

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PROCEDURAL INSTRUCTION</b>	03/05/2020	03/05/2020	20-01
SUBJECT			AMENDS	
Security and Usage of Police Department Facilities				
REFERENCE		RESCINDS		
P.I. Fiscal Procedures P.I. Computerized Police Information Systems D.M. Conceal Carry/Stand Your Ground		P.I. 16-05 Security and Usage of Police Department Facilities S.O. 17-29 Personal Packages Delivered to Department Addresses D.M. 04-14 Parking at 1501 Holmes		

## \*I. INTRODUCTION

The Kansas City, Missouri Police Department (Department) handles and/or stores sensitive material which must be protected from dissemination. In compliance with state and federal regulations, the Department is required to document and investigate access requests to be sure access is necessary and legally sound.

The Department has developed and maintains formal, documented procedures to facilitate the implementation of the Criminal Justice Information System (CJIS) Security Policy (see written directive entitled, "Computerized Police Information Systems" for further information).

The purpose of this written directive is to establish procedures for maintaining security of all facilities within the Department and procedures for the use of the Department facilities by Department members and members of the public.

## II. POLICY

- A. All Department members are required to maintain possession of their Department issued building access card and/or keys at all times.
- B. A Department member will not give their access card or keys to any person who is not a member of the Department for any purpose. This includes family members, members of other law enforcement agencies, and friends.
- C. The Department issued building access card and keys are the property of the Department. As such, they are subject to recall by the Department for any reason, including violation of this directive.
- \*D. All Department members entering a Department facility are responsible for ensuring interior and exterior doors are secure and could be held accountable for those who enter after them. Interior and exterior doors will not be propped open except for special events when a member is posted at the door.

- \*E. Department members will not have mail or personal packages sent to Department addresses.
  - 1. If a package (enclosed boxed items) is delivered to a Department address, receiving members will not accept the delivery when they ascertain the package is a personal package.
  - 2. Any exceptions must be approved by the Chief of Police or their designee.
  
- \*F. The following define the levels of access:
  - 1. Visitors – Any person entering a Department facility for the purpose of meeting with a Department member or attending a meeting or forum.
  - 2. Service provider – Any person entering a Department facility for the purpose of performing a one day repair (e.g. copier repair) will be issued an Escorted One Day Access.
  - 3. Non-Department Members – e.g. vendors, contractors, or City employees who qualify for:
    - a. Escorted access. This access is granted to returning non-Department members who will require continued access to police facilities or grounds. This access requires Criminal Justice Information Systems (CJIS) vetting.
    - b. Unescorted access. This access is granted to non-Department members who qualify for unescorted access to provide a service throughout the police facilities. This access requires CJIS vetting and fingerprinting.

### III. TABLE OF ANNEXES

This directive is divided into the following annexes.

- Annex A** - Facility Security
- Annex B** - Facility Rentals
- Annex C** - Parking Lots
- Annex D** - Fitness Area Rules
- Annex E** - Gymnasium Rules
- Annex F** - Community Computer Lab Rules

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Nathan Garrett  
Board President

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

**FACILITY SECURITY**

- \*A. All service providers and non-Department members requesting access to a Department facility or any property or grounds on which a Department occupied structure is situated, must have been vetted by the Building Operations Unit using the Criminal Justice Information Systems (CJIS) before they are allowed access for non-Department functions.
  
- \*B. The service providers and non-Department member will be required to present a valid picture identification card issued by their state of residence, or a valid form of identification as recognized by the “Real ID Act” of the United States. The identification must contain their date of birth. They must also provide their social security number.
  - 1. Verification will be done by checking the Building Operations Vendors folder that is located on the appropriate network drive.
  - 2. Contact the on-call Building Operations Unit Manager, if the non-Department member requesting access is not listed in the folder.
  - 3. Service providers who have not been CJIS vetted as determined by the Building Operations Manager will be escorted at all times while conducting business in a police facility.
  - 4. The service provider or non-Department member will be denied access if the criminal history check reveals:
    - a. Outstanding city or felony warrants.
    - b. Any felony charges currently pending before a court.
    - c. The person is a convicted felon.
  
- C. Service providers will be required to sign-in at the lobby guard station at the beginning of each day. At that time they will be issued a vendor pass which will provide them with access to the areas of the building necessary to conduct their business. At the end of each business day, the vendor pass will be returned to a guard station.
  
- \*D. Final authority to grant or deny access shall be at the discretion of the Building Operations Unit Manager or their designee.

- \*E. City employees will not need to be escorted or subject to the Magnetometer/X-ray screening if they are assigned to a Department facility and have been CJIS vetted. They will display their identification card or badge in plain view at all times while in a police facility when in civilian attire.
- \*F. All other parties who are not assigned to a Department facility will have to be escorted at all times and will be subject to Magnetometer/X-ray screening, except in exigent circumstances.
- G. Department members are required to ask parties to produce their identification or key card when access verification is needed or questionable behavior is observed.
- \*H. The Department's plain clothes members will be required to display their employee identification card or badge once they enter Police Headquarters unless they choose to sign-in at a guard station and obtain a visitor's pass. The identification card or visitor's pass will be displayed in plain view at all times while inside Police Headquarters. All Department members issued a visitor's pass will be required to dispose of the badge prior to leaving the building.
- \*I. When a key card is lost or stolen the Department member will report the lost, damaged, or stolen key card immediately for deactivation by the Building Operations Unit. See current written directive entitled, "Department Property" for further information.
- J. Department members entering or exiting Police Headquarters building through the basement (garage) entrance will be responsible for closing the overhead garage doors when a guard is not present.
- \*K. The lobbies and community rooms of Department facilities are exempt from the escort requirement.
- L. During the normal business hours of 0700 to 1500 hours, Monday through Friday, the lobby guard station in Police Headquarters will be manned when staffing permits. During those hours, visitors entering the building will be:
  1. Required to submit to Magnetometer/X-ray screening and sign-in at the lobby guard station.
  2. Asked to show a picture identification card, preferably from the state in which they reside.
  3. Required to display the issued visitor's pass in plain view at all times while in Police Headquarters or the Communications Center.

- \*M. Once screening has been completed, a member from the unit being visited will respond to the lobby guard station to escort the visitor to their destination. All visitors will be escorted out of the facility and surrender their visitor's pass prior to leaving the building.
- N. Any visitor entering the Police Headquarters building or the Communications Center at a location other than the main entrance (Locust Street entrance) will be escorted by a Department member to the lobby guard station for proper identification and screening procedures.
- O. All arrests, victims, or witnesses escorted into the building by a sworn member are not subject to Magnetometer/X-ray screening by a lobby guard. The security and screening for weapons of these individuals is the responsibility of the escorting member.
- \*P. After normal business hours, on weekends and holidays, or any other time when the lobby guard station is not staffed, visitors requiring access to Police Headquarters or the Communications Center will be required to respond to the garage entrance (12<sup>th</sup> Street entrance) to gain entry into the building. All other entrances will be secured from visitors, except for the Records Unit.
  - 1. The guard will contact the requested element to verify the visitor has business in the building. A Department member from the requested element will respond to the guard station to escort the visitor to their destination.
  - 2. After verifying the visitor's business in the building and their identity they will receive a visitor's pass that must be displayed in plain view at all times.
  - 3. The visitor must be escorted by a Department member at all times while in any secured police facility. Due to the visitor not being scanned and x-rayed, the security and screening for weapons of the visitor will be the responsibility of the escorting Department member.
  - 4. Upon completion of business, a Department member will be required to escort the visitor to the sign out station to return the visitor's pass or out of the building, whichever is applicable.
- \*Q. Law enforcement officers from outside agencies must display their identification card or badge in plain view at all times while in any Department facility unless they are in uniform.
- R. All visitors to the Academy, except those attending an organized function, will sign in at the Administrative Assistant's desk located in the business office prior to conducting business in the building.

- S. Some Department facilities are not equipped with a sign-in station or a sign-in log to register visitors. It is each Department member's responsibility to be cognizant of those persons who are not displaying an identification card or badge and question their business and/or destination.
- T. If a person becomes uncooperative or appears suspicious, the Communications Unit should be notified to dispatch on-duty officers if necessary.
- U. Please relay facility, equipment, or security concerns to the Building Operations Unit by phone or by emailing [buildingops@kcpd.org](mailto:buildingops@kcpd.org).
- V. Questions regarding the application of this policy should be directed to the Executive Services Bureau Commander.

**FACILITY RENTALS**

- A. It is the policy of the Department that the age, sex, race, color, religion, disability, national origin, sexual orientation, gender identity, or political party affiliation or opinion of any person or entity wishing to use a Department facility pursuant to this policy will not contribute to the decision to allow or disallow the requested use.
- B. The Department reserves the right to take priority in the use of the facilities. When a non-Department event must be rescheduled every attempt will be made to notify the contact person as soon as possible and issue a refund.
- \*C. Department sponsored events (e.g. health fair, outside speakers invited by the Department, or a Department approved organization whose sole purpose is to directly benefit the Department or law enforcement community) will be allowed to utilize the facilities without fees being assessed as determined by the Division Commander, or designee, in charge of the facility.
- D. Fees will not be assessed for use of the community rooms, gymnasiums, or the community computer lab and an off-duty member will not be required to work these facilities, however;
  - 1. The Division Commander or designee will provide a monitor for facility usage by non-Department members if the size of the group or nature of the event so merits.
  - 2. The monitor will conduct a pre and post inspection of the facility space when it is specifically reserved by a Department or non-Department member.
- E. All fees assessed will be in accordance with the written directive entitled, "Fiscal Procedures" and the Board of Police Commissioners approved fee schedule.
- \*F. Non-Department members may reserve a space six (6) months in advance prior to the event date.
- G. The facilities will not be used for the following:
  - 1. Soliciting, selling, advertising or promoting of products or services by a for-profit or non-profit organization (excluded from this are Department sponsored events that are described in Section C above).

2. Political activities, including direct or indirect campaigning for public office; soliciting of votes or support; fundraising; acting as a representative of or promoting any candidate or political party, committee, club or similar organization; or attempting to influence or effect the outcome of any election, ballot issue or vote.
  3. Organizations that are involved in activities which interfere with the orderly process of justice or government by illegal means.
  4. Organizations or persons who advocate unequal and unfair treatment of people based on age, sex, race, color, religion, disabilities, national origin, sexual orientation, gender identity, or political party affiliation or opinion.
- H. Department members responsible for violations of this policy may be banned from future facility usage in addition to disciplinary action.
- I. Facilities are available for use between the hours of 0900 to 2100 unless otherwise approved by the Division Commander.
1. Kansas City Regional Training Academy (Academy)
    - a. Auditorium
    - b. Class Room(s)
    - c. Driving Track (Law Enforcement Only)
    - d. Reception Room
    - e. Simulation Building (Law Enforcement only)
    - f. Indoor/Outdoor Firearms Range (Law Enforcement Only)
    - g. Outdoor Running Track
    - h. Outdoor Field
  2. Community Rooms
  3. Gymnasiums (Youth sporting activities only)
  4. South Patrol Division Annex Building Presentation Area
  5. Headquarters Ante Room
  6. Community Computer Lab

7. Kitchen Areas

J. Facilities at the Academy may require a Department member from a specific unit be present during the event.

K. Rental Procedures

1. Any Department member, non-Department member or group (renter) wishing to reserve a facility will contact the division administrative assistant, or designee, during regular business hours, at the facility where they want to hold their event. A renter will contact the Media Unit if they wish to reserve a room at Police Headquarters.
- \*2. The renter shall complete and submit the Rental Agreement, Form 224 P.D., and the Hold Harmless Agreement, Form 224A P.D., to the administrative assistant, or designee, of the facility where the event is to occur. The administrative assistant, or designee, will give the renter a copy of the Rules of Conduct, Form 224B P.D and the Gymnasium Rules, Form 224C P.D.
3. Approval will be granted on a first come, first serve basis, and will be on a space available basis only.
- \*4. In the case of a large group, one person may sign the Hold Harmless Agreement as the representative. The signed Hold Harmless Agreement will be valid for one calendar year.
5. The administrative assistant, or designee, will:
  - a. Ensure the renter is checked in the CJIS system. The renter shall have no criminal convictions within the last 10 years, with the exception of minor traffic offenses or minor city ordinances.
  - b. Check the folder titled, "Rental Agreement/Hold Harmless Agreement" which is located on the appropriate network drive to ensure the renter has not been suspended from renting a facility.
6. The Division Commander, or designee, shall review the request and assure that it complies with this policy, the Rental Agreement, Form 224 P.D., and the Hold Harmless Agreement, Form 224A P.D.

7. The administrative assistant, or designee, will:
  - \*a. Notify the renter that the event has been scheduled when they have been approved and if the facility is available or not approved and not available.
  - b. Create a subfolder if one has not previously been created and title it with the renter's name in the folder titled, "Rental Agreement/Hold Harmless Agreement" on the appropriate network drive.
  - c. Place an electronic copy of the Rental Agreement, Form 224 P.D., and the Hold Harmless Agreement, Form 224A P.D., in that subfolder.
  - d. Forward the original Rental Agreement, Form 224 P.D., and the Hold Harmless Agreement, Form 224A P.D., to the Financial Services Unit where it will be retained for three (3) years.
8. All rental fees and deposits generated from the use of the facilities will be forwarded to the Fiscal Division.
9. Non-Department member renters will contact the Department Off-Duty Coordinator to arrange a Department member to work the event in an off-duty capacity if a Department member has not volunteered their time. This must be completed at the time the forms are submitted to the administrative assistant or designee.
10. The Department member assigned to work in an off-duty capacity, or who is volunteering their time:
  - a. Will review the Rental Agreement, Form 224 P.D., the Hold Harmless Agreement, Form 224A P.D., and the Rules of Conduct, Form 224B P.D.
  - b. Has the authority to cancel the event if violations of the Rental Agreement, Form 224 P.D., the Hold Harmless Agreement, Form 224A P.D., Rules of Conduct, Form 224B P.D., or this policy are observed and the cancellation is approved by a supervisor/commander.
  - c. Will conduct a pre and post inspection of the rental space.
  - d. Must remain present and within eyesight of the event for the duration of the event.

- e. Will document on an Interdepartment Communication, Form 191 P.D., any damage or issues that occurred during the event.

L. Violations of the Rental Agreement, Form 224 P.D.

1. Any Department member who observes violations of the Rental Agreement, Form 224 P.D., the Hold Harmless Agreement, Form 224A P.D., the Rules of Conduct, Form 224B P.D., or this policy shall notify a supervisor/commander for approval to terminate the event.
2. When a Department member terminates an event, the reasoning will be documented in an Interdepartment Communication, Form 191 P.D., and addressed to the Division Commander of the facility where the event was held.
3. The Division Commander will review the Form 191 P.D. and notify the renter if they are suspended from utilizing the facilities. The duration of the suspension will be at the discretion of the Division Commander. The suspension will apply to all facilities. The suspension may be deemed permanent based on the severity of the violation.
4. The administrative assistant will place the Form 191 P.D. in the renter's folder on the appropriate network drive if they have been suspended. The form will remain in that folder for the duration of their suspension.

**PARKING LOTS**

- A. Parking lots of the Kansas City, Missouri Police Department are available for the convenience of all individuals visiting the facilities.
- B. Parking lots may be used for purposes other than visiting a facility so long as space is available.
- C. The Department will take priority in the use of the parking lots. The Department will attempt to notify a vehicle's owner prior to relocating the vehicle.
- D. Parking lots will not be used for:
  - 1. Displaying vehicles for sale.
  - \*2. Overnight parking of large trucks, motor homes, travel trailers, recreational vehicles, or similar vehicles without approval.
  - 3. Vehicles that are not in compliance with the state registration requirements and fail to display a current vehicle license plate(s) and tab.
  - 4. Inoperable vehicles or vehicles that present a danger or are not in proper working condition.
  - 5. Any of the above vehicles parked at a facility may be towed at the owner's expense and without prior notice.
- \*E. All Department members are required to obtain a parking pass from the Building Operations Unit and display it in their front windshield to park their personal vehicles in:
  - 1. Holmes Lot – Restricted for use by Department members.
  - 2. Cherry Lot – Restricted for use by victims, witnesses, and Department members who are attending court. All parties must sign-in at the trailer, if it is staffed. Requests relating to a medical condition will be processed through Human Resources Division and coordinated with the Building Operations Unit.
  - 3. 901 Charlotte West Lot – Restricted for use by Department members and City employees.

- \*F. Parking at all Divisions Stations will be monitored by on-duty Desk Sergeants. Parking at all other Department facilities will be monitored by the ranking member assigned at that location.
- \*G. The Department will not assume any financial responsibility for theft, vandalism, etc., to the vehicles parked in Department lots.
- \*H. Non-sworn members, who choose to bring a firearm or other weapon to work, will secure the item in a locked compartment or in the trunk of the vehicle. Non-sworn members will not bring a firearm into a facility unless authorized to handle a firearm as part of their regular job duties.

**FITNESS AREA**

Fitness areas are provided at multiple locations throughout the Department to provide all Department members the resources to become or stay physically fit and to maintain a healthy lifestyle. While the main objective is to provide for the wellbeing of our Department members, we also encourage immediate family members to utilize these resources as well. The purpose of this annex is to establish the general rules for using and maintaining the fitness areas.

- A. The fitness areas are available to Department members and their guests only.
- B. All guests, whether family or friends, will at all times be escorted or in the company of the department member who allowed them access.
- C. The department member who allowed the guest(s) access will be responsible for the behavior of the guest(s).
- D. The Department shall not be liable for any damages arising from personal injuries or loss, damage, or theft of property sustained by a person in, on, or about the premises of the fitness area or as a result of using the fitness area and the equipment therein.
- E. All non-department members, including retirees, shall complete the Hold Harmless Agreement, Form 224A P.D. The signed Hold Harmless Agreement will be valid for one calendar year.
- F. The administrative assistant, or designee, of the applicable division will:
  - 1. Create a subfolder if one has not previously been created and title it with the guest's name in the folder titled, "Rental Agreement/Hold Harmless Agreement" on the appropriate network drive.
  - 2. Place an electronic copy of the Hold Harmless Agreement, Form 224A P.D., in that subfolder.
  - 3. Ensure the original Hold Harmless Agreement, Form 224A P.D., is retained for three (3) years at the applicable division.
- G. No food is allowed in the fitness room. Only fluids in a container with a secure lid are allowed.
- H. Department members are to clean up after themselves and their guests. Items left behind are subject to being discarded.

- I. Shirts and appropriate footwear required – rubber sole shoes - no heels or cleats.
- \*J. All children will be supervised at all times, to include “eyes on/ears on” distance of the parent or care giving member.
- K. Children under the age of 12 years old will not be allowed:
  - 1. Entry into an area for which the primary purpose is weight lifting and weight training.
  - 2. To climb on, stand, sit upon, or use any exercise equipment (to include, elliptical, treadmill, exercise-cycle, weights, etc).
  - \*3. On the 3<sup>rd</sup> floor deck of the Academy to include the indoor track unless accompanied by an adult.
- L. No child will be left unattended in any facility, at any time.
- M. No weights or weight lifting equipment will be removed from the weight room, for any reason.
- N. No weights or weight lifting equipment is allowed on the running track or third floor aerobics deck of the Academy.
- O. Department members will have their Department identification and/or building access card in their possession at all times.
- P. Department members are encouraged to ask individuals to produce their ID, or building access card when access verification is needed or questionable behavior is observed.
- Q. Disinfectant wipes will be available and are to be utilized on hands and equipment. Only Department provided chemicals are to be used.
- R. Lights, fans, televisions, radios, etc. are to be turned off and Department members are to ensure a room is secure prior to leaving.
- S. Department members responsible for violations of the posted rules may face revocation of fitness area in addition to disciplinary action.

**GYMNASIUM RULES**

- A. Police operations will take priority over any recreational event.
- B. The Department shall not be liable for any damages arising from personal injuries or loss, damage or theft of property sustained by a person in, on, or about the premises of the fitness area or as a result of using the fitness area and the equipment therein.
- C. All non-Department members, including retirees, shall complete the Hold Harmless Agreement, Form 224A P.D. The signed Hold Harmless Agreement will be valid for one calendar year.
- D. The administrative assistant, or designee, of the applicable division will:
  - 1. Create a subfolder if one has not previously been created and title it with the guest's name in the folder titled, "Rental Agreement/Hold Harmless Agreement" on the appropriate network drive.
  - 2. Place an electronic copy of the Hold Harmless Agreement, Form 224A P.D., in that subfolder.
  - 3. Ensure the original Hold Harmless Agreement, Form 224A P.D., is retained for three (3) years.
- E. A Department member must be present and within "eyes on/ears on" distance of any non-Department personnel at all times. This applies to family, children, citizens, and members from outside law enforcement groups.
- F. Department members will display their current Department issued identification at all times while in this or any police facility and may be asked to identify themselves.
- G. Department members should remain cognizant of work spaces and elements that are in close proximity to the gym areas and limit noise and activities that may interfere with police activities – no wandering the building, running, or bouncing balls in hallways, etc.
- H. Doors are to remain closed and not be propped open.
- I. Shirts and appropriate footwear is required on the gymnasium floor – rubber soles. No heels.

- J. A tarp must be used on the floor for any non-sports related events. (e.g. folding chairs, tables, etc. that can damage the floor). The space will not be utilized for social events such as dances, recitals, etc. The tarp will be provided by the Department through Building Operations.
- K. No foods are allowed in the gymnasium. Only fluids in a container with a secure lid are allowed.
- L. No sporting equipment that is damaging in nature (e.g. baseballs, softballs, hockey pucks, etc.) that could compromise the floor, ceiling, walls, windows, and/or other equipment in the gymnasium are permissible.
- M. Only equipment that has been authorized by the Building Operations Unit shall be placed on the gymnasium floor. Any questions can be referred to the Building Operations Unit.
- N. Only Department members can operate gymnasium equipment (goals, curtain walls, etc.) and only after they have been trained on such use by a member of the Building Operations Unit.
- O. Bleachers are to remain in place and not be moved except by a member of the Building Operations Unit.
- P. Department members are to ensure the space is cleaned up, trash discarded into wastebaskets, and the area is secure prior to leaving. Articles left behind are subject to being discarded.

**COMMUNITY COMPUTER LAB RULES**

- \*A. The community computer lab is open to members of the public from 0700-1900.
- B. Children under the age of 12 must be accompanied by a parent or guardian who will provide “eyes on/ears on” supervision and who must remain within an arm’s length of the child.
- C. Computers are available on a first come, first serve basis.
- D. The Department:
  - 1. Reserves the right to see photo ID at any time from any person using the computer lab.
  - 2. Is not responsible for loss of or damage to data, documents, or disks while using a computer.
  - 3. Is not responsible for loss of data due to service interruptions. Community members are responsible for saving their data frequently to an external source while they are working.
  - 4. Is not responsible for any issues related with the use of an external data storage device.
  - 5. Is not responsible for private information being stolen.
  - 6. Will not assist in the recovery of data.
- E. Community members:
  - 1. Will not leave personal belongings unattended at any time in a computer lab. The Department will not be responsible for any loss or theft of personal belongings.
  - 2. Will not make copies of computer software.
  - 3. Will not install software on any computer.
  - 4. Will not gather around computers as doing so may obstruct others or create noise that distracts others.
  - 5. Will not attempt to save data directly onto the desktop of the computers.

6. Will be advised to stop viewing any site that creates a disturbance, creates a hostile environment for other persons, contains offensive, violent or indecent information, or advocates illegal activities.
  7. Will use headphones when listening to audio content and/or keep volume low so as not to disturb others.
  8. Will not use cellphones or other personal electronic devices while inside a computer lab.
- F. Community members who fail to comply with these policies and posted rules will be required to leave the premises immediately by a supervisor/commander.
1. When a community member is required to leave, the reasoning will be documented in an Interdepartment Communication, Form 191 P.D., and addressed to the Division Commander of the facility.
  2. The Division Commander will review the Form 191 P.D. and notify the community member if they are suspended from utilizing the computer lab. The duration of the suspension will be at the discretion of the Division Commander. The suspension will apply to all Department community computer labs. The suspension may be deemed permanent based on the severity of the violation.
  3. The administrative assistant will place the Form 191 P.D. in the community lab folder on the appropriate network drive if they have been suspended. The form will remain in that folder for the duration of their suspension.