - 2.4.1 Officers should be aware that they are signing off on the accuracy of the entirety of the report and may be called to testify on any details of their report. Therefore, it is imperative every detail in the report is correct and that the officer assumes responsibility for all information in the report as if they had written the report themselves.
- 2.5 Any document prepared by Draft One shall include the disclaimer that the document was created with the assistance of AI.

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3. PROHIBITED USES

- 3.1 Department personnel are not authorized to use any other AI tools from providers other than Axon to assist in creating narrative content for official reports.
  - 3.1.1 Official reports include police report narratives, supplemental report narratives, warrant affidavits, statements, and other narratives documenting law enforcement related incidents.
- 3.2 The use of AI is prohibited for making decisions that impact the rights or safety of individuals with no meaningful human oversight.
- 3.3 Facial recognition will not be used unless approved by the Chief of Police, with the following exception:
  - 3.3.1 Officers may request the use of outside resources, to include facial recognition, during the course of an Investigation with the approval of the Criminal Investigation Division Commander or his designee.
- 3.4 AI shall not be the sole factor in the decision to make an arrest. Human-in-the-loop is to be used to confirm and verify all AI data during an investigation.
- 3.5 Any AI produced material shall not be represented as a department personnel’s own original work.

4. SUPERVISOR RESPONSIBILITIES

- 4.1 It is the responsibility of all supervisors to ensure compliance with this policy.
- 4.2 Supervisors shall review reports, forms, and affidavits of department personnel to ensure the authenticity of the documents. When necessary, supervisors shall inquire to whether such documents were authored by the employee or with the use of AI.

5. CONFIDENTIALITY AND PRIVACY

- 5.1 Department personnel shall not input confidential or other law enforcement sensitive information into AI tools without authorization from the Chief of Police.
  - 5.1.1 This information includes, but is not limited to names, dates of birth, driver’s license numbers, social security numbers, home addresses, or other personally identifiable information of victims, witnesses, or suspects.
- 5.2 Department personnel shall not disclose sensitive or confidential information related to police operations, investigations, or individuals in any communication with AI systems.
- 5.3 Records or reports generated, used, or stored by AI are subject to the rules of the Freedom of Information Act the same as any other report would be.

6. TRAINING

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6.1 The Training Unit shall be responsible for ensuring that all members of the Rogers Police Department have received training on the appropriate use of AI and automated decision-making tools.

6.1.1 This training shall include at minimum:

6.1.1(a) A review of this policy

6.1.1(b) The need for human-in-the-loop

6.1.1(c) The interpretation, review, and verification of AI output

6.1.1(d) Ethical use of AI technology

6.1.1(e) Data security and privacy concerns

## 7. COMPLIANCE

7.1 All department personnel are encouraged to report any violations of this policy to their supervisor or to Internal Affairs.

7.2 Violations of any section of this policy may be subject to the appropriate disciplinary action.

## 8. REVIEW

8.1 This policy shall be reviewed, at a minimum, annually, and as frequently as necessary and updated to reflect new departmental knowledge and understanding of AI, technological advancements, best practices, and legislative or regulatory changes or requirements.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Real Time Information Center</b>		
<b>NUMBER</b>	<b>406.7</b>	<b>EFFECTIVE DATE</b>	
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. POLICY

The purpose of the Real Time Crime Center (RTIC) is to provide timely and relevant information to support patrol and investigative units by utilizing available technology and information to enhance the effectiveness of the agency. The RTIC will provide strategic intelligence support to police operations to ensure the safety of the citizens and visitors to the City of Rogers.

The mission of the RTIC is to provide relevant information to officers in the field responding to calls for service and to investigators responding to significant crime events. The unit will enhance officer safety as they respond to various calls for service through the collection, analysis, and dissemination of information and intelligence to department personnel. The unit will operate in a manner that supports public safety while valuing the privacy of community members.

### II. DEFINITIONS

**Video Management System:** Software used to manage camera and recording settings, view multiple camera feeds, and set alerts for tampering and motion detection. The VMS software can be used to review and analyze recorded video for detailed information.

**Call for Service:** An incident that public safety organizations are assigned to resolve, handle, or assist with.

**Community Camera Share Program:** A program that provides the RTIC the ability to access, view, and store video evidence from public facing cameras owned, operate, and maintained in the community. Shared cameras may be owned by residents or business owners, collectively referred to as “community partners”.

**Computer Aided Dispatch (CAD):** CAD functions as the central depository of all CFS to include calls received by RCD, 911, and officer initiated calls for service. CAD provides numerical designation assigned to calls for service, incidents, and cases and tracks the call until termination.

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**Public Safety Camera Network** – any camera providing access to either live or recorded views that have been integrated within the agency video management system (VMS).

### III. PROCEDURE

#### 1. CLASSIFICATION CATEGORIES

1.1 Officers and Civilian RTIC staff will utilize the following classification categories and handling instructions on all products generated during the course of their duties to protect the integrity of ongoing law enforcement investigations and the privacy of citizens. All products will be marked, labeled, and handled in accordance with this policy, to include the use of portion markings on all paragraphs.

1.2 For Official Use Only (FOUO): Protective marking for information of a sensitive nature that requires protection from disclosure except for official government use. FOUO includes information that is unclassified and may be widely disseminated to federal, state, local, and private sector partners, provided that the recipient has a “need to know” status. FOUO can only be used for official business and may not be released without written permission from the Department to any media outlet. The information is unclassified and does not include suspect or victim PII. The intended audience is law enforcement and other partners involved in public safety or emergency response. The disclaimer below shall be attached to all FOUO information disseminated from the RTIC:

1.2.1 (U//FOUO) INFORMATION NOTICE: This product contains unclassified information that is UNCLASSIFIED//FOR OFFICIAL USE ONLY. Recipients should not release any portion of this product to the media, the public, or other personnel who do not have a valid need to know.

1.3 Law Enforcement Sensitive (LES): Protective marking for unclassified information of a sensitive nature, which includes any information that may be damaging to a law enforcement investigation or cause undue risk to a law enforcement official, if released to non-law enforcement entities. LES can only be used for official law enforcement activities and may not be released without written permission from the Department or to any media outlet. The information is unclassified but sensitive and could include victim or suspect PII and the intended audience is law enforcement. The disclaimer below shall be attached to all LES information disseminated from the RTIC:

1.3.1 (U//LES) INFORMATION NOTICE: This product contains unclassified information that is for sworn law enforcement use only in the course of their official duties. The information contained in this product is neither intended nor suitable for release to the general public. Reasonable cause must be exercised by all recipients to limit access.

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- 1.4 Unclassified Information: Information that is sensitive in nature and the unauthorized disclosure of which could adversely affect a person's privacy or welfare, conduct of investigations, or operations essential to the security of the City of Rogers. The disclaimer below shall be attached to all Unclassified information disseminated from the RTIC:
- 1.4.1 (U//FOUO) INFORMATION NOTICE: This product contains UNCLASSIFIED information that is FOR OFFICIAL USE ONLY (U//FOUO). Recipients should not release any portion of this product to the media, the public, or other personnel who do not have a valid need-to-know.

2. COMMAND & PERSONNEL RESPONSIBILITIES

- 2.1 The RTIC Lieutenant oversees the overall operation of the RTIC and ensures overall compliance with this policy. The RTIC Lieutenant reports to the Support Services Captain or his approved designee.
- 2.1.1 The RTIC Supervisor reports to the RTIC Lieutenant or his approved designee.
- 2.1.2 The RTIC Supervisor shall be responsible for the supervision, guidance, and administrative reporting of their assigned Officers and civilians.
- 2.1.3 Duties and Responsibilities
- 2.1.3(a) Ensure the goals of the unit are attained in an efficient and effective manner
- 2.1.3(b) Ensure compliance with and complete administrative duties as required by departmental rules, regulations, and general orders.
- 2.1.3(c) Ensure personnel have access to required software and databases.
- 2.1.3(d) Compiling unit reports
- 2.1.3(e) Ensuring appropriate use of the TV wall, databases, and other RTIC resources.
- 2.1.3(f) Reviewing logs to ensure accuracy and completeness.
- 2.1.3(g) Managing and assigned requests for information.
- 2.1.3(h) Maintain effective day-to-day operation of the RTIC
- 2.2 Officers shall render basic police services, to include enforcement of all laws and protection of the rights and property of the citizens of Rogers, and shall be responsible for the investigation of real time incidents and those assigned by unit supervisors. Officers are responsible for compliance with these Operating Procedures. The Officer's immediate supervisor shall be the RTIC Unit Supervisor.
- 2.2.1 Duties and Responsibilities
- 2.2.1(a) Research existing information sources to provide relevant information to sworn personnel responding to calls for service. The relevant information provided to sworn personnel will be provided from:
- Law enforcement databases
  - Open source data
  - Other commercially available data

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- Access available PSCN Cameras, DFR Systems, Live-View BWC, and LPR/ALPR systems to provide information to sworn personnel responding to calls for service and conducting investigations.
- Responsible for all duties listed under RTIC Analysts/Operators.

2.3 RTIC Analysts/Operators are civilian personnel who are responsible for the analysis of real time and historical crime data that supports the efforts of the unit.

2.3.1 Duties and Responsibilities

- 2.3.1(a) Support enhanced decision making through analysis and information sharing.
- 2.3.1(b) Provide an active role in situational awareness for all priority CFS.
- 2.3.1(c) Actively monitor areas of interest for public safety threats.
- 2.3.1(d) Accurately logging RTIC activities.
- 2.3.1(e) Investigation of real time incidents and those assigned by unit supervisors.

2.4 DFR Chief Pilot is a sworn (or civilian) RTIC Member and reports to the RTIC Supervisor. This position may be filled by dedicated personnel or assigned as an additional duty as needed. Refer to SOG 417.2 (Drone First Responder Program) for further information.

2.4.1 Duties and Responsibilities

- 2.4.1(a) Overall upkeep of the DFR program and equipment.
- 2.4.1(b) Stay abreast of relevant legal issues, industry, and policy trends regarding DFR.
- 2.4.1(c) Training of RTIC/DFR personnel in the use of DFR systems.
- 2.4.1(d) Ensure DFR operations comply with federal and state regulations as well as agency policy.
- 2.4.1(e) Ensure effective and efficient day to day DFR operations.

2.5 RTIC Camera Technician is a sworn or civilian position and reports to the RTIC Supervisor. This position may be filled by dedicated personnel or assigned as an additional duty as needed. Refer to SOG 406.4 (Public Safety Camera Network) for further information

2.5.1 Duties and Responsibilities

- 2.5.1(a) Installation and maintenance of agency cameras and required hardware.
- 2.5.1(b) Installation and maintenance of necessary hardware at donor camera sites.
- 2.5.1(c) Supervision of and coordination with 3<sup>rd</sup> Party entities if camera installation/maintenance is provided by a 3<sup>rd</sup> party entity.
- 2.5.1(d) Grow and maintain the PSCN (Public Safety Camera Network) through community outreach, procurement, and installation of agency purchased hardware.

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3. STANDARD OPERATING PROCEDURES

- 3.1 RTIC personnel will monitor calls for service and prioritize assistance on calls involving threat of harm or loss of life to persons, serious felonies, and incidents that could result in a high risk of threat to responding officers.
- 3.2 RTIC personnel will continually check assets/resources/databases in order to support patrol response and initial investigations by responding Officers. RTIC personnel will report these findings to appropriate personnel.
- 3.3 Intelligence will be gathered, stored, and disseminated in compliance with 28 CFR Part 23 and as outlined in SOG 406.1 Criminal Intelligence Management.
- 3.4 RTIC personnel will monitor available camera systems and LPRs for law enforcement purposes and in compliance with SOG 406.4 Public Safety Camera Network (PSCN) and Special Order – SO 2025-1 Automatic License Plate Readers.
- 3.5 RTIC personnel will disseminate information and intelligence to the appropriate personnel as needed. All bulletins, bolos, or official documents disseminating information from the RTIC will be dated, labeled with the appropriate protective marking as outlined in this SOG, and receive an RTIC tracking number.
- 3.6 RTIC personnel will disseminate relevant information department-wide in the form of information bulletins and BOLO cards.
- 3.7 RTIC personnel will disseminate relevant initial investigative information to the appropriate investigator(s) and division(s) by utilizing an Investigative Worksheet (RTIC Investigative Worksheet)
- 3.8 RTIC personnel will respond to Request for Information (RFI) forms from RPD personnel. A supervisor will assess each received request for relevancy and assign it to the appropriate staff member.
- 3.9 When the situation permits, the RTIC may provide information to other law enforcement agencies/officers engaged in a critical incident or complicated investigation.

4. COMMUNICATIONS

- 4.1 The RTIC shall maintain a main phone line that will be answered during designated operating hours.
- 4.2 The RTIC shall maintain a single email point of contact that will be monitored for requests during designated operating hours.
- 4.3 The RTIC shall monitor radio communications during operating hours and utilize the radio network to disseminate high-priority information and communicate with officers in the field as needed.

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4.4 The RTIC will utilize CAD to enter calls for service arising from events initially detected through RTIC unique sources (PSCN/ DFR/ALPR) and will coordinate with dispatch to ensure smooth communication and deconfliction

5. DOCUMENTATION

5.1 RTIC activities can be documented in a variety of ways.

5.1.1 Activity Log- All work-related tasks are documented on the Daily Activity Log regardless of contribution level. RTIC personnel are responsible for ensuring their event is recorded. Most unit statistics are derived from the Daily Activity Log; therefore, special attention is needed to ensure comprehensive and accurate entries.

5.1.2 CAD- Records of RTIC participation may exist in CAD under “Narrative”.

5.1.3 Supplemental Reports- Reports created and stored in LERMS to supplement investigations for record. These reports may be created when the activity of RTIC personnel may be of value to an investigator, RTIC personnel are the witness to a crime, RTIC personnel are heavily involved in threat removal, or as directed by a supervisor.

5.1.4 RTIC personnel may record and download footage for use in active investigations only. All recorded and/or saved video shall be logged into evidence according to policy.

6. RTIC FACILITY SECURITY AND ACCESS

6.1 Keycard access to the RTIC is limited to RTIC staff and Sergeants and above.

6.2 The RTIC staff will be responsible for the overall control and security of video surveillance systems and maintain a record of the camera locations.

7. TRAINING AND LEGAL

7.1 The RTIC Unit supervisor will be responsible for remaining up to date on laws or policies that may affect the monitoring protocol for the Public Safety Cameras. The RTIC Supervisor and Lieutenant will also follow the video surveillance industry to stay abreast of technology changes and the best practices in the industry.

7.2 RTIC personnel will be trained in the appropriate use of Public Safety Cameras and shall use the cameras for legitimate police purposes only. Personnel will receive ongoing training as needed. Refer to SOG 417.1 Public Safety Camera Network for further guidelines.

7.3 RTIC personnel will be trained and properly certified in the appropriate use of Drone First Responder systems and shall use the systems for legitimate police purposes only. Personnel will receive ongoing training as needed. Refer to SOG 417.2 Drone First Responder Program for further guidelines.

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8. PRIVACY

- 8.1 The Rogers Police Department values the privacy of the residents of Rogers. Video recordings generated by video cameras that is accessible by the RTIC are used solely to enhance the safety of the public, to provide first responders with real time mission critical intelligence to enhance situational awareness, and to prevent the loss of or damage to property. Access to live and recorded video are limited to trained and approved RTIC personnel.
- 8.2 The use of livestream in-car video and body worn cameras shall be announced prior to their activation. Prior to livestream, RTIC personnel shall announce their intention to livestream on a police radio. Example: "RTIC personnel are going live with body/car camera for unit 201".
- 8.3 Data of private sector cameras owned by a private business that has an agreement with the Rogers Police Department for the purpose of providing RPD with viewing privileges are retained by the business. The RTIC does not have access to archived video. If archived video is needed, a request will be sent to the business owner per agreement.

9. COMMUNITY CAMERA SHARE PROGRAM

- 9.1 Refer to SOG 406.4 (Public Safety Camera Network System)

10 COMPLIANCE

- 10.1 No part of this policy or adjoining policies (DFR/PSCN) will be construed or interpreted as such that a paper or documentary requirement will prevent information being lawfully provided to requesting personnel with an urgent information or support request.
- 10.2 All paperwork requirements stemming from this policy and adjoining policies (DFR/PSCN) shall be completed within an appropriate time frame, determined on a case by case basis by the RTIC Supervisor.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Non-Biased Policing</b>		
<b>NUMBER</b>	<b>103.3</b>	<b>EFFECTIVE DATE</b>	<b>September 25, 2009</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<del>January 25, 2022</del> <b>April 14, 2026</b>
<b>Replaces G.O.</b>	<b>10</b>	<b>APPROVAL DATE</b>	<del>January 25, 2022</del> <b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

All investigative detentions, traffic stops, arrests, searches, and seizures of property by officers will be based upon a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U.S. Constitution and statutory authority, including but not limited to A.C.A 12-12-1403. Officers must be able to articulate specific facts, circumstances, and conclusions which support probable cause or reasonable suspicion for an arrest, traffic stop, or investigative detention.

Rogers Police Department employees shall evaluate their activities and those of subordinates within their control for disparate or unequal treatment and shall appropriately intervene to prevent recurrence.

### II. Definitions

**Bias-based policing** - any police initiated action including stops, detentions, enforcement, arrest, or search or seizure of assets that relies on any characteristic other than the behavior, conduct, unlawful act or omission of that individual or information that leads the police to a particular individual.

**Reasonable suspicion**-Means a suspicion based on facts or circumstances which of themselves do not give rise to the probable cause requisite to justify a lawful arrest, but which give rise to more than a bare suspicion; that is, a suspicion that is reasonable as opposed to an imaginary or purely conjectural suspicion. (Arkansas Rules of Criminal Procedures 2.1)

### III. Procedure

1. GENERALLY (Refer also to SOG 405.9 Stopping and Approaching Vehicles)

1.1 In the absence of a specific report, racial, ethnic, sexual preference, socioeconomic, age, gender, cultural, or religious characteristics of an individual shall not be a factor in the decision to stop, detain or arrest an individual.

- 1.2 In the absence of a specific report, such characteristics shall not be considered as factors constituting reasonable or articulable suspicion that an offense has been committed so as to justify the detention of an individual, or the investigative stop of a motor vehicle.
- 1.3 Officers may take into account the reported racial, ethnic, sexual preference, socioeconomic, age, gender, cultural, and/or religious characteristics of an individual based on credible information that links a person of those specific characteristics to a particular criminal incident or to a specific series of crimes.
- 1.4 Officers shall identify themselves by their full name, identify the agency they work for, and state the reason for the stop as stated in A.C.A 12-12-1403(a)(4).

2. TRAFFIC / PEDESTRIAN STOPS

- 2.1 Reason for stop / Nature of violation
  - 2.1.1 Traffic crashes are a leading cause of death, injury, and property damage.
    - 2.1.1(a) Active, visible traffic enforcement sends a strong deterrent message that reduces the incidence of aggressive driving and road rage and it suppresses non-traffic crime.
    - 2.1.1(b) Wanted criminals, drug traffickers and persons who have or may be about to commit a crime are often apprehended following a stop for a traffic violation.
  - 2.1.2 The U.S. Constitution guarantees “equal protection under the law” and the Bill of Rights places particular emphasis on the protection of civil liberties. Those who commit infractions of traffic laws must receive equal and fair treatment regardless of race, color, ethnicity or other factors not directly linked to behavior.
  - 2.1.3 Officers shall release detained individuals as soon as practical.
  - 2.1.4 Officers shall be able to clearly articulate the reason for any stop or detention
  - 2.1.5 Officers shall not refrain from conducting traffic stops as necessary to discharge their lawful duties of accident prevention and criminal suppression.
- 2.2 MVR Systems
  - 2.2.1 If the patrol unit is equipped with a MVR / video recording system, this equipment shall be operated in accordance with SOG 413.4 and including:
    - 2.2.1(a) Circumstance and method by which the MVR is to be activated and deactivated;
    - 2.2.1(b) Time periods for retention of recordings;
    - 2.2.1(c) Procedures for supervisory review of recordings.
- 2.3 The Decision to Warn, Cite, or Arrest
  - 2.3.1 Officers shall decide to warn, cite, or arrest based upon the severity of the offense and direction provided in SOG 101.4 Use of Discretion, SOG 405.2 Uniform Traffic Enforcement Policies, and SOG 405.3 Traffic Enforcement Procedures.

- 2.3.2 Officers shall never decide to issue a warning, issue a citation or effect an arrest based upon any characteristic other than the behavior, conduct, unlawful act or omission of that individual.
- 2.4 Searches
  - 2.4.1 Officers shall conduct all searches of persons, vehicles and structures in accordance with constitutional standards and state statutes.
  - 2.4.2 Officers shall search incident to all arrests and conduct inventories of seized items in accordance with constitutional standards in all appropriate cases.
  - 2.4.3 Officers shall initiate a search based only upon information relevant to any fact pattern, condition, behavior, or conduct relevant to an unlawful act or omission of the individual.
- 2.5 Reporting Traffic Stops
  - 2.5.1 Officers shall report all traffic stops, whether based upon an observed violation, Probable Cause or Reasonable Suspicion, as required by law and procedures established for the utilization of the Vehicle Stop Report (Form #09-OP-0134) or the formatted computer screen.
- 2.6 Supervisory Responsibility
  - 2.6.1 Supervisors shall familiarize themselves with this policy and take appropriate action whenever it appears that it is being violated. They shall pay particular attention to any indication of inappropriate or illegal discriminatory treatment.
  - 2.6.2 Supervisors shall insure that officers continue to enforce laws, avoid disengagement and properly complete all traffic stop data records.
  - 2.6.3 Supervisors shall ensure that all personnel in their command are familiar with the content of this policy and are in compliance with it.
  - 2.6.4 Complaints by drivers of racial profiling or other bias-based policing activity shall be processed in the same manner as provided in SOG 103.10 Disciplinary Investigation Process through the Office of Professional Standards.
  - 2.6.5 Supervisors shall not retaliate against officers who report racial profiling by other Rogers Police Department employees.
- 2.7 Traffic Stop Data Management and Reporting
  - 2.7.1 The Records Unit is charged with the responsibility to compile, tabulate, analyze and report on Traffic Stop data.
  - 2.7.2 The supervisor of the Records Unit shall regularly review data to insure accuracy, integrity, and reliability.
  - 2.7.3 The Records Supervisor shall prepare a quarterly tabulation of data to include tickets, arrests, and contacts by race and sex, as well as a listing of the most recent population demographics for the city. This report shall be sent to the Chief and Captains.
  - 2.7.4 The criteria for entry and tabulation of the data shall be determined by the Support Services Division Commander.
- 3. FIELD CONTACTS/DETENTIONS
  - 3.1 Decision to contact or question
    - 3.1.1 The decision to detain a person pursuant to a traffic or criminal stop shall be based upon clearly articulable reasonable suspicion.

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3.2 The Records Unit shall provide the Chief of Police with an annual report of field contacts prior to January 30 for the preceding year.

4. ASSET SEIZURE AND/OR FORFEITURE

4.1 No officer shall initiate an asset seizure and/or forfeiture or any other seizure of assets pursuant to any bias related police action.

4.2 Asset seizure efforts shall NOT be initiated based upon any characteristic other than the behavior, conduct, and unlawful act or omission behavior of that property owner and the legality of the seizure.

5. TRAINING CURRICULUM

5.1 The Training Unit shall conduct initial and annual training of personnel to include non-bias based profiling issues, legal aspects of bias-based profiling, traffic stops, and other related objectives as required by the Arkansas Commission on Law Enforcement Standards and Training. A documented review of this SOG by all affected personnel shall be conducted on an annual basis.

6. CORRECTIVE MEASURES

6.1 The Rogers Police Department, utilizing sound statistical methodology and a rational evaluation of local demographic conditions shall determine the statistical population benchmark for identifying disparate performance on traffic stops by officers and shall direct the Records Unit Supervisor to conduct analysis against that benchmark.

6.2 In the event reported data suggests disparity in police actions, the Chief of Police shall order an investigation by the Office of Professional Standards to determine if evidence of biased policing exists. The conduct and findings of the investigation shall be documented.

6.3 If bias-based profiling occurs, corrective action may include supervisory counseling, remedial training, or disciplinary action.

6.4 If it is determined that disciplinary action is necessary, administrative investigation and action shall be in accordance with SOG 103.10 Disciplinary Investigation Process and SOG 103.8 Administration of Discipline.

7. ANNUAL ADMINISTRATIVE REVIEW

7.1 The command staff shall conduct documented, annual review of police practices related to non-bias based profiling in traffic stops, searches, asset seizure and forfeiture, enforcement and field contacts prior to March 1 of each year.

7.2 The review shall include the following information:

7.2.1 Data from the annual report on traffic stops prepared by the Records Unit supervisor.

7.2.2 A review of agency practices including any citizen concerns and any corrective measures taken as transmitted by the Office of Professional Standards.

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7.2.3 Information on citizen concerns related to biased-based issues, during the previous calendar year, provided by the Public Information Officer.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Employee Selection Process</b>		
<b>NUMBER</b>	<b>201. 2</b>	<b>EFFECTIVE DATE</b>	<b>April 29, 2010</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<del>June 25, 2024</del> <u>April 14, 2026</u>
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<del>June 25, 2024</del> <u>April 14, 2026</u>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

To establish procedures for the selection of qualified police officer and non-sworn candidates and the responsibilities of the department in the selection process.

### II. Procedure

#### 1. SWORN QUALIFICATION PROCESS

- 1.1 In order to maintain a professional and qualified department, certain minimum hiring standards must be maintained. The minimum qualifications for the position of Rogers police officer are:
  - 1.1.1 Be a citizen of the United States.
  - 1.1.2 Be at least 21 years of age at time of appointment.
  - 1.1.3 Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
  - 1.1.4 Be free of a felony record. A felony record shall mean having entered a plea of guilty, been found guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal penitentiary or a state penitentiary. The fact that an individual has received a pardon or their record has been expunged shall not release the individual from having a felony record for the purposes of this regulation.
  - 1.1.5 Be of good character as determined by a thorough background investigation.
  - 1.1.6 Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
  - 1.1.7 Be examined by a licensed physician.
  - 1.1.8 Be interviewed personally prior to employment by the department head or his representative, or representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.

- 1.1.9 Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination finds the officer to be competent and recommends the agency hire the individual.
- 1.1.10 Possess a valid driver's license.
- 1.1.11 To be free of any objectionable tattoos or brands. No tattoos or brands shall be visible while wearing the Class B Winter Uniform. In addition, except for the ears, no portion of the body may be pierced. The ability to wear eccentric or excessive quantities of personal jewelry on the ears is prohibited.
- 1.1.12 Pass all required conditional offer exams including: polygraph examination, drug screen (urinalysis), psychological examination, medical examination, final review and a follow-up investigation (if needed).

1.2 Automatic Disqualifiers

An applicant shall be automatically disqualified and ineligible for employment under any of the following conditions:

- 1.2.1 The applicant has pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or their equivalents (a misdemeanor charge may be cause for elimination).
  - 1.2.1(a) Has ever been convicted of an act of Domestic Battery or its equivalent.
- 1.2.2 The applicant does not meet or has falsified any one of the requirements or has made a false statement of material fact established concerning the examination for the position of police officer, or has otherwise been intentionally untruthful at any time during the hiring process.
- 1.2.3 The applicant has used or attempted to use political pressure or bribery to secure an advantage in an examination or other determining factor in securing a position as a police officer.
- 1.2.4 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful background information questionnaire.
- 1.2.5 The applicant has sold, transported, or traded drugs illegally, or has sold or traded in any contraband that would constitute a felony charge, according to current state statute.
- 1.2.6 The applicant has established an unsatisfactory employment or personnel record evidenced by a reference check of such a nature as to demonstrate unsuitability for employment.
- 1.2.7 The applicant has served in the Armed Forces and was released or discharged under less than honorable conditions.
- 1.2.8 The applicant violates or does not meet the requirements of the Rogers Civil Service Commission or the State of Arkansas Commission on Law Enforcement Standards and Training
- 1.2.9 The applicant fails to return the Rogers Police Background Investigation packet in a timely manner, it is returned intentionally incomplete, or verification of required information cannot be made with reasonable investigation.
- 1.2.10 The applicant fails to provide documents requested for the purpose of conducting a background investigation, e.g. school transcripts, Authorization For Release of Personal Information, etc. within the time requested.

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- 1.2.11 The applicant does not pass or complete the required conditional offer examinations.
- 1.2.12 Has been found to be untruthful in an official investigation while employed as a Law Enforcement Officer.

1.3 Discretionary Disqualifiers

An applicant may be disqualified and ineligible for employment based upon a review by the Rogers Police Department and/or Rogers Human Resources Department under any of the following conditions:

- 1.3.1 The applicant has plead guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any misdemeanor charge, ordinance violation or infraction (including all Arkansas class A, B, C or unclassified misdemeanors, or their equivalents).
- 1.3.2 The applicant has used controlled substances illegally within the last three years, or has ever used hallucinogens.
- 1.3.3 The applicant has sold, transported, traded, or dispensed drugs illegally, or has sold or traded in any contraband that would constitute a misdemeanor charge, according to current state statute.
- 1.3.4 The applicant has abused/misused alcohol or a controlled substance without successfully completing an acceptable alcohol or substance abuse treatment program.
- 1.3.5 The applicant is in arrears on taxes, or has demonstrated an unwillingness to honor fiscal contracts or just debts.
- 1.3.6 The applicant has been cited for an excessive number of traffic violations or one or more serious traffic violations.
- 1.3.7 The applicant has a history of disgraceful conduct or moral turpitude, or has otherwise established a pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession. The disqualifiers listed in Sections 1.2 and 1.3 are given as basic guidelines and are not meant to be considered all-inclusive.
- 1.3.8 The applicant has been convicted of two moving violations from separate incidents within the past twelve months or:
  - 1.3.8(a) Has been at fault in more than one traffic crash during the past twelve months or;
  - 1.3.8(b) Has received a DWI/DUI/BAC conviction within the past three years prior to the date of application.
- 1.3.9 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful application for employment.

2. SELECTION PROCESS

- 2.1 Vacancies shall be filled at the discretion of the Chief of Police from the current eligibility list of police officer candidates provided by the Rogers Civil Service Commission based upon established periodic testing and other valid factors, such as background investigation information.
- 2.2 Testing for the position of police recruit will be conducted as the need arises.
- 2.3 The Executive Secretary shall act as the Police Department's liaison to the Civil Service Commission.

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2.4 The documentation for each segment shall be the responsibility of the Executive Secretary and, with the exception of background investigation paperwork; such documentation will be retained within that office.

### 3. SWORN APPLICATION PROCESS

3.1 A written application containing complete and accurate information will be filed with the Rogers Police Department. All applications shall be screened and maintained by the Rogers Police Department to ensure the applicant meets the minimum requirements for the position. Copies of the written application will be supplied to the City of Rogers Human Resource Department.

3.2 Applications must be received ten (10) days prior to the date of the written examination.

### 4. TESTING PROCESS

#### 4.1 Selection Process:

4.1.1 Applicants will be notified by the Executive Secretary of the expected duration of the selection process and will notify qualifying applicants of test dates at least one week prior to the test being given. Applicants must pass each testing phase before proceeding to the next phase. The examination shall consist of two (2) parts for a total of 100 points. The written score will be 50 % of the composite; ~~the Civil Service Commission oral interview will be 25% of the composite;~~ and the Chief of Police and/or command level officer oral interview will be ~~25%~~ of the composite.

4.1.2 Written Test: Applicants will be required to take entrance level examinations and must pass with a minimum score equal to or greater than the minimum acceptable score established for that examination (70%). Written examinations provided by private testing companies shall be documented by the supplier for validity.

4.1.2(a) A standardized mental ability test (scored by percentile).

4.1.2(b) General police officer aptitude test (scored by percentage).

#### 4.1.3 Oral Interview Board

4.1.3(a) Advancement to this phase of the testing process is based upon satisfactory completion of the multiple choice reading comprehension/writing skills and general police officer aptitude tests. The oral interview shall be conducted using valid, nondiscriminatory procedures. The oral interview shall consist of two tests for a total of 50 points.

- ~~An oral interview with the Rogers Civil Service Commission twenty five (25) points; and~~
- An oral interview by the Police Chief and/or command level Officers as to the suitability of the applicant for appointment, the evaluation to be based upon prior experience, potential, and qualifications necessary for the position, twenty five (25) points.

4.1.4 The physical agility/physical fitness testing will be graded on a pass/fail basis.

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- 4.1.5 The physical agility/physical fitness test will consist of:
- 4.1.5(a) Sprint: officer sprints 100 feet to the stair climb.
  - 4.1.5(b) Stair climb: officer climbs the stairs and comes back down two times (up, down, up, down), touching each step, then jogs to the PTM.
  - 4.1.5(c) PTM: officer jogs 50 feet to the PTM and completes two cycles each of push and pull with 80 pounds of resistance (push and pull combined with 180 degree rotation each cycle). If the weight touches the base of the machine during any cycle, that particular cycle must be repeated. Upon successful completion of four cycles, the officer then proceeds to the distance jog.
  - 4.1.5(d) Distance jog: officer jogs 275 feet to the victim rescue.
  - 4.1.5(e) Victim rescue: officer drags a mannequin, weighing at least 165 pounds 30 feet then moves to the trigger pull.
  - 4.1.5(f) Trigger pull: officer points a handgun with his/her dominant hand through a fixed, six inch metal ring, and dry fires the weapon 16 times. The officer then transitions the handgun to the non-dominant hand and dry fires 15 times. If at any point during either firing sequence, any part of the pistol touches the metal ring, the officer must repeat the entire dry firing sequence for that particular hand. Time stops on the last trigger pull when the handgun is in the non-dominant hand. The Fitness Coordinators will provide a handgun for testing which will be made safe and stay at this testing station throughout the testing procedure.
- 4.1.6 Candidates who fail any portion of the selection process are disqualified but may re-test one other time during the calendar year. If the applicant fails the selection process a second time, they must wait a period of one year before re-applying for the position of police officer.
- 4.1.7 Scoring  
All applicants receiving a total of seventy (70) points on the examination (written/oral composite), and pass the physical agility test shall be declared to have passed the examination; provided further, that no applicant shall be certified without attaining at least seventy (70%) on the written examination given. The names of all persons receiving a passing score on the examination shall be placed on the eligibility list in order from highest total score to the lowest.
- 4.1.7(a) When a position becomes vacant, the Chief of Police may select for appointment candidates on the Rogers Civil Service Commission eligibility list utilizing the Rule of Three.
- 4.1.8 Background Investigation:  
A complete, thorough and confidential background investigation will be conducted upon every candidate who has passed all written, physical agility and oral tests. The investigation shall include the candidate's education, character, reputation, financial arrearage, driving record, criminal record, finger print record, military record, employment record, residency, qualifications, personal references, and other pertinent information. The investigator shall review available state or national decertification resources as available. The investigation shall include verification of qualifying credentials.

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- 4.1.8(a) Prior to the commencement of the background investigation, each candidate will be required to complete and sign the following documents:
- Conditional Offer of Employment (If the candidate fails to sign the Conditional Offer of Employment the candidate shall no longer be eligible for employment).
  - Rogers Police Background Information Questionnaire Packet.
  - Authorization to Release Information forms (notarized).
  - U.S. Military Standard Form 180 "SF- 180" (if the applicant currently serves or has served military duty).
  - Fingerprint cards (state and federal requirements).
- 4.1.8(b) A fingerprint card must be sent to the Arkansas State Police-AFIS and Federal Bureau of Investigation for the purpose of verifying the candidate's identity and to check for a criminal history.
- 4.1.8(c) Failure of the candidate to complete and sign all required documents listed in 4.1.7 may eliminate that candidate from further consideration of employment.
- 4.1.8(d) If the questionnaire packet is returned incomplete or verification of required information cannot be made, or if it is not returned to the Training Unit in a timely manner, the candidate may be disqualified.
- The candidate is required to provide the following:
  - Birth certificate with a raised state seal.
  - Sealed high school and/or college transcripts sent directly to the Rogers Police Department from the school, college or university.
  - A photocopy of a valid driver's license or other state issued form of photo identification.
  - A photocopy of a marriage certificate (if applicable).
  - A photocopy of a dissolution of marriage certificate (if applicable).
  - A photocopy of the military DD-214, long form (if applicable).
  - A photocopy of any and all military separation paperwork (federal and/or state).
  - A photocopy of a high school diploma or G.E.D.
  - The Rogers Police Background Information Questionnaire form completed accurately and in its entirety.
  - Disclosure Penalty form.
  - Supplemental Background Questionnaire.
  - Other information that may be needed to verify claims of skills, training, or eligibility for employment with the City of Rogers.
  - Background investigators should refer to their experience and training. Whenever possible, background investigators will conduct neighborhood

checks, employment checks, applicant interviews, etc., in person.

- All information or material received or developed as a part of the background investigation shall be treated as confidential, and shall be referred to as the *Rogers Police Background Investigation Packet*. After the hiring process is complete, the background investigator shall turn over all background investigation packets to the Division Commander to be routed to the Chief of Police.
- If the candidate is hired by the City of Rogers, his/her respective Background Investigation Packet shall be stored securely, separate from all other files. This file must be retained for three years after the employee has separated with the City. If the candidate is not hired, the Background Investigation Packet shall be stored in the same manner as above, but shall be destroyed three years from the date the investigation commenced. This allows for future reference concerning unsuccessful applicants who apply again at a later date. In case of litigation, background investigation packets shall be retained for at least three years after adjudication.
- *Persons who may possess or access a Background Investigation Packet:*
  - A background investigation officer (but only those files pertaining directly to the candidate the officer is investigating, and then only while the investigation is active).
  - The Training Coordinator and his/her supervisor.
  - The Polygraph Examiner (but then only for the purpose of preparing questions for the respective candidate's polygraph examination).
  - A Division Commander (or designee).
  - The Chief of Police (or designee).
  - The City of Rogers Director of Human Resources (or designee).

4.1.9 Candidate Review and Selection:

All individual background investigation packets and test results shall be reviewed by, at minimum, the background investigator, the Division Commanders, the Chief of Police and the Director of Human Resources Department (or their designees) for the purpose of selecting the most qualified candidates.

4.2 Conditional Offer:

The candidate must satisfactorily complete all of the following steps of the hiring process to gain employment as a police officer with the City of Rogers.

4.2.1 A polygraph examination shall be conducted by a certified Polygraph technician trained to conduct such examinations and approved by the City of Rogers to administer the examination.

4.2.2 Drug screening (urinalysis) shall be conducted at a medical Facility approved by the City of Rogers to conduct such tests.

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- 4.2.3 Written psychological exams based upon accepted professional standards.
- 4.2.4 A psychological evaluation conducted by a licensed psychologist or psychiatrist, based on procedures established for law enforcement officers.
- 4.2.5 A medical examination shall be conducted by a licensed physician approved by the City of Rogers to perform such examinations. The examinations shall use valid, non-discriminatory procedures to determine physical and medical fitness of the candidate for the position of police officer. This testing shall include hearing and vision tests. All medical, hearing and vision testing pursuant to the police officer selection process conducted by the City of Rogers shall be at no cost to the applicant. Subsequent medical testing is at the candidate's expense.
- 4.2.6 A final review and follow-up investigation. A final review may be conducted of each candidate concerning any new information received during the hiring process up to this point. Additional information or investigation may be requested. This review shall be made by, at a minimum, the Division Commanders, the Chief of Police, and the Director of the Human Resources Department (or their designees).

5. ADMINISTRATION

- 5.1 All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner.
  - 5.1.1 The written general police officer aptitude test and reading comprehension/writing skills tests shall be scored by percentile.
  - 5.1.2 The written psychological test and psychological evaluation shall be scored on a pass/fail basis. All psychological reports are confidential. They will be maintained and stored in a locked file cabinet in the administrative office area. They shall be kept separate from the candidates other personnel records
  - 5.1.3 The physical agility/physical fitness test shall be scored on a pass/fail basis.
  - 5.1.4 Polygraph examinations shall be administered to all applicants still under active consideration for employment as Police Officers. The results, however, shall not be used as the single determinant of employment status. The results shall be used together with other information to support hiring decisions.
  - 5.1.5 The drug screening shall be considered on a pass/fail basis.
  - 5.1.6 All medical tests shall be considered on a pass/fail basis. All medical reports are confidential. They will be maintained and stored in a locked file cabinet in the administrative office area. They shall be kept separate from the candidates other personnel records.
  - 5.1.7 Oral interviews shall be based on percentage scoring.
  - 5.1.8 If the applicant is not hired, the records will be destroyed seven years from the date the background investigation was completed.
- 5.2 Material generated and used during the selection process shall be stored in a secure area in the Training Unit's office, or the Executive Secretary's office.

- 5.3 Once a conditional offer of employment has been made, candidates who fail any portion of the selection process and are disqualified will be notified in writing.
- 5.4 Any applicant/candidate who fails to meet any portion of Section 1 of this S.O.G. shall not be allowed to test or re-test until such time that these standards can be met by the applicant
- 5.5 Candidates who successfully complete all phases of the hiring process and are selected for the position of police officer shall serve a period of probationary status for a minimum of one year from the date of their hiring.

6. NON-SWORN QUALIFICATION PROCESS

- 6.1 All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner. The minimum qualifications for a non-sworn employee of the Rogers Police Department are:
  - 6.1.1 Be at least 18 years of age at time of appointment.
  - 6.1.2 Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
  - 6.1.3 Be free of a felony record. A felony record shall mean having entered a plea of guilty, been found guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal penitentiary or a state penitentiary. The fact that an individual has received a pardon or their record has been expunged shall not release the individual from having a felony record for the purposes of this regulation.
  - 6.1.4 Be of good character as determined by a thorough background investigation.
  - 6.1.5 Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level. Exceptions may be made with the approval of the Chief of Police.
  - 6.1.6 Be interviewed personally prior to employment by the department head or his representative, or representatives to determine such things as the applicant’s motivation, appearance, demeanor, attitude and ability to communicate.
  - 6.1.7 Pass all required conditional offer exams including: polygraph examination, drug screen (urinalysis), final review and a follow-up investigation (if needed).

6.2 Automatic Disqualifiers

An applicant shall be automatically disqualified and ineligible for employment under any of the following conditions:

- 6.2.1 The applicant has pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or their equivalents (a misdemeanor charge may be cause for elimination).
  - 6.2.1(a) Has ever been convicted of an act of Domestic Battery or its equivalent.
- 6.2.2 The applicant does not meet or has falsified any one of the requirements or has made a false statement of material fact established concerning the examination for a nonsworn position, or has otherwise been intentionally untruthful at any time during the hiring process.

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- 6.2.3 The applicant has used or attempted to use political pressure or bribery to secure an advantage in an examination or other determining factor in securing a position.
- 6.2.4 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful background information questionnaire.
- 6.2.5 The applicant has sold, transported, or traded drugs illegally, or has sold or traded in any contraband that would constitute a felony charge, according to current state statute.
- 6.2.6 The applicant has established an unsatisfactory employment or personnel record evidenced by a reference check of such a nature as to demonstrate unsuitability for employment.
- 6.2.7 The applicant has served in the Armed Forces and was released or discharged under less than honorable conditions.
- 6.2.8 The applicant fails to return the Rogers Police Background Investigation packet in a timely manner, it is returned intentionally incomplete, or verification of required information cannot be made with reasonable investigation.
- 6.2.9 The applicant fails to provide documents requested for the purpose of conducting a background investigation, e.g. school transcripts, Authorization For Release of Personal Information, etc. within the time requested.
- 6.2.10 The applicant does not pass or complete the required conditional offer examinations.

6.3 Discretionary Disqualifiers

An applicant may be disqualified and ineligible for employment based upon a review by the Rogers Police Department and/or Rogers Human Resources Department under any of the following conditions:

- 6.3.1 The applicant has plead guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any misdemeanor charge, ordinance violation or infraction (including all Arkansas class A, B, C or unclassified misdemeanors, or their equivalents).
- 6.3.2 The applicant has used controlled substances illegally within the last three years, or has ever used hallucinogens.
- 6.3.3 The applicant has sold, transported, traded, or dispensed drugs illegally, or has sold or traded in any contraband that would constitute a misdemeanor charge, according to current state statute.
- 6.3.4 The applicant has abused/misused alcohol or a controlled substance without successfully completing an acceptable alcohol or substance abuse treatment program.
- 6.3.5 The applicant is in arrears on taxes, or has demonstrated an unwillingness to honor fiscal contracts or just debts.
- 6.3.6 The applicant has been cited for an excessive number of traffic violations or one or more serious traffic violations.
- 6.3.7 The applicant has a history of disgraceful conduct or moral turpitude, or has otherwise established a pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession. The disqualifiers listed in Sections 6.2 and 6.3 are given as basic guidelines and are not meant to be considered all-inclusive.
- 6.3.8 The applicant has been convicted of two moving violations from separate incidents within the past twelve months or:

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- 6.3.8(a) Has been at fault in more than one traffic crash during the past twelve months or:
- 6.3.8(b) Has received a DWI/DUI/BAC conviction within the past three years prior to the date of application.
- 6.3.9 The applicant intentionally omits relevant information or fails to submit a complete, accurate and truthful application for employment.

7. NON-SWORN APPLICATION PROCESS

- 7.1 A written application containing complete and accurate information will be filed with the Rogers Police Department. All applications shall be screened and maintained by the Rogers Police Department to ensure the applicant meets the minimum requirements for the position. Copies of the written application will be supplied to the City of Rogers Human Resource Department.
- 7.2 The Rogers Police Department shall be responsible for all applications and employment records used in the hiring process. All related materials shall be stored in locked files. If the applicant is not hired, the records will be destroyed seven years from the date of formal application.
- 7.3 Conditional Offer: The candidate must satisfactorily complete all of the following steps of the hiring process to gain employment as an employee with the City of Rogers.
  - 7.3.1 The background process shall be identical to that of a candidate for police officer (Section 4.2), with the following exceptions:
    - 7.3.1(a) No medical examination required.
    - 7.3.1(b) No psychological examination required.
    - 7.3.1(c) Neighborhood checks at the discretion of the background investigator.

# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Records</b>		
<b>NUMBER</b>	<b>303.3</b>	<b>EFFECTIVE DATE</b>	<b>September 25, 2009</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<del>February 9, 2021</del> <b><u>April 14, 2026</u></b>
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<del>February 9, 2021</del> <b><u>April 14, 2026</u></b>
<b>APPROVED BY</b>	<b>Chief <del>Hayes</del> <u>Jonathan Best</u></b>	<b>CALEA STANDARDS</b>	

### I. Policy

It is the policy of the Rogers Police Department to establish procedures for the maintenance, security, and dissemination of all records.

### II. Definitions

**Records:** Repository for police records

**RMS:** Records Management System

**E-Citation:** Ticket issued through the electronic digiTicket program.

### III. Procedure

#### 1. SECURITY

- 1.1 Only personnel with official business or service technicians authorized by the Records Supervisor shall be allowed access to the area housing police records.
- 1.2 Only authorized department personnel shall make entries into the computerized Records files, which are accessible 24 hours per day, 7 days per week via LERMS.
- 1.3 Procedure for records security and release will be included in training provided by the employee's supervisor.
- 1.4 Files relevant to employee assignment that need revision or deletion as set out in SOG 308.1 Information Systems shall be reviewed by the employee's supervisor.
- 1.5 The Office of Professional Standards will conduct an annual audit of the Records computer system to verify all personnel who have access via passwords to the system.

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2. NUMBERING SYSTEM

2.1 All calls for service (citizen reports of crime, citizen complaints, etc.) and officer initiated calls shall be issued a computer generated incident number at the time the incident is reported. A computer generated case number is obtained after the incident number is initiated if a criminal report is written. Each year on January 1st at 0001 hours, the computer numbering system will begin with the current year and start with number one (2015-00000001). Each number thereafter shall be consecutive and shall be separate and distinct for each incident.

2.2 Records personnel are responsible for ensuring that all case numbers issued are properly recorded in the Records system. This is completed by auditing the computer review status.

2.2.1 The computer review status is maintained by a member of the Records Unit that is assigned to review reports.

3. COLLECTION, DISTRIBUTION, AND STORAGE OF RECORDS

3.1 All handwritten reports, tickets, warnings, scanning, etc. will be placed in the baskets designated in the copy room of the Records Unit.

3.2 Reports are copied and distributed within the Department and to various outside agencies per Records written instructions.

3.3 Records personnel will make appropriate computer entries of reports in the accident files.

3.4 Handwritten reports and scanning attachments are filed in the case report file with the corresponding case report number.

3.5 Original documents shall remain within the Records Unit.

3.5.1 Original documents produced by the Drug Unit will be maintained in that unit or as a confidential report in the RMS until such time it is determined the information is no longer of a sensitive nature.

3.5.2 Follow-up and case reports generated by Criminal Investigation and Drug Unit personnel will be forwarded to Records to be made a part of the yearly case report file.

3.5.2(a) Follow-up investigation criminal case reports are due for completion in 28 calendar days following the date of assignment, unless a homicide or formally extended by an Investigations Division supervisor. (Refer to SOG 402.1, Criminal Investigation Administration, Section 7.4)

3.5.2(b) Upon return of criminal case reports after review by the appropriate prosecuting authority, original case files are forwarded to Records for filing.

3.5.3 Property submission forms will be maintained by the Property Unit. Upon finalization they will be forwarded to Records.

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- 3.6 Records maintained by other units.
- 3.6.1 Drug contact files will be maintained by the Drug Unit.
- 3.6.2 The Confidential Informant file will be maintained by the Drug Unit.
- 3.6.3 Case management files will be maintained by the Criminal Investigation Division.
- 3.6.4 Rogers Police Department hard-copy ticket books are maintained by the Operations Division Commander or his/her designee.
- 3.6.4(a) Officers are issued a ticket book by the supervisor entering it in the computer under Issued Ticket Books and having the officer sign for the book in the Ticket Book Register (Form 10-OP-0022). The ticket books and Ticket Book Register are kept in the UOD Sergeant's Office. The remainder of unissued ticket books is stored in a secured location requiring supervisor access.
- 3.6.4(b) The "departmental" copy of the ticket is filed in a file by first letter of last name and then by ticket number and are located in the Records Unit.
- 3.6.4(c) All copies of a voided citation shall be left in the citation book. A photocopy of the citation, along with any notes/memorandums shall be forwarded to the officer's supervisor, who shall review and initial the copy. The copies of the voided citation and reason for voiding shall then be forwarded to the Records Unit for accounting and filing in the voided citation file.
- 3.6.4(d) Completed originals of tickets are forwarded by the Records Unit to the appropriate court.
- 3.6.4(e) The Operations Division Commander will designate an individual or Unit to audit all issued tickets. The audit shall account for all tickets issued to officers to include:
- Tickets issued to violators and sent to the courts;
  - Tickets voided by officers and submitted to Records;
  - Tickets issued to officers no longer employed by the RPD.
- 3.6.4(f) The individual or Unit assigned for auditing shall be someone outside the Records Unit.
- 3.6.5 Rogers Police Department E-citations are issued electronically and maintained through the digiTICKET website.
- 3.6.5(a) Ticket book numbers will be issued in sequences of fifty. Once those ticket numbers have been used, a new set of numbers must be issued through a supervisor.
- 3.6.5(b) Tickets for warrants out of other departments will no longer be issued. The other agency has the option to meet RPD at an agreeable location to take custody or we will transport the person to the county.
- EXCEPTION – If the other agency is some distance away and we receive a specific request from the other agency to release on citation, a paper citation may be issued upon supervisor's approval.

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3.6.5(c) If a new statute is required in the digiTicket system, a DigiTicket Administrator must be contacted to add that statute before the ticket can be issued for that charge. Possible contact after business hours is expected and statutes can be added remotely. Administrators are the Records Supervisor, the Support Services Lieutenant, and the Support Services Captain.

4. DISSEMINATION OF RECORDS

- 4.1 Records personnel will be responsible for processing requests for copies of police reports.
  - 4.1.1 Dissemination will be made according to applicable state law and city ordinance.
  - 4.1.2 The appropriate fee will be collected for the sale of reports with the money transferred to City of Rogers Finance Office as per SOG 104.2, Fiscal Management, Section 5.
- 4.2 Records personnel will be responsible for processing requests for file checks on individuals.
  - 4.2.1 A list of arrests and traffic tickets on file with the Rogers Police Department and District Court, which are RPD charges, will be given to the requesting party, providing the request is accompanied with an authority to release information signed by the individual being checked.
  - 4.2.2 Disposition information is not released on the list provided and all inquiries for that information are referred to the appropriate court.

5. JUVENILE RECORDS

Collection, dissemination, and retention of fingerprints, photographs, and other juvenile record entries.

- 5.1 Collection - Reports are shown as juvenile within the RMS by the information being entered into a Juvenile Jacket.
  - 5.1.1 Juvenile victims, witnesses, contacts and those issued a traffic violation are subject to separation and are not releasable to the public, pursuant to Arkansas State Statute 9-28-217 Juvenile Records Confidentiality and Arkansas State Statute 25-19-105 Freedom of Information Act.
  - 5.1.2 Juveniles arrested for a criminal charge are subject to separation and will not be released to the public.
- 5.2 Dissemination of Juvenile Reports
  - 5.2.1 Reports are copied and distributed according to distribution instructions. (See 403.1. Juvenile Operations, Section 3)
  - 5.2.2 Juvenile reports are made available to law enforcement or other authorized parties upon their request.
  - 5.2.3 Law enforcement agencies requesting records checks for employment purposes shall be given juvenile information only if the Authorization to Release Information signed by the applicant includes wording specifically regarding juveniles adjudicated delinquent.

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- 5.2.4 All case reports involving juveniles are filed separately from adult case reports.
- 5.2.5 Information on juvenile suspects may only be released pursuant to a court order.
- 5.3 Retention of fingerprints and photographs
  - 5.3.1 Juvenile fingerprints and photographs are retained through the AFIS System on those charges where it is required by the State of Arkansas.
  - 5.3.2 The arresting officer is responsible for photographing the juvenile in the RMS System if it meets the same statute requirements.
- 5.4 Disposition of Juvenile Records
  - 5.4.1 Upon reaching adult age all records of juveniles shall continue to be stored separately as juvenile records.
  - 5.4.2 When ordered by the court, the Records Unit shall expunge **all** social histories, records, and information of a juvenile.
- 6. DISTRICT COURT WARRANTS
  - 6.1 All felony warrants are initiated by the Benton County Prosecutor's Office and NCIC entry is made by Rogers Police Department Communication's Center operator.
  - 6.2 Misdemeanor warrants are received from the Rogers District Court. Court personnel will be responsible for transporting the warrants from Court to the Police Department.
    - 6.2.1 Communications personnel will stamp the warrants with date received.
    - 6.2.2 Communications personnel will enter all warrants into the ACIC/NCIC system.
      - 6.2.2(a) All warrants will be entered into NCIC unless it is a citation release or there is not enough information to enter it.
  - 6.3 Serving/Purging District Warrants
    - 6.3.1 When an active warrant is served, officers will contact Communications Center to obtain the warrant details.
    - 6.3.2 The original warrant is pulled from the file in Communications Center and given to the officer.
    - 6.3.3 The officer will turn in the original warrant with the report to the shift supervisor.
    - 6.3.4 Records will send the original warrant to Court when it is received with the report from the supervisor.
    - 6.3.5 The Communications Center operator is responsible for canceling the warrant in ACIC/NCIC.
    - 6.3.6 Court personnel are responsible for pulling recalled warrants.
      - 6.3.6(a) The original warrant shall be marked "re-called".
      - 6.3.6(b) Communications personnel are responsible for canceling the ACIC/NCIC entry when notified that District Court has recalled the warrant.
  - 6.4 Communications Center personnel will have access to all warrants 24 hours a day, 7 days a week.

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7. CASE STATUS

All case reports generated by members of the Rogers Police Department and maintained within the records management system shall have a case status assigned in accordance with the following definitions:

- 7.1 Active: The case is open and is being actively investigated by police personnel.
- 7.2 Cleared by Arrest: A suspect in the case has been identified, arrested, charged with an offense and turned over to a court for prosecution. A physical arrest need not take place for a case to be considered cleared by arrest, i.e. "citation in lieu of arrest."
- 7.3 Cleared by Exception: To clear an offense by exceptional means, the following four conditions must be met:
  - 7.3.1 The investigation must have clearly and definitely established the identity of at least one offender.
  - 7.3.2 Sufficient probable cause must have been developed to support arresting, charging, and prosecuting the offender.
  - 7.3.3 The exact location of the offender must be known so that an arrest could be made.
  - 7.3.4 There must be a reason outside the control of law enforcement which prevents the arrest, i.e., A though E below:  
One of the following criteria must be met.
    - 7.3.4(a) Death of the offender
    - 7.3.4(b) Prosecution Declined (by the prosecutor for other than lack of probable cause)
    - 7.3.4(c) Extradition Declined
    - 7.3.4(d) Victim Refused to Cooperate (in the prosecution)
    - 7.3.4(e) Juvenile/No Custody (the handling of a juvenile without taking him into custody, but rather by oral or written notice given to the parents or legal guardian in a case involving a minor offense, such as petty larceny)
- 7.4 Closed: The closed status is an administrative status given to cases that document no reported offense (search warrant, assist other agency, etc.) and to cases in which the offense has passed the statute of limitations set by the Arkansas Legislature, §5-1-109. (not included in clearance figures)
- 7.5 Suspended: All leads and investigative avenues have been exhausted without closure of the case by other means (arrest, exception). Active investigation by personnel has been suspended pending the development of further information. (uncleared case)
- 7.6 Unfounded: The offense originally reported in the initial crime report has been proved to have not occurred. (cleared case)
- 7.7 Warrant Issued: A suspect has been identified, probable cause developed, and arrest warrant issued for the reported offense. This status will count as a "cleared" case for internal record keeping purposes. Once the suspect has been located, the case will then be classified as "cleared by arrest".

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8. RECORDS RETENTION/DESTRUCTION

8.1 Authority to Reproduce Records (A.C.A. §14-2-201) The head of any Municipal Department may cause any or all records kept by the department to be photographed or reproduced on or by film, electronic imaging, digital compact disc, etc., or other process that accurately reproduces, or forms a durable medium for reproducing, the original.

8.1.1 At the time of the reproduction, the agency head SHALL attach his or her certificate to the record certifying that it is the original record and the certificate SHALL be reproduced with the original.

8.2 Admissibility of Copied Records (A.C.A. §14-2-202) If the reproduction is made in accordance with 14-2-201, and it is satisfactorily identified, it SHALL be admissible as provided in A.C.A. §16-46-101 or any other provision of law or court rules governing admission of evidence.

8.3 Disposal of Copied Records (A.C.A. §14-2-203) The head of a City Department may certify, to the Mayor, that reproductions of public records have been made in accordance with 14-2-201 and the Mayor SHALL have the power to authorize disposal, archival storage, or destruction of the records.

8.4 Municipal Police Department Records (A.C.A. §14-2-204) All municipalities SHALL maintain records for the city police department as follows:

8.4.1 Maintain permanently all records related to crimes of violence as defined by §5-42-203 (if maintained for more than 10 years after the record was created – the record can be copied and maintained in accordance with 14-2-203):

8.4.1(a) Crime of Violence means any violation of the Arkansas law in which a person purposely or knowingly causes, or threatens to cause, death or physical injury to another person, specifically including rape.

8.4.1(b) Maintain for 7 years after closure of the case file (or permanently if the City desires) provided that 12-12-104 and 14-2-203(b)(1) are complied with:

- Closed municipal police case files for felony and Class A misdemeanor offenses, except that:
  - §12-12-104: In a prosecution for a sex offense or violent offense, the law enforcement agency SHALL preserve any physical evidence in relation to a trial. After a trial resulting in conviction, the evidence

SHALL be securely retained for the greater of:

- Permanently for any conviction of a violent offense (Capital murder, Murder in the first degree, Murder in the second degree, Manslaughter, Kidnapping, False imprisonment in the first degree, Permanent detention or restraint, Robbery, Aggravated robbery, Battery in the first degree, Battery in the second degree, Aggravated assault, Terroristic threatening in the first degree, Domestic battering in the first degree, Domestic battering in the second degree, Domestic battering in the third degree, Aggravated assault on a family or household member, Engaging in a continuing criminal gang, organization, or enterprise, Aggravated assault upon a law enforcement officer or an employee of a correctional facility (if a Class Y felony), and an attempt, solicitation, or conspiracy to commit any of the above acts.
- 25 years following any conviction for a sex offense (Rape, Sexual indecency with a child, Sexual assault in the first degree, Sexual assault in the second degree, Sexual assault in the third degree, Sexual assault in the fourth degree, Incest, Engaging children in sexually explicit conduct for use in visual or print medium, Transportation of minors for prohibited sexual conduct, Employing or consenting to use of child in sexual performance, Computer child pornography, Computer exploitation of a child in the first degree, Promoting prostitution in the first degree, Stalking, and an attempt, solicitation, or conspiracy to commit any of the above listed offenses.
- 7 years following the conviction for any other felony for which the defendant's genetic profile may be submitted to the DNA data base for unsolved offenses

8.4.1(c) Expungement orders of municipal police cases.

8.4.2 Maintain for 3 years (records may be copied in accordance with 14-2-203 or subject to disposal after the 3 year time period):

8.4.2(a) Accident reports

8.4.2(b) Incident reports

8.4.2(c) Offense reports

8.4.2(d) Radio logs and complaint cards

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8.4.2(e) Employment records, payroll sheets, time cards, and leave requests

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Police Vehicle Operations</b>		
<b>NUMBER</b>	<b>304.1</b>	<b>EFFECTIVE DATE</b>	<b>July 1, 2009</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<del>January 25, 2022</del> <b>April 14, 2026</b>
<b>Replaces G.O.</b>	<b>50</b>	<b>APPROVAL DATE</b>	<del>January 25, 2022</del> <b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

The Rogers Police Department recognizes that the operation of a motor vehicle can be an inherently dangerous procedure, particularly if the vehicle is being operated under emergency conditions. It is the policy of the Rogers Police Department that any motor vehicle owned by the Rogers Police Department shall be operated in a manner that provides the maximum consideration for the safety both of the officer and to the public.

### II. Definitions

**Emergency driving (non-pursuit situations):** Emergency driving is defined as the operation of an authorized emergency vehicle (emergency lights and siren in operation) by a police officer in response to a life-threatening situation or a violent crime in progress, using due regard for the safety of others.

**Marked Police vehicle:** A marked police vehicle is defined as a conspicuously marked patrol car or readily identified as a Rogers Police Department vehicle. A marked Rogers Police Department vehicle will have exterior-mounted emergency blue lights and siren, striping and lettering of the police department. The Rogers Police Department's name and unit number will be on all marked patrol cars.

**Unmarked police vehicle:** An unmarked police vehicle is defined as a vehicle that is not distinctly identified as a Rogers Police Department vehicle.

### III. Procedure

#### 1. EMERGENCY DRIVING PROCEDURES (NON-PURSUIT SITUATIONS)

1.1 The Rogers Police Department's primary concern in emergency driving situations is the protection of the lives and safety of all citizens and officers. During emergency driving situations, officers will operate their vehicles with extreme caution and in compliance with A.C.A. 27-37-202, which requires that the emergency lights and siren be activated on authorized emergency vehicles. Driving under emergency conditions does not relieve the officer from the duty to drive with due regard for the safety of all persons, nor will these provisions protect the driver from the consequences of his disregard for

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the safety of others. Officers shall use the highest degree of care and caution while operating in emergency driving situations.

- 1.1.1 Officers who are operating in emergency status should not operate the emergency flashers as emergency flashers will make the turn signals inoperative.
  - 1.1.2 Officers should not operate the alternating headlight warning device (wigwags) during darkness as that will mask the emergency blue lights.
- 1.2 The decision to drive under emergency conditions will be discretionary with each individual officer, based on the following considerations:
- 1.2.1 When deciding to initiate or continue driving under emergency conditions, officers shall consider such factors as traffic volume, time of day, and potential hazard or liability to themselves and to the public.
  - 1.2.2 Emergency responses shall be made only when the call involves a life threatening situation or a violent crime in progress. These calls will include, but not be limited to the following:
    - 1.2.2(a) Officer needs assistance.
    - 1.2.2(b) Violent crime in progress.
    - 1.2.2(c) Burglary of an occupied structure.
    - 1.2.2(d) Accidents, fires, or injuries where human life is in danger.
    - 1.2.2(e) Others as the department may provide.
  - 1.2.3 Officers shall have sufficient information to justify the decision to drive under emergency conditions.
  - 1.2.4 Officers responding to an “officer needs assistance” type call must bear in mind that even though a rapid response is important, they must arrive on the scene safely in order to be of assistance.
  - 1.2.5 Officers shall not implement an emergency response to those calls believed to be “routine” or non-emergency in nature.
- 1.3 Officers, upon deciding to make an emergency response to any situation, will immediately notify RCD of their decision.
- 1.3.1 All officers, when making an emergency response, will notify RCD of such by using the term “Code Three”. This will indicate that the officer will be employing emergency equipment (emergency blue lights and siren).
  - 1.3.2 Supervisors shall override the officer’s decision to make an emergency (Code Three) response if, in their judgment, it is not warranted or cannot be done safely. The supervisor of the officer making an emergency response will normally be responsible for making this determination. However, if the officer’s supervisor is unavailable, any supervisor can make this determination.
- 1.4 No officer shall operate a police vehicle in emergency (Code Three) status if any passengers other than another police officer or a person who has signed a Waiver of Liability occupy the vehicle.
- 1.5 Police vehicles without emergency lights and sirens will not make emergency (Code Three) responses.

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2. NON-EMERGENCY OPERATION OF DEPARTMENTAL VEHICLES

- 2.1 Police employees will comply with all city ordinances and state laws when operating vehicles owned, rented, leased or seized by the City.
- 2.2 Officers will use seatbelts at all times when operating any city vehicle.
- 2.3 Officers will ensure that their assigned vehicles have sufficient gas, and fluid levels should be checked for their assigned shift. Tires will be checked for proper inflation.
- 2.4 All officers will inspect their assigned vehicles prior to their shift for damage or missing equipment, and will inspect the rear seat area for contraband or evidence. (Officers shall inspect the rear seat area before and after transporting every prisoner.)
- 2.5 All vehicle damage or missing equipment will be reported to a supervisor prior to the vehicle being placed in service. (After the vehicle is in service, the operating officer shall be responsible for any damage or missing equipment.) The supervisor will initiate an investigation to determine the cause and document his findings. The reports will be forwarded through the chain of command to the Division Commander for resolution.
- 2.6 Officers shall ensure that their police vehicles are kept clean and free of trash.
- 2.7 Officers will, at all times, ensure that the spare tire is in its proper location and secured. When a police vehicle has a flat tire at any time, the assigned officer will have the tire repaired/replaced.
- 2.8 Careless, abusive, negligent or reckless handling of any vehicle by an employee shall result in disciplinary action.
- 2.9 No alterations or repairs of the officer's assigned vehicle will be performed until authorization has been obtained from the division commander. This is to include the installation of scanners, citizen band radios, aftermarket audio equipment, decals, lights, window tinting, front license tags.
- 2.10 Departmental vehicles shall not be utilized for transportation to purchase or consume any type of intoxicating beverages or illegal substances with the exception of undercover narcotics officers' vehicles.

3. ACCIDENTS AND DAMAGE TO CITY VEHICLES

- 3.1 Any officer or civilian employee who damages a city vehicle or becomes involved in a motor vehicle accident with a city owned, rented, leased, or seized vehicle will immediately notify a police supervisor.
- 3.2 A police supervisor will determine who will investigate the accident based on the circumstances or seriousness of the accident.
  - 3.2.1 The police supervisor is responsible for completing a memo outlining the details of the accident, which should be attached to the Arkansas Motor Vehicle Traffic Accident Report form.
  - 3.2.2 Single vehicle accidents can be investigated by Rogers Police Department supervisory personnel.

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- 3.2.3 When an employee is potentially liable for an accident involving a motor vehicle on a public road, Rogers Police Department supervisory personnel trained in field sobriety examinations may use their discretion to determine whether a police employee should be screened for drug and alcohol impairment for minor vehicle accidents.
- 3.2.4 Any officer involved in an accident in a city owned vehicle outside of the City of Rogers jurisdiction will be investigated by that jurisdiction.
- 3.3 An Administrative Review will be conducted in compliance with SOG 103.10; Section 2.4 on each collision. The completed file will be maintained by the Office of Professional Standards.
- 3.4 The investigative file will include:
  - 3.4.1 Sergeant's evaluation;
  - 3.4.2 Accident report (copy);
  - 3.4.3 Involved officer's report;
  - 3.4.4 Arrest report/traffic summons (copy, if any);
  - 3.4.5 If an injury occurred to an employee, copies of the worker's compensation form;
  - 3.4.6 Employee's drug screen submission form, if administered.
- 3.5 Private Vehicle Accidents
  - 3.5.1 When a sworn police officer is involved in a motor vehicle accident in a private vehicle, a police supervisor will be responsible for determining who will investigate the accident and complete an accident report if the accident happened within the city limits of Rogers.
  - 3.5.2 Police officers will investigate accidents involving reserve or part time officers and civilian employees when they are driving a private vehicle.

4. MONTHLY VEHICLE INSPECTION

- 4.1 Division commanders shall be responsible for ensuring that all vehicles assigned to their respective divisions are inspected monthly, with all documentation completed by the first of the month. The inspections will document the overall condition of the vehicle and the presence and condition of equipment in the vehicle.
  - 4.1.1 Patrol vehicles will be equipped with various equipment depending on the assignment and function of the officer assigned to that vehicle. The Monthly Vehicle Inspection form will list all required equipment for patrol vehicles.
  - 4.1.2 Supervisors will ensure that all necessary equipment is to be replenished as needed.**
- 4.2 Division Commanders shall review the monthly vehicle inspection forms and they will be maintained by the Fleet Manager.

5. TRAINING

- 5.1 All officers shall attend in-service emergency vehicle operations policy training annually.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Pursuit Vehicle Operation</b>		
<b>NUMBER</b>	<b>304.2</b>	<b>EFFECTIVE DATE</b>	<b>May 1, 2009</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<del>June 25, 2024</del> <u>April 14, 2026</u>
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<del>June 25, 2024</del> <u>April 14, 2026</u>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

All pursuit operations shall be conducted in accordance with existing statutes, city ordinances, and regulations set forth in this procedure. The safety of the public will be a primary concern. Supervisors may authorize pursuits in exceptional circumstances, which do not otherwise conform to policy.

### II. Definitions

**Emergency Vehicle** – A vehicle that is equipped with a siren capable of emitting sound that is audible under normal conditions from a distance of not less than 500 feet. The vehicle shall be equipped with a flashing blue light with sufficient intensity to be visible at 500 feet. (A.C.A 27-37-202)

**Marked Police Vehicle** – Any department vehicle that is equipped with siren, emergency lights and is clearly marked as a Rogers Police Department vehicle.

**Vehicle Pursuit** – An attempt by the police to apprehend a suspect operating a motor vehicle, while the suspect is trying to avoid capture or failing to yield to the officer’s signal to stop *by actively attempting to elude the officer.*

**Violent Felony** – A felony where the potential for serious bodily injury or death to the victim was demonstrated by the suspect(s) during the commission of the crime.

**Imminent Danger** – A situation which places the officer or others in immediate danger of death or serious bodily injury.

### III. Procedure

#### 1. INITIATION OF A PURSUIT

- 1.1 Officers may initiate a pursuit when they have a reasonable belief that the fleeing suspect has committed or attempted to commit a violent felony. A pursuit may also be initiated on a DWI where the driver is presenting an imminent danger to the officer or others. **The probable cause for the initiation of the pursuit of a DWI must be specific to the charge.** (EXAMPLE – Violating a stop sign or speeding will not be sufficient in itself to warrant the pursuit.) The decision to initiate pursuit must be based on the pursuing officer’s conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.
- 1.2 Existing circumstances and conditions shall be considered when deciding whether to **initiate, continue, or abandon** the pursuit. The following are examples of those factors which should be considered:
  - 1.2.1 Lack of backup
  - 1.2.2 Known suspect(s)
  - 1.2.3 Juveniles in the pursued vehicle
  - 1.2.4 Loss of reliable radio communication
  - 1.2.5 Non-sworn persons present in the pursuing vehicle
  - 1.2.6 Adverse weather conditions
  - 1.2.7 Adverse road conditions
  - 1.2.8 Unfamiliar with the area
  - 1.2.9 Heavy vehicle or pedestrian traffic
- 1.3 Information developed or discovered after the pursuit cannot be used to justify the pursuit itself.
- 1.4 Officers shall not engage in a pursuit until they have successfully completed an emergency vehicle operations course approved by the Rogers Police Department.

#### 2. CONTINUATION OF A PURSUIT

- 2.1 While acknowledging that any vehicle pursuit has certain inherent dangers, the decision to continue a pursuit must be continually evaluated by the officers involved, the supervisor, and the commander. (EXAMPLE – A pursuit where the suspect ignores solid red signals, or takes other steps demonstrating a total disregard for his safety and that of the public at large would be grounds for terminating a pursuit.)

#### 3. TERMINATION OF A PURSUIT

- 3.1 Pursuits will be terminated when the danger created by the pursuit outweighs the need for apprehension or when the pursuing officers or supervisors determine the pursuit does not meet the criteria in 1.1 above.
- 3.2 The decision not to pursue or to abandon a pursuit may be the most intelligent course of action. An officer will not be criticized for this decision to terminate a pursuit.

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3.3 When ordered to do so by a supervisor or commanding officer.

4. PURSUIT VEHICLE RESTRICTIONS

4.1 Any police vehicle, equipped with emergency lights and siren, may be used to initiate a pursuit. In the event a pursuit is initiated by an unmarked police vehicle, the officer will relinquish his/her involvement in the pursuit at the first available opportunity to marked police vehicles.

4.2 Units transporting prisoners shall not engage in pursuit activities, including initiation of pursuits.

5. VEHICLE OPERATIONS AND TACTICS – Emergency vehicles in a pursuit shall comply with procedures as prescribed in the Police Vehicle Operations SOG Section III in addition to the following:

5.1 Controlled Access Highways – Officers shall not pursue suspects the wrong way on interstate, controlled access highways, or divided roadways. Officers may proceed on a parallel course.

5.2 Caravanning – No more than two police vehicles will become actively involved in a pursuit (Code 3 response) unless specifically directed to by a field supervisor or a commanding officer.

5.3 Shadowing or taking a parallel course by officers not directly involved in the pursuit is prohibited.

5.4 Passing – There shall be no attempt to pass other units involved in a pursuit unless the passing officer receives permission from the primary unit or is directed to do so by a field supervisor or commanding officer.

5.5 Controlled Tire Deflation Systems

5.5.1 This device can be used to stop or slow a fleeing vehicle by the controlled deflation of the tires.

5.5.2 Use of the controlled tire deflating system must be authorized and cancelled by a supervisor or commanding officer, and the following criteria must be met:

5.5.2(a) The primary unit in the pursuit has not lost sight of the fleeing vehicle, and

5.5.2(b) The person fleeing is suspected of committing or attempting to commit a violent felony; or

5.5.2(c) The person fleeing is suspected of DWI and is presenting an imminent danger;

5.6 Ramming

5.6.1 Ramming the suspect vehicle is defined as a use of the police vehicle as a weapon and shall be authorized only when the use of deadly force is justified.

5.6.2 Employees shall consider the following in making the above authorization:

5.6.2(a) Installed air bags may inflate making vehicles inoperable or uncontrollable.

5.6.2(b) The maneuver can be done with reasonable safety for everyone involved.

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- 5.6.2(c) The suspect is creating an immediate danger to the community (DWI, wrong side of the road, etc.)
- 5.6.2(d) The maneuver can be done at a low speed.
- 5.7 Roadblocks – roadblocks must be authorized and canceled by a field supervisor or commanding officer, and the following criteria must be met:
  - 5.7.1 The person fleeing is suspected in the commission of a violent felony,
  - 5.7.2 The suspect is creating an immediate and continuing threat to life,
  - 5.7.3 Other methods of apprehension have failed,
  - 5.7.4 The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a complete stop,
  - 5.7.5 The roadway shall not be completely blocked unless the use of deadly force is authorized.
- 5.8 When possible and when time permits, the roadway should be cleared of other traffic before the above roadblock or forcible stopping techniques are used, the area chosen should be as level and straight as available, away from intersections, and a supervisor shall authorize the location and type of roadblock or forcible stopping planned.
- 5.9 Officers of this department may will receive training in forcible stopping and roadblock techniques in the Basic Academy. Officers who are provided spike strips will receive training at the time of issuance.

6. PURSUIT PROCEDURES, DUTIES AND RESPONSIBILITIES

- 6.1 Primary Unit
  - 6.1.1 Upon initiation of a pursuit, the primary unit will relay the following to RCD:
    - 6.1.1(a) Location, speed, and direction of travel
    - 6.1.1(b) Information on suspect vehicle and occupants
    - 6.1.1(c) Reason for pursuit
  - 6.1.2 The primary unit will continuously update RCD when factors of the pursuit change. (This responsibility may be delegated to the secondary unit.)
- 6.2 Secondary Unit
  - 6.2.1 The purpose of the secondary unit is to provide immediate back-up protection to the primary unit and the ability to continue the pursuit in the event of loss of the primary as a result of a motor vehicle accident, mechanical failure, or other problems.
  - 6.2.2 The secondary unit shall be a marked police vehicle unless such a vehicle is not available. Secondary units must conform to the definition of emergency vehicle. (Section II)
  - 6.2.3 Secondary unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving.
- 6.3 Rogers Central Dispatch (RCD)
  - 6.3.1 Immediately upon notification of a pursuit in progress, RCD will:
    - 6.3.1(a) Clear the channel on which the primary unit is operating for pursuit traffic only. All other radio traffic, including other related emergency traffic, will be conducted on an alternative channel.
    - 6.3.1(b) Notify the Shift Commander of the pursuit.

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- 6.3.1(c) Notify the primary unit's supervisor.
  - 6.3.1(d) Assign a new primary unit, if requested.
  - 6.3.1(e) Assign a secondary unit.
  - 6.3.1(f) Notify concurrent and neighboring agencies, where practical and prudent, when it is determined that the pursuit may extend into their jurisdiction and specify whether their support and involvement is requested.
  - 6.3.2 During the pursuit, RCD will assume the following duties:
    - 6.3.2(a) Monitor all radio traffic and relay information to the units involved in the pursuit and the supervisor until the pursuit is terminated.
    - 6.3.2(b) Perform relevant records and motor vehicle checks.
    - 6.3.2(c) Coordinate assistance under the direction of the field supervisor or commanding officer.
  - 6.3.3 Dispatchers and other RCD personnel do not have the authority to terminate a pursuit; however they have the responsibility of relaying information of which they are aware that may affect any decision to terminate or continue a pursuit.
- 6.4 Field Supervisor
- 6.4.1 Immediately upon notification of the pursuit, the field supervisor will:
    - 6.4.1(a) Insure that the radio channel is cleared for emergency traffic only.
    - 6.4.1(b) Insure that no more than the required/necessary units are involved.
    - 6.4.1(c) Verify that only marked patrol units are in pursuit or that proper units are enroute to take over the pursuit.
  - 6.4.2 The field supervisor will direct the pursuit, approve alternative tactics and maintain control until the pursuit is terminated.
  - 6.4.3 Upon termination of the pursuit, the field supervisor shall proceed to the termination point to provide necessary supervision.
- 6.5 Commanding Officer – The on-duty Shift Commander shall assume overall command of the pursuit.

## 7. PURSUITS INTO OTHER JURISDICTIONS

- 7.1 Authority
- 7.1.1 **A.C.A. 16-81-301** authorizes Rogers Police Officers in fresh pursuit of a person who is reasonably believed to have committed a felony in this state or has committed or attempted to commit any criminal offense in this state in the presence of an officer or for whom the officer holds a warrant of arrest for a criminal offense, shall have the authority to arrest and hold in custody such a person anywhere in this state. In all cases, the pursuit must have been initiated within the Rogers City Limit.
  - 7.1.2 In cases where the local law enforcement authorities wish to take custody of the suspect for charges that they might have, it would generally be appropriate to release the suspect in their custody rather than return the suspect to Rogers.
  - 7.1.3 A pursuit beyond the city limit of Rogers will not relieve the pursuing officer, field supervisor, or commanding officer of the responsibility of conducting, terminating, or reporting a pursuit as set forth in this or any other SOG.

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- 7.2 Procedures
  - 7.2.1 Upon leaving the city limit of Rogers, the primary unit shall notify the dispatcher.
  - 7.2.2 RCD shall immediately notify the field supervisor that the pursuit is proceeding outside the city and establish contact with law enforcement agencies that have jurisdiction in the area of the pursuit.
  - 7.2.3 Pursuits that continue outside the city must be authorized by and may be terminated by the field supervisor or the commanding officer.
  - 7.2.4 Continued Pursuit
    - 7.2.4(a) Upon approval of the pursuit, the dispatcher shall immediately notify the primary unit and continue to relay information between all units and agencies involved in the pursuit.
    - 7.2.4(b) The field supervisor should request assistance from the assisting agency if practical through RCD.
    - 7.2.4(c) The field supervisor will closely monitor the pursuit and coordinate operations with other law enforcement agencies through the dispatcher.
    - 7.2.4(d) As soon as practical, the primary unit will allow any assisting agency's unit to become the primary unit and will then become the secondary unit.
    - 7.2.4(e) If the assisting agency responds with a secondary unit, the Rogers secondary unit will discontinue pursuit. The Rogers primary unit may continue in a non-emergency mode to the point of termination at the discretion of a field supervisor.
    - 7.2.4(f) For the purpose of this policy, a maximum of two units are authorized in pursuit situations unless approved by a field supervisor or commanding officer.
    - 7.2.4(g) In the event of capture of the suspect, the field supervisor will proceed to the termination point, if practical, and insure that Rogers units and any assisting agency receives information and additional assistance that may be needed.

8. PURSUITS INTO THIS JURISDICTION FROM ANOTHER JURISDICTION

- 8.1 Officers of this department may assist in the pursuit at the request of the originating agency.
- 8.2 The field supervisor will immediately approve or deny assistance. If approved, the field supervisor will insure that an approved pursuit is conducted using the guidelines established in the department's pursuit procedures insofar as practical.
  - 8.2.1 At a minimum, the deployment of Controlled Tire Deflating Systems may be authorized to assist outside agencies even if the pursuit does not meet department guidelines for active participation.
- 8.3 The dispatcher will assign Rogers units as directed by the field supervisor or commanding officer.
- 8.4 RCD will maintain contact with the agency initiating the pursuit and will relay information between both agencies.

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9. REPORTING

A report shall be completed (RPD Form #09-OP-0130) any time a pursuit is initiated by this department. The report shall also document any roadblock or forcible stopping techniques used, even if the roadblock or forcible stopping technique was employed as a result of a pursuit conducted by another agency.

9.1 Initiating Officer

9.1.1 The initiating officer will prepare the original report regarding the pursuit and insure the following details are included:

- 9.1.1(a) Weather conditions;
- 9.1.1(b) Reason for pursuit;
- 9.1.1(c) Detailed information of route taken, including speeds attained and all traffic violations committed by the suspect during the pursuit;
- 9.1.1(d) Suspect vehicle description;
- 9.1.1(e) Identification of all occupants of suspect vehicle, if available;
- 9.1.1(f) Final disposition of pursuit and charges for which suspect was arrested
- 9.1.1(g) The initiating officer shall complete a Rogers Police Department Pursuit Report and turn it in to his supervisor with all other reports regarding the pursuit

9.2 Any officer participating in or having additional information regarding the pursuit will complete a supplemental report. This will specifically include any roadblock or forcible stopping technique employed by any Rogers police officer.

9.3 Field Supervisor

- 9.3.1 The field supervisor will insure that a complaint report and any supplement reports are made of the pursuit by all officers involved.
- 9.3.2 The field supervisor will complete a detailed written evaluation of the pursuit.
- 9.3.3 The field supervisor shall insure that a completed Pursuit Report Form, along with all related reports, is forwarded through the chain of command.
- 9.3.4 The field supervisor will explain the justification for the initiation and continuation or the termination of each pursuit in his evaluation.

9.4 An administrative review will be conducted of each pursuit. The Office of Professional Standards will assign a tracking number, initiate a case file and forward for review any recommendations through the chain of command. The completed file will be maintained by the Office of Professional Standards.

10. FILE FORMAT

10.1 Upon notification of a pursuit, the field supervisor shall initiate documentation via the BlueTeam System.

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- 10.2 The BlueTeam file shall contain the following:
  - 10.2.1 Field Supervisor's evaluation;
  - 10.2.2 Complaint report;
  - 10.2.3 Arrest report (if any);
  - 10.2.4 Medical treatment information;
  - 10.2.5 Computer printout of suspect's arrest record; and
  - 10.2.6 Copies of the proper worker's compensation forms in the event injury has occurred to and involved officer or employee.
  - 10.2.7 Pursuit Report Form
  - 10.2.8 Any photographs or audio/video media will be attached to the BlueTeam file.
  
- 10.3 The field supervisor will insure that a complaint report and any supplement reports are made of the pursuit by all officers involved.

11. ANNUAL ANALYSIS

The Office of Professional Standards will conduct an annual, documented analysis of pursuits, roadblocks, and forcible stopping incidents, paying particular attention to any patterns or trends that indicate training needs and/or policy modifications as approved by the Chief.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Use of Police Service Dogs</b>		
<b>NUMBER</b>	<b>401.5</b>	<b>EFFECTIVE DATE</b>	<b>July 1, 2009</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<b>April 14, 2026</b>
<b>Replaces G.O.</b>	<b>50.10</b>	<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

It is the policy of this department to use Police Service Dog teams to provide specialized services to support the mission, goals and objectives of The Rogers Police Department. Because of a Police Service Dog's superior sense of smell, hearing, natural agility and potential aggressiveness, the trained law enforcement canine is a valuable supplement to police manpower. These activities shall be guided by procedures that effectively accomplish the prevention, control and detection of criminal activity using legal and tactically sound methodology.

### II. Definitions

**PSD** – Police Service Dog(s)

**PSD Team** - any officer handler and his assigned police canine.

**Deployment** - When a handler makes use of the assigned dog on duty in an official capacity.

**Engage** – PSD Bite

### III. Procedure

#### 1. PSD UTILIZATION

- 1.1 PSD Team (s) are available on a twenty-four (24) hour, on-call basis to conduct building searches for offenders in hiding; assist in the arrest or prevent the escape of serious or violent offenders; protect officers or others from death or serious injury; track suspects, or locate lost or missing persons, hidden instruments of a crime; and detect the presence of concealed narcotics.
- 1.2 PSD Team(s) should not be used to respond to minor complaints but may engage in assignments not listed here with the approval of the shift commander.
- 1.3 PSD handlers are responsible to determine whether a situation justifies PSD use and the appropriate tactical measure that should be taken.

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- 1.4 PSD's shall not be handled or given commands by anyone other than the assigned handler. Should the assigned handler be injured or otherwise unable to command the canine, another canine handler or others as designated shall be contacted for assistance.
- 1.5 Call out requests for PSD Team assistance shall be made by patrol officers through their immediate supervisor to Rogers Central Dispatch (RCD). RCD personnel shall forward requisite information concerning the incident to the available or on-call canine handler.
- 1.6 The on-call PSD Team shall make every effort to be in service within a 15 minute dispatch time. Once the team has checked in service, the shift supervisor shall be contacted and will provide the PSD Team with instructions on where to report.
- 1.7 Supervision
  - 1.7.1 While on regular duty, the PSD team will report to the shift commander.
  - 1.7.2 When the PSD Team is called out, the shift commander in charge of the respective shift will be responsible for the PSD Team.

2. OPERATIONS

- 2.1 Searches
  - 2.1.1 One fundamental use of PSD Teams is locating suspects in buildings or similar structures where searches by officers would pose an unnecessary risk. These searches shall be governed by the following:
    - 2.1.1(a) The building perimeter shall be secured by patrol officers.
    - 2.1.1(b) Whenever possible, the building owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the buildings layout.
    - 2.1.1(c) When a PSD building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the PSD's ability to discriminate scents.
  - 2.1.2 The supervisor on the scene shall also take the following steps in preparation for the canine search:
    - 2.1.2(a) Evacuate all tenants, workers, or others from the facility.
    - 2.1.2(b) Request that all air conditioning, heating, or other air blowing system be shut off so as not to interfere with the PSD's ability to track.
  - 2.1.3 Upon entrance to the building, all exits should be secured, and communication limited to those of a tactical nature.
  - 2.1.4 The PSD should be unleashed during the building search unless there is an imminent risk of injury to innocent persons within the facility.
  - 2.1.5 The PSD should not be used to search facilities that contain substances potentially harmful to the animal unless an overriding risk to human life exists.

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- 2.1.6 Before commencing the search:
    - 2.1.6(a) Three (3) verbal warnings shall be given. The handler or other appropriate personnel shall loudly announce and repeat the statement that there are police officers on the premises and that a trained police canine will be released if the individual does not surrender.
    - 2.1.6(b) A reasonable amount of time shall be allowed for the suspect to respond.
    - 2.1.6(c) This warning shall be repeated as necessary in large buildings and on each level of all multi-level structures.
    - 2.1.6(d) The verbiage used in all warnings given shall be documented in each Report.
  - 2.1.7 When apprehending suspects in these or related circumstances, the PSD shall be commanded to disengage as soon as a suspect is subdued or readily complies with officers' directions.
  - 2.1.8 Arrestees shall not be transported in the same vehicle with a PSD.
- 2.2 Crowd Control
- 2.2.1 PSD Teams shall not be used for crowd control at peaceful demonstrations.
  - 2.2.2 PSD Teams may be used for crowd control upon approval of the shift commander to protect life or property during a riot or other major unauthorized gathering that cannot be controlled by other means. In these situations, the PSD shall:
    - 2.2.2(a) Be short leashed at all times unless no other means are available to protect an individual from serious injury and,
    - 2.2.2(b) Not initiate any offensive action, unless to guard against imminent loss of life or serious bodily injury.
- 2.3 Drug Detection
- 2.3.1 Use of the PSD in drug detection capacity is authorized in the following situations and under the following conditions:
  - 2.3.2 Random exploratory sniffing of luggage, packages, or other inanimate objects may be conducted in public facilities such as airports or bus stations as authorized by the shift commander or division commander.
    - 2.3.2(a) Exploratory sniffing in these facilities, shall be conducted with advance knowledge and consent of the appropriate facility manager.
    - 2.3.2(b) Exploratory sniffing shall be conducted without interference or annoyance to the public or interruption of facility operations.
  - 2.3.3 Field officers may detain specific checked luggage or related items for purposes of requesting a PSD sniff if reasonable suspicion exists, but may not detain the items so long as to interfere with the owner's scheduled travel.
    - 2.3.3(a) When a PSD Handler calls an alert to luggage or related items, in this or other circumstances, a warrant or consent to search must be obtained before it is opened unless extenuating circumstances exist to conduct an onsite search.

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- 2.3.4 Sniffing of an individual's person is permitted in all circumstances only when there is reasonable suspicion to believe that the individual is in possession of illegal narcotics.
  - 2.3.5 Sniffs of the exterior of residences, either individual dwellings or the common areas of multiple unit dwellings, are not permitted without a search warrant.
  - 2.3.6 Searches using a PSD in common or public areas of a hotel / motel may be conducted without a search warrant.
  - 2.3.7 Exploratory sniffing of the exterior of rental storage units is permissible with the request of the business owner and approval of the shift commander.
- 2.4 PSD use in schools
- 2.4.1 The use of a PSD in public schools is permitted only when the school's principal or designated authority requests or approves use of the PSD, or
  - 2.4.2 There is reasonable suspicion to believe that illegal narcotics are being distributed and/or consumed on the premises such that the interest of the school are being unacceptably compromised; and,
    - 2.4.2(a) The search is limited to inanimate objects in public areas and the exterior of student lockers unless reasonable suspicion exists to gain admission to lockers and related areas where there is a reasonable expectation of privacy.
- 2.5 Motor Vehicles
- 2.5.1 The PSD may be used to sniff if reasonable suspicion exists to believe that the operator or passengers of a vehicle are in possession of illegal narcotics; or
  - 2.5.2 During a valid vehicle stop, the PSD is used to sniff the vehicles exterior in an exploratory manner. Unless an alert is called to the vehicle, the operator may not be detained longer than necessary to conclude the business associated with the initial stop.
- 2.6 Pursuit and capture
- 2.6.1 The pursuit involves the releasing of the PSD for the actual chase of the fleeing suspect. Any avenue of escape can be covered by the PSD while attempting to arrest or capture a fleeing suspect. Factors to consider when releasing a PSD to pursue a fleeing suspect:
    - 2.6.1(a) The severity of the crime.
    - 2.6.1(b) Whether the suspect poses an immediate threat to the safety of officers or others; and
    - 2.6.1(c) Whether the suspect is actively resisting arrest or attempting to evade arrest.
    - 2.6.1(d) The PSD shall not be deployed to apprehend non-violent misdemeanor suspects that pose no risk as described in this section.
- 2.7 Tracking
- 2.7.1 The PSD is available to track missing persons or suspects, or to locate evidence that the supervisor has reason to believe has been abandoned or hidden in a specific open area. Such searches are subject to the following conditions and limitations:

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- 2.7.2 When officers are pursuing suspects and contact with the suspect is lost, the officer, prior to sending a PSD Team, shall:
    - 2.7.2(a) Stop and pinpoint the location where the suspect was last seen;
    - 2.7.2(b) Shut off engines of vehicles in the area if possible; and,
    - 2.7.2(c) Avoid vehicle or foot movement in the area where the suspect or subject was last seen.
  - 2.7.3 A PSD used for tracking purposes should remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the PSD's tracking abilities.
  - 2.7.4 PSD Teams should not normally be used to locate small children unless there is reasonable suspicion of foul play or a belief that serious bodily injury or death will occur if the child is not located expeditiously. When the use of a canine is deemed necessary, the associated possibility of risk to the subject of the search shall be explained to the parents or next of kin and their approval obtained to use the canine. This consent shall be given in writing and documented in an incident report.
  - 2.7.5 PSD Teams should not be used to engage anyone suspected to be under the influence of drugs or alcohol if no other crime is involved, or the mentally disturbed if no crime is involved.
  - 2.7.6 On scene supervisory personnel shall:
    - 2.7.6(a) Secure the perimeter of the area to be searched and;
    - 2.7.6(b) Secure the integrity of the area to be searched by keeping all personnel out of the area.
- 2.8 Outside jurisdictional assistance requests
- 2.8.1 Request for assistance from outside agencies will be directed to the shift commander before assistance is provided. In cases where the PSD Team is sent outside jurisdiction of the Rogers Police Department, the shift commander and PSD handler should determine the need for any additional responding personnel.
  - 2.8.2 When such assistance is granted, the shift commander is authorized to call the PSD Team back to this jurisdiction at any time if the need should arise or the period of usage is unreasonably long and impedes or jeopardizes the scheduling on RPD personnel.

### 3. CARE AND MAINTENANCE

- 3.1 The PSD shall not be used for breeding, participating in shows, field trials, exhibitions, or other demonstrations, for off-duty or secondary employment unless authorized by the Chief of Police.
- 3.2 PSD handlers are personally responsible for the daily care and feeding of the animal to include:
  - 3.2.1 Maintenance and cleaning of the kennel and yard area where the canine is housed;
  - 3.2.2 Provision of food, water, and general diet maintenance as prescribed by the departmentally authorized veterinarian;
  - 3.2.3 Grooming on a daily basis, or more often as required by weather, work conditions, or other factors;

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- 3.2.4 Daily exercise (The PSD is not permitted to run at large); and,
  - 3.2.5 General medical attention as needed and maintenance of health care records.
- 3.3 When the handler is unable to perform these and related duties due to injury, illness or leave, another PSD handler or a designee may be assigned to temporarily care for the PSD or the PSD may be housed in a departmentally approved kennel when the handler is unavailable.
  - 3.4 Teasing, agitating, or rough housing with a PSD is strictly prohibited unless performed as part of a training exercise.
  - 3.5 Handlers shall not permit anyone to pet or hug their PSD without their prior permission and immediate supervision.
  - 3.6 In order to avoid accidents from improper handling while at his home, the handler shall not permit his PSD to be in or around members of his family or household guests unless under his direct supervision. The department will make both indoor and outdoor housing available to assist with this directive. The PSD shall be confined to the indoor or outdoor housing unless under the handler's direct supervision.
  - 3.7 A PSD handler may apply to take possession of his PSD where:
    - 3.7.1 The dog is retired from duty or relieved due to age, illness, or injury; or,
    - 3.7.2 The handler is transferred, promoted, or retires and a decision is made not to retrain the dog for another handler.
  - 3.8 PSD handlers will be compensated with one half hour of overtime on a daily basis for the routine care and maintenance of their PSD.
4. USE OF FORCE
- 4.1 Use of the specially trained PSD for law enforcement responsibilities constitutes a real or implied use of force. In this, as in other cases, officers may only use that degree of force that reasonably appears necessary to apprehend or secure a suspect as governed by the department's SOG 103.5 Use of Force. In all instances where a canine is deployed in a tactical situation, a K9 Deployment Report shall be submitted. Whenever a PSD engages an individual, whether or not in the line of duty, the handler shall:
    - 4.1.1 Summon a supervisor to the scene;
    - 4.1.2 Examine the affected area to determine the seriousness of the injury;
    - 4.1.3 Obtain medical treatment for the person. Medical personnel should examine the affected area respective of the perceived seriousness of the injury;
    - 4.1.4 Take color photographs of the affected area if possible following medical treatment; and,

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4.1.5 Complete a resistance control form whenever it has been alleged the PSD has engaged or otherwise injured an individual. The report must detail the circumstances surrounding the incident, the identity of the individual involved, any witnesses, the extent of injuries if known, and measures taken in response to the incident. The original report shall be filed in accordance with the department's SOG 103.5 Resistance Response.

## 5. PSD HANDLER SELECTION

- 5.1 Applicants for the PSD Team must have:
- 5.1.1 Completed their probationary period in the Operations Division with satisfactory performance.
  - 5.1.2 A willingness to remain with the unit for at least five (5) years.
  - 5.1.3 A willingness (together with other family members) to care for and house the PSD at the officer's residence with a secure outdoor area for the canine that conforms to the departmental requirements.
  - 5.1.4 A strong desire to work with the PSD and willingness to care for and train the animal.
  - 5.1.5 The criteria for selecting PSD handlers will include, but is not limited to:
    - \* Patrol statistics
    - \* Proactivity
    - \* Overall work performance
    - \* No major disciplinary action within the last twelve months
- 5.2 The Uniform Operations Division Commander shall be responsible for selection of PSD handlers in accordance with established departmental procedures.
- 5.3 PSD handlers will be sent for initial training to a nationally recognized K9 training provider. The training provider will be tasked with selecting and pairing the PSD to each PSD handler based off of their evaluation and expertise. The Uniform Operations Commander shall give final approval for each PSD.

## 6. TRAINING

- 6.1 New PSD handlers must complete a minimum of 80 hours PSD handler training and successfully meet all course requirements. The course will cover handler protection, obedience, tracking, and drug detection. PSD Teams are required to re-certify on an annual basis.
- 6.1.1 Training hours may be adjusted as recommended by PSD vendor or with consideration of previous experience.
- 6.2 All PSD related training shall be documented. All original training reports shall be forwarded to a supervisor for approval and then retained in the PSD training room.
- 6.3 PSD handler is required to demonstrate proficiency to the Uniform Operations Division Commander annually. National Narcotic Detector Dog Association certification standards will be used as a guide.

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6.4 The PSD handler will be responsible for scheduling and documenting weekly training.

6.5 PSD handlers will train a minimum of 16 hours per month.

7. DRUG TRAINING AIDS

7.1 The Chief of Police shall be responsible for acquisition of drug training aids and shall ensure the unit's DEA drug acquisition number remains current.

7.2 The amounts, procurement and storage procedures, and disposal procedures will be followed as set forth by DEA.

7.3 When drug-training aids are received, substances may be packaged in individual packets by varying weights by Uniform Operations Division Commander and PSD Handlers.

7.4 Training aids for PSD drug detection are separated in airtight containers and marked as the following:

- 7.4.1 MJ (marijuana)
- 7.4.2 CO (cocaine)
- 7.4.3 HE (heroin)
- 7.4.4 ME (methamphetamine)
- 7.4.5 MDMA (Ecstasy)

7.5 PSD handlers will fill out the narcotics control log when checking out and when returning the training aids.

7.6 Quantities and type of each training aid checked out, the date, time and officer's initials shall be documented in the narcotics control log for each transaction.

7.7 Each PSD handler is solely responsible for the accountability of the drug training aids checked out by him/her.

7.8 The Office of Professional Standards will conduct an audit of drug-training aids monthly and record in the narcotics control log.

7.9 In the event a container of drugs or any portion thereof is damaged or lost, the officer checking out the container will:

- 7.9.1 Contact an on-duty supervisor
- 7.9.2 Complete an IDC including the following:
  - 7.9.2(a) Name of people involved
  - 7.9.2(b) Name of canine involved
  - 7.9.2(c) Location where occurred
  - 7.9.2(d) Type of drugs involved
  - 7.9.2(e) Check-out weight of the damaged package
  - 7.9.2(f) Check-in weight of the damaged package
  - 7.9.2(g) Complete details of the incident

7.10 When PSD training aids have served their purpose (i.e., become damaged, wet, aged), they will be submitted to the property room for destruction. The proper reports for entering items for destruction to the property room will be

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filled out. The DEA will be notified in writing of what has been destroyed and that they are no longer in the PSD training aid inventory.

8. PUBLIC RELATIONS EXHIBITIONS

- 8.1 The PSD can be a valuable tool in public relations. When a request is made to have a PSD perform in an exhibition or other public demonstration, the PSD handler must receive prior authorization from the Chief of Police or his designee.
- 8.2 The PSD handler shall provide to the Chief of Police or designee the name of the person making the request, the location of the demonstration, the specific date and time of the demonstration, and may have available a qualified assistant who can assist the PSD Team if needed.

9. REPORT WRITING PROCEDURES

- 9.1 No portion of this section shall conflict with established report writing directives.
- 9.2 PSD handlers will document all deployments in an incident or case report. These reports will be forwarded to a supervisor for approval and retained in the Records Unit.
- 9.3 PSD handlers will complete monthly PSD Training and Activity Records. These forms will document satisfactory / unsatisfactory performance of the PSD. These forms will be maintained by the department's PSD lead handler.

10. REQUIRED EQUIPMENT

10.1 PSD handlers will be provided the following equipment at a minimum:

- 10.1.1 Muzzle
- 10.1.2 Collar
- 10.1.3 Prong collar
- 10.1.4 6-10' leash
- 10.1.5 15-50' leash
- 10.1.6 Tracking harness
- 10.1.7 Reward
- 10.1.8 Home kennel/crate
- 10.1.9 Arm sleeve (apprehension and recovery for handler)

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Active Threats</b>		
<b>NUMBER</b>	<b>409.7</b>	<b>EFFECTIVE DATE</b>	<b>October 11, 2016</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<del>March 10, 2020</del> <b>April 14, 2026</b>
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<del>March 10, 2020</del> <b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Hayes</b> <del>Minor</del> <u><b>Jonathan Best</b></u>	<b>CALEA STANDARDS</b>	

### I. Policy

Situations involving active threats are serious in nature and can occur in any environment. This may include such settings as educational campuses, malls, businesses, special events, and the general workplace. The Rogers Police Department is committed to responding to active threats and to eliminating them as quickly as possible. These are situations that require immediate deployment and rapid intervention of patrol personnel prior to the arrival of any secondary units.

### II. Definitions

**Active Threat** - For the purposes of this policy, an active threat is defined as any deliberate incident that poses an immediate or imminent danger to others. Although these events often involve the use of firearms by perpetrators, they may also involve the use of other types of weapons or implements with the intent to cause harm.

### III. Procedure

#### 1. RESPONSE TO THREATS WHEN LIVES ARE IN IMMEDIATE DANGER

- 1.1 Response will be immediate to an active threat when an event is on-going and the suspect(s) are actively engaged in causing death or serious bodily injury. These situations include, but are not limited to:
  - 1.1.1 An active shooter;
  - 1.1.2 An attack with edged weapon(s);
- 1.2 Responding officers should quickly assess and respond to the situation as follows:
  - 1.2.1 Gather information as rapidly as possible utilizing dispatched information, working with other observers, and from personal observation;

- 1.2.2 The first responding officers should form a contact team, unless a single officer arrives and it is impractical to wait for a secondary officer(s), and immediately move towards any known suspects and:
    - 1.2.2(a) Continue past victim(s) to confront any active suspect(s);
    - 1.2.2(b) Continue past an unexploded device(s);
    - 1.2.2(c) Communicate progress to other responders;
    - 1.2.2(d) Contain, control, and arrest.
  - 1.3 After the contact team deploys, the next arriving personnel should establish a stationary command post, if possible, in order to work with other personnel:
    - 1.3.1 Begin directing information to establish public notifications and to establish containment;
    - 1.3.2 Begin establishing and deploying rescue teams.
2. PUBLIC NOTIFICATIONS FOR AWARENESS AND SAFETY
- 2.1 During an active threat, supervisors shall determine if public notification in the form of an emergency message is required for the awareness and safety of the public:
    - 2.1.1 An emergency message may be directed during an active threat by any sworn supervisor or by any dispatch supervisor;
    - 2.1.2 Supervisors may initiate an emergency notification to the public in person, by utilizing the news media, or by utilizing the Benton County Alert (BC Alert), or any combination of these methods;
    - 2.1.3 When the BC Alert system is used, dispatch protocols will be followed in order that a systematic message is generated.
    - 2.1.4 Sworn officers and dispatchers will assist as necessary with making required notifications.
3. NOTIFICATION OF ADDITIONAL PUBLIC SAFETY DEPARTMENTS AND OTHER RESOURCES
- 3.1 During an active threat, supervisors shall determine what notifications need to be made to additional public safety departments and other resources. All information for additional notifications should be channeled through dispatch.
  - 3.2 Dispatch will maintain emergency contact lists of a variety of additional resources.
  - 3.3 Supervisors should make notifications to the following entities during an active threat as needed:
    - 3.3.1 EMS;
    - 3.3.2 Rogers Fire Department;
    - 3.3.3 Rogers Police SWAT;
    - 3.3.4 Rogers Police CNT;
    - 3.3.5 Rogers Police Department PIO;
    - 3.3.6 Rogers Police CID;
    - 3.3.7 Benton County Emergency Manager;
    - 3.3.8 HAZMAT resources as needed;
    - 3.3.9 Neighboring police agencies;
    - 3.3.10 Other entities as required.
  - 3.4 Notifications will primarily be made through dispatch utilizing dispatch protocols where applicable.

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4. CONTAINMENT OF THE INCIDENT

- 4.1 As the incident permits, sworn supervisors will ensure containment of the incident to prevent anyone from leaving or entering the perimeter.
- 4.2 Supervisors will ensure officers are assigned positions of observation where they can control the entrance(s) and exit(s).
- 4.3 Officers positioned to maintain the perimeter should focus on the following:
  - 4.3.1 Preventing suspects from leaving;
  - 4.3.2 Prevention of additional suspects or bystanders from entering the perimeter;
  - 4.3.3 Providing cover for incident personnel;
  - 4.3.4 Diverting vehicle traffic from the perimeter;
  - 4.3.5 Reporting observations that are key to terminating the active threat and for the investigation.

5. PUBLIC SHELTERING

- 5.1 Sheltering needs have the potential to arise during an active threat.
- 5.2 When sheltering is required, dispatch will utilize the Active Assailant Protocol.

6. DOCUMENTED ANNUAL REVIEW OF POLICY AND TRAINING NEEDS

- 6.1 The Uniformed Operations Captain will be assigned to conduct an annual review of policy and training needs related to Active Threat Response and will file the review with the Chief of Police.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Audio/Video Recorded Evidence</b>		
<b>NUMBER</b>	<b>413.2</b>	<b>EFFECTIVE DATE</b>	<b>July 1, 2009</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<b>June 25, 2024</b>
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<del>June 25, 2024</del> <b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

Audio and video recording equipment may be used to record suspect interviews, confessions, victim, and witness statements. They may also be used to document covert, investigative, tactical, and other operations.

### II. Procedure

#### 1. SELECTIVE VERSUS NON-SELECTIVE RECORDING

- 1.1 All statements made at the Rogers Police Department by suspects of a felony offense shall be audio and/or video recorded.
- 1.2 Whenever possible, all statements by suspects of a felony offense conducted at a location other than the Rogers Police Department shall be recorded with the In-Car Mobile Video Recorder, Body worn camera or other department owned audio and/or video recording device.

#### 2. OPERATING INSTRUCTIONS

- 2.1 Audio and video equipment should be tested prior to use to determine if it is working properly.
- 2.2 If the recording equipment is intentionally deactivated during use, the reason for the interruption should be properly documented.
- 2.3 Officers shall not erase or in any other manner alter recordings that have evidentiary value.
- 2.4 When possible, a date/time stamp should be used as the recording is made.
- 2.5 All completed recordings shall be properly labeled and identified prior to submission as evidence.

2.6 All completed recordings should be reviewed to insure content prior to submission as evidence.

2.7 Each interview or incident shall constitute an independent recording. No two interviews should be submitted as evidence on one recording.

3. RECORDING CONTROL AND MANAGEMENT

3.1 Recordings containing evidentiary information, whether inculpatory or exculpatory, shall be safeguarded as all other forms of evidence.

3.2 The chain of evidence shall be maintained as per SOG 305.1 Property Room/Evidence Procedures.

3.3 Duplicate recordings may be made for the prosecuting attorney, defense attorney, and investigative agencies.

3.4 Duplicate recordings may be released to the media with the approval of the Chief of Police.

4. REPORTING

4.1 Officers shall indicate in applicable reports when audio/video recordings were made. Those reports should indicate the type of recording device used to make the recording.

5. EVIDENCE STORAGE

5.1 All audio/video recordings shall be stored ~~per Rogers Police Department policy concerning evidence storage~~ in [Evidence.com](https://evidence.com).

~~5.2 Audio/video recordings made using the Rogers Police Department DVR system will continue to be stored on a server. All other recordings will be stored in a manner consistent with S.O.G. 413.3 Mobile Video Recorder and 413.4 Body Worn Cameras.~~

5.32 Audio/video recordings produced on devices independently from the Rogers Police Department DVR system or [Evidence.com](https://evidence.com) ~~Unified Digital Evidence System~~ shall be uploaded into the digital evidence management system. If the digital evidence management system is unavailable, submitting digital evidence on a digital media device (CD, DVD, thumb drive, or external hard drive) is an acceptable alternative.

6. AUDIO/VIDEO RECORDING OF TEMPORARY DETENTION AREAS, INTERVIEW/ INTERROGATIONS ROOMS AND POLICE BUILDINGS

6.1 Audio and/or video recording systems are in use to document citizen interaction with department personnel and to maintain security for the buildings.

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- 6.2 The audio and video system shall not be used for indiscriminate review of recordings by staff.
  
- 6.3 The Support Services Commander shall have overall responsibility to insure the audio and video recording system is functioning properly.
  - 6.3.1 The Digital Video Recorders are designed to store recordings on a hard drive based on a first in, first out methodology and have sufficient hard drive space to store 90+ days of recordings.
  - 6.3.2 Permission to review these recordings shall be given by a command officer with proper documentation of the reason for the review.
  - 6.3.3 A log of these reviews shall be maintained to include the name of the person obtaining the recording for review.
  - 6.3.4 In the event of a noteworthy or significant event occurring in the coverage area, a commander or supervisor shall review the recording, copy the recording to an optical disk and document the circumstances in writing.
  - 6.3.5 The optical disk shall be secured following the same guidelines for handling recordings of evidentiary value.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Mobile Video Recorder</b>		
<b>NUMBER</b>	413.4	<b>EFFECTIVE DATE</b>	May 1, 2009
<b>Scheduled Review Date</b>	Annually beginning on January 1	<b>REVISED DATE</b>	October 20, 2025
<b>Replaces G.O.</b>	56	<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	Chief Jonathan Best	<b>CALEA STANDARDS</b>	

### I. Policy

Mobile video/audio recording (MVR) equipment has been demonstrated to be of significant value in the prosecution of traffic violations, narcotics interdiction, serious criminal offenses, protection of both officers and citizens in regards to allegations of civil rights violations, and in officer training and evaluation of performance. The technology application enhances this department’s ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, provide evidence for investigative purposes, identify training needs and provide supporting documentation and protection against frivolous complaints.

The proper, consistent and effective use of MVR will provide accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, and the collection of evidence and testimony in court. In order to maximize the value and utility of this equipment in these and other related areas, officers shall follow the procedures for MVR use as set forth in this policy.

### II. Definitions

**In-Car Camera System** - refers to department authorized equipment designed to record and capture both video and audio, which is designed to be installed in a vehicle.

**Mobile Video Recording (MVR)** - defined as any recorded media regardless of format which captures and records audio and/or video signals.

**Recorded Media** - refers to any media that captures and records audio and/or visual signals. This includes analog (VHS, HI 8mm, DVD, etc.) or digital (wavelet, JPEG, MPEG, etc.) media.

**Recording** – an authentic, unaltered, official copy of an event captured by a MVR system subsequently transferred by mechanical or electrical means to a recorded media for transporting or storing the recorded event.

~~Unified Digital Evidence~~ **Evidence.com** - refers to the video management software that is designed to operate the AXON BWC and MVR equipment settings and captured media.

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Livestream – AXON body cameras and the in-car camera system have the ability to livestream active cameras from remote locations.

### III. Procedure

#### 1. OPERATING PROCEDURES

1.1 Officers shall adhere to the following procedures when utilizing MVR equipment:

1.1.1 MVR equipment installed in vehicles is the responsibility of the officer assigned to that vehicle and will be maintained according to manufacturer's recommendations.

1.1.2 Officers shall ensure their MVR equipment is working satisfactorily at the beginning of each shift and shall advise their immediate supervisor of any operational problems prior to the unit being placed into service. The supervisor shall then make a determination regarding the status of the unit being placed into service.

1.1.3 The MVR and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment are the sole property of the Rogers Police Department. No officer shall copy any recording for personal use or share with unauthorized individuals.

1.1.4 MVR equipment shall be used only in conjunction with official law enforcement duties and not for personal use.

1.1.5 Tampering with or disabling MVR equipment, shielding, or taking any other action, which interferes with the proper operation of the MVR, hardware, or software is prohibited. Officers shall not attempt to edit, erase, delete, or alter MVR digital recordings in any manner.

1.1.6 All marked patrol vehicles and designated transport vehicles will be equipped with MVR equipment capable of recording through the front glass of the vehicle and the prisoner area of the vehicle if the vehicle is equipped to transport prisoners.

1.1.7 Each officer will ensure that:

1.1.7(a) He is properly logged into the MVR. In the event the log in malfunctions, the MVR system will still be used in accordance with departmental policy and a supervisor will be notified of the malfunction;

1.1.7(b) Individually-owned non-department issued USB drives are never to be placed into the MVR system;

1.1.7(c) The volume on personal electronic devices within the police vehicle such as AM/FM/Satellite Radios, iPods, CD players, cell phones, etc. is muted, disabled or turned off when the MVR system is activated;

1.1.7(d) The video camera is properly positioned to effectively record events;

~~1.1.7(e) The remote audio transmitter is functional, has adequate power, set to 'Stand-by', is synchronized with the recording equipment, and capable of remote activation of the system via the transmitter. The officer will wear and use the wireless transmitter at all times during his/her shift;~~

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~~1.1.7(f) The wireless microphone is activated in order to provide narrative consistent with the video recording.~~

2. TRAINING

- 2.1 The training unit shall be responsible for ensuring that users and supervisors are trained in the proficiency and use of the MVR.
- 2.2 The training unit will be responsible for maintaining a record of all MVR training conducted.
- 2.3 Officers or supervisors should notify the training unit in the event a digital recording may contain material that may be helpful in the training unit.

3. ACTIVATION

- 3.1 When possible, officers shall activate the MVR to record all contacts with citizens in the performance of official duties.
- 3.2 The MVR shall be activated in the following situations:
  - 3.2.1 Vehicle and pedestrian stops
  - 3.2.2 Consensual encounters
  - 3.2.3 DWI investigations
  - 3.2.4 Detentions and arrests
  - 3.2.5 Use of force incidents
  - 3.2.6 Searches of persons or property
  - 3.2.7 Transporting citizens or detainees
  - 3.2.8 K9 deployments
  - 3.2.9 Suspect/witness statements and interviews to include Miranda warnings when necessary
  - 3.2.10 Vehicle and foot pursuit
  - 3.2.11 Other incidents the officer reasonably believes should be recorded for Law Enforcement purposes
  - 3.2.12 Code 3 responses
  - 3.2.13 When directed by a supervisor
- 3.3 Officers should be cognizant of performing duties within the scope of the camera's field of view when possible. When it is feasible to do so, the camera should be turned to capture critical activities performed by the officers or actions / conduct of a suspect or suspects.
- 3.4 The MVR system is designed to record automatically whenever the system is triggered by any of the following:
  - 3.4.1 The manual activation button is depressed
  - 3.4.2 The officer's rifle or shotgun is removed from the vehicle's locked rack
  - 3.4.3 The vehicle's emergency lights and/or siren is activated
  - 3.4.4 The vehicle's G-force indicates the vehicle has been involved in a collision

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- 3.4.5 The vehicle's speed exceeds a pre-determined limit
- 3.4.6 The officer's BWC is activated and within range of MVR

4. DEACTIVATION/NON-ACTIVATION OF MVR EQUIPMENT

- 4.1 Officers shall not manually deactivate the MVR when in contact with a suspect or during an event where the use of the MVR equipment is required by this order. The intentional stopping of recording during such events or contacts may be cause for disciplinary action, unless directed to do so by a supervisor. Obstructing, shielding, or any act of interfering with the MVR equipment is not permitted.
- 4.2 Officers shall properly document any reason for deactivation by entering an audio explanation prior to deactivation. Officers shall also document the reason for deactivation in the CAD incident narrative or case report.
- 4.3 Employees of the Police Department are prohibited from surreptitiously recording fellow employees, through the use of any electronic surveillance device or system, including but not limited to the recording of sound or voice or a closed-circuit television system, or any combination thereof, unless specifically authorized by the Chief of Police.
- 4.4 During contact with an undercover officer or confidential informant.
- 4.5 Officers are not required to activate the MVR during non-law enforcement actions including, but not limited to, meal breaks, fueling, restroom breaks, report writing, etc.
- 4.6 Officers will note in all reports and citations that video and/or audio documentation was utilized and identify the DVR Unit used during the incident in question.

5. ACCESSING LIVESTREAM FEEDS

- 5.1 Sergeants and above can access a livestreaming body worn camera or in-car camera for any reason at any time.
  - 5.1.1 Sergeants and above are not required to notify an officer, CSO, neighborhood services officer or other body worn camera / in-car camera user of their intent to access the livestream.
- 5.2 Dispatch supervisors may access livestreaming body worn cameras / in-car cameras only when an officer safety situation arises or is imminently likely to arise.
  - 5.2.1 The use of livestream in-car video and body worn cameras shall be announced by dispatch prior to activation. Prior to livestream, dispatch personnel shall attempt to announce their intention to livestream on a police radio. Example: "Dispatch personnel are going live with body/car camera for unit 201".

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6. SUPERVISORY RESPONSIBILITIES

- 6.1 With respect to MVR technology and equipment, supervisory personnel shall:
  - 6.1.1 Ensure that each MVR-equipped officer follows established procedures for the use and maintenance of MVR equipment and the handling of video/audio recordings;
  - 6.1.2 On at least a monthly basis, personally review at least two recordings per officer on their respective squad to assist in periodic assessment of officer performance, determine whether MVR equipment is being fully and properly used and to identify material that may be appropriate for training; supervisors shall document the specific recording reviewed and the date the review was accomplished; using AXON software.
  - 6.1.3 Shall periodically inspect officer's MVR equipment to insure proper operation;
  - 6.1.4 Ensure that repairs and replacement of damaged or nonfunctional MVR equipment is accomplished expeditiously;

7. CATERGORIES AND RETENTION OF MVR DATA

- 7.1 Video management software (~~unified digital evidence~~ Evidence.com) that exports information from computer aided dispatch (CAD) and records management system (RMS) will be utilized to automatically tag most media. It will be the officer's responsibility to check and verify the files are categorized correctly.
- 7.2 Categories and associated retention rates shall be assigned as follows:
  - 7.2.1 MVR Tests - (30 days) – This category is for documenting the inspection and test of the body-worn camera. This category is also to be used for accidental activations of the MVR. Employees are required to manually tag these videos.
  - 7.2.2 Uncategorized – (Indefinite) – This is a default category for bodyworn camera videos that are not categorized by the integration with the computer-aided dispatching / record management system.
  - 7.2.3 No action - (270 days) - Incidents that do not result in police action, circumstances with no known criminal offense, or minor incidents where prosecution is not required.
  - 7.2.4 Training – (90 days) – This category is only for practical training exercises that need to be kept and documented for department training.
  - 7.2.5 Misdemeanor - (4 years) - All misdemeanor criminal investigations, reports and arrests and traffic citations.
  - 7.2.6 Death Investigation – (7 years) – All death investigations not categorized as homicides. Employees should document all death investigations in this category. Criminal Investigation Division supervisors will be responsible for tagging the videos in another category if appropriate.
  - 7.2.7 Felony - (7 years) - All felony criminal investigations, reports and arrests.

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- 7.2.8 Permanent - (Permanent) - Officer involved shootings, homicides and crimes of violence as defined by ACA 5-42-203. Supervisors in the Criminal Investigation Division and Administration will manually tag the officer involved shooting and homicide videos.
- 7.2.9 Restricted - (Indefinite) -Videos under administrative review. The Office of Professional Standards will manage videos in this category.

8. STORAGE AND MANAGEMENT

- 8.1 Original digital files from the MVR will be ~~downloaded-uploaded~~ and stored ~~on a designated network server or other electronic network storage~~ on Evidence.com.
- ~~8.2 Officers will make reasonable attempts to download video/audio files before the end of each shift.~~
- ~~8.32~~ The overall management of the MVR system will be the responsibility of the SSD Supervisor or designee.
  - 8.3.1 The SSD supervisor or designee will ensure that any MVR equipment or software issues that cannot be resolved by the officer or supervisor is handled accordingly.
- 8.43 The Chief of Police or his designee will establish permission levels for users in the video management software. Permission levels will be determined by the employee’s function within the department.
  - 8.43.1 Authorized users will keep their user name and passwords confidential.
- 8.54 Requests for deletion of accidental recordings must be submitted in writing and approved by the Chief of Police or designee. All requests shall be kept on file with the SSD supervisor for a period of 3 years.

9. RELEASE OF RECORDINGS

- 9.1 All recorded media is subject to discovery under the provisions of the Freedom of Information Act. Any requests by a citizen will be handled as a FOIA request per state statute. MVR media ~~may shall also~~ be redacted as required by state statute.
- 9.2 Unless for purposes of prosecution, recorded evidence shall only be released by the evidence room technician / supervisor at the direction of the Chief of Police, or the Division Commanders.
- 9.3 Prosecutors may be granted temporary access to the video management software by the SSD Captain or designee.
- ~~9.4 Officers who need a recording duplicated for investigations or training must make the request to the SSD supervisor. When possible, this request should be made at least 48 hours prior to the date the recording is needed.~~

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~~9.5 — Officers who need a recording duplicated for court must make the request to the Evidence Unit. When possible, this request should be made at least 48 hours prior to the date the recording is needed.~~

~~9.6 — When an officer has finished a court appearance the media file, if not retained by the court, will be returned to the property room for proper storage or disposal.~~

9.74 Recorded media may be released as authorized by the Chief of Police.

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# ROGERS POLICE DEPARTMENT

## POLICIES AND PROCEDURES

<b>SUBJECT</b>	<b>Body Worn Cameras</b>		
<b>NUMBER</b>	<b>413.5</b>	<b>EFFECTIVE DATE</b>	<b>February 14, 2023</b>
<b>Scheduled Review Date</b>	<b>Annually beginning on January 1</b>	<b>REVISED DATE</b>	<b>October 20, 2025</b>
<b>Replaces G.O.</b>		<b>APPROVAL DATE</b>	<b>April 14, 2026</b>
<b>APPROVED BY</b>	<b>Chief Jonathan Best</b>	<b>CALEA STANDARDS</b>	

### I. Policy

Body Worn Camera (BWC) equipment has been demonstrated to be of significant value in the prosecution of traffic violations, narcotics interdiction, serious criminal offenses, protection of both officers and citizens in regards to allegations of civil rights violations, and in officer training and evaluation of performance. The technology application enhances this department's ability to review probable cause for arrest, arrest procedures, officer and suspect interaction, provide evidence for investigative purposes, identify training needs and provide supporting documentation and protection against frivolous complaints.

The proper, consistent and effective use of BWC will provide accurate documentation of events, actions, conditions and statements made during arrests and critical incidents, so as to enhance officer reports, and the collection of evidence and testimony in court. In order to maximize the value and utility of this equipment in these and other related areas, officers shall follow the procedures for BWC use as set forth in this policy.

### II. Definitions

**Body Worn Camera (BWC)**- refers to department authorized equipment designed to record and capture both video and audio, which is designed to be worn on the officer's person.

~~Unified Digital Evidence~~ **Evidence.com** - refers to the video management software that is designed to operate the AXON BWC equipment settings and captured media.

**Mobile Video Recording (MVR)** - defined as any recorded media regardless of format which captures and records audio and/or video signals.

**Livestream** – AXON body cameras and the in-car camera system have the ability to livestream active cameras from remote locations.

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### III. Procedure

#### 1. OPERATIONAL PROCEDURES

- 1.1 Officers shall adhere to the following procedures when utilizing the BWC:
  - 1.1.1 BWC equipment shall be issued to all sworn personnel and Community Service Officers.
  - 1.1.2 Officers shall only use departmentally approved BWC equipment.
  - 1.1.3 Officers shall ensure their BWC equipment is working satisfactorily at the beginning of each shift, to include being fully charged, and shall advise their immediate supervisor of any operational problems prior to the unit being placed into service.
  - 1.1.4 The BWC shall be worn near the center of the officer's torso at approximately chest height. Considerations such as an officer's uniform limitations, height and/or body type may necessitate a slight off-center placement of their BWC to obtain the best field of view.
  - 1.1.5 The BWC and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment are the sole property of the Rogers Police Department. No officer shall copy any recording for personal use or share with unauthorized individuals.
  - 1.1.6 BWC equipment shall be used only in conjunction with official law enforcement duties and not for personal use.
  - 1.1.7 Tampering with or disabling BWC equipment, shielding, or taking any other action, which interferes with the proper operation of the BWC, hardware, or software is prohibited. Officers shall not attempt to edit, erase, delete, or alter BWC digital recordings in any manner.
  - 1.1.8 All uniformed officers and community service officers shall wear and utilize the BWC while on duty. Additionally, officers working extra duty assignments or bike patrol shall wear and utilize the BWC according to policy while in the performance of their duties.

#### 2. TRAINING

- 2.1 The training unit shall be responsible for ensuring that users and supervisors are trained in the proficiency and use of the BWC.
- 2.2 The training unit will be responsible for maintaining a record of all BWC training conducted.
- 2.3 Officers or supervisors should notify the training unit in the event a digital recording may contain material that may be helpful in the training unit.

#### 3. ACTIVATION

- 3.1 When possible, officers shall activate the BWC to record all contacts with citizens in the performance of official duties.
- 3.2 The BWC shall be activated in the following situations:
  - 3.2.1 Vehicle and pedestrian stops
  - 3.2.2 Consensual encounters
  - 3.2.3 DWI investigations

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- 3.2.4 Detentions and arrests
  - 3.2.5 Use of force incidents
  - 3.2.6 Searches of persons or property
  - 3.2.7 Transporting citizens or detainees
  - 3.2.8 K9 deployments
  - 3.2.9 Suspect/witness statements and interviews to include Miranda warnings when necessary
  - 3.2.10 Vehicle and foot pursuit
  - 3.2.11 Other incidents the officer reasonably believes should be recorded for Law Enforcement purposes
  - 3.2.12 When directed by a supervisor
- 3.3 The BWC system is designed to record automatically whenever the system is triggered by any of the following:
- 3.3.1 The manual activation button is depressed
  - 3.3.2 The officer's firearm is drawn from the holster
  - 3.3.3 Any event that triggers the officer's in-car MVR and the BWC is within range
  - 3.3.4 The officer's in-car MVR is manually activated
- 3.4 If asked the officer will inform the person they are being recorded.
- 3.5 At no time are officers expected to jeopardize their safety in order to activate the BWC. However, the BWC should be activated as soon as safely practical.
4. DEACTIVATION/NON-ACTIVATION OF BWC EQUIPMENT
- 4.1 Officers shall properly document any reason for deactivation by entering an audio explanation prior to deactivation. Officers shall also document the reason for deactivation in the CAD incident narrative or case report.
  - 4.2 Employees of the Police Department are prohibited from surreptitiously recording fellow employees, through the use of any electronic surveillance device or system, including but not limited to the recording of sound or voice or a closed-circuit television system, or any combination thereof, unless specifically authorized by the Chief of Police.
  - 4.3 During contact with an undercover officer or confidential informant.
  - 4.4 Officers are not required to activate the BWC during non-law enforcement actions including, but not limited to, meal breaks, fueling, restroom breaks, report writing, etc. Officers also have discretion on deactivating the BWC in places where reasonable expectation of privacy exists, such as bathrooms, dressing rooms, locker rooms, etc.
  - 4.5 No strip search or body cavity searches will be recorded.
  - 4.6 Officers may deactivate or not activate the BWC when dealing with reluctant witnesses or victims. This deactivation/ non-activation shall be documented in the CAD incident narrative or case report.

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- 4.7 When entering a residence that requires the consent of the resident, officers will inform the resident that he or she is wearing a BWC and request permission to continue recording the event. If the resident wishes not to be recorded in the interior of their home, officers will document the request and via the BWC and turn off the device. However, should exigent circumstances arise where the need to record the event outweighs any privacy concern, the officer will reactivate the BWC where feasible to do so irrespective of the resident's request.
- 4.8 Officers may deactivate the BWC during non-enforcement activities such as prolonged traffic control or crime scenes that are no longer active. However, officers should be mindful that the BWC may need to be reactivated should the circumstances of the non-enforcement activity change.
- 4.9 Upon prior approval from a supervisor.

5. SUPERVISOR RESPONSIBILITIES

- 5.1 Ensure that each BWC-equipped officer follows established procedures for the use and maintenance of BWC equipment and the handling of video/audio recordings.
- 5.2 On at least a monthly basis, personally review at least two recordings per officer on their respective squad to assist in periodic assessment of officer performance, determine whether BWC equipment is being fully and properly used and to identify material that may be appropriate for training; supervisors shall document the specific recording reviewed and the date the review was accomplished.
- 5.3 Shall periodically inspect officer's BWC equipment to insure proper operation.
- 5.4 Ensure that repairs and replacement of damaged or nonfunctional BWC equipment is accomplished expeditiously through the SSD Supervisor.

6. ACCESSING LIVESTREAM FEEDS

- 6.1 Sergeants and above can access a livestreaming body worn camera or in-car camera for any reason at any time.
  - 6.1.1 Sergeants and above are not required to notify an officer, CSO, neighborhood services officer or other body worn camera / in-car camera user of their intent to access the livestream.
- 6.2 Dispatch supervisors may access livestreaming body worn cameras / in-car cameras only when an officer safety situation arises or is imminently likely to arise.
  - 6.2.1 The use of livestream in-car video and body worn cameras shall be announced by dispatch prior to activation. Prior to livestream, dispatch personnel shall attempt to announce their intention to livestream on a police radio. Example: "Dispatch personnel are going live with body/car camera for unit 201".

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7. CATERGORIES AND RETENTION OF BWC DATA

- 7.1 Video management software (unified digital evidence) that exports information from computer aided dispatch (CAD) and records management system (RMS) will be utilized to automatically tag most media. It will be the officer’s responsibility to check and verify the files are categorized correctly.
- 7.2 Categories and associated retention rates shall be assigned as follows:
  - 7.2.1 BWC Tests - (30 days) – This category is for documenting the inspection and test of the body-worn camera. This category is also to be used for accidental activations of the BWC. Employees are required to manually tag these videos.
  - 7.2.2 Uncategorized – (Indefinite) – This is a default category for bodyworn camera videos that are not categorized by the integration with the computer-aided dispatching / record management system.
  - 7.2.3 No action - (270 days) - Incidents that do not result in police action, circumstances with no known criminal offense, or minor incidents where prosecution is not required.
  - 7.2.4 Training – (90 days) – This category is only for practical training exercises that need to be kept and documented for department training.
  - 7.2.5 Misdemeanor - (4 years) - All misdemeanor criminal investigations, reports and arrests and traffic citations.
  - 7.2.6 Death Investigation – (7 years) – All death investigations not categorized as homicides. Employees should document all death investigations in this category. Criminal Investigation Division supervisors will be responsible for tagging the videos in another category if appropriate.
  - 7.2.7 Felony - (7 years) - All felony criminal investigations, reports and arrests.
  - 7.2.8 Permanent - (Permanent) - Officer involved shootings, homicides and crimes of violence as defined by ACA 5-42-203. Supervisors in the Criminal Investigation Division and Administration will manually tag the officer involved shooting and homicide videos.
  - 7.2.9 Restricted - (Indefinite) -Videos under administrative review. The Office of Professional Standards will manage videos in this category.

8. STORAGE AND MANAGEMENT

- 8.1 Original digital files from the BWC will be ~~downloaded~~uploaded and stored on ~~a designated network server or other electronic network storage~~ Evidence.com.
- ~~8.2 Officers will make reasonable attempts to download video/audio files before the end of each shift.~~
- 8.32 The overall management of the BWC system will be the responsibility of the SSD Supervisor or designee.
  - 8.32.1 The SSD supervisor will ensure that any BWC equipment or software issues that cannot be resolved by the officer or supervisor is handled accordingly.

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8.43 The Chief of Police or his designee will establish permission levels for users in the video management software. Permission levels will be determined by the employee's function within the department.

8.43.1 Authorized users will keep their user name and passwords confidential.

8.54 Requests for deletion of accidental recordings must be submitted in writing and approved by the Chief of Police or designee. All requests shall be kept on file with the SSD supervisor for a period of 3 years.

## 9. RELEASE OF RECORDINGS

9.1 All recorded media is subject to discovery under the provisions of the Freedom of Information Act. Any requests by a citizen will be handled as a FOIA request per state statute. BWC media ~~may~~ shall be redacted as required by state statute.

9.2 Unless for purposes of prosecution, recorded evidence shall only be released from the evidence room technician / supervisor at the direction of the Chief of Police, or the Division Commanders.

9.3 Prosecutors may be granted temporary access to the video management software by the SSD Captain or his designee.

~~9.4 Officers who need a recording duplicated for investigations or training must make the request to the SSD supervisor. When possible, this request should be made at least 48 hours prior to the date the recording is needed.~~

~~9.5 Officers who need a recording duplicated for court must make the request to the Evidence Unit. When possible, this request should be made at least 48 hours prior to the date the recording is needed.~~

~~9.6 When an officer has finished a court appearance the media file, if not retained by the court, will be returned to the property room for proper storage or disposal.~~

9.74 Recorded media may be released as authorized by the Chief of Police.

## 10. REVIEW OF RECORDINGS

10.1 Employees are permitted to review theirs and other employee BWC/MVR recordings for the following reasons:

10.1.1 Review for the completion of reports.

10.1.2 Review prior to making statements in administrative and criminal investigations.

10.1.3 Investigative review during an organizational integrity, administrative or criminal investigation, or court hearing.

10.1.4 Review for evidentiary reasons.

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10.2 An annual administrative review of the BWC/MVR program shall be conducted by command staff, and reviewed by the Chief.

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**ORDINANCE NO. 26-\_\_**

**AN ORDINANCE AMENDING THE CITY OF ROGERS UNIFIED DEVELOPMENT CODE SECTION 1.4.3 BY RE-ZONING CERTAIN LANDS FROM T4.1 TO T4.2; PROVIDING FOR THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.**

**WHEREAS**, pursuant to the provisions of the City of Rogers' Unified Development Code § 2.8, *et seq.*, and upon consideration of the report and recommendations of the City of Rogers Planning Commission, the City Council finds it to be in the best interests of the City that certain lands hereinafter described are better suited for T4.2 zoning.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS:**

Section 1: Section 1.4.3 of the City of Rogers Unified Development Code as well as the City of Rogers Official Zoning Map shall be amended as provided herein;

Section 2: The land described herein shall be zoned as T4.2 and that said lands being in Benton County, Arkansas, are described as:

**PROPERTY DESCRIPTION:**

A PART OF THE NW1/4 OF THE NW1/4 OF SECTION 24, TOWNSHIP 19 NORTH, RANGE 30 WEST OF THE FIFTH PRINCIPAL MERIDIAN, BENTON COUNTY, ARKANSAS, AND BEING DESCRIBED AS FOLLOWS: COMMENCING AT THE SE CORNER OF THE NW1/4 OF THE NW1/4 OF SECTION 24, TOWNSHIP 19 NORTH, RANGE 30 WEST, SAID POINT BEING A CONCRETE MONUMENT, THENCE NORTH 89°05'58" WEST 659.78 FEET AND NORTH 00°00'48" EAST 1141.33 FEET TO THE TRUE POINT OF BEGINNING, SAID POINT BEING A SET IRON PIN; THENCE NORTH 00°00'48" EAST 147.80 FEET TO A FOUND IRON PIPE ON THE SOUTH RIGHT OF WAY OF NEW HOPE ROAD; THENCE ALONG SAID RIGHT OF WAY, SOUTH 89°25'23" EAST 105.67 FEET TO A SET IRON PIN, THENCE 39.04 FEET ALONG A CURVE TO THE RIGHT, HAVING A DELTA ANGLE OF 89°27'41" AND A RADIUS OF 25.00 FEET, THENCE SOUTH 00°02'18" WEST 73.91 FEET TO A SET IRON PIN; THENCE 49.15 FEET ALONG A CURVE TO THE LEFT, HAVING A DELTA ANGLE OF 02°45'15" AND A RADIUS OF 1022.45 FEET; THENCE NORTH 89°25'22" WEST 131.55 FEET TO THE TRUE POINT OF BEGINNING, SUBJECT TO THE RIGHT OF WAY OF NEW HOPE ROAD AND A TWENTY FOOT WIDE GAS LINE EASEMENT TO ARKANSAS WESTERN GAS COMPANY ALONG THE NORTH SIDE THEREOF. LESS AND EXCEPT: ALL THAT PART BEING CONVEYED TO THE ARKANSAS STATE HIGHWAY COMMISSION DESCRIBED AS: PART OF THE NW1/4 OF THE NW1/4 OF SECTION 24, TOWNSHIP 19 NORTH, RANGE 30 WEST, BENTON COUNTY, ARKANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS: STARTING AT A PK NAIL BEING USED AS THE COMMON CORNER OF SECTION 13, 14,23 & 24; THENCE SOUTH 02°31'52" WEST ALONG THE WEST LINE OF THE NW1/4 OF THE NW1/4 OF SECTION 24, A DISTANCE OF 30.84 FEET TO A POINT; THENCE SOUTH 87°18'33" EAST 55.94 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF STATE HIGHWAY 94 AS ESTABLISHED BY THE PLAT OF NEW HOPE ACRES; THENCE CONTINUE SOUTH 87°18'33" EAST ALONG SAID RIGHT OF WAY LINE 145.00 FEET TO A POINT ON THE SOUTHERLY PRESCRIPTIVE RIGHT OF WAY LINE OF STATE HIGHWAY 94 AS ESTABLISHED BY STATE HIGHWAY AFFIDAVIT DATED NOVEMBER 13, 2001; THENCE CONTINUE SOUTH 87°18'33" EAST ALONG SAID RIGHT OF WAY LINE 115.00 FEET TO A POINT ON THE SOUTHERLY

RIGHT OF WAY LINE OF STATE HIGHWAY 94 AS ESTABLISHED BY THE PLAT OF NEW HOPE ACRES; THENCE SOUTH 87°18'33" EAST ALONG SAID RIGHT OF WAY LINE 350.00 FEET TO A POINT; THENCE SOUTH 02°41'27" WEST ALONG SAID RIGHT OF WAY LINE 10.96 FEET TO A POINT ON THE SOUTHERLY PRESCRIPTIVE RIGHT OF WAY LINE OF STATE HIGHWAY 70, AS ESTABLISHED BY STATE HIGHWAY AFFIDAVIT DATED NOVEMBER 13, 2001 FOR THE POINT OF BEGINNING, SAID POINT BEING THE NE CORNER OF LOT 1, BLOCK 1 OF REVISED NEW HOPE ACRES AS PER PLAT H AT PAGE 29; THENCE SOUTH 86°44'44" EAST ALONG SAID RIGHT OF WAY LINE 105.67 FEET TO A POINT; THENCE IN A SOUTHERLY DIRECTION ALONG SAID RIGHT OF WAY LINE, ALONG A CURVE TO THE RIGHT HAVING A CHORD BEARING OF SOUTH 42°00'53" EAST 35.19 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY LINE OF SOUTH 11TH PLACE; THENCE SOUTH 02°42'57" WEST ALONG SAID RIGHT OF WAY LINE 2.60 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF STATE HIGHWAY 94 AS ESTABLISHED BY AHTD JOB 009985; THENCE NORTH 50°07'06" WEST ALONG SAID RIGHT OF WAY LINE 25.32 FEET TO A POINT; THENCE NORTH 85°23'02" WEST ALONG SAID RIGHT OF WAY LINE 110.31 FEET TO A POINT ON THE EAST LINE OF LOT 1, BLOCK 1 OF NEW HOPE ACRES; THENCE NORTH 02°41'27" EAST ALONG SAID RIGHT OF WAY LINE 9.64 FEET TO THE POINT OF BEGINNING AND CONTAINING 0.03 ACRES MORE OR LESS, AS SHOWN ON PLANS PREPARED BY THE AHTD REFERENCE AS JOB 009985.

**LAYMAN'S DESCRIPTION:**

1108 W. New Hope Road  
Parcel 02-01959-000

Section 3: Zoning: The above described lands are better suited for T4.2 (Neighborhood High-Intensity) than T4.1 (Neighborhood Medium-Intensity) zoning and same should be and are hereby zoned T4.2;

Section 4: Emergency Clause: The need to bring the proposed use of the property into conformance with the Rogers City Zoning Ordinances is immediate in order to protect the public peace, health, safety, and welfare. An emergency is hereby declared to exist and this Ordinance shall be in full force and effect from the date of passage and approval;

Section 5: Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 6: Repeal of Conflicting Provisions: All ordinances, resolutions or orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

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JESSICA RUSH, City Clerk

Requested by: John McCurdy, Director of Community Development

Reviewed by: John M. Pesek, Senior Staff Attorney

Prepared by: Amber Long, Planner

For Consideration By: Community Environment & Welfare Committee

**ORDINANCE NO. 26-\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF ROGERS UNIFIED DEVELOPMENT CODE SECTION 1.4.3 BY RE-ZONING CERTAIN LANDS FROM T2 TO T3.2 & T4.1; PROVIDING FOR THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.**

**WHEREAS**, pursuant to the provisions of the City of Rogers' Unified Development Code § 2.8, *et seq.*, and upon consideration of the report and recommendations of the City of Rogers Planning Commission, the City Council finds it to be in the best interests of the City that certain lands hereinafter described are better suited for T3.2 and T4.1 zoning.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS:**

Section 1: Section 1.4.3 of the City of Rogers Unified Development Code as well as the City of Rogers Official Zoning Map shall be amended as provided herein;

Section 2: The land described herein shall be zoned as T3.2 and T4.1 and that said lands being in Benton County, Arkansas, are described as:

**T3.2 PROPERTY DESCRIPTION:**

PART OF THE N1/2 OF THE SW 1/4 OF SECTION 30, TOWNSHIP 19 NORTH, RANGE 29 WEST, BENTON COUNTY ARKANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE NW 1/4 OF THE SW 1/4 OF SAID SECTION 30; THENCE S88°11'43"E 1098.39 FEET TO THE POINT OF BEGINNING; THENCE S88°11'43"E 796.06 FEET TO A MAG NAIL; THENCE S12°17'29"W 178.38 FEET; THENCE S13°52'12"W 125.25 FEET; THENCE S14°45'44"W 180.32 FEET; THENCE S15°19'31"W 188.46 FEET; THENCE S15°57'08"W 127.49 FEET; THENCE S16°33'31"W 124.77 FEET; THENCE S17°00'58"W 436.06 FEET TO A MAG NAIL; THENCE N87°58'35"W 313.92 FEET TO A STONE; THENCE N88°07'14"W 161.66 FEET; THENCE N01°48'17"E 1320.50 FEET TO THE POINT OF BEGINNING, CONTAINING 19.61 ACRES, MORE OR LESS AND SUBJECT TO ANY AND ALL EASEMENTS OF RECORD OR FACT.

**T4.1 PROPERTY DESCRIPTION:**

PART OF THE NW 1/4 OF THE SW 1/4 OF SECTION 30, TOWNSHIP 19 NORTH, RANGE 29 WEST, BENTON COUNTY ARKANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF THE NW 1/4 OF THE SW 1/4 OF SAID SECTION 30; THENCE S88°11'43"E 395.94 FEET TO THE POINT OF BEGINNING, SAID POINT BEING A 1/2" IRON PIN WITH PS1532 CAP; THENCE S88°11'43"E 702.45 FEET; THENCE S01°48'17"W 1320.50 FEET; THENCE N88°07'14"W 716.77 FEET TO A 1/2" IRON PIN WITH PS1532 CAP; THENCE N02°25'36"E 1319.64 FEET TO THE POINT OF BEGINNING, CONTAINING 21.50 ACRES, MORE OR LESS AND SUBJECT TO ANY AND ALL EASEMENTS OF RECORD OR FACT.

**LAYMAN'S DESCRIPTION:**

3880 S Old Wire Rd  
Parcel 02-00632-125

Section 3: Zoning: The above described lands are better suited for T3.2 (Neighborhood Low-Intensity) and T4.1 (Neighborhood Medium-Intensity) than T2 (Rural) zoning and same should be and are hereby zoned T3.2 and T4.1;

Section 4: Emergency Clause: The need to bring the proposed use of the property into conformance with the Rogers City Zoning Ordinances is immediate in order to protect the public peace, health, safety, and welfare. An emergency is hereby declared to exist and this Ordinance shall be in full force and effect from the date of passage and approval;

Section 5: Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 6: Repeal of Conflicting Provisions: All ordinances, resolutions or orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested by: John McCurdy, Director of Community Development

Reviewed by: John M. Pesek, Senior Staff Attorney

Prepared by: Laural Scates, Planner

For Consideration By: Community Environment & Welfare Committee

**ORDINANCE NO. 26- \_\_\_\_\_**

**AN ORDINANCE ACCEPTING THE FINAL PLAT OF GREER LINGLE MIDDLE SCHOOL, ROGERS, BENTON COUNTY, ARKANSAS; THE DEDICATION OF EASEMENTS AND OTHER PUBLIC WAYS THEREIN; PROVIDING FOR THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Final Plat has been submitted for Greer Lingle Middle School, Rogers, Benton County, Arkansas which is more particularly described as follows, to-wit:

Part of the SW 1/4 of the SW 1/4 of Section 1, T-19-N, R-30-W, Rogers, Benton County, more particularly described as follows:

BEGINNING AT THE SW CORNER OF SAID SW 1/4 OF THE SW 1/4 OF SECTION 1; THENCE N 02°19'39" E 948.35 FEET ALONG THE WEST LINE OF SAID SW 1/4 OF THE SW 1/4 TO THE SOUTH BOUNDARY LINE OF LOT 16 OF THE R.L. HAYES SUBDIVISION; THENCE S 86°26'24" E 731.05 FEET ALONG SAID SOUTH BOUNDARY LINE TO THE WEST BOUNDARY LINE OF VOISS PARK ESTATES; THENCE S 02°44'07" W 943.01 FEET ALONG SAID WEST BOUNDARY LINE OF VOISS PARK ESTATES AND THE WEST BOUNDARY OF A TRACT OF LAND DESCRIBED AT DEED RECORD 93-62773 TO THE SOUTH LINE OF THE AFOREMENTIONED SW 1/4 OF THE SW 1/4 OF SECTION 1; THENCE N 86°51'12" W 724.25 FEET ALONG THE SOUTH LINE TO THE POINT OF BEGINNING, CONTAINING 15.795 ACRES, MORE OR LESS, BEING SUBJECT TO THE RIGHT OF WAY OF WEST OLIVE STREET ALONG THE SOUTH LINE THEREOF, THE RIGHT OF WAY OF NORTH 13TH STREET ALONG THE WEST LINE THEREOF AND TO ANY AND ALL EASEMENTS AND RIGHTS OF WAY OF RECORD OR OF FACT. SURVEY BASED ON DEED RECORD 293, PAGE 117.

**WHEREAS**, the City Council finds that said Final Plat is in conformance with the Ordinances of the City of Rogers, Arkansas; and

**WHEREAS**, the City Council finds that it is in the best interest of the citizens of Rogers, Arkansas that said Final Plat be approved and the dedication of the utility easements and other public ways be accepted and confirmed.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS:**

Section 1: The Final Plat of Greer Lingle Middle School, Rogers, Benton County, Arkansas, as described in the Plat thereof, is hereby accepted, approved, and confirmed;

Section 2: All dedication of utility easements and other public ways as set forth in the Plat are hereby accepted by the City. The Mayor and City Clerk are authorized and directed to certify the aforesaid approval and acceptance upon the face of the Plat;

Section 3: Emergency Clause: As the facilities to be constructed within this subdivision will promote the economy of the City and will promote the public health and welfare, an emergency is declared to exist and this Ordinance shall be in full force and effect from the date of passage and approval;

Section 4: Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 5: Repeal of Conflicting Provisions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_  
C. GREG HINES, Mayor

Attest:

\_\_\_\_\_  
JESSICA RUSH, City Clerk

Requested By: John McCurdy, Director Community Development  
Prepared by: John M. Pesek, Senior Staff Attorney

**ORDINANCE NO. 26- \_\_\_\_\_**

**AN ORDINANCE ACCEPTING THE FINAL PLAT OF PLEASANT CROSSING PHASE 3, ROGERS, BENTON COUNTY, ARKANSAS; THE DEDICATION OF EASEMENTS AND OTHER PUBLIC WAYS THEREIN; PROVIDING FOR THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Final Plat has been submitted for Pleasant Crossing Phase 3, Rogers, Benton County, Arkansas which is more particularly described as follows, to-wit:

**DESCRIPTION LOT 3B12:**

PART OF LOT 3B11 OF PLEASANT CROSSING PHASE 1, AS PER PLAT RECORD L201919771 IN THE OFFICE OF THE CIRCUIT CLERK AND EX-OFFICIO RECORDER OF BENTON COUNTY, ARKANSAS, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 3B11;  
THENCE ALONG THE SOUTHERLY LINE THEREOF N86°57'52"W 399.27 FEET;  
THENCE ALONG SAID SOUTHERLY LINE S61°10'41"W 41.43 FEET;  
THENCE LEAVING SAID SOUTHERLY LINE N02°59'44"E 68.94 FEET;  
THENCE N90°00'00"W 50.69 FEET;  
THENCE S54°45'55"W 231.28 FEET;  
THENCE 22.87 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 275.93 FEET AND A LONG CHORD OF N46°03'13"W 22.86 FEET;  
THENCE N55°44'10"W 43.93 FEET;  
THENCE S31°18'28"W 18.33 FEET TO THE SOUTHWESTERLY LINE OF SAID LOT 3B11;  
THENCE ALONG SAID SOUTHWESTERLY LINE THE FOLLOWING SIX COURSES:  
THENCE N59°11'27"W 376.70 FEET;  
THENCE 99.58 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 206.00 FEET AND A LONG CHORD OF N45°20'31"W 98.62 FEET;  
THENCE N31°29'36"W 160.63 FEET;  
THENCE 34.05 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 394.00 FEET AND A LONG CHORD OF N33°58'09"W 34.04 FEET;  
THENCE 20.78 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 14.00 FEET AND A LONG CHORD OF N78°58'33"W 18.93 FEET;  
THENCE S58°29'36"W 142.68 FEET TO THE NORTHERLY RIGHT-OF-WAY OF PLEASANT CROSSING BOULEVARD;  
THENCE ALONG SAID RIGHT-OF-WAY N31°30'41"W 66.55 FEET;  
THENCE ALONG SAID RIGHT-OF-WAY 2.79 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 31.00 FEET AND A LONG CHORD OF N34°05'39"W 2.79 FEET TO THE WESTERLY LINE OF SAID LOT 3B11;  
THENCE ALONG SAID WESTERLY LINE THE FOLLOWING SIXTEEN COURSES:  
THENCE N58°29'36"E 176.75 FEET;  
THENCE 117.77 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 471.77 FEET AND A LONG CHORD OF S40°03'41"E 117.47 FEET;

THENCE S31°29'36"E 160.63 FEET;  
THENCE 82.18 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 170.53 FEET  
AND A LONG CHORD OF S45°20'31"E 81.38 FEET;  
THENCE S59°11'29"E 196.19 FEET;  
THENCE N30°39'10"E 187.12 FEET;  
THENCE S59°21'50"E 245.46 FEET;  
THENCE N30°43'17"E 194.00 FEET;  
THENCE N17°42'29"W 23.00 FEET;  
THENCE N30°38'08"E 111.97 FEET;  
THENCE N59°21'50"W 174.98 FEET;  
THENCE N30°37'58"E 32.38 FEET;  
THENCE N59°10'58"W 64.79 FEET;  
THENCE N30°39'40"E 95.38 FEET;  
THENCE S59°18'34"E 25.75 FEET;  
THENCE N30°40'14"E 40.64 FEET TO THE NORTHERLY LINE OF SAID LOT 3B11;  
THENCE ALONG SAID NORTHERLY LINE S59°22'02"E 324.56 FEET TO THE  
WESTERLY RIGHT-OF-WAY OF PLEASANT CROSSING PARKWAY;  
THENCE ALONG SAID WESTERLY RIGHT-OF-WAY THE FOLLOWING THREE  
COURSES:  
THENCE S28°49'36"E 249.73 FEET;  
THENCE S39°17'17"E 66.02 FEET;  
THENCE 237.09 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 600.00  
FEET AND A LONG CHORD OF S17°30'05"E 235.55 FEET TO THE POINT OF  
BEGINNING, CONTAINING 7.17 ACRES, MORE OR LESS AND SUBJECT TO ANY AND  
ALL EASEMENTS OF RECORD OR FACT.

**DESCRIPTION LOT 3B9:**

PART OF LOT 3B8 OF PLEASANT CROSSING PHASE 1, AS PER PLAT RECORD  
L201815923 IN THE OFFICE OF THE CIRCUIT CLERK AND EX-OFFICIO RECORDER OF  
BENTON COUNTY, ARKANSAS , MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID LOT 3B8, SAID POINT BEING  
ON THE WESTERLY RIGHT-OF-WAY OF PLEASANT CROSSING PARKWAY;  
THENCE ALONG SAID WESTERLY RIGHT-OF-WAY THE FOLLOWING THREE  
COURSES:  
THENCE 237.09 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 600.00  
FEET AND A LONG CHORD OF N17°30'05"W 235.55 FEET;  
THENCE N39°17'17"W 66.02 FEET;  
THENCE N28°49'36"W 249.73 FEET TO THE POINT OF BEGINNING;  
THENCE LEAVING SAID WESTERLY RIGHT-OF-WAY N59°22'02"W 324.56 FEET TO  
THE WESTERLY LINE OF LOT 38B AS SHOWN ON PLAT RECORD L201815923;  
THENCE ALONG SAID WESTERLY LINE N30°40'14"E 70.24 FEET;  
THENCE ALONG SAID WESTERLY LINE N18°01'52"W 91.13 FEET TO THE SOUTH  
RIGHT-OF-WAY OF PLEASANT CROSSING DRIVE;  
THENCE ALONG SAID SOUTH RIGHT-OF-WAY S86°57'34"E 145.23 FEET;

THENCE ALONG SAID SOUTH RIGHT-OF-WAY 16.18 FEET ALONG A CURVE TO THE RIGHT WITH A RADIUS OF 12.00 FEET AND A LONG CHORD OF S48°19'27"E 14.98 FEET TO THE WESTERLY RIGHT-OF-WAY OF PLEASANT CROSSING PARKWAY; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY 247.84 FEET ALONG A CURVE TO THE LEFT WITH A RADIUS OF 742.00 FEET AND A LONG CHORD OF S19°15'27"E 246.69 FEET; THENCE ALONG SAID WESTERLY RIGHT-OF-WAY S28°49'36"E 70.64 FEET TO THE POINT OF BEGINNING, CONTAINING 0.88 ACRES, MORE OR LESS AND SUBJECT TO ANY AND ALL EASEMENTS OF RECORD OR FACT.

**WHEREAS**, the City Council finds that said Final Plat is in conformance with the Ordinances of the City of Rogers, Arkansas; and

**WHEREAS**, the City Council finds that it is in the best interest of the citizens of Rogers, Arkansas that said Final Plat be approved and the dedication of the utility easements and other public ways be accepted and confirmed.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROGERS, ARKANSAS:**

Section 1: The Final Plat of Pleasant Crossing Phase 3, Rogers, Benton County, Arkansas, as described in the Plat thereof, is hereby accepted, approved, and confirmed;

Section 2: All dedication of utility easements and other public ways as set forth in the Plat are hereby accepted by the City. The Mayor and City Clerk are authorized and directed to certify the aforesaid approval and acceptance upon the face of the Plat;

Section 3: Emergency Clause: As the facilities to be constructed within this subdivision will promote the economy of the City and will promote the public health and welfare, an emergency is declared to exist and this Ordinance shall be in full force and effect from the date of passage and approval;

Section 4: Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 5: Repeal of Conflicting Provisions: All ordinances, resolutions, or orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

**PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

APPROVED:

\_\_\_\_\_

C. GREG HINES, Mayor

Attest:

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JESSICA RUSH, City Clerk

Requested By: John McCurdy, Director Community Development  
Prepared by: John M. Pesek, Senior Staff Attorney