
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

ORDER NUMBER: **1.01**
ISSUED DATE: 03/22/2019
EFFECTIVE DATE: 03/29/2019
RESCINDS: 1.1 issued: 08/21/15

SUBJECT: Written Directives

REFERENCE: CALEA Ch. 1, 11, 12, & 26

CROSS REFERENCE:

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I. PURPOSE

- A. To outline Department policy concerning written directives.
- B. To provide personnel with information about the Standard Operating Procedures (SOP) manuals which are maintained by various units throughout the Department, as well as the authority and application of SOPs.
- C. To inform all personnel of the process for establishing and modifying written directives.

II. GENERAL INFORMATION

- A. Written directives include all written orders and policies issued by the Chief of Police, his designee, the Bureau Directors, and any supervisor within the affected employee's chain of command. Written directives include General Orders, the Memorandum of Understanding with FOP Lodge #4, the Memorandum of Understanding with AFSCME local 1294, the Memorandum of Understanding with UFCW local #2, Standard Operating Procedures manuals, qualifying Memorandums, and digital or electronic directives.
- B. Additional directives may be included in Academy Manuals, FTO Manuals, and Training Manuals issued at the Police Academy, as well as in special manuals such as those addressing countywide disaster plans and the Incident Command Manual.
- C. All General Orders and Amendments are reviewed by the Legal Advisor, the Chief's Staff (Research and Development/Accreditation Unit), Policy & Review Committee and the Chief of Police prior to being issued.
- D. All sworn personnel will be issued, instructed in, and will be responsible for the content of every current written directive applicable to them prior to assuming the role of a sworn officer.
- E. All written directives will be posted and made available, or distributed, prior to taking effect. They may take effect immediately upon distribution. Officers have the responsibility to maintain a current knowledge of applicable directives.
- F. Department personnel are required to maintain a current copy of the General Orders, any applicable Standard Operating Procedures manuals, and a Memorandum of Understanding that applies to them. For those employees not covered by a memorandum of understanding, a copy of the Department Rules and Regulations and the Rules and Regulations from the Unified Government Human Resource Guide must be maintained.

III. AUTHORITY

- A. The Chief of Police has the authority to issue, amend, and approve any written directive applicable to Department personnel.
 - 1. The Deputy Chief of Operations or Services will issue, amend, and/or approve any units Standard Operating Procedure that falls within their Bureau.
- B. All General Orders and Amendment Notices are issued on the authority of the Chief of Police.
- C. Unit Standard Operating Procedures manuals are issued by the Unit Commander and are applied on the authority of the Chief of Police.
- D. Personnel memorandums are issued on the authority of the Chief of Police or his designee.
- E. Policy Memorandums may be issued on the authority of the signing commander and have the same effect as a direct order from the signing commander.
- F. Memorandums of Understanding consist of written agreements between collective bargaining entities and the Unified Government, and are enforced by the Chief of Police.
- G. Email directives are issued on the authority of the author and having the same authority as a direct order from the issuing person

IV. TERMS LIMITING OFFICER DISCRETION

- A. There are three (3) categories of terms used in written directives of this Department. Personnel responsible for the development of such directives and officers who carry them out shall be aware of the limitations on officer discretion that these terms convey. These terms are classified as judgmental, discouraging, and prohibitive in nature.
 - 1. Judgmental: The word “may” is used to convey the utmost discretion to officers. “May” indicates that officers should employ their best judgment in addressing a situation by relying on experience, training, the stated mission and values of this Department, and the general guidance provided in statements of the Department’s policy.
 - 2. Discouraging: The word “should” or “should not” is used to convey the Department’s desire for officer actions in given circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated in these circumstances that could require alternative action. Officers are therefore authorized whenever reasonable to use limited discretion to deal effectively with the situation or problem.
 - 3. Restrictive or Prohibitive: The terms “shall” or “shall not” or “will” or “will not” impose absolute requirements or prohibitions on officer actions. Considering that the full set of circumstances surrounding many situations confronted by officers cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action.

V. DEVIATION

- A. A sergeant/commander may deviate from Department policy if they believe that applying the policy would cause a grossly inappropriate outcome. If the sergeant/commander deviates from the policy, he/she must self-report up the chain of command. If the deviation is reasonable, it will be excused. If not, the sergeant/commander will be held to the policy as written and may be subject to disciplinary action.

VI. CLASSIFICATION

- A. General Orders. General Orders apply throughout the Department. They will be issued for the purpose of establishing or revising Department policy, organization, and procedures, and to disseminate reference information of a permanent nature. General Orders are issued by the Chief of Police.
- B. Standard Operating Procedures. Standard Operating Procedures (SOPs) apply to all members of the Bureau, Unit, or Section for which they were written.
- C. Memorandums
 - 1. Policy Memorandums – A Memorandum that establishes a policy is a directive. The applicability of a directing memorandum depends on the rank and authority of the issuing person. Memorandums may be Department-wide on the authority of the Chief of Police. They may affect a limited segment of Department personnel. Memorandums generally have the same authority as a direct order from the issuing person.
 - 2. Personnel Memorandum - Personnel memorandums will be issued to announce or authorize new appointments, assignments, transfers, commendations, awards, promotions, suspensions, dismissals, restorations to duty, and retirements. Personnel Notices are issued on the authority of the Chief of Police.
- D. Memorandum of Understanding. The Memorandum of Understanding for sworn personnel applies to all patrol officers, sergeants, and detectives in the Department. The document is an agreement between the Unified Government, the Police Department, and the Fraternal Order of Police, Lodge #4. The memorandum is renegotiated on a regular basis.
- E. Digital or Electronic Directives. Computer use, such as email, has become an integral part of the day-to-day operation of the Police Department. This enhances our ability to communicate rapidly and to pass information to all Department Divisions. Digital or electronic directives, including email that is directive in nature, will be considered a written directive and generally have the same authority as a

direct order from the issuing person. Supervisors will ensure, through speech or printed writing, that their affected subordinates receive such directives.

VII. NUMBERING

- A. General orders are segregated into nine categories or series. Each general order has a number preceded by the series to which it belongs. For example, the first general order of the first series is 1.1. The categories of General Orders are:
 - 1. (1) Law enforcement role, responsibilities, and relationship.
 - 2. (10) Organization, management, and administration.
 - 3. (20) Personnel structure.
 - 4. (30) Personnel process.
 - 5. (40) Law enforcement operations.
 - 6. (50) Operations support.
 - 7. (60) Traffic operations.
 - 8. (70) Prisoner and court related activities.
 - 9. (80) Auxiliary and technical.
- B. Standard Operating Procedures manuals will not be numbered. They will be logically organized, have page numbers, and be dated prior to publication.
- C. Memorandums do not receive a numbering system, however, a copy of every memorandum must be sent to the Research and Development/Accreditation Unit where a file copy is maintained.

VIII. FORMAT

- A. General Orders will be issued in outline format. Each order will have a heading which includes the title, subject, General Order number, the date issued, effective date, the order rescinded by the new General Order, any CALEA chapters to which the order applies, a section for cross references, and a list of the contents.
- B. Standard Operating Procedures will be in outline format.
- C. Memorandums will begin with the heading "Memorandum." The top of the memorandum will include a line for "To:", "From:", "Date:", and "Subject:"
- D. Outline format organizes information in terms of main points and sub-points. The details of an outline are listed from general to specific. Ideally, if subordinate sections are appropriate, there should be at least two sub-points. For example:

"I. ARRESTS (topic)

A. Felony Arrests. (sub-topic)

- 1. Without a warrant. (specific information)
- 2. With a warrant.
 - a. Kansas warrant confirmation. (sub point)
 - b. Outside warrant confirmation and extradition.
 - (1) sub-point
 - (2) sub-point
 - (a) sub-point.
 - (b) sub-point.

B. Misdemeanor Arrests."

IX. AMENDING AND RESCINDING DIRECTIVES

- A. The authority to amend and rescind written directives is restricted to the issuing commander and/or the Chief of Police.
- B. General Orders are not self-rescinding. They will undergo a review process approximately every Four years or as otherwise needed. General Orders are normally rescinded when replaced by another General Order or Department wide directive.

- C. Directives issued by other levels of command, which are not self-rescinding or rescinded by another directive will be rescinded automatically three years from their effective date, unless extended by another directive. Directives that affect all Department personnel and are permanent in nature should be considered for incorporation into the General Orders.
- D. Standard Operating Procedures manuals are not self-rescinding and are subject to modification by the Unit Commander, Bureau Director, or the Chief of Police. It is the responsibility of the Unit Commander and the Bureau Director to ensure that all SOPs reflect current practice and are in keeping with Accreditation Standards, General Orders, State Law, and Federal Law.
- E. Memorandums of Understanding are amended or renegotiated as needed between the bargaining unit and the Unified Government

X. DISTRIBUTION

- A. All sworn and non-sworn members of the Department will receive an electronic copy of all General Orders that apply to their status.
- B. Memorandums will be distributed to each affected employee.
- C. Civilian employees will receive a copy of any written directive that affects them.
- D. SOPs will be distributed to each affected officer or civilian employee.
- E. All newly issued, revised, or amended orders will be reviewed at roll calls. Sworn and non-sworn personnel will sign for the new General Orders through PowerDMS.

XI. MAINTENANCE AND RETENTION

- A. The Research and Development Section will maintain an electronic master file of all General Orders, including expired Orders beginning on the effective date of this General Order.
 - 1. General Orders and Standard Operating Procedures will be delivered electronically through PowerDMS.
 - a. All sworn and non-sworn personnel will be required to sign for new general orders through PowerDMS.
 - b. Standard Operating Procedures will be distributed through PowerDMS to the effected Bureau Commanders and disseminated to the appropriate personnel accordingly.
- B. All units, divisions, and bureaus will maintain an electronic or hard copy of all General Orders.
- C. A master of all directives issued at the bureau level will be maintained at the Bureau Director's office.
- D. All sworn members of the Department, cadets, and affected civilians will maintain an electronic or hard copy of all General Orders.
- E. A copy of each SOP will be maintained in the office of the affected unit or bureau.
- F. All personnel to whom an SOP applies will maintain an up to date copy of their SOP.
- G. A master copy of every SOP will be maintained in the Research and Development Section. Whenever a change is made to an SOP a copy of the changes will be sent to the Planning and Research Unit. Those Units and Bureaus, which maintain an SOP, include:
 - 1. Criminal Investigation Bureau.
 - 2. S.O.U. (Special Operations Unit)
 - 3. Narcotics Unit.
 - 4. Community Oriented Policing and Problem Solving Unit, School Resource Officers.
 - 5. Training Unit.
 - 6. Police Range.
 - 7. Internal Affairs Unit.
 - 8. Officer Involved Critical Incident Team.
 - 9. Explosive Ordinance Disposal Unit.
 - 10. Crime Scene Investigations Unit.
 - 11. Logistics Unit.
 - 12. Records and Technology Unit.
 - 13. Teleserve
 - 14. Criminal Intelligence Unit, Threat Assessment Unit

15. Professional Standards Unit, Research & Development/Accreditation Unit.
16. Alarm Coordinator.
17. Public Safety Communications Unit.
18. Metro Squad Manual.
19. VCTF (Violent Crimes Task Force)
20. Crisis Negotiators
21. Honor Guard
22. Victim Services
23. Long Term Military Deployment