



KANSAS CITY, MO. POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

10-13-2005

EFFECTIVE DATE

10-13-2005

NO.

02-3B

**SUBJECT**  
**Offense Reporting**

AMENDS

Procedural Instruction 02-3

REFERENCE

P.I.-Report Control  
P.I.-Domestic Violence, Orders of Protection, Child Abuse and Child  
Custody Violations RSMo 610-100 to 610-150

RESCINDS

Procedural Instruction 99-4

**I. PURPOSE**

To amend Procedural Instruction 02-3 entitled, "Offense Reporting."

**II. PROCEDURE**

- A. Members will remove Table of Annexes from Procedural Instruction 02-3 entitled, "Offense Reporting."
- B. Members will insert amended Table of Annexes and page A-6 into Procedural Instruction 02-3 entitled, "Offense Reporting."

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Angela Wasson-Hunt  
President

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

\* E. Supplementary Property Loss Report, Form 186 P.D.

1. When an officer investigates a property crime offense a Supplementary Property Loss Report, Form 186 P.D., will be given to the victim. Instructions for the completion of the Form 186 P.D. are listed on the reverse side. Officers **will** document all known property lost on the Field Incident Report, Form 189 P.D., at the time the report is taken.
2. This form provides spaces for listing stolen items or serial numbers and other information not reported on the original investigation report. It also provides the victim with information for completing the report.
3. When issuing a Supplementary Property Loss Report, Form 186 P.D., officers will inform the victim that pertinent information for completion is on the back of the report form.
4. Established procedures for Procedural Instruction entitled, "Report Control", will remain in effect.
5. To ensure proper distribution and accuracy of this supplemental report, officers **will** complete sections a - d and sections f - j.
  - a. Enter the appropriate supplementary case report number.
  - b. Enter your name.
  - c. Enter your serial number.
  - d. Enter your assignment.
  - e. Member receiving the report will sign and enter the date received.
  - f. Enter the appropriate classification of the crime.
  - g. Enter the date the investigation report was taken.
  - h. Enter the date and time the crime occurred.
  - i. Enter the exact location where the crime occurred.
  - j. Check the appropriate investigative element to which the report should be sent.

**The remainder of the report will be completed by the victim.**