



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

1-05-06

EFFECTIVE DATE

1-05-06

NO.

03-2A

SUBJECT

Risk Management Team

AMENDS

P.I. Risk Management Team 03-2

REFERENCE

RESCINDS

Department Memorandum #02-23.

I. PURPOSE

To amend Procedural Instruction 03-2, entitled, "Risk Management Team."

II. PROCEDURE

A. Members will add the following section to Procedural Instruction, 03-2, entitled, "Risk Management Team."

1. Section II, E, Notable Event Review Panel.

The purpose of the panel is to aid in the continuing evaluation of policy, procedure, and training. The panel will consist of eight (8) members. Seven (7) of the members serve on the panel by virtue of their assignments, and one member is appointed by the Chief of Police.

B. Members will remove and destroy page 6 and replace it with the attached pages.

James D. Corwin
Chief of Police

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

Angela Wasson-Hunt
President

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Department Element Manuals
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* F. Notable Event Review Panel

1. The Notable Event Review Panel will review:
 - a. All intentional discharge of firearms, except the shooting of an animal which may or may not be reviewed by the panel contingent upon an Internal Affairs Unit investigation. Those cases will be routed through the affected member's chain of command.
 - b. Officers shot by another individual.
 - c. Officers disarmed (to include electronic control device).
 - d. Any other serious or complex event deemed by the Chief of Police to warrant a review.
2. The panel will be convened as soon as possible following completion of the investigation in question, and after all members of the panel have had an opportunity to read the file.
3. The "Review Officer," who will be familiar with all aspects of the event will present the entire event file to the panel. Depending on the situation, the review officer may be one of the following:
 - a. Supervisor in charge of the Violent Crimes Division Police Shooting Team who is responsible for conducting the investigation of the event in the case of shootings.
 - b. Any member responsible for investigating the event.
4. The panel will consist of eight members. Seven of the members serve on the panel by virtue of their assignments, and one member is appointed by the Chief of Police. The membership is composed of the following:
 - a. Assistant Bureau Commander of the Patrol Bureau (Chairperson).
 - b. Associate General Counsel.
 - c. Commander of the Violent Crimes Division.
 - d. Supervisor of firearms training.
 - e. Immediate commander of the subject member.
 - f. Immediate supervisor of the subject member.

- g. Regional Crime Lab Director.
 - h. One police officer currently in a field assignment, appointed by the Chief of Police to serve for one calendar year.
5. If a member of the panel is away from the department for an extended period of time (such as vacation, illness, leave) and the panel is to convene, that member's position will be filled through appointment by the panel chair. If possible, the replacement member will be selected from the same element as the absent member.
 6. The panel will conduct an informal proceeding directed toward reviewing and evaluating Department policy and training.
 7. The scope of the review will generally pertain to the written record of the event. Witnesses will be called only when deemed necessary to clarify an issue and only at the discretion of the panel chair.
 8. The member in charge of the investigation is responsible for providing an event file summary report to each panel member.
 9. The Internal Affairs Unit will continue to compile statistics on officer involved shootings, disarmings and use of force.
 10. The Assistant Bureau Commander of the Patrol Bureau (Chairperson) will make a report on the panel's recommendations to the Bureau Commanders and the Chief of Police. References to specific policies, procedures, or training will form the basis for the recommendations. The report will not replace or address disciplinary recommendations by the involved member's chain of command.