



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

8-28-03

EFFECTIVE DATE

9-10-03

NO.

03-12

AMENDS

Report Control

REFERENCE

P.I. Offense Reporting
Report Writing Manual

RESCINDS

Procedural Instruction 94-7, 96-8, 96-13 and 96-13A
Patrol Bureau Memorandum 00-10

*** I. PURPOSE**

- A. To provide control and accountability for case report numbers and retaining original reports.
- B. To outline the procedures for handling walk-in and phone-in reports and referring persons who have questions and/or additional information on offense or incident reports.
- C. To establish policies and procedures for cash handling at the patrol divisions.

*** II. PROCEDURES**

This directive has been arranged in annexes for easy reference:

- Annex A Case Report Number and Report Classification
- Annex B Walk-in/Phone-in Reports
- Annex C Report Accountability
- Annex D Cash Handling Procedures
- Annex E Request for Report Reproduction, Form 19 P.D.

Richard D. Easley
Chief of Police

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

Karl Zobrist
President

DISTRIBUTION: Law Enforcement Personnel
Department Elements
Post on all bulletin boards for two weeks.

CASE REPORT NUMBER AND REPORT CLASSIFICATION

A. General Guidelines

- * 1. All original reports filed will have a case report number with the exception of the Authorization Not To Tow, Form 455 P.D., and Tow-In Reports, Form 36 P.D., where there is no complaint number required.
2. A new case report number will not be obtained for any report that is directly related to an existing case.
- * 3. All Field Interview Form (FIF) Reports will have a separate case report number.
4. A member will not sign another's name on any report or use a rubber stamp signature.
- * 5. **Element supervisors will be responsible for the initial review of written reports, prepared by their subordinates, prior to logging. Supervisors will ensure reports are complete, accurate, neat, grammatically correct, and properly classified before they are approved and forwarded to the person responsible for logging reports.**
- * 6. Reports will be scanned, indexed, and verified in the Imaging System, as outlined in Annex C of this directive.
- * 7. The Records Unit commander or designee (supervisors/assistant supervisors) will have final authority relative to any questions or differences of opinion regarding report classification or content.

NOTE: The only exception will be that which is outlined in Annex A, Section B, 3.

B. Procedures

1. Members completing reports, for any offense, incident, or vehicular accident, will ensure a case report number is obtained and appropriate reports are completed.
 - a. The reporting member will ensure that each subsequent report they complete has the case report number and is preceded by the abbreviation "Supp."
 - b. When an officer requests and is issued a case report number and discovers the number is not needed, they will complete an Unfounded Report, Form 229 P.D., stating their reasons to unfound the report number.

- c. Members will notify the Communications Unit when the classification of a report has changed **prior** to clearing from a call. If a member fails to notify the dispatcher of the reclassification, the patrol desk clerk will update the classification when the report is logged into the computer.
 - * d. When a teletype message, FAX, or letter is sent in connection with a case file, the message or letter should include, "Refer to our case report number _____." If a teletype message, FAX, or letter initiates a case file, a case report number must be obtained.
2. Members will refer to the Missouri Criminal Code, A Handbook for Law Enforcement Officers or the Missouri State Statute and K.C. Ordinance Pocket Reference Book, Form 321 P.D., to correctly classify reports.
 - a. The reporting member will ensure the offense report is completed in accordance with the directive entitled, "Offense Reporting."
 - * b. The Report Writing Guide may be used as reference for completion of commonly utilized report forms.
 - * 3. In the event a law enforcement member of this department causes the death or injury of a person using deadly force, either intentionally or unintentionally and either on or off-duty, the report classification will be made by the Police Shooting Team Supervisor.
 - * a. The Police Shooting Team Supervisor will consult with the Legal Advisor to determine the appropriate classification.
 - * b. When a decision has been made by the prosecutor or the grand jury relative to the death, the detective handling the investigation will complete a Case Status Report, Form 327 P.D., changing the report classification to the appropriate classification, dependent on the decision rendered. The Form 327 P.D. will be submitted according to the current department procedure.
 4. When a report is completed involving the accidental serious injury of a person who needs medical treatment (other than a vehicular accident), the report will be completed on an Offense Report, Form 189 P.D., and the classification will be Casualty. Accidental injury to a department member will be reported on an Injury Report, Form 314 P.D., rather than a Form 189 P.D.
 - a. Members will write in "City Attorney's Office" in the routing section of the Form 189 P.D. if city-controlled property is involved.

- b. Casualty Reports marked for the City Attorney's Office will be forwarded to the Mailroom where they will be disseminated to the City Attorney's Office.
- 5. Members will complete all reports and submit them to a supervisor before ending their tour of duty.
- * 6. Reserve officers should make every effort to have all reports approved by a supervisor before ending their tour of duty. If the reserve officer deems it necessary to hold a report, he/she must receive approval from the desk sergeant prior to ending their tour of duty.
- * 7. When an officer writes a report while employed off-duty, the officer will:
 - a. Obtain the case report number from the patrol division responsible for the area in which the officer is working off-duty.
 - * b. Use radio #4999 when completing reports.
 - c. Deliver the report to the patrol division that is responsible for the area in which their off-duty employment occurred **within one hour** of ending their off-duty employment.
 - * d. Remain at the patrol division until a supervisor approves the report. (This is to ensure any errors detected are corrected before the report is scanned into the Imaging System.)
- 8. If a report cannot be approved due to errors or for other reasons, a sergeant can authorize the report to be logged and held until the reporting member returns to duty.
 - a. If the reporting member is assigned to the receiving element but the report will be delayed for more than 24 hours, i.e., the member is on scheduled days off, sick days, etc., a copy of the report will be marked at the top "Corrected Copy to Follow" and forwarded to the appropriate investigative element.
 - b. If the reporting member is assigned to an element other than the element receiving the report, then the report in need of correction will be logged at the receiving element and forwarded with an explanatory note to the reporting member's desk sergeant or immediate supervisor. A copy of the report will be marked at the top "Corrected Copy to Follow" and forwarded to the appropriate investigative element.

- * c. Reports involving in-custody arrests must be completed prior to the officers completing their tour of duty. The officer will either FAX or leave copies of the report(s) with the investigative element prior to ending their tour of duty. The supervisor/desk sergeant will ensure a corrected/approved copy of the report is forwarded to the investigative element.

NOTE: Reports involving in-custody arrests for the Narcotics and Vice Division must be left in the box marked "Reports for Other Elements" in the Homicide Unit. **In-Custody reports will not be FAXED or placed in interdepartment mail to the Narcotics and Vice Division.**

- d. Upon completion of the final corrections, the report will be processed and copies routed in accordance with established procedures.
- * 9. If a report has been scanned into the Imaging System and further investigation proves the report should be unfounded, reclassified, or cleared:
 - * a. Personnel assigned to the Investigations Bureau and the Traffic Investigation Section may use the Form 327 P.D. to change the status or classification of a report. The Form 327 P.D. will be attached or stored with the original report. Copies of the Form 327 P.D. will be forwarded to the Records Unit to reclassify reports according the unit's current procedures.
 - * b. Other personnel will write a Progressive Investigation, Form 100 P.D., requesting a Form 327 P.D. be prepared by the proper investigative element. The Form 100 P.D. **must** contain enough information to support the change in status. The Form 100 P.D. will then be scanned and stored at the respective element. A copy will be forwarded to the appropriate investigative element.

WALK-IN/PHONE-IN REPORTS

* A. Walk-In Procedures

1. Any person(s) wishing to make a walk-in report **will not be referred** to another element or jurisdiction of the department.
2. When an individual **responds** to a police facility to report an offense, that person will be briefly interviewed. If it is determined that:
 - a. An investigation of the scene is unnecessary, the report will be prepared at that time.
 - b. An on-the-scene investigation is necessary, a sector officer will be dispatched to the station to contact the citizen and then accompany them to the scene to conduct the investigation and complete the appropriate report(s).
3. When a person desiring to make a report at headquarters goes directly to the investigative element responsible for investigating the type of crime being reported, the report will be completed at that location. In the event personnel of the investigative element are not available to prepare the proper report, the person desiring to make the report will be directed to the Records Unit counter, during normal business hours, to make the report.
- * 4. Records Unit personnel will be responsible for taking any walk-in report from a person appearing at the Records Unit counter at headquarters during normal business hours (0700 – 1900 hours).
 - a. Records Unit personnel will prepare those reports that cannot be investigated; however, the investigative element responsible for the follow-up will be notified.
 - b. If the incident is a crime against a person, e.g., robbery, rape, etc., requiring an immediate follow-up investigation, Records Unit personnel will contact the appropriate on-duty investigative sergeant, who will determine whether a detective is available or will be available within a reasonable length of time.
 - (1) If a detective is available or will be available, the victim will be taken directly to the supervisor of the appropriate investigative element. A report will be prepared by personnel of that element.

- * (2) If no investigative personnel are available and there is no crime scene, Records Unit personnel will prepare the report.
- * (3) If no investigative personnel are available and there is a crime scene, Records Unit personnel will have an officer dispatched to Headquarters. The officer will contact the citizen and then accompany them to the scene to conduct the investigation and complete the appropriate report(s).

* B. Phone-In Procedures

- * 1. When an individual calls the Communications Unit to report an offense that can be reported over the telephone, the call taker will refer the phone-in report to a Telephone Service Officer (TSO) or the appropriate patrol division of occurrence.

NOTE: If a call is transferred to a patrol division and there is a concern as to whether a report should be taken over the phone or an officer should respond to the scene, the patrol division desk sergeant will make the determination.

- * 2. When an individual calls a police facility to report an offense and it is determined that:
 - * a. An investigation of the scene is not necessary, a report will be prepared over the telephone.
 - * b. An on-the-scene investigation is necessary, the call will be transferred to a call taker where information will be entered into the CAD system and a sector officer will be dispatched to the scene to conduct the investigation and complete the appropriate report(s).

- * C. Field officers are in no way relieved of the responsibility of taking reports when brought to their attention. There are, however, situations where calls may be alternatively handled, i.e., inclement weather and situations where there is a high volume of calls for service. (Refer to the Procedural Instruction entitled, "Call Prioritization," for calls that can be alternatively handled as a walk-in or phone-in report.)

*** REPORT ACCOUNTABILITY**

- A. All elements will be responsible for retaining their own original reports and case files. All elements will also continue to log their own reports. Only divisions within the Patrol Bureau and the Records Unit will be responsible for scanning and indexing reports.
- B. Reports will be made retrievable and available to the public in accordance with the Revised Statutes of Missouri.
- C. Procedures regarding scanning, indexing, retaining, and forwarding reports are outlined as follows:

- 1. The Patrol Bureau

All elements within the Patrol Bureau will:

- a. Scan and index **all** police reports completed by their respective division personnel. **A complete review of all reports must be done when indexing to ensure no reports are destroyed before they have been entered into the imaging system.**

NOTE: The Helicopter Unit and the Canine Section will forward copies of their reports to the Special Operations Division where they will be scanned and indexed.

- b. Retain original reports in a designated area for a period determined by the element, but not less than ninety (90) days.

NOTE: The Special Operations Division will retain original case files and reports regarding fatalities in permanent storage.

- c. Forward originals of the following reports to the Records Unit, where they will be filed for a period of five years. It is not necessary to retain copies of these specific reports at the patrol divisions, as they have no CRNs and are not scanned into the imaging system:

- (1) Authorization Not To Tow, Form 455 P.D.

- (2) Tow-In Report, Form 36 P.D., where there is no complaint number.

- d. Forward copies of the following reports to the Mailroom for dissemination to various City departments, as indicated:
 - (1) Accident Reports.
 - (2) Alcohol Influence Reports, D.O.R. Form 2389, and associated forms.
 - (3) Hazard Reports, Form 20 P.D.
 - (4) Casualty Reports, Form 189 P.D., marked for the City Attorney's Office (involving city-controlled property).

2. The Investigations Bureau

- a. All elements within the Investigations Bureau will be responsible for retaining original reports and case files for a period determined by the element, based on the element's needs and in accordance with their element's duty manual.
- b. All investigative elements, with the exception of the Homicide Unit and the Fugitive Apprehension and Arraignment Section, will forward copies of reports and case files to the Records Unit for scanning and indexing.
- c. The Homicide Unit will:
 - (1) Retain all original case files until completed.
 - (2) Forward original completed case files to the Records Unit for scanning, indexing, and filing in permanent storage.
 - (3) Recover video taped statements, if taken, and place in the Property Room for evidence.
- d. The Fugitive Apprehension and Arraignment Section will:
 - (1) Forward original Case Status Reports, Form 327 P.D., to the Records Unit for scanning and indexing.
 - (2) Forward copies of Case Status Reports, Form 327 P.D., to the respective elements.

3. The Records Unit
 - a. Records Unit personnel will:
 - (1) Scan and index reports from all elements, with the exception of the patrol divisions and the Special Operations Division.
 - (2) Verify the proper indexing of reports they are responsible for scanning and indexing, including those reports that are electronically sent from patrol divisions, to ensure they have been scanned and indexed correctly.
 - (3) Notify elements of any discrepancies found for correction purposes.
 - b. Records Unit personnel are responsible for completing walk-in reports at Police Headquarters. These reports will be scanned, indexed, and verified by the Records Unit. These reports will also be re-checked by Records Unit personnel before they are shredded.
 - c. The Records Unit will no longer retain copies of reports. Any reports sent to the Records Unit will be shredded once they have been scanned and indexed. The only exception will be police shootings and homicides. Those case files will be retained indefinitely in an area designated by the Records Unit Commander.
 4. If a member assigned to an element, other than in the Patrol Bureau or the Investigations Bureau, completes an offense report while on-duty, the original report will be forwarded to the Records Unit where it will be scanned, indexed, and verified by Records Unit personnel. These reports will also be re-checked by Records Unit personnel before they are shredded.
 5. Members working in off-duty assignments will follow the procedures outlined in Annex A of this directive, entitled "Case Report Number and Report Classification," when submitting reports for approval.
- D. Once reports and case files are no longer needed, the original (hard copy) may be purged and shredded, **but not before each original report has been verified in the imaging system.**
1. After 90 days, reports retained at the Patrol Divisions and the Special Operations Division may be purged and destroyed. *Exception:* The Special Operations Division will retain original case files and reports regarding fatalities in permanent storage.

- a. Desk sergeants will be responsible for ensuring each report has been verified in the imaging system prior to it being destroyed.
 - b. To verify a report, the member must pull up that report on the imaging system and check all pages to ensure the report has been scanned and indexed correctly.
 - c. If, while verifying reports, it is determined that a report was not scanned, or was scanned incorrectly, the person verifying the report will retrieve the original report and ensure it is properly scanned and indexed.
2. When an Investigative element closes a case file, that file will be hand carried to the Records Unit. Records Unit personnel will:
- a. Verify all reports in each case file to ensure they have been scanned and indexed correctly.
 - b. Ensure reports are properly scanned and indexed. If, while verifying reports, it is determined that a report was not scanned, or was scanned incorrectly, the report will be rescanned and indexed.
 - c. Destroy case files once they have been verified, with the exception of Homicide and Police Shooting cases. Homicide and Police Shooting cases will be filed in permanent storage.

*** CASH HANDLING PROCEDURES**

A. General Guidelines

1. Each patrol division will maintain \$100.00 in change for the purpose of making change for the sale of criminal records and reports. **Members are encouraged to accept exact change only.** This money will be kept in a locked bag, which will be kept in a locked drawer maintained by the desk sergeant.
2. Payments for reports and Criminal History Records Checks (CHRC) will only be accepted in the form of cash, cashier's check, money order, business check, or voucher (a coupon issued by the Kansas City, Missouri Police Department used to purchase reports and Criminal History Record Checks).
3. All business checks, cashier's checks, and money orders must be made payable to "The Board of Police Commissioners."
4. All receipts for criminal records and reports will be kept at the front desk. The sale receipts from criminal records and reports must be kept separate.
5. Each receipt is made of three copies: white, yellow, and pink.
 - a. The white copy is the purchaser's copy.
 - b. The yellow copy is for the Accounting Section.
 - c. The pink copy is the patrol division's copy.

NOTE: If a receipt is voided, the approving desk sergeant will write void and sign across the front of the receipt and forward the white and yellow copies to the Accounting Section and retain the pink copy at the station.

B. Cash Duties

1. Police Typist/Cashier's duties:
 - a. Sign each criminal record sold and stamp with the rubber stamp certifying it as an original Kansas City, Missouri Police Department document. This must be done by the person making the sale.

- b. Receive payment and issue white receipt to the citizen.
NOTE: Receipts that are collected from stock should be issued in numerical order.
- c. Place money and yellow receipt in an envelope and seal the envelope. This must be done after each sale.
- d. Mark each individual envelope as to whether it is the sale of a report or a criminal record and place in the transport bag (a bank bag marked transmittal).
- e. Give voided receipts to the desk sergeant to handle when they occur.
- f. Give pink (division copy) receipts to the desk sergeant for filing.

2. Desk Sergeant's duties:

- a. The desk sergeant for each Watch will:
 - (1) Ensure cashiers are adequately trained on cash handling.
 - (2) Approve or disapprove any voids at the time they occur.
 - (3) Ensure all seed funds are secured when not in use.
 - (4) Compare cash to receipts, tally, log, and put the money and receipts (in numerical order) in a money bag at the end of each watch. Each desk sergeant is responsible for checking each envelope to ensure the money is equal to the receipt.
 - (5) Attempt to resolve any overages or shortages of money prior to the end of the shift. If the overages or shortages cannot be resolved, the desk sergeant will document the difference and an explanation in a memorandum.
 - (a) The original memorandum will be forwarded through the chain of command to the Accounting Section.
 - (b) A copy of the memorandum will be attached to the respective Watch's money bag.
- b. The Watch II desk sergeant will:
 - (1) Open each Watch's money bag and separate the money and receipts as to whether it is for reports or criminal records. The money and receipts from each Watch will then be combined into one transport bag.

- (2) Ensure that the previous 24 hours (72 hours on Monday) money and receipts are transported to the Accounting Section in the transport bag. The transport bag will be transported on a daily basis, Monday through Friday, with the exception of holidays. When a holiday falls on a weekday, the transport bag will be transported the following work day.
- (3) Ensure copies of any memorandums documenting overages or shortages are attached to the transport bag.
- (4) File pink receipts at the patrol division for five years.
- (5) File receipts received from the Accounting Section for five years.

3. Accounting Section duties:

- a. Receive money and receipts collected for Criminal History Records Checks and reports Monday through Friday.
- b. Provide receipts to members transporting money and receipts.
- c. Return funds to element if cash does not match receipt(s). Any discrepancies must be explained in a memorandum and forwarded through the chain of command to the Accounting Section.

REQUEST FOR REPORT REPRODUCTION, FORM 19 P.D.

- A. Request for Report Reproduction, Form 19 P.D., provides spaces for the date of occurrence, case report number, type of report, location, complete title of the unit handling the follow-up investigation, vehicle driver information, the reporting officer's name, serial number, assignment, element phone number, instructions to persons desiring a copy of the report, and information for claiming recovered property.
- B. Section B of Form 19 P.D. will be completed when an officer completes a report on an offense or incident. The officer should enter the necessary information on the form and present it to the person(s) making the report.
- * C. Section C of Form 19 P.D. will be completed when an officer completes a report on an incident involving a vehicular. The officer should enter the necessary information on the form and present it to the person(s) making the report, or assist drivers with completing the information for their insurance purposes.
- * D. In the event that more than one (1) "Request for Report Reproduction, Form 19 P.D." is needed, i.e., four (4) or five (5) persons involved in a vehicular, officers may distribute carbon copies as necessary utilizing black ink carbon paper.
- E. It should be pointed out to the person at the time of issuance:
 - * 1. Reports will be available within 10 - 20 working days after the initial report is made at any of the five patrol divisions or police headquarters. Mail-in requests may take 30 days, depending on the volume of requests received.

NOTE: Department members should advise citizens that they should first call the patrol division before they respond to obtain a copy of their report. This will ensure the report is in the Imaging System and available for purchase.
 - * 2. Sections B and C are informational sections which are to be retained by the reporting person. Instructions for claiming and recovering personal property have also been provided for the reporting person to utilize as a reference source and to follow when requesting information.

3. Mail requests should include:
 - a. Section A of the Form 19 P.D.
 - b. A postal money order, cashier's check or business check made payable to the Board of Police Commissioners in the amount indicated on the "Request for Report Reproduction, Form 19 P.D.," or Report Reproduction Coupon(s), and mailed to the Records Unit.
 - * c. A stamped, self-addressed business type envelope.
4. **Personal checks will not be accepted. Cash should not be sent through the mail.**
- * 5. Release of criminal offense reports will be in strict accordance with Missouri law. If their request cannot be honored, a letter of explanation will be furnished and payment returned.
6. Persons may not be contacted by an investigator in some cases.
7. The investigative unit shown on the form should be notified if additional information is developed, such as suspects, serial numbers, or additional loss.