



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

11-06-2019

EFFECTIVE DATE

11-06-2019

NO.

19-08

SUBJECT

Written Directives, PASS, Duty Manuals

AMENDS

REFERENCE

Board Resolution: 96-04 & 12-06
PPBM: 201-10
Chapter 610 of the Revised Statutes of Missouri (Sunshine Law)

RESCINDS

DM: 16-04
PI: 17-04

I. INTRODUCTION

This directive provides guidelines and procedures for:

- A. Preparing, proposing, and/or revising written directives by Department personnel.
- B. Electronically reviewing and signing written directives in the Policy Acknowledgement SyStem (PASS).
- C. Completing and submitting Element Duty Manuals.

II. TABLE OF ANNEXES

- Annex A Department Written Directives
- Annex B Policy Acknowledgement SyStem (PASS)
- Annex C Element Duty Manuals

Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this 22 day of October 2019.

Nathan Garrett
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index - Internet
Department Master Index - Intranet
Policy Acknowledgement SyStem (PASS)

DEPARTMENT WRITTEN DIRECTIVES

- *A. Written Directives - a generic term used to describe all of the Department's directives, regardless of the material or importance. Types of directives include the following:
1. **Board Resolution** - From the Board of Police Commissioners to all Department members.
 2. **Bureau Memorandum** - From the office of a specific bureau to members of that bureau. These directives may include an expiration date.
 3. **Chief's Memorandum** - From the office of the Chief of Police to all members. These directives may include an expiration date.
 4. **Department Memorandum** - Provides information or instruction to all members of matters affecting more than one organizational element.
 - *5. **Duty Manual** - Describes duties and responsibilities performed by members assigned to a specific element that includes a list of related written directives and the Continuity of Operations Plan (COOP).
 6. **Legal Bulletin** - From the Office of General Counsel to all members concerning legal guidelines, opinions, or clarification of points of law.
 7. **Personnel Policy and Benefits Manual** - Provides policies and procedures relating to matters of personnel management.
 8. **Procedural Instruction** - Provides instructions which outline operational policies, rules, and procedures.
 9. **Special Order** - Information regarding a specific activity, circumstance, or event and is limited to a specific time period. These directives will include an expiration date.
- B. Information
1. Prepared, proposed, and/or revised written directives, prior to final signature, will be reviewed by the Research and Development Division (RADD) for typographical errors and conflicts with existing policies. The appropriate written directive template will be decided prior to issuance to ensure accuracy, correct format, and that conflicts do not exist with any Department written directives.
 2. Proposed Bureau Memorandums will be submitted to RADD for review prior to final signature.

3. Board Resolutions, Duty Manuals, and Legal Bulletins are excluded from compulsory review by RADD; however, elements writing such directives may request RADD's review or assistance.
 4. The Kansas City, Missouri Police Department (KCPD) Master Index is maintained by RADD and is available in PASS and on the KCPD Internal website. For further information refer to ANNEX B.
- C. RADD will facilitate and assist Department members who propose a new written directive or suggest amendments to current directives. To facilitate this process, the initiating Department member should:
1. Document the proposed information and forward through the chain of command to RADD for review, via Memorandum or Email.
 2. Ensure RADD is notified of any written directives that need to be rescinded, via Memorandum or Email, Research.Development@kcpd.org.

POLICY ACKNOWLEDGEMENT SYSTEM (PASS)

A. Information

1. PASS is a web-based application subscribed to through the Regional Justice Information Services (REJIS). PASS electronically notifies, stores, distributes, archives, and tracks acknowledgement of all written directives for each Department member.
2. Issues and questions regarding PASS should be directed to RADD, KCPD PASS Administrator, via the division email, Research.Development@kcpd.org.

B. Procedure

1. Department Members
 - a. Are responsible for reviewing the PASS operation guidelines detailed in the “KCPD PASS All Members Manual”, which can be accessed on the KCPD Intranet, within the PASS Log Help link.
 - b. Are not required to maintain a paper copy of the Department’s written directives. PASS provides a searchable index that is accessible from all Department and personal computers.
 - c. Will receive an email notification directing them to log into PASS to review and electronically sign all newly issued directive(s).
 - d. Are required to review and electronically sign the issued directive(s) within fourteen (14) calendar days of the posted issue date.
 - e. Hired after the issuance of this directive are required to review and electronically sign each written directive, within their probationary period.
 - f. Failing to review and electronically sign a directive within the allotted time, may cause a member to be subject to disciplinary action.
 - g. Will not review and/or electronically sign any directive for another member. If the member does so, they may be subject to disciplinary action.
2. Commanders/Supervisors will review PASS Reports for the Department members under their command and allow a reasonable amount of time to review and electronically sign outstanding directives to members returning from any type of leave. Refer to the directive entitled, “Family and Medical Leave.”

ELEMENT DUTY MANUAL

A. Information

- *1. The essential function of the duty manual is to provide personnel with expected job performances, goals, and to be the repository of the Continuity of Operations Plan (COOP).
- *2. Each division commander, or designee, will ensure that elements under their command maintain a current duty manual. The duty manual will be reviewed for possible revisions yearly.
 - a. An electronic copy will be forwarded to RADD's email box, Research.Development@kcpd.org, by February 1st of each year, displaying the current date.
 - b. Elements responsible for maintaining a duty manual will forward their revisions to RADD anytime a revision occurs.
- *3. Duty manuals considered confidential, i.e., undercover elements, will not be posted. All other duty manuals will be posted to the Department Information Drive (I: Drive) by RADD.
- 4. Supervisors will be responsible for ensuring that all newly-assigned Department members to their unit, and current Department members, have read and are following the provisions outlined in the duty manual.

B. Duty manual structure is provided as a guide to ensure uniformity in format and is not all inclusive.

- 1. The cover page should designate the element title, and the date, or date of revision.
- 2. The second page should consist of a diagram of the element's organizational structure.
- 3. The introduction will contain a declarative statement(s) directed toward achievement of specific objectives the element intends to attain in relation to Department goals and values as well as any guidelines for the proper functioning of the element.
- 4. Each element will list its basic functions.
- 5. General position duties and responsibilities.
 - a. Element Commander
 - b. Assistant Element Commander, Executive Officer, and Operations Sergeant

- c. Supervisors
- d. Officers, Investigators, and Detectives
- e. Civilian Supervisors and Members
- f. All other positions not covered by above

*6. The Continuity of Operations Plan (COOP).

- a. COOPs are designed to facilitate the execution of essential functions that are disrupted due to unanticipated events such as acts of nature, accident, or attack-related emergencies. Should an organization, or any of its component elements, become subject to such an event, the COOP may allow for an expedited return to normal services.
- b. Each Bureau will determine which elements in its hierarchy (Division, Unit, and Section) are in need of a COOP.
- c. **[REDACTED]**
- d. **[REDACTED]**
- e. The completed COOP will be printed, scanned, and combined with the duty manual.