

KANSAS CITY, KANSAS POLICE

GENERAL ORDER

SUBJECT: Report Procedures

ORDER NUMBER: **80.03**
ISSUED DATE: 05/21/2010
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RESCINDS: 80.03 issued 07/01/2005

REFERENCE: CALEA Ch.82, Ch. 61

CROSS REFERENCE: KSA 38-1608, 38-1508, 45-221.

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I. PURPOSE

- A. To establish policy and uniformity in the use and preparation of Kansas City Kansas Police Department Reports, including Offense, Arrest, Juvenile, and Accident Reports.
- B. To record crime, accident, arrest, and juvenile information.
- C. To outline error checking, tracking, and accountability of police reports within the department.
- D. To gather statistical data for our department and for the State of Kansas.

II. REPORTING POLICY

- A. Officers will record on their activity logs every dispatched call for service and self-initiated enforcement activity.
- B. The necessary reports documenting the officers' activities will be completed any time:
 1. A citizen reports a crime.
 2. A citizen makes a complaint.
 3. A citizen requests police service.
 4. An officer makes a criminal case through self initiated activity.
 5. An officer makes an arrest.
 6. Contact with juveniles needs to be documented.
 7. Documentation of non-criminal information which is a police responsibility is required (e.g. vehicle tows, missing persons, accidents, etc).
 8. Documentation of processing or assistance on crime scenes, in accordance with General Order 40.5, Crime Scenes.
- C. All reports will contain, at a minimum:

1. Date and time of original reporting.
2. Name of the complainant, victim, or citizen requesting services.
3. Nature of the incident.
4. Date/time of actions taken or reason(s) for inaction.
5. Assignment of an identifiable case number to each reported incident.
6. Officers are required to document the race and ethnicity of any person who:
 - a. Makes a crime report.
 - b. Makes an accident report.
 - c. Is arrested for any crime.
 - d. Is issued either a uniform traffic ticket or a misdemeanor summons.
- D. Officers will refer to the Kansas Standard Offense, Arrest, Domestic Violence Supplement, and Juvenile Report Manual for direction in completing offense reports. The Offense Report will be used to record:
 1. Offenses.
 2. Casualties.
 3. Missing Persons.
 4. Runaway Juveniles.
 5. Dead bodies.
 6. Suicides.
- E. Officers will refer to the Kansas Standard Offense, Arrest, Domestic Violence Supplement, and Juvenile Report Manual for direction in completing Arrest Reports. Arrest Reports will be used to record adult and juvenile arrest information.
- F. Officers will refer to the Kansas Standard Arrest Report and Juvenile Report Manual for direction in completing Juvenile Reports. Juvenile Reports will be used to record:
 1. Child in Need of Care Information.
 2. SRS Notification.
 3. Incidents and information as required by General Order 40.2, Juvenile Procedures.
- G. Officers will refer to the Kansas Department of Transportation Motor Vehicle Accident Report Coding Manual for direction in completing Accident Reports. Accident Reports are required when:
 1. Any accident occurs on a public roadway or private property and which results in death or injury to a person or there is property damage of \$1000 or more.

2. Any accident occurs resulting in property damage under \$500 and any of the parties involved request an accident report.
3. An accident involves a police vehicle, any government vehicle, or damage to public property.
4. A hit and run accident occurs with damage of \$500 or more, or there is damage under \$500 and the victim requests a report.
5. Any accident involves an operator under the influence of alcohol or drugs.
6. Any accident involves hazardous materials.

H. Additional reports will be completed as necessary.

1. Addendum Reports. Refer to G.O. 80.4.
2. Property Reports. Refer to G.O. 80.2.
3. Narcotic Property Report. Refer to G.O. 80.2.
4. Missing Person Cancellation. Refer to G.O. 40.9.
5. Use of Force. Refer to G.O. 1.2.
6. Pursuit Report. Refer to G.O. 40.4.
7. FIF/Intelligence Report. Refer to G.O. 50.4.
8. Accident Information Sheet. Refer to G.O. 60.2.
9. Alcohol/Drug Influence Report. Refer to G.O. 60.1.
10. Consent to Search. Documents searches conducted with lawful consent.
11. Stolen Vehicle Insufficient Information. Used to forward information which a reporting person is unable to provide when a stolen auto report is made.
12. Statement of Release. Documents a victim's unwillingness to cooperate in prosecution.
13. Protective custody hold for a U.G. misdemeanor charge. Places an arrestee on a six hour detention when an officer has probable cause to believe that an arrestee may injure himself or herself, another person, or damage property if not detained for six hours.
14. Trespass Arrest Permission Form. This form is completed with the signature of the owner or responsible person for a particular property. The form is kept on file and allows officers to make arrests for trespassing without the owner being physically present to sign the summons at the time of arrest. The duration of the form is six months from the time it is signed and submitted. Participating owners or responsible persons will receive subpoenas as complainants for any trespass arrests on the properties under their control.

I. It is recommended that officers use a fine point black, medium or dark blue ballpoint pen. Officers must print in block capital letters when recording information on police reports.

J. Traffic Citations/Misdemeanor Summonses

1. If the subject is booked, print "BOOKED" on arrestee's signature line.
2. The hard copy is given to the arrestee/violator.

3. The blue and white copies (citation) or white and yellow copies (summons) are placed in division drop box marked for municipal court. Municipal court files appropriate copies for court proceedings.
4. The pink copy is placed in the drop box marked for the Records Section.
5. The green copy of traffic citation is officer's copy.

K. Supervisory Review.

1. Field Supervisors will review reports for:
 - a. Accuracy.
 - b. Completeness.
 - c. Legibility.
 - d. Grammar/spelling errors.
2. Reports failing these tests will be returned to the officer for immediate revision.
 - a. If the officer has already left work prior to the discovery of the error and the corrected report is not required immediately, the supervisor must ensure that the report is corrected immediately upon the officer's next duty day.
3. Acceptable reports will be logged and forwarded in packets to the Case Screening drop-box at the end of each shift.

III. CASE SCREENING

A. Secondary review process.

B. Sorting process.

1. Reports with juvenile arrestees or suspects.
2. FIF and Intelligence Reports.
3. Misdemeanor Reports. If the report may be of special interest for investigative purposes, or if otherwise requested, a copy will be made and forwarded to the appropriate Criminal Investigation Division Captain.
4. Felony Reports. Felony reports will be copied and forwarded to the appropriate Criminal Investigation Division Captain for a determination of assignment or inactivation.
5. Additional distributions of reports concerning juveniles (Juvenile Reports, Juvenile Arrests, and Offense Reports with juvenile victims).
 - a. One copy will be made and forwarded to SRS.
 - b. One copy will be made and sent to JIAC.
 - c. One copy will be sent to the Juvenile District Attorney's Office. The Juvenile District Attorney's Office may also have access to FIF's.
6. A copy of all auto theft reports, tow reports, and auto release reports sent to the Property Crimes Commander and to Auto Release to be matched with the pink card and filed.
7. A set of press copies will be produced.

8. Other reports are generally sent to the Records and Technology Unit. However, if the Case Screening employee notices a report, such as a Miscellaneous Report or Investigative Report, that affects or may be of interest to another unit, a copy of the report should be forwarded to that unit.

C. All original reports will be forwarded to the Records and Technology Unit.

1. Juvenile confidentiality. In cases where the suspect has committed or allegedly committed a crime and is 14 or younger, the reports will be stamped "confidential" before being forwarded to the Records and Technology Unit. Juvenile Reports will also be stamped "confidential" before being forwarded to the Records and Technology Unit.
2. FIF's and Intelligence Reports will be stamped "confidential" before being forwarded to the Records and Technology Unit.
3. Reports identifying the victim of any sex crime, of child abuse, or child neglect will be stamped "confidential" before they are forwarded to the Records and Technology Unit.

IV. RECORDS SECTION OF THE RECORDS AND CRIME ANALYSIS UNIT

- A. All reports involving suspects less than 14 years of age, reports involving sex offenses as defined in article 35 of Chapter 21 of the KSA, Juvenile Reports, and victims of Child Abuse and Neglect will be treated with the highest regard for confidentiality. They will be kept readily distinguishable from other reports. Records personnel will ensure that all such reports have been stamped confidential when they arrive at the unit.

B. Make copies of reports for appropriate agencies.

1. Upon request, a copy of a Juvenile Report will be forwarded to SRS.
2. A copy of all Accident Reports will be forwarded to the UG Traffic Engineer and to the Kansas Department of Revenue. Additionally, Hit and Run Accident Reports are forwarded to the Traffic Enforcement Unit.
3. Upon request, a copy of an Arrest Report with a juvenile suspect will be forwarded to the Juvenile District Attorney's office.
4. A copy of any Accident Reports involving a UG vehicle will be forwarded to UG Fleet Manager.
5. Copies of Accident Reports involving police vehicles will be forwarded to the Fleet Manager, Traffic Regulations, Risk Management, and to the appropriate Bureau Director.

C. For reports that originated prior to November of 1999, the original report will be placed on microfilm. The original report will then be shredded.

1. One copy of all microfilm containing reports is stored in Records.
2. A backup copy of the Department's microfilmed records is stored off-site at a confidential location.

D. For all other reports, the report will be logged and scanned into the Department's DDSI optical scanning system. Once the report is scanned into the system, original FIF and

Intelligence Reports will be forwarded to the Crime Analysis/Teleserve Unit.

- E. All information from the reports that have been scanned will be entered into the RMS system. Records personnel will then double-check to insure that the report was properly scanned and indexed in DDSI. Once this is checked, all other original reports will be destroyed, with the exception of homicide reports.

- F. Original homicide reports will not be destroyed. All homicide reports are permanently filed in the Records Section.

- G. The Records Section will monitor the release of appropriate records to the public, other agencies, etc. (Requests from the media will be forwarded to a Public Information Officer.)

- H. Enter data in the appropriate criminal justice databases. (ALERT, NCIC, KCJIS, etc.)

1. Traffic Citations (pink copy)
2. Parking Citations (pink copy)
3. Adult Arrest
4. Missing Person
5. Stolen Property
6. Stolen Autos
7. Adult Arrest Dispositions

- I. Maintain the security of the Records and Crime Analysis Unit. No unauthorized personnel will be allowed inside the unit. Business will be conducted at the front window. All other doors will be locked at all times. When access to the unit is necessary to conduct business no persons who are not members of the unit will be unescorted.

V. TICKET ACCOUNTABILITY

- A. A ticket accountability program has been developed in an effort to account for all Uniform Traffic Citations from their requisition from the Unified Government Wyandotte County - Kansas City, Kansas Municipal Court to the time of the final disposition.

- B. The Ticket Accountability Coordinator (TAC) is responsible for the requisition of all Uniform Traffic Citations from the Municipal Court and for issuing ticket books to the various Departmental Units. The TAC is assigned to the Traffic Division (Hit and Run Officer).

- C. Each Department unit will issue the ticket books to individual officers in the proper numerical sequence. Upon receiving the ticket books officers will check the book for missing tickets. The individual officer then signs the receipt in front of the ticket book and places it in the Records drop box (pink box).

1. If tickets are missing from a book the officer must complete a miscellaneous report noting that the tickets are missing and the numbers of the missing tickets. This report is then signed by a supervisor and placed in the Records drop box.

2. Officers are responsible for citation books issued to them and should not issue tickets from another officer's book nor allow other officers to issue tickets from their ticket book unless the need arises for officers to do so (e.g. the officer has run out of

citations, or the division or unit has run out and is unable to provide citations for to its officers).

- D. If paper tickets are damaged, lost, or voided, the officer will write a miscellaneous report noting such and place it in the Records drop box. Damaged or voided tickets should be stapled to the report.
1. Tickets may be voided for the following thirteen reasons before they are placed in the drop boxes. After tickets are placed in the drop boxes the procedure outlined in General Order 70.1 must be followed.
- a. Violator gave false information
 - b. Officer recorded wrong information
 - c. Outside legal jurisdiction
 - d. Parking - broken down, driver returned
 - e. Parking - driver returned
 - f. Stopped wrong vehicle
 - g. Traffic sign missing or obscured
 - h. Officer misread parking restrictions
 - i. Error in computing vehicle speed
 - j. Previous ticket issued
 - k. Unable to complete ticket - emergency
 - l. Verbal warning
 - m. Other reason (be specific)

- E. All Department personnel are responsible for the paper Uniform Traffic Citations which are issued to them and will be held accountable for missing tickets. Specific questions which may arise should be directed to the TAC in the Traffic Division.
- F. Tickets are to be stored in a secure place by each Department unit that is storing citations prior to issue. This includes, but is not limited to, the patrol divisions and the office of the TAC. Officers will be held accountable for the tickets after they have signed for them.

VI. COMPLAINT NUMBERS

- A. Every incident for which a report is generated an individual complaint number will be issued. Exceptions include uniform traffic tickets when another report is not completed in association with the traffic stop, observation memos, and certain internal miscellaneous reports. All reports from the same incident will utilize the same complaint number. Reports made to supplement a previously made report will be made with the original complaint number if it can be located. If that number is unavailable a new complaint number will be assigned.
- B. Complaint numbers issued before January 1st of 1999 consist of an eleven (11) digit number. The first five (5) digits being the date, month, day and year. The dispatch will provide the officer the last digits of the number, e.g., 1182. The officer will then insert the date and fill in extra spaces with zeros, for example:

0 7 2 5 8 0 0 1 1 8 2
Month Day Year Complaint Number

When completed the complaint number would appear as follows: 07258001182.

- C. Complaint numbers issued between January 1st of 1999 and January 5th of 2000 consist of the two digit year, followed by the two digit month, followed by the complaint number provided by dispatch. For example:

9 9 0 4 3 7
Year Month Complaint Number

The example shows the 37th report made in April of 1999.

The length of the complaint number will vary depending upon the number of digits in the number issued by dispatch. Other than zeroes that may be required by the month or year, there are no spaces to be filled in with zeroes.

- D. Complaint numbers issued after January 5th of 2000 will have a four digit year, a two digit month, and a four digit sequential complaint number. This will be expressed in a ten digit number as follows:

2 0 0 0 0 9 1 1 8 2
Year Month Complaint Number

Examples: The tenth report made in January of 2000 would be 2000010010. The twenty-fifth report in February 2000 would be 2000020025.

- E. If the need arises to cancel a complaint number after it has been issued, the officer canceling the number will make out a brief Miscellaneous Report stating that the complaint number was issued and subsequently not needed.

VII. PUBLIC ACCESS TO IN-CAR VIDEO

- A. In-car video recordings are considered open records under the Kansas Open Records Act (KORA). The Department will comply with the KORA in processing requests. However, all such requests will be reviewed in advance by the Chief of Police or his designee.
- B. Requests for any portion of a recording by any member of the general public will be referred to a commander in the division or unit where the tape is stored. All requests must be made in writing. The commander will review the recording and determine whether or not the material in question is an open record, and will consult with the Records and Crime Analysis Unit Commander or the Legal Department if necessary to help make the determination. When the recorded material that is an open record, the portion of the cassette or DVD in question will be duplicated and forwarded to the Records Section where it can be received by the requesting person for a standard fee. (As with other reports, fees for copies of video will be set by the County Administrator.)
- C. Original or reproduced recordings will not be released from Police Department custody unless specifically approved by the Chief of Police or his designee.