



**KANSAS CITY, MO. POLICE DEPARTMENT  
PROCEDURAL INSTRUCTION**

DATE OF ISSUE  
**2-4-02**

EFFECTIVE DATE  
**2-13-02**

NO.  
**02-3**

SUBJECT

**Offense Reporting**

AMENDS

REFERENCE

P.I. – Case Report Number & Classification  
P.I. – Domestic Violence, Orders of Protection Child Abuse and Child  
Custody Violations  
RSMo 610-100 to 610-150

RESCINDS

P.I.-98-6  
D.M. 94-7  
D.M. 0-14

## **I. PURPOSE**

To gather information for analysis of crime as well as the identification and subsequent prosecution of criminal offenders.

## **II. ADMINISTRATIVE GUIDELINES**

- A. Members who become aware of a crime/incident that occurred within the Kansas City, Missouri, jurisdictional boundaries, will ensure the appropriate reports are taken and all pertinent facts and available information are properly recorded.
- B. Members will make every effort to determine the exact location where an offense occurred. When an offense or incident occurs outside the jurisdiction of Kansas City, Missouri, citizens will be instructed to report the offense, in person, by phone, or by mail, to the proper outside agency.
- C. Members will complete the appropriate report when a victim is unable to determine where an offense occurred, or there is a possibility that an offense occurred within the jurisdiction of Kansas City, Missouri.
- D. When appropriate, members will photocopy recovered items of evidentiary value (e.g., forged checks or credit card slips, threatening or obscene letters, etc.), attach them to the offense report, place the Case Report Number on each page, and number the pages accordingly. All photocopied attachments must be on standard sized paper (8½" X 11").
- E. It is not intended that this directive be all inclusive on report writing. A "Report Writing Guide" (revised 2001), has also been issued to all department members to serve as a reference for completion of the most commonly utilized report forms. Element supervisors should be contacted to resolve questions which may arise and are not addressed. The Records Unit Commander has final authority relative to questions or differences of opinion regarding report classification or content as it applies to the elements of the offense.

- \* F. Police Department members, other than authorized personnel, should normally not release any information contained on a police report. Records Unit personnel and members assigned to desk duty at the patrol divisions are normally the only members authorized to release this information. Disseminated copies of offense reports will not contain suspect information, except for those persons authorized to have such information in accordance with sections 610.100.4 and 610.120, Missouri Revised Statutes. The Records Unit Commander or appropriate patrol division commander will ensure compliance with these regulations. The Legal Advisor may be contacted whenever a question arises as to the legality of disseminating copies of reports.
- \* G. By approving and signing a report, the supervisor or their designee is stating that, to the best of their knowledge, the report is **complete** and **accurate**.

### \* III DEFINITIONS

#### A. Incident Report

The Revised Statutes of Missouri define an Incident Report as a record of a law enforcement agency consisting of the date, time, specific location, name of the victim and immediate facts and circumstances surrounding the initial report of a crime or incident, including any logs of reported crimes, accidents and complaints maintained by that agency. **For the purpose of the Kansas City, Missouri Police Department, the Field Incident Report, Form 189 P.D., will serve as the Incident Report.**

#### B. Investigation Report

The Revised Statutes of Missouri define an Investigation Report as a record, other than an arrest or incident report, prepared by personnel of a law enforcement agency, inquiring into a crime or suspected crime, either in response to an incident report or in response to evidence developed by law enforcement officers in the course of their duties. **For the purpose of the Kansas City, Missouri Police Department, the Investigation Report, which is printed on the back of the Field Incident Report, Form 189 P.D., the Investigation Report [Case Document], Form 107 P.D., and the Report Form, Form 100 P.D., will serve as the Investigation Report.**

#### C. Arrest Report

The Revised Statutes of Missouri define an Arrest Report as a record of a law enforcement agency of an arrest and of any detention or confinement incident thereto together with the charge therefore. **For the purpose of the Kansas City, Missouri Police Department, the Jail Record of all Arrests and Dispositions, Form 5085 P.D., and/or the automated Arrestee Booking Data Report will serve as the Arrest Report.**

#### IV. PROCEDURE

- A. The Field Incident Report, Form 189 P.D., will be the primary report utilized for reporting state statute offenses. However, a Report Form, Form 100 P.D., may be used to report certain victimless offenses (See Annex A).
- B. The use of black ink, medium point ballpoint pen is mandatory when completing all offense/incident report forms by hand. A computer or typewriter may also be used to complete these reports.
- C. Information and detailed instructions concerning the Field Incident Report, Form 189 P.D., the Investigation Report, Property Continuation Report, Form 189A P.D., and Report Form, Form 100 P.D., can be found in the Kansas City, Missouri Police Department Report Writing Guide.
- \* D. The box marked "Supp," concerning the Case Report Number, will only be checked when the Case Report Number is a supplemental number. It will not be checked when the reports are subsequent pages of the original report.

Refer to the following annexes for information regarding each report form.

**Annex A - Offense Reports**

**Annex B - Stolen Auto Reporting**

**Annex C - Bias Crime Reporting Procedures**

Richard D. Easley  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_  
2002.

Dennis C. Eckold  
President

**DISTRIBUTION:** Law Enforcement Personnel  
Civilian Supervisory Positions  
Department Element Manuals  
Post on all bulletin boards for two weeks.

## TABLE OF ANNEXES

### ANNEX A - OFFENSE REPORTS

Offense Classifications. . . . .	A - 1
Miscellaneous Information . . . . .	A - 1
Multiple Victims and Multiple Offenses . . . . .	A - 2
One Offense with Multiple Victims . . . . .	A - 2
Arson Reports. . . . .	A - 2
Report Routing. . . . .	A - 3
Investigation Report. . . . .	A - 3
Report Form, Form 100 P.D. . . . .	A - 4
Offenses Reported on Report Form, Form 100 P.D. . . . .	A - 4
Property Continuation Report, Form 189A P.D. . . . .	A - 5

### ANNEX B - STOLEN AUTO REPORTING

Stolen Vehicle Reporting . . . . .	B - 1
Unfounded Stolen Vehicle . . . . .	B - 2
Recovered Stolen Vehicle . . . . .	B - 2
Unoccupied Vehicle . . . . .	B - 3
Occupied Vehicle. . . . .	B - 3
Vehicle Holds for Recovered Stolen Vehicles . . . . .	B - 5
Outside Stolen/Local Recovery . . . . .	B - 6

### ANNEX C - BIAS CRIME REPORTING PROCEDURES

General Information. . . . .	C - 1
Patrol Bureau Personnel Procedures . . . . .	C - 1
Investigations Bureau Personnel Procedures . . . . .	C - 2
Data Entry Section Personnel Procedures. . . . .	C - 3

## ANNEX A

### OFFENSE REPORTS

\* A. Field Incident Report, Form 189 P.D.

1. The following are offense classifications for offenses reported on the Field Incident Report, Form 189 P.D.:

Abandonment of a Child	Kidnapping
Abuse of a Child	Metal Penetrating Bullets
Arson (Include Fire Dept. Alarm #)	Murder
Assault (AGG or NAG)	Passing Bad Checks
Burglary (RES or NON)	Property Damage
Burning or Exploding (Knowingly, Recklessly or Negligently)	Rape
Casualty	Robbery(BUS, RES, ARM, STR)
Child Custody Violation	Sexual Abuse
Dead Body	Sexual Assault
* Domestic Violence Assault (AGG or NAG)	Sexual Assault-Deviate
Endangering the Welfare of a Child	Sexual Misconduct
Failure to Return Leased or Rented Property	Sodomy
False Bomb Report	Stalking
False Imprisonment	Stealing (Auto ACC, Auto TFA, SHO, PUR, EMB, OTH)
Felonious Restraint	Stolen Vehicle (Recovered Stolen & Outside Stolen Local Recovered)
Forgery	Suicide
Fraudulently Obtaining a Controlled Substance	Tampering
Fraudulent Use of a Credit Device	Unlawful Endang. Of Another
Harassment	Unlawful Endang. Of Property
Incest	Violation of Ex-Parte Order/Full Order of Protection
Indecent Exposure	

2. Miscellaneous Information

- \* a. Only one case report number will be placed in the "CRN" location of any Field Incident Report, Form 189 P.D. An original case report number is required on the Field Incident Report, Form 189 P.D., unless the form is being utilized as a supplemental report, (e.g., reporting a local recovered stolen vehicle, etc.).

- b. When an officer receives an original Case Report Number for an offense and determines the offense did not occur, e.g., property taken by family member, vehicle misplaced in parking lot, etc., the officer will complete an **Unfounded Report**, Form 229 P.D.
- \* c. There are boxes for three victims and a victim's vehicle description on the Field Incident Report, Form 189 P.D. If there are more victims and/or victim's vehicles, additional Field Incident Reports, Form 189 P.D., will be utilized and the page numbers adjusted accordingly. It is not necessary to repeat the initial call information and crime classification/location information on the subsequent Field Incident Reports, Form 189 P.D.; however, the Case Report Number, date, and page numbers, must be entered in the appropriate spaces.
- \* d. The narrative section will be used to document all incidents reported on the Field Incident Report, Form 189 P.D.
  - (1) Members should ensure they include **all** statements and information regarding the incident that supports their course of action.
  - (2) Victims, Suspects, Witnesses and Companions **will not** be listed by name in the narrative. They will be referred to as "Victim #1, Suspect #2, Companion #3, etc."
  - (3) If additional space is needed for the narrative, a Continuation Report, Form 183 P.D., will be used and the page numbers adjusted accordingly.
- 3. Multiple Victims and Multiple Offenses - Officers should complete a single Field Incident Report, Form 189 P.D., for offenses having a common suspect(s) and occurring within a reasonable time period.
- 4. One Offense with Multiple Victims - List the victims in the chronological order in which they became involved in the incident. This order should be based on the information given by the reporting parties.
- 5. Arson Reports - When completing a Field Incident Report, Form 189 P.D., relative to an offense of arson or burning/exploding (knowingly, recklessly or negligently), to which the Fire Department responds, the Fire Department Incident Number (Alarm Number) will be included. Members will obtain the Fire Department Incident Number (Alarm Number) from the dispatcher and place the number in the appropriate block on the Field Incident Report, Form 189 P.D. This procedure will be utilized regardless of whether an arson offense occurs separately or in conjunction with other offenses.
- 6. Report Routing

Members should use the box marked "routing", located on the Field Incident Report, Form 189 P.D., to designate the unit(s) they wish copies of reports to be forwarded to. It is the responsibility of each patrol division's desk clerk to ensure that copies of reports are forwarded to the unit(s) designated in the "routing" box. Special forwarding is required in the following circumstances:

- a. If an offense is classified as a "drive by shooting," members will check the routing boxes marked "Gang Section" and "P.I.C.," to ensure copies of the report are forwarded to those units.
- b. If an offense is classified as a "bias crime," members will check the routing box marked "P.I.C.," to ensure they receive a copy of the report(s).
- \* c. If a member wishes a copy of all reports be sent to a suspect's Probation/Parole Officer, they must put the Probation/Parole Officer's "District Office #" in the routing box marked "Probation/Parole."

\* B. Investigation Report

1. The Investigation Report is located on the back of the Field Incident Report, Form 189 P.D., and lists the detailed information for witnesses, companions, suspects and victims. **An Investigation Report must be completed anytime a Field Incident Report, Form 189 P.D., is completed.**
2. If additional space is needed to list witnesses, companions, suspects or victims, additional Investigation Reports will be utilized and the page numbers adjusted accordingly.
3. Circle either victim, witness, or companion, to indicate status of the listed person or firm.
4. If the reporting party is not a listed witness, victim, companion, or suspect, complete only the underlined areas in the reporting party section and circle the title "reporting party."
5. If suspect information is known, the following will be included when completing the "suspect" boxes:
  - a. If an arrest/apprehension is made, place a check mark in the "yes" box under "Arrest Made."
  - b. If a City Pick-up, Form 42A P.D., is completed, place a check mark in the "City Pick-up" box for the suspect the application was completed

on. Any information concerning the City Pick-up issued which is not listed on the Investigation Report, (e.g., the municipal charge the application is for) should be listed in the narrative section of the Field Incident Report, Form 189 P.D.

- \* c. Members will document the GOS number and the ordinance number, for the violation cited, in the appropriate spaces located next to the "GOS/UTT" box on the Investigation Report. This is also applicable to the completion of a City Pick-up.
- \* d. When reporting an offense where the victim does **not** wish to prosecute, check the "No Pros" box for the appropriate suspect.  
**EXCEPTION: This does not apply to domestic violence offenses.**

6. Officers will utilize the section entitled, "Domestic Violence" to document the relationship, if any, between the suspect and victim.

\* C. Report Form, Form 100 P.D.

1. The following report classifications and victimless offenses will be reported on the Report Form, Form 100 P.D.:

- Carrying a Concealed Weapon
- Confiscated Firearms
- Discharge of Firearms
- False Report
- Gambling
- Investigation arrests (defined as a warrantless arrest based on probable cause for a state charge)
- Juvenile Apprehensions
- Juvenile Interrogations
- Loss
- Military Deserter
- Miscellaneous Investigations
- Mug and Print Requests
- Notice** of Ex-Parte/Full Order of Protection
- Obstructing and Resisting an Officer
- Open Door/Window
- Patronizing Prostitution
- Possession/Sale/Distribution of Controlled Substance
- Possession of Burglar's Tools
- Possession of Gambling Device
- Possession of Gambling Records
- Progressive Investigations
- Promoting Prostitution
- Receiving Stolen Property
- Recovered Property
- State/Outside State Warrant Arrest

Tampering with Physical Evidence  
Other Victimless offenses

2. State Warrant Arrest - A state felony warrant or a local state misdemeanor warrant arrest will be documented on the Report Form, Form 100 P.D. The following guidelines should be observed:
  - a. The correct case report number will be documented.
    - (1) If the warrant is from an **offense which occurred in Kansas City, Missouri**, the Case Report Number used to report the original offense on the Field Incident Report, Form 189 P.D., will be utilized and the "Supp" box checked to indicate it is a supplemental report.
    - (2) If the warrant is from an **offense that occurred outside of Kansas City, Missouri**, an original Case Report Number will be assigned.
  - b. The Title of Case will be "State Warrant Arrest/*(list the offense, i.e., Burglary)*" or "Outside State Warrant Arrest/*(offense)*."
  - c. The narrative should include, but is not limited to, the warrant number, where the warrant was issued, and the name of judge who issued the warrant.

\* D. Property Continuation Report, Form 189A P.D.

1. There is space provided on the Field Incident Report, Form 189 P.D., to document four (4) items of property, involved in an offense. If additional space is needed, the Property Continuation Report, Form 189A P.D., will be used. When completed, this form becomes part of the Field Incident Report, Form 189 P.D., and the page numbers should be adjusted accordingly.
2. Completion of the form is self-explanatory; however, members must ensure they identify who the property belongs to in the column entitled, "Suspect/Victim #," i.e., V-1, V-2, V-3, S-1, S-2, S-3.
3. If additional space is needed to document property, additional Property Continuation Reports, Form 189A P.D., will be utilized.

## ANNEX B

### \* STOLEN AUTO REPORTING

- A. When a member becomes aware of a stolen, attempted stolen, or recovers a reported stolen vehicle, the member will complete the Field Incident Report, Form 189 P.D.
1. Every effort will be made to obtain the Vehicle Identification Number (VIN) and license number of the vehicle prior to contacting the Stolen Vehicle Summary Desk. If the information is not readily available, the reporting person will be advised to obtain the information and report it to the Stolen Vehicle Summary Desk as soon as possible. All VINs and license information will be verified with the owner/reporting person prior to listing on the Field Incident Report, Form 189 P.D.
  2. When property is stolen from an attempted stolen vehicle, the offense classification will be "Attempt Stolen Vehicle."
  - \* 3. Property of value which is stolen in conjunction with the vehicle theft and property of value belonging to the victim which is found in the recovered vehicle will be listed in the "property" section of the Field Incident Report, Form 189 P.D., as "victim property." Property, which does not belong to the victim, found in the recovered vehicle will also be listed in the "property" section of the Field Incident Report, Form 189 P.D.; however, it will be designated as "suspect property." If additional space is needed to document property, the Property Continuation Report, Form 189A P.D., will be utilized.
  4. When the stolen vehicle is a result of failing to return a leased/rented motor vehicle, not involving another offense (i.e., fraudulent use of a credit device, fraud, theft by deceit, etc.), a report classified "Stolen Vehicle" is completed on a **walk-in** basis only. Before the report is taken, the original signed lease/rental agreement must be produced. For additional information, refer to the current directive entitled, "Failure to Return Leased/Rented Personal Property."
  5. When a stolen vehicle is involved in a vehicular accident, a separate Case Report Number will be obtained and a Missouri Uniform Accident Report will be completed. In addition, a Field Incident Report, Form 189 P.D., with a classification of Stolen or Recovered Stolen Vehicle (e.g., original or supplemental if previously reported), will be completed.

6. When a vehicle is taken in conjunction with another offense, the report classification will be the offense with the highest report classification. Officers are reminded to complete the required "Stolen/Recovered Vehicle" section of the Field Incident Report, checking the box marked "Taken in Conjunction with Another Offense" and to make all applicable notifications.
- B. Unfounded Stolen Vehicle - When a member is dispatched to receive recovery information on a **previously reported** stolen vehicle and determines the vehicle was not stolen, the member will:
1. Complete a Field Incident Report, Form 189 P.D., using the original Case Report Number. Place a check mark in the "Supp" box, indicating that it is a supplemental report.
  2. Complete the *underlined* areas of the report and check the "Unfounded" block located in the victim's vehicle section.
  3. Complete the narrative section of the Field Incident Report, Form 189 P.D., and document the reason for unbounding the stolen vehicle.
  4. Notify the Stolen Vehicle Summary Desk.
- C. Recovered Stolen Vehicle - Report on the Field Incident Report, Form 189 P.D., and notify the Stolen Vehicle Summary Desk. The original Case Report Number will be used with the "Supp" box checked indicating it is a supplemental report. **Exception: For procedures regarding outside stolen/local recovery vehicles, refer to Section E of this Annex.**
1. The details of the recovery will be specified in the narrative section of the Field Incident Report, Form 189 P.D.
  2. When a stolen vehicle has been stripped and/or burned, the information will be incorporated in the narrative of the Field Incident Report, Form 189 P.D.
  3. Recovery information will be documented on the Field Incident Report, Form 189 P.D., when:
    - a. The majority of the vehicle is recovered.
    - b. The vehicle frame is recovered.
- NOTE: Recovered vehicle parts should be considered recovered property unless the frame is recovered at the same time. *Example: If only the front section (fenders and hood), rear section (trunk lid and quarter panels), doors, transmission, or engine are recovered, without a vehicle frame, these sections/parts should be considered recovered property. In this case, an original Case Report Number should be obtained*

*and a Report Form, Form 100 P.D., entitled, "Recovered Property," completed.* Vehicles/body parts will be towed and stored in accordance with the written directive covering towed vehicles and will **not** be placed in the Property and Evidence Section.

- \* 4. When a vehicle is recovered without the reported plate(s), the description and number of plates should be documented in the "property" section of the Field Incident Report, Form 189 P.D. The Stolen Vehicle Summary Desk will be notified so the computer entry can be updated to reflect stolen plates.
5. Officers will use good judgement and recover property found in the vehicle that obviously does not belong to the owner or may have been used in the commission of a crime, i.e., license plates, burglary tools, etc.
6. If the recovered vehicle is driveable, the officer will have the dispatcher attempt to contact the owner and have them respond to the scene to take custody of the vehicle. If the owner cannot be immediately contacted or is contacted and cannot respond to the recovery location within forty-five (45) minutes, the vehicle will be towed. Officers will note the time that the notification was made or attempted in the narrative of the report. **Exception: For procedures regarding outside stolen/local recovery vehicles, refer to Section E of this Annex.**
7. When unable to determine if a vehicle is stolen, the officer will contact the Stolen Vehicle Summary Desk to ascertain if there are any "unknowns" (vehicles reported stolen but not entered in computer for lack of VIN, etc.), matching the description of the vehicle in question. When verification cannot be obtained (owner cannot be contacted or there is an altered/missing VIN), the following guidelines will be followed:
  - a. **Unoccupied Vehicle** - The appropriate parking ticket(s) may be issued (e.g., 70-251). The vehicle will be towed as outlined in the written directive covering towed vehicles. The officer will obtain an original Case Report Number and complete a Report Form, Form 100 P.D., entitled, "**Miscellaneous Investigation - Possible Stolen Vehicle or Altered/Missing Vehicle Identification Number.**" Officers will ensure they complete the "vehicle" section of the form and list location of recovery in the "location of occurrence" box. Officers will also document on the Tow-In Report, Form 36 P.D., why it was believed stolen. The desk sergeant will ensure photocopies of the Report Form, Form 100 P.D., and Tow-In Report, Form 36 P.D., are forwarded to the Property Crimes Section where the recovery occurred. A "Hold" for the appropriate Property Crimes Section will be placed on **any** vehicle with an altered or missing Vehicle Identification Number.

- \* b. **Occupied Vehicle** - In cases **other than** the altered/missing Vehicle Identification Number, when no probable cause exists for arrest, the occupants and vehicle will be released. The officer will complete a Report Form, Form 100 P.D., as described above and will include a description of the occupants along with the vehicle. In cases **where the Vehicle Identification Number is altered/missing**, the vehicle will be towed and the appropriate Property Crimes Section personnel will be notified to determine if the occupants should be arrested.
8. Officers will notify the Property Crimes Section at the patrol division in which the original theft occurred in all cases of a stolen or recovered vehicle, including attempted stolen vehicles. Immediate notification is required when an arrest/apprehension is made in connection with the recovery of a stolen vehicle.
- \* a. For most cases, immediately forwarding a copy of the completed report will serve as proper notification; however, verbal notification should be made if the arrest involves any unusual circumstances; the recovered stolen vehicle is occupied and the Vehicle Identification Number is altered/missing; or if there are any questions.
  - b. If the person arrested/apprehended is a juvenile, the Property Crimes Section does not need verbal notification, however, **a copy of the report will be forwarded to them for information.**
- \* 9. Detailed victim, witness, and suspect information will be documented on the Investigation Report.
- \* 10. If a stolen vehicle is recovered in conjunction with another offense, the Case Report Number of the **highest offense** will be used for the Field Incident Report, Form 189 P.D. The Case Report Number for the recovered stolen vehicle will be placed in the box titled, "CRN of Stolen Auto," located on the Field Incident Report, Form 189 P.D. **Example:** A bank robbery occurs and results in a vehicle pursuit. The officers capture the suspects and discover the suspect's vehicle is a stolen auto. The Case Report Number for the robbery will be used for the Field Incident Report, Form 189 P.D., and the Case Report Number of the stolen auto will be placed in the box titled, "CRN of Stolen Auto."
11. The Stolen Vehicle Summary Desk does **not** need to be notified when a vehicle is reported stolen and recovered on the same report or on a reported attempt stolen vehicle unless the vehicle(s) is impounded.

D. Vehicle Holds for Recovered Stolen Vehicles

1. Officers will place a **“Hold”** on the recovered stolen vehicle for the appropriate investigative element or the Property Crimes Section **where the original theft occurred** only when either of the following circumstances occur:
    - a. A Vehicle Identification Number has been altered or removed.
    - b. A request is made by a specific investigative element. The detective authorizing the “Hold” must contact the Bonding Desk.
  2. Prior to placing a “Hold” on a recovered stolen vehicle, officers will:
    - a. During duty hours, contact the appropriate investigative element or the Property Crimes Section where the original theft occurred and obtain authorization to place a “Hold” on the vehicle.
    - b. During non-duty hours, contact a patrol supervisor and obtain authorization to place a hold on the vehicle. If the patrol supervisor is unable to determine if a “Hold” should be placed on the vehicle, they should contact the on-call Property Crimes Section detective at the patrol division in which the original theft occurred.
  3. Once authorization for a “Hold” is given, officers will enter the following information on the Field Incident Report, Form 189 P.D.:
    - a. Check “yes” in the box titled “Hold” and enter the unit for which the vehicle is being held.
    - b. Enter the name of the person authorizing the hold in the box titled “Person Approving Hold.”
  4. Prior to ending their tour of duty, officers will ensure a copy of all applicable reports, especially the Field Incident Report, Form 189 P.D., are either faxed or hand-carried to the unit for which the vehicle is being held.
  5. When holding a vehicle for processing by the Crime Scene Investigation Section, Crime Scene Investigation personnel will be contacted prior to towing any vehicle for processing. Crime Scene Investigation personnel will either respond to the scene to process the vehicle or instruct the officer where to tow the vehicle for processing. A “Hold for Processing Card”, Form 3 P.D., containing the appropriate information, will be completed and placed in the vehicle. **Note:** Do **not** place a “Hold” on the vehicle for the Crime Scene Investigation Section. The "Hold" will be for the appropriate investigative element when applicable.
- E. Outside Stolen/Local Recovery - Officers will obtain an original Case Report Number, complete the Field Incident Report, Form 189 P.D., and notify the Stolen Vehicle Summary Desk for vehicles which were stolen outside Kansas City,

Missouri, but recovered within the city limits. The “Outside Stolen-Local Recovery” box in the top right side of the report will be checked and “Outside Stolen” will be entered in the box titled, “Location.” Detailed circumstances of the recovery should be included in the narrative.

1. Outside stolen vehicles **will not** be released to the victim at the recovery location unless authorized by the outside agency from whose jurisdiction the vehicle was stolen. If the vehicle is released, the name and title of the person authorizing the release will be noted in the report narrative.
2. If the vehicle is not being released at the scene, a “**Hold**” will be placed on the vehicle. Contact the appropriate investigative element or Property Crimes Section of the patrol division where the recovery occurred to determine if they want a hold placed on the vehicle for **their** unit. If not, a “**Hold**” will be placed on the vehicle for the agency which reported the vehicle stolen. This procedure will be followed whether an arrest is made or not.

## ANNEX C

### \* BIAS CRIME REPORTING PROCEDURES

- A. Bias crime is defined as any act or attempted act by a person or group of persons which results in physical injury, intimidation, and/or property damage, and which appears to be motivated, in all or part, by race, ethnic/national origin, religion, or sexual orientation. The motivation of the suspect(s) behind the act or attempted act determines whether or not an incident is the result of bias. If there is no evidence the incident was motivated by bias, it will not be reported as a bias crime.
- B. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:
1. The suspect(s) and the victim were of different racial, religious, ethnic/national origin, or sexual orientation groups.
  2. Bias-related verbal comments, written statements, or gestures were made by the suspect(s).
  3. Bias-related drawings, markings, symbols, or graffiti were left at the crime scene (e.g., swastika painted on door of a synagogue).
  4. Certain objects or things which indicate bias were used or left behind at the scene (e.g., suspect(s) wore white sheets, a burning cross left at scene).
  5. Several similar incidents have occurred in the same locality and the victims are all of the same racial, religious, ethnic/national origin, or sexual orientation group.
  6. The victim was engaged in activities promoting his/her racial, religious, ethnic/national origin, or sexual orientation group.
  7. The incident coincided with a holiday relating to, or a date of particular significance to, a racial, religious, or ethnic/national origin group (e.g., Martin Luther King Day, Rosh Hashanah).
- C. Procedures
1. Patrol Bureau Personnel
    - a. A member encountering an incident that is determined to be bias motivated will take a report.

- (1) A Field Incident Report, Form 189 P.D., will be completed if an offense has occurred.
  - (a) Members will check the box marked "Bias Crime" located on the top of the form.
  - (b) Members will check the box marked "PIC" in the routing section.
- (2) When an incident does not require an offense report, a Report Form, Form 100 P.D., entitled, "Miscellaneous Investigation," will be completed.
  - (a) Members will check the box marked "Bias Crime" located on the top of the form.
  - (b) Members will check the box marked "PIC" in the routing section.
- b. Members will notify their on-duty supervisor of a reported bias incident, and the notification will be included in the report narrative.
- \* c. The patrol division desk clerk is responsible for forwarding copies of all reports marked, "Bias Crime," to PIC.

2. Investigations Bureau Personnel

- a. Perpetrator Information Center (PIC) personnel will:
  - (1) Forward a copy of the "Bias Crime" report to the appropriate investigative element supervisor for investigation.
  - (2) Maintain and update a log of reported bias crimes.
  - (3) Prepare a monthly report containing report numbers, dates, and other pertinent information of those crimes determined to be bias crimes, and forward it to:
    - (a) Patrol Bureau office.
    - (b) Investigations Bureau office.
    - (c) Kansas City, Missouri Human Relations Department.
    - (d) United States Department of Justice Community Relations Service, Central Region.

- (4) Prepare a Hate Crime Report, quarterly, and forward it to the Data Entry Section.
- (5) Upon receipt of a reported bias crime, deliver the pertinent information to the City Human Relations Director.

b. Other Investigative Elements

- (1) All reports marked "Bias Crime," received from P.I.C., will be assigned to a detective for investigation and disposition.
- (2) Supervisors will be notified of all cases, which after investigation, are determined to be bias in nature or discovered not to be a bias crime, so that proper reclassification and notifications can be made.
- (3) Supervisors will make the final determination, based on the detective's investigation, whether or not an offense meets the definition of a "Bias Crime."
- (4) P.I.C. will be advised of reclassification of bias crime cases.

3. Data Entry Section

Data Entry Section personnel will forward the Hate Crime Report, on a quarterly basis, to Uniform Crime Reports, FBI, Washington D.C.