	KANSAS CITY, MO. POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PROCEDURAL INSTRUCTION	04-23-08	04-21-08	08-2

SUBJECT	AMENDS
Stop Report Data Collection	

REFERENCE	RESCINDS
Section 590.650 RSMO ProfilerPD Reference Manual	Procedural Instruction 03-20 Department Memorandum 04-21 Department Memorandum 06-2

I.   PURPOSE

It is the policy of the Kansas City, Missouri Police Department to respect and protect the rights of individuals while pledging to treat everyone fairly and without favoritism.

II.   DEFINITIONS

A.   **Bias-Based Policing** - circumstances where the police actions of a member were substantially based on the race, ethnicity, gender, age, sexual orientation, religious beliefs, disabilities, or national origin of a person, rather than upon lawful and appropriate police procedures

B.   **Probable Cause** - a set of facts and circumstances which warrant a reasonable, prudent person to believe a crime has been committed and that the suspect committed the crime.

C.   **Reasonable Suspicion** - specific and articulable facts which lead an officer to believe criminal activity might be occurring. The officer must be able to point to specific facts which warrant the stop. Reasonable suspicion can be based on the officer's experience and personal observation, facts learned by the officer investigating a crime, subject being in the vicinity of a crime, flight when at or near the scene of a crime scene, odors, information broadcast by the police dispatcher.

III.   POLICY

A.   The Kansas City, Missouri Police Department expressly prohibits bias-based policing. The department is committed to observing, upholding and enforcing all laws relating to the individual rights of all citizens. Department members will respect and protect each citizen's civil rights and comply with all laws relating to these rights.

B.   All traffic violations, car checks, pedestrian checks, and searches/seizures of property by sworn members will be based on a standard of "reasonable suspicion," "probable cause", or other legal authority.

C.   All traffic violations, car checks, pedestrian checks, and searches/seizures of property based substantially on race, ethnicity, gender, age, sexual orientation, religious beliefs, disabilities, or national origin rather than upon lawful and appropriate police procedures are strictly forbidden.

*D.   Members will complete stop reports on traffic violations, car checks and pedestrian checks that are initiated in the city limits of Kansas City, Missouri. Members will indicate the beat of occurrence where the traffic violation, car check or pedestrian check was first observed.

E.   Members assigned mobile data computers (MDC's), or desktop personal computers (PC's) will use the equipment/software for stop report data collection in accordance with current approved uses for the operation of this equipment/software. **The use of hand held computers (PDA's) will be restricted to stop report data collection only.**

F.   All sworn members will receive a minimum of one (1) hour of P.O.S.T. racial profiling training annually.

IV.   PROCEDURE

*A.   Any sworn member, while on-duty, who stops a vehicle or person, **will be responsible for** submitting data relative to the stop utilizing the ProfilerPD software installed on MDC's, PDA's or PC's. Only the driver's information will be collected when conducting a traffic violation or car check. A separate stop report entry will be completed for each individual when conducting a pedestrian check(s).

*B.   Stop reports **will not be completed** under the following circumstances:

1.   While working in an off-duty capacity.

2.   When conducting department authorized sobriety checkpoints.

C.   Sworn members assigned in elements/units with a PC or MDC with ProfilerPD software will adhere to the following guidelines:

1.   Activate the ProfilerPD Software by double clicking on the ProfilerPD screen icon

2.   Log-on with their department serial number and follow the directions provided by the on-screen menu to complete stop reports.

3.   Once completed with the stop report, save and **upload** the data prior to exiting the ProfilerPD software.

4.   Include a notation on the Daily Activity Log, Form 112 P.D. referencing the type of stop conducted and indicating if a stop report entry was made.

D. Sworn members assigned PDA's with ProfilerPD software will adhere to the following guidelines:

1. Activate the ProfilerPD software by tapping on the ProfilerPD screen icon.

2. Log-on with their department serial number and follow the directions provided by the on-screen menu to complete stop reports.

3. Include a notation on the Daily Activity Log, Form 112 P.D. referencing the type of stop conducted and indicating if a stop report entry was made.

4. Save all stop report entries on the PDA's internal memory.

5. Return to their respective unit/element to submit the PDA to their supervisor for uploading of the collected data at the designated syncing location, prior to the end of their shift.

*E. Supervisors will be responsible for ensuring all stop report data is notated on the Daily Activity Log, Form 112 P.D.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2008.

Karl Zobrist
President

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                 Civilian Supervisory Positions
                 Department Element Manuals
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