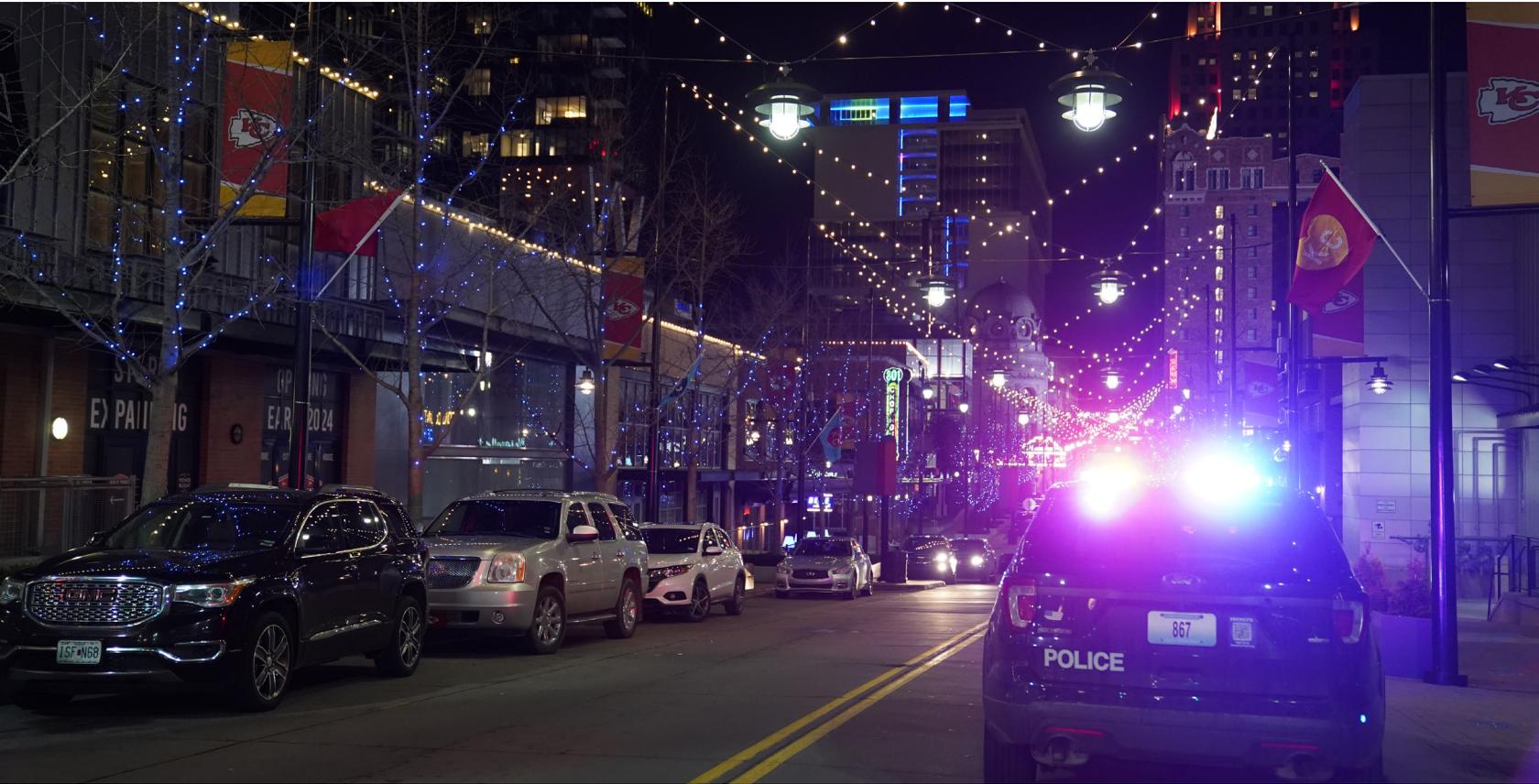


# Police

KC/MO

KANSAS CITY MISSOURI  
POLICE DEPARTMENT



## CRIME PREVENTION HANDBOOK

**Stacey Graves**  
Chief of Police

**Kansas City Missouri Police Department**

1125 Locust Street  
Kansas City, Missouri 64106

816-234-5000

**Emergency: 911**

[www.kcpd.org](http://www.kcpd.org)

# Police

## KC/MO

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**For further information contact your Community Interaction Officer:**

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Central Patrol Division  
1200 E. Linwood Boulevard 64109

816-234-5510

East Patrol Division  
2640 Prospect Avenue 64127

816-234-5530

Metro Patrol Division  
7601 Prospect Avenue 64132

816-581-0700

North Patrol Division  
11000 N.W. Prairie View Road 64153

816-234-5540

Shoal Creek Patrol Division  
6801 N. Pleasant Valley Road 64119

816-413-3400

South Patrol Division  
9701 Marion Park Drive 64137

816-234-5550

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# Foreword

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**Crime prevention is a pattern of attitudes and behaviors directed both at reducing the threat of crime and enhancing the sense of safety and security, to positively influence the quality of life in our society and to help develop environments where crime cannot flourish.**

**The National Crime Prevention Council (1996)**

One of the fundamental functions of government is to protect its citizens. However, despite the best efforts of the criminal justice system, crime in the United States continues to flourish.

Citizen involvement is an essential part of the fight against crime in Kansas City. Law enforcement needs the help of citizens who will watch, report, and testify, actions that are critical in the identification, arrest and prosecution of criminals. Citizens should be trained and encouraged to follow basic economical crime prevention techniques, which can lessen their likelihood of becoming targets of criminal activity.

## Crime prevention can be defined as:

- the very foundation of effective law enforcement;
- the empowerment of citizens to help lessen the likelihood of their own victimization;
- an educational tool which helps bridge the gap between citizens and law enforcement;
- a way of involving citizens in the war against crime, motivating them to support law enforcement efforts, and common sense rules for safe living;

Often, the fear of crime far outweighs the actual crime problem. Some people become so overwhelmed with this undue fear that their actions and peace of mind become impaired. On the other hand, some citizens are grossly unaware of how easily they can become crime victims. They often fail to take the necessary precautions that could greatly reduce this risk. Crime Prevention offers a realistic middle ground to this dilemma by providing common sense rules for safe living. When law enforcement and citizens follow this simple approach, they greatly reduce the chances they will be victimized. Adopting the crime prevention practices included in this document can lead to safer living habits.

More comprehensive crime prevention information can be obtained from the Community Interaction Officers located at the division stations provided on the front inside cover. Additional crime prevention information is also available at **KCPD.org**.

# Business Crime

Insurance companies attribute 30% of business failures to losses caused by crime. Most businesses lose up to 15% of their gross sales volume to crime. Small businesses are hit hard because they lack adequate security controls and are easier to prey upon than larger businesses which have loss-controls in place.



## Employee Theft

Employee theft is a theft (stealing cash, goods, equipment, supplies, time, services, etc.) committed by a business employee against their employer. About 80% of all crime-related losses are due to employee theft.

Crimes against businesses are crimes of opportunity. If the opportunity is reduced, the business loss will be minimized. Business owners should make it difficult, risky and unrewarding for theft to occur.

### The following guidelines help to reduce the risk to your business.



- Monitor cash register activities to assure proper operation.
- Separate operations from accounting; double check all transactions.
- Keep an accurate inventory system that is checked regularly by someone other than the person responsible for it.
- Keep accurate records on movements of cash and goods from the time they enter your business until they leave.
- Monitor business activity and income patterns over time to see if income has dropped during any particular situation.
- Do not allow employees to handle any transactions or sales to themselves, close friends or family.
- Establish a very clear employee discount and fringe benefit policy.
- Limit access to valuables; use strict key control for access to business premises, store rooms, and display areas.
- Employees' personal belongings should be in a safe place with limited access, away from concealable merchandise.
- Search trash regularly to prevent merchandise from being carried out in it; flatten boxes to eliminate hiding merchandise.
- Have employees park away from the building to reduce access to personal vehicles where goods may be hidden. If employees purchase merchandise have them immediately place the items in their vehicle.
- Sign all tools and equipment in and out.
- Limit the number of exits and monitor employees to make it difficult to carry merchandise out.
- Lock screens over outside openings through which goods can be passed.
- Monitor shipping to assure that merchandise is leaving legitimately and being shipped to the appropriate address.
- Reward employees who discover and report security problems.
- Deal with dishonesty swiftly, firmly, and visibly: **rules mean little if not enforced!**
- Install security cameras.
- Contact the Patrol Division Station in your area, and request a business security survey.

# Robbery



Robbery occurs less often than other business crimes, but the potential for loss, injury, and death is much greater from a single incident. Employees should be trained to protect themselves and the business by reporting any suspicious person or activity immediately and by making notes for future reference.

## Business Plans

*Business plans and security related information should be on a “need to know” basis only.*

Caution employees against divulging security information to anyone who has not been cleared by you. Keep employees away from the register when not in use. They should stay busy with other tasks.

Every person who enters the store should be acknowledged and greeted in a friendly manner. The presence of alert, efficient, and capable employees will discourage a thief.



## Opening and Closing

Use a staggered method of opening and closing. While one employee enters the premises and determines if it is safe, a second monitors from a safe distance outside. When signaled, the second employee is let in by the first. A similar procedure is used at closing.

## Controlled Entrance

*Make your address easily visible to emergency units.*

Control the entry to your business at all times. Everyone, including delivery men and employees, should enter through a monitored entrance. Keep all other doors locked.

Do not allow customers or non-employees inside after hours. Be especially wary of anyone seeking entry before opening or after closing. Beware of emergency calls or attempts to get you to open your business outside of regular hours. Install security cameras at all exits.

Put height markers on the door trim to aid in descriptions.

## Visibility

Maximize visibility into and out of transaction areas by keeping windows clear. Keep your business interior and exterior well-lit.



## Business Crime

## Business Crime - Robbery continued

### Bank Deposits

Make bank deposits often. Use an armored car service or take different routes to the bank each day and at different times of the day.

If making a deposit personally, never do so late at night. Carry monies and other items for deposit inconspicuously inside your clothing. In some jurisdictions, you may ask about a police escort.

### Cash

Keep a small amount of cash on hand and use a drop safe (which can not be opened by employees on duty) for large bills and excess cash. Place notice of this fact, along with a robbery awareness poster, where any would-be robber will see them.



### Additional Tips:

- Contact the Community Interaction Officer at the patrol division in which your business is located to learn what actions you should take when police respond to your location for a robbery in progress. You can also obtain crime statistics from the Crime Analyst at each of the division stations, which will help you keep informed of crime activity in your area.
- Do not work alone. If you must, leave a radio or television playing in a back room to give the impression that someone else is present.
- If you operate an all night establishment, such as a convenience store, employees should never work alone. Always have at least two employees on-duty at all times.
- Keep a sheet of paper handy to record a description of the suspect as soon as possible. Lock the business and do not allow anyone to enter or leave before the police arrive. Protect the crime scene. Do not touch or move anything unless absolutely necessary.

### During a robbery...



- **Do not resist.**
- **Obey instructions.**
- **Observe the suspect closely for later descriptions.**

**Notify the Police as soon as possible. Give a description of the subject, vehicle, and direction of travel.**

**DO NOT HANG UP THE TELEPHONE UNLESS TOLD TO DO SO BY THE POLICE CALL TAKER.**

# Burglary



Physical security constitutes 90% of burglary prevention. If your building is locked and unauthorized entry is made difficult, time consuming and conspicuous, chances of a successful burglary are minimized.

Locks on all outside entrances and inside security doors should be single-cylinder dead bolts with movable collars. They should be recessed into the door and should have at least a one-inch throw containing a hardened steel insert protected by a latch guard.

Padlocks should be made of hardened steel and mounted on bolted hasps. Keep the padlocks in the locked position to prevent exchange. File off serial numbers to prevent new keys from being made. Entry doors should be of solid core construction or metal-lined. Door jams must

be solid. Exposed hinges should be pinned to prevent removal. All windows should have secure locks and shatter-resistant glass, this more so on the lower level windows.

Good visibility should be maintained through windows; expensive items should be removed from displays before closing. Lights must provide optimum visibility inside and out, with vandal proof covers over outside lights and the power source. The perimeter should be well-lit, especially around all entry points.

Alarm systems should be supplied by a licensed alarm company with a central monitoring station. Check the system on a daily basis. Advertise its presence to deter break-ins. As a note, the city of Kansas City has an Alarm Ordinance, which requires you to obtain an alarm permit. The instructions for the permits are available on-line at [KCPD.org/about/services/private-alarms/](http://KCPD.org/about/services/private-alarms/)

The cash register should be in plain view from outside so it can be monitored easily. Leave the drawer open when empty, or not in use. Safes should be fireproof, burglar resistant, and anchored securely. Leave them open when empty and use them to lock up valuables when the business is closed. Change combinations when anyone with access leaves your employment.

Maintain good visibility. Landscaping, boxes and trash bins near the building can give a criminal cover or access to the roof. Check your building exterior (roof, cellar, walls, etc.); secure all openings larger than 12 x 12. Perimeter fences should keep intruders out and allow good visibility of your business by neighbors and police. Alarms on fences can give you additional protection. Guard dogs inside fences are also effective in deterring unauthorized entry.

Tools and equipment should be engraved with an Identification Number, (Example: Missouri Drivers license 123467890KCMO), and ID stickers displayed on entrances to your property, advertising that your items are marked for identification. Keep accurate records of serial numbers on all items to help in recovery.

Tightly anchor all equipment/merchandise to a secure base and lock all exterior doors to delay the efforts of a burglar. A closing security check should include the entire interior of your business so you do not lock an aspiring burglar inside. Routinely check the exterior to make sure that there has been no security breach.

## Business Crime

## Business Crime

# Shoplifting

The following guidelines should be used as they apply to your business needs:



- Train employees how to reduce shoplifting opportunities and safely detain shoplifters.
- Provide adequate floor coverage for all areas accessible to customers. A phone by the register can help maintain coverage during business hours.
- Attentive salespeople should greet all customers and monitor their activities, especially in dressing rooms and restrooms. Be on guard for distractions.
- Keep small valuable items locked in display cases; limit the number of items removed for customer inspection.
- Keep valuables away from exits to prevent grab-and-run tactics. Anchor valuable display items to counters.
- Maximize visibility with low counters and proper aisle layout. Enhance visibility by raising the cash register area, using convex or one-way mirrors and acquiring security surveillance cameras.
- Keep the store neat and orderly. Pattern displays and keep them filled so you can tell at a glance if something is missing.
- Cash registers should be inaccessible to customers and monitored at all times.
- Give every customer a sales receipt and staple every bag shut with the receipt.
- Monitor shipping and receiving areas and delivery persons. Stock rooms should be off limits to all but employees.
- Design checkout lanes so everyone can be scrutinized by a cashier or other employee when leaving.
- Watch for large purses and shopping bags brought in by customers. Check items sold that could conceal other merchandise. Some clothing being worn may conceal hidden pockets.
- Check and control price tags, refund slips, etc. Watch for price tag switching.
- Notify management immediately of any suspicious activities.

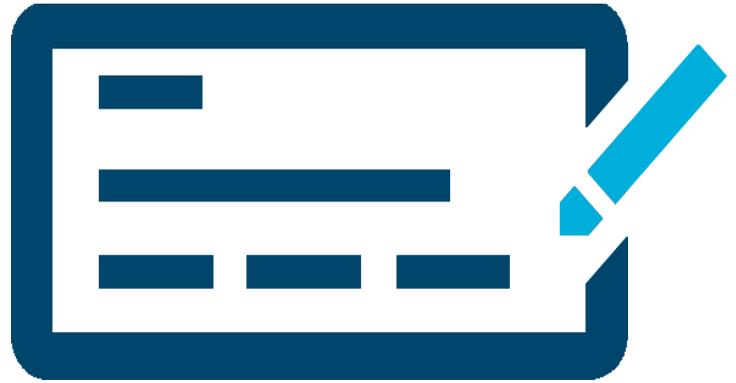
In order to improve security, keep accurate records of all shoplifting incidents, assign special security personnel to monitor customers and openly advertise your aggressive anti-shoplifting policy.



# Bad Checks

A check is not cash, but an “I.O.U.” or promise that cash will be paid upon presentation of the check at the writer’s bank. A check is “bad” when it cannot be redeemed for cash.

Establish a firm check-cashing policy and post it where it can be read easily by customers and referred to by employees.



## This Policy Should Specify Your Acceptance Criteria Concerning the following information:

### Amount of Check

Limit the amount for which the check may be written or limit it to the amount of purchase; require management approval for any check written in excess of a set dollar amount.

### Two-Party Checks

Two-party checks have a higher incidence of unreliability and can be more difficult to collect.

### Local vs Out-of-State

Local check writers are easier to contact for collection.

### Identification

The primary ID for collection purposes is a driver’s license or special ID issued by the state.

### Other Limits

Specify any other limits so they will be clearly understood by customers and employees.

### Return Check Fee

Collect a returned check processing fee, i.e. \$20.00.

*All checks should accurately reflect the name, address (mailing & physical), driver’s license or valid ID number, and home and work telephone numbers of the check writer. If this information is not accurately recorded on the check, the employee should write it clearly on the check.*

## THE FOLLOWING ITEMS SHOULD ALSO BE CONSIDERED:



- Name, picture, description, and signature match the check writer ID.
- Low check number, new accounts can be less reliable.
- Written and numerical amounts agree.
- Local vs out-of-state, use extra caution when accepting an out-of-state check, the writer should be a Missouri or Kansas resident in case they need to be contacted for collection.
- Correct date, not post dated.
- Any erasures, alterations or abnormalities.



Many people use credit cards as their preferred method of payment. Unfortunately, the use of a stolen or forged credit card is also popular among criminals. You and your employees should follow the strict acceptance procedures set by each credit card company.

### KEEP THE FOLLOWING POINTS IN MIND TO FURTHER REDUCE YOUR CHANCES FOR LOSS:



- Keep a copy of credit card agreements on file so they can be retrieved easily.
- Post a procedural guide for credit card transactions next to the register.
- Have employees initial credit transactions in the event of a discrepancy.
- Install a telephone at the register; post authorization numbers nearby. If uneasy about a transaction, call the credit card company and ask security personnel for advice before completing the transaction. Do not return the card until they instruct you to do so.

Protect yourself and your customers by keeping credit card transactions confidential. Thieves can obtain names and numbers from the trash can and use them for fraudulent mail or phone order scams. Charge backs can occur if a cardholder disputes any charges, especially in mail or phone orders. Special precautionary guidelines are available for each card company.

Stay on the alert for merchants, typically telemarketers who ask you to deposit their sales drafts. When a licensed business owner or employee runs the sales draft for another business, the process is known as factoring.

Chances are you will never be approached with such a proposition. If you are, contact your bank immediately. If you become involved in factoring, you will be held responsible for all financial losses and if fraud is involved you will face criminal charges.

## Counterfeit Bills

Inspect all bills, especially those of larger denominations for appropriate portraits. Compare the suspected bill to genuine bills of the same denomination. Look for differences, not similarities. Counterfeits will be less detailed, have a flat appearance, and appear washed out. Authentic bills are always printed on safety paper with fine red and blue hair-like fibers imbedded in them. Do not be fooled by colored lines printed on paper. If you have any questions regarding U.S. currency, you can contact the local US Secret Service office for details, 816-460-0600. If you suspect someone is attempting to pass a counterfeit bill call 9-1-1 immediately.

### Three basic types of bills are:

- Low denomination bills altered to appear high (photocopied corners of larger bills glued to small bills).
- Photocopies of authentic bills.
- Counterfeit bills printed utilizing a computer and its printer.

# Child Safety

**CRIME PREVENTION BEGINS AT HOME BY TEACHING CHILDREN HOW THEY CAN TAKE RESPONSIBILITY FOR THEIR OWN SAFETY. SIMPLE COMMON SENSE RULES CAN BE LEARNED BY EVEN VERY SMALL CHILDREN TO ENSURE THEIR DAY-TO-DAY WELL-BEING.**

## STRANGER DANGER



### Remember:

-  Never get near a car if a stranger asks for directions or anything else.
-  Never accept gifts, money or medicine from a stranger.
-  Never open a door to a stranger or let them know that you are alone.
-  Avoid strangers on playgrounds, in restrooms, and at shopping malls.
-  Never speak of family plans, especially vacations, around strangers; and
-  If you feel threatened, scared or in danger, run to the nearest neighbor, police officer, or friend.

It is easy to teach children about strangers. A stranger is someone they do not know. It is difficult, however, to teach children about people they do know, who may frighten them or make them feel uncomfortable. It is important for adults and children to realize that harm does not always come from a big, creepy stranger on the street. Harm can also come from a trusted friend, neighbor, relative, or child care provider.

Parents should maintain a keen awareness of their child's total environment. Be especially aware of anyone initiating time alone with your child! Check sitters and care givers thoroughly.

**Talk to your child regularly concerning activities while in the care of others.**

## Child Safety

## LATCHKEY CHILDREN



*With the number of single-parent households increasing, many children in Kansas City come home after school to an empty house. For most older children, spending time alone is good. It helps them to become mature, independent, and responsible adults. But for some children being home alone can be a frightening experience.*

**To make your children's time alone safe and productive, communication between you and your child(ren) concerning safety and self-care is essential.**



## Child Safety

BELOW ARE SOME FACTS, ISSUES, AND IDEAS TO DISCUSS WITH YOUR CHILDREN WHEN PREPARING THEM FOR THEIR TIME ALONE. THEY MUST:

-  Know their name, address, and phone number, as well as those of the parent or guardian at work.
-  Be able to identify a trusted neighbor, who is at home during the day, who can be notified in case of an emergency.
-  Know how to efficiently lock and unlock the doors and windows in their home.
-  Never open the door to a stranger. Do not let anyone unfamiliar to you know, either on the phone or at the door, that you are without adult supervision.
-  Know first aid for minor injuries.
-  Know how and when to use 9-1-1.
-  Know not to enter a residence if they arrive home and observe a door or window open. They should go to a safe place and report it.



### Parents Should:

- Leave a spare key with a trusted neighbor in case keys are misplaced or lost.
- Not hide an extra key near the entrance of your home, if it is accessible to you and your children, it is accessible to a thief.
- Go over safety procedures in case of fire or injury.
- Be sure your child knows that they can contact the police, fire and ambulance by dialing 9-1-1.



## Missing Children

Most missing children are lost or have run away, some have been abducted by a non-custodial parent, and others have been abducted by strangers. All missing child reports must be taken seriously and every effort made at once to locate the child and avoid potential harm. Teach children the dangers involved in being lost or running away. Teach them who and how to call for help and that it is OK to ask for help.

Notify schools and care givers to allow only specific persons to pick up your child. Have your child ask for a secret password if someone unfamiliar tries to pick them up for any reason.



### Even very young children should know:

- Their full names, addresses, and phone numbers of both parents at work.
- How to make local and long distance calls on dial and push button phones.
- How to dial 911 or 0 for help.
- It is OK to use the telephone when they are scared or uncomfortable.
- Not to play alone in isolated areas.
- Not to enter anyone's home without parental permission.
- Never to hitchhike.
- A designated meeting place if separated while at a movie, parade, mall, etc.



**Keep an up-to-date identification record of your child with complete physical description, photograph, fingerprints, dental records, and strands of hair (with roots) for DNA identification.**

# Family Violence

Family violence is a universal problem. It is one facet of our society that knows no age, color, income, religious, or educational boundaries. While family violence is growing rapidly throughout our state, community concern about the problem is increasing.

## Child Abuse & Neglect



It is hard to understand why some adults hurt children, but it is important to remember that most parents love their children and do not intend to abuse them. Parents finding themselves in stressful situations often lose control of their emotions and take their frustrations out on their children. For these children, this violence is a way of life.

Many abusers were themselves victims of child abuse. Because they did not learn effective discipline as children, they often teach their own children unacceptable ways of dealing with anger through violence. Therefore, when these children grow

and become parents themselves, they often continue these patterns of abuse. Citizens and law enforcement officers must work together to stop this continuing cycle. There are four distinguishable types of abuse: physical, emotional, sexual, and neglect. All forms of abuse are detrimental to the physical and emotional well-being of victims.

The physical effects of child abuse and neglect are obvious; painful injuries, many of which require medical attention and often lead to severe medical problems, including but not limited to, permanent disabilities, retardation, and even death.

### PHYSICAL ABUSE

Injuring a child by hitting, kicking, shaking, or burning, etc. them. Which also includes throwing objects at a child.

### EMOTIONAL MALTREATMENT

Crushing a child's spirit with degrading or derogatory verbal attacks, threats, or humiliation.

### SEXUAL ABUSE

Sexual contact with a child (incest, inappropriate touching, rape, etc.); pornographic use of a child.

### NEGLECT

Failure to provide for a child's physical or emotional needs (food, clothing, shelter, medical care, love, affection, attention); failure to provide guidance, supervision, or abandonment.

The emotional effects of child abuse and neglect are profound; the abused child has low self-esteem, many insecurities and emotional problems, all of which result in difficult relationships throughout life.

## Family Violence

**Kansas City Missouri Police Department**  
reported Child Abuse\Neglect cases are  
investigated by the Sex Crimes Section  
located at Police Headquarters  
1125 Locust, Kansas City, Missouri 64106  
**Telephone: 816-234-5220**

**Child Abuse or Neglect, Hotline**  
**1-800-392-3738**



**Kansas City Missouri Police Department**  
reported Domestic Violence cases  
are investigated by the Domestic Violence Section  
located at Police Headquarters  
1125 Locust, Kansas City, Missouri 64106

**Telephone: 816-234-5235**

Women make up 95% of domestic violence victims. In Missouri, a woman is more likely to be assaulted, injured, raped, or killed by a male partner than by any other assailant. Weapons are used in 30% of these crimes. In addition, 20% of these abused women are pregnant. Research indicates that domestic violence results in more injuries to women that require medical treatment than rape, auto accidents, and robberies combined. Each year, more than one million women in the U.S. seek medical assistance for injuries caused by battering.

It may be difficult to understand why these women, "just don't leave". However, there are many reasons, including economic and social factors. It is not always possible for a victim to find safety when shelters often are full and family, friends, and the workplace are not always supportive. Many times, the woman cannot financially support herself and her children. Religious beliefs may prevent her from breaking up the family. By leaving, she is abandoning all hope that the person she loves will change. Fear is also a huge concern. Women are more likely to be murdered when they are estranged from

their husband or boyfriends. The risk of homicide is higher in the first two months after separation.

When handling domestic situations, recognize that the woman cannot be forced to leave. However, she can be provided with information concerning her options, such as a crisis hotline, temporary shelter, Ex-Parte or Full Orders of Protection, counseling, court advocacy, etc. Demonstrate concern for her safety and the safety of her children. Explain that in most cases, violence only gets worse. Let her know that assistance is available when she is ready to leave. Provide her with assistance in developing a safety plan.



### **The safety plan should include:**

- Possible escape routes: doors, first-floor windows, basement exits, elevators, stairs, etc.
- A place to go: a supportive friend or relative, a hotel or shelter.
- A survival kit: money for cab fare, a change of clothes, extra house and car keys, medications, checkbook, Orders of Protection, and an address book. Pre-pack these items and keep them in a safe place or leave them with a trusted friend or relative.

### **In addition, a battered woman should be encouraged to:**

- Start an individual savings account, with statements being sent to a trusted friend;
- Avoid arguments with the abuser in locations containing potential weapons, such as the kitchen or garage, or in small places without access to an outside door.

# Home Security

Often an intruder will be deterred from entering your home if you make it a noisy, difficult, time-consuming, and a highly visible task. When away, try to make your home look as if it is occupied. Leave lights and a radio on. Have a friend or neighbor get your mail and newspaper, and cut the grass if needed. Be creative when hiding valuables; burglars often go straight to the bedroom to look under mattresses, in bedside stands and in closets for money and jewelry.



## LOOK OUT FOR YOUR NEIGHBORS

### Doesn't mean that you are a nosy neighbor.

Looking out for your neighbor and watching and calling the police when you see suspicious activity is not being a nosy neighbor, it is being a concerned citizen who cares about their neighbors and community. If your neighborhood has a Neighborhood Watch Program, join and support it.



## NEIGHBORHOOD WATCH PROGRAM

### Contact your Community Interaction Officer.

If not and you want to start a Neighborhood Watch Program, contact a Community Interaction Officer in the Patrol Division in which you live. They will provide information and assistance in helping you start a Neighborhood Watch Program in your neighborhood.

### The Community Interaction Officers can be contacted at any of the following locations:

Central Patrol Division	816-234-5510	East Patrol Division	816-234-5530
Metro Patrol Division	816-581-0700	North Patrol Division	816-234-5540
Shoal Creek Patrol Division	816-413-3400	South Patrol Division	816-234-5550

### The Neighborhood Watch program is designed to target specific geographical areas and assist those citizens to:

- Establish an organizational structure and create an information sharing network.
- Meet neighbors and create social ties that will help them work together.
- Allow police to train citizens in crime prevention, to recognize and report criminal activity.
- Access information and assistance from police and other Government agencies that can help to improve living conditions in your neighborhood.
- Provide the community with a strong unified voice to inform community leaders on programs and actions that people support.

### At the Neighborhood Block Watch Training Meeting the officer will address the following topics:

- The Neighborhood Watch concept and structure.
- When you should call the police.
- What information to provide when calling the police.
- Home Security.
- Crime Prevention Programs that are available.

**To reduce crime in residential neighborhoods, the police and neighborhood must work together closely.**

**Neighborhoods with a structured Block Watch, that are active and report suspicious activity, can help to reduce area crime greatly.**

## Home Security

# Suspicious Activity

If you see something suspicious don't wait to report it to the police, call immediately. Don't wait until a crime has been committed or potential criminals have a chance to get away,

### CALL 9-1-1 RIGHT AWAY



The following are just a few examples of when you should call the police: 

- A non-resident walking between houses, a possible burglary in progress.
- Someone loitering in front of a home, business or school, who could possibly be casing for a burglary or robbery.
- Someone looking into residences or cars, could be a possible prowler.
- An occupied vehicle parked in the area, possible prowlers casing, or a stolen auto.
- A vehicle repeatedly driving through the area, or driving without headlights.
- Someone knocking on your door and asking for directions, or looking for someone you have never heard of. This could be a burglar attempting to see if a residence is occupied.

### WHEN CALLING 9-1-1 YOU NEED TO GIVE THE POLICE CALL-TAKER THE FOLLOWING INFORMATION:

- Your name. This is not required, but if at all possible please give your name and telephone number. This information will be kept confidential and is helpful if further information is needed.
- Where you are calling from.
- What you are calling about.
- Where the incident occurred.
- Descriptions of the individuals and vehicles involved, and their directions of travel.
- What other emergency services are necessary, such as Fire Department or ambulance.
- If the subjects were armed.
- It is very important not to hang up the telephone until the call-taker has told you to do so. They may want you to provide them with additional information, especially if the incident is still in progress.

**The best weapon a neighborhood can have to fight crime is a strong Neighborhood Watch Program.**

# Home Security Surveys

A security survey of your residence can greatly increase the safety of your home and family. The Kansas City Missouri Police Department has a program in which officers will respond to your residence and conduct a home security survey. If you wish to have a survey of your home or business, all you need to do is contact the Community Interaction Officer at the Patrol Division Station where your home is located and schedule a date and time when you would like the officer to conduct the survey.



## LISTED BELOW ARE SEVERAL MEASURES THAT YOU SHOULD IMPLEMENT IN YOUR HOME TO INCREASE YOUR SAFETY:



- Outside Doors - All doors that can be entered from the outside (including the garage and basement), should be of solid construction with secure hinges and peephole viewer.
- Locks - Outside doors should be locked at all times with dead bolt locks. If you're using single-cylinder dead bolts, keep the key in a permanent, accessible place in case of an emergency. Do not leave the key in the lock or where it can be reached easily through broken glass. (For safety purposes consider switching to single cylinder dead bolts when practical.)
- Sliding Glass Doors - A pin through the frame or a rod in the track will prevent the sliding glass door from being opened from the outside. Place pins or screws in the top track, to prevent doors from being lifted out of the track.
- Garage Doors - Lock garage doors to deny access to living area. Lock up your tools so that a criminal can't use your tools when burglarizing your house.
- If gone for extended periods of time, place a padlock on the track of your garage door to prevent a burglar from breaking into your home, allowing them concealment to load your items.
- Keys - Do not leave house keys hidden outside your door, with a parking attendant, or anyone you do not fully trust. If you lose your key or suspect that it has been copied, re-key or replace your locks.
- Windows - Secure closed and partially open windows with locks and pins. Use blinds, curtains or shades for privacy.
- Lighting - Maintain the lighting around your residence. Leave lights on in front of your house, and place motion detectors on the lights at the rear, to alert you and your neighbor to possible intruders. Have adequate lighting by outside entrances, halls, and driveways.
- Landscaping - Maintain visibility, keep shrubs trimmed away from windows and doors, and trim up away from the ground so they do not provide cover. Keep trees trimmed away from your home to prevent access to a 2nd floor window.
- Alarms - As added security install intrusion alarms or keep a dog to warn you of intruders. The City of Kansas City has an alarm ordinance, which requires you to obtain a permit for an alarm. For new alarm permits or to reinstate suspended permits, apply and pay the \$52 permit fee online at [www.crywolfservices.com/kansascitymo](http://www.crywolfservices.com/kansascitymo).

# Property Theft

## | Auto Theft

**Auto Theft is a big business and the pro can enter and steal a car within seconds.**

**BY FOLLOWING A FEW COMMON RULES WHEN USING YOUR AUTOMOBILE, YOU CAN GREATLY REDUCE YOUR CHANCE OF BECOMING A VICTIM OF THEFT.**

- Always lock your vehicle.
- Park in well-lit, populated areas that are easily observed by passersby.
- Never leave the key inside your vehicle, or the engine running unattended.
- Always lock valuables in your trunk, never leave them in plain view.

In the event of an auto theft, have a complete description of your vehicle with you, including the Vehicle Identification Number and license number ready for the police. Report the theft as soon as possible.

## | Bicycle Theft

### DETER



In order to deter a potential thief, a bicycle should be engraved with an identifying number somewhere on the bicycle's frame. This number, along with the bicycle's serial number and description, should be recorded and kept on hand for police in case of a theft.

## REMEMBER

**A few proactive steps can also be taken to increase the security of your bicycle:**

- Never leave your bicycle unattended.
- Always store your bicycle in a safe place.
- If you cannot store your bike inside, secure it from theft with a good chain and lock.
- Avoid leaving even a locked bicycle in a public area overnight.
- Do not leave detachable items unsecured on your bicycle. If you have a pouch for carrying money and small items attached to your seat, empty it or carry it with you.



# PERSONAL SAFETY

## Safety & Self Protection

The most important tool in crime prevention is your mind.



When used effectively and coupled with a confident attitude and keen awareness, you can avoid dangerous confrontations with potential assailants. This will decrease your chances of becoming a victim. Conversely, a timid or fearful demeanor signals a would-be assailant that you are an easy target. Make it a habit to protect yourself from harm by using common sense and a few standard security devices. However these devices will not protect you if you do not use them.

**Here are some tips to reduce your chances of being victimized:**



- Answer doors and phones so a potential burglar will know your home is occupied. Never tell a caller you are alone; give the impression that someone is with you.
- Look through the peephole to see who is outside the door. Never open it to anyone you do not know and trust. You can always answer someone through the door.
- Verify repairs with their dispatchers before allowing them inside; have a friend with you or have them call you several times; make these precautions obvious. Don't leave repairs unattended, or leave valuables in sight.
- If someone you do not know asks to make an emergency phone call, do not open the door; make the call yourself.
- Children are less cautious; be careful about letting them answer the door or phone at an early age.
- If you think that a forced entry has been made, DO NOT GO INSIDE! Go to a safe place and get help as soon as possible! Call the police immediately.
- Plan escape routes and keep emergency numbers available.
- In apartment complexes, be cautious of laundry rooms, parking lots, and isolated areas; insist that they be well lighted around exterior doors, and inside. Try to use them with a friend or trusted neighbor.
- Consider installing a Caller-ID system on your telephone.
- Never give out information about yourself or where you live.
- If you are confronted and must yell for help, yell "Fire." This phrase gets the best response from bystanders. Break glass or blow a car horn-anything to bring attention to you.
- There is strength in numbers. Join with neighbors to start an effective Neighborhood Watch in your community.
- Never carry large sums of money. Carry your purse firmly near your body. Avoid flashing money or expensive jewelry.
- Avoid being in isolated areas where an assailant can attack you easily without being witnessed. If confronted in an assaultive manner, remove yourself from the situation as soon as possible and notify the police.
- If you are the target of an armed robbery, give the robber what they want and seek safety immediately. Material possessions can be replaced, your life can't.

# Travel Safety

Outside of the home, the most common place for an assault to occur is in a vehicle or on a highway.



A vehicle is an appealing target for attackers because it provides them with two key elements; privacy and mobility.



## Travel Safety Tips:

- Travel, walk and park in lighted populated areas. Remember where you park your car so you can find it easily. Ask for an escort if you feel at risk.
- Keep some money hidden in your car for taxis or unexpected problems.
- Keep car doors locked and windows rolled up at all times, especially while you are in it.
- Have your keys ready so you can enter your car quickly. Before entering, look in, under, and around the car to ensure that no assailants are awaiting your arrival.
- If anything seems amiss, do not get in your vehicle. Seek safety and call for help.
- Be cautious of anyone standing near your car or offering assistance if it is disabled. This could be a ploy by a potential attacker waiting for their next victim.
- Keep your car in good running condition with at least a quarter tank of gas in it at all times. Lock gas caps and hood releases to help to deter sabotage attempts.
- Learn to change a flat tire to prevent being stranded. If a flat occurs in an unsafe place continue driving at a reduced speed until you find a busy well lit place to stop.
- If your car breaks down, raise the hood or tie a white cloth to your antenna. Stay in your car with the windows up and doors locked. If someone stops, roll down your window slightly and ask them to call the police or a tow service. Display a large, "CALL POLICE" sign if you have one.
- Do not stop to assist stranded motorists. Instead call the police to assist them as soon as you can.
- You must stop your car if you are summoned by a vehicle with red lights or a combination of red and blue. If you believe however that the vehicle is not an emergency vehicle, continue to drive in a safe manner to a well lit area before stopping.
- While stopping at an intersection, leave enough room between your car and the one in front of you so you can get around if necessary.
- If someone tries to enter your vehicle and you cannot move, honk your horn, and scream to attract attention.
- If someone unexpectedly enters your car, throw the keys out and exit immediately.
- An assailant may cause an accident, in what is commonly called a bump and rob, in order to set you up as the next victim. If you have an accident in an isolated area, don't exit your vehicle, stay inside. If both vehicles are drivable, simply inform the other driver to follow you to a busy location to exchange information.
- Carry a cellular phone with a battery pack.
- Advise friends or family of your travel plans, i.e. departure time, route, stopping points. Know where you are going, the safest routes, arrival times, and have someone monitor your arrival. If driving during the winter time check roadway conditions.

# Con Games & Fraud

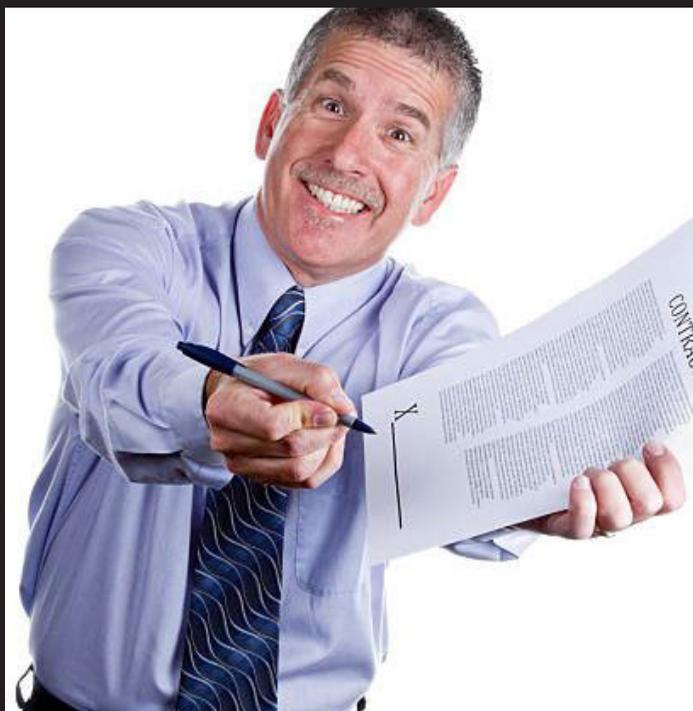
Protect yourself and your money from con-artists by using common sense and by taking a few precautions while handling money or bank cards in public.



- Avoid “get rich quick” schemes: If it seems too good to be true it probably is.
- Police and bank personnel should never ask you to take money out of your account or ask you to give them your secret ATM code. If they do, tell the bank manager or a police officer.
- Never allow anyone to watch while you use your ATM card or code.
- Read and understand any contract before you sign it. Check with a close friend or relative about it.
- Verify door-to-door salesmen with law enforcement or the Better Business Bureau. Check to see if they have a license to solicit door to door, if not, call the police.
- Do not enter a contest or accept free gifts or prizes unless you clearly understand all of your obligations.
- Do not be intimidated by a salesman or allow him to talk you into anything. If a deal or money-making plan cannot wait for you to check it out, pass it up.
- Never pay for something you did not order or do not want. Simply refuse to accept delivery or make payment.
- Never give a credit card number over the telephone unless you initiate the action with a reputable company. In the wrong hands your credit card number can be used fraudulently against you.

## Investment Fraud

There are many types of fraud you should be aware of, and remember that con-artists are very clever and creative. They will often base their scams on the latest political and scientific developments that have recently been covered by the media.



### Among the types of investment scams you might encounter are:

- Pyramid Schemes
- Stock Swindles
- Precious Metal Frauds
- International Investing
- Affinity Fraud
- Franchise and Business Opportunities
- Phone Schemes

These types of investment schemes might come to your attention through the mail, by telephone, over the computer, or even a friend or family member that has been convinced these are worthwhile investments. The con-artist will prey upon an individual's own greed to entice the person to invest large amounts of money into a venture that is completely worthless.

## Con Games & Fraud - Investment Fraud continued

**If you are approached to invest and hear the following or similar types of lines be warned it could be a scam:**

"Decide before the opportunity is gone"

"The re-investment is risk-free"

"There is no time to provide written information and references"

"We need your credit card or checking account number"

"We will pick up the money at your home"

"You have just won a free gift or trip"

*If you receive any material or a telephone call using the above listed approaches or similar lines, hang up the phone or throw away the material. Don't allow the con artist to gain your trust.*



**Another way you can help protect yourself from investment fraud is to ask the following questions of the salesperson whom you speak with:**

"Are you and this investment registered with the Missouri Securities Commissioner?"

"How did you get my name?"

"How long have you and your company been in business?"

"Where is your office?"

"How long will the advertised rates of return last?"

"Is this investment guaranteed?"

"What specific service or product does this company make?"

"Can you mail me copies of the company's financial statements?"

"What will it cost to get my money back out of the investment?"

"What are the risks that I will lose money?"

"How much money have you invested personally in this investment?"

"What proof of ownership will I receive?"

"Is this investment traded on a regulated stock exchange?"

"Will you call my lawyer or my accountant with this information so I can get a second opinion?"

If the salesperson you are speaking with will not or cannot answer all the questions, or any additional questions you think of, do not commit your finances until you first completely check out the company/salesperson with the Missouri Secretary of State, Division of Securities; the Missouri Attorney General; and the Better Business Bureau.

If you do become a victim of investment fraud don't be ashamed to report the crime to the Economic Crimes Section, 816-234-5261 police department and/or the Missouri Attorney General, 1-800-392-8222.

You will not be alone in having been scammed. The North American Administrators Association estimates uninformed investors lose \$10 billion a year, that is \$1 million every hour. If you fail to report the crime, the scam artist is free to prey on your friends and family members. Take a stand, report the crime.

Secretary of State, Securities Division  
573-751-4936



# Sexual Assault

**SEXUAL ASSAULT IS FORCED SEXUAL ACTIVITY AGAINST A PERSON'S WILL. SUCH FORCE INCLUDES ACTUAL PHYSICAL FORCE, AS WELL AS MENTAL AND EMOTIONAL PRESSURES, COERCION OR MANIPULATION.**

Sexual assault can happen anywhere at any time. Anyone can be sexually assaulted, but most sexual assault victims are women. No one is immune, women from every level of society, regardless of age, race, appearance, or social standing can be victims of sexual assault.

Men make up the vast majority of sexual assault assailants. Like their victims, these men come from every element of society. Even though there is no sure way to accurately predict who may be likely to commit sexual assault, there are several precautions that you should take to lessen your chance of becoming a victim.

## Precautions:

- Stay alert to what is going on around you.
- Act immediately to remove yourself from any potentially dangerous situation.
- Walk briskly and act assertively, don't give off signs of helplessness or confusion.
- Take friends or escorts with you to avoid being isolated in risky situations.
- Enter and exit buses/cabs in well-lit areas and sit near the driver door if possible.
- Be wary of anyone who pays you undue attention, asks you for directions, offers you their help or invades your personal space in any way.
- Do not hitchhike or give rides to hitchhikers under any circumstance.
- Ask anyone giving you a ride not to leave until you have reached and entered your destination safely.
- Be cautious when using elevators. Stand near the buttons and get off immediately if you are suspicious of other occupants.



## Date & Acquaintance Rape

**Sexual assault by strangers occurs less often than sexual assault by acquaintances. We naturally treat strangers with caution because we are much less likely to trust them and allow ourselves to be isolated with them.**

**A good rule to follow is to treat everyone as you would a stranger until their trust is earned.**



Over one-half of all reported sexual assaults occur in a residence - usually the victim's. Over one-half of all reported sexual assaults involve an attack by a friend or acquaintance of the victim.

## Sexual Assault

## Sexual Assault

Listed below are some basic preventative strategies that women should exercise to make themselves less vulnerable to sexual assault while dating.

- Know your date. If you don't know them well stay in public or populated areas.
- Tell someone you trust where you are going and how long you expect to be gone. Make this obvious to your date.
- You do not have to accept unwanted sexual attention. You have the right to set your own limits and change these limits over your time with different people.
- Communicate clearly what you want and what your limits are.
- Be assertive. Act immediately when something happens that you do not like.
- Trust your feelings. If you feel pressured or uneasy, examine the relationship closely.
- Be aware of anyone who is domineering or manipulative, who attempts to impose their will on you or who shows a lack of respect for your feelings.
- Limit your use of alcohol and drugs; they reduce your ability to think clearly and make sound decisions.



**An assailant must overpower their victim and maintain control in order to successfully carry out his attack. Control can come in the form of threats, verbal coercion, the use of a weapon or physical violence.**

Most sexual assault victims experience fear, anxiety and helplessness. The shock, horror and revulsion of the assault makes many victims unable to do anything to stop their attacker. The assailant, on the other hand, expects this type of reaction and depends on it to enhance his control over their victim.

The victim must not allow feelings of helplessness to keep from making important decisions. The outcome of the situation depends greatly on the ability to think clearly while analyzing and reacting to the assailant's threats and movements.

## The Critical Decision

How can you escape from your attacker? Can you attract nearby help by making loud noises or quick movements? How can you talk your assailant out of the attack? Can you disable them? Exactly what are your chances of stopping your assailant without creating an undue risk of physical harm to yourself?



### **An assessment based on the following factors will better enable you to make a rational decision about resistance:**

- The environment: Are you completely isolated, or is help or safety nearby? Is someone trying to abduct you from a semi-public place?
- The Victim Abilities: Consider your physical, mental and emotional abilities when dealing with an assault. Are you capable of physical resistance? Can you run, scream, talk, fight, or do something that might effectively stop the attack? How strong is your mental commitment to self-protection? Are you willing to cause grave injury to an assailant?
- The Assailant Perceived Abilities and Motivations: How strong are they? Are they large or small, fit or unfit, armed or unarmed, alone or with an accomplice? Do you know them or are they a complete stranger? How much force is being used? Are they angry, nervous, hesitant, or calm? What effect are your current actions having on them? Based on these factors, a victim may believe resistance will provide a good chance of avoiding the assault or other injury. However, they may feel that resistance will create an undue risk of injury.

**By choosing not to resist the victim is in no way consenting, but only enduring the assault in order to survive.**



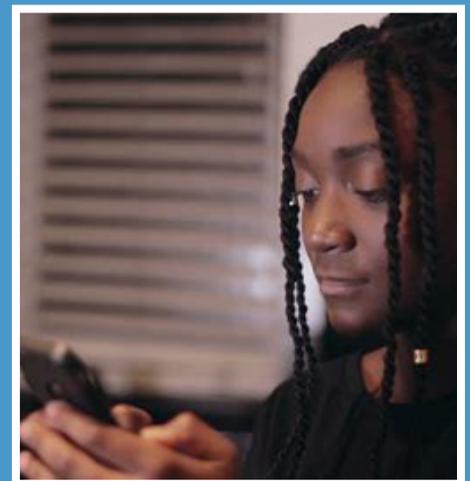
**Even if the victim chooses not to resist, they should constantly seek an opportunity to remove themselves from the assailant's control and reach safety.**

## The Aftermath

No victim asks to be assaulted, wants to be assaulted, or deserves to be assaulted.

### **If you become a victim of sexual assault or rape:**

- Go to a safe place.
- Call the police immediately. Decide later whether to file a complaint.
- Preserve all physical evidence. Do not shower, bathe or douche. Save the clothing you were wearing at the time of the assault. Do not disturb anything where the assault occurred. This evidence is extremely important to your case.
- Call a friend, family member, or rape crisis companion to be with you for support, after calling the police.
- Go to the hospital emergency room for medical care and evidence collection.
- Seek counseling and information from a rape crisis center. They can help you, your family and your friends deal with the aftermath of the assault.



MOSCA, (Metropolitan Organization to Counter Sexual Assault:  
Rape Crisis Line:  
Rose Brooks 24-hour helpline:

816-931-4527  
816-531-0233  
816-861-6100  
[www.rosebrooks.org](http://www.rosebrooks.org)

## Sexual Assault

# Substance Abuse

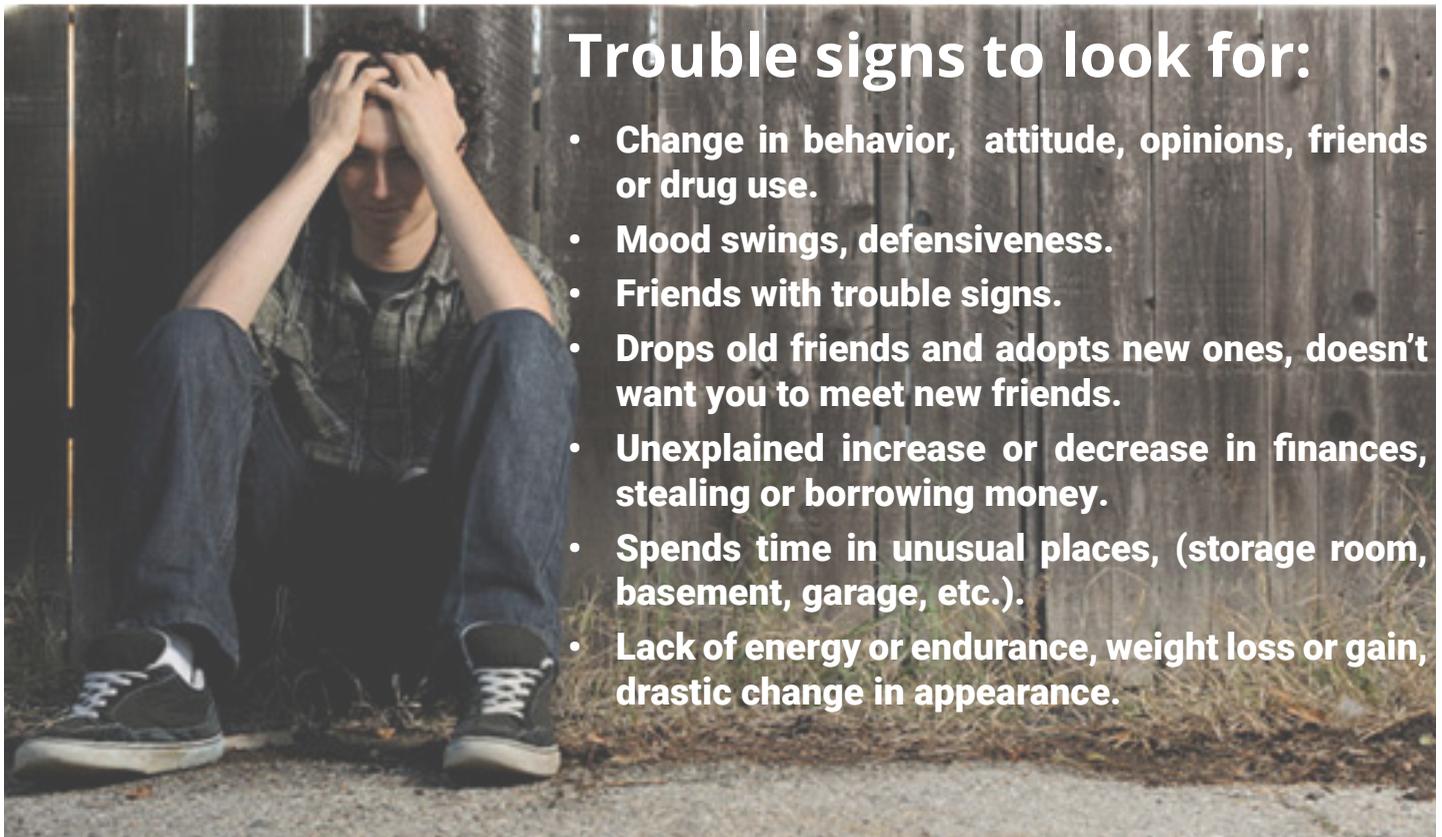


At some point in their parenting years, every mother or father will fear that their son or daughter may be abusing drugs or alcohol.

Listed below are some steps that parents can take to help set limits in their household concerning drug and alcohol use.



- **Set a good example:** Do not abuse alcohol or drugs. Do not allow friends or relatives who abuse drugs or alcohol into your home.
- **Establish good communications:** Be open, honest, non-judgmental and non-threatening when communicating with your children.
- **Set limits:** Let your children know exactly what is and is not acceptable to you.
- **Do not ignore the problem:** Teach your children that drugs are dangerous, addictive, and expensive. Know the signs of drug abuse, be willing to recognize and acknowledge them, and be vigilant.
- **Prepare children to make hard decisions:** Teach them to say “NO”! Let them know that they can come to you when frightened, apprehensive or in need of help.



## Trouble signs to look for:

- **Change in behavior, attitude, opinions, friends or drug use.**
- **Mood swings, defensiveness.**
- **Friends with trouble signs.**
- **Drops old friends and adopts new ones, doesn't want you to meet new friends.**
- **Unexplained increase or decrease in finances, stealing or borrowing money.**
- **Spends time in unusual places, (storage room, basement, garage, etc.).**
- **Lack of energy or endurance, weight loss or gain, drastic change in appearance.**

## What is Methamphetamine?

Methamphetamines (Meth) are synthetic amphetamines or stimulants. Meth stimulates the central nervous system and the effects can last anywhere from 8-24 hours. It is extremely addictive and produces a severe craving for the drug.

## Clandestine Drug Labs

Due to the multiple chemicals used to make the drug, Meth labs are extremely volatile while in the "cook" phase. Meth labs can be found in a variety of locations including suburban and rural residences, barns, outbuildings hotels, motels, apartments, storage facilities, vacant or abandoned buildings, and in some cases vehicles. Meth labs are hazardous to the public due to their volatile state and the toxins created while making the drug. Meth labs are also costly to the public in the removal of the toxic contaminants.



### Items to watch for in Clandestine Labs:

- Large rolls of aluminum foil.
- Many packages of coffee filters or other filters.
- Quantities of chemicals.
- Large amounts of ephedrine or pseudo-ephedrine.
- Scientific glassware, boxes of plastic or glass tubing.
- Beakers, funnels, condenser tubes.
- Cooking devices, mantels, hot plates, camping stove.
- Suspicious odors.
- An unusual amount of activity around sheds, cabins, or out buildings.



# Violence in the Workplace



Many people believe that violent incidents only happen to other people in other places, certainly not to themselves or at their place of work. What used to be virtually unheard of is now one of the fastest growing crimes in our state and in our nation.

The cost of violence in the workplace is great in monetary terms, but more importantly, it is great in the amount of human suffering that it produces. Putting the pieces of a company or organization back together after an incident of violence is a difficult task, but being able to recognize the warning signs and knowing the appropriate prevention steps could reduce the likelihood of an incident occurring at all.

## Warning Signs:

There are several warning signs to look for in your co-workers and employees if you suspect that a violent incident may occur in your workplace. People who exhibit the following behavioral signs may have the potential of becoming extremely violent while at work.

- Attendance problems.
- Decreased productivity.
- Concentration problems.
- Unusual or changed behavior.
- Evidence of serious stress.
- Continual excuses/blame.
- Unshakeable depression.
- Inconsistent work patterns.
- Evidence of drug use.
- Poor health and hygiene.
- Fascination with guns or other weapons.
- Inappropriate anger or hostility when faced with the loss of their job.

**If you observe these characteristics in one or more of your employees or co-workers, take appropriate action.**



# Notes

# Notes

# Police

## KC/MO

**Kansas City Missouri Police Department**

1125 Locust Street

Kansas City, Missouri 64106

816-234-5000

**Emergency: 911**

[www.kcpd.org](http://www.kcpd.org)