

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PROCEDURAL INSTRUCTION</b>	6-25-14	6-25-14	14-07
SUBJECT			AMENDS	
Patrol Procedures				
REFERENCE		RESCINDS		
		PI's 03-3; 06-1 DM's 91-13; 07-3; 10-15; 12-17		

## I. INTRODUCTION

To provide guidelines and procedures for various situations encountered by patrol officers during their tour of duty. The department recognizes its responsibilities to the community; however, officer safety is paramount when responding to calls for service.

## II. POLICY

During the performance of duty, an officer's primary consideration will be officer safety, and the safety of department members and citizens. This policy has been revised to incorporate the responsibilities of one and two officer crews.

## \*III. PROCEDURE

This directive has been arranged in annexes to provide officers an easy reference.

- Annex A - Calls for Service
- Annex B - Self-Initiated Activity
- Annex C - Building Checks and Searches
- Annex D - Animal Rescue
- Annex E - Attempt to Locate Motor Vehicle
- Annex F - Crime Scene Responsibilities
- Annex G - Use of Canine Team
- Annex H - Hazardous Material Incidents
- Annex I - Interagency Conflicts

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 2014.

Alvin Brooks  
Board President

**DISTRIBUTION:** All Department Personnel  
Public View Master Index – Internet  
Department Master Index – Intranet

# Policy Acknowledgement SyStem

## TABLE OF CONTENTS

ANNEX A	Calls for Service	
	Dispatching of Officer for Calls for Service	A - 1
	Responding to Calls for Service	A - 1
	Domestic Violence	A - 1
	Alarm Calls	A - 3
	July 4th Fireworks Calls	A - 6
	Responsibilities at the Scene	A - 7
	Cellular Telephone Tracking "Pinging"	A - 8
	Arrests	A - 8
	Reports	A - 9
	Additional Resources Response	A - 9
	Department Issued Equipment	A - 9
ANNEX B	Self-Initiated Activity	
	Legal Guidelines	B - 1
	Department Guidelines	B - 1
ANNEX C	Building Checks and Searches	
	While at the Location	C - 1
	When Forced Entry is Necessary to Enter a Building	
ANNEX D	Animal Rescue	
	Animal Confined in Yard	D - 1
	Animal Confined in Vehicle	D - 1
ANNEX E	Attempt to Locate Motor Vehicle	
	Reporting Procedures	E - 1
	Law Enforcement Officer Responsibilities	E - 1
	Disposition of the Vehicle	E - 3
ANNEX F	Crime Scene Responsibilities	
	Field Officer Responsibilities	F - 1
	Field Sergeant Responsibilities	F - 2
	Investigation Unit Responsibilities	F - 2
ANNEX G	Use of Canine Team	
	Field Officer Responsibilities	G - 1
	Actions Taken if an Individual is Bitten by a Department Canine	G - 2
	Actions Taken if a Canine Handler Becomes Incapacitated	G - 2
	Hazardous Material Incidents	
ANNEX H	Hazardous Incident	H - 1
	Entering/Evacuating a Hazardous Structure/Area	H - 1
ANNEX I	Interagency Conflicts	I - 1



**CALLS FOR SERVICE**

- A. Dispatching of Officer for Calls for Service
  - 1. **[REDACTED]** For further information, refer to current written directive entitled, "Call Prioritization."
  - 2. When one officer of a two-officer car is required to perform other duties e.g., testifying in court, special assignment, etc., they will ensure the Communications Unit is notified. This enables the Communications Unit to know the location of the second officer, and eliminates the possibility of the remaining officer, one-officer car, from being dispatched on a call that would require two or more officers.
  
- \*B. Responding to Calls for Service
  - 1. Any officer having knowledge of a situation, location, establishment, or individual which indicates the dispatched number of officers may not be sufficient, should request additional officers be dispatched.
  - 2. When dispatched, officer(s) should respond promptly to the location of the call.
    - a. If something prevents the officer(s) from responding promptly, the dispatcher will be notified immediately.
    - b. **[REDACTED]**
    - c. The primary officer will notify the dispatcher that they are at the scene **[REDACTED]**
    - d. If necessary, advise the dispatcher to "hold the air."
    - e. Immediately return to service if not needed at the scene.
  - 3. Domestic Violence
    - a. The probable cause standard, as it relates to domestic violence, is no different from probable cause for any other arrest situation.

- b. If probable cause can be established and a primary aggressor is determined, charges will be sought. When probable cause exists, an arrest will be made and the Domestic Violence Section will be notified from the scene. When the Domestic Violence Section is not available, another section within the Special Victims Unit will be contacted.
- c. All cases of domestic violence incidents will be reported and the Domestic Violence Section will be notified.
- d. Members will inform the victim that there are assistance services available from both public and private agencies. If requested, members will allow the victim to use the phone to contact an assistance service. **[REDACTED]**
- e. Members will complete a Domestic Violence Lethality Screen for First Responders, Form 229 or 230 P.D.
- f. Members will ensure that the victim receives a copy of the Adult Abuse Information, Form 157 En P.D. /157 SPAN P.D.
- g. When called to preserve the peace during a domestic dispute involving persons living in the same residence, who are attempting to determine the right of custody of certain property (e.g., clothing, appliances), the officer will make no determination of who will take custody of the property or assist in any property removal, but will simply keep the peace. The officer may advise the parties to contact legal counsel to determine the method of resolving property disputes.
- h. When officers are called on child custody disputes they are reminded that these incidents are primarily civil incidents. For further information refer to the current **[REDACTED]**
- i. When a member comes into contact with an approved program participant of the Safe at Home Program, the Violent Crimes Division will be contacted when questions arise.

A-2

#### 4. Alarm Calls

- a. If an alarm site has no alarm permit, or has a suspended, revoked, or expired permit, the alarm user will not be

authorized to have a police response, with the following exceptions:

- (1) Officers will be dispatched on all alarms in any of the city's critical infrastructures.
  - (2) Officers will be dispatched on all Panic and Hold Up alarms.
  - (3) Officers will be dispatched if the alarm company notifies the dispatcher that a party is inside without the proper code.
- b. When the Communications Unit receives notification of an alarm activation at a specific address and determines that a police response is authorized, officer(s) will be dispatched to the alarm call.
- (1) Upon the officer's arrival at the location of the alarm activation, the primary officer will notify the dispatcher that they are at the scene **[REDACTED]**
  - (2) The premises will be checked in accordance with guidelines in Annex C of this directive. After the premises have been checked and it is determined that:
- c. An offense or attempted offense has occurred, the primary officer will:
- (1) Notify the dispatcher of the change in call classification, obtain a case report number, and take the appropriate report.
  - (2) Attempt to notify a responsible party to respond.
  - (3) Prepare a Request for Report Reproduction, Form 19 P.D., and leave it for the owner/victim.
- A-3
- d. An open door or window is discovered and an offense or attempted offense is not identified, the primary officer will:

- (1) Notify the dispatcher of the open door or window.
  - (2) Attempt to notify a responsible party to secure the premises. If a responsible party is not available, secure the residence/business as best as possible and notify the dispatcher.
  - (3) Attach an Alarm Notification, Form 151 P.D., in plain view at the primary entrance of the premises. The Alarm Notification, Form 151 P.D., will not be left in U.S. mailboxes.
  - (4) Document that there was an open window or door, location of window or door, and who the responsible party is, if they responded to the residence/business, on the Daily Activity Log, Form 112 P.D.
- e. An offense or attempted offense has not occurred, the primary officer will:
- (1) Attach an Alarm Notification, Form 151 P.D., in plain view at the primary entrance of the premises. The Alarm Notification, Form 151 P.D., will not be left in U.S. mailboxes.
  - (2) Notify the dispatcher no offense or attempted offense has occurred.
  - (3) Note on the Daily Activity Log "false alarm" and note any specific circumstances on the Daily Activity Log that influenced the decision, the person's name as listed on the alarm permit, who was contacted (if not the permit owner), and weather condition. This reference may be necessary for testimony before the Alarm Review Board if the permit holder appeals the false alarm determination. The primary officer may be required to testify before the Alarm Review Board if the permit holder contests the fee assessment.

A-4

- f. The alarm is false due to severe weather, the primary officer will:

- (1) Notify the dispatcher of the disposition and the nature/location of any damage. The call will be reclassified based upon the current Communications Unit procedure.
  - (2) Note on the Daily Activity Log: "false alarm - weather related," and the nature/location of any damage.
- g. If an alarm company cancels an alarm, the call taker will verify the cancellation and cancel the officer(s) if they are not at the scene **[REDACTED]** of the alarm site.
- h. When the Communications Unit receives notification of an alarm activation with **no specific address**, i.e., third party reporting, the officer will:
- (1) Attempt to identify the exact address of the alarm activation and will provide that information to the dispatcher.
  - (2) Then handle the call as outlined in Section B, 4, a of this annex.
- i. When an alarm activation is discovered by an officer or the officer receives information from a citizen regarding an alarm activation, the officer will:
- (1) Prior to handling the alarm call, notify the dispatcher in accordance with this written directive.
  - (2) Handle the call as outlined in Section III, A.
- j. Motor vehicle alarms are exempt from this ordinance.
- k. Officers will advise citizens to call the Alarm Administrator if they have any questions pertaining to permits, fees, or appeals.

5. When the initial one-officer car is responding and observes a life threatening situation, the officer should advise the dispatcher of the circumstances and request the assisting officer to respond "code one." The initial officer, using due caution, has the discretion to approach the scene in an attempt to prevent a life threatening injury from occurring.

6. **[REDACTED]**

\*C. July 4th Fireworks Calls

1. Division stations shall provide a **dry** container for storing confiscated fireworks.
2. Confiscated fireworks shall be stored in a cool dry area.
3. The Watch II desk sergeant at each division station shall notify the Bomb and Arson Section each morning, if a pick-up is needed. A member from that section will respond and transport the fireworks to the storage bunker for disposal.

4. Officers will:

- a. Cite or warn individuals in violation of City Ordinance 26-3309.1, "Prohibition of fireworks," which states:

*Except as hereinafter provided, it shall be unlawful for any person to possess, keep, offer for sale, expose for sale, sell at retail, use or explode any fireworks in the city.*

**NOTE:** For the purposes of this section the term "fireworks" shall mean and include any combustible or explosive composition, or any substances or combination of substances.

- b. Utilize the E-Ticketing device to signature bond parties for fireworks offenses as applicable.
- c. Confiscate all fireworks.

A-6

- d. Inform the individual that the fireworks will be destroyed and **not** returned.
- e. Transport the confiscated fireworks to their division and place them in the barrel for disposal by the Bomb and Arson Section.

- f. Record the information on the Officer Daily Activity Log.
- g. Complete the Confiscated Fireworks Log located at each division station.

**NOTE:** The Confiscated Fireworks Log will be maintained at the division station for a period of ninety (90) days.

- 5. Officers will use good judgment when confiscating fireworks. For example, they should not confiscate fireworks from the trunk of an individual's vehicle because that person may be going to another jurisdiction where it is legal to possess and shoot fireworks. This shall not apply when officers observe individuals selling or shooting fireworks in the proximity of the open trunk.
- 6. Officers effecting an arrest on a fireworks related charge **do not** need to photograph the recovered fireworks or complete the reports outlined in the directive entitled, "Recovered Property Procedure." The fireworks themselves will not be recovered as property; instead they shall be placed in the fireworks barrel for disposal.
- 7. When there are any questions or uncertainties, a supervisor will be requested.

\*D. Responsibilities at the Scene

- 1. Ensure the in-car video camera and the remote microphone transmitter is activated.
- 2. Take charge of, secure, and process the crime scene. Request Crime Scene Investigation Section (CSI) personnel when appropriate.
- 3. Identify and request the cooperation of any witness present and separate witnesses until they can be interviewed.

A-7

- 4. Do not enter any building of a potentially dangerous situation without an assisting officer unless the immediate risk of serious injury or loss of life dictates otherwise. Make every attempt to keep citizens from entering areas of potential danger.

5. Advise the dispatcher when there is no longer a need to "hold the air," the circumstances of the call as soon as practical, and if responding to locations other than those dispatched.
6. Officers should provide medical treatment for a sick or injured person when requested and appropriate. For further information refer to current written directive entitled, "Ambulance Calls and Arrests Taken to Hospitals." Officer safety requires that a suspect present at the scene be controlled prior to providing treatment to injured persons. Ensuring medical treatment to injured persons has priority over pursuit of suspects who have left the scene.

\*E. **[REDACTED]**

\*F. Arrests

1. Make any appropriate arrest. For further information refer to current written directive entitled, "Arrest Guidelines/Procedures."
2. If there are multiple suspects, the suspects should be kept separate to prevent any conversations occurring between them.
3. If a suspect has left the scene, obtain a description, direction and means of travel, and issue pick-up information as soon as possible.

A-8

\*G. Reports

1. Officers should make every attempt to take reports within his/her patrol area.
2. If an officer whose patrol area the call for service is dispatched within is not available, the officer first dispatched, i.e., primary officer, will be responsible for the report.
3. Officers dispatched from a different division, as the primary officer, will not be responsible for the report when dispatched with an officer from the division of occurrence.

\*H. Additional Resource Responses

1. **[REDACTED]**
2. If appropriate, request a canine team and/or helicopter for tracking and/or searching.

3. If an air ambulance is responding, fire department personnel are responsible for locating a suitable landing zone. In the event that no fire department personnel are present, an officer at the scene may be required to locate a suitable landing zone. **[REDACTED]** The helicopter pilot has final authority to determine if a landing zone is acceptable.

\*I. Department Issued Equipment

1. The Conducted Energy Weapon (CEW) will be worn on the non-gun side. For proper placement of equipment refer to the current written directive entitled, "Uniform and Personal Appearance Regulations."
2. The PR-24, PR-24CD, PR-22 or MEB baton will be carried on all disturbance calls, party armed calls, and whenever practical. However discretion can be used in certain situations, e.g. vehicle searches, dealing with a small child, etc.
3. The reflective vest will be worn while directing traffic or conducting vehicular accident investigations on any roadway.

## ANNEX B

### SELF-INITIATED ACTIVITY

#### \*A. Legal Guidelines

1. All traffic stops, car checks, pedestrian checks, and searches/seizures of property by sworn members will be based on a standard of either reasonable suspicion or probable cause.
2. All traffic stops, car checks, pedestrian checks, and searches/seizures of property based solely on race, color, national origin or ethnicity, gender, age, disability, sexual orientation, religious beliefs, or economic level and conducted without reasonable suspicion or probable cause, are strictly forbidden.
3. The department member initiating the stop of a vehicle is responsible for ensuring racial profiling information is captured, as mandated by state law. For further information refer to current written directive entitled, "Traffic Analysis Data Collection."

#### \*B. Department Guidelines

1. **[REDACTED]**
2. The in-car video camera and remote microphone transmitter will be activated during all self-initiated activity.
3. **[REDACTED]**
4. Officers will not drive alongside a vehicle/person(s) and talk to the occupant(s)/pedestrian(s) from the police vehicle when conducting a traffic violation, car check, or pedestrian check.

B-1

5. If warranted, by reasonable belief that the party is armed and dangerous, frisk the occupants(s)/pedestrian(s) before questioning. **[REDACTED]** If the party is placed under arrest, then search the party pursuant to the current written directive entitled, "Questioning and Detaining Persons, Arrest, Search and Seizure."

6. Officers should check vehicle licenses and occupant(s)/pedestrian(s) names through the MDC. If using the MDC would create safety issues, the officer should conduct checks through the dispatcher.
7. All contraband will be recovered in accordance with the current written directive entitled, "Recovered Property Procedure."
8. Officers should exercise good judgment concerning the disposition of passengers when the driver of a vehicle is arrested. Officers should consider the age of the passengers, familiarity of the area, time of day, etc.
9. Probable cause, reasonable suspicion, any identifying information about an occupant(s)/pedestrian(s) and the disposition of the activity will be recorded on the initiating officer's Daily Activity Log.

- \*A. Prior to arriving at the location, notify the dispatcher of the exact address or location of the building(s) and the purpose of the check/search, if not a call for service.
- \*B. While at the location:
  - 1. Physically check all doors and windows thoroughly.
  - 2. **[REDACTED]**
  - 3. **[REDACTED]**
  - 4. Notify the dispatcher, giving the exact location of what has been detected.
  - 5. Notify a supervisor and request them to respond if extenuating circumstances exist.
  - 6. Request a canine team and/or helicopter to respond when appropriate. **[REDACTED]**
  - 7. Request the dispatcher notify an owner or building representative to respond. If no listing is available, make notification to the Watch II desk sergeant who will instruct the appropriate Watch II officer to obtain a listing.
  - \*8. **[REDACTED]** at the scene until the owner/representative arrives. If unable to contact the owner or a representative, secure the building as well as possible and record the information on the Daily Activity Log.
- \*C. When Forced Entry is Necessary to Enter a Building
  - 1. The responding officer will first request a sergeant respond to the scene. **[REDACTED]**

C-1

- 2. The sergeant will respond to the scene and ensure that:
  - a. All appropriate offense reports and an Interdepartment Communication, Form 191 P.D., are completed by the member forcing entry. The following information will be included in the appropriate reports:

- (1) Date, time, and address of the incident, and the location of the forced entry (i.e., south door/window).
- (2) The reason for the forced entry.
- (3) The means by which forced entry was made.
- (4) A description of any obvious pre-existing damage and any new damage caused by the forced entry.
- (5) The names of all department members who responded to the scene or who were notified.
- (6) How the property was secured prior to leaving the scene, and/or who the property was released to.
- (7) The names of occupants inside the residence.

**EXCEPTION:** Tactical Teams are exempt from completing an Interdepartment Communication when conducting search warrants, as all information is videotaped and/or documented in the appropriate reports.

- b. A copy of the completed Interdepartment Communication, Form 191 P.D., and copies of all relevant reports are faxed to the Office of the General Counsel prior to completion of duty.
- c. Photographs will be taken of the damage caused during the forced entry.
  - (1) Photographs should be labeled with the case report number, officer's name/serial number, location, and date of the incident.

C-2

- (2) Photographs will be placed in an envelope and attached to the original Interdepartment Communication, Form 191 P.D., along with copies of all related reports, and forwarded through the chain of command.

3. When any forced entry is made by someone other than a department member, i.e., citizen, Fire Department, etc., an Interdepartment Communication, Form 191 P.D., is not required. Officers should record the forced entry on their Daily Activity Log and include the information in any necessary reports.

A. Animals left unattended in closed vehicles or chained in yards in the direct sunlight are at risk of overheating when the temperature exceeds 70 degrees.

1. All members are reminded to be alert for situations that threaten the health and safety of pets.
2. If an endangered animal is observed or reported, contact the Animal Health and Public Safety Division (Animal Control) via the police dispatcher or the 311 Action Center at 311 or (816) 513-1313.
3. Suspected animal abuse or neglect may be reported to Animal Control or to the Humane Society of Missouri at (314) 647-4400 for investigation.

B. Animal Confined in Yard

1. Per city ordinance section 14-10, a cruelly mistreated or suffering animal on private property in plain sight other than within any residence structure (i.e., chained or confined in a yard) may be seized by an Animal Control Officer without a warrant.
2. Police officers will request a response from Animal Control and stand-by to provide assistance.
3. If Animal Control is unstaffed, contact the Communications Unit Supervisor and request the on-call Animal Control Supervisor.

C. Animal Confined in Vehicle

1. Per city ordinance section 14-48, if any animal is found confined in a motor vehicle in a public place under weather conditions that endanger its life, police officers are authorized to enter the vehicle, rescue the animal, and impound the animal at the municipal animal shelter.
  - a. Request a response from Animal Control for transport of the animal to the municipal animal shelter.

D-1

- b. If a vehicle has been forcibly entered to rescue an animal and can no longer be secured, the member will inventory and tow the vehicle. For further information refer to the current written

directive entitled, "Towing/Protective Custody of Vehicles and Contents."

- c. The officer will leave a prominent written notice on or in the vehicle advising that the animal has been removed and is impounded at the municipal animal shelter per city ordinance. For questions regarding the need for an animal rescue, contact the Animal Control Supervisor.
2. The officer will document the forced entry rescue action in an Interdepartment Communication, Form 191 P.D., and will include the following information:
    - a. The date, time, and address of the incident and the vehicle's location of forced entry (i.e. rear passenger-side window).
    - b. The reason for the forced entry.
    - c. The means by which forced entry was made.
    - d. A description of any obvious pre-existing damage to the vehicle and any new damage caused by the forced entry.
    - e. The names of all department members or outside agencies that responded to the scene or were notified.
    - f. Whether the animal was released to the owner or impounded.
    - g. Whether the vehicle was secured prior to leaving the scene, released, or towed.
    - h. If possible, use the in-vehicle video system to document the forced entry.
  3. A copy of the completed Form 191 P.D. and copies of all relevant reports will be faxed to the Office of the General Counsel prior to completion of duty. Photographs will be taken of any damage caused by the forced entry.
    - a. Label the photographs with the case report number, officer's name and serial number, location, and date of the incident.
    - b. Place the photographs in an envelope. Attach the envelope to the original Form 191 P.D. and copies of all related reports. Forward this packet through the chain of command.

D-2

4. When forced entry is made by someone other than a police department member (i.e., citizen, firefighter) officers will note the

forced entry on their Daily Activity Log. A Form 191 will not be required. The entry in the Daily Activity Log will include the persons:

- a. Name, date of birth, address, and phone number, if forced open by a citizen.
  - b. Agency and radio number, if forced by another agency.
5. The forced entry will also be noted in any additional related reports.

**\*ATTEMPT TO LOCATE MOTOR VEHICLE**

- A. When an owner of a motor vehicle reports his/her vehicle has not been returned by a person who had permission to possess or operate the motor vehicle, the owner will be instructed that there is a 72-hour waiting period from the time the vehicle was to be returned.
  
- B. Reporting Procedures
  - 1. The owner of the motor vehicle must have in his/her possession the proof of ownership, i.e., a title signed by the owner or a title application. If the owner does not possess any proof of ownership, the vehicle must be on file with the Department of Revenue.
  - 2. If ownership of the vehicle is in question, an Attempt to Locate Motor Vehicle, Form 281 P.D., **will not** be taken.
  - 3. The reporting member will complete an Attempt to Locate Motor Vehicle, Form 281 P.D.
    - a. Members will have the owner read, date and sign the waiver at the bottom of the Attempt to Locate Motor Vehicle, Form 281 P.D. **A report will not be filed for owners who refuse to sign the waiver.**
    - b. An original case report number will be obtained, and a Report Reproduction, Form 19 P.D., will be completed and given to the owner.
  - 4. Members will advise the owner to report his/her vehicle as recovered if it is returned after an attempt to locate vehicle report is made. The owner must respond to Police Headquarters or a Patrol Division Station, at which time members will complete the recovery sections (gray area) of the Attempt to Locate Motor Vehicle, Form 281 P.D.
  
- C. Law Enforcement Officer Responsibilities
  - 1. A Law Enforcement Officer may stop a vehicle that responds in the computer as an **"Attempt to Locate Motor Vehicle."** If the vehicle attempts to elude, the officer **will not pursue** the vehicle unless it meets the criteria outlined in the Procedural Instruction entitled, "Pursuits and Emergency Police Vehicle Operations."

2. Upon stopping the vehicle, officers will advise the occupant(s) that the owner of the vehicle reported the vehicle as missing and will attempt to obtain the identities of all occupants.
  - a. If the occupant is the owner, officers will complete the recovery sections (gray area) of the Attempt to Locate Motor Vehicle, Form 281 P.D., and obtain the owner's signature in the recovery section.
  - b. **If the occupant(s) is not the owner, officers may take custody of the vehicle, unless there are exigent circumstances.**
  - c. "Attempt to Locate" is a civil matter and the occupants **will not be arrested** for that incident. If the occupants are involved in a criminal offense, they will be handled in accordance with the Procedural Instruction entitled, "Detaining and Questioning Persons; Arrest, Search and Seizure."  
  
**NOTE: Good judgment will be used before releasing the occupants of vehicles (e.g., area crime rate, time of day, age of occupants, etc.).**
  - d. Personal information for the occupants in the vehicle (name, date of birth, address, etc.) will be included in the appropriate section of the Attempt to Locate Motor Vehicle, Form 281 P.D.
3. Disposition of the Vehicle
  - a. If the **owner** cannot be immediately contacted or is contacted and cannot respond to the recovery scene within forty-five (45) minutes, the vehicle will be towed. If the owner responds and takes custody of the vehicle, the owner's signature will be obtained in the recovery section of the Attempt to Locate Motor Vehicle, Form 281 P.D.
  - b. The vehicle **will not** be processed unless it is involved in an offense which requires evidence collection.
  - c. When towing the vehicle, officers will follow the procedures outlined in the Procedural Instruction entitled, "Towing and Protective Custody of Vehicles and Contents."

D. Parking Control Officer Responsibilities

1. When a Parking Control Officer (PCO) comes into contact with an **unoccupied**, abandoned or illegally parked Attempt to Locate Vehicle, the PCO will:
  - a. Attempt to contact the owner of the vehicle. If the **owner** cannot be immediately contacted or is contacted and cannot respond to the recovery scene within forty-five (45) minutes, the vehicle will be towed. If the owner responds and takes custody of the vehicle, the owner's signature will be obtained in the recovery section of the Attempt to Locate Motor Vehicle, Form 281 P.D.
  - b. When towing the vehicle, officers will follow the procedures outlined in the Procedural Instruction entitled, "Towing and Protective Custody of Vehicles and Contents."
2. PCO's will ask for a Law Enforcement district car in the following circumstance(s):
  - a. The vehicle occupant(s) return to the vehicle.
  - b. The vehicle is involved in another offense or requires processing/evidence collection.
  - c. The PCO feels that their safety may be compromised or that a Law Enforcement Officer is necessary for any other reason.



## CRIME SCENE RESPONSIBILITIES

### A. Field Officer Responsibilities

1. The initial officers at the scene should secure and tape off the area around the crime scene to preserve any evidence and contact all appropriate elements that need to respond.
2. Unauthorized persons, including any department member without a valid reason, will be prohibited from entering the crime scene to avoid contamination or alteration of the crime scene by his/her presence.
3. Nothing at the crime scene should be altered or disturbed unless absolutely necessary. If the scene must be altered or disturbed in any way, that information should be relayed to investigative personnel upon their arrival. The member who altered or disturbed the crime scene will be required to complete a progressive investigation.
  - a. Members will not, under any circumstances use any of the utilities within the crime scene including the telephone, bathroom, or any of the sinks for any purpose not related to the investigation.
  - b. Officers should not mark evidence, (e.g., using paper cups, small cones or pieces of paper).
  - c. A firearm that needs to be rendered safe may be an item that can be altered or disturbed. This should only be done if the scene cannot be secured. Officers should keep in mind that rendering a firearm safe may destroy evidence.
4. **[REDACTED]**
5. Serious injury/fatal vehicular accidents are considered crime scenes. If a vehicular is going to be investigated by the Traffic Investigation Section, the scene should be treated like any other crime scene. **[REDACTED]**

F-1

6. When a police shooting or a major incident involving the police occurs, members should refer to the current written directive entitled, "Police Involved Incident Response."

7. As soon as practicable, the Crime Scene Sign-In Log will be maintained.
  - a. The Crime Scene Sign-In Log records all personnel who enter the crime scene. Personnel will sign the log before entering the crime scene.
  - b. Fire Department personnel/Medical Examiner(s) are not required to sign the Crime Scene Sign-In Log. The officer maintaining the log should annotate it with the Fire Department vehicle numbers and/or the Medical Examiner's name.
  - c. A copy of the Crime Scene Sign-In Log should be sent directly to the appropriate division commander within the Investigations Bureau for follow-up in order to ensure the integrity of each scene.

B. Field Sergeant Responsibilities

1. The initial field sergeant at the scene should ensure the crime scene is taped off into two scenes (crime scene and staging area) and that the appropriate investigative elements have been notified and are responding.
2. The field sergeant in charge of the scene shall confirm that an officer is maintaining the Crime Scene Sign-In Log.

C. Investigation Unit Responsibilities

1. The investigative supervisor or the detective/investigator in charge of the crime scene has overall authority of the crime scene.

F-2

2. Investigative personnel should advise the responding officer if a report is required.

3. A Violent Crimes Division detective should complete the appropriate report in ARS on all police shootings at the direction of the investigative supervisor in charge. When directed to do so, initial responders may be responsible for completing additional reports, outlining their observations upon arrival to the scene.
- D. When a crime scene response is not being made by a detective or CSI, the field officer will:
1. Process the scene for latent prints and collect physical evidence.
  2. Process automobiles requiring latent print development, unless directed by CSI or supervisor to have the vehicle processed at another location.
  3. If available, request a DNA trained officer to collect any identified DNA evidence.

E. DNA Trained Officers

1. DNA trained officers have primarily been trained to respond to Property Crimes cases. DNA trained officers may be requested to:
  - a. Assess crime scenes for biological evidence suitable for DNA testing.  
  
**[REDACTED]**
  - b. Document a crime scene through basic photography as well as a report through Tiburon.
  - c. Process crime scenes for and recover latent prints.
2. When the Crime Scene Investigations Section (CSI) personnel are not available, DNA Trained Officers may be requested to process "simple" Robbery scenes.

F-3

- a. Simple Robbery scenes refers to a scene that only the skills denoted above are required to process the scene to include basic photography, collection of biological evidence / swabs, and latent print processing.

**NOTE:** Sample collections from a robbery scene are not limited to three samples; however, DNA officers should still exercise good judgment and utilize their case assessment skills when selecting samples for collection.

- b. Scenes requiring more advanced skills (such as specialized photography or footwear evidence) should still be referred to the CSI Unit.
  - c. All Officers have been trained in evidence recovery, and thus a DNA Trained Officer or CSI should not be called to simply “pick-up” an item of evidence.
3. When on-scene DNA Trained Officers may refer questions to the CSI Unit.

- \*A. The Canine Section is available to assist officers on a 24-hour call-back basis. All requests for the use of a canine team should be made through the dispatcher.
  
- \*B. Field Officer Responsibilities
  - 1. When officers at the scene determine that searching/tracking is necessary, the officers should establish a perimeter around the area to prevent the escape of the suspect and reduce all unnecessary foot traffic.
  
  - 2. When a positive narcotic "hit" is detected by a canine team, the requesting officer will notify the Drug Enforcement Unit (DEU) with the following information:
    - a. Amount of suspected controlled substance recovered.
  
    - b. Any other paraphernalia or related items.
  
    - c. Any person in custody.
  
    - d. Weapons.
  
    - e. Large amounts of cash.
  
  - 3. When apprehensions/recoveries are made, the person(s) apprehended/property recovered will be released to the officer(s) who requested canine assistance.
  
  - 4. **[REDACTED]**
  
  - 5. Any suspicious package/object calls should be referred to the Bomb and Arson Section, unless exigent circumstances require the calling of an explosive canine team.

G-1

- \*C. Actions Taken if an Individual is Bitten by a Department Canine
  - 1. If a person is bitten by a department canine, the officer(s) who requested canine assistance will ensure the person bitten receives medical attention as soon as possible.

2. Information concerning the bite will be incorporated into the narrative of the original incident report taken by the requesting officer(s).
3. The canine handler will complete a Response to Resistance Report, Form 246 P.D.

\*D. Actions Taken if a Canine Handler Becomes Incapacitated

1. When the handler is in need of immediate assistance, officers at the scene should use any means necessary to secure the canine. Officers at the scene should not shoot the dog unless it is a life threatening situation for the officers or citizens.
2. Request another member of the Canine Section respond to the scene to secure the canine.
3. If officers are unable to secure the canine and a Kansas City, Missouri canine officer/supervisor cannot be contacted, a canine officer from another agency may be called to secure the canine.

A. Hazardous Incident

1. When the type of hazard cannot be determined from a safe distance or prior to responding to a known hazard, put on Personal Protective Equipment (PPE) and utilize data obtained from the Mini-Radiac Gamma Personal Radiation Detector.
2. Notify the dispatcher of the type of hazard, utilizing the Department of Transportation Emergency Response Guidebook (ERG), and the exact location of the hazard.
3. Request the Fire Department and if the situation dictates, the Fire Department's Hazardous Materials Unit (HazMat).
4. Request the gas and/or electric company, if the situation dictates.

**NOTE:** When a person/vehicle is in contact with a live (hot) electrical wire, members will not render first aid until the electrical wire is rendered safe or the person/vehicle is no longer in contact with the wire.

5. Isolate the source of the hazard and if possible, safely eliminate any items that would create a more unstable environment. Request additional officers to secure the scene and provide a safe route to the scene. Officers securing the area should prevent anyone from entering the structure/area until the scene has been deemed safe.
6. Detain persons who left the structure/area, or individuals that are familiar with the structure/area, until arrival of the Fire Department. If the incident appears to be intentional or there is a serious injury or fatality, detain persons who have left the structure/area for the appropriate investigative element.

B. Entering/Evacuating a Hazardous Structure/Area

1. **[REDACTED]** Never attempt to revive an individual while in the hazardous structure/area.

H-1

2. Notify the dispatcher when entering the hazardous structure/area and only enter in pairs. Maintain personal contact with one another and evacuate the structure/area immediately if physically affected by the hazard.

3. Only evacuate occupants of a structure/area on the order of the Fire Department's officer-in-charge, unless the immediate risk of serious injury or loss of life dictates otherwise. A verbal progress report should be given to the firefighters.

- A. When an interagency conflict or disagreement occurs (i.e. jurisdictional dispute, the proper method of handling a call), which is not immediately resolved by the officers involved, a department commander/supervisor will:
  - 1. Respond to the scene, as soon as practical.
  - 2. Determine what immediate resolution may be necessary and take the appropriate action.
  - 3. Submit an Interdepartment Communication, Form 191 P.D., through the chain of command relating the details of the incident.
- B. Under normal operations, the Kansas City, Missouri officer will complete the applicable reports, i.e., accident, investigation, etc., when the conflict involves a jurisdictional dispute.
- C. Interagency conflicts shall be diplomatically resolved by the administrators of the departments involved. Other department members shall not contact another department to resolve disputes or file official complaints with any neutral agency.