



KANSAS CITY MISSOURI POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

5/15/2023

EFFECTIVE DATE

5/15/2023

NO.

21-09

SUBJECT

Patrol Procedures

AMENDS

REFERENCE

PI: Ambulance Calls and Arrests Taken to Hospitals; Arrest Guidelines/Procedures; Call Prioritization; Detaining & Questioning and Search & Seizure Procedures; Explosive Device Calls; Police Involved Incident Response; Recovered Property Procedures; Stop Report Data Collection; Towing/Protective Custody of Vehicles and Contents
LB: Child Custody Disputes; Frisking Suspects Following a Lawful Terry Stop

RESCINDS

PI 14-07; DM 12-12, 16-15; SO 20-12

I. INTRODUCTION

To provide guidelines and procedures for various situations encountered by patrol officers during their tour of duty. The Department recognizes its responsibilities to the community; however, officer safety is paramount when responding to calls for service.

***II. POLICY**

- A. During the performance of duty, an officer's primary consideration will be officer safety and the safety of Department members.
- B. Ensure all digital media recording equipment is activated as outlined in the current written directive entitled, "Internally Recorded Digital Media Records."

III. PROCEDURE

This directive has been arranged in annexes to provide officers an easy reference.

- Annex A - Calls for Service
- Annex B - Self-Initiated Activity
- Annex C - Building Checks and Searches
- Annex D - Animal Rescue
- Annex E - Attempt to Locate Motor Vehicle
- Annex F - Crime Scene Responsibilities
- Annex G - Use of Canine Team
- Annex H - Hazardous Material Incidents
- Annex I - Interagency Conflicts

Stacey Graves
Chief of Police

Adopted by the Board of Police Commissioners this 25 day of April, 2023.

Mark C. Tolbert
Board President

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Department Master Index - Intranet
Policy Acknowledgement SyStem (PASS)

CALLS FOR SERVICE

A. Dispatching of Officer(s) for Calls for Service

1. Two (2) or more officers will be dispatched to incidents where the likelihood for danger and/or violence exists. For further information, refer to the current written directive entitled, "Call Prioritization."
2. When one (1) officer of a two (2) officer car is required to perform other duties e.g., testifying in court, special assignment, etc., they will ensure the Communications Unit is notified. This enables the Communications Unit to know the location of the second officer, and eliminates the possibility of the remaining officer, one (1) officer car, from being dispatched on a call that would require two (2) or more officers.

B. Responding to Calls for Service

1. Any officer having knowledge of a situation, location, establishment, or individual which indicates the dispatched number of officers may not be sufficient, should request additional officers be dispatched.
2. When dispatched, the officer(s) should respond promptly to the location of the call.
 - a. If something prevents the officer(s) from responding promptly, the dispatcher will be notified immediately.
 - b. If one (1) officer car, standby in a position to safely observe the scene while waiting for the assisting car.
 - c. The primary officer will notify the dispatcher that they are at the scene (10-23).
 - d. If necessary, advise the dispatcher to "hold the air."
 - e. Immediately return to service if not needed at the scene.
3. When the initial one (1) officer car is responding and observes a life-threatening situation, the officer should advise the dispatcher of the circumstances and request the assisting officer to respond "code one." The initial officer, using due caution, has the discretion to approach the scene in an attempt to prevent a life-threatening injury from occurring.

4. When two (2) one (1) officer cars are dispatched on a call for service and either officer believes an individual/vehicle leaving the area is connected with a crime, that officer should notify the dispatcher of the location and description, and request another officer to assist with the car/pedestrian check. The dispatcher should send an additional officer to assist with the car/pedestrian check and an additional officer to assist on the original call for service.
5. Domestic Violence
 - *a. The term "**primary physical aggressor**" is defined as the most significant, rather than the first, aggressor. The law enforcement officer will consider any or all of the following in determining the primary physical aggressor:
 - (1) The intent of the law to protect victims from continuing domestic violence;
 - (2) The comparative extent of injuries inflicted or serious threats creating fear of physical injury;
 - (3) The history of domestic violence between the persons involved.
 - *b. The term "intimate partner" is defined as spouse, ex-spouse, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, or anyone who has a child in common.
 - c. The probable cause standard, as it relates to domestic violence, is no different from probable cause for any other arrest situation.
 - d. If probable cause can be established and a primary aggressor is determined, charges will be sought. When probable cause exists, an arrest will be made.
 - e. Domestic Violence Section will be notified from the scene. When the Domestic Violence Section is not available, another section within the Special Victims Unit will be contacted.
 - *f. All associated reports, regardless of whether or not a suspect is in custody, will be completed and approved by a supervisor prior to ending the member's tour of duty.

- g. Members will inform the victim that there are assistance services available from both public and private agencies. If requested, members will allow the victim to use the phone to contact an assistance service. Members will provide or arrange transportation to an abuse shelter for those victims fearful for their safety or to a police facility where victims may arrange for their own transportation to other locations (e.g. relatives, friends).
- *h. Members will complete a Domestic Violence Lethality Screen for First Responders, Form 229 P.D., on all incidents involving current or previous intimate partner relationships, when:
 - (1) Any offense has occurred, regardless of the nature of the call, e.g., assault, intimidation, property crime, etc.
 - (2) No offense has occurred, but previous domestic violence incidents have occurred in the past.
 - (3) When in the member's discretion, one of the parties is at risk, regardless of an offense or prior history.
- *i. All Domestic Violence Lethality Screen for First Responders, Form 229 P.D., will be scanned into RMS, prior to ending the member's tour of duty.
- j. Members will ensure that the victim receives a copy of the Adult Abuse Information, Form 157 En P.D. /157 SPVN P.D.
- k. When called to preserve the peace during a domestic dispute involving individuals living in the same residence, who are attempting to determine the right of custody of certain property (e.g., clothing, appliances), the officer will make no determination of who will take custody of the property or assist in any property removal, but will simply keep the peace. The officer may advise the parties to contact legal counsel to determine the method of resolving property disputes.
- l. When officers are called on child custody disputes they are reminded that these incidents are primarily civil incidents. For further information refer to the current Legal Bulletin entitled, "Child Custody Disputes."

- m. When a member comes into contact with an approved program participant of the Safe at Home Program, the Violent Crimes Division will be contacted when questions arise.

6. **[REDACTED]**

a. **[REDACTED]**

(1) **[REDACTED]**

(2) **[REDACTED]**

(3) **[REDACTED]**

- b. When the Communications Unit receives notification of an alarm activation at a specific address and determines that a police response is authorized, officer(s) will be dispatched to the alarm call.

(1) Upon the officer's arrival at the location of the alarm activation, the primary officer will notify the dispatcher that they are at the scene (10-23).

(2) The premises will be checked in accordance with guidelines in Annex C of this directive.

- c. After the premises have been checked and it is determined that:

(1) An offense or attempted offense has occurred, the primary officer will:

(a) Notify the dispatcher of the change in call classification, obtain a case report number, and take the appropriate report.

(b) Attempt to notify a responsible party to respond.

(c) Prepare a Request for Report Reproduction, Form 19 P.D., and leave it for the owner/victim.

- (2) An open door or window is discovered and an offense or attempted offense is not identified, the primary officer will:
 - (a) Notify the dispatcher of the open door or window.
 - (b) Attempt to notify a responsible party to secure the premises. If a responsible party is not available, secure the residence/business as best as possible and notify the dispatcher.
 - (c) Attach an Alarm Notification, Form 151 P.D., in plain view at the primary entrance of the premises. The Alarm Notification, Form 151 P.D., will not be left in U.S. mailboxes.
 - (d) Document that there was an open window or door to include, location and the responsible party notified, if possible, in the call notes.

- (3) An offense or attempted offense has not occurred, the primary officer will:
 - (a) Attach an Alarm Notification, Form 151 P.D., in plain view at the primary entrance of the premises. The Alarm Notification, Form 151 P.D., will not be left in U.S. mailboxes.
 - (b) Notify the dispatcher no offense or attempted offense has occurred.
 - (c) Note in the call notes "false alarm" and any specific circumstances that influenced the decision, the individual's name as listed on the alarm permit, who was contacted (if not the permit owner), and the weather condition. This reference may be necessary for testimony before the Alarm Review Board if the permit holder appeals the false alarm determination. The primary officer may be required to testify before the Alarm Review Board if the permit holder contests the fee assessment.

- (4) The alarm is false due to severe weather, the primary officer will:
 - (a) Notify the dispatcher of the disposition and the nature/location of any damage. The call will be reclassified based upon the current Communications Unit procedure.
 - (b) Note in the call notes: "false alarm - weather related" and the nature/location of any damage.
 - d. If an alarm company cancels an alarm, the call-taker will verify the cancellation and cancel the officer(s).
 - e. When the Communications Unit receives notification of an alarm activation with **no specific address**, (i.e., third party reporting), the officer will attempt to identify the exact address of the alarm activation and will provide that information to the dispatcher.
 - f. When an alarm activation is discovered by an officer or the officer receives information from an individual regarding an alarm activation, the officer will notify the dispatcher prior to handling the call.
 - g. Motor vehicle alarms are exempt from the false alarm ordinance.
 - h. Officers will advise individuals to call the Alarm Administrator if they have any questions pertaining to permits, fees, or appeals.
- *7. Gunshot Detection System
- a. Officers will respond as they would on any shots fired call.
 - b. Officers will hold the air upon arrival and search for any injured parties and/or witnesses.
 - c. Officers will conduct a reasonable area canvass for potential victims.
 - d. Officers will recover any evidence they find at the scene in plain view.

C. Responsibilities at the Scene

- *1. Take charge of, secure, and process the crime scene. Request Crime Scene Investigation Section (CSI) personnel when appropriate, as outlined in Annex F of this written directive.
2. Identify and request the cooperation of any witness present and separate witnesses until they can be interviewed.
3. Do not enter any building of a potentially dangerous situation without an assisting officer unless the immediate risk of serious injury or loss of life dictates otherwise. Make every attempt to keep individuals from entering areas of potential danger.
4. Advise the dispatcher when:
 - a. There is no longer a need to "hold the air."
 - b. Circumstances of the call need to be updated, as soon as practical.
 - c. Responding to locations other than those dispatched.
5. Officers should provide medical treatment for a sick or injured individual when requested or appropriate. For further information, refer to current written directive entitled, "Ambulance Calls and Arrests Taken to Hospitals." Officer safety requires that a suspect present at the scene be controlled prior to providing treatment to injured individuals.

*D. Cellular Telephone Tracking "Pinging"

1. When officers encounter a call for service or other incident where locating or tracking a cellular telephone is warranted, they will contact the appropriate Investigations Bureau element supervisors.
 - a. Investigations Bureau supervisors are responsible for conducting the necessary steps to properly and legally locate or track a cellular telephone.
 - b. Patrol personnel will not initiate the process to locate or track a cellular telephone on their own.
2. Investigations Bureau personnel will contact the Career Criminal Section in the event they need assistance with the cellular telephone tracking process.

E. Arrests

1. Officers will make any appropriate arrest. For further information, refer to the appropriate written directive.
2. If there are multiple suspects, the suspects should be kept separate to prevent any conversations occurring between them.
3. If a suspect has left the scene, obtain a description, direction and means of travel, and issue pick-up information as soon as possible.

F. Reports

1. Officers will make every attempt to take reports within their patrol area.
2. If an officer whose patrol area the call for service is dispatched within is not available, the officer first dispatched, i.e., primary officer, will be responsible for the report.
3. Officers dispatched from a different division, as the primary officer, will not be responsible for the report when dispatched with an officer from the division of occurrence.

G. Additional Resource Responses

1. A plainclothes officer making an initial response on calls for service, without being requested, should advise the dispatcher that they are responding in plainclothes. Plainclothes officers should give their clothing and vehicle description to alert responding uniformed officers of their presence.
2. If appropriate, request a canine team and/or helicopter for tracking and/or searching.
- *3. If an air ambulance is responding, Fire Department personnel are responsible for locating a suitable landing zone. In the event that no Fire Department personnel are present, an officer at the scene may be required to locate a suitable landing zone.
 - a. The landing zone should be:
 - (1) 100 X 100 feet square.
 - (2) Free of overhead obstructions.
 - (3) Fairly level.

(4) Accessible to aircraft for patient transfer.

- b. When a roadway is to be used as a landing zone all traffic must be blocked.
- c. The helicopter pilot has final authority to determine if a landing zone is acceptable.

H. Department Issued Equipment

- 1. The Department approved baton will be carried on all disturbance calls, party armed calls, and whenever practical. However discretion can be used in certain situations, e.g. vehicle searches, dealing with a small child, etc.
- 2. The reflective vest will be worn while directing traffic or conducting vehicular accident investigations on any roadway.

SELF-INITIATED ACTIVITY

A. Legal Guidelines

1. All traffic stops, car checks, pedestrian checks, and searches/seizures of property by officers will be based on a standard of either reasonable suspicion or probable cause.
2. All traffic stops, car checks, pedestrian checks, and searches/seizures of property based solely on race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level and conducted without reasonable suspicion or probable cause, are strictly forbidden.
3. The officer initiating the stop of a vehicle is responsible for ensuring racial profiling information is captured, as mandated by law. For further information, refer to the appropriate current written directive.

B. Department Guidelines

1. Prior to conducting any self-initiated activity, whether operating as a one (1) or two (2) officer car, officers will get out of service with the dispatcher, giving the location first and then a description of the vehicle/occupant or pedestrian, unless exigent circumstances exist.
- *2. If an officer is operating as a one (1) officer car and the car/pedestrian check involves more than one (1) occupant/pedestrian, that officer will request the assistance of an additional officer(s). If possible, avoid making contact with any individuals until the assisting officer(s) has arrived.
3. Officers will not drive alongside a vehicle/individual(s) and talk to the occupant(s)/pedestrian(s) from the police vehicle when conducting a traffic violation, car check, or pedestrian check.
4. If warranted, by reasonable belief that the party is armed and dangerous, frisk the occupants(s)/pedestrian(s) before questioning. See the current Legal Bulletin entitled, "Frisking Suspects Following a Lawful Terry Stop" for further information. If the party is placed under arrest, then search the party pursuant to the current written directive entitled, "Detaining & Questioning and Search & Seizure Procedures."

5. Officers should check vehicle licenses and occupant(s)/pedestrian(s) names through the Mobile Data Computer (MDC). If using the MDC would create officer safety concerns, the officer should conduct checks through the dispatcher.
6. All contraband will be recovered in accordance with the current written directive entitled, "Recovered Property Procedure."
7. Officers should exercise good judgment concerning the disposition of passengers when the driver of a vehicle is arrested. Officers should consider the age of the passengers, familiarity of the area, time of day, etc.
8. Probable cause, reasonable suspicion, any identifying information about an occupant(s)/pedestrian(s) and the disposition of the activity will be recorded on the initiating officer's call notes.

GUIDELINES FOR LAWFUL BUILDING CHECKS AND SEARCHES

- A. Prior to arriving at the location, notify the dispatcher of the exact address or location of the building(s) and the purpose of the check/search, if not a call for service, (e.g., freshly broken window, unsecured door while business is closed).

- B. While at the location:
 - 1. Physically check all doors and windows thoroughly.
 - *2. Do not enter the building alone, unless there are exigent circumstances for the entry.
 - *3. Guard the most likely avenue of escape, when there is reason to believe someone has entered unlawfully.
 - 4. Notify the dispatcher, and give the exact location of what has been detected.
 - 5. Notify a supervisor and request them to respond, if extenuating circumstances exist.
 - 6. Request a canine team and/or helicopter to respond when appropriate. When a canine team is responding, officers should not enter the building until authorized by the canine handler. For more information see Annex G of this written directive.
 - *7. Request the dispatcher notify an owner or building representative to respond and/or to advise if persons are lawfully on the premises, when practical.
 - 8. Ensure that one (1) officer remains at the scene until the owner/representative arrives. If unable to contact the owner or a representative, secure the building as well as possible and record the information in the call notes.

- *C. When Forced Entry is Necessary to Enter a Building
 - 1. In **non-exigent** circumstances, the responding officer will first request a supervisor respond to the scene.
 - 2. In **exigent** circumstances, an officer may force entry, then when practical, request the response of a supervisor.

- *3. The term **exigent**, is defined as an emergency demanding immediate action by an officer with insufficient time for the officer to obtain a search warrant or court order.
 - a. This authority is normally invoked when human life is endangered by an accident, sudden illness, or criminal activity.
 - b. Members should thoroughly articulate the circumstances in all appropriate reports.

- 4. The sergeant will respond to the scene and ensure that:
 - a. All appropriate offense reports and an Interdepartment Communication, Form 191 P.D. (Form 191), are completed by the member forcing entry. The following information will be included in the appropriate reports:
 - (1) Date, time, and address of the incident, and the location of the forced entry, i.e., south door/window.
 - (2) The reason for the forced entry.
 - (3) The means by which forced entry was made.
 - (4) A description of any obvious pre-existing damage and any new damage caused by the forced entry.
 - (5) The names of all Department members who responded to the scene or who were notified.
 - (6) How the property was secured prior to leaving the scene, and/or who the property was released to.
 - (7) The names of occupants inside the structure.

 - EXCEPTION:** Tactical Teams are exempt from completing a Form 191 when conducting search warrants, as all information is videotaped and/or documented in the appropriate reports.

 - b. Photographs/Videos will be taken utilizing Department equipment (i.e., cellular phone, camera, or body worn camera) of the damage caused during the forced entry.
 - (1) Photographs/Videos should be labeled with the CRN, name/serial number, location, and date of the incident.

- (2) A copy of the completed Form 191 along with any relevant photographs, videos and additional reports, will be forwarded through the chain-of-command, as well as, scanned in and emailed to **[REDACTED]** or interdepartment mailed to OGC prior to completion of the officer's tour-of-duty.
5. When any forced entry is made by someone other than a Department member (i.e., citizen, KCFD, etc.), a Form 191, is **not required**. Officers should record the forced entry in their call notes and include the information in any relevant reports.

*D. Emergency Aid Doctrine

1. An officer may enter a structure without a warrant under the Emergency Aid Doctrine where the officer has a reasonable belief that an emergency exists requiring their attention. An emergency situation may include entry to prevent death, respond to threats of violence, avoid serious injury, or check the welfare.
2. The scope of the search is limited to the reasons and objectives that prompted the search to begin with and those areas necessary to respond to the perceived emergency.

ANIMAL RESCUE

- A. Animals left unattended in closed vehicles or chained in yards in the direct sunlight are at risk of overheating when the temperature exceeds 70 degrees.
 - 1. All members are reminded to be alert for situations that threaten the health and safety of pets.
 - *2. If an endangered animal is observed or reported, contact the City approved animal rescue via the Communications Unit.
 - 3. Suspected animal abuse or neglect may be reported to the City approved animal rescue or to the Humane Society of Missouri at (314) 647-4400 for investigation.

- B. Animal Confined in Yard
 - 1. Per Municipal Ordinance Section 14-10, a cruelly mistreated or suffering animal on private property in plain sight other than within any residence structure (i.e., chained or confined in a yard) may be seized by an Animal Health and Public Safety Officer without a warrant.
 - 2. Officers will request a response from the City approved animal rescue and stand-by to provide assistance.
 - 3. If the City approved animal rescue is unstaffed, contact the Communications Unit Supervisor and request the on-call City approved animal rescue Supervisor.

- C. Animal Confined in Vehicle
 - 1. Per Municipal Ordinance Section 14-48, if any animal is found confined in a motor vehicle in a public place under weather conditions that endanger its life, officers are authorized to enter the vehicle, rescue the animal, and impound the animal at the municipal animal shelter.
 - a. Request a response from the City approved animal rescue for transport of the animal to the municipal animal shelter.
 - b. If a vehicle has been forcibly entered to rescue an animal and can no longer be secured, the officer will inventory and tow the vehicle. For further information, refer to the current written directive entitled, "Towing/Protective Custody of Vehicles and Contents."

- c. After an animal has been rescued, the officer will leave a prominent written notice on or in the vehicle advising that the animal has been removed and is impounded at the municipal animal shelter, per City ordinance. For questions regarding the need for an animal rescue, contact the City approved animal rescue Supervisor.
2. The officer will document the forced entry rescue action in an Interdepartment Communication, Form 191 P.D., and will include the following information:
 - a. The date, time, and address of the incident and the vehicle's location of forced entry (i.e. rear passenger-side window).
 - b. The reason for the forced entry.
 - c. The means by which forced entry was made.
 - d. A description of any obvious pre-existing damage to the vehicle and any new damage caused by the forced entry.
 - e. The names of all Department members or outside agencies that responded to the scene or were notified.
 - f. Whether the animal was released to the owner or impounded.
 - g. Whether the vehicle was secured prior to leaving the scene, released, or towed.
 - h. If possible, use the in-car video system to document the forced entry.
3. A copy of the completed Interdepartment Communication, Form 191 P.D., and copies of all relevant reports will be faxed to the Office of the General Counsel prior to completion of duty. Photographs will be taken of any damage caused by the forced entry.
 - a. Label the photographs with the case report number, officer's name and serial number, location, and date of the incident.
 - b. Place the photographs in an envelope. Attach the envelope to the original Interdepartment Communication, Form 191 P.D., and copies of all related reports. Forward this packet through the chain of command.

4. When forced entry is made by someone other than a Department member (i.e., individual, firefighter) officers will note the forced entry in the call notes. An Interdepartment Communication, Form 191 P.D., will not be required. The entry in the call notes will include the individuals:
 - a. Name, date of birth, address, and phone number, if forced open by an individual.
 - b. Agency and radio number, if forced by another agency.
5. The forced entry will also be noted in any additional related reports.

ATTEMPT TO LOCATE MOTOR VEHICLE

- *A. When an owner of a motor vehicle reports their vehicle has not been returned by an individual who had permission to possess or operate the motor vehicle, and there is reasonable suspicion a crime has been committed, the owner will be instructed that:
1. These reports will be taken on a walk-in basis only, and
 2. There is a 72-hour waiting period from the time the vehicle was to be returned.
- *B. Reporting Procedures
1. The owner of the motor vehicle must respond to a patrol division and have in their possession the proof of ownership, (i.e., a title signed by the owner or a title application). If the owner does not possess any proof of ownership, the vehicle must be on file with the Department of Revenue.
 2. If ownership of the vehicle is in question, an Attempt to Locate Motor Vehicle report **will not** be taken.
 3. The reporting member will complete an Attempt to Locate Motor Vehicle and complete the owner acknowledgement report as outlined on the intranet under Niche training tab. **A report will not be filed for owners who refuse to sign the waiver.** The Stolen Auto Desk will be notified.
 4. Members will advise the owner to report their vehicle as recovered if it is returned after an Attempt to Locate Motor Vehicle report is made. The owner must respond to Police Headquarters or a patrol division station.
- C. Officer Responsibilities
1. An officer may stop a vehicle that responds in the computer as an **"Attempt to Locate Motor Vehicle."** If the vehicle attempts to elude, the officer **will not pursue** the vehicle unless it meets the criteria outlined in the current written directive entitled, "Pursuits and Emergency Police Vehicle Operations."

2. Upon stopping the vehicle, officers will advise the occupant(s) that the owner of the vehicle reported the vehicle as missing and will attempt to obtain the identities of all occupants and complete a Progressive Investigation report.
 - a. If the occupant(s) is not the owner, officers may take custody of the vehicle, unless there are exigent circumstances. Members should consider the age and physical condition of the passengers, familiarity of the area, time of day, and use good judgment concerning the disposition of occupants.
 - b. "Attempt to Locate Motor Vehicle" may be a civil matter and the occupants **will not be arrested** for that incident. If the occupants are involved in a criminal offense, they will be handled in accordance with the appropriate current written directive.
 - c. The member will notify the Stolen Auto Desk.

3. Disposition of the Vehicle

- *a. The vehicle will be towed if the owner cannot be immediately contacted or is contacted and cannot respond to the recovery scene for a timely removal.
- b. The vehicle **will not** be processed unless it is involved in an offense which requires evidence collection.
- c. When towing the vehicle, follow the procedures outlined in the current written directive entitled, "Towing and Protective Custody of Vehicles and Contents."

D. Parking Control Officer (PCO) Responsibilities

1. When a PCO comes into contact with an **unoccupied**, abandoned or illegally parked Attempt to Locate Motor Vehicle, the PCO will:
 - *a. Attempt to contact the owner of the vehicle.
 - (1) If the owner responds and takes custody of the vehicle, a supplemental will be taken and the Stolen Auto Desk will be notified.
 - (2) If the owner cannot be immediately contacted or is contacted and cannot respond to the recovery scene for a timely removal, the vehicle will be towed.

- b. Follow the procedures outlined in the current written directive entitled, "Towing/Protective Custody of Vehicles and Contents."
2. PCOs will request a patrol car in the following circumstance(s):
- a. The vehicle occupant(s) return to the vehicle.
 - b. The vehicle is involved in another offense or requires processing/evidence collection.
 - c. The PCO feels that their safety may be compromised or that an officer is necessary for any other reason.

CRIME SCENE RESPONSIBILITIES

*A. Field Officer Responsibilities

1. The initial officers at the scene will:
 - a. Secure and tape off the primary crime scene using white/blue tape designating a single entry/exit point into the primary scene.
 - b. Secure the outer scene/staging area with yellow tape.
 - c. Preserve any evidence that could be easily lost or destroyed.
 - *d. As soon as practicable, start a Crime Scene Sign-In Log, Form 227 P.D./227A P.D.
 - (1) The Crime Scene Sign-In Log, Form 227 P.D./227A P.D., records all members who enter the crime scene. Members will sign the log before entering the crime scene.
 - (2) Fire Department personnel/Medical Examiner(s) are not required to sign the Crime Scene Sign-In Log, Form 227 P.D./227A P.D. The member maintaining the log should annotate it with the Fire Department vehicle numbers and/or the Medical Examiner's name.
 - e. Contact all appropriate elements that need to respond.
2. All members will use the designated entry/exit point of the primary crime scene.
3. Once the primary scene has been secured, all non-investigations members should move to the outer scene and not re-enter unless their presence is necessary to preserve scene integrity.
4. Unauthorized individuals, including any member without a valid reason, will be prohibited from entering the crime scene to avoid contamination or alteration by their presence.
5. Nothing at the crime scene should be altered or disturbed unless absolutely necessary. If the scene must be altered or disturbed in any way, that information should be relayed to investigative members upon their arrival. The member who altered or disturbed the crime scene will be required to complete a progressive investigation.

- a. Members will not, under any circumstances use any of the utilities within the crime scene including the telephone, bathroom, or any of the sinks for any purpose not related to the investigation.
 - b. Members should not mark evidence. Only Department issued orange cones will be used to mark any evidence that could be lost or destroyed.
 - c. Members should keep in mind that rendering a firearm safe may destroy evidence. This should only be done if the scene cannot be secured.
6. Officers at the scene of a violent crime need to be cognizant of the fact that individuals in custody may possess evidence upon their person and/or clothing that needs to be collected in a timely manner. Officers should protect these individuals to avoid destruction of evidence and contact CSI for instruction prior to transport.
 7. Serious injury/fatal vehicular accidents are considered crime scenes. If a vehicular is going to be investigated by the Traffic Investigation Section, the scene should be treated like any other crime scene. Vehicle parts, debris and contents of the vehicle are considered evidence and should be protected.
 8. When a police shooting or a major incident involving the police occurs, members should refer to the current written directive entitled, "Police Involved Incident Response."

B. Field Sergeant Responsibilities

1. The initial field sergeant at the scene should ensure the crime scene is taped-off into two (2) scenes (primary crime scene and outer scene/staging area) and that the appropriate investigative elements have been notified and are responding.
2. The field sergeant in charge of the scene will confirm that an officer is maintaining the Crime Scene Sign-In Log, Form 227 P.D./227A P.D.

C. Investigation Unit Responsibilities

1. The investigative supervisor or the detective in charge of the crime scene has overall authority of the crime scene.

2. Investigative members should advise the responding officer if a report is required.
- D. When a crime scene response is not being made by a detective or CSI, the field officer will:
1. Process the scene for latent prints and collect physical evidence.
 2. Process vehicles requiring latent print development, unless directed by CSI or a supervisor to have the vehicle processed at another location.
 3. If available, request a DNA trained officer to collect any identified DNA evidence.
- *E. Crime Lab Photo Application (CL Photo App)
1. Members must understand that the use of a personal device to take offense related photographs is strongly discouraged and could open the device up to requests for case discovery and/or Missouri Sunshine Law requests.
 2. Personal photographs of a police incident are prohibited.
 3. All uploading, copying and/or viewing of images through the "CL Photo App" is electronically tracked and recorded. Photographs will only be viewed through the App by members with an investigatory or training reason to do so.
 4. Only digital photographs will be uploaded through the "CL Photo App". The App will not accept video files.
 5. Department digital photos will only be used for Department business. Use of a Department digital photo for personal reasons is prohibited.
 6. When a Department digital camera or Department cellular telephone is used to take police incident photographs, members will:
 - a. Save the photographs from the device or memory card to the "CL Photo" folder located on the Department computer desktop.

- b. Open the “CL Photo App” from the desktop or from the “CL Photo App” folder located in the Department “SharedDirectories” (S: Drive).
- c. Upload the photographs through the App following the “CL Photo App User Guide” which is also located in the “CL Photo App” folder.

NOTE: Any questions or issues regarding the use of the “CL Photo App” should be submitted to the KCPD Help Desk by using the “KCPD Help Desk” icon on Department computers.

F. DNA Trained Officers

- 1. DNA trained officers have primarily been trained to respond to Property Crimes cases. DNA trained officers may be requested to:

- a. Assess crime scenes for biological evidence suitable for DNA testing.

NOTE: DNA Officers are reminded to limit biological sample collection to three (3) samples unless exigent circumstances require otherwise. This does not include the collection of a buccal swab standard.

- b. Document a crime scene through basic photography as well as a report through RMS.
- c. Process crime scenes for and recover latent prints.

- 2. When the CSI members are not available, DNA Trained Officers may be requested to process “simple” Robbery scenes.

- a. Simple robbery scenes refers to a scene that only the skills denoted above are required to process the scene to include basic photography, collection of biological evidence/swabs, and latent print processing.

NOTE: Sample collections from a robbery scene are not limited to three samples; however, DNA officers should still exercise good judgment and utilize their case assessment skills when selecting samples for collection.

- b. Scenes requiring more advanced skills (such as specialized photography or footwear evidence) should still be referred to CSI.
 - c. All officers have been trained in evidence recovery, and thus a DNA trained officer or CSI should not be called to simply “pick-up” an item of evidence.
3. When on-scene, DNA trained officers may refer questions to CSI.

USE OF CANINE TEAM

- A. The Canine Section is available to assist officers on a 24-hour call-back basis. All requests for the use of a canine team should be made through the Communications Unit.

- B. Field Officer Responsibilities
 - 1. When officers at the scene determine that searching/tracking is necessary, the officers should establish a perimeter around the area to prevent the escape of the suspect and reduce all unnecessary foot traffic.

 - 2. When a positive narcotic "hit" is detected by a canine team, the requesting officer will notify the Drug Enforcement Unit with the following information:
 - a. Amount of suspected controlled substance recovered.

 - b. Any other paraphernalia or related items.

 - c. Any individual in custody.

 - d. Weapons.

 - e. Large amounts of cash.

 - 3. When apprehensions/recoveries are made, the individual(s) apprehended/property recovered will be released to the officer(s) who requested canine assistance.

 - 4. When the owner/representative of a structure requests an explosive search, because of a bomb threat, the officer should evacuate the structure before requesting an explosive canine team as outlined in the current written directive entitled, "Explosive Device Calls".

- C. Actions Taken if an Individual is Bitten by a Department Canine
 - 1. If an individual is bitten by a Department canine, the officer(s) who requested canine assistance will ensure the individual bitten receives medical attention as soon as possible.

 - *2. A supervisor from the Canine Section will respond, if available. If not, an on-duty supervisor will respond.

3. Information concerning the bite will be incorporated into the narrative of the original incident report taken by the requesting officer(s).
4. The canine handler will complete a Response to Resistance Report, Form 246 P.D.

D. Actions Taken if a Canine Handler Becomes Incapacitated

1. When the handler is in need of immediate assistance, officers at the scene should use any means necessary to secure the canine. Officers at the scene should not shoot the dog unless it is a life threatening situation for the officers or individuals.
2. Officers will request another member of the Canine Section respond to the scene to secure the canine.
3. If officers are unable to secure the canine and a Department canine officer/supervisor cannot be contacted, a canine officer from another agency may be called to secure the canine.

HAZARDOUS MATERIAL INCIDENTS

A. Hazardous Incident

1. When the type of hazard cannot be determined from a safe distance or prior to responding to a known hazard, don Personal Protective Equipment (PPE).
- *2. Contact a supervisor, if radiation is suspected, to obtain and utilize data from the Mini-Radiac Gamma Personal Radiation Detector.
3. Notify the dispatcher of the type of hazard, utilizing the Department of Transportation Emergency Response Guidebook (ERG), and the exact location of the hazard.
4. Request the Fire Department and if the situation dictates, the Fire Department's Hazardous Materials Unit (HazMat).
5. Request the gas and/or electric company, if the situation dictates.

NOTE: When an individual/vehicle is in contact with a live (hot) electrical wire, members will not render first aid until the electrical wire is rendered safe or the individual/vehicle is no longer in contact with the wire.

6. Isolate the source of the hazard and if possible, safely eliminate any items that would create a more unstable environment. Request additional officers to secure the scene and provide a safe route to the scene. Officers securing the area should prevent anyone from entering the structure/area until the scene has been deemed safe.
7. Detain individuals who left the structure/area, or individuals that are familiar with the structure/area, until arrival of the Fire Department. If the incident appears to be intentional or there is a serious injury or fatality, detain individuals who have left the structure/area for the appropriate investigative element.

B. Entering/Evacuating a Hazardous Structure/Area

1. Do not enter the hazardous structure/area except as a last resort to rescue someone whose life is in danger. Never attempt to revive an individual while in the hazardous structure/area.

2. Notify the dispatcher when entering the hazardous structure/area and only enter in pairs. Maintain personal contact with each other and evacuate the structure/area immediately if physically affected by the hazard.
3. Only evacuate occupants of a structure/area on the order of the Fire Department's officer-in-charge, unless the immediate risk of serious injury or loss of life dictates otherwise. A verbal progress report should be given to the firefighters.

INTERAGENCY CONFLICTS

- A. When an interagency conflict or disagreement occurs (i.e. jurisdictional dispute, the proper method of handling a call), which is not immediately resolved by the officers involved, a Department commander/supervisor will:
 - 1. Respond to the scene, as soon as practical.
 - 2. Determine what immediate resolution may be necessary and take the appropriate action.
 - 3. Submit an Interdepartment Communication, Form 191 P.D., through the chain of command relating the details of the incident.

- B. Under normal operations, the Kansas City, Missouri officer will complete the applicable reports (i.e., accident, investigation, etc.) when the conflict involves a jurisdictional dispute.

- C. Interagency conflicts will be diplomatically resolved by the administrators of the departments involved. Other Department members will not contact another department to resolve disputes or file official complaints with any neutral agency.