



Risk Management Team

I. PURPOSE

The purpose of this procedural instruction is to establish a process for dealing with police involved incidents with the objective being to fairly and thoroughly investigate any major incident involving any member of the Kansas City, Missouri Police Department while at the same time taking necessary precautions to attempt to identify and control potential civil liability.

II. DEFINITIONS

A. Police Involved Incident – Any incident that:

1. Involves the death or serious injury of any member of the Kansas City, Missouri Police Department.
2. Involves the death or serious injury of any member of the public as a result of any encounter with a member of the Kansas City, Missouri Police Department.
3. Involves the death or serious bodily injury to any member of the Kansas City, Missouri Police Department or any citizen as a result of a vehicular accident wherein a department member is operating a vehicle as part of their assigned duty.
4. Involves the death or serious bodily injury of any member of the Kansas City, Missouri Police Department or any citizen as a result of a pursuit of a motor vehicle by a member of the Kansas City, Missouri Police Department.

B. Police Shooting Team – Shall consist of:

1. One supervisor within the Homicide Unit who has been designated as the Police Shooting Team supervisor. The supervisor will assume control of any investigation involving the injury or death of another person(s) as the result of a Kansas City, Missouri police officer (on or off duty) discharging a firearm, intentionally or not.
2. Four detectives assigned to the Homicide Unit to complete the crime scene investigation, conduct interviews, and complete all required reports as so designated by the Police Shooting Team supervisor.

- C. Risk Management Team – Shall consist of:
1. The commander of the Traffic Investigation Unit, or his/her designee, as the overall incident commander, and Department Legal Advisor, or his/her designee, for any incident that involves a police vehicle.
 2. The commander of the Homicide Unit, or his/her designee, as the overall incident commander, and the Legal Advisor, or his/her designee, for all other police involved incidents.
- D. Serious Bodily Injury – Any injury where the person injured is transported from the scene of an incident by a Code 1 ambulance or Code 1 police vehicle for the purpose of immediate medical attention and the nature of the injuries indicate the injured person will be admitted to a hospital for treatment.

III. PROCEDURE

- A. Member's Responsibilities:
1. It shall be the responsibility of the initial officers on the scene and the initial supervisor or commander on the scene to:
 - a. Provide or arrange for appropriate medical treatment.
 - b. Arrest or control any suspect and secure any witnesses to the incident.
 - c. Establish a crime scene and staging area.
 - (1) The crime scene or inner scene will encompass where all the evidence is located.
 - (a) This area will be secured with **no entry allowed to anyone** until Crime Scene Investigation personnel have arrived.
 - (b) The crime area will be sectioned off with yellow crime scene tape and should be restricted to the element investigating the crime, Crime Scene Investigation Section personnel, and, if needed, emergency medical personnel.

- (2) The staging area or outer scene will encompass the inner scene and will set the outside perimeter of the entire area to be secured.
 - (a) This area will be the staging area for the Risk Management Team, Police Shooting Team, and Command Staff, as well as the location in which the Command Post Bus will be parked.
 - (b) All witnesses will be brought inside of the staging area away from all media and bystanders.
 - (c) The outer scene will be sectioned off with yellow crime scene tape, if feasible, or by other means, e.g., additional officers, street barricades, etc., to prevent non-authorized persons from entering the staging area.

B. Dispatcher's responsibilities:

1. Immediately notify the appropriate Incident Commander and the Violent Crimes Division floor supervisor of any police involved incident that has taken place. The dispatcher shall then immediately notify the on-call Legal Advisor. Thereafter, other notifications shall be made as appropriate.
2. Order the Command Post Bus. The patrol supervisor at the scene will advise the dispatcher where the bus is to be parked (inside the staging area) and the safest route into the area, which should be relayed to all commanders responding. This will eliminate the need for anyone to walk through the evidence scene to reach a staging area.

C. Incident Commander's responsibilities:

1. Maintain the essential personnel on the scene that are necessary to investigate the incident or provide protection to investigating personnel and crime scene investigators.
2. Control the investigation and seek the assistance of the Legal Advisor when appropriate to ensure:
 - a. No items are removed from the crime scene without the specific authorization of the commander of the Traffic Investigation Unit or Homicide Unit.

- b. Crime Scene Technicians take general photographs of the incident and measurements as appropriate. No item of evidence will be removed unless necessary to provide first aid or safety to a person, or to prevent the loss or destruction of pertinent evidence, until authorized or directed to do so by the commanding officer in charge of the scene.
 - c. The appropriate prosecuting attorney of the county wherein the incident takes place is notified.
 - d. The criminal investigation file is prepared and completed. Copies will be made and distributed as appropriate.
- D. Police Shooting Incidents and Police Shooting Team's responsibilities:
- 1. When a police shooting occurs, the on-duty Violent Crimes Division supervisor, Homicide Unit Commander, or the Violent Crimes Division Commander will activate the Police Shooting Team.
 - 2. The shooting officer will be placed in the Command Post Bus upon immediate arrival of the bus. The officer's supervisor or a law enforcement designee will also respond inside the Command Post Bus until the arrival of the Police Shooting Team.
 - 3. The Police Shooting Team will, upon arrival, conduct a preliminary briefing between all elements.
 - a. A detective will be assigned to obtain an initial interview with the shooting officer and witness officers.
 - b. Information including the location of the shooting officer at the time of the shooting will be relayed to the Homicide Sergeant, who will in turn, provide Crime Scene Investigation Section personnel with the information.
 - c. The shooting officer will remain in the Command Post Bus for the detective to re-contact if further clarification is needed to effectively work the crime scene.
 - 4. Crime Scene Investigation Section personnel, upon the Police Shooting Team's completion of their investigation, will respond to the Command Post Bus where they will check and recover the shooting officer's weapon.

5. The shooting officer will be transported to Police Headquarters, at the direction of the Police Shooting Team supervisor, where a formal statement will be taken.
6. The Crime Scene Investigation sergeant and Homicide Unit sergeant will conduct a briefing with the Risk Management Team in the Command Post Bus. This briefing will include a viewing of the initial photographs taken by Crime Scene Investigation Section personnel and will replace the need for a walk through by the Risk Management Team.

E. Officer Statements

1. Formal statements of officers will be taken at the discretion of the overall incident commander (or Police Shooting Team supervisor for incidents involving police shootings) in conjunction with the abilities and willingness of the officers involved to provide voluntary witness statements.
2. The first supervisor or commanding officer on the scene of an incident will obtain only that information necessary:
 - a. To determine the need for emergency medical treatment.
 - b. To determine the need for appropriate action.
 - c. To secure the presence of witnesses and suspects and the arrest of suspects.
 - d. To determine the area of the scene of the incident and whether or not additional immediate police action is necessary in conjunction with the incident.
3. Statements concerning the details of the event will only be taken by a detective assigned by the commanding officer in charge of the scene. Statements concerning the details of the event will not be taken from officers involved by the first supervisor or commanding officer on the scene.
4. Before an officer, who is a part of a police involved incident, is requested to give a statement, that officer shall have the right to talk with a member of the Legal Advisor's Office. The officer shall also have the right to talk with any other reasonably available attorney, at the request and expense of the officer. If, after talking with an attorney, the officer elects not to give a statement, or, the officer elects not to give a statement without talking to an attorney, the commander of the Traffic Investigation Unit or the commander of the Homicide Unit shall determine if the officer will be required to give a statement under the Garrity protection.

F. After Action Meeting

An after action meeting of all police involved incidents shall take place within seventy-two (72) hours of the incident unless that time is extended by the commanding officer of the Investigations Bureau or Patrol Bureau. That meeting shall include the following personnel:

- a. Risk Management Team
- b. Appropriate Investigative Detectives
- c. Appropriate Crime Scene Investigators
- d. Appropriate Patrol Bureau representatives
- e. Appropriate Communications Unit members
- f. A designated member of the Media Relations Office

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 2003.

Dr. Stacey Daniels-Young
President

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Civilian Supervisory Positions
Department Element Manuals
Post on all bulletin boards for two weeks.