



KANSAS CITY, MO. POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

7-05-06

EFFECTIVE DATE

6-27-06

NO.

02-3C

SUBJECT

**Offense Reporting**

AMENDS

Procedural instruction 02-3

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

**I. PURPOSE**

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

**II. PROCEDURE**

- A. Personnel will remove pages B-5 and B-6 of Annex B from Procedural Instruction 02-3, entitled, "Offense Reporting."
- B. Personnel will insert amended pages B-5 and B-6 of Annex B to Procedural Instruction 02-3, entitled, "Offense Reporting."

James D. Corwin  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2006.

James B. Wilson  
President

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

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 Hold Notification 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 Auto 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. A "hold" for the outside agency reporting the vehicle stolen **will not** be placed on the vehicle unless;
  - a. The outside agency requests a "hold" when notified of the recovery.
  - b. A "hold" is noted on the ALERT entry.
  
- \* 2. The vehicle shall be released to the owner at the scene of the recovery if they can respond within forty-five (45) minutes.
  
- \* 3. If a separate felony occurred within the jurisdiction of Kansas City Missouri, involving the outside stolen 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.