
KANSAS CITY, KANSAS POLICE

GENERAL ORDER

ORDER NUMBER: **80.04**
ISSUED DATE: 01/30/2015
EFFECTIVE DATE: 02/06/2015
RESCINDS:80.04 Issued 08/26/11

SUBJECT: Addendum Report

REFERENCE: CALEA [Ch.82](#)

CROSS REFERENCE:

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I. PURPOSE

- A. To familiarize personnel with policy and procedure for the use of the Departmental Addendum Report.

II. USES FOR THE ADDENDUM REPORT

- A. The Addendum Report Form is a multi-purpose report form that may be used for the following reports:
1. Miscellaneous Offense Report - For recording incidents for which there is no other specific form. It is also used to report equipment malfunctions, etc. A Miscellaneous Offense Report should be completed where there may be a question as to agency liability and is not covered adequately in below reports.
 2. Investigative Report - For recording supplemental information on criminal cases where a crime report has been completed previously or was made by an officer. Investigative Reports are also used to document any actions taken by an officer processing a crime scene.
 - a. When the Addendum Report is marked "investigative" only an officer will complete the narrative section.
 3. Continuation Report - To be used as page two or succeeding pages of an investigative report or a miscellaneous report.
 4. Internal Affairs Report - To be used in answer to an alleged Internal Affairs complaint or to report a potential complaint. This report should be sent directly to the Internal Affairs Unit.
 5. Award Nomination Form - To be used to cite the meritorious actions of another officer for possible award consideration.

III. FORM PREPARATION INSTRUCTIONS

- A. "Page of " (left hand margin) will be filled in after the officer determines the total number of pages involved in the report. A Continuation Report will be numbered in conjunction with the report where additional pages are required to complete the details of the investigation. Any Investigative Report Form or Miscellaneous Offense

Report Form will always start as Page #1 and be numbered sequentially up to and including the last form needed to complete your information.

- B. "ADDENDUM, INVESTIGATIVE, etc." located in the upper left corner of form has box indicators which label the type of report. Indicate the type of a report being made by placing an "X" in the appropriate box. Internal Affairs Reports will be marked as Miscellaneous Offense Reports.
- C. The remaining blocks will be filled in as follows.
1. "Complaint Number". Each page will be numbered with a Kansas City, Kansas Police Department Complaint Number.
 2. "Victim's Name". Insert the name of the victim.
 3. "Victim's Address". Insert the exact house number and street name. Be sure to include the apartment number as applicable and the ZIP Code.
 4. "Telephone Number". Insert the telephone number of the victim.
 5. "Classification of Offense". Insert offense or charge by name and statute or ordinance number.
 6. "Location of Offense". Insert the exact house number and street name.
 7. "District of Occurrence". Refers to location of incident.
 8. "Date/Time". Insert the date and time of occurrence.
 9. "Narrative". Place in chronological order, a complete description of events and any other pertinent information pertaining to the investigation under discussion.
 10. "Reporting Officer(s)". Signature(s) of reporting officer(s) will be placed in this block.
 11. "Supervisor Approval". After a supervisor has read and agrees with the contents of this report, he/she will place his/her signature in this block.
 12. "District of Report". Using radio number assigned to each unit, indicate which unit made this report.