

City Council Meeting
Springfield, South Dakota
December 1, 2025

The regular meeting of the City Council was held on December 1, 2025, at 6:31pm at the Fire Hall. The meeting was called to order by Mayor Kostal. The Pledge of Allegiance was spoken. Roll Call: Burch (via phone), Dietsch, Ludens, Mueller and Mayor Kostal were present. Also present, City Attorney Beau Barrett, Finance Officer Larson, Asst. F.O. Rothschadl, *Springfield Times* Reporter Bochman, Fire Chief Sam Knoll, Asst. F.C. Les Jelsma, Officer Garret Damico, Ray Thomas, Faye Gilles, Robert Kotalik, David Feilmeier, Brian Meyer, Charles Zelasney, Larry DeJong, Will Paulson, and Carol Hagen (via phone).

Public Hearing – Malt Beverage License Transfer: No issues or objections voiced.

Monthly Items: Agenda Approval: Burch moved, Mueller second to approve the agenda as amended. All voted in favor, motion carried. Minutes Approval: Dietsch moved, Mueller second to approve the minutes of November 6, 2025, meeting as written. All voted in favor, motion carried. Claims Approval: Ludens moved, Dietsch second to approve the claims. All voted in favor, motion carried. A-OX Welding Supply, supplies, 57.80; Appeara, rugs & supplies, 74.15; B & H Publishing, publishing, 319.59; Barnes & Noble, books, 72.00; B-Y Water, utilities, 169.25; B-Y Electric, utilities, 105.00; Alexandria Bochman, water deposit refund, 150.00; Ron & Faith Castle, water deposit refund, 75.00; Central Farmers Coop, utilities, 34.95; Donald Charleston, water deposit refund, 200.00; City of Sioux Falls, water testing, 158.22; City of Springfield, water postage, 119.00; Core & Main, supplies, 5187.21; Country Ford, service check, 13.36; Mark Deese, water deposit refund, 200.00; DGR Engineering, airport CIP, 7298.61; Den Herder, Hovden, & Barrett, attorney services, 770.00; Doug's Food Center, supplies, 47.71; Duininck, airport PA#8, 95812.85; Dust-Tex, supplies, 79.58; Feimer Construction, WTP PA# 31 & 32, 675120.58, First Savings Bank, supplies, 508.67; Chase Green, water deposit refund, 200.00; Tyler Guthmiller, water deposit refund, 200.00; Janet Holtquist, water deposit refund, 150.00; Thomas Huitema, water deposit refund, 200.00; Josh & Kelsey Irish, water deposit refund, 150.00; Jack's Uniforms, badges, 154.99; Les Jelsma, water deposit refund, 200.00; Elaine Jones, water deposit refund, 150.00; James Kadel, water deposit refund, 150.00; Kaul's Ag, supplies, 4.19; James Kohler, water deposit refund, 150.00; Lacroix Construction, service line repair, 11224.51; Luke Repair, trenching, fuel, 721.09; Bryan & Angel Nagel, water deposit refund, 150.00; Northwestern, utilities, 8382.38; One Source, copies, 62.93; PCC, September Billing, 496.36; Joe Pruss, meal reimbursement, 14.00; SD One Call, locate services, 34.65; SDWWA, 2026 dues, 20.00; John Shinley, water deposit refund, 150.00; SPN, WTP engineering, 6067.06; Stryker, RSDG power cot supplies, 1690.78; Syntech, 2026 FMLive renewal, 1440.00; Bob & Mary Van Oort, water deposit refund, 150.00; Water & Environmental, water testing, 176.00; Williams Sanitation, utilities, 201.00; Charles Zelasney, water deposit refund, 200.00. Payroll Deductions: SD Retirement System 3517.66; Principal Life Insurance 42.06; Avera Health Plans 5862.01; Supplemental Retirement 180.00; Messerli & Kramer PA 816.27; Companion Life 144.50; First Savings Bank 7642.92. Payroll by Department: GENERAL- Mayor/Council 1131.31; Finance Office 4299.03; Gen Gov't Building 162.13; Police

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3770.16; Streets 4850.19; Airport 864.08; Ambulance 1495.39; Library 554.10; WATER 4134.53; 5394.30. Finance Officer's Report: Ludens moved, Dietsch second to approve the Finance Officer's Report as presented. All voted in favor, motion carried. Donations: None received

Public Comment: Paulson voiced his opinion of elected officials.

Mayor and Department Report: Utilities – Major water leak repaired; residential water usage dropping to winter levels. Streets – Holiday decorations installed; first snow removal of the year; old pick-up sale complete & picked up. Airport – Returning hangar lease agreements to 3 years. Fire Department – 16 calls YTD; purchased 4-gas detector; 29 on the fire dept roster. Ambulance – Bruce Waage 40 years of service. Police – Dewalt jump starter working well. Library – State library sponsored website up and running; board working on job description for library staff; numbers are down since September. Parks – In winter mode. Finance Office – Proposed reduced office hours Jan 12-23; 2024 audit underway; Capital Infrastructure plan review for January. Mayor – Housing inventory process started; attended MAP utilities disaster preparation virtual training. Other Partners/Agencies – October Camping –27% increase over 2024; YTD Camping –13% decrease over 2024

Executive Session: Mayor Kostal called for Executive Session pursuant to SDCL 1-25-2 (1) Personnel & (4) Contracts/Litigations. Mueller moved, Dietsch seconded to enter executive session at 7:17 pm. Burch not present. Exited Executive Session at 7:56 pm. Ludens moved, Mueller second to approve city employees receiving 2.5% cost of living raise for 2026. All voted in favor, motion carried.

Capital Improvement Projects: Water Treatment Plant Update – No pay app for December; Moving to demolition/remediation phase; Continuing with old clear well retaining wall emplacement; pump rebuild is ongoing; First full winter of operation; Divers inspected intakes with no issues found. Airport Project Update – Change Order #3 – Deduct \$3,600.00: Mueller moved, Dietsch seconded to approve Change Order #3 deducting \$3,600.00. All voted in favor, motion carried. Liquidated damages: Mueller moved to assess liquidated damages of \$30,000 to Duininck Inc. Ludens added a friendly amendment to justify liquidated damages based upon additional engineering costs, loss of fuel sales, usage and interest. Dietsch seconded. All voted in favor, motion carried. Duininck Pay App #8 - \$95,812.89: Mueller moved, Ludens seconded to approve Duininck Pay App #8 for \$95,812.89. All voted in favor, motion carried.

Old Business: Ordinance #624 – 2025 Supplemental Budget Appropriations- Second Reading – Dietsch moved, Muller second to approve the second reading of Ordinance #624. Ordinance #624 -2025 Budget Appropriations was approved by roll call vote with all in favor.

ORDINANCE 624 -2025 SUPPLEMENTAL APPROPRIATIONS: BE IT ORDAINED, by the City of Springfield, South Dakota, that the following sum is supplementally appropriated to meet the obligations of the municipality. SOURCE OF FUNDING -Federal AIP016-25, \$200,000; State AIP013-24, \$5000; Police, \$30,000. APPROPRIATIONS -Finance Office, \$20,000; Airport,

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\$210,000; Parks, \$5000.

Personnel Policy Manual Section III – Employee Classifications - Dietsch moved, Burch seconded to pick up Personnel Policy Manual Section III – Employee Classifications from the table. Ludens expressed potential revisions. The finance office will review and implement proposed revisions. Mueller moved, Dietsch seconded to table the Personnel Policy Section III – Employee Classifications. All voted in favor, motion carried. Board of Appraisers – WTP CO2 Storage – Ludens moved, Dietsch seconded to pick up Board of Appraisers Appointment for WTP CO2 Storage from table. All voted in favor, motion carried. Ludens moved, Dietsch seconded to approve the designation of A-OX Welding as the certified appraiser pursuant to SDCL 6-13-2 for the WTP surplus CO2 storage. All voted in favor, motion carried. Abandoned/Nuisance Property Update-Jones Property: Litigation pending. (Former) Richey Property: Paulson was asked about future plans. No specific answer was provided beyond spending \$65,000 over the course of two years to renovate.

New Business: Water Bill Write-Off Request – Ludens moved, Dietsch seconded to approve writing-off and closing Myron Richey’s account and outstanding bill at 1214 Walnut St. All voted in favor, motion carried. Resolution 2025-07 – Ambulance Budget Amendment – Dietsch moved, Mueller seconded to approve Resolution 2025-07 as presented. 3 voted in favor, 1 abstain, motion carried.

RESOLUTION 2025-07 - WHEREAS, the Common Council of the City of Springfield, South Dakota has determined that city expenditures associated with recruitment, EMS training and a power cot in the amount of \$44,000.00 and; WHEREAS grant funds were made available through the South Dakota Department of Health, Division of Healthcare Access, Office of EMS and Trauma in the amount of \$44,000.00 and; WHEREAS, SDCL 9-21-9.2 authorizes the municipality to reimburse for such expenditures to be restored to the fund from which originally withdrawn and the deposit of the same shall restore the budget of such fund in the amount of the reimbursement; NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Springfield, South Dakota that the Ambulance budget will be increased by \$44,000.00. Dated this 1st day of December 2025.

Resolution 2025-10 – 2026 Cost of Goods & Services – Dietsch moved, Mueller seconded to approve Resolution 2025-10 as amended & removing hangar leasing. All voted in favor, motion carried.

RESOLUTION 2025-10 - WHEREAS the City of Springfield, South Dakota provides various goods and services to the public; WHEREAS it is necessary and appropriate to establish fees and charges to recover the cost of providing said goods and services; and WHEREAS the Common Council of the City of Springfield, South Dakota has reviewed the actual and projected costs associated with such goods and services and has determined that the fees set forth herein are fair, reasonable and in the public interest; NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Springfield, South Dakota that:1. Adoption of Fees: The fees and charges attached hereto and incorporated herein by reference, are hereby adopted as the official Cost of Goods and Services

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Schedule for the City of Springfield, South Dakota.2. Effective Date: This resolution shall take effect on January 1, 2026 and shall remain in effect until amended, repealed or superseded by subsequent resolution of the Common Council.3. Repeal of Prior Fees: Any prior resolutions or fee schedules in conflict with this resolution are hereby repealed as of the effective date stated above. Dated this 1st day of December 2025.

Malt Beverage License Transfer– Mueller moved, Ludens seconded to approve the transfer of Retail (On-Off Sale) Malt Beverage & SD Farm Wine License from Doug’s Food Center to K&G Grocery, Inc contingent upon proof of sale. All voted in favor, motion carried. Amended Liquor Operating Agreements– Ludens moved, Dietsch second to approve the amended liquor operating agreements. All voted in favor, motion carried. Engineer Service Agreement – 11th, Ash, & Oak Streets - Mueller moved, Dietsch second to approve the Engineer Service Agreement for 11th, Ash, & Oak Streets. All voted in favor, motion carried. 2026 Fire Department Maintenance Agreement - Mueller moved, Ludens second to approve the 2026 FD Maintenance Agreement as presented. All voted in favor, motion carried. 2026 Election Date – Mueller moved, Dietsch seconded to move the municipal election date to November with the general election the first Tuesday after the first Monday pursuant to HB1130. 3 voted in favor, 1 nay, motion carried.

Adjournment: Ludens moved, Mueller second to adjourn. All voted in favor. Meeting adjourned at 10: 07 pm.

Scott L. Kostal
Mayor

Amanda Larson
Finance Officer

{ SEAL }

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End of Year Special City Council Meeting
Springfield, South Dakota
December 29, 2025

The 2025 end of year meeting of the City Council was held on December 29, 2025, at 1:02 pm at the CSC. The meeting was called to order by Mayor Kostal. The Pledge of Allegiance was spoken. Roll Call: Burch via TEAMS, Dietsch, Ludens, Mueller and Mayor Kostal were present. Also present, Finance Officer Larson, Asst. F.O. Rothschadl, *Springfield Times* Reporter Bochman and Officer Damico.

Approval of Agenda: Mueller moved, Ludens second to approve the agenda as amended. All voted in favor, motion carried.

Approval of EOY Claims: Mueller moved, Dietsch second to approve the end of the year claims. All voted in favor, motion carried. Appera, mats & supplies, 52.13; AT&T, utilities, 264.04; B&H Publishing, publishing, 298.31; Barnes & Noble, books, 49.60; Bound Tree, ambulance supplies, 366.32; CFC, fuel, 2550.00; Chase Pest Service, spray services, 40.00; City of Springfield, account payment, 90.88; Niki Defries, RSDG RR#8, 60.00; DGR, CIP engineering, 5005.39; Den Herder, Hovden, & Barrett, attorney services, 1136.76; Flowers & More, Dietsch service, 39.99; Carissa Gilley, water deposit refund, 109.12; Goldenwest, utilities, 757.25; Heiman Inc, bunker gear, 3661.14; Leaf, copy contract, 128.79; Menards, supplies, 152.82; William Minder, RSDG RR#8, 60.00; Jessica Myers, RSDG RR#8, 60.00; One Source, copy contract, 28.89; PCC, October billing, 577.78; Public Health Lab, water testing, 16.00; Springfield Summer Youth Association, umps & lights, \$3280.00; Thomas Reuters-West, SDCL books, 237.96; TwoTrees Technologies, monthly services, 798.75; Williams Sanitation, WTP clean out, 524.18

New Business: 2026 Garbage Hauler License – Ludens moved, Mueller second to approve 2026 garbage hauler license for Williams Sanitation. All voted in favor, motion carried. Resolution 2025-12, Garbage Rate Increase for 2026: Ludens moved, Burch second to approve Resolution 2025-12. All voted in favor, motion carried.

RESOLUTION 2025-12 -GARBAGE RATES

WHEREAS, the City Council of the City of Springfield, South Dakota may establish single person and two or more-person household garbage rate from time to time as per Title V, Chapter 52, Section 52.03 in the City of Springfield, South Dakota Code of Ordinances and having reviewed and evaluated garbage hauler's request for a rate increase; and WHEREAS, the City deems it necessary for the viable operation of the garbage hauler business due to increase of landfill tonnage rate which will become effective January 1, 2026; NOW THEREFORE BE IT RESOLVED by the City Council of the City of Springfield, South Dakota as per city ordinance hereby authorizes the following garbage rate increase to Single Person Household, one pickup per week \$21.00 per month and Two or More Person Household, one pickup per week \$27.00 per month. New rates will be implemented and effective January 1, 2026. Dated this 29th day of December 2025.

Resolution 2025-13, Contingency Fund Transfer – Ludens moved, Dietsch second to approve Resolution 2025-13 to transfer funds from the contingency budget. All voted in favor, motion carried.

RESOLUTION 2025-13 – CONTINGENCY FUND TRANSFER

WHEREAS, insufficient appropriation was made in the 2025 adopted budget for the following departments to discharge just obligations of said appropriations; and WHEREAS, SDCL 9-21-6.1 provides that transfers be made by resolution of the board from contingency appropriations established pursuant to SDCL 9-21-6.1 to other appropriations; THEREFORE BE IT RESOLVED by the Common Council of the City of Springfield, South Dakota that the appropriation be transferred from the contingency budget to the following department budgets: GENERAL FUND -Attorney, \$2500.00; Fire Department, \$1000.00; SOURCE OF FUNDING -Contingency, \$3500.00. Dated this 29th day of December 2025.

Other Business: Discussion regarding the police pickup.

Adjournment: Mueller moved, Ludens second to adjourn. All voted in favor, motion carried. Meeting adjourned at 1:26 pm.

Scott L. Kostal
Mayor

Amanda Larson
Finance Officer
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City Offices and Departments will be closed Thursday, January 1, 2026, for New Years.
Next regular meeting will be Monday, January 5, 2026, at 6:30pm at the CSC.

Opt #17

CITY COUNCIL MEETING
01/05/2026
JANUARY Bills

Bills Presented By:	Bills Presented For:	Amount	Check #
1. A-OX WELDING SUPPLY CO, INC	SUPPLIES	139.55	54163
2. APPEARA	MATS, SUPPLIES	126.28	54164
3. AQUA-PURE INC	CHEMICAL	1,741.00	54165
4. AT&T MOBILITY	UTILITIES	267.02	54166
5. B-Y ELECTRIC	UTILITIES	22.00	54167
6. BOUND TREE MEDICAL LLC	SUPPLIES	130.99	54168
7. MARISA BRAFFORD	WATER DEPOSIT REFUND	58.64	54169
8. CHASE PEST SERVICE	SPRAY SERVICES	60.00	54170
9. CITY OF SIOUX FALLS	WATER TESTING	52.74	54171
10. CITY OF SPRINGFIELD	WATER BILL -MB	91.36	54172
11. GARRET DAMICO	FUEL REIMBURSEMENT	48.68	54173
12. DANR -FISCAL OFFICE	PERMIT #822047	50.00	54174
13. SHANNON DEFRIES	2026 FD MAINTENANCE	1,200.00	54175
14. DOUG'S FOOD CENTER	SUPPLIES	19.63	54176
15. DUININCK INC	PA# 9 -FINAL	118,058.32	54177
16. DUST-TEX SERVICE INC	JANITORIAL SUPPLIES	79.58	54178
17. ECHO GROUP INC	SUPPLIES	59.22	54179
18. FIRST SAVING BANK	SUPPLIES	360.19	54180
19. GERSTNER OIL	AIRPORT FUEL	2,223.60	54181
20. GOLDENWEST COMPANIES	UTILITIES	757.76	54182
21. KAUL'S AG & AUTO INC	SUPPLIES	19.06	54183
22. LEAF	COPY CONTRACT	141.67	54184
23. M&T FIRE & SAFETY	REPAIR PUMPER	907.20	54185
24. NORTHWESTERN	UTILITIES	9,011.92	54186
25. ONE SOURCE ONE SOLUTION	COPIES	43.54	54187
26. PUBLIC HEALTH LABORATORY	WATER TESTING	16.00	54188
27. QUILL CORPORATION	PAPER	258.86	54189
28. REEMPLOYMENT ASSISTANCE	4TH QUARTER 2025	19.00	54190
29. SD AIRPORT MANAGEMENT ASSOC	2026 ANNUAL DUES	50.00	54191
30. SDARWS INC	2026 ANNUAL CONFERENCE	350.00	54192
31. SD GOV FINANCE OFFICERS' ASSOC	2026 ANNUAL DUES	100.00	54193
32. SD HUMAN RESOURCE ASSOCIATION	2026 ANNUAL DUES	50.00	54194
33. SD MUNICIPAL LEAGUE	LEGISLATIVE RIB DINNER	239.00	54195
34. SDML WORKERS COMPENSATION FUND	2026 WC RENEWAL	10,002.00	54196
35. SD MUNICIPAL STREET MAINT ASSC	2026 ANNUAL DUES	35.00	54197
36. SEAFOG	2026 ANNUAL DUES	100.00	54198
37. WATER & ENVIRONMENTAL	WATER TESTING	88.00	54199
TOTAL		146,977.81	



RECONCILIATION OF CASH ASSETS

December 2025

REPORTED BALANCE			Beginning Balance	Receipts	Current Disbursements	Transfers In & Out	Changes in A/R	TOTAL
101	101.00	General Fund	\$ 1,319,681.82	\$ 55,238.40	\$ 156,397.51	\$ 2,082.99	\$ (91.07)	\$ 1,220,514.63
101	101.01	GF Ambulance Cash	\$ 100,843.37	\$ 3,006.40	\$ 3,764.27	\$ (2,119.14)	\$ -	\$ 97,966.36
101	104.00	GF FIT	\$ 57,654.35	\$ 171.76	\$ -	\$ -	\$ -	\$ 57,826.11
101	105.00	GF Savings Certificates	\$ 11,500.00	\$ -	\$ -	\$ -	\$ -	\$ 11,500.00
101	105.01	GF Savings Certificates - Ambulance	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
101	107.40	HWY C/O Payloader Restricted	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
272	101.00	RLF Fund	\$ 124,716.38	\$ 1,048.10	\$ -	\$ -	\$ -	\$ 125,764.48
272	104.00	RLF Fund - FIT	\$ 11,531.31	\$ 34.38	\$ -	\$ -	\$ -	\$ 11,565.69
275	105.00	RLF Savings Certificate	\$ 101,000.00	\$ -	\$ -	\$ -	\$ -	\$ 101,000.00
601	101.00	Liquor Cash	\$ 59,244.67	\$ 2,333.74	\$ 42.01	\$ -	\$ -	\$ 61,536.40
602	101.00	Water Fund	\$ 707,116.68	\$ 54,160.70	\$ 716,208.10	\$ (13,839.21)	\$ 9,006.42	\$ 40,236.49
602	102.00	Water Cash Change	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ 50.00
602	105.00	Water Savings Certificates	\$ 646,000.00	\$ -	\$ -	\$ -	\$ -	\$ 646,000.00
602	105.10	Water Depreciation Savings Certificates	\$ 549,000.00	\$ -	\$ -	\$ -	\$ -	\$ 549,000.00
602	107.10	Water Surcharge Restricted	\$ 492,319.89	\$ 23,580.56	\$ -	\$ (60.00)	\$ -	\$ 515,840.45
602	107.20	WTP Bond Reserve	\$ 27,324.00	\$ -	\$ -	\$ 1,242.00	\$ -	\$ 28,566.00
602	107.40	WTP Short-Lived Asset	\$ 4,840.00	\$ -	\$ -	\$ -	\$ -	\$ 4,840.00
602	107.50	WTP C/O Membrane Restricted	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
602	107.90	Water Bid Restricted	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00
604	101.00	Sewer Fund	\$ 367,744.19	\$ 18,495.65	\$ 9,110.69	\$ (12,485.00)	\$ 2,910.09	\$ 367,554.24
604	107.00	Sewer Depreciation Restricted	\$ 6,422.03	\$ -	\$ -	\$ -	\$ -	\$ 6,422.03
604	107.10	Sewer Surcharge Restricted	\$ 322,303.37	\$ 10,055.03	\$ -	\$ (30.09)	\$ -	\$ 332,328.31
TOTAL RECORDED CASH ASSETS::			\$ 4,969,692.06	\$ 168,124.72	\$ 885,522.58	\$ (25,208.45)	\$ 11,825.44	\$ 4,238,911.19

RECONCILED CASH ON HAND AND IN BANK		Ambulance Checking	Money Market Savings	General Fund Checking	FIT & CD's	Other	TOTAL
Bank Balance:: December 30, 2025		\$ 135,645.57	\$ 1,822,488.57	\$ 110,408.56	\$ 2,206,891.80	\$ 50.00	\$ 4,275,484.50
Add::							
Deposits in Transit (D)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outstanding Transactions (O)		\$ 576.44	\$ 396.94	\$ 35,599.93	\$ -	\$ -	\$ 36,573.31
Reconciled Bank Balance::		\$ 135,069.13	\$ 1,822,091.63	\$ 74,808.63	\$ 2,206,891.80	\$ 50.00	\$ 4,238,911.19

OTHER RECONCILING ITEMS

Ambulance Checking	\$ 135,069.13
MMSA Balance	\$ 1,822,091.63
Checking Balance	\$ 74,808.63
FIT Balance	\$ 69,391.80
Certificates of Deposit	\$ 2,137,500.00
Petty Cash	\$ 50.00
TOTAL RECONCILED CASH ASSETS::	\$ 4,238,911.19

VARIANCE-REPORTED VS. RECONCILED

\$ -

OUTSTANDING			Ambulance Checking	Money Market Savings	General Fund Checking	FIT & CD's	Other
30	Dec	Outstanding Deposit (O)	\$ 286.44	\$ -	\$ -	\$ -	\$ -
		Outstanding Deposit (O)	\$ 290.00	\$ -	\$ -	\$ -	\$ -
		Outstanding Deposit (O)	\$ -	\$ 314.91		\$ -	\$ -
		Outstanding Deposit (O)	\$ -	\$ 82.03		\$ -	\$ -
		Check# 53647 (O)	\$ -	\$ -	\$ 75.00	\$ -	\$ -
		Check# 53782 (O)	\$ -	\$ -	\$ 75.00	\$ -	\$ -
		Check# 54036 (O)	\$ -	\$ -	\$ 198.56	\$ -	\$ -
		Check# 54102 (O)	\$ -	\$ -	\$ 150.00	\$ -	\$ -
		Check# 54157 (O)	\$ -	\$ -	\$ 42.06	\$ -	\$ -
		Check# 54158 (O)	\$ -	\$ -	\$ 5,829.32	\$ -	\$ -
		Check# 54159 (O)	\$ -	\$ -	\$ 180.00	\$ -	\$ -
		Check# 54160 (O)	\$ -	\$ -	\$ 816.27	\$ -	\$ -
		Check# 54161 (O)	\$ -	\$ -	\$ 144.50	\$ -	\$ -
		Check# 54162 (O)	\$ -	\$ -	\$ 7,743.12	\$ -	\$ -
		Checks# 54130-54155 EOY claims (O)	\$ -	\$ -	\$ 20,346.10	\$ -	\$ -
TOTAL			\$ 576.44	\$ 396.94	\$ 35,599.93		

Period 12
Opt #67

FISCAL REVENUE REPORT FOR 12/30/2025
CITY OF SPRINGFIELD

Page 1
12/30/2025@02:05:22 PM

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
Revenue							
101	311.01	GF CURRENT YEAR TAX	279,000.00	263,361.67	15,638.33	94.4 %	8,628.35
101	311.06	GF ALL PRIOR YEARS TAX	12,000.00	2,838.34	9,161.66	23.7 %	.00
101	311.07	GF MOBIL HOME TAX	2,000.00	3,036.57	-1,036.57	151.8 %	391.60
101	313.00	GF GENERAL SALES & USE TAX	300,000.00	341,382.23	-41,382.23	113.8 %	27,498.66
101	314.00	GF BUSINESS TAX	.00	.00	.00	.0 %	.00
101	315.00	GF AMUSEMENT TAX	.00	.00	.00	.0 %	.00
101	318.00	TAX DEED REVENUE	.00	2,871.84	-2,871.84	.0 %	.00
101	319.00	GF PENALTY & INTEREST	700.00	1,164.27	-464.27	166.3 %	136.86
Taxes			593,700.00	614,654.92	-20,954.92	103.5 %	36,655.47
101	321.00	GF LIQUOR LICENSE	.00	.00	.00	.0 %	.00
101	322.00	GF DOG LICENSES	800.00	740.00	60.00	92.5 %	.00
101	323.00	GF BUILDING PERMITS	300.00	1,600.00	-1,300.00	533.3 %	.00
101	324.00	GF CABLE TV FRANCHISE	4,000.00	5,158.09	-1,158.09	129.0 %	.00
101	329.00	GF OTHER LICENSE & PERMITS	1,000.00	1,224.00	-224.00	122.4 %	.00
Licenses & Permits			6,100.00	8,722.09	-2,622.09	143.0 %	.00
101	331.00	FEDERAL AIP013-24 (90%)	4,350,000.00	3,072,321.02	1,277,678.98	70.6 %	5,904.94
101	331.01	2024 HLS -CFDA #97.067	.00	11,914.56	-11,914.56	.0 %	.00
101	331.02	2025 RSDG 25SC09	.00	34,420.71	-34,420.71	.0 %	.00
101	331.03	AIRPORT CIP GRANT -DESIGN	.00	22,918.68	-22,918.68	.0 %	.00
101	331.04	FEDERAL BIL014-24 (90%)	.00	229,863.37	-229,863.37	.0 %	.00
101	331.05	FEDERAL IIA015-25 (95%)	.00	97,137.49	-97,137.49	.0 %	.00
101	331.06	FEDERAL AIP016-25 (95%)	.00	191,352.23	-191,352.23	.0 %	.00
101	333.00	GF FED PAYMENT IN LIEU OF TAX	.00	.00	.00	.0 %	.00
101	334.00	STATE AIP013-24 (5%)	.00	170,684.48	-170,684.48	.0 %	328.05
101	334.01	GF&P RECREATIONAL TRAILS	.00	.00	.00	.0 %	.00
101	334.02	STATE FEMA	.00	.00	.00	.0 %	.00
101	334.03	AIRPORT DESIGN -5% STATE	.00	1,273.27	-1,273.27	.0 %	.00
101	334.04	STATE BIL014-24 (5%)	.00	12,770.18	-12,770.18	.0 %	.00
101	334.05	STATE IIA015-25 (2.5%)	.00	2,556.25	-2,556.25	.0 %	.00
101	334.06	STATE AIP016-25 (2.5%)	.00	5,035.58	-5,035.58	.0 %	.00
101	335.01	GF BANK FRANCHISE TAX	3,200.00	1,995.79	1,204.21	62.4 %	.00
101	335.02	GF MV COMMERCIAL LICENSES 12%	2,000.00	2,574.29	-574.29	128.7 %	.00
101	335.03	GF LIQUOR TAX REVERSION	13,000.00	12,782.79	217.21	98.3 %	.00
101	335.04	GF MOTOR VEHICLE LICENSES 5%	11,000.00	12,060.20	-1,060.20	109.6 %	895.18
101	335.08	GF STATE HIGHWAY & BRIDGE FUND	31,000.00	33,495.66	-2,495.66	108.1 %	.00
101	336.00	STATE PAYMENT IN LIEU OF TAXES	.00	.00	.00	.0 %	.00
101	338.01	GF COUNTY ROAD TAX 25%	.00	.00	.00	.0 %	.00
101	338.02	GF CO HWY & BRIDGE RESERVE 25%	1,900.00	1,901.43	-1.43	100.1 %	.00
101	338.03	GF COUNTY WHEEL TAX	.00	.00	.00	.0 %	.00
Intergovernmental Revenue			4,412,100.00	3,917,057.98	495,042.02	88.8 %	7,128.17
101	341.00	GF GENERAL GOVERNMENT	.00	7.00	-7.00	.0 %	.00
101	342.01	SPECIAL POLICE SERVICES	.00	.00	.00	.0 %	.00
101	343.00	GF HIGHWAYS AND STREETS	2,000.00	2,347.12	-347.12	117.4 %	.00
101	344.02	GF WEED CUTTING AND REMOVAL	.00	.00	.00	.0 %	.00
101	346.00	GF PARK FEES	7,000.00	13,406.70	-6,406.70	191.5 %	.00
101	347.00	GF AMBULANCE	70,000.00	65,317.44	4,682.56	93.3 %	3,006.40
101	349.00	AIRPORT FUEL	2,000.00	2,040.12	-40.12	102.0 %	546.56
Charges for Goods & Services			81,000.00	83,118.38	-2,118.38	102.6 %	3,552.96
101	351.00	GF COURT FINES	.00	.00	.00	.0 %	.00
101	354.00	LIBRARY FINES	.00	.00	.00	.0 %	.00
Fines & Forfeits			.00	.00	.00	.0 %	.00
101	361.00	GF INTEREST EARNED	19,000.00	18,073.43	926.57	95.1 %	1,378.33
101	362.10	GF RENTAL COMMUNITY HALL	5,000.00	5,124.50	-124.50	102.5 %	370.00

Period 12
Opt #67

FISCAL REVENUE REPORT FOR 12/30/2025
CITY OF SPRINGFIELD

Page 2
12/30/2025@02:05:22 PM

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
101	362.20	GF RENTAL AIRPORT PROPERTY	800.00	10,130.00	-9,330.00	1266.3 %	5,065.00
101	362.30	GF RENTAL INDUSTRIAL CROPLAND	.00	2,476.25	-2,476.25	.0 %	1,238.12
101	362.50	GF RENTAL EQUIPMENT	.00	.00	.00	.0 %	.00
101	362.60	GF RENTAL STREET	40.00	25.00	15.00	62.5 %	.00
101	362.70	DAYCARE	.00	.00	.00	.0 %	.00
101	363.01	SPECIAL ASSESSMENTS PRINCIPAL	700.00	1,729.91	-1,029.91	247.1 %	.00
101	363.02	SPECIAL ASSESSMENT INTEREST	200.00	122.23	77.77	61.1 %	.00
101	367.00	GF CONTRIBUTIONS & DONATIONS	2,000.00	25,855.95	-23,855.95	1292.8 %	.00
101	367.01	LIBRARY DONATIONS/ GRANTS	2,000.00	2,700.00	-700.00	135.0 %	.00
101	369.00	GF ANY OTHER REVENUE	8,000.00	12,418.81	-4,418.81	155.2 %	128.51
101	369.05	GF REVENUE IN LIEU OF TAXES	.00	.00	.00	.0 %	.00
101	369.90	RESTITUTION AND JUDGEMENTS	.00	29.20	-29.20	.0 %	.00
101	369.99	OTHER REVENUE RECOVER	3,000.00	3,553.11	-553.11	118.4 %	.00
Miscellaneous Revenues			40,740.00	82,238.39	-41,498.39	201.9 %	8,179.96
101	371.00	WTP SURCHARGE DEBT SECURITY	.00	.00	.00	.0 %	.00
Trust and Agency Funds			.00	.00	.00	.0 %	.00
Total Revenue			5,133,640.00	4,705,791.76	427,848.24	91.7 %	55,516.56
Other Financing Sources							
101	391.01	TRANSFER IN GEN FUND FROM WAT	250,000.00	250,000.00	.00	100.0 %	.00
101	391.03	SALE OF GENERAL FIXED ASSETS	.00	2,900.00	-2,900.00	.0 %	2,900.00
101	391.11	TRANSFER IN GEN FUND FROM SEW	25,000.00	.00	25,000.00	.0 %	.00
101	391.12	TRANSFER IN GEN FUND FROM LIQ	25,000.00	25,000.00	.00	100.0 %	.00
101	391.29	OTHER LONG TERM DEBT ISSUED	.00	.00	.00	.0 %	.00
Other Sources			300,000.00	277,900.00	22,100.00	92.6 %	2,900.00
Total Other Financing Sources			300,000.00	277,900.00	22,100.00	92.6 %	2,900.00
101 GENERAL FUND			5,433,640.00	4,983,691.76	449,948.24	91.7 %	58,416.56

Period 12
Opt #67

FISCAL REVENUE REPORT FOR 12/30/2025
CITY OF SPRINGFIELD

Page 3
12/30/2025@02:05:23 PM

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
Revenue							
272	341.99	ORIGINATION FEES	.00	.00	.00	.0 %	.00
		Charges for Goods & Services	.00	.00	.00	.0 %	.00
272	361.00	RLF INTEREST	5,000.00	4,812.71	187.29	96.3 %	613.84
		Miscellaneous Revenues	5,000.00	4,812.71	187.29	96.3 %	613.84
Total Revenue			5,000.00	4,812.71	187.29	96.3 %	613.84
272 REVOLVING LOAN FUND			5,000.00	4,812.71	187.29	96.3 %	613.84

Period 12
Opt #67

FISCAL REVENUE REPORT FOR 12/30/2025
CITY OF SPRINGFIELD

Page 4
12/30/2025@02:05:23 PM

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
Revenue							
601	361.00	LIQUOR INTEREST	.00	.00	.00	.0 %	.00
		Miscellaneous Revenues	.00	.00	.00	.0 %	.00
601	380.50	LIQUOR 10% VIDEO LOTTERY	9,000.00	7,660.74	1,339.26	85.1 %	847.60
601	380.81	LIQUOR 10% LIQUOR	7,000.00	6,126.47	873.53	87.5 %	721.74
601	380.82	LIQUOR 5% BEER	9,000.00	8,646.25	353.75	96.1 %	754.40
601	380.99	LIQUOR OTHER REVENUE	450.00	485.00	-35.00	107.8 %	10.00
		Enterprise Operating Revenue	25,450.00	22,918.46	2,531.54	90.1 %	2,333.74
Total Revenue			25,450.00	22,918.46	2,531.54	90.1 %	2,333.74
601 LIQUOR			25,450.00	22,918.46	2,531.54	90.1 %	2,333.74

Period 12
Opt #67

FISCAL REVENUE REPORT FOR 12/30/2025
CITY OF SPRINGFIELD

Page 5
12/30/2025@02:05:23 PM

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
Revenue							
602	331.02	WATER FED GRANT EPA	.00	.00	.00	.0 %	.00
602	331.03	USDA LOAN CFDA 10.760	.00	.00	.00	.0 %	.00
602	331.04	USDA GRANT CFDA 10.760	775,000.00	1,357,659.67	-582,659.67	175.2 %	.00
602	331.05	CDBG 1919-113	.00	.00	.00	.0 %	.00
602	332.10	CDBG -11AO	.00	.00	.00	.0 %	.00
602	332.20	SRF DW-02 -11AO	.00	.00	.00	.0 %	.00
602	332.30	COMMACCESS PCN0A3R	.00	.00	.00	.0 %	.00
602	334.00	WATER CDBG GRANTS	.00	.00	.00	.0 %	.00
Intergovernmental Revenue			775,000.00	1,357,659.67	-582,659.67	175.2 %	.00
602	361.00	WATER INTEREST	20,000.00	39,081.29	-19,081.29	195.4 %	3,567.02
602	361.10	WATER DEPR. RESERVE INTEREST	15,000.00	18,879.83	-3,879.83	125.9 %	3,648.23
602	366.00	WAT GAIN SALE OF CAPITAL ASSET	.00	.00	.00	.0 %	.00
Miscellaneous Revenues			35,000.00	57,961.12	-22,961.12	165.6 %	7,215.25
602	371.00	WTP SURCHARGE DEBT SECURITY	300,000.00	270,310.80	29,689.20	90.1 %	22,580.90
602	371.10	SRF DW-02 11AO SURCHARGE	.00	.00	.00	.0 %	.00
Trust and Agency Funds			300,000.00	270,310.80	29,689.20	90.1 %	22,580.90
602	381.00	WATER DEPOSITS	.00	.00	.00	.0 %	.00
602	381.10	WATER METERED SALES	650,000.00	636,603.39	13,396.61	97.9 %	46,578.51
602	381.11	WAT TREATMENT PLANT SURCHARGE	.00	.00	.00	.0 %	.00
602	381.20	WATER BULK WATER SALES	2,000.00	9,664.40	-7,664.40	483.2 %	66.60
602	381.30	WAT SALE OF SUPPLIES/MATERIALS	1,000.00	1,763.09	-763.09	176.3 %	.00
602	381.40	WATER HOOK-UPS	.00	190.00	-190.00	.0 %	.00
602	381.50	WATER TURN ONS	600.00	575.00	25.00	95.8 %	75.00
602	381.70	WATER RENTA OF EQUIPMENT	.00	.00	.00	.0 %	.00
602	381.80	WATER RECOVERY OF DIRECT EXPEN	.00	2,821.04	-2,821.04	.0 %	.00
602	381.89	WATER RECOVERY NSF CHARGES	100.00	125.00	-25.00	125.0 %	50.00
602	381.90	WATER OTHER	.00	31.86	-31.86	.0 %	.00
Enterprise Operating Revenue			653,700.00	651,773.78	1,926.22	99.7 %	46,770.11
Total Revenue			1,763,700.00	2,337,705.37	-574,005.37	132.5 %	76,566.26
Other Financing Sources							
602	391.01	WATER TRANSFER IN	.00	.00	.00	.0 %	.00
602	391.29	SRF LT DEBT FORGIVEN	.00	.00	.00	.0 %	.00
Other Sources			.00	.00	.00	.0 %	.00
Total Other Financing Sources			.00	.00	.00	.0 %	.00
602 WATER			1,763,700.00	2,337,705.37	-574,005.37	132.5 %	76,566.26

Period 12
Opt #67

FISCAL REVENUE REPORT FOR 12/30/2025
CITY OF SPRINGFIELD

Page 6
12/30/2025@02:05:23 PM

Fund	G/L #	Account Description	Estimated Revenue	Yr-to-Date Revenue	Balance of Estimates	Percent Collected	Month-T-D Revenue
Revenue							
604	331.02	SEWER FED GRANT EPA	.00	.00	.00	.0 %	.00
604	332.20	SRF CW-02 11AO	.00	.00	.00	.0 %	.00
		Intergovernmental Revenue	.00	.00	.00	.0 %	.00
604	361.00	SEWER INTEREST	.00	.00	.00	.0 %	.00
604	366.00	SEW GAIN SALE OF CAPITAL ASSET	.00	.00	.00	.0 %	.00
		Miscellaneous Revenues	.00	.00	.00	.0 %	.00
604	371.00	SEW SURCHARGE SECURITY OF DEBT	110,000.00	114,122.37	-4,122.37	103.7 %	9,537.78
604	371.10	SRF CW-02 11AO SURCHARGE	.00	.00	.00	.0 %	.00
		Trust and Agency Funds	110,000.00	114,122.37	-4,122.37	103.7 %	9,537.78
604	383.10	SEWER CHARGES	225,000.00	239,364.60	-14,364.60	106.4 %	19,012.90
604	383.20	SEWER HOOK-UPS	.00	.00	.00	.0 %	.00
604	383.80	SEWER RECOVER OF D EXPENDITURE	.00	.00	.00	.0 %	.00
604	383.90	SEWER OTHER	.00	.00	.00	.0 %	.00
		Enterprise Operating Revenue	225,000.00	239,364.60	-14,364.60	106.4 %	19,012.90
Total Revenue			335,000.00	353,486.97	-18,486.97	105.5 %	28,550.68
Other Financing Sources							
604	391.01	SEWER TRANSFER IN FROM WATER	.00	.00	.00	.0 %	.00
604	391.29	OTHER LONG TERM DEBT	.00	.00	.00	.0 %	.00
		Other Sources	.00	.00	.00	.0 %	.00
Total Other Financing Sources			.00	.00	.00	.0 %	.00
604 SEWER			335,000.00	353,486.97	-18,486.97	105.5 %	28,550.68

Period 13
Opt #66

BUDGET EXPENDITURE TOTALS REPORT AS OF 12/30/2025
CITY OF SPRINGFIELD

Page 1
12/30/2025@01:39:28 PM

Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
Expenses									
101	411.5	CONTINGENCY	300,000.00	-3,500.00	296,500.00	.00	296,500.00	.0	.00
101	412.1	MAYOR & COUNCIL	30,670.00	.00	30,670.00	24,176.83	6,493.17	78.8	.00
101	414.1	ATTORNEY	10,000.00	2,500.00	12,500.00	10,729.12	1,770.88	85.8	.00
101	414.2	FINANCE OFFICER	128,025.00	20,000.00	148,025.00	129,628.67	18,396.33	87.6	.00
101	414.6	INSURANCE	27,500.00	.00	27,500.00	25,241.50	2,258.50	91.8	.00
101	419.2	GEN GOV'T BUILDING	33,620.00	.00	33,620.00	16,312.11	17,307.89	48.5	.00
		----- SUBTOTAL:	529,815.00	19,000.00	548,815.00	206,088.23	342,726.77	37.6	.00
101	421.0	POLICE	215,050.00	-30,000.00	185,050.00	65,053.99	119,996.01	35.2	.00
101	422.0	FIRE DEPT.	21,200.00	1,000.00	22,200.00	21,475.36	724.64	96.7	.00
		----- SUBTOTAL:	236,250.00	-29,000.00	207,250.00	86,529.35	120,720.65	41.8	.00
101	431.2	HIGHWAY & STREET	222,500.00	.00	222,500.00	113,430.61	109,069.39	51.0	.00
101	431.6	STREET LIGHTING	31,300.00	.00	31,300.00	21,504.75	9,795.25	68.7	.00
101	431.7	SNOW	17,925.00	.00	17,925.00	1,811.72	16,113.28	10.1	.00
101	435.0	AIRPORT	4,379,550.00	210,000.00	4,589,550.00	4,158,145.18	431,404.82	90.6	.00
		----- SUBTOTAL:	4,651,275.00	210,000.00	4,861,275.00	4,294,892.26	566,382.74	88.3	.00
101	441.3	HEALTH WEST NILES	900.00	.00	900.00	810.00	90.00	90.0	.00
101	446.0	AMBULANCE	70,000.00	44,000.00	114,000.00	82,487.27	31,512.73	72.4	.00
		----- SUBTOTAL:	70,900.00	44,000.00	114,900.00	83,297.27	31,602.73	72.5	.00
101	452.0	PARK & REC	23,325.00	5,000.00	28,325.00	27,489.63	835.37	97.1	.00
101	452.1	PARKS POOL	59,300.00	.00	59,300.00	55,275.40	4,024.60	93.2	.00
101	452.2	PARKS BALL PROGRAM	10,200.00	.00	10,200.00	7,563.49	2,636.51	74.2	.00
101	455.0	LIBRARY	18,275.00	1,900.00	20,175.00	15,866.70	4,308.30	78.6	.00
		----- SUBTOTAL:	111,100.00	6,900.00	118,000.00	106,195.22	11,804.78	90.0	.00
101	465.0	ECONOMIC DEVELOPMENT	14,300.00	.00	14,300.00	8,432.12	5,867.88	59.0	.00
		----- SUBTOTAL:	14,300.00	.00	14,300.00	8,432.12	5,867.88	59.0	.00
101	491.0	JUDGMENT BOND	.00	.00	.00	.00	.00	.0	.00
		----- SUBTOTAL:	.00	.00	.00	.00	.00	.0	.00
Total Expenses			5,613,640.00	250,900.00	5,864,540.00	4,785,434.45	1,079,105.55	81.6	.00
Other Uses									
101	511.0	TRANSFER OUT	20,000.00	.00	20,000.00	.00	20,000.00	.0	.00
		----- SUBTOTAL:	20,000.00	.00	20,000.00	.00	20,000.00	.0	.00
Total Other Uses			20,000.00	.00	20,000.00	.00	20,000.00	.0	.00
Total Expenses and Other Uses At Fund:									
101	***GENERAL FUND		5,633,640.00	250,900.00	5,884,540.00	4,785,434.45	1,099,105.55	81.3	.00 **

Period 13
Opt #66

BUDGET EXPENDITURE TOTALS REPORT AS OF 12/30/2025
CITY OF SPRINGFIELD

Page 2
12/30/2025@01:39:29 PM

Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
Expenses									
272	465.3	EC DEVELOPMENT	500.00	.00	500.00	.00	500.00	.0	.00
		SUBTOTAL:	500.00	.00	500.00	.00	500.00	.0	.00
Total Expenses			500.00	.00	500.00	.00	500.00	.0	.00
Total Expenses and Other Uses At Fund:									
272	** *REVOLVING LOAN FUND		***	500.00	.00	500.00	.00	500.00	.0 .00 **

Period 13
Opt #66

BUDGET EXPENDITURE TOTALS REPORT AS OF 12/30/2025
CITY OF SPRINGFIELD

Page 3
12/30/2025@01:39:29 PM

Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
Expenses									
601	499.0	LIQUOR	200.00	.00	200.00	42.01	157.99	21.0	.00
		————— SUBTOTAL:	200.00	.00	200.00	42.01	157.99	21.0	.00
 Total Expenses									
			200.00	.00	200.00	42.01	157.99	21.0	.00
 Other Uses									
601	511.0	TRANSFER OUT	25,000.00	.00	25,000.00	25,000.00	.00	100.0	.00
		————— SUBTOTAL:	25,000.00	.00	25,000.00	25,000.00	.00	100.0	.00
 Total Other Uses									
			25,000.00	.00	25,000.00	25,000.00	.00	100.0	.00
 Total Expenses and Other Uses At Fund:									
601	***	LIQUOR	25,200.00	.00	25,200.00	25,042.01	157.99	99.4	.00 **

Period 13
Opt #66

BUDGET EXPENDITURE TOTALS REPORT AS OF 12/30/2025
CITY OF SPRINGFIELD

Page 4
12/30/2025@01:39:29 PM

Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
		SUBTOTAL:	.00	.00	.00	.00	.00	.0	.00
Expenses									
602	433.0	WATER	.00	.00	.00	.00	.00	.0	.00
602	433.1	SOURCE OF SUPPLY	16,700.00	.00	16,700.00	3,942.99	12,757.01	23.6	.00
602	433.2	WAT POWER & PUMPING	924,200.00	.00	924,200.00	1,466,157.00	-541,957.00	158.6	.00
602	433.3	WATER PURIFICATION	60,000.00	.00	60,000.00	35,779.57	24,220.43	59.6	.00
602	433.4	WATER DISTRIBUTION	45,500.00	.00	45,500.00	61,173.51	-15,673.51	134.4	.00
602	433.5	WATER ADMINISTRATION	135,500.00	.00	135,500.00	122,933.89	12,566.11	90.7	.00
		SUBTOTAL:	1,181,900.00	.00	1,181,900.00	1,689,986.96	-508,086.96	143.0	.00
602	470.0	DEBT SERVICE	155,000.00	.00	155,000.00	148,956.00	6,044.00	96.1	.00
		SUBTOTAL:	155,000.00	.00	155,000.00	148,956.00	6,044.00	96.1	.00
Total Expenses			1,336,900.00	.00	1,336,900.00	1,838,942.96	-502,042.96	137.6	.00
Other Uses									
602	511.0	TRANSFER OUT	279,740.00	.00	279,740.00	250,000.00	29,740.00	89.4	.00
		SUBTOTAL:	279,740.00	.00	279,740.00	250,000.00	29,740.00	89.4	.00
Total Other Uses			279,740.00	.00	279,740.00	250,000.00	29,740.00	89.4	.00
Total Expenses and Other Uses At Fund:									
602	** *WATER		*** 1,616,640.00	.00	1,616,640.00	2,088,942.96	-472,302.96	129.2	.00 **

Period 13
Opt #66

BUDGET EXPENDITURE TOTALS REPORT AS OF 12/30/2025
CITY OF SPRINGFIELD

Page 5
12/30/2025@01:39:29 PM

Fund	Act	Account Description	Beginning Budgeted	Mods In/Out	- Total - Budget	Yr-To-Date Expensed	Budget Remaining	% Exp.	Month-T-D Expensed
Expenses									
604	432.5	SEWER	217,300.00	.00	217,300.00	134,246.61	83,053.39	61.8	.00
		————— SUBTOTAL:	217,300.00	.00	217,300.00	134,246.61	83,053.39	61.8	.00
604	470.0	DEBT SERVICE	96,000.00	.00	96,000.00	95,669.04	330.96	99.7	.00
		————— SUBTOTAL:	96,000.00	.00	96,000.00	95,669.04	330.96	99.7	.00
Total Expenses			313,300.00	.00	313,300.00	229,915.65	83,384.35	73.4	.00
Other Uses									
604	511.0	TRANSFER OUT	27,000.00	.00	27,000.00	.00	27,000.00	.0	.00
		————— SUBTOTAL:	27,000.00	.00	27,000.00	.00	27,000.00	.0	.00
Total Other Uses			27,000.00	.00	27,000.00	.00	27,000.00	.0	.00
<hr/>									
Total Expenses and Other Uses At Fund:									
604	***	SEWER	340,300.00	.00	340,300.00	229,915.65	110,384.35	67.6	.00 **



DEPARTMENTAL REPORTS

UTILITIES:

- Repaired water leak on 14th street
- Joe is attending Annual Training Conference in Pierre January 13-14

STREETS:

- Snow removal and cleanup from high winds;
- Christmas decorations repair;
- Preventative repairs on equipment;
- Welded plow cylinder and repaired hydraulic leaks

AIRPORT:

- Snow removal;
- light checks as well as fuel checks;
- contacted Midwest petroleum to do a service call on fuelmaster;
- added 400 gallons of 100ll fuel;
- some of the lights are working on and off, trying to get a repair solution from Efraimson Electric soon;
- fixed windsock after high winds

LIBRARY:

- For December 2025, adult patronage decreased by 25% and minor patronage decreased by 64% compared to the same period last year. This is the third consecutive month that patronage has declined in 2025. This is concerning as the library typically enters its slow period in January and February.
- This is the end of the third year of being a federally recognized public library in SD. Kelly is preparing a 3-year report to present to Council and Library Board in Feb or March.
- In addition to the 3-year report, Kelly is preparing information for the SD State Library Annual Report and taking CE credits for her 2026 director recertification.

FIRE:

AMBULANCE:

POLICE:

- 6 tickets;
- 2 arrests;
- 6 calls for service;
- 1 accident
- Following up on police pick-up options

PARKS:

FINANCE OFFICE:

- Working property and liability insurance renewal
- Amended FO hours January 12-23 for EOY wrap-up
- Aqua-Pure had an audit and found issues with invoicing. We have been receiving updated invoices and credit memos to rectify.

MAYOR:

OTHER PARTNERS/AGENCIES:

Water Usage Report				
2025				
	Rush-Co	MDSP	Residential	City Total Usage
January	19,900	3,142,900	1,057,090	4,219,890
February	26,700	2,837,200	961,500	3,825,400
March	23,200	2,873,700	908,540	3,805,440
April	18,400	2,863,100	1,196,900	4,078,400
May	47,600	2,717,000	1,562,000	4,326,600
June	30,400	3,395,000	1,916,600	5,342,000
July	17,600	2,548,600	1,329,900	3,896,100
August	23,000	2,879,000	1,404,600	4,306,600
September	25,400	3,132,300	1,578,500	4,736,200
October	24,900	2,687,200	1,291,600	4,003,700
November	18,100	2,803,000	1,030,500	3,851,600
December	22,600	2,505,400	914,900	3,442,900
Total	297,800	34,384,400	15,152,630	49,834,830
365				Year's Daily Average
Percent	1%	69%	30%	136,534

2025 WATER LOSS REPORT				
				WATER LOSS
2025	WATER PLANT	CUSTOMERS	DIFFERENCE	PERCENTAGE
JANUARY	6,971,500	4,219,890	2,751,610	39%
FEBRUARY	5,698,400	3,825,400	1,873,000	33%
MARCH	5,293,000	3,805,440	1,487,560	28%
APRIL	6,525,200	4,078,400	2,446,800	37%
MAY	6,190,000	4,326,600	1,863,400	30%
JUNE	7,394,000	5,342,000	2,052,000	28%
JULY	4,913,000	3,896,100	1,016,900	21%
AUGUST	5,362,000	4,306,600	1,055,400	20%
SEPTEMBER	6,764,000	4,736,200	2,027,800	30%
OCTOBER	6,655,000	4,003,700	2,651,300	40%
NOVEMBER	5,573,000	3,851,600	1,721,400	31%
DECEMBER	4,973,000	3,442,900	1,530,100	31%

GALLONS

JANUARY	NEW PLANT	32000
MARCH	HYDRANT FLUSHING	5500
	FIRE DEPT-VARIOUS FIRES	9400
	MOTEL WATER LEAK	25,000
MAY	HYDRANT FLUSHING	3000
	FD TRAINING & FIRE CALL	6000
	BULK WATER HYDRANT METER	32800
JUNE	HYDRANT FLUSHING	3000
	FIRES	5000
	WATER LEAKS	20,000
JULY	HYDRANT	10,000
	BULK WATER HYDRANT METER	34,000
AUGUST	FD TRAINING	1500
	WASH ROAD	8000
	HYDRANT FLUSHING	10,000
SEPTEMBER	FD TRAINING & FIRE CALLS	4,000
	HYDRANT FLUSHING	10,000
OCTOBER	FIRE CALLS	6000
	HYDRANT & MISC FLUSHING	2500
NOVEMBER	HYDRANT FLUSHING	12,000
	FD TRAINING	2000
	LEAKS	ALOT

**ENGINEER'S STATEMENT OF FINAL COMPLETION
AND
OWNER'S ACCEPTANCE OF CONTRACT CONSTRUCTION**

TO: City of Springfield
605 8th Street, PO Box 446
Springfield, SD 57062

Reconstruct Runway 15/33, Runway 15 Turn Around, Taxiway A, Apron, & Taxilane A
at the Springfield Municipal Airport

FAA AIP No. 3-46-0052-013-2024

FAA BIL No. 3-46-0052-014-2024

FAA IJA No. 3-46-0052-015-2025

FAA AIP No. 3-46-0052-016-2025

I, the undersigned Engineer of the above designated project, do hereby state that:

1. The construction provided for pursuant to Construction Contract No. 3-46-0052-013-2025; 3-46-0052-014-2025; 3-46-0052-015-2025; 3-46-0052-016-2025, dated August 19, 2024; August 25, 2025, including all approved amendments and change orders, (hereinafter called the "Project") between City of Springfield (Owner") and Duininck Inc. ("Contractor") has been completed as of November 21, 2025 and to the best of my knowledge, information, and belief, based on observations made during the period of construction, is in substantial compliance with the provisions of the Construction Contract, including all plans, specifications and drawings, and modifications thereof.

To the best of my knowledge, information and belief,

2. Defects in workmanship and materials reported during the period of construction of the Project have been corrected.

3. The total amount due to the project is Four Million, Three Hundred and Fifty-One Thousand, Two Hundred and Twenty-Nine Dollars, and Thirty Cents (\$4,351, 229.30).

4. The Final Application for Payment (9-Final) attached hereto and made a part hereof is a complete and accurate summary of the work performed in accordance with the Construction Contract.

APPLICATION AND RECOMMENDATION FOR PAYMENT NO.

9 - FinalTo City of Springfield, 605 8th St, PO Box 446, Springfield, SD 57062Contract for Reconstruct Rwy 15/33, Rwy 15 Turn Around, Txy A, Apron, & Taxilane AFor work accomplished through the date of December 5, 2025Contractor Duininck, Inc.

This application meets the requirements of the Contract Documents.

In accordance with the contract, the undersigned recommends payment to the contractor of the amount due as shown below.

Brian Meyer, DGR Engineering
EngineerDated 12-24-2025By: Brian D. Meyer**Contractor's Certification**

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of Contractor incurred in connection with Work covered by prior Applications and Recommendations for Payment numbered 1 through 9 - Final inclusive; and (2) title to all Work, Materials and equipment incorporated in said Work or otherwise listed in or covered by this Application will pass to Owner at the time of payment free and clear of all liens, claims, security interests or encumbrances (except such as are covered by Bond acceptable to Owner indemnifying Owner against any such lien, claim, security interest or encumbrance); and (3) all work covered by this Application is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents.

Kristopher Duinick, Duinick, Inc.
ContractorDated 12/27/2025By: KD

Kristopher Duinick (Dec 27, 2025 11:03:19 CST)

Total Work to Date:	\$ 4,371,229.30	Original Contract Amount:	\$ 4,603,678.31
Less Retainage (0%):	\$ -	Net Change Orders No. 1 Through 3	\$ 62,592.52
Less Liquidated Damages:	\$ 20,000.00		
Total Due to Date:	\$ 4,351,229.30	Adjusted Contract Amount	\$ 4,666,270.83
Less Previous Payments:	4,233,170.98	Less Total Payments Due	\$ 4,351,229.30
Amount Due This Pay Application:	\$ 118,058.32	Contract Balance:	\$ 315,041.53

The Owner concurs with this Application and Recommendation for Payment.

City of Springfield, Owner

Signature: _____

Printed Name: Scott KostalTitle: Mayor

Dated: _____

APPLICATION FOR PAYMENT DETAIL SHEET
December 9, 2025

APPLICATION NO.: 9 - Final
PROJECT: Reconstruct Rwy 15/33, Rwy 15 Turn Around, Try A, Apron, & Taxiway A
CONTRACTOR: Dunick, Inc.
ENGINEER: Brian Meyer, P.E., DGR Engineering, Project No. 731102.01
AP PROJECT NO: 3-46-052-013-2024
BIL PROJECT NO: 3-46-052-014-2024
IUA PROJECT NO: 3-46-052-015-2026
AP PROJECT NO: 3-46-052-016-2026

APPLICATION PERIOD
FROM: November 22, 2025
THRU: December 5, 2025

ITEM NO.	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	TOTAL CONTRACT PRICE	TOTAL TO DATE QTY	EARNED	PAST APPLICATIONS QTY	EARNED	THIS APPLICATION QTY	EARNED	REMARKS
AIP & DISCRETIONARY GRANT - 013												
BID SCHEDULE A: RECONSTRUCT Rwy 15/33, Rwy 15 TURN AROUND, & PARTIAL TRY A												
1	Testing Laboratory Services, Type I	1.00	EA	\$17,200.00	\$17,200.00	1.00	\$17,200.00	1.00	\$17,200.00		\$17,200.00	Complete
2	Open, Maintain, & Restore Temporary Field Entrance	1.00	LS	\$6,700.00	\$6,700.00	1.00	\$6,700.00	1.00	\$6,700.00		\$6,700.00	Complete
3	Open, Maintain, & Restore Temporary Site Entrance	1.00	LS	\$3,000.00	\$3,000.00	1.00	\$3,000.00	1.00	\$3,000.00		\$3,000.00	Complete
4	Open, Maintain, & Restore Shoulder Areas	1.00	LS	\$58,500.00	\$58,500.00	1.00	\$58,500.00	1.00	\$58,500.00		\$58,500.00	Complete
5	Open, Maintain, & Restore Taxiway Areas	1.00	LS	\$48,300.00	\$48,300.00	1.00	\$48,300.00	1.00	\$48,300.00		\$48,300.00	Complete
6	Open, Maintain, & Restore Topsoil On Site from Borrow Area	1.00	LS	\$60,200.00	\$60,200.00	1.00	\$60,200.00	1.00	\$60,200.00		\$60,200.00	Complete
7	Open, Maintain, & Stabilize Waste Areas	1.00	LS	\$16,200.00	\$16,200.00	1.00	\$16,200.00	1.00	\$16,200.00		\$16,200.00	Complete
8	Temporary Traffic Control, Airfield	1.00	LS	\$5,000.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00		\$5,000.00	Complete
9	Temporary Traffic Control, Roadway	1.00	LS	\$20,000.00	\$20,000.00	1.00	\$20,000.00	1.00	\$20,000.00		\$20,000.00	Complete
10	Contractor Quality Control Program (CQCP)	1.00	LS	\$550.00	\$550.00	1.00	\$550.00	1.00	\$550.00		\$550.00	Complete
11	Temporary Seeding & Mulching	11.00	AC	\$33.00	\$363.00	150.00	\$4,950.00	150.00	\$4,950.00		\$4,950.00	DID NOT USE
12	Water, Dust Control	1,000.00	MGAL	\$33.00	\$33,000.00	3,479.00	\$7,827.75	3,479.00	\$7,827.75		\$7,827.75	Complete
13	Installation, Maintenance, & Removal of High Flow Silt Fence	5,175.00	LF	\$2.25	\$11,643.75	1.00	\$2,250.00	1.00	\$2,250.00		\$2,250.00	Complete
14	SWPPP Management	1.00	LS	\$8,000.00	\$8,000.00	1.00	\$8,000.00	1.00	\$8,000.00		\$8,000.00	Complete
15	Stabilized Construction Entrance	2.00	EA	\$1,200.00	\$2,400.00	1.00	\$1,200.00	1.00	\$1,200.00		\$1,200.00	Complete
16	Erosion Control Blanket, Type 3	6,992.00	SY	\$10,837.60	\$75,375.60	8,863.00	\$13,737.65	8,863.00	\$13,737.65		\$13,737.65	Complete
17	Mobilization (Max 10%)	1.00	LS	\$475,000.00	\$475,000.00	1.00	\$475,000.00	1.00	\$475,000.00		\$475,000.00	Complete
18	Engineer Field Office	1.00	LS	\$15,000.00	\$15,000.00	1.00	\$15,000.00	1.00	\$15,000.00		\$15,000.00	Complete
19	Remove, Salvage & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 14-Inch Depth)	22,986.00	SY	\$8.24	\$189,392.64	22,986.00	\$189,392.64	22,986.00	\$189,392.64		\$189,392.64	Complete
20	Remove, Salvage & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 12-Inch Depth)	1,756.00	SY	\$1,756.00	\$1,756.00	1,756.00	\$1,756.00	1,756.00	\$1,756.00		\$1,756.00	Complete
21	Remove & Dispose of 36" CMF Flared End Sections	200.00	LF	\$11.55	\$2,310.00	200.00	\$2,310.00	200.00	\$2,310.00		\$2,310.00	Complete
22	Remove & Dispose of 36" CMF Flared End Sections	2.00	EA	\$175.00	\$350.00	2.00	\$350.00	2.00	\$350.00		\$350.00	Complete
23	Strip, Salvage, Stockpile, & Respread Topsoil (12-Inch)	300.00	SY	\$27,700.00	\$8,310.00	300.00	\$27,700.00	300.00	\$27,700.00		\$27,700.00	Complete
24	Strip, Salvage, Stockpile, & Respread Topsoil (12-Inch)	5,064.00	CY	\$5.37	\$27,193.68	5,064.00	\$27,193.68	5,064.00	\$27,193.68		\$27,193.68	Complete
25	Scarify & Recompact Subgrade (12-Inch)	28,470.00	SY	\$1.15	\$32,740.50	28,470.00	\$32,740.50	28,470.00	\$32,740.50		\$32,740.50	Complete
26	Unclassified Excavation	13,199.00	CY	\$8.00	\$105,592.00	14,601.00	\$116,808.00	14,601.00	\$116,808.00		\$116,808.00	Complete
27	Bituminous Pavement & Aggregate Base Course, Recycled Composite (±10-Inch)	7,906.00	CY	\$15.00	\$118,590.00	8,909.00	\$133,635.00	8,909.00	\$133,635.00		\$133,635.00	12' on Runway
28	Subbase Course, Contractor Furnished (±12-Inch)	9,492.00	CY	\$71.00	\$673,932.00	8,569.00	\$608,399.00	8,569.00	\$608,399.00		\$608,399.00	10' on Runway
29	Geotextile Separator Fabric, Woven	29,902.00	SY	\$2.30	\$68,774.60	29,902.00	\$68,774.60	29,902.00	\$68,774.60		\$68,774.60	Complete
30	Geogrid	500.00	SY	\$8.00	\$4,000.00							DID NOT USE
31	Aggregate Base Course (6-Inch)	4,746.00	CY	\$65.00	\$308,490.00	4,746.00	\$308,490.00	4,746.00	\$308,490.00		\$308,490.00	Complete
32	Emulsified Asphalt Prime Coat	31.00	TON	\$1,600.00	\$49,600.00	6.37	\$5,223.40	6.37	\$5,223.40		\$5,223.40	Complete
33	Emulsified Asphalt Tack Coat	7.08	TON	\$920.00	\$6,513.60	11,940.00	\$11,940.00	11,940.00	\$11,940.00		\$11,940.00	Complete
34	Pavement Markings, White w/ Reflective Media, Striated, Gross Area	11,940.00	SF	\$3.50	\$41,790.00	623.00	\$2,180.50	623.00	\$2,180.50		\$2,180.50	Complete
35	Pavement Markings, Yellow w/ Reflective Media	623.00	SF	\$3.50	\$2,180.50	623.00	\$2,180.50	623.00	\$2,180.50		\$2,180.50	Complete
36	Temporary Pavement Markings, White, Striated, Gross Area	1,940.00	SF	\$3.50	\$6,790.00	163.00	\$570.50	163.00	\$570.50		\$570.50	Complete
37	Temporary Pavement Markings, Yellow, Striated, Gross Area	1,940.00	SF	\$3.50	\$6,790.00	163.00	\$570.50	163.00	\$570.50		\$570.50	Complete
38	15-Inch Reinforced Concrete Pipe (RCP), Class 5	163.00	LF	\$89.00	\$14,507.00	163.00	\$14,507.00	163.00	\$14,507.00		\$14,507.00	Complete
39	24-Inch Reinforced Concrete Pipe (RCP), Class 5	175.00	LF	\$128.00	\$22,400.00	175.00	\$22,400.00	175.00	\$22,400.00		\$22,400.00	Complete
40	15-Inch Reinforced Concrete Pipe (RCP), Safety End w/ Bars	1.00	EA	\$885.00	\$885.00	1.00	\$885.00	1.00	\$885.00		\$885.00	Complete
41	24-Inch Reinforced Concrete Pipe (RCP), Safety End w/ Bars	2.00	EA	\$1,100.00	\$2,200.00	2.00	\$2,200.00	2.00	\$2,200.00		\$2,200.00	See CCO #3
42	4-Inch Edge Underdrain, Perforated PVC SDR35 Pipe, Including Porous Backfill & Filter Fabric	7,862.00	LF	\$14.00	\$110,068.00	7,862.00	\$110,068.00	7,862.00	\$110,068.00		\$110,068.00	Complete
43	4-Inch Underdrain PVC SDR35 Cleanout w/ Casting	34.00	EA	\$525.00	\$17,850.00	34.00	\$17,850.00	34.00	\$17,850.00		\$17,850.00	Complete
44	4-Inch Underdrain PVC SDR35 Cleanout & Cross w/ Casting	3.00	EA	\$900.00	\$2,700.00	3.00	\$2,700.00	3.00	\$2,700.00		\$2,700.00	Complete
45	SDDOT 2'x3' Type B Drop Inlet w/ Type E Frame & Grate w/ 10'x10' Concrete Apron	1.00	EA	\$17,210.57	\$17,210.57	1.00	\$17,210.57	1.00	\$17,210.57		\$17,210.57	Complete
46	Seeding & Fertilizing, Permanent	18.00	AC	\$760.00	\$13,680.00	12.40	\$9,424.00	12.40	\$9,424.00		\$9,424.00	Complete
47	Water for Vegetation	150.00	MGAL	\$60.00	\$9,000.00							DID NOT USE
48	RSA Shoulder Grading, Grade Correction	1,072.00	CY	\$7.67	\$8,222.24	1,072.00	\$8,222.24	1,072.00	\$8,222.24		\$8,222.24	Complete
49	Topsoil, Onsite From Borrow Depth Varies	2,938.00	CY	\$10.98	\$32,256.24	2,938.00	\$32,256.24	2,938.00	\$32,256.24		\$32,256.24	Complete
50	Mulching, Straw	19.00	AC	\$530.00	\$10,070.00	15.40	\$8,162.00	15.40	\$8,162.00		\$8,162.00	Complete
51	1/2" No. 8 AVG. 5KV, L-624, Type C Cable, Installed in Conduit	731.00	LF	\$2.50	\$1,827.50	731.00	\$1,827.50	731.00	\$1,827.50		\$1,827.50	Complete
52	1/2" No. 6 AVG. Solid, Bare Copper Counterpoise Wire, Including Trenching or Flowing, Including Ground Rods & Connections & Terminations	754.00	LF	\$5.50	\$4,147.00	754.00	\$4,147.00	754.00	\$4,147.00		\$4,147.00	Complete
53	Remove & Salvage Existing 6KV Cable, Remove & Dispose of Conduit	584.00	LF	\$4.35	\$2,538.60	584.00	\$2,538.60	584.00	\$2,538.60		\$2,538.60	Complete
54	Remove Existing Counterpoise	1.00	LS	\$500.00	\$500.00	1.00	\$500.00	1.00	\$500.00		\$500.00	Complete
55	Trenching & Backfilling or Flowing for Conduit	810.00	LF	\$5.15	\$4,171.50	810.00	\$4,171.50	810.00	\$4,171.50		\$4,171.50	Complete
56	Non-Encased, Electrical Conduit, 1/4-Way, 2-Inch, Type III, Sch. 80 PVC in Trench or SDR 13 HDPE Plowed	746.00	LF	\$32.00	\$23,872.00	746.00	\$23,872.00	746.00	\$23,872.00		\$23,872.00	Complete
57	Non-Encased, Electrical Conduit, 1/4-Way, 2-Inch, Type III, Sch. 80 PVC in Trench or SDR 13 HDPE Plowed	125.00	LF	\$22.00	\$2,750.00	125.00	\$2,750.00	125.00	\$2,750.00		\$2,750.00	Complete
58	Cable Markers	4.00	EA	\$180.00	\$720.00	4.00	\$720.00	4.00	\$720.00		\$720.00	Complete
59	Remove & Salvage L-667D Junction Box	2.00	EA	\$300.00	\$600.00	2.00	\$600.00	2.00	\$600.00		\$600.00	Complete
60	Edge Light Elevation Adjustment, Lower Up to 2 Inches	3.00	EA	\$850.00	\$2,550.00	3.00	\$2,550.00	3.00	\$2,550.00		\$2,550.00	Complete
61	Edge Light Elevation Adjustment, Lower Greater Than 2 Inches	3.00	EA	\$850.00	\$2,550.00	3.00	\$2,550.00	3.00	\$2,550.00		\$2,550.00	Complete
62	Edge Light Elevation Adjustment, Raise Up to 2 Inches	2.00	EA	\$500.00	\$1,000.00	1.00	\$500.00	1.00	\$500.00		\$500.00	Complete
63	Edge Light Elevation Adjustment, Raise Greater Than 2 Inches	2.00	EA	\$850.00	\$1,700.00	9.00	\$7,650.00	9.00	\$7,650.00		\$7,650.00	Complete
64	Remove & Salvage for Reinstallation L-667 LED Medium Intensity Taxiway Light, Including L-667 Base Can	10.00	EA	\$450.00	\$4,500.00	10.00	\$4,500.00	10.00	\$4,500.00		\$4,500.00	Complete
65	Remove & Salvage for Reinstallation L-458R Airport Sign, Size 2, Style 4 (Unlighted), 1 Module, Direct Buried	1.00	EA	\$200.00	\$200.00	1.00	\$200.00	1.00	\$200.00		\$200.00	Complete
66	Remove & Salvage for Reinstallation L-458R Airport Sign, Size 2, Style 2 (Lighted), 2 Module, Remove & Dispose of Concrete & Reinforcement	1.00	EA	\$1,270.00	\$1,270.00	1.00	\$1,270.00	1.00	\$1,270.00		\$1,270.00	Complete
67	Remove & Salvage for Reinstallation L-453 Retroreflective Marker	10.00	EA	\$300.00	\$3,000.00	10.00	\$3,000.00	10.00	\$3,000.00		\$3,000.00	Complete
68	Reinstall L-453 Retroreflective Marker	10.00	EA	\$600.00	\$6,000.00	10.00	\$6,000.00	10.00	\$6,000.00		\$6,000.00	Complete
69	Reinstall L-453 Type I, Retroreflective Marker	10.00	EA	\$800.00	\$8,000.00	10.00	\$8,000.00	10.00	\$8,000.00		\$8,000.00	Complete
70	Reinstall L-661T, 30-Inch Elevated LED, Medium Intensity Taxiway Light (MITL) & Base Can	10.00	EA	\$8,000.00	\$80,000.00	10.00	\$80,000.00	10.00	\$80,000.00		\$80,000.00	Complete


ITEM NO.	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	TOTAL CONTRACT PRICE	TOTAL TO DATE QTY	EARNED	PAST APPLICATIONS QTY	EARNED	THIS APPLICATION QTY	EARNED	REMARKS
71	L-861T, 30-inch Elevated, Mode 1, LED, Medium Intensity Taxiway Light (MTL), Blue, Including Base Can	18.00	EA	\$1,600.00	\$28,800.00	18.00	\$28,800.00	18.00	\$28,800.00			Complete
72	Reinshall-L858R Airport Sign, Size 2, Style 4 (Unlighted), Mode 2, 1 Module, on New Concrete Site Pad	1.00	EA	\$2,650.00	\$2,650.00	1.00	\$2,650.00	1.00	\$2,650.00			Complete
73	Reinshall-L858RY Airport Sign, Size 2, Style 4 (Unlighted), Mode 2, 1 Module, on New Concrete Site Pad	1.00	EA	\$4,960.00	\$4,960.00	1.00	\$4,960.00	1.00	\$4,960.00			Complete
74	L-858R Airport Sign, Size 2, Style 4 (Unlighted), Mode 2, 1 Module, on New Concrete Site Pad	1.00	EA	\$3,620.00	\$3,620.00	1.00	\$3,620.00	1.00	\$3,620.00			Complete
75	SDOT Class E, Type 1 Asphalt Concrete Composite, Non-Wearing Course, PG 64-34	3,300.00	TON	\$165.27	\$541,800.00	3,118.40	\$515,291.00	3,118.40	\$515,291.00			Complete
76	SDDOT Class E, Type 1 Asphalt Concrete Composite, Non-Wearing Course, PG 64-34	3,300.00	TON	\$165.27	\$541,800.00	2,730.00	\$451,587.00	2,730.00	\$451,587.00			Complete
77	SDDOT Class M Concrete Base Course (4-Inch)	400.00	SF	\$18.94	\$7,576.00	400.00	\$7,576.00	400.00	\$7,576.00			Complete
78	SDDOT Class A Riprap w/ Type B Drainage Fabric	75.00	TON	\$90.00	\$6,750.00	47.00	\$4,230.00	47.00	\$4,230.00			Complete
CHANGE ORDER NO. 3												
CC03-1	DEDUCT - Eliminate Storm Sewer Safety Bars	1.00	LS	-\$3,600.00	-\$3,600.00	1.00	-\$3,600.00			1.00	-\$3,600.00	Complete
PAYMENT FOR MATERIALS ON HAND (STORED OR STOCKPILED):												
	BID SCHEDULE A TOTAL IMPROVEMENTS:						\$3,639,345.02				\$3,632,209.52	
	SUBTOTAL:						\$3,639,345.02				\$3,632,209.52	
	LESS RETAINAGE (0%):										\$108,966.29	
	LESS LIQUIDATED DAMAGES:						-\$20,000.00					
	BID SCHEDULE A SUBTOTAL:						\$3,619,345.02				\$3,523,243.23	
BID GRANT - 014 RECONSTRUCT PARTIAL APRON & PARTIAL TXY A												
1	Temporary Seeding & Mulching	2.00	AC	\$550.00	\$1,100.00	10.50	\$346.50	10.50	\$346.50			DID NOT USE
2	Water, Dust Control	10.50	MGAL	\$33.00	\$346.50	597.00	\$925.35	597.00	\$925.35			Complete
3	Erosion Control Blanket, Type 3	597.00	SY	\$1.55	\$925.35	2,492.00	\$15,674.68	2,492.00	\$15,674.68			Complete
4	Remove, Salvage, & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 14-Inch Depth)	2,492.00	SY	\$6.29	\$15,674.68	557.00	\$3,475.68	557.00	\$3,475.68			Complete
5	Remove, Salvage, & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 12-Inch Depth)	557.00	SY	\$6.24	\$3,475.68	4.00	\$25.00	4.00	\$25.00			Complete
6	Remove Aircraft Tie Down	4.00	EA	\$70.00	\$280.00	485.00	\$3,395.00	485.00	\$3,395.00			Complete
7	Strip, Salvage, Stockpile, & Respread Topsoil (12-Inch)	485.00	CY	\$7.38	\$3,576.30	3,844.00	\$4,420.60	3,844.00	\$4,420.60			Complete
8	Scarify & Recompact Subgrade (12-Inch)	3,844.00	SY	\$1.15	\$4,420.60	1,571.00	\$1,795.65	1,571.00	\$1,795.65			Complete
9	Undeclared Excavation	1,571.00	CY	\$8.93	\$14,029.03	909.00	\$8,111.11	909.00	\$8,111.11			Complete
10	Bituminous Pavement & Aggregate Base Course, Recycled Composite (±10-Inch)	909.00	CY	\$15.79	\$14,353.11	942.00	\$14,850.18	942.00	\$14,850.18			Complete
11	Subbase Course, Contractor Furnished (±12-Inch)	942.00	CY	\$69.94	\$65,883.48	3,844.00	\$268,841.20	3,844.00	\$268,841.20			Complete
12	Geotextile Separator Fabric, Woven	3,844.00	SY	\$2.30	\$8,841.20	183.00	\$1,544.00	183.00	\$1,544.00			Complete
13	Geogrid	100.00	SY	\$8.00	\$800.00	510.00	\$3,595.60	510.00	\$3,595.60			Complete
14	Aggregate Base Course (6-Inch)	510.00	CY	\$70.56	\$35,988.60	3.76	\$263.50	3.76	\$263.50			Complete
15	Emulsified Asphalt Prime Coat	3.76	TON	\$1,600.00	\$5,992.00	429.00	\$685,800.00	429.00	\$685,800.00			Complete
16	Emulsified Asphalt Tack Coat / Reflective Media	429.00	SF	\$3.00	\$1,287.00	369.00	\$5,166.00	369.00	\$5,166.00			Complete
17	4-Inch Edge Underdrain, Perforated PVC SDR35 Pipe, Including Porous Backfill & Filter Fabric	369.00	LF	\$14.00	\$5,166.00	141.00	\$1,974.00	141.00	\$1,974.00			Complete
18	4-Inch Interior Underdrain, Perforated PVC SDR35 Pipe, Including Porous Backfill & Filter Fabric	141.00	LF	\$14.00	\$1,974.00	97.00	\$1,358.00	97.00	\$1,358.00			Complete
21	4-Inch Underdrain PVC SDR35 Cleanout w/ Casting	6.00	EA	\$505.00	\$3,030.00	6.00	\$3,030.00	6.00	\$3,030.00			Complete
22	4-Inch Underdrain Outlet Structure w/ Rodent Screen	1.00	EA	\$900.00	\$900.00	1.00	\$900.00	1.00	\$900.00			Complete
23	Seeding & Fertilizing, Permanent	1.37	AC	\$760.00	\$1,041.20	1.37	\$1,041.20	1.37	\$1,041.20			Complete
24	Water for Vegetation	70.00	MGAL	\$60.00	\$4,200.00	243.00	\$3,141.99	243.00	\$3,141.99			DID NOT USE
25	Topsoil, Onsite From Borrow (Depth Varies)	243.00	CY	\$12.83	\$3,114.99	1.37	\$726.10	1.37	\$726.10			Complete
26	Mulching, Straw	1.37	AC	\$530.00	\$726.10	448.00	\$1,120.00	448.00	\$1,120.00			Complete
27	1/2 No. 8 AWG, 5kV, L-824, Type C Cable, Installed in Conduit	448.00	LF	\$2.50	\$1,120.00	425.00	\$2,465.00	425.00	\$2,465.00			Complete
28	1/2 No. 6 AWG, Solid, Bare Copper Counterpoise Wire, Including Trenching or Flowing, Including Ground Rods & Connections &	425.00	LF	\$5.80	\$2,465.00	400.00	\$1,740.00	400.00	\$1,740.00			Complete
29	Remove & Salvage Existing 5kV Cable, Remove & Dispose of Conduit	400.00	LF	\$4.35	\$1,740.00	1.00	\$500.00	1.00	\$500.00			Complete
30	Abandon Existing Counterpoise	1.00	LS	\$500.00	\$500.00	485.00	\$2,358.70	485.00	\$2,358.70			Complete
31	Trenching & Backfilling or Flowing for Conduit	485.00	LF	\$5.15	\$2,498.75	380.00	\$1,956.00	380.00	\$1,956.00			Complete
32	Non-Encased, Electrical Conduit, 1-Way, 2-Inch, Type III, Sor, 80 PVC in Trench	380.00	LF	\$5.15	\$1,956.00	2.00	\$1,760.00	2.00	\$1,760.00			Complete
33	Sand Encased, Electrical Conduit, 2-Way, 2-Inch, Type III, Sor, 80 PVC in Trench	2.00	EA	\$880.00	\$1,760.00	11.00	\$4,950.00	11.00	\$4,950.00			Complete
34	Remove & Salvage for Reinstallation L-861T LED Medium Intensity Taxiway Light, Including L-867 Base Can	11.00	EA	\$450.00	\$4,950.00	2.00	\$60.00	2.00	\$60.00			Complete
35	Remove & Salvage for Reinstallation L-853 Retroreflective Marker	2.00	EA	\$30.00	\$60.00	2.00	\$60.00	2.00	\$60.00			Complete
36	Reinstall L-853 Retroreflective Marker	2.00	EA	\$80.00	\$160.00	11.00	\$8,800.00	11.00	\$8,800.00			Complete
37	Reinstall L-861T, 30-inch Elevated, LED, Medium Intensity Taxiway Light (MTL) & Base Can	11.00	EA	\$800.00	\$8,800.00	2.00	\$3,200.00	2.00	\$3,200.00			Complete
38	L-861T, 30-inch Elevated, Mode 1, LED, Medium Intensity Taxiway Light (MTL), Blue, Including Base Can	2.00	EA	\$1,600.00	\$3,200.00	382.02	\$67,052.33	382.02	\$67,052.33			Complete
39	SDDOT Class E, Type 1 Asphalt Concrete Composite, Non-Wearing Course, PG 64-34	382.02	TON	\$175.52	\$67,052.33	508.00	\$88,000.00	508.00	\$88,000.00			Complete
40	SDDOT Class E, Type 1 Asphalt Concrete Composite, Non-Wearing Course, PG 64-34	382.02	TON	\$175.52	\$67,052.33	508.00	\$88,000.00	508.00	\$88,000.00			Complete
41	SDDOT Class E, Type 1 Asphalt Concrete Composite, Wearing Course, PG 64-34	508.00	SF	\$18.94	\$9,621.52	3.00	\$56.82	3.00	\$56.82			Complete
42	SDDOT Class M Concrete (6-Inch) w/ P-208 Aggregate Base Course (4-Inch)	508.00	SF	\$18.94	\$9,621.52	3.00	\$56.82	3.00	\$56.82			Complete
43	Aircraft Tie Down	3.00	EA	\$4,400.00	\$13,200.00							Complete
PAYMENT FOR MATERIALS ON HAND (STORED OR STOCKPILED):												
	BID SCHEDULE B10/14 TOTAL IMPROVEMENTS:						\$373,333.33				\$373,333.33	
	SUBTOTAL:						\$373,333.33				\$373,333.33	
	LESS RETAINAGE (0%):										\$11,200.01	
	BID SCHEDULE B10/14 SUBTOTAL:						\$373,333.33				\$362,133.32	
											\$11,200.01	

ITEM NO.	ITEM DESCRIPTION	PLAN QTY	UNIT	UNIT PRICE	TOTAL CONTRACT PRICE	TOTAL TO DATE QTY	EARNED	PAST APPLICATIONS QTY	EARNED	THIS APPLICATION QTY	EARNED	REMARKS
BJA GRANT - 015												
BID SCHEDULE B1: RECONSTRUCT PARTIAL APRON												
1	Temporary Seeding & Mulching	2.00	AC	\$550.00	\$1,100.00							
2	Water, Dust Control	3.20	MGAL	\$33.00	\$105.60	3.20	\$105.60	3.20	\$105.60			DID NOT USE
3	Erosion Control Blanket, Type 3	182.00	SY	\$1.55	\$282.10	182.00	\$282.10	182.00	\$282.10			Complete
4	Remove, Salvage & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 14-Inch Depth)	759.00	SY	\$6.29	\$4,774.11	759.00	\$4,774.11	759.00	\$4,774.11			Complete
5	Remove, Salvage & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 12-Inch Depth)	170.00	SY	\$6.24	\$1,060.80	170.00	\$1,060.80	170.00	\$1,060.80			Complete
6	Remove Aircraft Tie Down	3.00	EA	\$70.00	\$210.00	3.00	\$210.00	3.00	\$210.00			Complete
7	Strip, Salvage, Stockpile, & Respread Topsoil (12-Inch)	148.00	CY	\$7.58	\$1,121.84	148.00	\$1,121.84	148.00	\$1,121.84			Complete
8	Scarify & Recompact Subgrade (12-Inch)	1,172.00	SY	\$1.15	\$1,347.80	1,172.00	\$1,347.80	1,172.00	\$1,347.80			Complete
9	Undersified Excavation	479.00	CY	\$8.93	\$4,277.47	479.00	\$4,277.47	479.00	\$4,277.47			Complete
10	Bituminous Pavement & Aggregate Base Course, Recycled Composite (±10-Inch)	277.00	CY	\$15.79	\$4,373.83	277.00	\$4,373.83	277.00	\$4,373.83			Complete
11	Subbase Course, Contractor Furnished (±12-Inch)	273.00	CY	\$69.94	\$19,083.62	273.00	\$19,083.62	273.00	\$19,083.62			Complete
12	Geotextile Separator Fabric, Woven	1,172.00	SY	\$2.30	\$2,695.60	1,172.00	\$2,695.60	1,172.00	\$2,695.60			DID NOT USE
13	Geogrid	100.00	SY	\$8.00	\$800.00							DID NOT USE
14	Aggregate Base Course (6-Inch)	156.00	CY	\$70.56	\$11,007.36	156.00	\$11,007.36	156.00	\$11,007.36			Complete
15	Emulsified Asphalt Prime Coat	1.17	TON	\$1,600.00	\$1,872.00							DID NOT USE
16	Emulsified Asphalt Tack Coat	0.24	TON	\$820.00	\$196.80	0.24	\$196.80	0.24	\$196.80			Complete
17	4-Inch Interior Underdrain, Perforated PVC SDR35 Pipe, Including Porous Backfill & Filter Fabric	43.00	LF	\$14.00	\$602.00	43.00	\$602.00	43.00	\$602.00			Complete
18	Seeding & Fertilizing, Permanent	0.42	AC	\$760.00	\$319.20	0.42	\$319.20	0.42	\$319.20			Complete
19	Water for Vegetation	70.00	MGAL	\$60.00	\$4,200.00							DID NOT USE
20	Topsoil, Onsite From Borrow (Depth Varies)	74.00	CY	\$12.93	\$956.82	74.00	\$956.82	74.00	\$956.82			Complete
21	Mulching, Straw	0.42	AC	\$530.00	\$222.60	0.42	\$222.60	0.42	\$222.60			Complete
22	SDDOT Class E, Type 1 Asphalt Concrete Composite, Non-Wearing Course, PG 64-34	123.61	TON	\$175.52	\$21,695.33	123.61	\$21,695.33	123.61	\$21,695.33			Complete
23	SDDOT Class E, Type 1 Asphalt Concrete Composite, Wearing Course, PG 64-34	124.96	TON	\$173.99	\$21,741.33	124.96	\$21,741.33	124.96	\$21,741.33			Complete
24	Aircraft Tie Down	4.00	EA	\$4,400.00	\$17,600.00	4.00	\$17,600.00	4.00	\$17,600.00			Complete
PAYMENT FOR MATERIALS ON HAND (STORED OR STOCKPILED):					\$113,684.21							
SUBTOTAL:					\$113,684.21							
LESS RETAINAGE (0%):												
BID SCHEDULE B1/015 SUBTOTAL:					113,684.21					110,273.69		
AIP GRANT - 016												
BID SCHEDULE B1: RECONSTRUCT PARTIAL APRON & REHABILITATE PARTIAL APRON												
1	Temporary Seeding & Mulching	2.00	AC	\$550.00	\$1,100.00							
2	Water, Dust Control	6.30	MGAL	\$33.00	\$207.90	6.30	\$207.90	6.30	\$207.90			DID NOT USE
3	Erosion Control Blanket, Type 3	358.00	SY	\$1.55	\$554.90	358.00	\$554.90	358.00	\$554.90			Complete
4	Remove, Salvage & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 14-Inch Depth)	1,495.00	SY	\$6.29	\$9,403.55	1,495.00	\$9,403.55	1,495.00	\$9,403.55			Complete
5	Remove, Salvage & Stockpile Bituminous Pavement & Aggregate Base Course (Nominal 12-Inch Depth)	333.00	SY	\$6.24	\$2,077.92	333.00	\$2,077.92	333.00	\$2,077.92			Complete
6	Remove Aircraft Tie Down	11.00	EA	\$770.00	\$8,470.00	11.00	\$8,470.00	11.00	\$8,470.00			Complete
7	Strip, Salvage, Stockpile, & Respread Topsoil (12-Inch)	290.00	CY	\$7.58	\$2,198.20	290.00	\$2,198.20	290.00	\$2,198.20			Complete
8	Scarify & Recompact Subgrade (12-Inch)	2,307.00	SY	\$1.15	\$2,653.05	2,307.00	\$2,653.05	2,307.00	\$2,653.05			Complete
9	Undersified Excavation	943.00	CY	\$8.93	\$8,420.99	943.00	\$8,420.99	943.00	\$8,420.99			Complete
10	Bituminous Pavement & Aggregate Base Course, Recycled Composite (±10-Inch)	545.00	CY	\$15.79	\$8,605.55	545.00	\$8,605.55	545.00	\$8,605.55			Complete
11	Subbase Course, Contractor Furnished (±12-Inch)	490.00	CY	\$34,270.60	\$16,773.30	490.00	\$34,270.60	490.00	\$34,270.60			Complete
12	Geotextile Separator Fabric, Woven	2,307.00	SY	\$2.30	\$5,306.10	2,307.00	\$5,306.10	2,307.00	\$5,306.10			Complete
13	Geogrid	100.00	SY	\$8.00	\$800.00							DID NOT USE
14	Aggregate Base Course (6-Inch)	306.00	CY	\$21,591.36	\$6,606,364.56	306.00	\$21,591.36	306.00	\$21,591.36			Complete
15	Emulsified Asphalt Prime Coat	2.30	TON	\$1,600.00	\$3,680.00							DID NOT USE
16	Emulsified Asphalt Tack Coat	0.47	TON	\$385.40	\$181.56	0.47	\$385.40	0.47	\$385.40			Complete
17	4-Inch Edge Underdrain, Perforated PVC SDR35 Pipe, Including Porous Backfill & Filter Fabric	333.00	LF	\$14.00	\$4,662.00	333.00	\$4,662.00	333.00	\$4,662.00			Complete
18	4-Inch Interior Underdrain, Perforated PVC SDR35 Pipe, Including Porous Backfill & Filter Fabric	84.00	LF	\$1,176.00	\$98,784.00	84.00	\$1,176.00	84.00	\$1,176.00			Complete
19	4-Inch Underdrain, Solid PVC SDR35 Pipe, Including Bedding	87.00	LF	\$1,218.00	\$105,966.00	87.00	\$1,218.00	87.00	\$1,218.00			Complete
20	4-Inch Underdrain PVC SDR35 Cleanout w/ Casting	1.00	EA	\$505.00	\$505.00	1.00	\$505.00	1.00	\$505.00			Complete
21	Seeding & Fertilizing, Permanent	0.82	AC	\$623.20	\$511.12	0.82	\$623.20	0.82	\$623.20			Complete
22	Water for Vegetation	70.00	MGAL	\$60.00	\$4,200.00							DID NOT USE
23	Topsoil, Onsite From Borrow (Depth Varies)	145.00	CY	\$1,874.85	\$2,708.53	145.00	\$1,874.85	145.00	\$1,874.85			Complete
24	Mulching, Straw	0.82	AC	\$434.60	\$356.57	0.82	\$434.60	0.82	\$434.60			Complete
25	SDDOT Class E, Type 1 Asphalt Concrete Composite, Non-Wearing Course, PG 64-34	228.72	TON	\$175.52	\$40,320.98	228.72	\$40,320.98	228.72	\$40,320.98			Complete
26	SDDOT Class E, Type 1 Asphalt Concrete Composite, Wearing Course, PG 64-34	238.35	TON	\$173.99	\$41,470.00	238.35	\$41,470.00	238.35	\$41,470.00			Complete
27	Aircraft Tie Down	8.00	EA	\$4,400.00	\$35,200.00	8.00	\$35,200.00	8.00	\$35,200.00			Complete
CHANGE ORDER NO. 1												
CCO1-1	Trucking, Equipment, & Loading	1.00	LS	\$6,580.00	\$6,580.00	1.00	\$6,580.00	1.00	\$6,580.00			Complete
CCO1-2	Remove & Dispose of Existing Asphalt (Nominal 7-Inch Depth)	726.00	SY	\$13,264.02	\$9,668,065.32	726.00	\$13,264.02	726.00	\$13,264.02			Complete
CCO1-3	Remove Existing Base Course	21.00	CY	\$257.67	\$5,405.27	21.00	\$257.67	21.00	\$257.67			Complete
CCO1-4	Existing Base Course Preparation	726.00	SY	\$834.90	\$604,728.60	726.00	\$834.90	726.00	\$834.90			Complete
PAYMENT FOR MATERIALS ON HAND (STORED OR STOCKPILED):					\$244,866.74							
SUBTOTAL:					\$244,866.74							
LESS RETAINAGE (0%):												
BID SCHEDULE B1/016 SUBTOTAL:					244,866.74					237,520.74		
PROJECT TOTALS												
BID SCHEDULE A TOTAL IMPROVEMENTS:					\$3,639,345.02					\$3,632,209.52		
BID SCHEDULE B1 TOTAL IMPROVEMENTS:					\$731,884.28					\$731,884.28		
PAYMENT FOR MATERIALS ON HAND (STORED OR STOCKPILED):					\$4,371,229.30					\$4,364,093.80		
SUBTOTAL:					\$4,371,229.30					\$4,364,093.80		
LESS RETAINAGE (0%):										\$130,922.82		
LESS LIQUIDATED DAMAGES:										-\$20,000.00		
BID SCHEDULE A + BID SCHEDULE B1 GROSS AMOUNT DUE:					\$4,351,229.30					\$4,233,170.98		
										\$118,058.32		



Section III –Employee Classifications

**City of Springfield
Springfield, SD 57062**


	POLICY PP3.0 Employee Classifications	
Issue Date:	Updated:	Section: Personnel

Employee Classifications

Employment classifications do not guarantee employment for any specified period as South Dakota is an employment at-will state and nothing in this section or this manual is intended to change any employee's status as an at-will employee. Accordingly, the right to terminate the employment relationship at any time is retained by both the employee and the City of Springfield.

Each position within the City is designated as either non-exempt (hourly) or exempt (salaried) from overtime provisions of the Fair Labor Standards Act. Non-exempt (hourly) employees are entitled to overtime pay while exempt (salaried) employees are not entitled to overtime pay.

In addition to the above categories, employees are classified as either regular or temporary/seasonal employees. Furthermore, regular employees are classified as benefit eligible, partial benefit eligible, or not benefit eligible. Each employee will belong to an employment classification related to benefits and hours.

	POLICY PP3.1 Full-Time Employee (Benefit-Eligible)	
Issue Date:	Updated:	Section: Personnel

Full-Time Employee (Benefit Eligible)


An employee who is employed by the City and works a predetermined schedule of at least 40 hours per week on a regular basis. Full-time, benefit-eligible employees must complete an employee-in-training period.

Benefits:

Vacation Leave	Full benefit for employees whose hire date is effective prior to 12/25/2025 and elected to continue vacation leave accruals
Sick Leave	Full benefit for employees whose hire date is effective prior to 12/25/2025 and elected to continue vacation leave accruals
Paid Time Off (PTO)	Prorated benefit based on part time hour classification for employees whose hire date is effect on or after 12/25/2025 or employees who employment commenced prior to 12/25/2025 and elected PTO accruals
Holiday Pay	Full benefit
Health Insurance	Full benefit
Life Insurance	Full benefit
Dental Insurance	Full benefit
Personal Emergency	Full benefit for employees whose hire date is effective prior to 12/25/2025 and elected to continue sick leave accruals
SD Retirement	Participating
FICA	Participating
Unemployment	Provided
Workers' Comp	Provided
SDRS Supplemental Retirement	
▪ Traditional 457(b) -Eligible	
▪ Roth 457(b) -Eligible	

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	POLICY PP3.2 Part-Time Employee (Benefit Eligible)	
Issue Date:	Updated:	Section: Personnel

Part-Time Employee (Benefit Eligible)

An employee who is employed by the City to work at least 20 hours but fewer than 40 hours per week on a regular basis. Part-time, benefit eligible employees are classified by their hours worked, either regularly working 20 hours or 30 hours per week. Part-time, benefit eligible employees must complete an employee-in-training period.

Benefits:

Vacation Leave

Prorated benefit based on part-time hour classification ~~for employees whose hire date is effective prior to 12/25/2025 and elected to continue vacation leave accruals~~

-> Prorated

- 20 hours –1/2 leave allotment (IE -8 hours -> 4 hours)
- 30 hours -3/4 leave allotment (IE -8 hours -> 6 hours)
- No in-between

Sick Leave

Prorated benefit based on part-time hour classification ~~for employees whose hire date is effective prior to 12/25/2025 and elected to continue sick leave accruals~~

-> Prorated

- 20 hours –1/2 leave allotment (IE -8 hours -> 4 hours)
- 30 hours -3/4 leave allotment (IE -8 hours -> 6 hours)
- No in-between

~~Paid Time Off (PTO)~~

~~Prorated benefit based on part-time hour classification for employees whose hire date is effect on or after 12/25/2025 or employees who employment commenced prior to 12/25/2025 and elected PTO accruals~~


Holiday Pay

Prorated benefit based on part-time hour classification
 -> If scheduled to work?

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Health Insurance	<p>-> No benefit?</p> <p>Employees who work 20 hours/ week are not eligible; those who work 30 hours/ week are eligible</p> <p>-> pay 100%?</p> <p>-> No benefit?</p>
Life Insurance	<p>Employees who work 20 hours/ week are not eligible; those who work 30 hours/ week are eligible</p> <p>-> pay 100%?</p> <p>-> No benefit?</p>
Dental Insurance	<p>Employees who work 20 hours/ week are not eligible; those who work 30 hours/ week are eligible</p> <p>-> No benefit?</p>
Personal Emergency Leave	<p>Prorated benefit based on part-time hour classification for employees whose hire date is effective prior to 12/25/2025 and who elected to continue sick leave accruals</p>
SD Retirement	<p>Participating</p> <p>-> Buy-in, but employees pay full?</p> <p>-> By law the employer matches the normal retirement contribution for each participating member.</p>
FICA	Participating
Unemployment	Provided
Workers' Comp	Provided
SDRS Supplemental Retirement -> employee paid contribution	
<ul style="list-style-type: none"> ▪ Traditional 457(b) -Eligible ▪ Roth 457(b) -Eligible 	

	POLICY PP3.3 Part-Time Employee (Not Benefit Eligible)	
Issue Date:	Updated:	Section: Personnel

Part-Time Employee (Not Benefit Eligible)

An employee who is employed by the City to work fewer than 20 hours per week. Part-time, not benefit eligible employees must complete an employee-in-training period.


Benefits: No other benefits, other than those provided by statute

	POLICY PP3.4 Temporary or Seasonal Employee	
Issue Date:	Updated:	Section: Personnel

Temporary or Seasonal Employee

An employee who performs labor that by its nature is not performed continuously throughout the year and may only be performed at certain times during the year. Temporary or seasonal employees will work a variety of hours per week for a period of no more than 165 days or five-and-a-half (5.5) months per calendar year. In this classification, scheduled work hours are for a specified and definable project or based upon seasonal needs and workloads within the department. There must be a minimum cessation of thirteen (13) weeks in service before a seasonal/ temporary employee may be rehired. The 165-day count starts at orientation; the first day the employee is paid for hours worked.

Benefits: No other benefits, other than those provided by statute.

	POLICY PP3.5 Standard Measurement Period for Variable-Hour Employees	
Issue Date:	Updated:	Section: Personnel

Standard Measurement Period for Variable-Hour Employees

For the purposes of the Patient Protection and Affordable Care Act (PPACA), the City will use the following measurement period, along with administrative and stability periods, to determine if a variable-hour employee (part-time or seasonal) is a full-time equivalent (FTE) to whom insurance coverage must be offered.

- Measurement period – November 1 through October 30 of the following year
- Administrative period – November 1 through December 31
- Stability period – January 1 through December 31

If during the measurement period, an employee works 30 hours or more per week on average, that employee becomes eligible for coverage (IE – is treated as an FTE) during a subsequent coverage period called a stability period. The City has also implemented an administrative period between the measurement and stability periods, wherein the City calculates the hours during the measurement period, notified eligible employees of FTE status and provides an opportunity for them to elect coverage during an open enrollment. The measurement periods vary for ongoing employees versus newly hired employees.

**REMOVE PER IRS PPACA FOR SMALL BUSINESS
WITH FEWER THAN 50 FULL-TIME EMPLOYEES**



SPRINGFIELD MUNICIPAL AIRPORT Hangar Land Lease Agreement

This agreement, made this **1st** day of **January 2026**, by and between the City of Springfield, Lessor; and

 , Lessee; WITNESSETH:

That the City of Springfield has this day rented to said Lessee in the present condition thereof, the premises or land upon which the Lessee's airplane hangar structure is located at the Springfield Municipal Airport, or will be located on said premises in the future (if not now existing) as specifically designated by the City of Springfield for a period of **three (3) years, commencing at 12:00am on the first day of January 2026 and ending at 11:59pm on the last day of November 2028**, on the following terms and conditions, to-wit:

1. For the said use and rent thereof, the said Lessee(s) hereby promise(s) to pay the said Lessor a rental rate of **\$0.00**, derived from hangar space measured at greatest length and width; private hangar land lease rate set at **six (.06) cents** per square foot; commercial at **twelve (.12) cents** per square foot, payable annually in advance on each succeeding **December 1st**.
2. That if said Lessee(s) desire(s) electrical service for said hangar structure, said Lessee(s) shall be responsible for the payment of Lessee's electrical utilization separately, according to the following: (a) the Lessee(s) may continue to use the Lessor's current, existing service/supply line; (b) the Lessee(s) shall, however, at the Lessee's cost install an electric meter on the exterior of such hangar (to provide ease in meter reading), and (c) the Lessee(s) shall reimburse the Lessor for the equitable portion of electricity used by the Lessee(s), as billed.
3. That said Lessee will not sublet or allow any other tenant to come with or under this lease agreement without the written consent of said City of Springfield.
4. That Lessee will keep such structure in good repair for the full term of the lease; and that said structure and land upon which it is located will be properly maintained **(to include regular mowing, removal of trees and shrubs within 3 feet on all sides of said structure and hangar apron snow removal)** as to prevent any hazard or nuisance; and that Lessee accepts responsibility for any negligent acts that may be attributable to the operation, maintenance, placement, or use of such structure on said property.



5. That any construction, location, size, and placement of any structures have the prior written approval of the Lessor prior to such construction, renovation, or alteration.
6. That said Lessee accepts such property under this contract as is, in its present condition; and that Lessee shall bear any losses for damages, destruction, or loss of structure and its contents placed on said property; and that said Lessor shall not be responsible for supervision, patrolling, or monitoring such property.
7. That such rental shall apply whether the hangar is used or not, so long as it is located on Lessor's property.
8. That the Lessor reserves the right to make an adjustment in the annual rental fees whenever deemed necessary by said Lessor; and the Lessor shall have the option to terminate this lease by giving thirty (30) days' notice to said Lessee; in the event that the Lessee shall be deemed in violation of all, or portions thereof, of this lease agreement.
9. Lessee shall not operate a private fuel operation or store fuel in or around the airplane hangar structure and/or leased real property. Lessee who currently has private fuel storage at the airport shall be grandfathered in, provided they maintain general liability insurance or equivalent form with a limit of not less than \$1,000,000 (one million) for each occurrence.
10. A Certificate of Insurance shall be provided to the City of Springfield yearly.
11. In addition to Lessor's right to terminate this lease for violation of its terms, the Lessee agrees to pay a penalty of **\$250.00 per occurrence** for failure to comply with any provision of this agreement, including but not limited to maintenance obligations, unauthorized subletting, or failure to provide required insurance documentation. Such penalty shall be due within **thirty (30) days of written notice** from the Lessor. Failure to remit payment may result in immediate termination of this lease and forfeiture of any prepaid rent.

12. Airplane(s) "N" Number:

13. Make/Model/Type of Plane:

14. Contact Information:



**APPLICATION
FOR
SPECIAL EVENT MALT BEVERAGE OPERATING AGREEMENT LICENSE**

Application is hereby made to the City of Springfield for a Special Event Malt Beverage Operating Agreement License, as follows:

Organization/group making application: **Norm's, Inc.**

Dates requested: **JANUARY 17, 2026**

Hours requested: **4:00 p.m. – 2:00 a.m.**

Brief Description of Special Event: **Prison Christmas Party**

Applicant(s) hereby agree(s) to the following TERMS if application is approved:

- (1) That applicant shall be responsible for enforcement of proper and lawful conduct of participants.
- (2) That applicant shall hire a minimum of two (2) security personnel to maintain order during the event. (SDCL 35-4-11.4).
- (3) That applicant shall pay the statutory fee of \$5.00 per day for Malt Beverage Operating Agreement License (SDCL 35-4-11.5); and shall pay the City of Springfield the customary 5% fee on the Net Cost of Malt Beverage supplies purchased for such event(s) [cost, plus transportation], as per all other operating agreements in the City of Springfield.
- (4) That applicant shall provide proper liability insurance coverage.
- (5) That applicant shall comply with all laws, statutes, and ordinances.
- (6) That, at the termination of the event(s), all litter and refuse will be picked up and removed/and the premises will be cleaned up.
- (7) That the City of Springfield will be held harmless: That the City of Springfield and/or any of its employees will be, and are to be, held harmless from any and or all claims for damages, injuries, or losses arising out of or in any way related to, or associated with, the exercise of this license/permit by applicant.

Submitted and agreed to this 25th day of November, 2025.

ORGANIZATION/GROUP: **NORM'S, INC.**

BY: MEAGAN EINREM
MEAGAN EINREM

TITLE: **PRESIDENT**

**APPLICATION
FOR
SPECIAL EVENT MALT BEVERAGE OPERATING AGREEMENT LICENSE**

Application is hereby made to the City of Springfield for a Special Event Malt Beverage Operating Agreement License, as follows:

Organization/group making application: **Norm's, Inc.**

Dates requested: **FEBRUARY 7, 2026**

Hours requested: **2:00 p.m. – 12:00 a.m.**


Brief Description of Special Event: **Bon Homme After Prom Fundraiser**

Applicant(s) hereby agree(s) to the following TERMS if application is approved:


- (1) That applicant shall be responsible for enforcement of proper and lawful conduct of participants.
- (2) That applicant shall hire a minimum of two (2) security personnel to maintain order during the event. (SDCL 35-4-11.4).
- (3) That applicant shall pay the statutory fee of \$5.00 per day for Malt Beverage Operating Agreement License (SDCL 35-4-11.5); and shall pay the City of Springfield the customary 5% fee on the Net Cost of Malt Beverage supplies purchased for such event(s) [cost, plus transportation], as per all other operating agreements in the City of Springfield.
- (4) That applicant shall provide proper liability insurance coverage.
- (5) That applicant shall comply with all laws, statutes, and ordinances.
- (6) That, at the termination of the event(s), all litter and refuse will be picked up and removed/and the premises will be cleaned up.
- (7) That the City of Springfield will be held harmless: That the City of Springfield and/or any of its employees will be, and are to be, held harmless from any and or all claims for damages, injuries, or losses arising out of or in any way related to, or associated with, the exercise of this license/permit by applicant.

Submitted and agreed to this 25th day of November, 2025.

ORGANIZATION/GROUP: **NORM'S, INC.**

BY: 
MEAGAN EINREM

TITLE: **PRESIDENT**

	POLICY PD1.0 Purpose	
Issue Date: January 5, 2026	Updated:	Section: Personnel

Purpose


The policies for the police department is enacted by the City to achieve the following goals:

1. To provide uniform and sound personnel administration throughout the City.
2. To inform employees of the general policies for the City and the benefits and obligations of employment within the City.
3. To ensure all personnel actions are based upon employee qualifications (knowledge, skills and abilities) and job performance are complying with federal and state law.
4. To serve as written documentation of the City's commitment to fair employment practices and equal employment opportunity.
5. To assist supervisors in carrying out sound, equitable and consistent personnel administration and in making effective use of the finance office.
6. To promote and encourage communication between the employer, chief and employee.
7. To protect the rights of the employee and employer throughout the employment relationship and to ensure the responsibilities of both parties are carried out.

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	POLICY PD1.1 Domestic Misconduct	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes: SD Codified Laws § 23A-37; § 23-3-42.1; § 23-3-39.8 ; § 23-3-39.4; § 23-3-39.5 ; § 23A-3-3 ; 18 USCS § 925; 18 U.S.C. 922 (g); 18 USCS § 922

CALEA Standard: 52.1.3

Related Policies:

I. PURPOSE

Police/sheriff agency employees come from the community. They may become involved in domestic matters. Because they are police/sheriff employees and their status is usually known to other persons in the community and they are representatives of the police/sheriff agency, the agency must take positive steps to ensure that these domestic matters do not adversely affect the employee's ability to perform, or compromise the conduct of agency missions, or create moral, operational or efficiency problems for the agency. The agency is dedicated to providing assistance for the employee during these critical times so that the employee may resolve the situation and return to being a productive member of the agency without these types of personal and family concerns.

II. POLICY

It is the policy of this agency to deal directly and positively with any employee involved in acts of domestic misconduct. The ultimate mission of the agency is to assist the employee to resolve these family/relationship problems, to ensure that these acts do not adversely affect the employee or the agency during the period of resolution, and to provide the agency with a safe work environment.

III. DEFINITIONS

- A. Domestic misconduct: The agency defines this type of conduct very broadly. This definition may be broader than State law, but it is intended to assure the continuation of positive performance within the agency by the involved employee and other members of the agency. A domestic relationship involves any employee who is or has been married to the other party, involves any member of the employee's household, who is

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living or has lived with the other party, has had a child with the other party, or is or has engaged in an intimate relationship with the other party. Misconduct refers to any physical assault or battery, vandalism, stalking, intimidation, coercion, or criminal act against a party within this form of domestic relationship.

- B. Collateral misconduct: Any conduct by another member of the police agency to assist another agency employee in the continuation of the act of domestic misconduct. This would also include any actions designed to shield the employee or impair the ability of the agency to be informed of the domestic misconduct.
- C. Service of court papers: Any documents from a judicial proceeding, which are designed to assist in helping to resolve the domestic misconduct or curtailing specific actions by the parties, involved in the domestic misconduct.
- D. Self-reporting: It is the responsibility of the employee to provide the agency with specific notice whenever he/she is involved in any acts of domestic misconduct. This is specifically true whenever the employee is the subject of any judicial proceeding concerning these types of acts, whether the employee is the person complained of or the victim.
- E. Administrative no-contact orders: These are written orders by a supervisory employee, preferably Internal Affairs or Professional Standards, and served upon an agency employee designed to curtail any further domestic misconduct.
- F. Internal Affairs/Professional Standards would include those persons designated with internal affairs responsibility in agencies that do not have full-time IA/Professional Standards positions.

IV. PROCEDURE

The agency shall take immediate action when notified of any act of domestic misconduct involving an employee of this agency.

- A. When the incident occurs within the jurisdiction of this agency:
 - 1. Assign the call for response by two uniformed officers/deputies and a supervisor.
 - 2. The supervisor will assure that any violence is curtailed, all parties are protected, and any required medical assistance is provided.
 - 3. The supervisor shall ensure that all evidence is properly recorded and collected.
 - 4. Once the incident is contained, the supervisor shall call for a response by an agency's domestic violence investigator, if the agency has such an assignment.
 - 5. The criminal investigator, or the supervisor if no investigator responds, is responsible for the criminal investigation, if warranted. The supervisor of the investigating officer/deputy shall respond to oversee the conduct of the investigation.
 - 6. The supervisor shall notify Internal Affairs at the earliest moment.

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7. The decision to arrest an agency employee involved in domestic misconduct shall be the responsibility of the on-scene supervisor with consultation with Internal Affairs. When probable cause exists, the employee shall be arrested and processed the same as any civilian.
- B. The supervisor, domestic violence investigator, or, if not done by these persons, the Internal Affairs person shall take immediate steps to ensure that there is no continuation of the domestic misconduct.
1. Ensure that victim advocate assistance is offered and provided when necessary.
 2. Ensure that an immediate safety plan is discussed with the victim of the domestic misconduct and assist in any manner to ensure this continued safety.
- C. Internal Affairs shall be responsible for:
1. Issuing an administrative no-contact order to the agency employee if warranted.
 2. Ensuring that the appropriate assignment decision is made regarding the agency employee.
 3. Ensuring that the criminal investigation has been conducted in a reasonable manner.
 4. Developing and/or implementing any necessary safety plan to ensure employee safety.
 5. Conducting the administrative investigation of the incident and any collateral employee misconduct. The agency shall be listed as the complainant.
- D. When the incident involving domestic misconduct occurs in a jurisdiction other than that of this agency:
1. The agency person notified of this incident shall immediately notify Internal Affairs
 2. Internal Affairs shall make immediate contact with the involved agency to ensure that our agency is kept on notice of the progress of the investigation.
 3. Internal Affairs shall ensure that the employee and the persons involved are aware that the agency will assist them during this process.
 4. Internal Affairs is responsible for determining whether an administrative no-contact order is warranted and will be responsible for serving this upon the agency employee, when necessary.



E. Service of court orders:

1. Internal Affairs shall facilitate, when requested, the service of any court orders upon agency employees.
2. Internal Affairs shall be responsible for the determination regarding any assignment limitations involving the employee who is subject to the court order.

V. TRAINING


South Dakota statutes require that all law enforcement officers be trained on domestic abuse during the initial academy and subsequently once every four (4) years.

VI. CONVICTION OF A CRIME OF DOMESTIC VIOLENCE

When a sworn employee is convicted of a crime of domestic violence that brings in the provisions of 18 U.S.C. 922(g)(9) law, the employee shall be terminated as not being able to function completely within the job classification for which s/he was hired.

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	POLICY PD1.2 Duty to Intervene	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes:

CALEA Standard:

Related Policies: Ethics, Response to Resistance

I. PURPOSE

It is the purpose of this policy to explain the legal and moral obligation members have regarding their duty to intervene. This duty is embodied in the law enforcement officer's code of ethics, and in the law. Agency members shall have a clear understanding of this agency's expectations pertaining to conduct and activities while on and off-duty.

A law enforcement officer has an affirmative duty to intervene on behalf of a citizen whose constitutional rights are being violated in his or her presence by other officers.

Officers of this agency also have a duty to intervene when they observe or hear conduct by a fellow member of this agency that is unethical, clearly violates the law, or violates agency policy.

II. PROTECTION

This agency is committed to protecting officers who act on their duty to intervene to prevent or minimize misconduct by another agency member.

III. DEFINITIONS

Intervene – To come between, whether verbally or physically, so as to prevent or alter a result or course of events.

IV. DUTY TO INTERVENE

A. Use of Force

Officers of this agency have an affirmative duty to intervene if they witness a use of force that is clearly unreasonable. Any officer present and observing another officer using force that is clearly beyond that which is reasonable under the circumstances

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shall, when in a position to safely do so, intervene to prevent the use of unreasonable force. An officer who observes another employee use of force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

- B. Officers of this agency must recognize and act upon the duty to intervene to prevent or stop any member from conducting any act that is unethical, or that violates the law or an agency policy (e.g., excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.). Intervention may be verbal and/or physical. Failure to intervene may subject an officer of this agency to disciplinary and/or legal action.

V. REQUIRED ACTION – Agency Member


- A. Officers should take a preventive approach toward misconduct. When an officer observes behavior that suggests another officer is about to conduct illegal, unethical or inappropriate behavior the officer should intervene verbally or physically, depending on the circumstances.
 - 1. EXAMPLE: While conducting a motor vehicle stop for a minor traffic violation, you notice the primary officer raising his/her voice and becoming increasingly agitated with the driver, despite the driver's cooperative demeanor. In an attempt to deescalate the situation you could get the officer's attention to break his/her agitation, walk up next to the officer and ask a follow up question of the driver to slow down the interaction and give the primary officer a chance to collect him/herself, or ask the officer to come speak to you away from the car in order to diffuse the situation.
- B. If verbal interventions are not sufficient to stop the act, come between the offending member and the other individual involved.
 - 1. EXAMPLE: You observe an officer using a prohibited chokehold while restraining a subject during an arrest. Based on your training and department policy this use of force is unreasonable. You tell the officer to "get off his neck", but the officer continues to apply the hold. When it is safe to do so you should intervene by pulling the officer's arm away from the neck area and assisting in the handcuffing. The arrestee should then be placed in a recovery position that facilitates breathing i.e. sitting, standing or on the side.
 - 2. Notify a supervisor after conducting any type of intervention, when safe to do so.
 - 3. When a physical intervention was performed, document the incident in writing.



- C. Render Aid: If any person is injured and requires medical attention, officers of this agency will render aid in accordance with their training and request medical assistance when necessary.
- D. Supervisor Responsibilities:
 - 1. Once learning of an incident involving an officer intervening with another officer, separate all officers involved in the incident.
- E. Conduct a preliminary investigation to gather any pertinent information that would coincide with the reason for the intervention (e.g., witnesses, BWC footage, videos, area canvass, etc.).
- F. Ensure all parties involved in the incident complete a report detailing the circumstances that led to the Intervention and what, if anything, occurred once the member intervened.
- G. Determine whether the actions leading to the intervention constitute misconduct, unethical behavior, or potential criminal conduct and create report.
- H. If appropriate, consider making a recommendation that the member who intervened receive recognition for his/her actions.

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	POLICY PD1.3 Hiring Practices	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes: 3-7-5, 3-7-5.1, 3-7-6, 3-7-7, 3-7-9, 3-7-11, 3-7-14.1, 3-7-18, 3-7-20, 3-7-21, 3-7-22, 3-7-23, 3-7-24, 3-7-25, 23-3-26, 23-3-35, 23-3-41, 23-3-42, 23-3-43, 23-3-47, 23-3-65, 23-3-66, 23-3-67, 23-3-69

CALEA Standard: 31.2.3; 32.1.1; 32.1.3; 32.2.1; 32.2.5; 32.2.8; 33.7.1

Related Policies:

I. PURPOSE

The purpose of this policy is to outline and direct the hiring process and practices for employment as a sworn member of this agency.

II. POLICY

The policy of this agency is to hire only those persons qualified for employment in law enforcement. This agency seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this agency.

III. PROCEDURE

- A. The agency shall provide each applicant with a step-by-step checklist outlining the process by which this agency selects individuals for employment as a sworn police officer.
- B. The checklist shall include all requirements that must be met prior to consideration for employment by the agency, i.e. U.S. Citizenship, educational level attained, valid driver's license, POST Certification where applicable, pre-application.
- C. The agency shall provide each applicant with a declaration of anti-discrimination with respect to the hiring process.
- D. Each applicant must apply in writing using the agency prescribed application form. All questions on the form must be answered completely and truthfully.

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- E. Any determination by the agency that an applicant has been deceptive in a response either verbally or in writing during the hiring process shall be immediate grounds for dismissal from the process.
- F. Any determination by the agency that a candidate who has been hired was deceptive during the hiring process shall be grounds for termination from the agency.
- G. Each applicant must provide documentation of the essential requirements, i.e. driver's license, social security card, high school, and college diplomas, DD214, proof of citizenship etc. upon submission of the application.
- H. Each applicant must sign prescribed waivers with respect to prior medical, psychological, credit, education, & criminal history including sealed and juvenile records.
- I. Each applicant must sign an affidavit indicating whether he or she have ever been the subject of a domestic restraining or protective order or whether they have ever been previously convicted of a domestic violence related offense.
- J. Each applicant who successfully passes, at the level prescribed by this agency, the written examination, will proceed to the fitness test. The fitness levels prescribed by this agency are objective fitness standards that are set in conformity with the necessities of carrying out the law enforcement function of a patrol officer.
 - 1. The fitness standards of this agency are set in conformity with standards prescribed by the agency in accordance with the bona fide occupational qualifications.
 - 2. The fitness process shall be supervised by a certified fitness instructor.
- K. Each applicant who successfully passes, at the level prescribed by the agency, the fitness test, will then proceed to the background examination process. This process shall include:
 - 1. Verification of applicant's responses in the written application.
 - 2. Applicant's driving history.
 - 3. Criminal History check of applicant including checks in all former states of residency.
 - 4. Survey law enforcement agencies in locales where applicant has resided or known to frequent. This survey should include a CAD inquiry of the applicant's former residences during the period of the applicant's residency.
 - 5. Credit History report.
 - 6. Check of National Database that registers officers who have been de-certified by a state POST.



7. References listed as well as removed references (background investigator should ask the listed references for the identities of additional persons who know the applicant allowing the investigator to speak to persons who have knowledge of the applicant but who were not listed by the applicant).
 8. All former employers, to the extent possible, must be interviewed.
 9. Un-named persons known to the applicant, such as neighbors, former neighbors, school officials etc. should be sought out and interviewed.
 10. In cases where form letters have been sent out to references but have not been returned, the investigator shall make every effort to contact that individual either face-to-face or by telephone to make an inquiry as to the applicant's suitability for employment by the agency.
 11. If the applicant has already been through the basic academy for POST certification, interviews of staff members that had direct contact with the applicant must be conducted.
 12. Following the background investigation, the investigator shall compile a background summary and make a recommendation with respect to the applicant's suitability for employment with the agency. In cases where the investigator is recommending that the applicant not be considered for employment, the investigator shall provide specific, detailed information as to the reasons supporting the recommendation.
- L. Polygraph - the agency shall polygraph each candidate applying for the position of police officer following the background investigation, but prior to the oral interview process.
 - M. Following the successful completion of the background investigation, each remaining applicant shall undergo an objective interview. Each applicant interviewed shall be asked the same group of specific questions. Follow-up questions for clarification may be asked by the interviewer(s). Additionally, interviewers shall be provided with the applicant's background investigation prior to the interview so that questions relating to the background may be incorporated into the interview process.
 - N. Once all applicants have been interviewed, the interviewer (s) will make recommendations to the hiring authority with respect to which applicants should be considered for employment.
 - O. The agency will not consider persons for hire where the background examination, interview, polygraph, or any other portion of the application process puts the agency on notice that the candidate has a propensity to engage in conduct that could harm a member of the public.
 - P. Conditional offer of employment - Prior to medical and psychological exams, it is necessary under federal law to make a conditional offer of employment to the




candidate. A conditional offer essentially holds that if the candidate passes the medical and psychological exam, they will be hired by the agency.

1. Medical Examination: A licensed medical practitioner who is familiar with the job tasks of a law enforcement officer will conduct this exam.
 - a. Drug screening shall be conducted of all candidates who have received a conditional offer of employment. The requirements of this procedure shall be outlined in all recruiting/hiring announcements.
 - b. The medical examination will include a review of the candidate's medical history of injury/illness that may impact the candidate's ability to meet the job task of a law enforcement officer. This review of medical records is limited to review by the doctor who will determine whether the candidate is medically cleared for a position with this agency.
2. Psychological Testing - Each applicant who has received a conditional offer of employment shall undergo the prescribed psychological testing to determine his or her suitability for the law enforcement profession.

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	POLICY PD1.4 Internal Affairs/ Citizen Complaints	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes:

CALEA Standard: 52.1.1, 52.1.2, 52.1.3, 52.1.4, 52.1.5, 52.1.2

Related Policies:

I. PURPOSE

It is imperative that the agency operates in a degree of transparency and is responsive to complaints alleging employee misconduct and external concerns regarding the operation of the agency. Members of the public should be provided with a reasonable avenue for any redress of grievances they may have with the service received by police or sheriff employees and the conduct of the Police Department or Sheriff's Office. This policy provides members of the agency with the procedures for the acceptance of complaints, the initiation of the administrative investigative process, the process for conducting a fair and reasonable investigation, the proper methods for adjudication of these administrative investigations, and the methods for the administration of fair, reasonable and defensible discipline. It is not required that every agency has a designated person or unit expressly for IA/OPS operations, but every agency must have someone who becomes the most knowledgeable person regarding these practices.

II. POLICY

The agency will accept and document all complaints alleging employee or agency misconduct for the following principle reasons:

- A. To ensure that complaints alleging employee or agency misconduct are accepted and investigated in a consistent and reasonable manner to uncover the truth of the allegations,
- B. To identify areas of misunderstanding by the complaining citizen,
- C. To identify employees whose attitude, behavior and/or performance is in need of correction and supervisory intervention,
- D. To protect agency employees and the agency from erroneous complaints, and



- E. To identify agency policies, training and/or practices in need of reevaluation, clarification and/or correction.

III. DEFINITIONS

- A. Complaint of employee misconduct: A complaint is an allegation from any source of an act or omission by an agency employee, which if proven true, would be considered misconduct or a violation of agency policies, rules, or regulations.
- B. Note: Complaints regarding the validity of traffic citations or parking tickets are not considered complaints for this definition and the party should be referred to the proper court for resolution.
- C. Complaint of agency dissatisfaction: A complaint from an external source of dissatisfaction with an agency policy or practice.
- D. Public concerns regarding law enforcement operations not amounting to a complaint: A concern expressed by a member of the public, which does not meet the agency's definition of a complaint, but must be documented by the agency employee receiving the information from the member of the public.

IV. PROCEDURE

- A. Sources for complaints: A complaint can originate from any of the following sources:
 - 1. Individual aggrieved person,
 - 2. Third party,
 - 3. Anonymous,
 - 4. Agency employee,
 - 5. News media,
 - 6. Governmental agency, or
 - 7. Notice of civil claim,
 - 8. Complaints can be made by members of the public:
 - a. In person,
 - b. By telephone,
 - c. By letter,
 - d. Email
- B. Informational public brochure: The agency has developed an informational public brochure to inform members of the community how to provide the Department/Office with commendations, agency suggestions, dissatisfaction with the agency, or a complaint alleging employee misconduct. (see attachment) These

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brochures will be maintained in all police/sheriff facility lobbies, police/sheriff informational desks, shift supervisor desks, and jail/booking supervisor desks.

- C. Police/Sheriff employee responsibilities: Whenever a police/sheriff employee becomes aware of a citizen's complaint meeting the above complaint definition or becomes aware of misconduct of another agency employee, s/he shall:
 - 1. Immediately notify an on-duty supervisor and ensure that follow-up to the complaining person will not be delayed
- D. Supervisor's responsibilities: Whenever a supervisor becomes aware of a person requesting to make a complaint or an incident which will likely result in a complaint or administrative investigation, the supervisor shall conduct an immediate preliminary investigation including:
 - 1. Conduct a tape-recorded interview with the complaining person attempting to ascertain each and every allegation of misconduct alleged. The complaining person can refuse to be tape-recorded. In these cases, the supervisor shall continue to interview the complainant and note the refusal on the completed Public Service Report. Should the allegations not amount to a complaint consistent with the agency definition of a complaint, the supervisor will advise the party that his/her dissatisfaction will be recorded and forwarded for agency review.
 - 2. The supervisor accepting the complaint, or if the incident is an occurrence likely to result in a complaint or administrative investigation and no specific complaining person is present, the supervisor shall respond to the scene of the police encounter/incident and:
 - a. Determine the identity of persons involved, witnesses, other police/sheriff agency's personnel and agency employees,
 - b. Ensure that proper evidence is collected and/or documented,
 - c. Ensure that all reasonable documentation and physical evidence is maintained. This includes police reports, communications/dispatch information, MDT transmissions, medical documentation, and video recording of any portion of the police involvement,
 - d. Ensure that all necessary medical treatment is provided and documentation is preserved,
 - e. Prepare the Public Service Report and obtain an agency document number, and
 - f. Notify all persons consistent with the specifics of the incident.
- E. The complaint initiation process is not incumbent on cooperation of the complaining person. In the event that the complaining person refuses to cooperate with the investigation or there is no identifiable complainant and the information

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known to the supervisor satisfies the agency's definition of a complaint, the complainant will be listed as Agency.

- F. Classification of complaints: Complaints and administrative investigations will be classified by the agency and assigned specific numbering (employee misconduct, internal, risk management, traffic accident, critical incident, and non-complaint). The agency will maintain specific investigative and reporting protocols for each classification of complaint.
- G. Processing the complaint: It is the responsibility of the IA/OPS unit/person to process the complaint for investigation.
 - 1. Assign the complaint the appropriate control number,
 - 2. Log the complaint into the record management system,
 - 3. Ensure that the complainant receives a letter notifying that the complaint has been received and will be assigned for investigation,
 - 4. Assign the investigation to the appropriate agency employee for investigation, and
 - 5. Assign the investigation a due date for completion within 30 days. Extensions of this due date must be submitted in writing for approval by the person in charge of the IA/OPS process and made part of the final investigative report.
- H. Investigative procedures:
 - 1. The employee assigned to conduct the administrative investigation shall:
 - a. Evaluate the allegations contained in the Internal Affairs Report, listen to the tape recording of the complainant, if available, and consult with the person accepting the complaint or learning of the allegation(s),
 - b. Obtain all police reports, communications/dispatch records, MDT transmissions, video recordings, and other police documents,
 - c. Determine the specific allegations of the complainant and identify any other possible agency violations, whether alleged by the complainant or not, and
 - d. Conduct interviews normally in the following sequence:
 - Complaining person
 - Other public witnesses
 - Agency witnesses
 - Accused employees; officers/deputies shall be given written notice of intended interview regarding allegations and, normally be allowed a reasonable period prior to the actual interview.



I. Disposition:

1. The investigating person will prepare the investigative report and submit it through the chain of command for adjudication and disposition. The investigator is a fact finder only and is not expected to make findings or recommendations.
2. The adjudication person will make a recommendation for the disposition findings for each allegation using the following classifications using the burden of proof of a preponderance of the evidence:
 - a. Sustained: there was a preponderance of evidence to prove the allegation
 - Not Sustained: there was not sufficient evidence to either prove or disprove the allegation
 - Exonerated: the actions of the employee were consistent with the law and agency policies, rules, regulations and practice
 - Unfounded: the allegation did not occur
 - Policy and/or training deficiency: the allegation occurred but was the fault of deficiencies in agency policy and/or training and cannot be accountable to the employee involved
 - These disposition recommendations shall be forwarded through IA/OPS or the designated person for review and concurrence. The final authority for the disposition is the Chief of Police/Sheriff or their designee. Both IA/OPS and the Chief of Police/Sheriff are responsible to ensure that the investigation and the final recommendation are consistent with the investigation and the practice of the agency.
 - When allegations are sustained, the specific charges and processing will be conducted according to the personnel practices of the agency.

J. Role of IA/OPS or the designated person

1. IA/OPS shall prepare the letter to the complainant following the conclusion of the investigation and the disposition of the complaint advising the person that the matter has been resolved.
2. IA/OPS is responsible for the quality control of the complaint and administrative investigation process and shall:
 - a. Review all final complaint investigations to ensure that they are consistent with the practices of the agency,
 - b. Maintain records of the process,
 - c. Maintain the completed investigative and adjudication files in a secure, confidential manner,


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- d. Conduct an annual audit of the process,
 - e. Maintain statistical documentation regarding the process and prepare any overall reports consistent with the directions of the Chief of Police/Sheriff, and
 - f. Alert the agency to any noticeable trends requiring that may require specific supervisory direction, policy review, or training evaluation.
- K. When criminal allegations involving a member of the agency are identified the Chief of Police/Sheriff and internal affairs shall be notified immediately:
- 1. Crime within agency jurisdiction: the appropriate criminal investigation unit will investigate the criminal aspect unless the agency elects to have the investigation conducted by an outside entity. The administrative investigation will be conducted by internal affairs and is not dependent on the conclusion of the criminal investigation. Normally the initiation of a personnel complaint and the start of the administrative investigation will proceed concurrently with the criminal investigation.
 - 2. Crime outside agency jurisdiction: Internal Affairs will:
 - a. Develop and maintain liaison with the involved agency, and
 - b. Conduct the administrative investigation the same as it would have had the incident occurred within this agency's jurisdiction.

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	POLICY PD1.5 Off-Duty Actions	
Issue Date: January 5, 2026	Updated:	Section: Police

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Applicable State Statutes:

CALEA Standard:

Related Policies:

I. PURPOSE

The purpose of this order is to adopt safety directives and guidelines for dealing with the carrying of firearms while in an off-duty status and for dealing with an officer/deputy's duty and responsibility to take action in response to criminal activity while in an off-duty status.

II. POLICY

A member may carry a firearm while off-duty in accordance with state and federal law.

III. PROCEDURE

The agency shall take immediate action when notified of any act of domestic misconduct involving an employee of this agency.

- A. It shall not be necessary that a member, who chooses to carry a firearm off-duty, carry his service weapon. However, any weapon that an officer/deputy chooses to carry must be inspected, approved, test-fired and registered with the agency armorer. A shell casing and bullet from the weapon shall be maintained by the agency armorer for identification purposes.
- B. If an officer/deputy is going to carry a personally owned firearm under his or her authority as a police officer or deputy sheriff, the officer/deputy shall be required to meet the State qualification standards for law enforcement firearms with the personally owned firearm.
- C. Under Federal Law sworn law enforcement officers are allowed to possess a concealed firearm anywhere in the United States (HR 218). Officers/deputies should be aware that while this law exempts them from laws prohibiting such possessions, it does not give them police powers of any type outside of their jurisdiction. As

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such, an officer/deputy will generally be limited to the self-defense provisions of the state they are traveling through once outside their own jurisdiction; thus the officers/deputies rules of engagement are extremely limited

- D. Officers/deputies shall refrain from carrying firearms when contemplating the consumption of alcoholic beverages or under other circumstances where the need to carry a firearm is outweighed by safety issues associated with the circumstances that the officer/deputy will be undertaking.

IV. INCIDENT AWARENESS

A member of the police/sheriff department who becomes aware of an incident that poses a threat of serious bodily harm or death to some individual shall take “action” to minimize the risk of serious bodily harm or death. “Action” under this provision is fulfilled by reporting the incident and shall not require the officer/deputy to place him or herself in a position of peril. An officer/deputy who is faced with such a circumstance should act in accordance with the guidelines as spelled out in this policy.

V. PROCEDURE FOR OFF-DUTY ACTION

- A. First, go to a safe location and call 911.
- B. Second, when you encounter a situation off-duty that seems to require law enforcement action, you must consciously evaluate whether your involvement is necessary or desirable, given the circumstances. How important and urgent is the need for your intervention?
- C. Utilize an off-duty/plainclothes wrist-band (to be worn on gun hand wrist) or any other clothing or item available that identifies you as a law enforcement officer to responding law enforcement personnel.
- D. A number of circumstances may impact your decision to get involved in any situation. First, you may be alone, with family members or other non-law enforcement personnel. Second, it is unlikely that you will have all of the necessary law enforcement service equipment while off-duty, for example; pepper spray, baton, handcuffs or radio. It must be recognized that the force continuum as well as threat assessment is changed due to this lack of equipment. You may be faced with multiple suspects or unaware of hidden suspects. There may also be environmental factors working against you such as: lack of cover, crowds of civilians, darkness, etc. Your intervention may actually spark an escalation of violence. Therefore, your best plan of action may be to:
 - 1. Gather accurate intelligence like a good witness until uniformed, on-duty officers/deputies arrive.
 - 2. Remember, you have NO LEGAL OR DEPARTMENTAL/OFFICE obligation to get involved, especially if such intervention places you in a position of peril or such intervention requires that you behave recklessly, carelessly or in a suicidal

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manner.

3. While agency policy mandates that you “take action” when witnessing a serious crime, calling the on-duty police and monitoring the situation from a SAFE vantage point fulfill that obligation.
 - a. Most survival-conscious officers/deputies have trained themselves NOT to intervene off-duty UNLESS their life or the life of another innocent party is IMMINENTLY in danger. In other words, you should only consider intervention when deadly force would be justified. You should not intervene just to make an arrest while off-duty. The decision to take action, beyond simply reporting, is a personal one and is not a requirement of this agency.
 - b. If you decide you must get involved, attempt to have someone call 911 to advise the operator that an off-duty officer/deputy is on scene. Have the caller inform the operator if you are armed. If possible, have them describe you and your clothing. This will affect the mindset of the responding officers/deputies. When uniformed law enforcement officers arrive, have your badge out and visible. (If you carry your shield while off-duty, some officers/deputies carry only their photo credentials). Do not rely on showing your identification as a means of providing any protection. At a distance, in dim light and under stress, your badge may not be seen. Or, the identification may not be given credibility if the responding law enforcement officers do not recognize you personally.
 - c. Some trainers advise officers/deputies to hold their badge next to their gun for the best chance of being seen because the eyes of the responding officers are most likely to go immediately to your drawn firearm. You are probably safer to RE-HOLSTER your gun when other officers arrive, unless doing so would put you and the responding officers or innocent civilians, in jeopardy. Until the responding officers sort out who is who, your gun is your greatest personal liability.
 - d. If you have cover, maintain it. You can communicate verbally from there.
 - e. Make your hands visible. Having responding officers see that you are unarmed and non-threatening will work to calm them and protect you.
 - f. Verbally identify yourself as a police officer or deputy sheriff—not once and not in a normal tone of voice, but repeatedly and very loud. Keep shouting out: “POLICE! DON’T SHOOT! OFF-DUTY OFFICER!” until you get acknowledgment and directions as to what you should do. Remember, the noise and excitement of the scene, combined with auditory blocking may prevent responding officers from hearing you initially.
 - g. When the responding officers issue commands, follow them promptly and completely. Expect to be treated like a suspect until your law enforcement

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status is verified.

- h. When carrying a firearm off-duty (including finishing or beginning a tour of duty), It shall be concealed from public view by an outer jacket, shirt, sweater etc. If an off-duty deputy/officer's firearm is observed and prompts the response of police or security officials, the off-duty officer/deputy should respond in a manner consistent with this policy.
- i. Finally, the most important rule of all: If you have a gun in your hand, NEVER, EVER turn toward an on-duty officer/deputy.

NOTE: Plainclothes Officers should be aware that the same recognition issues applying to off-duty officers also apply to plainclothes officers and while rules of action are different, the rules with respect to protective steps, i.e. movements, identification etc. remain the same.

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	POLICY PD1.6 Property & Evidence Management	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes: 23A-3-8, 23A-37-1, 23A-37-2, 23A-37-3, 23A-37-4, 23A-37-5, 23A-37-6, 23A-37-8, 23A-37-9, 23A-37-10, 23A-37-11, 23A-37-12, 23A-37-13, 23A-37-13.1, 23A-37-14, 23A-37-15, 43-41B-1; South Dakota Division of Criminal Investigation - South Dakota Drug Control Fund Statewide Policy December 5, 2016

CALEA Standard: 74.4.1, 84.1.1, 84.1.6

Related Policies: Pharmaceutical Disposal

I. PURPOSE

The purpose of this policy is to outline the procedure of this agency with respect to property, contraband, or evidence that is seized. All property, with the exception of vehicles, will be dealt with under this policy.

II. POLICY

The policy of this agency is to provide for the safekeeping of all property that comes into the possession of this agency. With respect to evidentiary items, this agency shall maintain a proper chain of custody and secure such items in a manner that will ensure that the evidence is available to be admitted at trial.

III. GENERAL PROVISIONS APPLICABLE TO ALL EVIDENTIARY ITEMS

- A. Members of this agency shall only seize items under the following conditions:
 1. Officer has probable cause to believe that an item is contraband. (Contraband is an item(s) that by their very nature are illegal to possess. E.g. illegal narcotics.)
 2. Officer has probable cause, at the moment of seizure, that the item to be seized is stolen.
 3. Officer has probable cause, at the moment of seizure, to believe that the item is evidence of a crime.
- B. When seizing items of value (money/jewelry/precious metals/electronics) officers shall make a handwritten inventory of the items at the scene of the seizure. When feasible

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two officers shall conduct this inventory. Both officers shall then sign the handwritten inventory. When the seizing officer is working alone and a second officer is unavailable he shall make every effort to document the seizure at the time the items are seized. This can be done by taking notes and photographing the items at the scene. When the property is being entered into the property/ evidence storage area the evidence officer will verify the seized items against the written property seizure forms.

1. When money or property, other than that seized pursuant to chapters 23A-35 to 23A-37, inclusive, is taken from a defendant arrested pursuant to state law, the law enforcement officer taking it must:
 - a. Make duplicate receipts therefore, specifying the amount of money or kind of property taken and;
 - b. Present one of the receipts to the defendant.
- C. In cases where professional expertise is required to make a proper accounting of the property, the Sheriff/Chief shall be notified so that the services of an expert may be obtained.
- D. Once an item is seized it shall be transported to the agency and safely kept and may not be taken from its custodian as long as it is required as evidence in any trial without an order of such court.
- E. The officer who has seized the property shall fill out a property form.
- F. In cases where the items relate to a criminal investigation all forms necessary for criminal processing shall be compiled.
- G. Evidence shall be properly marked or tagged with the report number, the date of seizure, the arresting officer's name and identification number as well as the suspect's name where applicable.
- H. The item shall then be stored in a secure area which has been previously designated by the Sheriff/Chief.

IV. CURRENCY

Where the actual currency is not necessary for evidence, and is not a drug related case and with authorization from the prosecutor, currency shall be deposited for safekeeping in a federally insured banking institution in an agency limited access account.

- A. Deposit slip for currency shall be attached to agency property form.
- B. Withdrawal forms shall be attached to property form as will signed receipt upon release of said currency.

V. SEIZED MONIES IN DRUG INVESTIGATIONS/ INTERDICTIONS

In order to create more efficiency, accountability and timeliness of cash deposits, on

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December 5, 2016 the South Dakota Division of Criminal Investigation (DCI) along with the Attorney General's Office established procedures to deposit seized monies in drug investigations/interdictions. These procedures were established to help eliminate cash sitting in evidence rooms for extended periods of time. The property and evidence officer of this agency will comply with the following established procedures. Seized monies can now be deposited as soon as possible in any of the three banks identified at the end of this policy. Several branches (45) exist for each of these South Dakota banks. In the event the evidence officer of this agency needs help facilitating the deposit or counting/documentation of these seized monies the officer will contact the DCI field office. The normal asset forfeiture paperwork will remain the same.

- A. Officers of this agency will comply with SDCL chapters 34-20B, 23A-49 and related statute(s) dealing with forfeiture law.
- B. Officers are not encouraged to seize less than \$500 cash.
- C. Upon discovery of cash assets linked to drug trafficking or possession, officers shall photograph the money and, if possible, have another law enforcement officer or employee witness the counting of the seized cash. Witnesses shall be noted on the forfeiture form and investigative files. Provide the subject with the evidence inventory form(s) verifying the amount of the cash. If possible, have the Subject of the forfeiture also initial the evidence bag containing the seized money. Seal the evidence bag.
- D. The evidence officer will maintain proper evidence and chain of custody procedures with seized cash.
- E. Officers seizing cash or assisting another agency in a cash seizure will consult with the prosecutor assigned to the criminal case in the jurisdiction of the seizure to verify the actual seized cash is not needed for evidence. If the actual seized cash is not needed for evidence, the evidence officer will follow the deposit procedures below in Section H of this policy.
- F. If there is no criminal case but only a seizure of cash that is linked by evidence to drug proceeds, the Assistant Attorney General assigned to the civil forfeiture case shall be consulted to determine if the cash may be deposited.
- G. The consultation with the county or state prosecutor and the decision made to deposit the cash will be noted in the officer's report.
- H. The evidence officer of this agency shall deposit the cash as soon as possible into a designated bank. The evidence officer will facilitate the cash being deposited and documented by the bank's cash counting machine which will also identify the quantity and denominations of the cash seized. Copies of the receipts, evidentiary forms verifying the amount of the cash seized, and the deposit slip shall be forwarded directly to the Pierre DCI office for the civil forfeiture file. See designated banks and

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account numbers below for "deposit only" accounts. Between First National, First Savings and Great Western Bank there are 45 banks in SD that can be utilized for this deposit. Note* The list of banks is established at the end of this property and evidence policy.

- I. If the seized cash was found within a bag or container, or was wrapped or bundled, every effort will be made to photograph, preserve and store this evidence for later processing, as it may provide potential forensic evidence. The Sheriff/Chief or their designee will also consider listing the contraband or other assets for seizure purposes or it may be required to be released.
- J. An asset forfeiture form shall be completed, listing all currency by denomination of bills and coins. The forfeiture form will be filed with the Attorney General's Office within five (5) working days of the seizure. A copy of the forfeiture form will be filed in your investigative case file.

VI. EVIDENTIARY NARCOTICS

- A. Officer who seizes drugs shall complete all paperwork that accompanies these arrests. The suspected narcotics should be field tested, where applicable, properly packaged, and tagged. The tag should include the report number, defendant's name, date of seizure, and the seizing officer's name. The tagged narcotics along with the property form shall then be placed in a secure area which has been previously designated by the Sheriff/Chief. Copies of all associated paperwork should be included with the evidence.
- B. Evidentiary Narcotics
 1. Drugs should be removed from unnecessary exterior packaging and a net weight taken and recorded.
 2. Evidence should be properly bagged and tagged and a gross weight should be taken and recorded.
 3. Evidence examination report shall be typed.
 4. Any drugs as well as money, which have been seized, shall be logged in a "drug evidence log." The gross weight of the narcotics; the amount of cash, if any, and any vehicle seized must be recorded.
 5. The tagged and bagged narcotics and any cash seized should then be placed in the secured area which has been previously designated by the Sheriff.
 6. When there exists a need for toxicological examination the evidence officer shall then submit the narcotics evidence to the appropriate agency/lab. A member of that agency will sign a receipt for the evidence.
 7. The evidence officer shall maintain the receipt to ensure that the chain of custody for the evidence is maintained.
 8. Once a toxicology report is received evidence officer shall file the report for use in a

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subsequent criminal prosecution.

9. The evidence officer shall be responsible for ensuring that narcotics sent for toxicological testing is returned and properly documented as well as stored in the designated area of the evidence room.
10. The agency drug locker shall be maintained as a dual-key entry requiring two persons at all times that the locker will be entered. The officer shall maintain one key and a supervisor designated by the Sheriff/Chief shall maintain one key. At no time shall one person be able to unilaterally enter this drug locker.
11. When the evidence is needed for court, the officer assigned to the case shall notify the evidence officer. The evidence officer, accompanied by the officer who has been designated by the chief of police as the keeper of the drug locker key shall enter the drug locker and retrieve the evidence. The officer handling the case shall sign and date the "drug locker log" indicating that he or she has accepted the evidence.
12. The evidence custodian will maintain data base that documents the "out to court transactions" and notifies the evidence custodian that the evidence which was removed for court has not been returned in accordance with the policy. Immediate notifications shall be made to the officer and his supervisor until such items are properly returned.
13. When evidence is returned from court, it shall be returned to the custody of the evidence officer who shall initial the "drug locker log" indicating the return of the drugs. The evidence officer shall then return the narcotics to the drug locker accompanied by the key-holder designated by the Chief/Sheriff. If the evidence officer is unavailable, the officer returning from court shall place the narcotics in the designated secure area/locker for overnight storage. A supervisor or second officer should witness this placement. In such cases, the evidence officer shall retrieve the narcotics from the designated secure area/locker the next day and complete its return to the drug locker as outlined above.
14. In cases where items of evidence are needed for court on several occasions but are not held by the court, officers must follow the above outlined procedure and sign the evidence out each day. In no case, will drugs be stored in any other manner than outlined in this policy when held in the custody of this agency and its members.
15. When a case is completed through a trial or plea, the officer handling the case shall notify the evidence officer of the disposition of the case. The evidence officer shall verify this disposition with the court so that a determination can be made regarding the continued custody or disposal of the narcotics.

VII. NON-EVIDENTIARY NARCOTICS

Narcotics that are abandoned and narcotics turned over to the agency as articles found. In

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these cases, the narcotics are not used as evidence in criminal trials thus, it is not necessary to have a toxicology exam performed on the drugs.

- A. Article found-drugs turned over to the agency with no suspect. The officer who initially takes custody of the item must complete a report and a property form as well as tagging (officer's name, date of recovery, and report number) and bagging the item. The item shall be weighed for a gross weight prior to placement in the secure area. The tagged item and its property form should then be placed in the designated secure area.

VIII. NARCOTICS DISPOSAL

- A. It shall be the responsibility of the evidence officer to perform a monthly reconciliation between the drugs within the custody of this agency and the disposition of cases. The purpose of this reconciliation is to determine those cases where the drugs will no longer be needed as evidence. In cases where the drugs are no longer needed, the drugs will be destroyed in accordance with the procedure set by the State of South Dakota.
- B. A drug destruction sheet indicating which narcotics are ready for destruction shall be prepared by the evidence officer on a monthly basis. This destruction sheet shall include the following information: report number, toxicology number, name of defendant, disposition of the case, gross weight of the narcotics and two open categories for the initials of the officer who ultimately destroys the drugs as well as the outside witnesses and a second open category where the date of destruction will be filled in following destruction.
- C. The drug destruction sheet shall be forwarded to the supervisor designated by the Sheriff/Chief who will verify the dispositions of the case.
- D. A supervisor designated by the Sheriff/Chief who does not have authority over the evidence room shall review the drug destruction sheet and determine the compliance with the above listed procedure. Once it has been determined that there is compliance the designated officer shall approve the destruction of the narcotics in writing.
- E. No drugs will be destroyed before there is complete compliance with the above listed procedure.
- F. Once the supervisor has approved the destruction of drugs, a copy of the destruction sheet shall be kept on file.
- G. The supervisor and the evidence officer will then travel together to the disposal site. Narcotics will then be destroyed in accordance with the procedure set forth by the State of South Dakota.

IX. FIREARMS

- A. All firearms are considered high value items and enhanced security measures should

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be considered. Firearms should be segregated and not co-mingled with other property and evidence.

- B. All firearms seized for evidentiary purpose pursuant to a criminal offense should be submitted to the appropriate crime laboratory for forensic testing of the weapon and entry in the National Integrated Ballistic Information Network (NIBIN). Once the testing has been completed the firearm will be returned to the submitting officer. The chain of custody shall be properly documented and the weapon logged in and out of the evidence storage area.
- C. All firearms should be stored with some type of protective covering (i.e. a gun box designed and manufactured for this purpose or some type of brown paper wrapping). Gun boxes are preferred over the wrapping. With DNA always an issue in criminal cases and the likelihood it could exist on a firearm, protection of that evidence should always be a consideration. Long guns, rifles and shotguns pose a storage problem due to their size. Long gun boxes are the recommended method of storage.
- D. Safety procedures should be in place and require that any weapon seized by an officer is made “safe” and “inoperable” by physically inspecting the weapon to ensure that the weapon is unloaded and placing some type of device on the weapon to keep it from functioning as designed (i.e. This may be accomplished using a wire-wrap tie down secured through the breach of a firearm to prevent operation/discharge). These weapons should be placed in an individual gun storage box and sealed. Some means of visibly identifying the weapon as inoperable – “SAFE” would increase safety and ensure policy compliance.
- E. No firearm held by the agency will be returned to the rightful owner with or without a court order until a criminal history check and other appropriate database checks have been completed to determine if the owner would be in violation of law to possess a firearm. No firearm should ever be returned to the owner who is prohibited from lawful possession. A check of available databases concerning domestic violence protective, restraining, or non-contact orders shall be conducted to determine if the person receiving the firearm is prohibited by law from possessing a firearm.
- F. A note that appropriate checks were completed prior to return should be documented in the evidence management system.

X. CONTROLLED WEAPONS DISPOSAL

- A. Under state law, any controlled weapon or firearm shall be disposed of as follows:
 - 1. If stolen, returned to the lawful owner upon a show of proof of ownership; or
 - 2. If illegal, destroyed pursuant to state law; or
 - 3. If neither stolen nor illegal, it shall be delivered to the arresting agency or, at the discretion of the attorney general, to the South Dakota Forensic Laboratory for scientific examination purposes, for lawful use or disposal.

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- B. In the case of disposition pursuant to the above, the arresting agency or forensic laboratory may use, trade-in, destroy, or sell as provided in § 5-23-32, 5-24-9.2, or 6-13-6 the controlled weapon or firearm.

XI. STOLEN PROPERTY

- A. In addition to the general provisions of this policy, the following particular provisions also must be complied with when dealing with stolen property or property for which there is probable cause to believe is stolen. It should be noted that state legislatures set diverse requirements for types of stolen property and for property that has been recovered as stolen from varying crimes. It is the intent of this policy to be broad enough to cover all stolen property irrespective of the crime or type of property that will meet all the requirements of law.
 - 1. When dealing with any type of stolen property officers responsible for that property shall comply with the provisions of South Dakota state law.
 - 2. The evidence officer shall secure the property believed to be stolen. Create an inventory detailing the property taken into custody in accordance with the general provisions of this policy.
 - 3. The evidence officer shall maintain a log of every item brought into the custody of this agency and verify that the property is assigned a report number.
 - 4. The evidence officer may deliver the stolen property to its rightful owner upon satisfactory proof of ownership after meeting the provisions of state law.

XII. OTHER SEIZED PROPERTY

In the course of investigating crime, it is often necessary to seize what courts refer to as “mere evidence” to establish a connection between a suspect and a crime. This would include items such as wallets with identification, clothing, photographs, and any other item that belongs to a suspect, victim or witness to a crime. While some of these items may have no monetary value they may in fact be valuable to the rightful possessor of the property. In addition to the general provisions of this policy which must be followed for all items coming into the custody of this agency, the following particular provisions shall also be followed:

- A. Prior to returning any property to a claimant the following criteria shall be met:
 - 1. A complete photographic record of the items shall be made including at least one photo depicting the claimant and the items shall be made. This photograph shall be tagged by the evidence officer and kept on file.
 - 2. The person claiming the property shall complete a signed declaration of ownership of the items under penalty of perjury.
 - 3. The owner is not prohibited by law from possessing such property

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4. The property is not needed as evidence in any judicial proceeding
 5. Satisfactory arrangements having been made to return such property to the court if subsequently needed
 6. No items in the custody of this agency shall be disposed of except in accordance with the provisions of this policy.
- B. Firearms: All firearms that are no longer necessary for evidentiary purposes and have not been returned to a rightful owner following a criminal history check shall be disposed of in accordance with the procedures set forth by the State of South Dakota.

XIII. ABANDONED PROPERTY/ ARTICLES FOUND OR TURNED OVER TO THE POLICE

Abandoned property and articles found which come into the custody of this agency shall be initially handled in accordance with the general provisions of this policy. In addition to the general provisions, the following specific procedures shall be followed:

- A. If the item contains any identifying feature of ownership, an attempt will be made to contact the owner. If an owner is found then the procedures above for the returning of "mere evidence" shall apply for the return of these items.
- B. While the provisions of state law allow for the quick disposal of property, this agency shall attempt to contact the claimant of any property before disposing of the property in accordance with the laws of this state.
- C. All property that remains in the custody of the property officer without any lawful claimant thereto, or if the right to possession of the seized property cannot be determined after a reasonable period of time, the law enforcement agency collecting such property, through an order of the court, may:
 1. Transfer ownership of the property to any governmental agency having a legitimate need for such property; or
 2. Sell the property and deliver the proceeds of the sale to the appropriate finance officer of the city, county, or state employing such law enforcement agency.
- D. All animals stolen, strayed, lost, or confiscated that come into the possession of the property clerk shall be sent to an animal shelter located within the county, if there is one, or if there is none to an animal shelter in another county.
- E. No property shall be delivered to the property officer except as provided in this section.
- F. No property shall be disposed of by the property officer, except in the manner prescribed by law.
- G. If any property in the custody of the evidence officer is desired as evidence in any court, such property shall be delivered to any officer who presents an order to that effect from the court. Such property shall not be retained by the court, but shall be returned to the property officer.



- H. All property, which has been seized and is forfeited pursuant to law, shall be disposed of as provided in the court order of forfeiture.

XIV. INSPECTIONS/ AUDITS

- A. Inspections of the Evidence/Property Storage Areas will be conducted to ensure:
1. Storage areas are clean and orderly
 2. Integrity of property is maintained
 3. Provisions of agency orders and directives are followed
 4. Property is protected from damage and deterioration
 5. Accountability procedures are maintained
 6. Property having no further evidentiary value is disposed of promptly.
- B. Inventories, audits and Inspections will be conducted as follows:
1. Semi-annually, the primary property/evidence manager shall conduct an inspection to determine adherence to procedures used for the control of property. This inspection shall be documented via memorandum directed to the Chief of Police/Sheriff.
 2. Whenever the primary property manager is assigned and/or transferred from the property and evidence control function, an inventory of all property/evidence will be conducted, to ensure that records are correct and properly annotated. This inventory will be conducted jointly by the newly designated property manager and the outgoing primary property manager or other person as designated by the Chief of Police/Sheriff. This inventory shall be documented via memorandum directed to the Chief of Police/Sheriff.
 3. An annual inventory of property will be conducted by a Supervisor not routinely or directly connected with property control. The Supervisor will be accompanied by an evidence custodian. It is highly recommended that this inventory be inclusive of all property held by the Agency however it may include only a random sample of a sufficient number of property records to ensure proper accountability. This inventory shall be documented via memorandum directed to the Chief of Police/Sheriff.

XV. RANDOM INSPECTION/ AUDIT

Annual unannounced inspections and random sample inventories of property storage areas are conducted as directed by the agency's Chief of Police/Sheriff or their designee. Unannounced inspections shall be documented via memorandum directed to the Chief of Police/Sheriff.



XVI. LIST OF BANKS FOR DEPOSIT

A. First National Bank

Deposit Only Account #127377

1. Fort Pierre
2. Huron
3. Lake Preston
4. Lead
5. McLaughlin
6. Midland
7. Murdo
8. Newell
9. Pierre
10. Rapid City
11. Sturgis

B. Great Western Bank

Deposit Only Account #14056247

1. Aberdeen
2. Brookings
3. Canton
4. Chamberlain
5. Colman
6. Crooks
7. Dell Rapids
8. Freeman
9. Gettysburg
10. Hartford
11. Lennox
12. Madison
13. McIntosh
14. Milbank
15. Mitchell
16. Mobridge
17. Morristown
18. Rapid City
19. Redfield

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20. Rosholt
 21. Sioux Falls
 22. Spearfish
 23. Watertown
 24. Webster
 25. Yankton
- C. First Savings Bank
Deposit Only Account #127377
1. Beresford
 2. Bristol
 3. Britton
 4. Flandreau
 5. Hecla
 6. Parker
 7. Sioux Falls
 8. Springfield
 9. Veblen
 10. Waubay

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	POLICY PD1.7 Response to Active Resistance	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes: SD Codified Laws § 22-18-2; 22-18-3; 22-1804; 23A-3-5

CALEA Standard: 1.3.1, 1.3.2, 1.3.5, 1.3.6., 1.3.7, 1.3.10, 26.1.1

Related Policies: Ethics, Duty to Intervene

I. PURPOSE

The purpose of this policy is to direct officers in the appropriate use of force.

II. POLICY

The policy of this agency is to protect and serve all citizens while at the same time respecting the rights of suspects and balancing the need for officer safety in use of force events. It is the policy of this agency that officers will use only reasonable force to bring an incident or event under control. Reasonable force is only that force which is necessary to accomplish lawful objectives. All uses of force must be objectively reasonable. The Office and all officers recognize that the sanctity of human life serves as the guiding principle in use of force decisions.

III. DEFINITIONS

- A. **Deadly Force:** Force which creates a substantial likelihood of death or serious bodily harm.
- B. **Non-Deadly Force:** All uses of force other than those that are likely to cause serious bodily harm or death.
- C. **Imminent:** Has a broader meaning than immediate or instantaneous, the concept of imminent should be understood to be elastic, involving an ongoing period of time depending on the circumstances rather than a moment in time under the definition of immediate.
- D. **Immediate:** means, that the officer is faced with an instantaneous, or presently occurring threat of serious bodily harm or death.
- E. **Chokehold:** means applying any direct pressure to the throat, windpipe, or airway of

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another with the intent to reduce or prevent the intake of air. "Chokehold" does not include any holding involving contact with the neck that is not intended to reduce the intake of air.

- F. Neck Restraint: A method of rendering a person unconscious by restricting the flow of blood to the brain by compressing the sides of the neck where the carotid arteries are located.
- G. Intervene: To come between, whether verbally or physically, so as to prevent or alter a result or course of events.
- H. De-escalation. Force can often be avoided through the use of de-escalation techniques and other non-dynamic law-enforcement tools such as police presence, containment, and communication. When feasible, officers will use de-escalation and other techniques to reduce the immediacy of threats to peoples' safety and stabilize incidents. Whenever possible, officers will seek to slow things down. Not every situation or subject can be deescalated. Conversely, officer behavior can escalate a situation. Officers should not intentionally escalate situations unnecessarily.
- I. Duty of care: Officers have an affirmative duty to care for persons in their custody. Officers and supervisors are responsible for providing or obtaining appropriate medical attention to any person in their custody who is injured or complains of injury. This pertains whether injuries preceded custody, occurred during apprehension, or were sustained during custody. Additionally, officers have an affirmative duty to provide or obtain medical attention for members of the public who are injured as a result of police involved actions.
- J. Positional asphyxia. Officers restraining a subject should be cognizant of and avoid positional asphyxia. This agency prohibits prolonged face-down prone restraint.
- K. Objectively Reasonable: The amount of force that would be used by other reasonable and well-trained officers when faced with the circumstances that the officer using the force is presented.
- L. Reasonable Belief: Reasonable belief means that the person concerned, acting as a reasonable person believes that the prescribed facts exist.
- M. Serious Bodily Harm: (18 U.S.C. § 1365 (h) (3)): the term "serious bodily injury" means bodily injury which involves
 - 1. a substantial risk of death;
 - 2. extreme physical pain;
 - 3. protracted and obvious disfigurement; or
 - 4. protracted loss or impairment of the function of a bodily member, organ, or mental faculty.
- N. Electronic Control Device: Tasers or stunguns (electronic control weapons) that disrupt



the central nervous system of the body.

- O. Active Resistance: Affirmative steps taken by an individual to defeat an officer's ability to arrest or control them.
- P. Passive resistance: A subject who takes no affirmative action to defeat the member's ability to make an arrest but who does not respond to verbal commands and presents a refusal to move by sitting down or acting as dead weight.
- Q. Active Aggression: Behavior that creates an imminent risk of physical injury to a subject, officer, or third party, but would not lead a reasonable officer to perceive a risk of death or serious bodily injury. Examples include but are not limited to an attack on an officer consisting of strikes, wrestling, undirected strikes with injury potential, kicks, shoves, or punches. Examples may also include words or behavior such as pre-assault cues that clearly indicate that such an attack or actions are imminent.
- R. Excessive Force: is force that is not objectively reasonable from the perspective of a reasonable officer in the same circumstances. Excessive force will not be tolerated.

IV. PROCEDURE

- A. In determining the appropriate level of force officers should apply the levels of force under the agency's trained use of force options along with the following three factor test:
 - 1. How serious is the offense the officer suspects at the time the particular force is used?
 - 2. What is the physical threat to the officer or others?
 - 3. Is the subject actively resisting or attempting to evade arrest by flight?
- B. South Dakota statutory law provides:
 - 1. To use, attempt, or offer to use force or violence upon or toward the person of another is not unlawful when necessarily committed by a public officer in the performance of any legal duty or by any other person assisting him or acting by his direction.
 - 2. Under the South Dakota statutory authority, the force used by a police officer is unlawful when it becomes greater than necessary to carry out his duties.
 - 3. An arrest is made by an actual or attempted restraint of the person arrested or by his submission to the custody of the person making the arrest. No person shall subject an arrested person to more physical restraint than is reasonably necessary to effect the arrest. Any person making an arrest may take from the arrested person all dangerous weapons and property as defined by state law, which the arrested person may have about his person.
 - 4. To use or attempt to use or offer to use force or violence upon or toward the person

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of another is not unlawful if necessarily committed by any person in arresting someone who has committed any felony or in delivering that person to a public officer competent to receive him or her in custody.

- C. Force Options: Officers have several force options that will be dictated by the actions of the suspect upon the appearance of the police officer. Officers may be limited in their options due to the circumstances and actions of the subject. For example, an officer who immediately observes a subject with a firearm unjustifiably threatening another may immediately respond with deadly force without considering other force options.
1. Command Presence: Visual appearance of officer where it is obvious to the subject due to the officer's uniform or identification that the officer has the authority of law.
 2. Verbal Commands: Words spoken by the officer directing the subject as to the officer's expectations.
 3. Soft Empty Hand Control: Officer's use of hands on the subject to direct the subject's movement; Techniques that have a low potential of injury to the subject.
 4. Chemical Spray: Where subject exhibits some level of active resistance/active aggression, officers may use chemical spray to temporarily incapacitate the subject.
 5. Electronic Control Devices: Where subject exhibits some level of active resistance/active aggression an officer may use an electronic control device to temporarily incapacitate the subject.
 6. Hard Hand Control: Punches and other physical strikes, including knees, kicks, and elbow strikes that have the possibility of creating mental stunning and/or motor dysfunction.
 7. Impact Weapons: Batons, ASP/Expandable Baton may be utilized in cases where the officers believe the use of these weapons would be reasonable to bring the event under control. Examples would be where other options have been utilized and failed or where based on the officer's perception at the time, the other options would not be successful in bringing the event to a successful conclusion.
 8. Canine: Use of canine to bite and hold subject to prevent escape or to gain control of a subject who is actively aggressing toward officer(s). Prior to deployment of a canine, a warning in the form of an announcement shall be made.
 9. Deadly Force: Force that creates a substantial likelihood of death or serious bodily harm.
- D. Deadly Force: The use of deadly force is objectively reasonable when:
1. The officer is faced with an immediate threat of serious bodily harm or death to him/herself, or some other person who is present, or;
 2. To prevent the escape of an individual in cases where the officer has probable cause to believe that the subject has committed a violent felony involving the infliction or



- threatened infliction of serious bodily harm or death AND by the subject's escape, they pose an imminent threat of serious bodily harm or death to another.
3. Officers should warn the subject prior to using deadly force where feasible.
- E. Once the subject's active resistance has ceased and control has been gained an officer is no longer authorized to use force. Officers should immediately provide any necessary medical assistance to the subject to the degree to which they are trained and provide for emergency medical response where needed.
1. Warning Shots are prohibited
 2. Discharge of firearms is prohibited when the officer is presented with an unreasonable risk to innocent third parties.
 3. When a moving vehicle is involved, use of deadly force by discharging a firearm is dangerous, can be ineffective, and should not occur when there is an unreasonable risk to the safety of persons other than the subject. Whenever possible, officers should avoid stepping in front of a moving vehicle or placing themselves in a position where use of deadly force is the only alternative.
 4. Even when deadly force is justified, firearms shall not be discharged at a vehicle unless:
- F. Discharge of Firearms Restrictions:
1. Warning Shots are prohibited
 2. Discharge of firearms is prohibited when the officer is presented with an unreasonable risk to innocent third parties.
 3. When a moving vehicle is involved, use of deadly force by discharging a firearm is dangerous, can be ineffective, and should not occur when there is an unreasonable risk to the safety of persons other than the subject. Whenever possible, officers should avoid stepping in front of a moving vehicle or placing themselves in a position where use of deadly force is the only alternative.
 4. Even when deadly force is justified, firearms shall not be discharged at a vehicle unless:
 - a. The officer has a reasonable belief that an occupant of the vehicle poses an immediate threat of death or serious physical injury to the officer or another person, or
 - b. The officer has a reasonable belief that an occupant is using the vehicle in a manner that poses an immediate threat of death or serious physical injury to the officer or another person, and there is no avenue of escape.
- G. Chokeholds & Neck Restraints: An officer shall not use a chokehold or neck restraint in the performance of his or her duties, unless deadly force is justified.



1. In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers shall not use a chokehold, neck restraint, or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion.
 2. Officers shall not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted for the purpose of seizing evidence.
 3. Render Medical Aid: Officers restraining a subject should be cognizant of and avoid positional asphyxia. This agency prohibits prolonged face-down prone restraint.
 4. As soon as the subject stops resisting and is handcuffed and/or under control, monitor the person's vital signs closely. Take the following steps:
 - a. Roll the person onto his or her side, or into a sitting position
 - b. Monitor breathing
 - c. Check the pulse at the wrist
 - d. Check the person's facial skin color (a gray or blue tint is a sign of severe medical distress)
 - e. Determine if the person is functionally conscious (e.g., the person can exhibit voluntary movement, has the ability to converse, is aware of place/date/time)
 - f. If the person has difficulty breathing, is not at a functional level of consciousness, exhibits symptoms of medical distress, or if you have any doubt regarding the person's medical condition, request an emergency medic response and administer appropriate first aid.
 - g. If the person is being lodged at a correctional facility or taken to a medical facility, advise them if the person was rendered unconscious or subjected to a chokehold during restraint.
- H. Less-Lethal Weapons/Tactics: Prior to deployment of any less-lethal weapon, officers must be trained and certified in the proper use of the weapon from both the technical and legal aspects. All deployments must be consistent with agency use of force training and policy.
1. Chemical Spray:
 - a. Chemical Spray shall not be deployed as a compliance technique for a person who is passively or verbally non-compliant. Active resistance/active aggression shall be required.
 - b. Chemical Spray shall never be used as a punitive measure.
 - c. Officers should never spray from a pressurized can directly into a subject's eyes

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from a close distance due to the potential for eye injury as a result of the pressurized stream. Officers should never spray directly into a subject's eyes from closer than three feet or the distance recommended by the manufacturer of the spray (whichever is longer) unless deadly force would be justified.

- d. Officers shall consider alternatives to chemical spray when attempting to control a subject in a crowded-enclosed area due to the innocent over-spray that may cause the onset of panic.
 - e. Officers shall consider alternatives to chemical spray when the event is inside a building, particularly where the building has a closed-ventilation system due to the potential impact on innocent persons who may have to be evacuated (temporarily) from the locations.
 - f. Once control is gained, officers should immediately provide for the decontamination of the subject.
 - g. If the person shows any signs of physical distress or does not recover in a reasonable amount of time, officers should immediately direct an emergency medical response and render first-aid at the degree for which they are trained.
2. Electronic Control Devices
- a. An electronic control device as a force option is the same level of force as chemical spray.
 - b. Electronic Control Device must be worn on the weak-side in either a weak-hand draw or cross-draw position.
 - c. Electronic Control Device deployment shall not be considered for the passively resistant subject. Active resistance/active aggression shall be required.
 - d. Flight from an officer, standing alone, is not a justification for the use of an electronic control device. Officers should consider the nature of the offense suspected, the level of suspicion with respect to the person fleeing, and the risk of danger to others if the person is not apprehended immediately.
 - e. Officers must be trained concerning ability of electrical charge to act as an ignition for combustible materials. (Note: Officers have been seriously injured and or killed after deploying an Electronic Control Device in the presence of open natural gas during suicidal person call)
 - f. Multiple Electronic Control Device deployments against an individual may increase the likelihood of serious injury where the individual is suffering from other symptoms such as cocaine intoxication. Policy and training should encourage officers to minimize the successive number of discharges against an individual where possible.
 - g. The agency recognizes however, particularly where back-up officers are unavailable, that multiple applications may be necessary to gain or maintain

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control of a combative individual.

- h. No more than one officer should deploy an electronic control device against a single individual at the same time.
- i. A contributing factor to serious injury or death is the level of a subject's exhaustion. Studies recommend that when an officer believes that control of a subject will be necessary and met with resistance, deployment of the Electronic Control Device should be considered early on in the event so that the person has not reached a level of exhaustion prior to the Electronic Control Device's use.
- j. In cases where subject is actively resisting an officer's attempt to take them into custody but not threatening the officer with an assault-it is recommended that the Electronic Control Device be used in the "push stun mode."
- k. The preferred targeting is the center mass of the subject's back, however it is recognized that it is not always possible to get behind the subject.
- l. Where back-targeting is not possible, frontal targeting should be lower center mass, intentional deployments to the chest shall be avoided where possible.
- m. Officers shall make all reasonable efforts to avoid striking persons in the head, neck, eyes, or genitals.
- n. Officers are prohibited from using the device as punitive measure.
- o. Electronic Control Devices shall not be used against person who is in physical control of a vehicle in motion unless deadly force would be justified based on an existing imminent threat.
- p. A warning prior to discharge is preferred but not always necessary for this type of force to be considered reasonable, model policies as well as courts have noted that giving a subject, who is assaultive toward the officer, a warning may enhance the danger to the officer and the subject by giving the subject time to avoid the deployment. See: *Draper v. Reynolds*, 369 F.3d 1270 (11th Cir. 2004).
- q. Officers shall make all efforts to warn other officers that a deployment is about to occur.
- r. The device shall never be used on a handcuffed person to force compliance unless the subject poses a violent threat to the officer through physical conduct and cannot otherwise be controlled.
- s. Officers should consider the location and environment of the subject. i.e. Is the subject at the top of a stairwell such that when incapacitated by the Electronic Control Device-they fall down the stairs causing a collateral injury. Officers shall avoid using an Electronic Control Device in cases where the subject is elevated i.e. roof, fire escape, tree, bridge, stairwell, etc. such that a secondary impact may cause serious injury or death.



- t. Officers should be aware that a subject's heavy clothing may impact the effectiveness of the electronic control device.
- u. Officers should consider whether the subject has been exposed to combustible elements that may be on their person such as gasoline. The use of an Electronic Control Device on such persons may cause an ignition and fire.
- v. Officers should consider the particular subject and any vulnerabilities they may have such as: a person who is small in stature or very frail will be more dramatically impacted; some agencies have been criticized as well as sued for use on pregnant women, the very young, and the elderly.
- w. Alternative tactics shall be utilized where the officer has prior information that the subject suffers from a disability, which would increase the danger to that person by using the Electronic Control Device. i.e. A person at the scene tells an officer that the subject has a heart condition.
- x. In cases where the probes have penetrated a subject's skin, removal shall be conducted by medically trained personnel. Deployed probes that have been removed from a suspect should be treated as a bio-hazard.
- y. Where EMS is available, their services may be utilized for the removal of darts that have penetrated the skin as long as such removal can be accomplished without causing further injury or pain to the subject. Where an officer has been medically trained to remove probes from non-sensitive areas the officer should provide first aid following the removal of the probes by applying iodine or alcohol wipes and apply band aids to the injury site as needed. Yearly training on medical first aid should be documented in the officer's training folder.
- z. All persons who have been the subject of an Electronic Control Device deployment shall be cleared medically and monitored for a period of time with a focus on symptoms of physical distress. Any person, who appears to be having any form of physical distress following the deployment of an ECD, shall be transported to a medical facility for a medical examination. It should be noted that studies indicate that persons who suffer from excited delirium may not be immediately impacted and the onset of difficulty may occur a period of time after the police control event.
- aa. Mandatory Medical Clearance at Hospital:
 - Persons struck in a sensitive area-eyes, head, genitals, female breasts.
 - Where the probes have penetrated the skin and EMS cannot safely remove darts in accord with this policy.
 - Persons who do not appear to have fully recovered after a short period of time (Model Policies use a ten-minute time limit however officers who observe unusual physical distress should immediately call for medical



assistance and should not wait the ten-minute recovery period recommended by some of the model policies)

- A person who has been subjected to a Taser deployment for more than 15 seconds through either extended deployment(s) or multiple deployments shall be evaluated by medically trained personnel, EMS or, in their absence, at the hospital.
- Persons who fall into one of the vulnerable classes such as juveniles, pregnant women, persons who are small in stature, persons who officers become aware have a pre-existing medical condition that increases danger and the elderly.
- Subjects who request medical assistance.

bb. Documentation:

- All deployments of an Electronic Control Device shall be documented including those cases where a subject complies once threatened with such a device. By documenting the non-discharge uses, an agency establishes officer judgment and control as well as the deterrent effect of this tool.
- Photographs of the affected area, shall be taken following the removal of darts from the subject to document any injury. Where the push-stun method has been used, photographs are extremely important due to the increased potential for this method to cause scarring.
- Supervisory personnel shall be notified and review all Electronic Control Device deployment for consistency with policy and training.
- Darts/Cartridges shall be properly stored and maintained as evidence following a discharge.
- Officers who become involved in an incident that required any reportable force option are required to immediately notify their supervisor. The involved officer will provide a detailed documentation of the use of force utilized in the official police report prepared for the incident involved.
- A Response to Resistance form shall be prepared by a supervisor whenever an officer of this agency utilizes reportable force, as described in the definition of this policy, in the performance of their duties.
- All deployments shall be reviewed by the agency as well as training personnel.
- Where there is any indication of lasting injury, a claim, or complaint, internal data from the device shall be maintained. All ECD units will be audited monthly to ensure that all deployment/activations have been reported as required.

3. Impact Weapons: Batons, ASP/Expandable Baton

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- a. Impact weapons may be utilized in cases where the officers believe the use of these weapons would be reasonable to bring the event under control.
- b. Examples would be where other options have been utilized and failed or where based on the officer's perception at the time, the other options would not be successful in bringing the event to a successful conclusion.
- c. Officers shall not intentionally strike a person in the head with an impact weapon unless deadly force would be justified.

V. DUTY TO INTERVENE

Use of Force: in accordance with the agency's Duty to Intervene policy Officers of this agency have an affirmative duty to intervene if they witness a use force that is clearly unreasonable. Any officer present and observing another officer using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to safely do so, intervene to prevent the use of unreasonable force. An officer who observes another employee use of force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

VI. REPORTING RESPONSE TO RESISTANCE

- A. Purpose: It is the purpose of this policy to provide police employees and supervisors with guidelines for reporting response to resistance. The agency will develop a Response to Resistance form to capture all required information described in this policy.
- B. Policy: Police officers are given the authority to use force to overcome a subject's resistance to the officer's order to comply, effect arrest, defend against assault, and prohibit flight. This policy mandates that members of the agency accurately, completely and timely report response to resistance and a supervisor conducts a prompt investigation and reports the investigation findings.
- C. Definitions
 - 1. Reportable Response to Resistance: The following are reportable force options used by an officer to compel compliance from a subject in conformance with the officer's official duties, whether on or off duty or while employed in an off duty paid detail:
 - a. Chemical Spray: Where subject exhibits some level of active resistance/active aggression, officers may use chemical spray to temporary incapacitate the subject.
 - b. Electronic Control Devices: Where subject exhibits some level of active resistance/active aggression an officer may use an electronic control device to temporarily incapacitate the subject. (See additional documentation-ECD section)



- c. Hard Hand Control: Punches and other physical strikes, including knees, kicks and elbow strikes that have the possibility of creating mental stunning and/or motor dysfunction.
 - d. Impact Weapons: Batons, ASP/Expandable Baton may be utilized in cases where the officers believe the use of these weapons would be reasonable to bring the event under control. Examples would be where other options have been utilized and failed or where based on the officer's perception at the time, the other options would not be successful.
 - e. Pointing of Firearms: Any time an officer points a firearm at an individual, notwithstanding the fact that deadly force is not ultimately deployed. This does not include drawing a firearm and maintaining at the low-ready position.
 - f. Firearms discharges: Any discharge of a firearm other than at the range or during qualification whether unintentional, for animal dispatch, or whether a subject is hit or not will be reported in a separate manner consistent with these policies.
 - g. Canine use: Use of a police canine will be reported on the Response to Resistance Form to capture any form of use whether there is contact with a subject or not.
 - h. Deadly Force: Force that creates a substantial likelihood of causing serious bodily harm or death.
2. Procedures
- a. Officers who become involved in an incident that required any reportable force option are required to immediately notify their supervisor. The involved officer will provide a detailed documentation of the use of force utilized in the official police report prepared for the incident involved.
 - b. A Response to Resistance form shall be prepared by a supervisor whenever an officer of this agency utilizes reportable force, as described in the definition of this policy, in the performance of their duties.
 - c. The Response to Resistance form will be completed in detail including a narrative account of the following:
 - The actions of the subject that necessitated that use of force as a response to overcome the active resistance of the subject.
 - The reasons why force was required and the type of force the officer utilized in overcoming the resistant subject.
 - Any injuries or complaint of injuries of either the subject or the officer and any medical treatment received.
3. Supervisory Responsibilities: Once notified of an incident in which an officer has utilized force, the supervisor, to the extent that one is available, will immediately




respond to the scene to investigate the incident. If the involved officer's supervisor is not available to respond, another supervisor will be dispatched to complete the Response to Resistance Form. The supervisor will accomplish the following investigative steps in conducting the investigation:

- a. Interview the involved subject if they are cooperative, to determine their account of the incident. If they expressly indicate they have a complaint the supervisor shall complete a Internal Affairs Complaint Form. If have any type of injury, Internal Affairs or the designated agency IA person will be notified. Additionally, should the supervisor determine that unreasonable force was utilized, the Internal Affairs designated investigator will be notified and assume control of the response to resistance investigation.
- b. If a crime scene exists; or police equipment exists, which may contain forensic evidence, the supervisor shall ensure that the scene and evidence is processed, photographed and preserved.
- c. Take photographs of the involved officer(s) and subject(s) depicting any potential injuries or documenting the lack of any injuries to the parties involved.
- d. Interview, preferably recorded, all witnesses to the incident and document their description of the event.
- e. Ensure that a qualified health care provider handles any injuries or other medical condition being experienced by the involved person.
- f. The supervisor shall review any video recording of the incident, if available, prior to the completion of the Response to Resistance form and the approval of the officer's reports
- g. The supervisor investigating the use of reportable force shall be responsible for the review and approval of the officer's reports of the incident, when practicable.
- h. The supervisor will complete the Response to Resistance form prior to completing their shift and submit it along with the officer's report to their chain of command for review.

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	POLICY PD1.8 Sexual Misconduct	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes:

CALEA Standard: 26.1.3

Related Policies:

I. PURPOSE

Law enforcement officers are empowered with authority by their government to protect the public from criminal activity. When an officer abuses this authority for sexual purposes, and violates another person, the officer not only commits a crime against the victim, but damages the credibility and trust of the entire law enforcement community with the public. The purpose of this policy is to caution all officers that any violation of the public trust involving sexual misconduct will result in severe consequences including discipline, up to and including termination, and prosecution to the fullest extent possible.

II. POLICY

The employer prohibits and will not tolerate any form of sexual misconduct or sexual contact. This policy expands upon, and is established in addition to, the employer policy on anti-harassment.

III. DEFINITIONS

- A. Criminal Sexual Misconduct: The abuse of authority by a law enforcement officer for sexual purposes that violate the law.
- B. Sexual Contact: Any contact for the purpose of sexual gratification.
- C. Sexual Misconduct: Any sexual activity while on-duty, stemming from official duty, while on agency business, on agency property, or while utilizing agency vehicles or equipment. Sexual misconduct includes but is not limited to, any contact for the purpose of sexual gratification of a person while on duty is prohibited, and use of official position and official resources to obtain information for purposes of pursuing sexual conduct.

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IV. PROHIBITED CONDUCT/ BEHAVIOR

The following conduct and behaviors are prohibited:

- A. Sexual Misconduct.
- B. Sexual contact of any nature while on duty regardless of consent or relationship status, including sexual contact with a person in custody.
- C. Any other conduct that may be deemed inappropriate by a reasonable person while on duty, stemming from official duty, anywhere on agency property, while utilizing an agency vehicle or equipment, or on agency business, whether or not such contact occurs during work hours.

V. REPORTING REQUIREMENTS

Any employee of this agency who is made aware of allegations or complaints of prohibited conduct/behavior(s), or any potential violation of this policy, is required to report the conduct/behavior to their supervisor, EEO Officer, or Human Resources representative immediately. Failure to make this report as prescribed (select one: may or will) result in disciplinary or other appropriate action.

VI. INVESTIGATION

- A. Upon being made aware of allegations or complaints of prohibited conduct/behavior(s), the supervisor, EEO Officer, or Human Resources representative will promptly contact the Internal Affairs Section, or the command level personnel having Internal Affairs responsibility, who will initiate an investigation in accordance with their established investigative policy.
- B. The investigation may involve other investigative elements of the agency as necessary and any forensic evidence will be protected and processed immediately.
- C. The accused officer's supervisor will not attempt to resolve a complaint of this nature with the complainant, and is required to make immediate contact with Internal Affairs or the command level personnel having Internal Affairs responsibility.
- D. The employer will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Employees will be required to refrain from discussing the subject content with other employees or persons who may have information pertinent to the investigation throughout the course of the investigation. Employees shall be required, upon request, to provide information to regulatory agencies. The employer will release information obtained only to those individuals involved in the investigation and the administration of the complaint with a business need-to-know, or as required by law.
- E. The employer will communicate to the individual who made the initial complaint, as

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well as the individual against whom the complaint was made, will be made aware that the investigation is completed and appropriate action, if any, has been taken.

- F. If evidence arises that a participant in the investigation made intentionally false statements, that employee (select one: may or will) be subject to disciplinary action, up to and including termination.
- G. If it is determined that a violation of this policy has occurred, the employee (select one: may or will) be subject to disciplinary action up to and including termination. The employer will also initiate action to deter any future prohibited conduct/behavior(s) from occurring.

VII. DISCIPLINE

- A. Any officer found to be in violation of the provisions of this policy shall be disciplined up to and including termination and criminal charges where established.
- B. Any employee who is made aware of allegations or complaints of prohibited conduct/behavior(s), or any potential violation of this policy, who fails to report the conduct/behavior shall be disciplined up to and including termination and criminal charges if appropriate. If the violation involves supervisory personnel, the reporting officer will notify the appropriate command level officer and will not be strictly held to his or her chain of command.

VIII. PROHIBITION AGAINST RETALIATION

Retaliation is adverse treatment which occurs because of opposition to prohibited conduct/behavior(s) in the workplace. The employer will not tolerate any retaliation by management or by any other employee against an employee who exercises rights under this policy. Employees who believe they have been harassed, retaliated, or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the EEO Officer or alternative EEO Officer. The employer will promptly investigate and deal appropriately with any allegation of retaliation.

IX. TRAINING

All sworn officers of this agency, including supervisors, will receive periodic, specific training about the elements of sexual misconduct involving law enforcement officers. The training will also include all elements of this policy.

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	POLICY PD1.9 Sexual Harassment, Sexual Discrimination	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes:

CALEA Standard: 26.1.3

Related Policies: This policy is to be read in conjunction with the applicable Municipal Policy covering sexual harassment/ discrimination.

I. PURPOSE

The purpose of this policy is to prohibit sexual harassment and discrimination within this agency. The policy also provides for the reporting and department response to sexual harassment or discrimination.

II. POLICY

This agency is committed to providing equal opportunity to all applicants for employment and to all employees. Recruitment, hiring, assignment, promotion, compensation, training, discipline, termination, and all other terms, privileges, and conditions of employment shall be administered in a manner that does not discriminate on the basis of race, color, religion, ancestry, sex, gender identity, age, disability, national origin, sexual orientation, familial status, or marital status. This agency will take action to prevent and correct discriminatory behavior in violation of these policies. Members who engage in prohibited conduct are subject to disciplinary action up to and including termination of employment. It is the policy of this Agency to prohibit sexual harassment or sexual discrimination in any form and to provide employees with a mechanism for reporting and resolving allegations of sexual harassment and discrimination.

III. DEFINITIONS

- A. Discrimination:** Discrimination is defined as making, directly or indirectly, any distinction in applicant selection procedures, or in the terms, conditions or privileges of employment on the basis of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status or marital status. No employee shall discriminate against any applicant for employment or employee in any term,

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privilege, or condition of employment on the basis of protected status. Moreover, discrimination or harassment will not be tolerated from any nonemployee including, but not limited to, vendors, contractors, or applicants for employment. Note however, that all persons hired for employment shall demonstrate their eligibility for employment in the compliance with the hiring policy of this agency.

- B. **Sexual Harassment:** Every employee has the right to work in an environment free from hostile, offensive or intimidating sexual behavior. Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: submission to such conduct is made, either explicitly or implicitly, a term or condition of a member's employment; or, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such member; or, such conduct has the purpose or effect of interfering with a member's work performance, or creating a hostile, intimidating, or offensive working environment.
- C. **Quid Pro Quo Harassment:** A circumstance by which an employee is afforded a favorable employment action in exchange for a sexual favor, or an unfavorable employment action for refusal of the sexual favor.
- D. **Hostile Work Environment:** A circumstance by which an employee is confronted with an environment involving sexually explicit language, photos, or conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- E. **EEO Officer: Equal Employment Opportunity Officer:** A member of the agency who is knowledgeable about sexual harassment and discrimination in the workplace, who is designated by the Chief of Police / Sheriff to receive complaints and has a working relationship with the Human Resources personnel of the agency and City/ County.

IV. PROCEDURE

- A. **Employees with Disabilities:** This agency is committed to making reasonable accommodations for qualified applicants and employees with disabilities in accordance with state and federal law, and agency policies. Each situation will be handled on a case by case basis. Employees shall contact the County Human Resources Section to request information on reasonable accommodation.
- B. **Confidentiality:** To the extent permitted by law or policy, the identity as well as all oral or written contacts between the Human Resources Section, the Office of Internal Affairs and any employee or applicant for employment concerning this policy and/or its application will be treated as confidential.
- C. **Chief of Police/ Sheriff:** Ultimate responsibility for implementation of these policies is vested in the Chief of Police / Sheriff. The Chief / Sheriff shall ensure that all Equal Employment Opportunity (EEO) policies, and all prohibitions against discrimination, are aggressively implemented throughout the agency by all levels of management.

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D. City/ County Human Resources Department: is responsible for monitoring EEO programs and ensuring agency compliance with all relevant federal and state laws, City/ County ordinances, and agency policies and rules in hiring and other personnel practices. Human Resources will report to the Sheriff, on EEO matters and participating in the development and implementation of training and educational programs for supervisors.

E. Management Employees

1. Management employees are required to ensure that personnel practices within their organizational entities are in full compliance with all federal and state laws, City / County ordinances, and agency policies governing non-discrimination.
2. Specifically, Management employees are to ensure that all their employees who supervise, promote, assign, recruit, interview, train, evaluate, or discipline other employees utilize only job-related standards in their personnel actions and contribute to the attainment of agency EEO principles.
3. When made aware of a potential or current EEO problem or complaint, Management employees shall:
 - a. Take immediate corrective action when necessary.
 - b. Notify EEO Officer and the Chain of Command to determine whether an investigation is necessary.
 - c. Cooperate with EEO Officer / Internal Affairs and any other agency in any investigation and/or resolution of the problem or complaint.
 - d. Management employees have all the responsibilities covered in the Supervisors responsibilities below.
 - e. In addition, Management employees are to personally monitor and evaluate the personnel actions of subordinate supervisors to ensure compliance with EEO laws. Management Employees are required to take immediate corrective action to prevent discriminatory behavior from continuing or recurring. Failure to take prompt appropriate action may subject the Management Employee to disciplinary action.

F. Supervisors

1. Regardless of whether the employee involved is in the supervisor's chain of command and regardless of how s/he became aware of the alleged prohibited conduct/behavior(s), all supervisors must immediately report all allegations or complaints or observations of such conduct to the designated EEO Officer or Chief of Police / Sheriff. Supervisors shall be responsible for encouraging employee support for equal employment opportunity by demonstrating commitment to EEO in the following ways:
 - a. Becoming thoroughly familiar with the agency prohibitions against harassment and discrimination, and acquainting subordinate personnel with these guidelines.

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- b. Promoting a positive attitude when discussing these policies with other staff.
 - c. Requiring all subordinate personnel to demonstrate respect for the diversity of their coworkers and members of the community.
 - d. Taking immediate corrective action when any violations of EEO law are observed or reported.
 - e. Supervisors shall notify their chain of command in writing of all potential or current EEO violations, so that immediate action can be taken to remedy the situation. The information reported must include:
 - The person(s) involved, including all witnesses;
 - A written record of specific conversations held with the accused and any witnesses; and
 - All pertinent facts, including date(s), time(s), and location(s).
 - f. Ensuring compliance of subordinate personnel with all EEO laws and regulations.
 - g. Supervisors are required to take immediate corrective action to prevent harassment and discriminatory behavior from continuing or recurring. Failure to take prompt appropriate action may subject the supervisor to disciplinary action.
- G. All Employees
1. Every employee of the agency, including unpaid volunteers, is responsible for creating and maintaining a professional working environment free from harassment and discrimination. Employees shall:
 - a. Demonstrate sensitivity to and respect for differences of all employees.
 - b. Comply with all equal employment laws, City / County policy and specific policies of this agency.
 - c. Confront disrespectful or discriminatory behavior when they see it.
 - d. Immediately notify their chains of command of any EEO violations that they experience or observe.
 2. Employees who believe they personally are being or have been subjected to prohibited conduct/behavior(s) and/or are the target of any form of prohibited conduct/behavior(s), or have witnessed any other employee being subjected to these behaviors, should immediately:
 - a. Identify the offensive behavior to the alleged harasser and request that the behavior cease. Note: An employee is NOT required to talk directly to the alleged harasser or to the employee's supervisor. It is critical, however, that the employee contact one of the individuals listed in below if s/he believes s/he is

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being targeted or has witnessed what the employee believes to be prohibited conduct/behavior(s) directed to or committed by another employee(s), client(s), customer(s), vendor(s), volunteer(s), contractor(s), etc.

3. Reporting: If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the prohibited conduct/behavior(s) to cease, but the request did not produce the results desired, the employee should report the conduct/behavior(s) as soon as possible to:
 - a. any supervisor or,
 - b. management employee or,
 - c. the agency's designated EEO Officer.
 4. Secondary EEO Officer: Where feasible the agency should identify a secondary EEO officer for those employees who may feel uncomfortable or reluctant reporting to the primary EEO Officer.
 5. The EEO Officer for this agency is:
 - a. Name _____
 - b. Telephone Number _____
 - c. Email _____
 - d. Office Location _____
 6. The Secondary EEO Officer for this agency is:
 - a. Name _____
 - b. Telephone Number _____
 - c. Email _____
 - d. Office Location _____
 7. Employees who believe the EEO Officer has engaged in prohibited conduct/behavior(s) should bring such concerns to the attention of the alternate EEO Officer or the Chief of Police / Sheriff. An employee who witnesses or obtains information regarding prohibited conduct/behavior(s) by his/her immediate supervisor is required to report the incident to the EEO Officer or the Chief of Police / Sheriff.
 8. All employees are required to fully cooperate in any investigation of an EEO violation.
- H. Prohibited Conduct: The following is conduct that is specifically prohibited under the agency EEO policies. This list is in addition to other prohibitions already covered in agency and includes, but is not limited to, conduct for which disciplinary action may be taken.



1. Workplace Bias: Expressing bias in the workplace, including any behavior that is potentially offensive to any employee on the basis of his or her protected status is prohibited. Examples include, but are not limited to:
 - a. Using degrading words, offensive slang labels or names, or profanity describing a person's protected status.
 - b. Sexually suggestive, obscene or lewd jokes; jokes or any comment about a person's protected status.
 - c. Posting or display of inappropriate posters or jokes in the workplace.
2. Sexual Harassment in the Workplace: Examples of conduct that may be deemed sexual harassment and is prohibited in the workplace include, but are not limited to:
 - a. Sexually suggestive, obscene, or lewd comments or invitation.
 - b. Gender related labels such as "honey," "sweetie," "cutie," "boy," and "girl."
 - c. Asking for sexual favors and implying there will be economic or employment benefits.
 - d. Leering, ogling, or drawing attention to a person's body.
 - e. Unwanted sexual advances.
 - f. Sexual Assault – Attempted Sexual Assault
 - g. Introduction into the workplace of pornographic pictures or written material, except in the course of official police investigations.
 - h. Offensive verbal communication including slurs, jokes, epithets, derogatory comments, degrading or suggestive words or comments, unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments.
 - i. Offensive written communication including notes, letters, notices, emails, texts, or any other offensive message sent by electronic means.
 - j. Offensive gestures, expressions and graphics including leering, obscene hand or finger gestures, sexually explicit drawings, derogatory poster, photographs, cartoons, drawings or displaying sexually suggestive objects or pictures.
 - k. Physical contact when the action is unwelcomed by recipient including brushing up against someone in an offensive manner, unwanted touching, impeding or blocking normal movement, or interfering with work or movement.
 - l. Expectation, requests, demands or pressure for sexual favors.
3. Retaliation Prohibited: Retaliation is an adverse employment action taken against an employee as a result of opposing an unlawful discriminatory practice, or filing a charge of discrimination, testifying, assisting, or participating in any manner in an equal opportunity investigation, proceeding, or hearing.



- a. Retaliation is prohibited conduct, and, if engaged in, may result in disciplinary action, up to and including termination of employment.
- I. Discrimination – Harassment Complaint Procedure
 1. Employees who believe they have been treated unfairly in any employment practice because of their race, color, religion, ancestry, sex, gender identity, age, disability, national origin, sexual orientation, familial or marital status may file a complaint with a supervisor or the EEO Officer.
 2. Employees who believe they have been retaliated against because they filed an EEO complaint, challenged a discriminatory behavior, participated in any way with these procedures, or served as a witness may file a complaint.
 - J. Receiving a Complaint Procedures: The agency shall promptly receive and investigate all complaints regarding harassment or discrimination regardless of their origin.
 1. A supervisor or EEO Officer upon being notified of a complaint shall schedule to meet with the complainant the same day. If that is not possible the supervisor or EEO Officer will make themselves available to the complainant within the next 24 hours.
 2. Tell the employee that a sexual harassment-discrimination policy exists and give him or her a copy of the policy and answer questions about the policy and process.
 3. Determine if there is a threat to the employees' safety.
 4. Forward the written complaint up the chain of command.
 - K. Separation: Once an allegation is made steps should be taken to separate the involved employees while an investigation into the allegations is conducted. The separation should be undertaken in an equitable manner which is non-punitive in nature. In no case will the complaining employee be forced to change assignments against his/her choice. The supervisor is required to immediately stop any conduct which might continue or aggravate the allegation(s).
 - L. The alleged victim of the sexual harassment shall be kept informed of the progress of the investigation.
 - M. At the conclusion of the investigation, the alleged victim and the accused employee should be informed of the conclusions reached by the investigation.
 - N. Where evidence is established to sustain a violation of this policy, immediate disciplinary action shall be taken against the offending employee, up to and including termination from employment with this agency.
 - O. No employee shall be retaliated against for reporting allegations of sexual harassment or discrimination.
 - P. Confidentiality Required: All matters pertaining to EEO issues are highly confidential. All participants in a report or investigation are strictly prohibited from discussing the

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matter outside of formal channels. Information concerning such issues will be disseminated on a need-to-know basis only. Such confidentiality, however, in no way diminishes the necessity of keeping the Police Chief / Sheriff informed.

- Q. **Withdrawal of Complaints:** Members filing EEO complaints may withdraw the complaint or any part thereof, at any time. Despite the withdrawal request, however, the agency still has an obligation to investigate the allegation. The agency shall become the complainant.

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	POLICY PD1.10 Stop, Arrest & Search of Persons	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes: SD Codified Laws § 9-29-19; 23A-2-4; 23A-2-7; 23A-2-8; 23A-2-9; 23A-2-10, 23A-2-12; 23A-3-1; 23A-3-2; 23A-3-2.1; 23A-3-4; 23A-3-7; 23A-3-9; 23A-3-16; 23A-3-17; 23A-3-19; 33-6-2; 33-14-16

CALEA Standard: 1.2.4, 1.2.5

Related Policies:

I. PURPOSE

The purpose of this policy is to direct the members of this agency on the lawful limits of authority with respect to contacts with persons.

II. POLICY

The policy of this department is to protect and serve the constitutional rights of all citizens when stopping, arresting or searching individuals while balancing the needs of law enforcement in solving crime for the protection of the community.

III. DEFINITIONS

- A. Probable Cause: (search): Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that evidence of crime exists and that the evidence exists at the place to be searched.
- B. Probable Cause: (arrest): Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that a crime has been or is being committed and the person to be arrested is the one who is or has committed the crime.
- C. Reasonable Suspicion (temporarily detain): Facts and circumstances based upon observations or information, short of probable cause but based upon articulated facts that would lead a reasonable law enforcement officer to believe that criminal activity is afoot.



- D. Reasonable Suspicion (frisk): Facts and circumstances based upon observations or information, short of probable cause but based upon articulated facts that would lead a reasonable law enforcement officer to believe that a person who is lawfully stopped is in possession of a weapon.
- E. Frisk (weapon): A limited type of search, the limit being to those areas capable of holding a weapon and located within the subject's immediate area of control.
- F. Strip search: The removal or rearrangement of clothing that results in the exposure or observation of a portion of the genitals, the buttocks, or the breasts of a female.
- G. Consensual Contact: An interaction between a member of law enforcement and the public that is voluntary in nature. The law enforcement member has shown no authority that would cause a reasonable person to believe that they had no choice but to respond or comply with the officer's efforts. Under this type of contact, an officer has no power to detain an individual who chooses not to participate in the contact.
- H. Arrest: An arrest is the taking of a person into custody so that he may be held to answer for the alleged commission of a public offense.
- I. The term "fresh pursuit" shall include fresh pursuit as defined by the common law and the pursuit of a person who has committed a felony or who is reasonably suspected of having committed a felony in this state. It shall also include the pursuit of a person suspected of having committed a supposed felony in this state, though no felony has actually been committed, if there is reasonable ground for so believing. Fresh pursuit as used here shall not necessarily imply instant pursuit, but pursuit without unreasonable delay.

IV. PROCEDURE

- A. Consensual Contact - An officer may approach anyone and attempt a consensual contact.
 - 1. Officers are not required to have reasonable suspicion for this type of contact.
 - 2. Officers may not take any steps through words or conduct to stop the person's movement under this type of stop.
 - 3. A person cannot be compelled in any way to participate in the stop.
- B. Reasonable Suspicion Based Stops/Terry Stops-An officer who is aware of facts and circumstances that would lead a reasonable police officer to conclude that criminal activity is afoot, may stop a person, using reasonable force short of deadly force, and detain the person for a reasonable amount of time to investigate further.
 - 1. Officers may detain the person for a reasonable amount of time at the location of the stop while a diligent investigation is conducted such that the officer has an opportunity to confirm or dispel their suspicion.
 - 2. Anonymous tips that merely describe a person's location and physical/clothing description without providing a prediction of the subject's future actions that can

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be corroborated by the police prior to contact are insufficient to justify a stop or frisk.

3. The duration of the stop should not exceed the amount of time that it would normally take to investigate the conduct that the officer suspected at the time the stop was made.
 4. Officers may not frisk every person who is stopped in accord with this policy. An officer may only frisk those individuals for whom the officer has reasonable suspicion to believe is armed with a weapon.
- C. Reasonable Suspicion Based Frisk - An officer may conduct a limited frisk/pat-down of a person's outer clothing when the officer has reasonable suspicion to believe that a person who has been lawfully stopped is in possession of a weapon that poses a danger to the officer or others present.
1. Items that may support reasonable suspicion:
 - a. The type of crime for which the stop is based is one that would lead a reasonable officer to conclude generally involves a weapon.
 - b. The officer observes a bulge in the subject's clothing that has the appearance of a weapon.
 - c. The officer has information (anonymous tip merely providing description and location is not enough) indicating that a person is armed.
 - d. The officer is aware of the subject's history of carrying weapons.
 - e. The officer observes the subject reach as if reaching for, or reaching to hide a weapon (furtive movements).
 2. The frisk is limited to a pat-down of the outer-clothing and does not include reaching into pockets etc. unless the officer feels an item during the frisk that the officer reasonably believes is a weapon.
- D. Arrest: An officer may arrest an individual if the officer has probable cause to believe that a crime has been committed and probable cause to believe that the person to be arrested is the person who committed that crime. Once probable cause is established, an officer may take custody of the subject and involuntarily transport the subject.
1. NOTE: If the person to be arrested is in a dwelling-refer to Home Search Policy/ If the person to be arrested is in a vehicle-refer to vehicle search policy.
- E. Under South Dakota Law officers may make an arrest without a warrant:
1. For a public offense, other than a petty offense, committed or attempted in his or her presences; or
 2. Upon probable cause, that a felony or Class 1 misdemeanor has been committed and the person arrested committed it, although not in the officer's presence.



3. Except as otherwise specifically provided, whenever a person is arrested for a violation of any provision of the motor vehicle code (Title 33) punishable as a misdemeanor, the arresting officer shall take the name and address of the person and the license number (valid license only) of his motor vehicle and driver's license and issue a summons or otherwise notify him in writing to appear at a time and place to be specified in the summons or notice. The time shall be at least five days after the arrest unless the person arrested demands an earlier hearing. The arresting officer shall upon the person's written promise to appear, release him from custody. Any person refusing to give a written promise to appear shall be taken immediately by the arresting officer before the nearest or most accessible magistrate. Any person who intentionally violates his written promise to appear is guilty of a Class 2 misdemeanor regardless of the disposition of the charge upon which he was originally arrested. A nonresident arrested for a violation of any provision of this title may be required to post bond in the amount set forth on the fine and bond schedule provided by the presiding circuit court judge, or in an amount set by a magistrate or judge for that offense, before being released from custody.
- F. SDCL § 23A-3-2.1: Circumstances permitting warrantless arrests. Unless the provisions of § 22-18-5 apply, a law enforcement officer shall arrest and take into custody, pending release on bail, personal recognizance, or court order, any person, without a warrant, at any time that the opportunity presents itself, if the officer has probable cause to believe that:
1. An order has been issued under chapter 25-10 protecting the victim and the terms of the order prohibiting acts or threats of abuse or excluding the person from a residence have been violated; or
 2. An order has been issued under chapter 22-19A protecting the victim and the terms of the order prohibiting acts of stalking or physical injury have been violated; or
 3. The person is eighteen years or older and within the preceding forty-eight hours has assaulted a person in a relationship as defined in § 25-10-3.1;
- and the officer believes that an aggravated assault has occurred; an assault has occurred which has resulted in bodily injury to the victim, whether the injury is observable by the responding officer or not; or an attempt by physical menace has been made to put another in fear of imminent serious bodily harm.
- a. NOTE: Nothing in this section relieves an officer of the responsibility of obtaining a warrant before entering a dwelling unless the officer has exigency or consent.
- G. Requirements during a warrantless arrest: When arresting a person without a warrant, the person making the arrest must inform the person to be arrested of his authority and the cause of the arrest, and require him to submit, except when the person to be

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arrested is engaged in the actual commission of an offense or when he is arrested on pursuit immediately after its commission.

- H. Arrest Warrants- Each arrest warrant shall be dated and contain its place of issuance. It shall be signed by a committing magistrate. It shall contain the name of the defendant or, if his name is unknown, any name or description by which he can be identified with reasonable certainty. It shall command that the defendant be brought before the nearest available committing magistrate. The committing magistrate who signs the warrant shall also endorse the amount of bail on it.
 - 1. Time of Execution:
 - a. Felony Arrest Warrant may be executed on any day, at any time of the day or night.
 - b. Misdemeanor Arrest warrant shall not be executed at night unless an authorization for a night arrest is endorsed upon the warrant by the committing magistrate.
 - 2. Manner of Execution: A warrant is executed by the arrest of the defendant. A law enforcement officer need not have the warrant in his possession at the time of the arrest, but upon request, he shall show the warrant to the defendant as soon as possible. If the law enforcement officer does not have the warrant in his possession at the time of the arrest, he shall then inform the defendant of the offense charged and of the fact that a warrant has been issued.
- I. Summons: A summons shall be served upon a defendant at least five days before the day of appearance fixed therein by delivering a copy to him personally or by leaving it at his dwelling house or usual place of abode with some person over the age of fourteen years then residing therein.
- J. A warrant or summons issued for the violation of a municipal ordinance may be executed or served at any place within a county in which such municipality is located, except that a warrant or summons issued for a parking violation may be executed or served only within the territorial jurisdiction of such unit of local government.
- K. A warrant or summons shall be executed by any law enforcement officer who is authorized by law to execute the same. This section shall not be construed to extend the territorial jurisdiction of any law enforcement officer.
- L. All police officers of any municipality shall possess the powers of constables. They may pursue and arrest any person fleeing from justice in any part of the state, and when performing the duties aforesaid may arrest and detain any person guilty of any breach of the peace or any violation of the laws of the state or ordinance of the municipality in accordance with the following:
 - 1. Any law enforcement officer of this state in fresh pursuit of a person who is reasonably believed by him to have committed a felony in this state shall have



the authority to arrest and hold in custody such person anywhere in this state.

2. Any law enforcement officer of this state in fresh pursuit of a person who has committed a misdemeanor in the presence of the law enforcement officer shall have authority to arrest and hold in custody such person anywhere in this state.
3. No arrest for the violation of an ordinance or bylaw of any unit of local government may be made beyond the territorial jurisdiction of that unit of local government, except as otherwise provided in § 23A-2-8.

M. Search Incident to Arrest of a Person:

1. When an officer arrests a person on the street, the officer may conduct a thorough search of the subject's person (not strip search).
2. Cross-gender pat-downs and searches are restricted to those circumstances where exigent circumstances are present and no officer of the subject's gender is available to conduct the search.
3. The purpose of this search is the following:
 - a. Protecting the officer from attack;
 - b. Preventing the person from escaping;
 - c. Discovering or seizing the fruits of the crime for which the person has been arrested; or
 - d. Discovering or seizing any instruments, articles, or things that was used or which may have been used in the commission of the crime for which the person has been arrested.
4. This search may include the subject's pockets as well as any items they are in possession of at the time of the arrest. (For search incident to arrest in home-see home search policy-for incident to arrest search in vehicle see motor vehicle contacts policy)
5. When the peace officer is in the process of effecting a lawful search, he may discover or seize any stolen or embezzled property, any item, substance, object, thing, or matter, the possession of which is unlawful, or any item, substance, object, thing, or matter, other than the private papers of any person, which is tangible evidence of the commission of a crime against the laws of this state.

N. Privilege from Arrest:

1. Diplomatic and Consular Immunity
 - a. Background. Diplomatic immunity is a principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and their personal activities. It should be emphasized, however, that even at its highest level,

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diplomatic immunity does not exempt diplomatic officers from the obligation of conforming to national and local laws and regulations.

b. Categories of persons entitled to diplomatic immunity are as follows:

- Diplomatic Agent: Enjoys the highest degree of privileges and immunity. Diplomatic Agents may not be handcuffed (except in extraordinary circumstances), arrested, or detained for any criminal offense. Generally, they are immune from any civil suits, but are not immune from receiving a citation/summons. Family members of these persons enjoy the identical privileges and immunity.
- Diplomatic Administrative and Technical Staff: Enjoy privileges and immunity similar to Diplomatic Agents. Diplomatic Administrative and Technical Staff may not be handcuffed, arrested, or detained for any criminal offense. They enjoy immunity from civil suits arising in connection with the performance of their official duties. Officers may issue a citation for a motor vehicle violation. Family members enjoy identical privileges or immunity.
- Diplomatic Service Staff: They are accorded few privileges and immunities. Diplomatic Service Staff may be arrested or detained for criminal offenses. They enjoy immunity from civil suits arising in connection with the performance of their official duties. Officers may issue a citation for traffic violations. Family members enjoy no privileges or immunities.
- Consular Officers: Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Consular Officers may be arrested or detained, pursuant to an arrest warrant, for felony offenses. They may be prosecuted for misdemeanors, but may not be arrested or detained prior to trial or other disposition of charges. Officers may issue a citation for traffic violations. Generally, family members enjoy no privileges or immunity.
- Consular Employees: Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Consular Employees may be arrested or detained for criminal offenses. Officers may issue a citation for traffic offenses. Family members enjoy no privileges or immunity.
- Honorary Consuls: Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Honorary Consuls may be arrested or detained for criminal offenses. Officers may issue a citation for a traffic offense. Family members enjoy no privileges and immunity.

2. Procedure for Notification When a Foreign National is arrested.

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- a. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel documents the foreign national travels.
 - b. All foreign nationals must be told of their right to Consular notification.
 - c. If the foreign national's country is not on the mandatory notification list:
 - o Offer, immediately, to notify the foreign national's consular officials of the arrest/detention.
 - o If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country immediately
 - d. If the foreign national's country is on the list of mandatory notification countries:
 - o Notify that country's nearest consular officials, without delay, of the arrest/detention. Tell the foreign national that you are making this notification
 - e. Keep a written record of the provision of notification and actions taken.
3. National Guard:
- a. No person belonging to the military forces may be arrested on any civil process while going to, remaining at, or returning from any drill or annual training that the member is required to attend for duty.
 - b. No officer or enlisted member of the South Dakota State Guard may be arrested on any warrant, except for treason or felony, while going to, remaining at, or returning from a place where the officer or member is ordered to attend for military duty. Every officer and enlisted member serving in the South Dakota State Guard is exempt from service upon any posse comitatus and from jury duty.
- O. Strip Search: In order to conduct a strip search of an individual two threshold issues must be met:
1. The person must first be arrested based upon probable cause to believe that person has or is committing a crime.
 2. Field: The officer must have probable cause to believe that the arrestee is concealing evidence, contraband, or weapons on their person. These searches shall be conducted at the police station or jail, unless exigent circumstances exist that make the search necessary to protect the officer or others from serious bodily harm or death. In such a case, the officer shall obtain supervisory authorization before making this search, unless no supervisor is available. In all cases, the officer must seek a private area to conduct the search, which is out of view of the public and other persons.



3. Booking: Strip searches during the booking process may only be conducted when officers can articulate reasonable suspicion to believe that the subject is concealing weapons or contraband.
4. Cross-gender strip searches are prohibited unless exigent circumstances exist that would justify such a search.
5. In all cases where a strip search has been conducted, the officer will document the following:
 1. The offense the suspect was arrested.
 2. Facts and circumstances that led the officer to believe that the suspect was hiding weapons or contraband on his or her person.
 3. The manner in which the search was conducted.
 4. The persons who were present during the search.

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	<p align="center">POLICY PD1.11 Transportation & Restraint</p>	
<p>Issue Date: January 5, 2026</p>	<p>Updated:</p>	<p>Section: Police</p>

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes:

CALEA Standard: 71.1.1 through 71.1.4, 71.1.6, 71.1..7, 71.2.1, 71.3.1 through 71.3.3, 71.4.1, 71.4.2

Related Policies: Response to Resistance

I. PURPOSE

To establish guidelines for the reasonable and safe transportation and restraint of prisoners.

II. POLICY

Transportation and restraint by law enforcement agencies of persons who are in custody is a constant requirement and a frequent activity. Two general time periods are involved. The first is immediately after arrest, when the arrestee is taken to the agency's holding facility for booking, processing and short-term holding. The second concerns the movement of prisoners from the holding facility to a hospital or other medical facility; to court; to attend a funeral or visit a seriously ill relative; and for other reasons. Insert to other facility. Regardless of the reason for the transportation of prisoners, potential hazards are always present. Therefore, it is the policy of this agency to establish uniform procedures that provide adequately for the safety and security of prisoners, transporting officers, and the public during prisoner transport.

III. DEFINITIONS

- A. Contraband -Articles or substances prohibited from the possession of prisoners.
- B. Handicapped Prisoner-A prisoner with an anatomical, physiological, or mental impairment that hinders mobility.
- C. Prisoner – A persons who has been arrested and taken into custody.
- D. Proper Search – The physical inspection of a prisoner's person, clothing, and effects for weapons or potentially hazardous articles to be used against law enforcement personnel. This search shall also have consideration for contraband, such as

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- narcotics, narcotic paraphernalia and implements which may facilitate an escape from custody or confinement. A proper search shall be conducted in accordance with federal and state constitutions and statutes and be consistent with this agency's policy on searches.
- E. Restraining Devices – Equipment such as handcuffs, flex-cuffs, leather restraint belts, leg irons, hobble devices, and maximal restraint tools, used to restrain the movement of the prisoner.
 - F. Security Hazard – Any threat to the security of the prisoner, to the facility in which he/she is held, or to others with whom the prisoner may come into contact. Estimations of the degree of security hazard will govern the means of transport, the kinds of restraining devices to be used, and other actions to be taken by agency personnel to provide proper protection for and security of the prisoner.
 - G. Transporting Officer – A agency employee who is responsible for transporting a prisoner from one point to another.
 - H. Transportation Operations
 - 1. Vehicle Inspection: At the beginning and end of each shift, all vehicles regularly used for prisoner transport, shall be inspected by the agency member assigned to that vehicle to determine that all safety devices are in working order and that the interior is free of weapons and contraband.
 - 2. Prior to placing a prisoner in a vehicle for transport or detention, the officer shall inspect the interior for weapons and contraband. An additional inspection shall be conducted after the prisoner has been delivered to the detention facility or other destination.
 - 3. Officers shall not engage in enforcement activities while transporting prisoners unless failure to act would risk death or serious bodily injury to another. In non-life-threatening yet serious situations, officers should call for back-up assistance and may remain on-hand until such assistance has arrived.
 - I. Restraining Devices
 - 1. Officers shall use only those restraining devices for which they have been trained.
 - 2. With few exceptions, all prisoners shall be handcuffed, double locked and checked for proper application, with their hands behind their back.
 - 3. Officers shall document, in their report that "subject was handcuffed, checked for fit and double-locked."
 - 4. Officers may use discretion in restraining persons or using other restraining devices in specific cases such as:
 - a. Obvious state of pregnancy;
 - b. Prisoner has a physical handicap;

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- c. Prisoner has injuries that could be aggravated by standard handcuffing procedures;
 - d. Elderly; and very young persons.
- 5. All prisoners shall be secured with seatbelts. No prisoner shall be handcuffed to any part of the police vehicle.
- 6. With the approval of a supervisor, leg irons, hobbles or flex-cuffs may be applied to the ankles of a prisoner who violently resists arrest, is an escape risk, is prone to violent behavior or manifests mental disorders that pose a threat to the prisoner, the transporting officer or the public.
- J. Supervisory notification for special circumstances: A supervisor where feasible will be notified in all cases where:
 - 1. The officer is transporting a person who is handicapped;
 - 2. The officer is transporting a person known to be mentally ill;
 - 3. The officer is transporting a person with an injury;
 - 4. The officer is transporting a person known to have a communicable disease.
 - 5. In all such cases the officer shall in all case obtain necessary clearances from an appropriate mental health or medical professional as to the proper restraint and care of these individuals.
 - 6. All transports involving the special circumstances outlined above shall be documented as to the occurrence as well as the action taken.
- K. Escape: In the event of an escape during transport,
 - 1. The transporting officer shall:
 - a. Immediately notify the dispatcher and supervisory personnel
 - b. Immediately coordinate with responding officers to establish a perimeter
 - c. Brief responding supervisory personnel.
 - 2. The responding supervisor shall:
 - a. Take command of the perimeter and search operation
 - b. Determine the need for additional agency/inter-agency resources
 - c. Ensure that all proper notifications to the Chief.
 - d. Ensure that the events surrounding the escape and search operation are properly documented through a report from each officer involved in the event.
- L. Transport:
 - 1. Prior to transport, the officer shall thoroughly search all prisoners for any

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weapons, tools of escape, or contraband.

2. The transporting officer shall conduct a pat-down frisk for the purpose of seizing any weapons or tools of escape. The officer shall conduct a further search incident to the arrest for the purpose of seizing weapons, contraband or evidence of the crime.
3. In the event that the transporting officer and prisoner are of the opposite sex, the transporting officer may conduct a limited pat-down frisk for the purpose of seizing any weapons, tools of escape or contraband. This search should be observed, if possible, by a witness. The officer is advised to use the back of his/her hand or some object such as a pen.
4. When possible and practicable, an agency member of the opposite sex should be requested for these types of searches.
5. Any search shall be documented by the transporting officer.
6. Prior to transporting a prisoner, the transporting officer shall notify the dispatcher:
 - a. Identity of the prisoner;
 - b. Arrest location and destination; and
 - c. Vehicle odometer mileage; and
 - d. Vehicle odometer mileage at time of arrival at the intended destination.
7. Prisoners shall be transported in the following manner:
 - a. If prisoners are routinely transported alone in the rear of agency vehicles, the rear compartments are modified to minimize opportunities for exit without the aid of the transporting officer. Cages, safety barriers, deactivating power to windows and/or removal of window cranks and door handles from the rear compartment are modifications that should be considered by the agency to minimize unauthorized exit from the vehicle
 - b. If the transport vehicle is equipped with a safety barrier, the prisoner shall be placed in the rear, right-side seat. The transporting officer(s) shall be positioned in the front seat.
 - c. If the transport vehicle is equipped with a safety barrier, and two prisoners are being transported, then two officers shall make the transport where feasible. The prisoners shall be placed in the rear seat. The transporting officers shall be positioned in the front seat.
 - d. Up to three prisoners may be transported in a vehicle equipped with a safety barrier, provided that two officers make the transport. The prisoners shall be placed in the rear seat. The transporting officers shall be positioned in the front seat.

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- e. A prisoner may be transported in a vehicle not equipped with a safety barrier. However, two officers must make the transport. One officer shall operate the vehicle while the second officer is seated in the rear seat, directly behind the operator of the vehicle. The prisoner shall be seated in the rear, right-side seat.
- f. All prisoners being transported shall wear properly fastened seat belts.
- g. Prisoners shall not be transported in a reclined position.
- h. Any wheelchairs, crutches, prosthetic devices, and medication shall be transported with, but not in the possession of, the prisoner.
- i. Prisoners shall not be left unattended while being transported.
- j. Unless approved by a supervisor, no stops will be made while transporting a prisoner.
- k. A transporting officer shall not respond to the need for law enforcement services or back-up unless the risk to other citizens or law enforcement officers is both clear and serious and the risk to the prisoner(s) is minimal. When the need for these services is of a non-serious nature, the officer shall notify dispatch.
- l. Prisoners of the opposite sex shall not be transported in the same vehicle unless extraordinary circumstances exist, and only when approved by a supervisor.
- m. If a prisoner is to be transported to court or any other facility, the prisoner is believed to be a security hazard, the transporting officer(s) shall inform the receiving court of law enforcement personnel in order that they may prepare to accept custody of the prisoner.
- n. If a prisoner becomes sick or injured incidental to arrest, the transporting officer, when possible, shall summons emergency medical support to examine the prisoner prior to transport.
- o. If emergency hospital treatment is necessary, the prisoner and at least one officer shall be transported by the rescue to the hospital. The officer shall remain with the prisoner (unless prevented by emergency circumstances or treatment needs) until the hospital personnel release the prisoner or until appropriate security can be arranged.
- p. If emergency hospital treatment is not necessary, and a reasonable request is made by the prisoner to go to the hospital, the prisoner shall be transported in a agency vehicle.
- q. Prisoners with physical handicaps may be transported in agency vehicles. All reasonable precautions shall be taken by the transporting officer to ensure the security and reasonable comfort of the prisoner, without compromising

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the safety of the transporting officer(s).

- r. Appropriate measures for the security and control of prisoners in medical facilities shall be taken. Whenever a officer transports a prisoner, or is transported with a prisoner, to a medical facility, the officer shall:
 - Maintain a constant view of the prisoner;
 - Ensure that proper restraints are applied to the prisoner until the medical staff needs them removed for medical treatment. Once treatment is completed, proper restraints shall be reapplied;
 - Guard against any injury to the officer and all medical staff;
 - If required to guard the prisoner, and when possible, rotate guarding assignments at regular intervals to avoid complacency;
 - Ensure that the prisoner does not have contact with visitors;
 - Notify hospital security, if available, and the law enforcement agency within the jurisdiction of the medical facility of the presence of a prisoner within the hospital;
 - If the prisoner is admitted to the medical facility, and cannot be arraigned by a magistrate or appropriate official, or issued a summons, notify the supervisor to arrange for 24-hour guard coverage;
 - Upon the prisoner's release from the medical facility, and prior to transport, the prisoner shall be thoroughly searched.
 - Upon the prisoner's release from the medical facility, the transporting officer shall ensure that all medical records and instructions for future treatment are in the prisoner's possession and are provided to the detention facility.
- s. Whenever a prisoner is to be transported and has been involved in the following types of incidents special safety considered shall be adhered to:
 - Was involved in a violent struggle during apprehension,
 - Was subjected to the use of a chemical agent, Taser, neck restraint hold, multiple body weight control, or impact strikes to the body,
 - Is highly intoxicated on either alcohol or drugs or a combination.
 - Is secured by maximal restraints, four-point restraints, or a hobble tool.
- t. Evidences a difficulty in breathing, the transporting officers shall:
 - Ensure that the prisoner remains in a seated, upright position.
 - One officer shall maintain constant visual and audible observation of the prisoner.

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- If there is any indication that the prisoner is in medical distress the officer(s) shall administer emergency medical attention consistent with his/her level of training and shall immediately summon emergency medical support, and
- Shall advise the detention staff accepting the prisoner of all of the above circumstances

M. Community Care Taking Transports: Officers serve numerous functions in society, some of which are totally separated from the investigation of crimes and arrest of suspects. These non-crime related duties are termed community caretaking functions and for this section “community caretaking transports.” Officers can expect to encounter citizens in numerous situations in which police assistance is requested; such as a stranded motorist in need of transportation, or cases where police assistance is necessary; such as intoxicated persons wandering in or near a roadway. The purpose of this section is ensuring the safe transportation of citizens and safety of the transporting officers.

1. Citizens who are transported for a “community caretaking” purpose such as individuals who flag down officers for assistance and are transported in the agency vehicle are not seized for fourth amendment purposes.
2. Citizens who are transported for a “community caretaking” purpose because they are ill or in distress, such as persons who pose a danger to self or others due to mental health issues, impairment from drugs and alcohol etc. are not considered seized for purposes of the Fourth Amendment.
3. During the course of a community caretaking contact, officers may, without turning the contact into a seizure, take reasonable steps to ensure their safety.
4. An officer may request that the citizen take their hands out of their pockets and that the citizen keep his hands visible without converting the contact into a seizure or arrest.
5. When the officer has reason to believe the persons to be transported may harm him/her, the officer may conduct a pat-down search of the citizen prior to transporting in the agency vehicle in non-arrest situations.
6. Officers shall notify a supervisor and the dispatcher of the circumstance of the transport:
 - a. Reason for the transport,
 - b. Sex of the person (male and female citizens may be transported together when they were originally together. Ex: Husband and wife stranded with disabled vehicle request transportation)
 - c. Number of persons
 - d. Starting location & destination

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- e. Starting and ending mileage
 - f. Time of start
 - g. Time on arrival at destination
7. All persons must wear seatbelts.
 8. When the reason for the transport is due to impairment from drugs or alcohol, the officer is required to transport to a medical facility.
 9. When the officer is dealing with a citizen in need of medical attention the officer should first consider contacting EMS for evaluation before transport.
 10. When the reason for transport involves the need for a mental health evaluation the officer is required to transport to the appropriate mental health provider.
 11. No stops shall be made along the way to the destination.
 12. Officers shall not engage in a pursuit or conduct law enforcement activities while transporting citizens.
 13. Officers are prohibited from dropping or stranding a citizen in a location that places the citizen in danger.
 14. Coercing or facilitating homeless persons, vagrants, panhandlers etc. into transportation when they have no desire to leave the jurisdiction through transportation and drop-off is prohibited.
 15. Officers should encourage the citizen to contact a person who will meet them or take them in. Where a citizen does not have a phone, Officers will use their agency issued phone or instruct the dispatcher to make the call.
 16. Officers will ensure the safety of the citizen during the transport and drop the citizen in a safe location at the termination of the transport. I.e.:
 - a. The citizen's residence
 - b. The residence of a family member or friend
 - c. A medical facility or hospital
 - d. A reputable local establishment such as hotel or restaurant
 - e. A bus station, train station or cab company
 - f. The Agency lobby area

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	POLICY PD1.12 Vehicle Pursuit & Emergency Vehicle Operation	
Issue Date: January 5, 2026	Updated:	Section: Police

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administration action in accordance with the laws governing employee discipline.

Applicable State Statutes: SD Codified Laws § 32-31-1, 32-31-2, 32-31-3, 32-31-4, 32-31-5, 32-31-6, 32-31-6.1, 23A-3-16, 23A-3-17, 23A-3-18, 23A-3-19

CALEA Standard: 41.2.2, 41.2.3, 41.3.1, 61.3.4

Related Policies:

I. PURPOSE

The purpose of this policy is to provide guidelines and directions for the establishment of responsibility for the safe operation of police vehicles during a pursuit; for the initiation or discontinuation of pursuits; for the responsibility of participating officers and supervisor; and to provide the essential balancing of the necessity for the pursuit and more immediate apprehension of the fleeing subject against the risks involved with the pursuit which might include death, injury and/or property damage.

In these cases, officers should attempt to anticipate flight and utilize tactics to prevent a pursuit. If tactics to prevent a vehicle pursuit fail, tactics should be utilized to minimize the duration of the pursuit, and if possible, to influence the subject vehicle's direction in ways that reduce the risk of harm to others. Once initiated pursuits shall be monitored and assessed according to state statutes and this policy to ensure that the need to pursue outweighs the risk and dangers of the pursuit itself.

II. POLICY

The agency recognizes its responsibility to apprehend criminals and lawbreakers, but it also recognizes that higher responsibility to protect and foster the safety of all persons in the operation of police vehicles under pursuit conditions. Officers in operating under pursuit conditions shall be constantly aware that no assignment is too important and no task is to be expedited with such emphasis that any of the basic principles of safety are jeopardized. Therefore, officers shall only engage in pursuits when the need for apprehension outweighs the risk to the officer and the public. Finally, officers shall be held accountable for the consequences of reckless disregard for the safety of others and violations of this procedure. In initiating any pursuit, the officer shall carefully consider the

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facts, the driving environment, the seriousness of the offense, the need for apprehension, all the possible consequences and the safety of all persons.

III. DEFINITIONS

- A. Discontinue the pursuit: the law enforcement officer ends his or her involvement in the pursuit by slowing down to the posted speed limit and turning off his or her emergency light and siren.
- B. Aerial support: the use of aerial surveillance to monitor a pursuit or take over the pursuit allowing vehicles to back off to a supportive role.
- C. Authorization to continue pursuit: verbal approval, transmitted over the assigned radio channel, by the supervisor and acknowledgment by the dispatcher and the officer driving the primary unit.
- D. Authorized Law Enforcement Vehicle: a motor vehicle belonging to a federal, state, or local law enforcement agency with a functioning audible signal and a functioning flashing or revolving light.
- E. Boxing-in: surrounding a violator's vehicle with emergency vehicles that are then slowed to a stop, forcing the violator's vehicle to do likewise.
- F. Canalization: a technique where objects or vehicles are positioned in a manner intended to direct or redirect a fleeing vehicle into a clearly identifiable and unobstructed path.
- G. Caravan: operating emergency vehicles in a line or alongside each other in a pursuit.
- H. City vehicle: any motor vehicle that is owned, leased, or borrowed by the city.
- I. Code-three emergency call: a request for police service that presents an actual and immediate danger of death or serious bodily injury. (Should be adapted for local terminology.)
- J. Deadly force: force when employed may bring about serious bodily injury or death.
- K. Emergency operation: driving an emergency vehicle according to state law and this procedure in response to a code-two or code-three (agency coding as applicable) calls or in pursuit of a fleeing vehicle.
- L. Inter-Jurisdictional Pursuit: Any vehicle that crosses into a neighboring jurisdiction, such as across municipal, county, or state line.
- M. Marked police vehicle: a police vehicle displaying the emblem and marking of the police agency with overhead lights and audible warning devices.
- N. Paralleling: operating an emergency vehicle on streets or a route parallel to the pursuit route.
- O. Police vehicle: a city vehicle assigned to the police agency.
- P. Primary unit: The authorized law enforcement vehicle that initiates a pursuit or any

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other unit, which assumes control of the pursuit.

- Q. Secondary unit(s): Any authorized law enforcement vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
- R. PIT (Precision Immobilization Technique) maneuver: a controlled deliberate contact with the rear of a fleeing vehicle by a marked police vehicle with the intention of spinning the vehicle in a predetermined direction to bring it to a stop.
- S. Ramming: deliberate contact with a violator's vehicle by a marked police vehicle to force the violator's vehicle off the roadway.
- T. Roadblock: a barricade or other physical obstruction across a roadway set up to stop or prevent the escape of a fleeing vehicle.
- U. Secondary vehicle: the marked police vehicle that follows the primary vehicle in a pursuit acting as a back-up for the primary vehicle.
- V. Stop Stick/Spike Strip: a rigid column or a strip of belting containing specially designed hollow spikes which when deployed across a lane of roadway, penetrates tires, slowing the pursued vehicle usually to a complete stop.
- W. Supervisor: the supervisor assigned or assuming control of a pursuit situation.
- X. Terminate the Pursuit: The decision to discontinue the pursuit.
- Y. Unmarked police vehicle: a police vehicle not displaying the emblem or marking of the police agency and not having emergency warning devices to include emergency lighting and siren.
- Z. Vehicle Pursuit: an active attempt by a law enforcement officer operating an authorized law enforcement vehicle to apprehend a fleeing suspect who is actively attempting to elude the police.
- AA. Violent felony: a serious felony that involves an actual or threatened attack that the officer has reasonable suspicion to believe could result or has resulted in death or serious bodily injury (e.g. aggravated assault, armed robbery, and murder, etc.)
- BB. Mobile Video Recording: (MVR): a recording device that records video and/or audio of a police event from a fixed camera mounted in a police vehicle.

IV. EMERGENCY VEHICLE OPERATION

The State of South Dakota outlines the privileges and duties of the operator of an emergency vehicle by state statute:

- A. Privileges: When responding to an emergency call or when in pursuit of an actual or suspected violator of the law the operator of an emergency vehicle:
 - 1. Is exempt from speed restrictions
 - 2. May proceed pass a stop light after slowing to ensure that he or she may safely pass

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3. May drive on the left-hand side of the roadway or in the opposite direction on a one-way street if the normal lanes of traffic are blocked
 4. May stop or park without regard for normal provisions on parking at the scene of an emergency as long as the emergency vehicle has at least one warning light in operation
 5. In all cases the operator of an emergency vehicle must act with due regard to other persons when operating an emergency vehicle
- B. Requirements: When operating in accordance with the privileges set forth above, the operator of the emergency vehicle must have:
1. Emergency lights in operation and
 2. Audible siren in operation

V. PROCEDURE

A. Pursuit Restrictions:

1. Only two emergency vehicles, -- a primary vehicle and a secondary vehicle, shall engage in a pursuit, unless additional emergency vehicles are authorized specifically by the managing supervisor.
2. Officers shall not continue a pursuit or assist in a pursuit unless immediate authorization for the pursuit is received from the managing supervisor – if one is on duty.
3. Officers shall not set up roadblocks, or deploy tire deflation devices without the approval of the supervisor.
4. Officers shall not engage in ramming, boxing-in, caravanning or driving immediately alongside a fleeing vehicle.
5. Pursuits shall not be undertaken where the officer is operating a two-or three-wheeled police motorcycle.
6. If a pursuit is discontinued by the primary vehicle, (unless for mechanical reasons), or the supervisor, then all officers shall discontinue the pursuit.
7. Only emergency vehicles or marked police vehicles with emergency warning devices shall initiate a pursuit.
8. Officers engaged in a pursuit shall not drive emergency vehicles the wrong way (against the regular flow of traffic) on a divided highway, interstate, or expressway or any other street or highway designated for one-way traffic, despite allowances in the state vehicular code. When a fleeing vehicle goes the wrong way against traffic, the primary officer shall:
 - a. Parallel the vehicle in the correct lane of traffic

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- b. Notify dispatch of a wrong way driver
 - c. Request assistance from outside agencies to shut down vehicular traffic on the highway coming in the fleeing subject's direction
 - d. Have communications notify agency of transportation to activate reader boards to advise motorists of a wrong way driver
- 9. Officers shall not engage in a pursuit when they are transporting prisoners, witnesses, suspects, complainants, or any person who is not a member of this agency.
- B. Environmental Considerations: Officers shall carefully consider the facts and weigh the seriousness of the offense against the possible consequences of jeopardizing the safety of others by a continuous evaluation of the following at the time of the initiation and continuation of the pursuit:
 - 1. Time of day and day of the week
 - 2. Lighting conditions
 - 3. Vehicular and pedestrian traffic
 - 4. Type of roadway
 - 5. Condition of the roadway (e.g. dry, wet, paved, gravel, icy)
 - 6. Weather conditions (e.g. clear, overcast, rain, fog)
 - 7. Condition of the emergency vehicle and the condition and type of the fleeing vehicle
 - 8. Driving ability of the officer
 - 9. Speeds of the emergency vehicle and the fleeing vehicle
- C. Initiating the Pursuit: Officer shall only initiate a pursuit:
 - 1. When there is reasonable suspicion that the driver or occupant of that vehicle has committed a violent felony, or
 - 2. When there is evidence of outrageous, reckless driving generally or possibly in association with driving under the influence and these observations precede the officer's intervention through any pursuit mode.
- D. Responsibilities of the Primary Vehicle Driver:
 - 1. Upon receiving approval from the supervisor at the earliest possible moment, activate the vehicle's emergency warning devices from the point of initiation to that of completion.
 - 2. Immediately notify communications of:
 - a. His or her unit number



- b. The location
 - c. Direction of travel
 - d. Speed
 - e. Reasons for the pursuit
 - f. The description of the vehicle being pursued
 - g. The number of occupants
 - h. The presence of other law enforcement agencies
 - i. Location at the time the pursuit is discontinued
3. Provide updated information regarding direction of travel, speed, and other pertinent details;
 4. Allow the secondary vehicle driver to assume all communications;
 5. Abandon the pursuit if any mechanical problems develop in the primary vehicle;
 6. Discontinue the pursuit if the hazardous circumstances or environmental factors present an unreasonable risk to public safety.

E. Responsibilities of the Secondary Vehicle Driver:

1. The first officer arriving to assist the primary vehicle driver shall notify communications and becomes the secondary vehicle driver;
2. This officer shall receive immediate authorization from the supervisor to assist in the pursuit to the extent that a supervisor is available and monitoring the pursuit.
3. This officer shall activate all warning devices from the point of entry into the pursuit until it is ended while following the primary vehicle at a safe distance and shall assume the radio communications for the primary vehicle driver;
4. This officer shall become the primary vehicle driver if it abandons the pursuit, or shall abandon the pursuit if any mechanical problems develop in the secondary vehicle.

F. Responsibilities of the Supervisor:

1. Assert control over the pursuit.
2. Control the number of authorized vehicles in the pursuit.
3. Immediately authorize continuation of the pursuit or orders discontinuation depending on the hazardous circumstances and environmental factors present as communicated by the primary vehicle driver.
4. Order units to clear intersections in the likely path of the pursuit where appropriate.

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5. Ensure that not more than two (2) emergency vehicles engage in the pursuit unless additional emergency or marked police vehicle are required based on the following circumstances:
 - a. The severity of the offense;
 - b. The number of occupants in the suspect vehicle;
 - c. The likelihood of the suspects being armed.
6. Direct and approve necessary tactics in the pursuit; including authorizing termination of the pursuit through approved use of force tactics.
7. Continuously evaluate the pursuit;
8. Assign additional officers to traffic control, accident investigation, foot pursuit, and/or perimeter security;
9. Order the discontinuation of the pursuit at any time hazardous circumstances or environmental factors present an unreasonable risk to public safety;
10. Respond in all situations to the scene of any arrest resulting from the pursuit to control the scene.

G. Responsibilities of the Communications Center:

1. Assure that the supervisor of the pursuit is clearly identified and that the approval to initiate or continue the pursuit is broadcast;
2. Assure that pursuing officers (primary and secondary vehicle drivers) request supervisory approval and that all critical information is received from the officers involved and relayed to other units;
3. Keep the supervisor apprised of all relevant traffic problems and other actions that might impact upon the conduct of the pursuit.
4. Record all information received from the pursuing officer
5. Clear the radio channel
6. Conduct an inquiry of the license plate through NCIC
7. Notify adjacent jurisdictions of the pursuit and the potential that it may enter their jurisdiction.
8. Continue monitoring the pursuit.

H. Uses of Force/ Termination of Pursuit:

1. Remember that roadblocks, the PIT maneuver, and Stop-Sticks or spike strips as well as the firearm, constitute seizures, i.e. a stopping of movement by a means intentionally applied. Roadblocks, the PIT maneuver and tire deflation devices could under certain circumstances constitute the use of force. In using

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these tactics officers should consider:

- a. How serious is the offense that the officer suspects at the time they use the tactic?
- b. Is there a physical threat to the officer or any other person and how significant is that threat?
- c. Is the suspect actively resisting or attempting to evade arrest by flight?

I. Use of firearms:

1. The use of firearms to affect the apprehension of a fleeing suspect is a use of deadly force.
2. Officers shall not shoot at or from a moving vehicle unless:
 - a. The officer has a reasonable belief that an occupant of the vehicle poses an immediate threat of death or serious physical injury to the officer or another person, or
 - b. The officer has a reasonable belief that an occupant is using the vehicle in a manner that poses an immediate threat of death or serious physical injury to the officer or another person, and there is no avenue of escape.

J. Roadblocks: Only in the case of suspected fleeing violent felons whose escape poses a danger to life, may an officer set up a stationary or rolling roadblock, a decision that shall be approved by the on-duty supervisor. This decision to establish a roadblock shall consider:

1. The safety of the officers
2. The risk of physical injury to the occupants of the pursued vehicle
3. The protection of citizens and their property
4. That stationary roadblocks must be clearly visible at a distance sufficient to enable approaching vehicles to stop safely. The officer in charge of the roadblock shall notify communications of the exact location.

K. PIT maneuver: Only officers trained in this particular maneuver will attempt to employ this procedure and shall not use this maneuver in speeds over 40 mph. unless deadly force would be justified.

L. Stop Sticks/spike strips:

1. Only officers trained in the use of Stop Sticks/spike strips shall deploy them. Officers are responsible for making sure that their use is contained in the pursuit report. The deploying officer shall advise pursuing units and all other units that they should distance themselves from the pursued vehicle and be prepared to slow down before entering the deployment site. Other traffic shall

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be diverted from the site if possible.

2. Stop Sticks/spike strips may only be used on pursuits entering this jurisdiction where an outside pursuing agency is actively engaged in the pursuit of a violent felony subject. The on-duty supervisor shall evaluate the request and may authorize the officers to deploy Stop Sticks/spike strips.

VI. END OF PURSUITS

In all cases, officers shall employ felony/high risk traffic stop techniques at the end of pursuits.

- A. Reasons for Discontinuation of Pursuit: Any officer involved in a pursuit shall terminate the pursuit, and immediately notify communications of his point of discontinuation under any of the following conditions:
 1. When ordered by a supervisor, or any other higher-ranking member of the agency;
 2. When the officer believes the level of danger created by the pursuit outweighs the necessity for immediate apprehension;
 3. When the risk conditions have increased and the subject's identity has been established to the point where later apprehension can be accomplished and there is no longer any need for immediate apprehension;
 4. When the location of the pursued vehicle is no longer known;
 5. When motorists/pedestrians are involved in an accident as a result of the pursuit, immediate assistance shall be given. If there is only the marked primary police vehicle, then this vehicle must stop to provide assistance.
 6. Discontinuation of a pursuit requires the officer(s) to abandon all active attempts to stop and/or follow the suspected vehicles and officer(s) shall turn off all emergency equipment.
- B. Inter-Jurisdictional Pursuits:
 1. Pursuits from this jurisdiction into another jurisdiction:
 - a. Notify, through communications, the other jurisdiction as soon as possible of the reasons for the pursuit, the vehicle description and if assistance is requested.
 - b. Under South Dakota law, a peace officer in actual pursuit may continue a pursuit across corporate or county lines for making an arrest.
 - c. Agencies in close proximity to State borders may not have the same privileges afforded to peace officers within the State of South Dakota.
 2. Pursuits from another jurisdiction into this jurisdiction:



- a. The communications staff should determine the number of police vehicles from the other jurisdiction that are involved in the pursuit, find out the circumstances of the pursuit to include the offense, vehicle description and if assistance is requested.
 - b. Supervisors will only approve assistance from this jurisdiction if the offense is in keeping with our justification for a pursuit, i.e. violent felony or reckless driving and the number is limited to only one vehicle from the outside jurisdiction. If the pursuit does not conform to this policy, officers shall not engage in the pursuit but may attempt to control intersections to promote the safety of innocent persons in the vicinity.
 - c. A supervisor from this jurisdiction will proceed to the point of completion of the pursuit as quickly as possible.
 - d. The initiating agency will remain in control of any pursuit that crosses into this jurisdiction and will remain responsible for the pursuit.
 - e. Generally, officers will not continue with a pursuit that has passed through this jurisdiction, once the pursuit has left this jurisdiction.
- C. Report and Review Process: The on-duty supervisor conducts an immediate investigation of the circumstances of the pursuit and shall submit a written report regardless of whether the pursuit was discontinued or terminated, or the subject was apprehended. The agency Pursuit Report Form (of State designated pursuit form) shall be completed after any pursuit. In addition to providing the required information on the form, the supervisor will indicate in the narrative section the following:
- 1. The reason or probable cause for engaging in the pursuit;
 - 2. An account of all violations committed during the course of the pursuit;
 - 3. A summary of tactics employed to apprehend the subject;
 - 4. The exact point of the discontinuation, apprehension, or termination of any pursuit.
 - 5. If the subject is apprehended, there should be an account of the officer's involvement in that arrest.
 - 6. The supervisor's report additionally will include the following:
 - a. Officers assigned to the pursuit and the assignment of all those involved in the pursuit in various roles;
 - b. A summary of any accidents or other incidents arising from or related to the pursuit;
 - c. A complete evaluation on the adherence of the pursuit's conduct

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to the agency's pursuit policy;

- d. If the supervisor discontinued the pursuit, the time and location that the pursuit was ordered terminated.
- e. Furthermore, the supervisor will:
 - Collect copies of reports and police vehicle video from all officers involved in the pursuit;
 - Order and include a copy of the communications/dispatch tapes;
 - Review each report to ensure that all required information is present;
 - Conduct an analysis of the pursuit and complete the appropriate section of the Pursuit Report;
 - Attach copies of the officers' reports, including his report and forward the packet to Chief of Police/Sheriff.
- 7. The designated agency member will either submit the report to any Accident Review Board or determine compliance with all statutes and policies and make a recommendation for further action (various forms of discipline, suspension, letter, verbal reprimand, and/or retraining.
- D. Mobile Video Recordings: In emergency vehicles equipped with mobile video recorders, officers shall record pursuits utilizing mobile video recordings.
- E. Training: Officers shall not be authorized to utilize any equipment or tactic during a pursuit unless the officer has received proper training and/or certification with respect to that equipment or tactic.

VII. ANNUAL REPORT

The agency shall prepare an annual report evaluating the pursuit history and frequency during that year. This report shall assess the adequacy of the written policy, training, and field implementation of the agency's pursuit policy.

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Received: _____



PUBLIC RECORDS REQUEST FORM

Our goal is to assure prompt and equitable service to customers requesting access to public records unless such records are protected from disclosure by law {SDCL §1-27-1.5}.

If the request is significant, where reports need to be researched and compiled, an administrative fee may apply based on the Cost of Goods & Services. As of January 1, 2025, the minimum administrative fee is \$25.00. For more information regarding public records, please visit South Dakota Codified Law §1-27.

Name _____ Business _____

Address _____

Email _____ Phone _____

Information Requested (Please be specific)

I understand that certain municipal records are exempt from disclosure. I also understand there may be an associated cost to furnish the record(s) request. An estimate will be provided to include employee time and materials cost, as stated in SDCL§1-27-1.2. Upon my acceptance of the estimate, I may receive all, partial or no copies of the record(s). It is through the review process, which begins only after payment has been successfully processed, that the receiving agency may identify exemptions as listed in SDCL§1-27-1.5 or as otherwise set forth in law.

Requestor's Signature

Date

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Received: _____

SDCL §1-27-37. Written request for disclosure of records.

If an information request is denied in whole or in part of the custodian of a document or record, a written request may be made by the requestor pursuant to this section:

- (1) A written request may be made to the public record officer of the public entity involved. The public record officer shall promptly respond to the written request but in no event later than ten business days from receipt of the request. The public record officer shall respond to the request by:
 - (a) Providing the record in whole or in part to the requestor upon payment of any applicable fees pursuant to §§ 1-27-35 and 1-27-36;
 - (b) Denying the request for the record; or
 - (c) Acknowledging that the public record officer has received the request and providing an estimate of the time reasonable require to further respond thereto;
- (2) Additional time to respond to the written request under subsection (1)(c) of this section may be based upon the need to clarify the nature and scope of the written request, to locate and assemble the information requested, to notify any third persons or government agencies affected by the written request, or to determine whether any of the information requested is not subject to disclosure and whether a denial should be made as to all or part of the written request;
- (3) If a written request is unclear, the public record officer may require the requestor to clarify which records are being sought. If the requestor fails to provide a written response to the public record officer's request for clarification within ten business days, the request shall be deemed withdrawn and no further action by the public records officer is required;
- (4) If the public record officer denies a written request in whole or in part, the denial shall be accompanied by a written statement for the reasons for the denial;
- (5) If the public record officer fails to respond to a written request within ten business days, or fails to comply with the estimate provided under section (1)(3) of this section without provision of a revised estimate, the request shall be deemed denied.

For City of Springfield Use Only

Request Granted [<input type="checkbox"/>]	Request Denied [<input type="checkbox"/>] & Reason _____	
Signature _____	Title _____	Date _____
Total Due \$ _____	Date Paid in Full _____	
Notes		



Received: _____



PETITION COPY REQUEST FORM

SDCL § 12-1-39. Availability of petition to the public. No petition submitted may be made available to the public until the validation process has been completed and the office where that petition was submitted has filed or rejected the petition, except as provided in § 2-1-15.

*** This form is considered a public document and will be available to the public if requested. ***

Name _____ Business _____

Address _____

Email _____ Phone _____

Please choose **ONE** below.

- ☐ Electronic File
- ☐ Paper Copy – Paper copies are \$2.00 per page. A two-sided sheet of paper would be \$4.00.

Payment MUST be received BEFORE electronic files or hard copies are provided.

Please choose **ONE** below.

- ☐ Mayoral Candidate (list candidate name) _____
- ☐ Ward I Candidate (list candidate name) _____
- ☐ Ward II Candidate (list candidate name) _____
- ☐ Ward III Candidate (list candidate name) _____

Please use this section if requesting Ballot Measure Petitions.

- ☐ Initiative (list ballot measure name) _____
- ☐ Referendum (list ballot measure name) _____

Requestor's Signature _____

Date _____

Email, mail or fax this form to:

springfieldfinance@goldenwest.net

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Request Granted []		Request Denied [] & Reason _____	
Signature _____		Title _____	Date _____
Total Due \$ _____		Date Paid in Full _____	

Notes			

Account Number: 1108052

Anniversary Date: March 1, 2026

Renewal rates
Effective March 1, 2026

Group term life - rates are expressed as per \$1,000

ALL MEMBERS				
Volume Lives	Current rate	Current monthly premium	Renewal rate	Renewal monthly premium
\$68,000 7	\$0.598	\$40.66	\$0.598	\$40.66
Renewal rates are guaranteed through February 28, 2027.				
Your rates aren't changing.				

Accidental Death & Dismemberment - rates are expressed as per \$1,000

Active members only				
Volume Lives	Current rate	Current monthly premium	Renewal rate	Renewal monthly premium
\$68,000 7	\$0.025	\$1.70	\$0.025	\$1.70
Renewal rates are guaranteed through February 28, 2027.				
Your rates aren't changing.				

Dependent life - rates are expressed as per family per month

Active members only				
Lives	Current rate	Current monthly premium	Renewal rate	Renewal monthly premium
1	\$1.45	\$1.45	\$1.45	\$1.45
Renewal rates are guaranteed through February 28, 2027.				
Your rates aren't changing.				



Principal Life Insurance Company
 Des Moines, Iowa 50392
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2026 MUNICIPAL YEAR CALENDAR

Start Date: January 1, 2026 (Typically at the end of the first Regular Meeting of the Common Council of the City of Springfield of the year.)

End Date: January 4, 2027 at the beginning of the Regular Meeting of the Common Council of the City of Springfield.

DATE	DAY	TIME	EVENT	REMARKS
January 1, 2026	Thursday	12:00am CST	Beginning of City of Springfield Fiscal Year 2026 (FY26)	FY26 budget execution begins.
January 1, 2026	Thursday	All Day	Holiday -New Year's Day	City offices & depts closed.
January 5, 2026	Monday	6:30pm CST	Regular Meeting of the Common Council of the City of Springfield	
January 12-23, 2026	Monday to Friday	8:00am - 1:00pm CST	Limited Finance Office Hours	End of year work.
January 19, 2026	Monday	All Day	Holiday -Martin Luther King Jr Day	City offices & depts closed.
February 2, 2026	Monday	6:30pm CST	Regular Meeting of the Common Council of the City of Springfield	
February 3-4, 2026	Tuesday to Wednesday	February 3: 5:00pm -8:00pm CST; February 4: 7:45am-12:00pm CST	Legislative Rib Dinner & Municipal Govt Day	Pierre
February 13-15, 2026	Friday to Sunday	All Day	SD Ambulance Association Conference	
February 16, 2026	Monday	All Day	Holiday -Presidents' Day	City offices & depts closed.
March 2, 2026	Monday	6:30pm CST	Regular Meeting of the Common Council of the City of Springfield	
March 8, 2026	Sunday	2:00am CDT	Daylight Savings Time Starts (Spring Forward)	
March 17, 2026	Tuesday	6:30pm CDT	Special Meeting -Board of Equalization	City of Springfield Common Council meets as a Board of Equalization per SDCL 10-11-13.
April 6, 2026	Monday	6:30pm CDT	Regular Meeting of the Common Council of the City of Springfield	
April 7-9, 2026	Tuesday to Thursday	All Day	SD Sheriff & Police Chiefs Spring Conference	Dates tentative.
May 4, 2026	Monday	6:30pm CDT	Regular Meeting of the Common Council of the City of Springfield	Reorganization meeting.
May 25, 2026	Monday	All Day	Holiday -Memorial Day	City offices & depts closed.
June 1, 2026	Monday	6:30pm CDT	Regular Meeting of the Common Council of the City of Springfield	
June 9-12, 2026	Tuesday to Friday	All Day	Finance Officers/ Human Resources Annual Training	Oacoma
June 19, 2026	Friday	All Day	Holiday -Juneteenth	City offices & depts closed.
June 24, 2026	Wednesday	All Day	Budget Training	Sioux Falls. Date tentative.
June 27 - July 5, 2026	Saturday to Sunday	June 27 - July 3: 7:00am CDT - 11:00pm CDT; July 4: 7:00am CDT - 11:59pm CDT; July 5: 7:00am CDT - 11:00pm CDT	Lawful Discharge of Fireworks in the City Limits of Springfield	See Ordinances Title VIII, Chapter 131, Number 131.50
July 3, 2026	Friday	All Day	Holiday -Independence Day Observed	City offices & depts closed.
July 6, 2026	Monday	6:30pm CDT	Regular Meeting of the Common Council of the City of Springfield	
July 14-16, 2026	Tuesday to Thursday	All Day	Elected Officials Workshop	Pierre. Dates tentative.
August 3, 2026	Monday	6:30pm CDT	Regular Meeting of the Common Council of the City of Springfield	
September 3, 2026	Thursday	6:30pm CDT	Regular Meeting of the Common Council of the City of Springfield	

September 7, 2026	Monday	All Day	Holiday -Labor Day	City offices & depts closed.
September 29 - October 4, 2026	Tuesday to Friday	All Day	SD Municipal League Conference	
October 5, 2026	Monday	6:30pm CDT	Regular Meeting of the Common Council of the City of Springfield	
October 12, 2026	Monday	All Day	Holiday -Native American Day	City offices & depts closed.
October 30 - November 1, 2026	Friday to Sunday	All Day	SD EMS Conference	
November 1, 2026	Sunday	2:00am CST	Daylight Saving Time Ends (Fall Back)	
November 2, 2026	Monday	6:30pm CST	Regular Meeting of the Common Council of the City of Springfield	
November 3, 2026	Tuesday	7:00am - 7:00pm CST	Municipal Elections	Set by the Constitution of the State of South Dakota.
TBD		TBD	Canvass of Municipal Elections	Set by the Constitution of the State of South Dakota. Required within 7 days of election. Only required if a Municipal Election is held.
November 11, 2026	Wednesday	All Day	Holiday -Veterans Day	City offices & depts closed.
November 26, 2026	Thursday	All Day	Holiday -Thanksgiving	City offices & depts closed.
November 27, 2026	Friday	All Day	Holiday -City	City offices & depts closed per city policy.
December 7, 2026	Monday	6:30pm CST	Regular Meeting of the Common Council of the City of Springfield	
December 25, 2026	Friday	All Day	Holiday -Christmas	City offices & depts closed.
December 30, 2026	Wednesday	1:00pm CST	Special Meeting of the Common Council of the City of Springfield	FY26 closeout.
December 31, 2026	Thursday	11:59pm CST	End of City of Springfield Fiscal Year 2026 (FY26)	FY26 budget execution closes.
December 31, 2026 - January 1, 2027	Thursday to Friday	December 31: 11:30pm CST - January 1: 12:30am CST	Lawful Discharge of Fireworks in the City Limits of Springfield	See Ordinances Title VIII, Chapter 131, Number 131.50
January 1, 2027	Friday	12:00am CST	Beginning of City of Springfield Fiscal Year 2027 (FY27)	FY27 budget execution begins.
January 1, 2027	Thursday	All Day	Holiday -New Year's Day	City offices & depts closed.
January 4, 2027	Monday	6:30pm CST	Regular Meeting of the Common Council of the City of Springfield	Reorganization meeting.

This calendar for City of Springfield Municipal Year 2026 beginning on January 1, 2026 and ending on January 4, 2027 is not all inclusive.

Events may be added, changed, amended or deleted by council action at meetings of the Common Council of the City of Springfield.