

May 7, 2003

INVESTIGATION BUREAU MEMORANDUM NO. 03-4 (Amended)

SUBJECT: Use of Detective Investigation Report, Form 442 P.D.

RESCINDS: Detective Investigation Report, Form 442 P.D. (Rev. 7-2001) and Investigation Bureau Memorandum 03-4

Effective immediately, all Investigations Bureau personnel will begin using the newly revised Detective Investigation Report, Form 442 P.D. This form has been revised to more precisely represent the information required by all investigative personnel. The revision includes the reformatting of the back page of the form, with additional space created for associate information and a comments section.

The Detective Investigation Report is an internal information-gathering document. All detectives are to complete the Detective Investigation Report, Form 442 P.D., during the course of an interview with a suspect, victim, or witness. The Detective Investigation Report shall not be placed in any case file forwarded to the Prosecutor's Office. The original Detective Investigation Report, once completed, will be forwarded to the Perpetrator Information Center.

The Perpetrator Information Center will be responsible for the entry, storage, purging and dispersal of the Detective Investigation Report. The storage of the Detective Investigation Report will be in compliance with the Code of Federal Regulations (CFR) 28, part 23. Any request for the Detective Investigation Report from outside the department, whether through phone request, subpoena or judicial order should be forwarded to the Perpetrator Information Center for processing. The Department Legal Advisor will be contacted regarding the release of the Detective Investigation Report that might include sensitive information.

All requests for copies of the Detective Investigation Report will be made through the Perpetrator Information Center. Any questions regarding the completion of the Detective Investigation Report, Form 442 P.D. should be directed to the Perpetrator Information Center.

Deputy Chief Rachel H. Whipple
Commander
Investigation Bureau

DISTRIBUTION: All Investigation Bureau Elements

INSTRUCTIONS FOR COMPLETING DETECTIVE INVESTIGATION REPORT, FORM 442 P.D.

The following instructions are intended to assist detectives in properly completing the Detective Investigation Report, Form 442 P.D. If extra space is needed to complete this form, a Continuation Report, Form 183 P.D. should be utilized.

FRONT OF FORM

- | | | |
|----|--------------------------|---|
| 1 | DATE: | Enter date interview was conducted |
| 2 | P I C # | Leave this space blank (Used only by the P.I.C. Unit) |
| 3 | OFFENSE TITLE | Enter the offense the subject is being interviewed in regards to (I.E. Homicide, Rape, Robbery) |
| 4 | SUBJECTS JACKET # | Enter subjects KCPD Jacket number |
| 5 | CRN | Enter case report number of case subject is being interviewed in relation to |
| 6 | LAST NAME | Enter last name of the interview subject |
| 7 | FIRST NAME | Enter first name of the interview subject |
| 8 | MIDDLE INITIAL | Enter middle initial name of the interview subject |
| 9 | ALIAS | Enter names other than given name used by the interview subject |
| 10 | MONIKER | Enter the nicknames of the interview subject |
| 11 | RACE / SEX | Enter interview subject's race and sex |
| 12 | DOB | Enter interview subject's date of birth |
| 13 | HEIGHT | Enter interview subject's height |
| 14 | WEIGHT | Enter interview subject's weight |
| 15 | HAIR | Enter interview subject's hair color |
| 16 | EYES | Enter interview subject's eye color |
| 17 | SSN | Enter interview subject's social security number |
| 18 | PLACE OF BIRTH | Enter interview subject's place of birth |
| 19 | CURRENT ADDRESS | Enter the address interview subject's current residence |
| 20 | CITY / STATE | Enter the city & state of the interview subject's current residence |
| 21 | PREVIOUS ADDRESS | Enter the address interview subject's previous residence |
| 22 | CITY / STATE | Enter the city & state of the interview subject's previous residence |
| 23 | HOME: | Enter the interview subject's home telephone number |
| 24 | WORK: | Enter the interview subject's work telephone number |
| 25 | CELL: | Enter the interview subject's cellular telephone number |
| 26 | PAGER: | Enter the interview subject's pager number |
| 27 | LIVES WITH | Enter the name of the primary person with whom the subject lives |
| 28 | MARITAL STATUS | Place an "X" in the appropriate box |
| 29 | CHILDREN | Enter the names of the interview subject's children |
| 30 | ADDRESS | Enter the address (including city & state) of the interview subject's children |
| 31 | PHONE | Enter the telephone number where the interview subject's children can be contacted |

- 32 **HUSBAND / WIFE
GIRL / BOYFRIEND** Enter the name of the interview subject's significant other
- 33 **ADDRESS** Enter the address (including city & state) of the interview subject's significant other
- 34 **PHONE** Enter the telephone number where the interview subject's significant other can be contacted
- 35 **EX-HUSBAND/WIFE** Enter the name of the interview subject's ex-husband or wife
- 36 **ADDRESS** Enter the address (including city & state) of the interview subject's ex-husband or wife
- 37 **PHONE** Enter the telephone number where the interview subject's ex-husband or wife can be contacted
- 38 **FATHER** Enter the interview subject's father's name
- 39 **ADDRESS** Enter the address (including city & state) of the interview subject's father
- 40 **PHONE** Enter the telephone number where the interview subject's father can be contacted
- 41 **MOTHER** Enter the interview subject's mother's name
- 42 **ADDRESS** Enter the address (including city & state) of the interview subject's mother
- 43 **PHONE** Enter the telephone number where the interview subject's mother can be contacted
- 44 **OTHER RELATIVE** Enter the name of a relative other than those already listed.
- 45 **ADDRESS** Enter the address (including city & state) of the listed relative.
- 46 **PHONE** Enter the telephone number where the listed relative can be contacted
- 47 **EMPLOYER** Enter the name of the interview subject's employer
- 48 **ADDRESS** Enter the address (including city & state) of the interview subject's employer
- 49 **EMPLOYED
HOW LONG** Enter the length of time the interview subject has worked for their current employer
- 50 **DEPARTMENT** Enter the department the interview subject works in for their current employer
- 51 **SPECIAL TRADE** List any special trades or skills the interview subject possesses
- 52 **PREVIOUS EMPLOYER** Enter the name of the interview subject's previous employer
- 53 **DEPARTMENT** Enter the department the interview subject worked in for their previous employer
- 54 **SPECIAL TRADE** List any special trades or skills the interview subject used while working for their previous employer
- 55 **SCHOOL ATTENDED** Enter the name of the school the interview subject is currently attending or has attended
- 56 **MEMBER OF GANG** Place an "X" in the appropriate box and enter the name of the gang (if any) the interview subject associates with
- 57 **SERVED IN MILITARY** Place an "X" in the appropriate box and enter the appropriate branch of the armed forces
- 58 **SPECIAL TRAINING** List any special training the interview subject received while in the military
- 59 **VEHICLE: YEAR:** Enter the year of the interview subject's primary vehicle

- 60 **MAKE:** Enter the make of the interview subject's primary vehicle
- 61 **BODY STYLE:** Enter the body style/model of the interview subject's primary vehicle
- 62 **COLOR:** Enter the color of the interview subject's primary vehicle
- 63 **LICENSE:** Enter the license plate number that is attached to the interview subject's primary vehicle
- 64 **STATE:** Enter the state of issuance of the license plate attached to the interview subject's primary vehicle
- 65 **OWNER:** Enter the owner's name of the interview subject's primary vehicle

STATUS OF PERSON BEING INTERVIEWED

- 66 **ARRESTED / SUSPECT / WITNESS** Place an "X" in all appropriate boxes
- 67 **ON PROBATION OR PAROLE** Place an "X" in the appropriate box
- 68 **TYPE OF PROBATION** Place an "X" in all appropriate boxes. If the probation or parole is city or state, enter the jurisdiction in the space to the right of the boxes.
- 69 **PROBATION OFFICER NOTIFIED (DATE & TIME)** Enter the date & time that the probation officer was notified
- 70 **PROBATION OFFICERS NAME** Enter the name of the interview subject's probation officer
- 71 **PHONE** Enter the telephone number of the interview subject's probation officer
- 72 **SUBJECTS CONDITION** Place an "X" in the appropriate box
- 73 **INTOXICATED / DRUGS** Place an "X" in the appropriate box

DETECTIVE IDENTIFICATION AND APPROVAL

- 74 **DETECTIVE** Legibly print the name of the interviewing detective
- 75 **SERIAL NUMBER** Enter the department serial number of the interviewing detective
- 76 **ASSIGNMENT** Enter the assignment of the interviewing detective
- 77 **APPROVED BY** Enter the name and department serial number of the approving department member

BACK OF FORM

- 78 **FACIAL DIAGRAM** Place a drawing of predominate scars, tattoos or oddities on the diagram where they are located
- 79 **PHOTO SPACE** Attach a photo of the interview subject **taken the day of the interview** (if the subject is booked, the Bookem photograph may be used).
- 80 **TEETH DIAGRAM** Use when describing the location of unique teeth. Numbers extend outward in a logical sequence (I.e. 5, 6, 7). The location in the mouth is coded as UR-upper right, UL-upper left, lr-lower right, ll-lower left
- 81A **DESCRIPTION OF TEETH SOLID** Enter the location of the tooth and it's predominated color (example - Gold - UR3).
- 81B **OPEN FACE** Enter the location of the tooth (example - UR3).
- 81C **MISSING** Enter the location from where the tooth is missing.
- 81D **OTHER** Enter the location and a brief description of any tooth that does not fit one of the previously listed categories (i.e.-diamonds, initials, insignias).
- 82 **BODY DIAGRAM** Use a number to indicate the location of items listed in #84A through D.
- 83A **SCARS** Enter the corresponding number and a description of any scars.
- 83B **ODDITIES / TATTOOS** Enter the corresponding number and a description of any oddities and/or tattoos (indicate if the tattoo is a symbol, picture, animal, phrase or words).
- 83C **ACNE, MOLES / WARTS, BIRTHMARKS, FRECKLES, POCKMARKS OR EYE DEFECTS** Enter the corresponding number and a description of any of the listed items.
- 83D **OTHER** Enter the corresponding number and a description of any items not listed in any other category.
- 84 **COMMENTS** Enter any comments deemed important and not covered in another section of this form.
- 85 **ASSOCIATES** Enter the name and identifiers of any known or admitted associates.

DATE: 1

KANSAS CITY, MISSOURI POLICE DEPARTMENT
DETECTIVE INVESTIGATION REPORT

PIC 2
(PIC USE ONLY)

OFFENSE: 3 JKT #: 4 CRN: 5

LAST NAME: 6 FIRST: 7 (MI): 8

ALIAS: 9 MONIKER: 10

RACE/SEX: 11 DOB: 12 HGT: 13 WGT: 14 HAIR: 15 EYES: 16

SSN: 17 PLACE OF BIRTH: 18

CURRENT ADDRESS: 19 CITY/STATE: 20

PREVIOUS ADDRESS: 21 CITY/STATE: 22

TELEPHONE:

HOME: () 23 WORK: () 24 CELL: () 25 PAGER: () 26
28

LIVES WITH: 27 MARRIED SINGLE DIVORCED WIDOWED

CHILDREN: 29 ADDRESS: 30 PHONE: 31

HUSBAND/WIFE

GIRL/BOYFRIEND: 32 ADDRESS: 33 PHONE: 34

EX-HUSBAND

OR WIFE: 35 ADDRESS: 36 PHONE: 37

FATHER: 38 ADDRESS: 39 PHONE: 40

MOTHER: 41 ADDRESS: 42 PHONE: 43

OTHER RELATIVE: 44 ADDRESS: 45 PHONE: 46

EMPLOYER: 47 ADDRESS: 48

EMPLOYED HOW LONG: 49 DEPT: 50 SPECIAL TRADE: 51

PREVIOUS EMPLOYER: 52 DEPT: 53 SPECIAL TRADE: 54

MEMBER OF GANG: YES NO

SCHOOL ATTENDED: 55 NAME OF GANG: 56

SERVED IN MILITARY: YES NO BRANCH: 57 SPECIAL TRAINING: 58

VEHICLE: YEAR: 59 MAKE: 60 BODY STYLE: 61

COLOR: 62 LICENSE: 63 STATE: 64 OWNER: 65

STATUS OF PERSON BEING INTERVIEWED:

ARRESTED: SUSPECT: WITNESS: (ATTACH PHOTOGRAPH IF NOT IN AUTOMATED BOOKING) 66

ON PROBATION AND OR PAROLE: YES NO 67 CITY: STATE: FEDERAL: 68

PROBATION OFFICER NOTIFIED: (DATE & TIME) 69

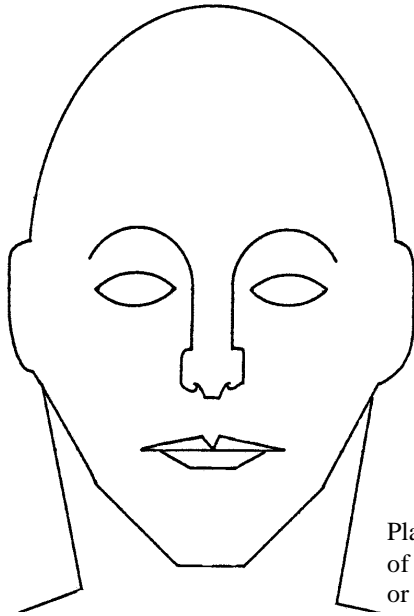
PROBATION OFFICER'S NAME: 70 PHONE: 71

SUSPECT'S CONDITION: COOPERATIVE: UNCOOPERATIVE: 72 INTOXICATED/DRUGS: YES NO 73

Detective: 74 Serial Number: 75 Assignment: 76

Approved By: 77 Forward original to Perpetrator Information Center

DO NOT PLACE COPY IN CASE FILE

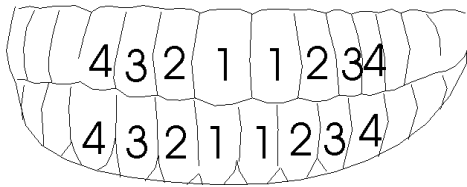


78

Place drawing of tattoo, scar or oddities on diagram

SOLID	OPEN FACE	MISSING	OTHER
81A	81B	81C	81D

80
UPPER
RIGHT



LOWER
LEFT

COMMENTS

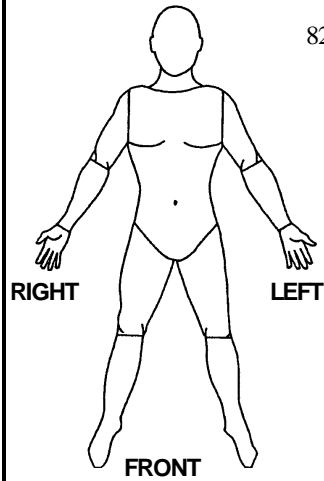
84

PHOTO

79

Attach current photograph here if subject not booked in detention regarding this investigation.

SCARS		ODDITIES/TATTOOS	
83A		83B	
ACNE	83C	FRECKLES	
MOLES/WARTS		POCKMARKS	
BIRTHMARKS		EYE DEFECT	
OTHER	83D		

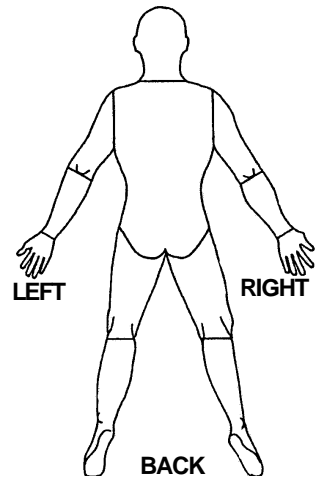


82

RIGHT

LEFT

FRONT



LEFT

RIGHT

BACK

ASSOCIATES

85