



KANSAS CITY MISSOURI POLICE DEPARTMENT  
**PERSONNEL POLICY**

DATE OF ISSUE  
 02-28-2018

EFFECTIVE DATE  
 02-28-2018

NO.  
 220-5

SUBJECT

Policy Series 200: Employee Guidelines  
 220 - Department Property

AMENDS

REFERENCE

PPBM Claims for Damage to Personal Property; PPBM Computer Use and Security; PI Cellular Telephone; PI Use of Department and Private Vehicles

RESCINDS

PPBM 220-4  
 PPBM 330-1

## I. INTRODUCTION

Department members are issued equipment and/or uniforms (property) that is owned by the Kansas City Missouri Police Department (Department). Members are responsible for all equipment and/or uniforms provided or issued to them by the Department. Department members should not have an expectation of privacy in Department property or items located within Department property. Department property must be secured at all times. This policy is being issued to ensure Department members are aware of their rights, the Department's rights, and how to address lost, damaged, or stolen property.

## II. TERMINOLOGY

**Department Property** – Property that is under the control and/or management of the Department (i.e. parking lots and facilities) and/or property issued by the Department to a Department member (i.e. identification cards, key cards, uniforms, vehicles, phones, lockers, and desks).

**Secure** – Protected from unauthorized access; e.g. locked compartment of a vehicle, password protected.

## III. POLICY

- A. Department property is for the designated Department member(s) use only, and for official police Department business use only unless otherwise provided for in policy or the division commander has documented an authorized exception for the use of such property.
- B. Use of Department property implies that members agree to comply with all applicable policies, guidelines and laws regarding their use. Department members will refer to all applicable policies involving security and privacy of Department property, including, but not limited to; "Computer Use and Security," "Cellular Telephone," and "Use of Department and Private Vehicles."
- C. The Department reserves the right to search and inspect any, locked or unlocked, Department property and its contents, at any time, with or without notice or consent of the Department member.

- D. All Department members are advised that they have no expectation of privacy when using Department property. Ownership of this property remains with the Department.
- E. The Department reserves the right to search and inspect Department member's personal items carried or stored on or within Department property.
- F. When a Department member has an expectation of privacy in personal items, the Department will conduct a search that is reasonably related to a legitimate work-related purpose and limit the scope of the search to the objectives of that search.
- G. Inspection of Department property will be used to carry out workplace supervision, control, efficient operation, security, and for other legitimate business reasons, including but not limited to work-related employee misconduct.
- H. Department members will report the lost, damaged, or stolen Department property immediately.
- I. If damage has occurred, supervisors or commanders will be responsible for reviewing the circumstances and determining whether the damage involved negligence.

#### **IV. PROCEDURE**

- A. Department Property Privacy and Security
  - 1. All Department searches or inspections will document the following:
    - (a) The purpose of the search or inspection;
    - (b) The commander/director that authorized the search or inspection;
    - (c) Location, date, and estimated time;
    - (d) The item(s) searched;
    - (e) Department members present; and
    - (f) Department members assigned the item(s).
  - 2. During an authorized search or inspection, if circumstances permit, a reasonable effort will be made to contact the Department member to

unlock and remove a personally owned lock on the Department property.

3. A Department member may be disciplined for refusing to comply with an authorized search or inspection.
4. The bureau commander may designate periodic days and times throughout the calendar year for the inspection of some or all the Department's property.
5. If a violation is discovered during the search and inspection, the supervisor or commander will follow the written directive entitled, "Disciplinary Actions."

B. Department Property Lost, Damaged, or Stolen

1. When Department property is lost, damaged, or stolen, the Department member will:
  - a. Immediately report the lost, damaged, or stolen items which require deactivation (e.g., cellular phone, building access card, etc.) to the issuing element for immediate deactivation.
  - b. Immediately notify their supervisor or commander.
  - c. Have 48 hours to submit an Interdepartment Communication, Form 191 P.D., to their supervisor or commander relating all pertinent information and requesting replacement.
  - d. Complete the appropriate report in the automated reporting system for Department property that was lost or stolen.
2. The supervisor will make a recommendation on the Form 191 P.D. as to whether negligence was involved and furnish a copy to the Department member.
3. The Department member will report to the appropriate element with copies of the Form 191 P.D. and the appropriate report, if one was completed, to obtain replacement uniform/equipment items:
  - a. Police radio, cellular phone, mobile data terminals, etc. - Communications Support Unit
  - b. Notebook computers and associated computer accessories - PC Support

- c. Uniform/Uniform equipment items - Supply Section (A Uniform/Equipment Requisition, Form 171 P.D., is also required.)
  - d. Badges, shields, identification cards - Personnel Records Section
- 4. If the item is replaced, element personnel will endorse the copy of the Form 191 P.D. noting those items which were replaced and return the copy to the Department member. The Department member will return the copy to the supervisor.
  - 5. The Form 191 P.D. will be forwarded through the chain of command to the bureau commander.
  - 6. The bureau commander will make the final determination on negligence and forward the Form 191 P.D. as follows:
    - a. The original Form 191 P.D. to the Personnel Records Section.
    - b. Copies of the Form 191 P.D. to the Accounting and Payroll Section and the involved Department member.

C. Badge or Shield

- 1. Lost, damaged, or stolen badges and/or shields will be replaced by the Personnel Records Section upon written approval from the Department member's supervisor.
  - a. When a badge or shield of a numerical set is lost, damaged, or stolen, both must be replaced. The set will be retired in all instances.
  - b. When a badge or shield is recovered in satisfactory condition, the Department member will be given the opportunity to be reissued the original badge and shield.
- 2. Department members who want to purchase a duplicate badge or shield will submit a written request through their chain of command indicating the type of badge to be issued to the Benefits Unit Commander.
- 3. Upon approval by the Benefits Unit Commander, the request will be forwarded to the Purchasing Section.

4. The Purchasing Section will notify the requesting Department member and the Department approved badge vendor of the duplication badge or shield request.
5. After notification, the Department member will respond to the badge vendor, order the duplicate badge, make payment and return to pick-up the badge upon completion.
6. Department members will not obtain duplicates of active or retired badges or shields from any source other than the Department's approved badge or shield vendor.
7. Requests to have retired badges reissued to another Department member shall be made in writing on an Interdepartment Communications, Form 191 P.D.
  - a. The Form 191 P.D. will be submitted through the Department member's chain of command to the Personnel Records Section, to determine availability, then for approval by the Chief of Police or his/her designee.
  - b. Such requests will only be accepted once the Department member has successfully completed their probationary period.

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Leland Shurin  
Board President

**DISTRIBUTION:** All Department Personnel  
Public View Master Index – Internet  
Department Master Index – Intranet  
Policy Acknowledgement SyStem (PASS)