
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

ORDER NUMBER: **40.01**
ISSUED DATE: 12/29/2014
EFFECTIVE DATE: 01/05/2015
RESCINDS: 40.1 issued 10/28/2011

SUBJECT: Daily Activity and District Boundaries

REFERENCE: CALEA Chs.1, 41

CROSS REFERENCE:

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I. PURPOSE

- A. To familiarize Department personnel with the policy regarding vacating of district boundaries by officers during the course of their tour of duty.
- B. To lay out principles and recommend general guidelines for effective patrolling and handling other situations that arise during the course of an officer's tour of duty.
- C. To establish uniformity and control regarding officer and other employee attendance when reporting for duty.
- D. To furnish instructions for filling out daily attendance reports.
- E. To inform Department personnel of rules governing meal breaks and compensation for time served in addition to established work hours.

II. DISTRICT BOUNDARIES

- A. Limiting the patrol areas of each officer will reduce response time and thus enhance efficiency.
- B. It is the responsibility of each shift supervisor to verify that every district will have adequate personnel assigned to provide services during each tour of duty.

- C. It is the duty of every officer to patrol the respective assigned district and be available for response to calls for service within a reasonably short length of time.
- D. During their tour of duty, Field Operations personnel will refrain from excessively vacating established districts which they are assigned to patrol. This is not meant to imply that personnel are to strictly adhere to confining themselves within their district boundary lines: A moderate divergence of approximately two (2) to three (3) blocks is permissible. Officers are expected to exercise good judgment and protect their safety and the safety of others.
- E. Personnel may depart from their assigned district and overlap a bordering district, within the reasonable proximity dictated above, for the purposes of receiving information from other Department units, answering calls for service, assisting civilian or Departmental personnel in need, accommodating meal requirements, etc.
 - 1. Due to the lack of restaurants in certain areas and during certain shifts, officers may, with supervisor approval, leave an assigned district to satisfy meal needs.
 - 2. Personnel will refrain from straying a considerable distance into another district while on routine patrol for the purpose of contacting or meeting individuals, unless authorization to do so has been granted by the officer's supervisor.
- F. Employees are prohibited from visiting their residence during on-duty time without express supervisory approval.
 - 1. Officers will make the request to respond to their residence over the radio.
- G. Under no circumstances, will officers venture outside the jurisdictional limits of the Unified Government of Wyandotte County- Kansas City, Kansas, on duty, unless the officer is:
 - 1. In pursuit of a felony (as detailed in General Order 40.4, Pursuits) subject or vehicle, in which case the officer will immediately notify the dispatcher that he or she is proceeding outside jurisdictional boundaries.
 - 2. Instructed to do so by a supervisor or dispatcher.
 - 3. On official police business which has been approved in advance by the officer's supervisor.

III. STREET PATROL

- A. Patrol officers must remain vigilant for suspicious activity, persons, or circumstances while patrolling the streets, alleyways, and highways of the jurisdiction. It is important that the officer learn the areas and neighborhoods he or she patrols, and where, when, and how crimes are being committed. This will help an officer have a greater positive impact on the community. It will also increase the officer's ability to provide a quick, efficient response to citizens requiring police services, as well as to other officers in need of immediate assistance.
- B. Officers can increase their effectiveness by maintaining accurate and up to date information, using effective tactics, and by utilizing the expertise of fellow officers and other citizens of the community.
- C. Officers should familiarize themselves with the physical layout of the areas to which they are assigned.
 - 1. Boundaries of adjoining districts.
 - 2. Neighborhoods and physical structures.
 - 3. Layouts of streets, dead ends, alleyways, numbered and named streets, and hundred blocks.
 - 4. Parks and other areas.
 - 5. Vacant structures.
 - 6. Landmarks.
- D. Officers should become acquainted with as many people in their assigned area as possible.
 - 1. This promotes public relations and crime prevention.
 - 2. Valuable sources of information may be obtained.
 - 3. Becoming acquainted with merchants, businesses, neighborhood groups, and citizens within the district and assisting them in identifying persistent problems helps clear crimes and helps the Department maintain a positive image and good relations with the public. Information may be conveyed to citizens to guide them and assist them in solving their own problems.
- E. Officers should be alert for and warn business and homeowners of problems with securing their premises, poor visibility from inadequate illumination, view obstruction, and other factors, which make them an easier target.
- F. Stay informed of the locations of robberies, thefts, burglaries, assaults, drug arrests, etc. These areas should be given special attention for prevention and suspect apprehension. (Directed patrols may be considered.)
- G. Officers should learn the locations of:

- 1. Twenty-four hour convenience stores, service stations, restaurants, etc.
 - 2. Hospitals and Fire Stations.
 - 3. Banks, schools, and churches.
 - 4. Any hotels and motels.
 - 5. Structures that have security guards or contract with security response services.
- H. Officers should also consider areas of potential problems and threats to officer safety:
- 1. Areas of recurring problems to officers.
 - 2. Suspected drug trafficking areas.
 - 3. Suspected gang territory or criminal enterprise zones.
 - 4. Possible illegal narcotics production or storage facilities.
 - 5. Locations of potential ambush.
 - 6. Areas or neighborhoods which have been hostile to police.

IV. DISTURBANCES AND SUSPICIOUS ACTIVITY

- A. Normally, at least two one-man units, or one two-man unit will respond to a disturbance, suspicious activity, or in-progress call. Additional units may be dispatched at the discretion of the supervisor or the dispatcher.
- B. Any officer having knowledge of a situation, location, establishment, or other reason which indicates that the dispatched number of officers may not be sufficient, should request additional units be dispatched.
- C. In instances of suspected criminal activity, the officer will evaluate the circumstances and determine whether an arrest should be made. Such arrest must be consistent with state and federal law. In no instances will an arrest be made without probable cause.
- D. After arriving at the scene, if officers are told their assistance is not needed, officers should still attempt to check the welfare of any persons who may be involved. In cases where the original call came from the disturbance location, the officers should make contact with the complainant and ensure the officers' assistance is not needed. The officers should speak with the complainant privately, in a location away from other persons, to ensure the complainant is free from coercive influences.
- E. Officers should determine whether or not probable cause exists by interviewing persons, recording statements, preserving any crime scene, and collecting evidence.
- F. When responding to a disturbance call, the officers should:

1. Restore order by separating the persons and calming them down. Officers should keep in view of each other at all times for officer safety.
 2. Request another officer (if needed) to check the scene for other victims, especially children.
 3. Assess the need for medical attention and call for medical assistance if necessary.
 4. Interview all persons separately. After each person has been interviewed separately, officers should confer as a team to decide if an arrest should be made or what other actions should be taken.
 5. When appropriate, take color photographs of injuries and property damage (black eye, other bruises, etc.).
 6. Collect and record any physical evidence. If a weapon was used in the commission of a crime, standard procedure requires custody of the weapon as evidence.
- G. Officers must thoroughly familiarize themselves with general orders and regulations specific to certain situations.
1. All calls and crime scenes will be handled in accordance with the applicable general orders.
 2. Certain types of scenes and disturbances are addressed individually in general orders, such as crime scenes, domestic disturbances, report procedures, hate crimes, arrest procedures, etc.

V. PROACTIVE ENFORCEMENT: TRAFFIC STOPS AND PEDESTRIAN CHECKS

- A. Officers will not make traffic stops or pedestrian checks on the basis of the subject's race, ethnicity, age, gender, or residency by county or state. Traffic stops and pedestrian checks will only be made for a legitimate law enforcement purpose.
- B. Intensive traffic enforcement efforts are proven to reduce traffic crashes and increase the apprehension of criminal offenders. Pedestrian checks (Terry Stops) similarly prevent crime and often result in criminal apprehension. Pedestrian checks based upon reasonable suspicion (KSA 22-2402) are outlined in General Order 1.8, Detention and Arrest Procedures.
- C. Traffic stops and pedestrian checks reduce street and violent crime, increase the apprehension of criminal offenders, combat illegal drug activities, illegal guns, and other crimes. Plain view and consent searches during these stops lead to the interdiction of millions of dollars in illegal substances and stolen property every year.
- D. Careful observation and analysis of the actions and behaviors of criminal offenders reveals commonalities which, after the traffic stop or pedestrian check, can be used to develop probable cause. Such strategies, when based upon articulable suspicion that an infraction of the law has

been committed, have been upheld as constitutionally appropriate by the U.S. Supreme Court.

- E. The Department acknowledges that bias, real or perceived, is detrimental to the relationship between police and the community we serve, and that it erodes the basic foundations of trust affecting community policing. The Department does not endorse, train, teach, support, or condone any type of bias based policing.
- F. Appropriate enforcement action will always be completed at traffic stops, whether a verbal warning, a citation, or an arrest. The appropriate enforcement action will be completed within a reasonable amount of time once the stop is made. No motorist, once cited or warned, should be detained beyond the point where there exists no reasonable suspicion of further criminal activity.
- G. All officers will receive training concerning bias based policing issues, including legal aspects. These issues will be reviewed annually during in-service training.
- H. The Internal Affairs Unit Commander will analyze available data and any bias related complaints that are received by the Internal Affairs Unit. The Internal Affairs Unit Commander will conduct an administrative review of the information and forward a report of that review to the Chief of Police by December 1st.
- I. Complaints and allegations of bias based policing are handled through the Internal Affairs Unit, in accordance with established procedures. Disciplinary issues resulting from investigations of bias based policing will be addressed through the process outlined in general order 20.1.

VI. CONDUCT OF OFFICERS

- A. The conduct of responding officers must be above reproach. Be polite and courteous, yet firm and businesslike, maintaining a professional bearing.
- B. Take control of the situation, taking positive action to resolve the situation.
- C. Be as objective as possible in their analysis of a situation. When making a decision or deciding a course of action to be taken, it must be done in an impartial manner.
- D. Do not become personally involved in a situation. If an officer has a personal interest in the matter (a relative, close friend, or acquaintance involved) it becomes increasingly difficult to be objective. Officers have a professional, as well as moral, obligation to refrain from becoming personally involved in a professional matter.
- E. Department employees will not text on a Department or personal cellular phone while operating a Department vehicle.
- F. Cell phones, Blue Tooth, and hands free devices are not to be used on calls for service within public view, unless for official Department business.

VII. REPORTING RESPONSIBILITY

- A. An officer who responds or is dispatched to an incident which requires documentation is responsible for the completion of all necessary reports.
- B. When two or more officers are on the scene of an incident requiring documentation:
 - 1. The unit in whose district the incident occurred is responsible for the reports. In cases of traffic accident reports, it is the responsibility of the traffic unit in whose area the incident occurred.
 - 2. If the appropriate district or traffic unit is not on the scene, the first unit to respond to the scene is responsible for the completion of the necessary reports.

| | |
|--------------------|-----|
| Sick | SIC |
| Suspension | SUS |
| Training or School | SCH |
| Vacation | VAC |
| Temporary Duty | TDY |

- 2. The following abbreviations shall be made in the remarks section of the Daily Attendance Report when an employee is absent in accordance with the Family and Medical Leave Act (FMLA).

| PHRASE | ABBREVIATION |
|-------------|--------------|
| Sick | FS = FMLA |
| Vacation | FV = FMLA |
| Holiday | FH = FMLA |
| Comp day | FO = FMLA |
| Unpaid | FL = FMLA |
| Extra Award | FE = FMLA |
| I.O.D. | FI = FMLA |

VIII. DAILY ATTENDANCE AND DAILY ACTIVITY REPORTS

- A. Officers and employees are required to arrive for duty no later than the designated starting time.
 - 1. Employees arriving after the scheduled starting time will be considered late for duty in violation of the Rules and Regulations and subject to discipline.
- B. Only authorized Departmental Daily Attendance Reports will be utilized for the purpose of recording attendance. All employees will indicate their attendance by personally entering their own signature and hours of duty in the appropriate areas of the Daily Attendance Report at the time they report for duty. Failure to sign or clock in will result in the employee being docked for that tour of duty. No employee shall sign in on behalf of any other employee.
- C. The immediate supervisor of each employee shall attest to the employee's signature and status by initialing the appropriate area on the Daily Attendance Report.
- D. Abbreviations to be made in the remarks section.
 - 1. The following abbreviations shall be made in the remarks section to indicate the reason for an employee's absence or special assignment:

| PHRASE | ABBREVIATION |
|-------------------|--------------|
| Acting Captain | ACT |
| Acting Sergeant | AST |
| Docked | DOC |
| Educational Leave | EDU |
| Excused from Duty | EXC |
| Funeral Leave | DIF |
| General Leave | GEN |
| Holiday | HOL |
| Injury Leave | IOD |
| Maternity Leave | MAT |
| Military Leave | MIL |
| Personal Leave | PER |
| Regular Day Off | REG |
| Regular Overtime | ROT |

- 3. The FI abbreviation will be used when an employee is classified as injured on duty (IOD) for a period up to twelve (12) weeks per year. If the member's absence extends beyond the twelve (12) week period the employee will be marked IOD.
- E. All Unit and Station Commanders are responsible for verifying the accountability and activity of all employees under their command. Each commander will make certain that the Daily Attendance Report is accurate and completed each day before it is turned into the Timekeeper's Office.
- F. Employees will not be allowed to be absent with pay for any reason during a shift or any portion thereof unless that time off is deducted from accumulated compensatory time, sick time, vacationer holiday time. Excused absences will be approved by the Chief of Police.
- G. All requests for days off should be submitted within thirty days of the day(s) being requested. Justification must be submitted when granting approval for reasonable requests not meeting this standard.
 - 1. Applicable Request for Days Off forms will be forwarded with the sign-in sheet for days on which employees are excused from work for holidays, single vacation days, or days off taken with compensatory time.
 - 2. Requests for days off using single vacation days, comp time, or holidays will be responded to no later than forty-eight hours before the start of the officer's shift on the requested day off, but shall in no instance be permitted to detract from providing adequate police service.
 - 3. When it becomes necessary due to the need for personnel, a supervisor may contact an officer at home to cancel a granted day off and call an officer in to work without notice.
 - 4. Employees may request time off only when they have the requisite time available in the time bank that they select. Subsequent

incidents shall result in the employee being docked. Employees should consult the monthly audited list of accrued time when scheduling time off requests.

- a. Time can be reviewed by logging into the employee self-service program. The link is located on the wycokck.org main homepage under "Employees".
- H. Employees will report for duty at the scheduled start time in possession of all necessary equipment that may be needed during that tour of duty. They will also have that equipment in their possession at the end of the tour of duty at crew change. Trips to personal lockers and vehicles to pick up and drop off equipment, as well as the conducting of personal business on duty, will be prohibited without supervisor approval. All vehicles, equipment, and uniforms will be inspected at crew change by the on-duty shift supervisor. By conducting an inspection, the supervisor will ensure that employees are acting in concert with department requirements. These requirements govern such areas as personal appearance, use and maintenance of equipment, adherence to agency directives, and applicable standard operating procedures.
- I. Divisions within the Bureau of Field Operations will have staggered crew changes at the direction of the Field Operations Bureau Director. This ensures twenty-four hour coverage for calls for service.

IX. MEAL BREAKS

- A. Employees covered by labor agreements are entitled to a thirty (30) minute meal break during their tour of duty. The time for such break will be between the 2nd and 7th hour of duty and will commence at the time the request is granted. No travel time is allowed. Command officers and civilian personnel who normally work nine (9) continuous hours are entitled to a one (1) hour break. Overtime compensation will not be granted for working through the break unless it can be substantiated by the officer and his supervisor that the break was denied due to activity and workload.

X. RESTROOM BREAKS

- A. Officers will be allowed "moderate divergence of approximately two (2) to three (3) blocks" out of their district for the purpose of taking a restroom break. Officers will not utilize their residence as a location to take restroom breaks. Officers should become familiar with locations in and around their district where they feel comfortable taking restroom breaks. Restroom breaks or 10-99's can be taken at a variety of locations which include: gas stations, restaurants, banks, fire stations, office buildings, etc. Officers will not be allowed to deviate from these boundaries for the sole purpose of taking a restroom break.
- B. Officers are permitted to use the restroom in their division. Officers will notify dispatch over the radio if the division is not in the officer's assigned district.

XI. OVERTIME

- A. Members working within Fair Labor Standards Act (FLSA) guidelines or contractual agreements will be compensated one-and-one-half times their regular rate of pay. The exception is exempted members of the Department who otherwise generally fall within FLSA guidelines (Captain and above, etc). Such employees are entitled to compensatory time equal to that time which exceeded their normal workday.