



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

10-26-2004

EFFECTIVE DATE

11-09-2004

NO.

03-12A

SUBJECT

Report Control

AMENDS

Procedural Instruction 03-12

REFERENCE

RESCINDS

I. PURPOSE

To amend Procedural Instruction 03-12 entitled, "Report Control."

II. PROCEDURE

- A. Members will remove pages D-1, D-2 and D-3 of Annex D and pages E-1 and E-2 of Annex E from Procedural Instruction 03-12 entitled, "Report Control."
- B. Members will insert amended pages D-1, D-2, and D-3 of Annex D and pages E-1 and E-2 of Annex E to Procedural Instruction 03-12 entitled, "Report Control."

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 2004.

Karl Zobrist
President

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

CASH HANDLING PROCEDURES

A. General Guidelines

- * 1. Each patrol division will maintain \$100.00 in change per shift, for the purpose of making change for the sale of criminal records and reports. This money will be kept in a locked bag, which will be kept in a locked drawer maintained by the desk sergeant. Members should attempt to obtain are encouraged to accept exact change, when possible only.
- * 2. Payments for reports and Criminal History Records Checks (CHRC) will be accepted in the form of cash, personal check, 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, personal checks, cashier's checks, and money orders must be made payable to "The Board of Police Commissioners."
 - * **NOTE:** Personal starter checks and counter checks will not be accepted as payment.
- 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.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)(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)(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)(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.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, personal check, 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.

