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Internal Audit Overview

"Vigilance Through Knowing"

KCPD
Internal Audit Unit

Metro Patrol Division Audit (11-06)

April 2012

Objectives

- Check if the Bond Money Process is in compliance with DM 05-06.
- Check the Property and Evidence Process for security and patterns of denials.
- Determine if station Information Security is adequate.
- Pattern and practice detection for OCC Complaints.
- Determine if the 10% rule is being followed.
- Compare Weekend versus Weekday Staffing levels.
- Determine if MPD's 10-41 time change impacted their blackout occurrences.

Methodology and Scope

- The scope of this audit will be specific methods and issues that affect Metro Patrol Division.
- Review current policy regarding all issues listed in the objectives.
- Conduct interviews with Department personnel as needed.
- Request information from Department personnel as needed.

Metro Patrol Division Audit Findings

1. The Bond Money Process is not in compliance with DM 05-06.
2. Unable to determine patterns of property rejections. Property rejection rate was very low.
3. Information Security at Metro Patrol Division appears to be in compliance with Dept. Policy, MULES, and CJIS Policy.
4. A pattern of OCC's emerged showing 60.3% of all the complaints for Metro Patrol were in two categories, Excessive Use of Force and Improper Procedure.
5. It is unclear if Metro Patrol Division is following the 10% Rule due to the vagueness of the rule itself.
6. Weekday versus Weekend staffing levels are relatively equal for the time periods analyzed.
7. Blackout occurrences have risen for the time period analyzed.

Recommendations

1. *Although there were only a couple of errors in regard to bonds, I recommend Metro Patrol Division personnel attach the bond bank receipts to a copy of the corresponding City Bond/Fine Receipt Ledger.*
2. *I recommend the division station keep a copy of rejected property forms for their own use in determining problems in the property recovery process.*
3. *Division management should continue to monitor the OCC data and remain aware of any patterns that develop.*
4. *I recommend doing away with or modifying Patrol Bureau Memorandum 95-5.*

For further information please contact: Officer Christopher Kincaid, 234-5077, Christopher.Kincaid@kcpd.org

Endorsement Page

Re: MPD Audit 11-06

Unit/Section Supervisor

Unit Commander

Major Pruetting,
Submitted for information and review by the Chief. The auditee is in agreement with all recommendations. Recommend submission to the Audit Committee after the Chief's review.

7/16/12

Division Commander

Chief -
I recommend submission to the audit Committee.

Maj Pruetting

Bureau Commander

Chief of Police

Forward to the audit committee for review

7-28-12

Form 220 P.D. (2-2006)

Metro Patrol Division Audit

April 2012

Internal Audit Unit
Kansas City, Missouri Police Department

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Introduction

On January 3, 2012, Chief Daryl Forte directed the Internal Audit Unit to conduct an audit of Metro Patrol Division.

Scope

The scope of the audit encompasses specific methods and issues that affect the Metro Patrol Division.

Objectives

Check if the Bond Money Process is in compliance with DM 05-06.

Check the Property and Evidence Process for security and patterns for denials.

Determine if station Information Security is adequate.

Pattern and practice detection for OCC Complaints.

Determine if the 10% Rule is being followed.

Compare Weekday vs Weekend Staffing.

Determine if MPD's 10-41 time change impacted blackout occurrences.

Methodology

- The auditor conducted interviews with department personnel as needed.
- The auditor made requests for information from department personnel as needed and made on-site visits to verify said information.

Discussion/Research

Bond Money Process

The Watch-II desk sergeant is responsible for calculating the bonds/fines and completing the deposit slip for the bank deposit every morning, excluding weekends and holidays. The bank deposit is taken to the bank first thing in the morning. After the bank deposit is done, the person transporting the money to the bank then goes to the Municipal Court Building and to Headquarters for the mail run, leaving all required paperwork regarding bonds/fines in their respective places, i.e. copies of bond packets, ROR-PRM/PRS forms, etc. to Municipal Court. The Watch-II desk sergeant then files the bank receipts. In an effort to make sure the process is working correctly, I obtained the bond/fine ledger sheets for the time period, 08-01-2011 to 03-31-2012. I located all the bank receipts from Metro Patrol and compared those with the City Bond/Fine Ledgers.

Findings: This process at MPD was very confusing, the bond receipts were filed but without the ledgers with them making it difficult to match the receipts with their ledgers. It was determined that a few times the bonds were late to the bank. On 01-15-2012, Sunday, a fine was taken and it was not deposited in the bank until 01-18-2012, Wednesday, it should be noted that 01-16-2012 was MLK Day. On 02-12-2012, Sunday, bonds were taken and were not deposited until 02-14-2012, Tuesday. I located a Bond Receipt Ledger for 10-03-2011 that had one $100 bond listed on it. I was unable to locate the bank receipt for that bond. I located a bank receipt for 02-27-2012 for $100. I was unable to locate the City Bond/Fines Receipt Ledger for this bond.

Recommendation: *Although there were only a couple of errors in regard to bonds, I recommend Metro Patrol Division personnel attach the bond bank receipts to a copy of the corresponding City Bond/Fine Receipt Ledger. The location of some bond information is made difficult due to the use of HQ DFO's at division stations. When HQ DFO's take a bond it goes on the ledger as being taken at HQ instead of the division station.*

Station Property Rooms

The regular desk sergeants indicated that they have a security monitor in the desk sergeants area that they could monitor, however, they do not monitor the property room all the time. The officers and civilian personnel recovering property typically have the desk sergeant sign the Form 236 P.D.; therefore he/she would be aware that they would be entering the property room.

An objective of this audit was to analyze the division's property and evidence rejections and determine the rejection rate, as well as to determine if there were any trends in regard to the property rejections. Eighteen weeks (05/23/2011 to 09/25/2011) of data was used to identify the property rejection rate for the Metro Patrol Division. The property and Evidence Section has initiated the process of keeping the rejected property forms as a result of my other station audits. Due to the short time period this process has been in place, there was not enough data to cover the time period analyzed. The following table shows the total number of items recovered by the week, as well as the total number of items rejected. After speaking to the Property and Evidence Section, it was determined that rejected property was included in that week's recovered property but was also counted in the subsequent week when it was corrected and picked-up.

Week Ending	Recovered Property	Rejected Property	Percentage of Property Rejected
16-Oct	112	0	0
23-Oct	118	0	0
30-Oct	88	0	0
6-Nov	137	0	0
13-Nov	84	0	0
20-Nov	96	0	0
27-Nov	72	0	0
4-Dec	147	0	0
11-Dec	31	0	0
18-Dec	154	0	0
25-Dec	123	0	0
1-Jan	25	0	0
8-Jan	88	9	10.2%
15-Jan	111	0	0
22-Jan	117	0	0
29-Jan	162	7	4.3%
5-Feb	92	0	0
12-Feb	209	0	0
Total	1966	16	
Percentage of total rejected Property for Time period			
	0.81%		

Finding: The total rejected property rate for Metro Patrol Division is 0.81%. While that number is low, it may warrant looking into deeper once enough of the property rejection sheets have been retained. No trends in rejected property were able to be calculated.

Recommendation: *I recommend the division station keep a copy of rejected property forms for their own use in determining problems in the property recovery process.*

Information Security

The objectives of this portion of the audit were to determine who has access to ALERT at Metro Patrol Division and to determine if the placement of the computers could lead to the general public being able to view or have access to information contained on the screens of station computers.

In regard to ALERT certification, it was determined that all officers and civilians assigned to the Patrol Bureau are allowed the same access to the ALERT System. It should be noted that Logistical Support Division personnel, i.e. DFO's, also have access to ALERT. Any other KCPD employees at Metro Patrol Division with access to ALERT would be limited, such as anyone not assigned to the Patrol Bureau or Logistical Support Division may have to access to ALERT for timekeeping purposes.

A check of Metro Patrol Division's lobby area revealed the following. The desk personnel are located in a large windowed area. There are three computers located at the front desk all facing away from the public area. While I was at Metro Patrol Division, there were two desk clerks working at the time. The extra computer that was not in use was either turned off or was in a hibernation mode, no information could be seen on this screen. During my site inspection, the report writing area of the station had no officers present. The three computers there were either turned off or in a hibernation mode; no information was present on their screens.

Findings: All computers checked were secured per Department policy. The public had no access to areas where information could be obtained from vacant computers.

OCC Information

The Office of Community Complaints classifies all complaints filed with their office with one of six overall classifications; 1) Biased-Based Policing, 2) Discourtesy, 3) Excessive use of Force, 4) Harassment, 5) Improper Member Conduct, or 6) Improper Procedure.

They also categorize the findings of complaints in the following manner. 1) Unfounded-The act alleged by the complainant did not occur or the subject officer was not involved. 2) Exonerated-The alleged act did occur but the Department member engaged in no misconduct because the actions of the Department member were lawful, justified and/or proper. 3) Not Sustained-The evidence fails to prove that an act of misconduct occurred. 4) Sustained-The alleged act occurred and was without lawful police justification. Other dispositions are 5) Resolved without Investigation, 6) Withdrawn, 7) Non-cooperation, and 8) Closed-The complaint was closed due to the following circumstances: lack of jurisdiction, no violation of policy or procedure, mediation, pending litigation, complainant anonymity, or third party complaint.

I obtained from the Office of Community Complaints information for the Metro Patrol Division for a 5 year time period, from 01-01-2007 to 12-31-2010. The information revealed the following: A total of 217 complaints were filed on Metro Patrol Division personnel for the 5 year period. Of these complaints, 7 (3.2%) were classified as Biased-Based Policing, 11 (5.1%) were Discourtesy, 63 (29%) were Excessive Use of Force, 9 (4.1%) were Harassment, 59 (27.2%) were Improper Member Conduct, 68 (31.3%) were Improper Procedure. The two largest categories of complaint classifications for this data set were Improper Procedure and Excessive Use of Force which accounted for 60.3% of all the complaints filed against Metro Patrol Division personnel.

In regard to the findings by the Office of Community Complaints the following findings were rendered. 14 (6.5%) were Sustained, 34 (15.7%) were closed for Non-Cooperation, 6 (2.8%) were Withdrawn, 80 (36.9%) were Not-Sustained, 37 (17.1%) were Exonerated, 30 (13.8%) were closed/other, 16 (7.4%) remained open at the time the information was provided to me. The two largest findings categories in this data set were Not-Sustained and Exonerated which accounted for 54% of the complaints filed against Metro Patrol Division personnel. A chart showing MPD complaints broken down by Category has been included as Exhibit #5. A chart showing MPD complaints broken down by Findings has been included as Exhibit #6.

Findings: A pattern in the data emerged, showing that 60.3% of all the complaints for Metro Patrol were in two categories, Improper Procedure and Excessive Use of Force. Civilian employees were not included in these calculations.

As requested, the following has been included for your consideration. The highest complaint category and findings are as follows: Improper Procedure accounted for 69 total complaints. The findings were as follows: Not-Sustained 20; Closed 19; Exonerated 15; Sustained 7; Non-Cooperation 7; Withdraw 1.

The second highest complaint category was Excessive Use of Force, which accounted for 63 total complaints. The findings were as follows: Not-Sustained 35; Non-Cooperation 12; Exonerated 7; Closed 5; Open 3; and Sustained 1.

The third highest category was Improper Member Conduct, which accounted for 59 total complaints. The findings were as follows: Not-Sustained 23; Exonerated 12; Non-Cooperation 9; Closed 5; Sustained 5; Withdraw 4; and Open 1.

Recommendation: *Division management should continue to monitor the OCC data and remain aware of any patterns that develop.*

10% Rule

Patrol Bureau Memorandum 95-5 (Exhibit #7), which addresses Vacation Scheduling, also mentions the 10% rule for personnel deployment. The policy states," Each watch may allow up to 10% of the officers assigned to field duty to be off on V, E, or O days, at any one time." This policy does not account for any other exception time, such as, Q, Y, Z, S, D, Limited Duty, or Special Assignment. Statistics were obtained from the Exception Entry sheets over a four month period. One month was selected in each season to get an accurate picture of an entire year and also to pick up any patterns to include the effects of vacations. I utilized the months March, July, October and January, which all happened to have 31 days in each month.

The initial calculations are of actual officers that were working in the field on the day examined minus the people on exception time and then divided by the total officers scheduled to work in Sectors on the date in question (S series). The alternate calculation is the officers working in the field on the day examined minus the people on exception time and then divided by the total officers assigned to the Watch (W series).

The table below shows the total number of days in the corresponding month that the particular Watch was over the 10% rule for a given grouping. Group-1 was figured using just V, E, and O time off, the way the Department Memorandum currently reads. Group-2 adds Q, Y, and Z time to the V, E and O time. Group-3 shows all time off under nearly any circumstance from time working the desk/detention and injury time to V, E, O, Q, Y, Z, including limited duty and special assignment.

Watch-II						
	Group 1		Group 2		Group 3	
Month	S	W	S	W	S	W
Jan '11	5	1	9	1	31	30
Mar '11	7	1	8	1	31	28
July '11	15	2	17	3	31	30
Oct '11	11	3	13	3	31	29

Watch-III						
	Group 1		Group 2		Group 3	
Month	S	W	S	W	S	W
Jan '11	6	0	17	1	29	17
Mar '11	9	0	11	0	23	12
July '11	17	3	19	4	31	31
Oct '11	16	1	18	4	31	30
Watch-I						
	Group 1		Group 2		Group 3	
Month	S	W	S	W	S	W
Jan '11	2	0	7	1	29	24
Mar '11	3	0	4	1	31	27
July '11	10	1	12	2	31	28
Oct '11	6	0	9	1	31	29

When the Total Watch Officers (W) is used in the 10% Rule calculation, the days each watch was over the 10% Rule is significantly decreased over using the Total Sector Officers (S) calculation. Another observation is that the more time off added to the calculation, Group-1 to Group-2 and Group-2 to Group-3, the number of days working outside the 10% Rule typically rises.

In an attempt to determine how the Desk Sergeants are calculating the 10% Rule and if it's being followed, the Metro Patrol Division Desk Sergeants were sent a survey.

The theme from the surveys is that the 10% Rule is followed. The Desk Sergeants indicated that V,E,O,Q,Y and Z time is used in their calculation of the 10% Rule. If pre-scheduled, the sergeants took officers on extended time off, i.e. ML, LD, I-time; and subtracted them from the total officers for the watch for the purposes of calculating the 10% Rule.

Findings: It is unclear if Metro Patrol Division is following the 10% Rule due to the vagueness of the rule itself.

***Recommendation**: I recommend doing away with or modifying Patrol Bureau Memorandum 95-5 for the following reasons. Since 1995 when this Patrol Bureau Memorandum was written, there have been numerous designations of time off added to time keeping that are not accounted for in this Patrol Bureau Memorandum. The Patrol Bureau Memorandum only takes into account V time, E time and O time and no other designation that could require people to be out for extended periods of time, such as Injury time, Limited Duty, etc. This Patrol Bureau Memorandum should be replaced or modified and allow the Commander of a Division to decide the lowest limit of people he/she can operate his/her station on and let that person determine how many people can be allowed off.*

Staffing Levels

Utilizing the statistical information from the 10% Rule calculations, I set out to determine the difference between Weekday and Weekend staffing levels. The following table depicts the actual statistical averages for the months listed. The W-Series is the average number of officers assigned to the station in the given month (Total Officers). The S-Series is the average of the number of officers scheduled to work in the given month (before exception time). PO in cars- is an average number of officers that worked in the given month (after exception time). The % is the average number of officers per day who worked divided by the number of officers scheduled to work (S-Series).

The information on the table below indicated that on Watch-I, even though the Watch Officers are consistent for Watch-I, the number of post-exception time officers on weekdays is greater than the weekends. However, on the weekends a higher percentage of officers are in the cars.

Weekday						Weekend					
W-I		W	S	PO in cars	%	W-I		W	S	PO in cars	%
	Jan	38.00	22.94	15.90	69.3%		Jan	38.00	19.36	15.93	82.3%
	Mar	38.11	22.53	15.58	69.2%		Mar	36.00	19.36	14.50	74.9%
	Jul	39.00	23.00	16.08	69.9%		Jul	38.93	21.33	16.09	75.4%
	Oct	36.00	21.76	14.50	66.6%		Oct	38.33	21.17	16.59	78.4%
	Avg	37.78	22.56	15.52	68.8%		Avg	37.82	20.31	15.78	77.7%

The following table depicts W-II's staffing level comparison. The Watch Officers and the Sector officers are relatively equal between weekdays and weekends. The table shows a slight increase of officers in cars for the weekends.

Weekday						Weekend					
W-II		W	S	PO in cars	%	W-II		W	S	PO in cars	%
	Jan	37.00	21.88	15.01	68.6%		Jan	37.00	21.00	14.80	70.5%
	Mar	36.32	21.79	14.88	68.3%		Mar	36.00	20.42	16.10	78.8%
	Jul	37.00	21.31	15.13	71.0%		Jul	36.87	21.67	14.98	69.1%
	Oct	37.53	21.94	16.14	73.6%		Oct	37.50	22.07	15.66	71.0%
	Avg	36.96	21.73	15.29	70.4%		Avg	36.84	21.29	15.39	72.4%

The following table depicts Watch-III's staffing level comparison. The weekends had higher Watch Officer staffing than weekdays for Watch-III. The Sector Officers are slightly higher on the weekends as well. The percentage of officers in cars is better on the Weekdays for Watch-III during this time period.

Weekday						Weekend					
W-III		W	S	PO in cars	%	W-III		W	S	PO in cars	%
	Jan	44.00	25.53	20.78	81.4%		Jan	44.00	24.50	19.31	78.8%
	Mar	42.00	24.05	20.18	83.9%		Mar	42.00	22.67	18.81	83.0%
	Jul	36.87	21.67	14.98	69.1%		Jul	47.38	28.56	18.94	66.3%
	Oct	43.59	26.35	17.78	67.5%		Oct	43.64	26.21	18.54	70.7%
	Avg	41.62	24.40	18.43	75.5%		Avg	44.26	25.49	18.90	74.7%

Findings: Overall, it appears that the staffing level averages for the months analyzed are relatively even between Weekday and Weekend staffing levels. The largest difference was on Watch-I, where Weekend staffing percentage was 8.9% higher than the Weekday staffing percentage for the time period.

Blackout Occurrences and Metro Patrol Division

During a meeting with the commander of Metro Patrol Division, she indicated that she was interested to see if Metro Patrol Division's changing of their hours and balancing personnel on Watch-II, which occurred in January of 2011, affected their blackout time. A Blackout occurrence is defined as a period of time between when a dispatcher attempts to dispatch a call for service and there is no officer in the division to answer that call. If it is a high priority call, an officer from another division would be dispatched but it would still be considered a blackout occurrence.

Metro Patrol Division, in an effort to combat blackout time, decided to change 220 Sector's 10-41 time from 0700 hours to 0630 hours. Metro Patrol Division also shifted one officer from 210 Sector to 30/40 Sector to equalize staffing. Metro Patrol Division's goal in these personnel changes was to decrease blackout time between 0600-0800 hours. These changes were meant to be permanent if the goal of blackout time reduction was reached. The information from Metro Patrol Division was as follows. The chart below lists Metro Patrol Division's average Blackout occurrences from 0600 hours to 0800 hours. These were the time frames affected by the changing of 10-41 times for 20 Sector.

	600	700	800
Jan '11	3	4	4
Feb '11	6	15	7
Mar '11	5	7	2

	600	700	800
Jan '12	7	2	16
Feb '12	7	5	3
Mar '12	8	9	15

Due to 220 Sector's 10-41 time being moved back 30 minutes, this also means they would be 10-42 30 minutes earlier. The following chart lists Metro Patrol Division's average Blackout occurrences from 1600-1800 hours.

	1600	1700	1800
Jan '11	17	4	8
Feb '11	14	7	10
Mar '11	15	9	6

	1600	1700	1800
Jan '12	35	21	14
Feb '12	28	29	22
Mar '12	53	42	15

Another factor used to determine if this personnel move worked is the total calls for service for the affected months, which the chart below depicts.

	2011					2012			
Calls for Service	Jan	Feb	Mar	**Total**		Jan	Feb	Mar	**Total**
W-II	1470	1431	1404	**4305**		1472	1352	1566	**4390**

After speaking to the Watch-II Captain, he indicated there were also things going on behind the scenes that would make just a snap shot of the numbers skewed. He indicated that Metro Patrol Division, during these two time periods, was affected by numerous district officers being on temporary assignment to Metro Property Crimes Section. His watch was also affected by promotions and resignations. Below are some of the staffing challenges MPD faced during this time period.

	December '10	**December '11**
MPD-WII	39 w/3 on L/D or S/A, net 36	34 w/5 on S/A, L/D or Injury, net 29
MPD-WIII	47 w/3 on L/D or S/A, net 44	43 w/3 on S/A, M/L, or L/D, net 40

Findings: As the charts show there was a rise in blackout occurrences in 2012 as compared to 2011, for the 0600 hour. The 0700 hour showed a decrease in the

number of occurrences. And the 0800 hour showed an increase in blackout occurrences. The 1600, 1700 and 1800 time periods for 2012 as compared to 2011, all showed an increase of blackout occurrences. The calls for service for the listed months had also increased. The Watch-II Captain and the Division Commander both indicated that the short time the changes have been implemented would hinder getting an accurate picture of the effect of the changes. However, gathering this information now will make it easier to compare statistics and get a truer picture of the effect of the changes when the next Metro Patrol Division post audit is completed.

Officer Christopher Kincaid
Internal Audit Unit

EXHIBIT #1

Department Memorandum 05-06 "Bonding/Implementation of Corrections Management System (CMS)"

March 4, 2005

DEPARTMENT MEMORANDUM NO. 05-06

SUBJECT: Bonding/Implementation of Corrections Management System (CMS)

RESCINDS Procedural Instruction 98-5 and 98-5A, entitled, "Bonding – General Ordinance and Traffic Violations." Annex J of Procedural Instruction 03-9, entitled, "Arrest Guidelines." Department Memorandum No. 02-22, entitled, Multiple Charges – BOOKEM System.

I. PURPOSE

To update bonding procedures due to the implementation of the Corrections Management System (CMS) for persons who have been arrested for general ordinance violations and/or traffic violations.

II. TYPES OF BONDS AUTHORIZED

A. Cash Bond

A cash bond is made by depositing the amount of money for the violation involved as suggested by the Kansas City Municipal Division of the 16th Judicial Circuit Court (Municipal Court). Bond may be deposited by the principal or a surety.

B. Personal Checks/Payout Fines

Personal checks can only be written for "payout" fines, however, starter checks will not be accepted. Checks must be made payable to the "Clerk of the Municipal Court" in the exact amount of the payout fine. Valid identification must be presented by the check writer in person and the person's social security number must be written legibly on the check for accountability purposes. Personal checks can also be written by anyone, including third parties, with proper identification and can be written with out-of-state checks.

C. Money Order, Traveler's Check, Cashier's Check, Certified Check

The instrument must be made payable to the "Clerk of the Municipal Court" in the exact amount of the bond.

* D. Surety Bond by Qualified Bonding Companies

The Circuit Court furnishes the department with the list of qualified bonding companies authorized to make bonds. Licensed agents of qualified bonding companies may sign as surety for the release of a prisoner.

E. Auto Club Bond (AAA, American Oil Club, etc.)

A current membership card must be produced and will be either stapled or, if unable to staple, placed in a small envelope and then stapled to the bond receipt. The card will be held by the court until after the defendant's appearance. Bond may not be valid for certain charges as indicated on the membership, i.e., driving while intoxicated, leaving the scene, failure to appear bench warrants, etc.

F. Casualty Company Bond

An agent of the company must appear in person with the notarized power of attorney for the company. The power of attorney is surrendered and stapled to the bond receipt. A separate power of attorney is required for each charge.

* G. Priority Release Bond (PRF – PRS – PRM)

A priority release bond is used to release a person on his/her own recognizance (ROR) without a cash deposit or other surety in circumstances where such is ordinarily required. The person authorizing a priority release bond is not a surety and will not sign as surety (See Section III, G).

III. BOND DETERMINATION GUIDELINES

A. Officers have the discretion to permit signature bonds on GOS arrests, with the following exceptions:

1. The arrestee refuses to sign the promise to appear on a GOS.

2. The arrestee has an outstanding warrant or has a prior record for failure to appear.

3. The arrestee is charged with escape or aiding escape from the Municipal Correctional Institution.

4. There is substantial likelihood that the offense would continue, or persons or property would be endangered, if a summons were issued without bond.

5. The aggravated circumstances of the offense or some other material factor, i.e., arrestee gives false information to police, increases the likelihood that the arrestee will fail to appear on written promise.

6. The arrestee is under the influence of intoxicating drugs or alcohol, unless the party can be released to a responsible adult.

7. The arrestee is charged with domestic violence.

8. The arrestee's identity is in doubt.

B. Persons arrested for traffic violations will be required to post bond when the violation involved the following:

1. Operating a motor vehicle under the influence of intoxicating liquor or drugs, or permitting another to operate said motor vehicle while under such influence.

2. Leaving the scene of an accident. Exception: An on-duty Kansas City Area Transportation Authority bus driver may be released on a signature bond when issued a Uniform Traffic Ticket (UTT) for leaving the scene of a non-injury vehicular accident.

3. Driving with a suspended or revoked driver's license.

4. Fleeing or attempting to elude an officer.

5. Operator refuses to sign the UTT.

6. Operator's identity is in doubt and/or operator gives false information.

7. The operator has an outstanding warrant. The officer may use discretion, depending on the circumstances.

* C. Any juvenile at least fifteen and one-half years of age, who is alleged to have violated a non-felony state or municipal traffic ordinance will be treated in court as an adult traffic violator. He/she will be released on a signature bond, as outlined in this directive. In all other cases involving juveniles, refer to Procedural Instruction entitled, "Juvenile Apprehension Procedures."

D. A drivers license will not be accepted in lieu of bond.

* E. Arrested persons who are required to post bond will be transported or escorted to a patrol division station. Detention personnel at the station will ensure that arrestees are given at least four hours to post bond before they are transferred to the Detention Unit. If the four-hour period elapses, the desk sergeant may extend the period if doing so will enable the arrestee to make bond. This policy will be followed except in the following circumstances, which will require the arrest be transported to the Detention Unit.

1. Persons arrested for the following city ordinance violations will be transferred directly to the Detention Unit, at Headquarters, for processing:

   a. Carrying or concealing a handgun or long gun. (The Fingerprint Identification Section will determine if fingerprints will be taken.)

      NOTE: This pertains to individuals not authorized by State Statute to carry a concealed weapon.

   b. When it is the person's first time offense for promoting prostitution, or agreeing to or performing an act of prostitution.

      (1) These arrests may be transported to a patrol division where they will be booked in, their property recovered and packaged, and then transported to Headquarters Detention Unit where they will be fingerprinted.

      (2) If a person has previously been arrested for one of these offenses, and a full set of their fingerprints are on file, that person will be transported to a patrol division where they will be booked according to Procedural Instruction entitled, "Arrest Guidelines."

         NOTE: A full set of fingerprints are not required for male and female solicitors arrested during decoy operations. They will, however, be booked according to Procedural Instruction entitled, "Arrest Guidelines."

      (3) Persons arrested on sex offense state charges will be transported to Headquarters Detention Unit where they will be booked and, fingerprinted according to Procedural Instruction entitled, "Arrest Guidelines."

   c. Obstructing and resisting arrest.

   d. Stealing, if the person has three prior convictions for stealing, or the value of property stolen is in excess of $150.00.

      NOTE: Notify the Fraud Unit prior to transporting the arrest, or the Violent Crimes Supervisor when the Fraud Unit is unavailable.

2. Arrestees who become extremely belligerent or refuse to give the necessary information for proper booking may be transferred to Headquarters Detention Unit at the desk sergeant's discretion. The desk sergeant will notify the Detention Unit supervisor prior to transporting.

3. Arrestees who claim or appear to be ill or injured will be transferred to a medical facility for examination. (Refer to Procedural Instructions entitled, "Ambulance Calls and Arrests Taken to Hospitals" and "Arrest Guidelines".)

4. If there is no likelihood of the arrest making bond within the four hour period, the arrestee will be transferred to Headquarters Detention Unit if holding the arrest at the patrol division will cause the person to miss the morning hold over docket.

   * NOTE: The arrestee must be received at Headquarters Detention Unit prior to 0500 hours if they are to be placed on the 0900 video arraignment court docket. The arrestee must also be transferred to Headquarters prior to 0100, 0700, 1100, and 1700 hours if they are to receive a meal.

* F. If positive identification of the arrestee cannot be established due to lack of any identification material, the identification material presented is determined to be false, or cannot be confirmed via computer data, the arrestee will be transported to a patrol division station and booked on the identification provided by the arrestee. A fingerprint will be obtained and faxed to the Fingerprint Identification Unit with a copy of the charges. The arrestee will be held at the patrol division station until positive identification is confirmed by the Fingerprint Identification Unit. The arrestee will only be transported directly to the Headquarters Detention Unit when criteria set forth in Section III, E. of this policy have been met.

  * NOTE: If a fax machine with an adjustable resolution is used to fax the fingerprint to the Identification Unit, the **superfine resolution** will be used.

* G. Priority Release of Arrests

  * 1. A person in custody for a municipal charge on a GOS/UTT may be priority released (released on signature) when that person has pending state/federal charges or psychological/medical care is requested or required. When priority releasing an arrest, the following procedures should be followed:

     a. The court date will be written in the space designated for the court date on any GOS/UTT that is issued.

b. The reason for a priority release will be written in **red** directly on the GOS/UTT. The following three (3) reasons may be utilized for a priority release:

(1) Priority Release for State Charges (ROR-PRS).

(2) Priority Release for Federal Charges (ROR-PRF).

(3) Priority Release for Required Medical or Psychological Treatment (ROR-PRM).

* 2. Persons in custody for a city warrant issued by Kansas City, Missouri may be priority released (released on signature) only when requesting medical attention. Additionally, Headquarters Detention Unit commander, or designee, may priority release an arrest for extenuating circumstances. Generally, domestic violence arrests will not be priority released. If a domestic violence arrest is priority released, Headquarters Detention Unit personnel will notify the Domestic Violence Section. When priority releasing an arrest for a city warrant, the following procedure should be followed:

a. The court date(s) will be written in the space designated for the court date(s) on the Municipal Warrant Booking Record that is issued.

b. The reason for a priority release will be written in **red** directly on the Municipal Warrant Booking Record. The following three (3) reasons may be utilized for a priority release:

(1) Priority Release for Required Medical or Psychological Treatment (ROR-PRM).

(2) Priority Release by Detention Unit commander, or designee, due to extenuating circumstances, i.e., overcrowding, arrest is not a repeat offender, etc. (ROR-SIG).

(3) Letter of Incarceration (ROR-LOI).

c. An arrest will not be booked on city warrant(s) when an arrest has pending state/federal charges. The state/federal charges take precedence over city warrant(s).

* H. The following officials may authorize the release, on signature recognizance (ROR) in lieu of the cash bond, of arrestees detained for bond on general ordinance or traffic violations only. This does <u>not</u> apply to warrants or domestic violence incidents.

1. Any municipal judge.

2. The city prosecutor.

3. The department general counsel.

4. Commanding officers.

5. Patrol Division desk sergeants.

6. Detention Unit supervisor.

NOTE: The same procedures will be followed as stated in Section III, G, 1.

I. The following officials may authorize an earlier release of an arrest on domestic violence incidents.

1. Any municipal/associate circuit court judge.

2. The city/state prosecutor.

3. The Domestic Violence Section supervisor or designee.

NOTE: The same procedures will be followed as stated in Section III, G, 1.

IV. PROCEDURE

* A. Bond Receipt Packet

* 1. The bond receipt packet is used for all types of bonds for the Municipal Court. The bond receipt packet consists of the bond receipt, stapled to the outside of a coin envelope containing the currency, coin, or check used to make bond. Multiple bond receipts may be stapled to a single coin envelope when an arrestee is making bond on multiple charges.

* a. One receipt packet will be used for each charge (i.e., UTT, GOS, Municipal Warrant Booking Record.)

* b. Payout warrants will be completed on a fine receipt packet. Each payout warrant will require a separate fine receipt packet

* c. Bond/fine receipt packets will be distributed as follows:

(1) A bond/fine receipt is given to the surety.
(2) A bond/fine receipt is given to the arrestee.

(3) Two(2) copies of the bond/fine receipt and the money envelope are delivered to the Municipal Court.

* NOTE: No corrections will be made on the bond/fine receipt packet. If a mistake occurs, the bond/fine receipt packet will be marked "VOID" and approved by the supervisor in charge. The voided receipt will be forwarded to the municipal courts. A new bond/fine receipt packet will be prepared.

* 2. The member receiving the bond and completing the receipt will enter the bond receipt number in the space provided on the GOS or Municipal Warrant Booking Record.

* 3. The member receiving the bond will require the principal and surety, if applicable, to sign the electronic signature pad within the Corrections Management System (CMS), for the bond receipt packet before giving the bond receipt to the surety.

A second party may post a cash bond only, for a defendant named in a municipal parking violation warrant, when that defendant is not in custody or is unable to be present to post bond. The identity of the second party will be verified by some form of identification. The second party will be instructed to sign his/her name in the "Signature of Depositor" portion of the CMS.

* 4. A copy of the bond/fine receipt will be provided to the arrestee in all cases for notification purposes regarding court date and court room information.

* 5. A bond/fine receipt packet will be used when a violator is arrested on an Execution and Commitment Order (E&C) or Probation/Parole Violation (PV) and a fine payment or bond is required. The money will be deposited with the other bond monies. The bond/fine receipt packet will be distributed as follows:

a. A bond/fine receipt is given to the person paying the balance.

b. A bond/fine receipt is given to the arrestee.

* c. Two (2) copies of the bond/fine receipt are delivered to the Municipal Court.

* B. Posting Bond on Percent/Secured

Ten percent of the posted bond will be made by the arrestee (or another person on the arrestee's behalf.)

1. If the bond states that a 10% deposit may be posted, the arrestee will be required to post a bond in the amount equal to 10% of the amount on the bond.

2. If the warrant or court order requires a secured bond, the arrestee must post an amount equal to the bond through a qualified bonding company.

* C. Bond Ledger Sheet

* 1. The Bond Ledger Sheet contains the same information as the bond receipt packet. The Bond Ledger Sheet, generated by CMS, is available within the CMS system in the Crystal Reports option of the CMS Browser.

* 2. The Bond Ledger Sheet automatically tracks bonds on a 24-hour basis, from 0600 hours to 0600 hours the following day. A separate Bond Ledger Sheet is maintained for fines, Kansas City municipal bonds, and outside city and state bonds. A separate bond numbering system is utilized on each Bond Ledger Sheet. The bond receipt packets for each day will be placed with the Bond Ledger Sheet and delivered to the Municipal Court.

3. When a cash bond/fine is made or money is received from an Execution and Commitment Order (E&C) or Probation/Parole Violation (PV), the money of the bond/fine receipt packet will be kept in a secure place.

* 4. At the end of each watch, the desk sergeant will:

* a. Examine each bond/fine receipt, count the money, to ensure correctness against the Bond Ledger Sheet of the CMS system.

b. Total all the money for the watch, place the money in an envelope, and seal it. The total, appropriate designator, desk sergeant's signature, and date will be written on the envelope which will be placed in a secure place

* 5. At the end of each 24-hours period (0600 to 0600), a new Bond Ledger Sheet will be printed. The desk sergeant will review, sign,

and date the bottom of the Bond Ledger Sheet. The Bond Ledger Sheet will be delivered to the Municipal Court.

*6. Copies of the Bond Ledger Sheet(s) will be maintained electronically in the CMS system for at least 25 years.

D. Deposit Slip

1. Each element accepting bond will have its own bank deposit slips with one of the following designators: HQ, CPD, MPD, EPD, NPD, SCPD (Shoal Creek Patrol Division), SPD.

2. Each deposit slip consists of three parts as follows:

Original (white)	-	to bank
First Copy (pink)	-	retained at station
Second Copy (yellow)	-	to court

3. Each day, the Watch II desk sergeant or Watch II detention facility officer will complete the deposit slip as follows:

a. Date – Date of deposit.

b. Currency – Sum of paper money.

All paper money will be totaled, grouped in denomination order with each bill facing the same direction, and bundled together. The total of the currency and the appropriate designator will be placed on the bundle.

c. Coin – Sum of coins.

All coins will be totaled, separated by denomination, placed in envelopes, and sealed. The total will be written on the front of the envelope with the appropriate designator.

d. Checks.

Money orders, traveler's checks, cashier's checks, certified checks, and personal checks will be listed separately and stamped with the current issue Municipal Court bank deposit stamp.

e. Total – Sum of "Currency," "Coin," and "Checks."

f. Total Items

Collective number of items being deposited, i.e., currency counts as one, all coins count as one, and five checks count as five; therefore, total items would be seven.

g. Net Deposit – Sum of "Currency," "Coin," and "Checks."

E. Delivery of Monies and Forms

* 1. The Watch II desk sergeant will:

a. Check the Watch I bond monies and bonding information.

b. Check the Watch II bond monies and bonding information from the previous day.

c. Check the Watch III bond monies and bonding information from the previous day.

d. Complete one deposit slip per twenty-four hour period.

e. Ensure the "Cash" column of the Bond Ledger Sheet equals the amount on the deposit slip.

f. Ensure the monies and deposit slip are placed in an envelope. Write on the envelope the element designator, money total, date, and sergeant's initials, and seal the envelope with tape. The envelope will be placed in an approved bank bag and delivered to the bank, designated by the department, by 0900 hours, Monday through Friday (except holidays).

g. The Watch II desk sergeant will ensure the bond receipt packets are placed in an envelope marked "Municipal Court" and ensure they are delivered to Window No. 1, Bonds, by 1000 hours.

2. Bond money from each division station is deposited at the department's designated bank.

a. Listed below are the holidays when a deposit will not be made to the bank and paperwork will not be delivered to the Municipal Court:

New Year's Day
Martin Luther King, Jr.'s Birthday
President's Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

b. On weekends and the previously listed holidays, bond receipts **will not be transferred**. The monies for deposit and the bond receipt packets will be kept in a secure place and transferred the next court and bank workday.

3. The following will be delivered in an approved bank bag to the department's designated bank.

   a. All currency, coins, and checks (stamped with the current issue Municipal Court bank deposit stamp).

   b. A deposit slip completed by the desk sergeant.

4. The officer delivering the bank bag will watch the teller count the money.

   * a. If the amount of money in the bank bag does not equal the net deposit on the deposit slip, the officer will immediately return all the bond paperwork and monies to the station and inform the desk sergeant who completed the deposit slip.

   * b. The desk sergeant will immediately review the bonding information to locate the error, make the necessary corrections, and complete a new deposit slip.

5. If the bank teller agrees with the amount shown on the deposit slip, or after the error is corrected and the bank teller has agreed, the following steps will be taken:

   a. The original (white) copy of the deposit slip will remain with the bank teller.

   * b. The first pink copy will be returned to the original element making the deposit to be maintained on file for at least 25 years.

   c. The second yellow copy will immediately be delivered to Municipal Court with:

      * (1) A printed copy of the Bond Ledger Sheet(s) from the CMS system

(2) The bond receipts listed on the Bond Ledger Sheet(s)

(3) All paperwork received for Execution and Commitment Orders and Probation/Parole Violations

V. BONDING – OUTSIDE AGENCY RECIPROCAL BONDING

A. Kansas City, Missouri Warrants:

When an outside law enforcement agency within the state of Missouri detains a person on a warrant issued by the Kansas City, Missouri Municipal Court:

1. The outside agency will contact Warrant Services, Records Section, by phone and verify the warrant for the subject in custody.

2. When an outside agency accepts bond, the agency will make a check payable to "Clerk of the Municipal Court" and mail it to the following address:

   Clerk of the Municipal Court
   1101 Locust
   Kansas City, Missouri 64106

3. When a bonding company is utilized, it must be on an approved Jackson County Circuit Court bonding list.

4. Warrant Services will be responsible for the following:

   a. After verifying the warrant for the outside agency and after being advised by teletype the subject will be making bond, the warrant will be canceled in the ALERT II computer system.

   b. A court date and time will be given to the outside agency so the subject arrested is advised when to appear.

   c. An Outside Recognizance, Form 67 P.D., will be completed and forwarded to the Municipal Court.

   d. When the warrant is verified as an original warrant, an Outside Recognizance, Form 67 P.D., will not be completed. The original warrant will be pulled and routed per present procedures. A notation will be made in the signature block of the original warrant that an outside bond was made.

5. When an arrest is unable to make bond, the outside law enforcement agency should notify the appropriate division station.

The desk sergeant will consider the division's current manpower status and the gravity of the warrant to determine if the subject will be released or transported to Kansas City, Missouri. The Communications Unit will then dispatch a vehicle to transport the arrest to the appropriate detention facility. The transporting officer will secure the prisoner's personal property as directed by Procedural Instruction entitled, "Prisoner's Personal Property Procedure."

The patrol division designated to respond to area law enforcement agencies are as follows:

North Patrol Division -

Gladstone Police Department
*Missouri State Highway Patrol (Platte County)
Northmoor Police Department
Oakview Police Department
Parkville Police Department
Platte City Police Department
*Platte County Sheriff's Department
Platte Woods Police Department
Riverside Police Department
Smithville Police Department
*MOSHP – Gaming Commission at Argosy Casino

* Shoal Creek Patrol Division -

Avondale Police Department
Claycomo Police Department
*Clay County Sheriff's Department
Excelsior Springs Police Department
Kearney Police Department
Liberty Police Department
Missouri State Highway Patrol (Clay County)
*MOSHP – Gaming Commission at Ameristar
Pleasant Valley Police Department
Randolph Police Department

South Patrol Division -

Belton Police Department
Cass County Sheriff's Dept
Grandview Police Department
Harrisonville Police Department
Jackson County Sheriff's Dept
Lee's Summit Police Dept

	Missouri State Highway Patrol (Jackson-Cass County)
Central Patrol Division -	North Kansas City Police Department *MOSHP – Gaming Commission at Harrah's Casinp
Metro Patrol Division -	Raytown Police Department
East Patrol Division -	Blue Springs Police Dept Independence Police Dept Sugar Creek Police Dept

B. Warrants Outside Kansas City, Missouri:

When Kansas City, Missouri Police Department personnel detain persons for outside municipal and state misdemeanor warrants issued by outside law enforcement agencies:

1. Persons will be given the opportunity to post bond. Bond may be posted by the following:

   a. Cash, money orders, cashier's checks, or certified checks. Money Orders, cashier's checks, and certified checks must be made payable to the Board of Police Commissioners. The bonds will be transferred to the Accounting Section by patrol elements after 0800 hours each morning (except weekends and holidays).

   b. An approved bonding company may be used if approved by the outside agency where the warrant was originated.

      NOTE: Outside agencies will determine which form of payment will be received for outside bonds.

2. If the subject desires to post bond, detention facility officers will contact, by telephone or teletype message, the agency entering the warrant in the computer. Information needed to complete the Outside Warrant Bond Receipt packet and the Outside Bond Receipt Ledger, will be requested, along with approval of any bonding company utilized.

   NOTE: Do not fax messages or request information be faxed. Information cannot be tracked if it is faxed.

3. The listed steps will be followed when a bonding company is used.

The Outside Warrant Bond Receipt, will be given to the individual if the individual is posting bond, or to the Bonding Agent who is posting the bond. A copy of the receipt in a white envelope will be forwarded to the Accounting Section.

4. Once the individual has posted bond or paid their payout fine, the detention facility officer will send a teletype message to the agency that entered the warrant so they can remove the warrant information from their computer.

James D. Corwin
Chief of Police

DISTRIBUTION: All Personnel
All Department Elements
Post on bulletin boards for two weeks.

EXHIBIT #2

PPBM 260 "Employee Guidelines – Computer Use and Security"

KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 02-09-10	EFFECTIVE DATE 02-09-10	NO 260
SUBJECT **Policy Series 200: Employee Guidelines** **260 - Computer Use and Security**		AMENDS	
REFERENCE RSMo: 569.094, 569.095, 569.097, and 569.099 PPBM: 330, "Department-Owned Equipment-Privacy and Security"	RESCINDS PI: 01-8 DM: 02-28 ABM: 08-4		

I. PURPOSE

To provide instructions for members regarding computer systems, electronic mail (e-mail), and Internet usage.

II. POLICY

The security of the department's computer system is of paramount importance in maintaining an efficient and well-guarded database for referencing computerized information. Users will strictly adhere to the following guidelines on the usage of department computers and associated software to ensure compliance with federal copyright laws and protection against computer viruses.

III. TERMINOLOGY

A. **Breach** - A break in the system security that results in admittance of an unauthorized person or program to a department computer system.

*B. **Electronic Mail (E-mail)** - A system for sending and receiving messages electronically over a computer network accessed through a department owned computer.

C. **Firewall** - A system (hardware or software) designed to prevent unauthorized access to or from a private network.

D. **Hardware** - The physical computer system or any physical part or mechanism used as an integral or peripheral component of a computer system, e.g., a floppy or hard drive mechanism, memory modules, display monitor and interface card.

E. **Intranet** - Uses Internet based technologies within an organization to facilitate communication and provide integrated access to information.

F. **Internet** - A worldwide network of computers linked together by various communication systems including local telephone services.

*G. **Network** - A system of computers, printers, and storage devices linked by direct connection, over data circuits, fiber optic lines or via other electronic transmission methods that allows shared access to all resources on the network.

*H. **Malware** - Short for "malicious software," malware refers to software programs designed to interfere with normal computer functions or sends personal data about the user to unauthorized parties over the Internet.

*I. **Microsoft Outlook** - A software application used to create, receive, transmit, store, and archive E-mail messages as well as store calendar, tasks and contact information.

*J. **Tiburon** - The vendor contracted to provide records management, corrections management, automated field reporting and computer aided dispatching software applications for the Police and Fire Departments.

*K. **Software** - The programming instructions the computer executes to perform tasks.

1. **Freeware Software** - Software freely obtained from public sources.

2. **Shareware Software** - Software obtained through public sources with normally limited features, periodic visual reminders to purchase, or a time limit cutoff to prevent use without purchase.

3. **Open Source Software** - Computer software whose source code is available under a license or arrangement such as the public domain that permits users to use, change, and improve the software, and to redistribute it in modified or unmodified form.

4. **Commercial Off the Shelf Software (COTS)** - software that is purchased from a retail outlet and installed to the user's computer.

*L. **Unauthorized Equipment or Software** – Equipment or software that has not been provided by the department or is not properly licensed to the department.

M. **Virus** - A self replicating computer program capable of attaching itself covertly to files. Can also be an executable program designed to perform actions not authorized by the system's user.

*N. **Virtual Private Network (VPN)** - A private communications network often used by companies or organizations to communicate confidentially over a public network.

O. **Worm** - A computer program designed to covertly destroy or manipulate data, but cannot attach itself to other programs. A worm still replicates itself to other computers and uses memory, but will always arrive in the same program.

IV. ADMINISTRATIVE GUIDELINES

A. These procedures apply to all members of the Kansas City, Missouri Police Department utilizing department computer equipment or department computer systems. Use of these systems implies that members agree to comply with all applicable policies, guidelines and laws regarding their use.

B. Only the Information Technology Division or its designee will install hardware/software on department computers, with the exception of those elements which have an authorized network administrator.

C. The Information Technology Division is responsible for granting and monitoring access to department computer systems by issuing each department member a User ID. Members are prohibited from using any User ID which is assigned to another person. Members needing assistance acquiring User ID and/or password are directed to contact the Computer Help Desk.

D. Members are responsible for access to and use of their User ID and password, regardless of who actually uses it; therefore, members are responsible for logging off the network upon completion of their computer activity and locking their workstation.

E. Members may not alter or copy a file belonging to another user unless they need to access those files in the performance of their duties.

F. Members may not use the department computer systems to invade the privacy of other department members by unnecessarily reviewing their files and e-mail.

G. Members will not interfere with or disrupt any department computer system, Internet user, program, or equipment. Disruptions include but are not limited to propagation of computer worms, viruses, or other debilitating programs, and using the department computer system to make unauthorized entry to any other machine accessible via the computer system or Internet.

H. Each member is responsible for taking reasonable precautions to avoid introducing viruses, worms and malware to department computer systems and notifying the Computer Help Desk if a virus has been introduced to the network.

*I. Files saved to the Public Drive (P:\Public Drive) on the network should be backed up. Anyone on the network has access to that drive and has the ability to delete the files located on that drive.

*J. No unauthorized equipment will be attached to the network.

K. The Department reserves the right to access, view and copy any user's electronic communications messages, files, data, correspondence, log files, etc. created by or stored on a Department owned electronic communication system or device. The Department reserves the right to use the data and/or content for any purpose.

V. TABLE OF ANNEXES

ANNEX A	**Department Owned Computer Equipment**	
	Software and Hardware Usage	A-1
	Damaged Computer Equipment	A-2
ANNEX B	**Email Usage**	
	General Guidelines	B-1, B-2
ANNEX C	**Internet Usage**	
	General Guidelines	C-1

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____day of _____, 2010.

Mark C. Thompson
President

DISTRIBUTION: All Department Personnel
Post on Bulletin Boards for two weeks
Public View Master Index - Internet
Department Master Index - Intranet

EXHIBIT #3

MULES Policies and Procedures Manual

Missouri Uniform Law Enforcement System

Policies and Procedures Manual

Supplement to the CJIS Security Policy and NCIC Operating Manual

Revision 12/10

Local Agency Security Officer

Every Terminal Agency Administrator (TAA) shall appoint Local Agency Security Officer (LASO) for security related matters. The agency must provide the CSA with an appointment letter on company letterhead that contains the signature of the TAA and LASO. The LASO for an agency may also serve as TAC or TAA.

Computer center security

A computer center or device location must have adequate physical security to protect against any unauthorized personnel gaining access to computer equipment or stored data.

Device Security

Devices must be protected from unauthorized viewing of response displays or printer copies.

Mobile Access Devices - MDTs, MCDs, Laptop Computers

Mobile devices must be secured or positioned to prevent viewing by unauthorized personnel. When such a device is unattended, using a password protected screen saver, the Windows "Lock Computer" function, or a CAD equivalent is necessary.

Computer Center Personnel

Personnel employed in a computer center must be screened by nationwide background check utilizing fingerprints. Refer to the Operator Access portion of this section for further details on background checks.

Non-operators with unescorted access

Employees of an agency or computer center who are not certified operators, but have unescorted access to system devices or data storage areas, must undergo a background screening utilizing fingerprints. One example would be after-hours custodial staff that arrives after all certified operators have gone for the day.

Non-operators with escorted access

A certified operator may escort non-operator employees and visitors to the computer center. All visitors to the computer center must sign a visitor log. If visitors or uncertified employees or contractors are under the direct supervision of a certified operator while they are present, a background screening is not required.

Employees who have provided notification of their decision to resign, or who are the subject of disciplinary action of any kind, may present a special risk situation. The TAA should consider reviewing the access privileges of such employees.

Security Incidents

A security incident is the act of violating an explicit or implicit security policy. All security incidents, whether actual or suspected, must immediately be reported to the ISD Call Center at 800-877-2897. A security incident may consist of an employee intentionally or unintentionally releasing protected information, the discovery of unauthorized access, or infection of a system device with malicious software. Security incidents may include, but are not limited to:

- Attempts, failed or successful, to gain unauthorized access to a system or its data
- Unwanted disruption or denial of service
- Unauthorized use of the system for processing or storage of data
- Changes to system hardware, firmware, or software without the owner's knowledge or consent

The CSA reserves the right to reduce or revoke the access of any operator suspected of misuse of the CJIS network.

EXHIBIT #4

CJIS Security Policy

U. S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division

Criminal Justice Information Services (CJIS) Security Policy

Version 5.0
2/09/2011

CJISD-ITS-DOC-08140-5.0

Prepared by:
CJIS Information Security Officer

Approved by:
CJIS Advisory Policy Board

5.9.1.6 Monitoring Physical Access

The agency shall monitor physical access to the information system to detect and respond to physical security incidents.

5.9.1.7 Visitor Control

The agency shall control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible). The agency shall escort visitors at all times and monitor visitor activity.

5.9.1.8 Access Records

The agency shall maintain visitor access records to the physically secure location (except for those areas officially designated as publicly accessible) that includes:

1. Name and agency of the visitor.
2. Signature of the visitor.
3. Form of identification.
4. Date of access.
5. Time of entry and departure.
6. Purpose of visit.
7. Name and agency of person visited.

The visitor access records shall be maintained for a minimum of one year. Designated officials within the agency shall review the visitor access records frequently for accuracy and completeness.

5.9.1.9 Delivery and Removal

The agency shall authorize and control information system-related items entering and exiting the physically secure location.

5.9.2 Controlled Area

If an agency cannot meet all of the controls required for establishing a physically secure location, but has an operational need to access or store CJI, the agency shall designate an area, a room, or a storage container, as a "controlled area" for the purpose of day-to-day CJI access or storage. The agency shall, at a minimum:

1. Limit access to the controlled area during CJI processing times to only those personnel authorized by the agency to access or view CJI.
2. Lock the area, room, or storage container when unattended.
3. Position information system devices and documents containing CJI in such a way as to prevent unauthorized individuals from access and view.
4. Follow the encryption requirements found in section 5.10.1.2 for electronic storage (i.e. data "at rest") of CJI.

EXHIBIT #5

Chart of MPD OCC Complaints by Category

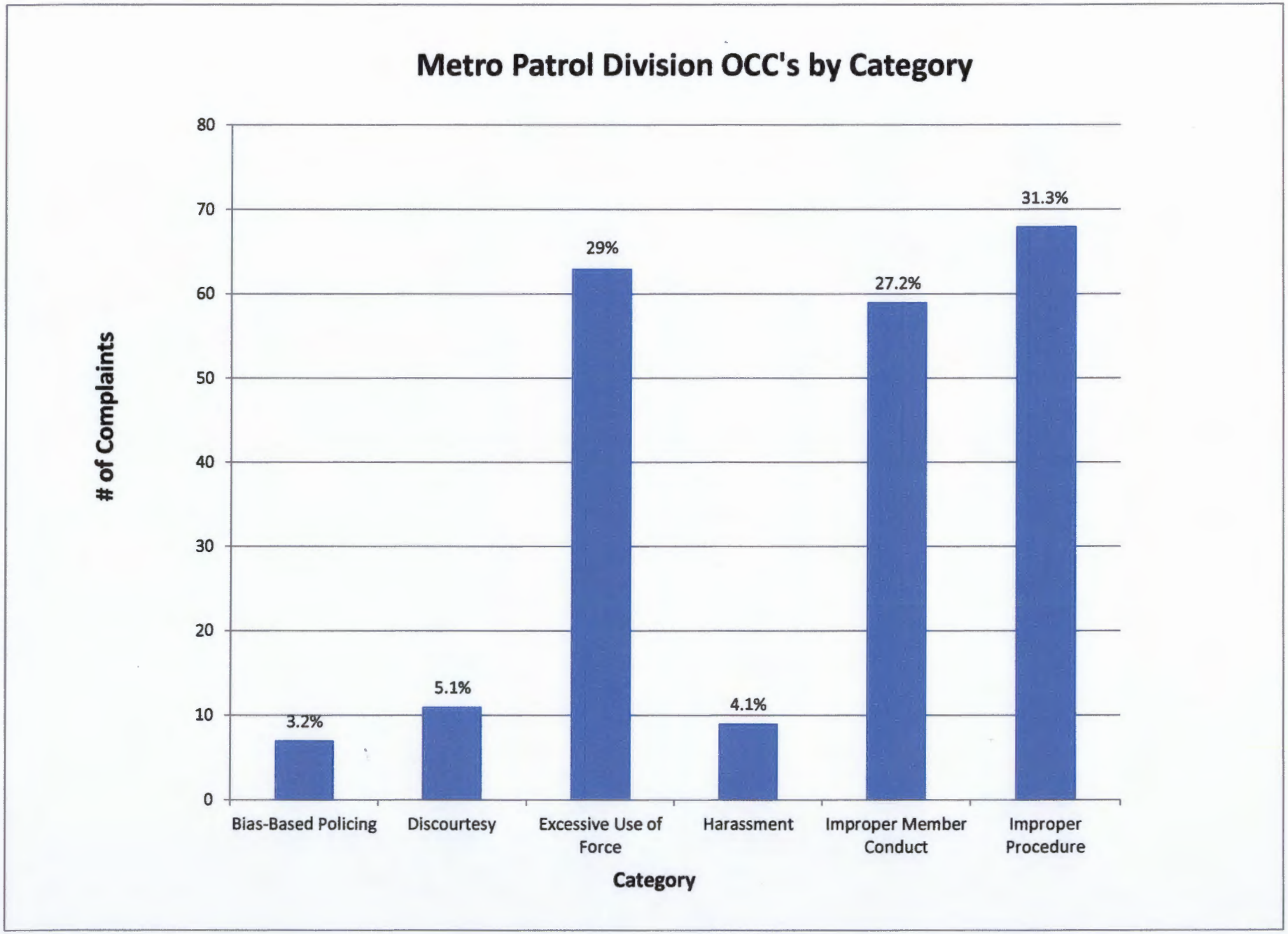

Metro Patrol Division OCC's by Category
# of Complaints
80
70
60
50
40
30
20
10
0
3.2%
5.1%
29%
4.1%
27.2%
31.3%
Bias-Based Policing
Discourtesy
Excessive Use of Force
Harassment
Improper Member Conduct
Improper Procedure
Category

EXHIBIT #6

Chart of MPD OCC Complaints by Findings

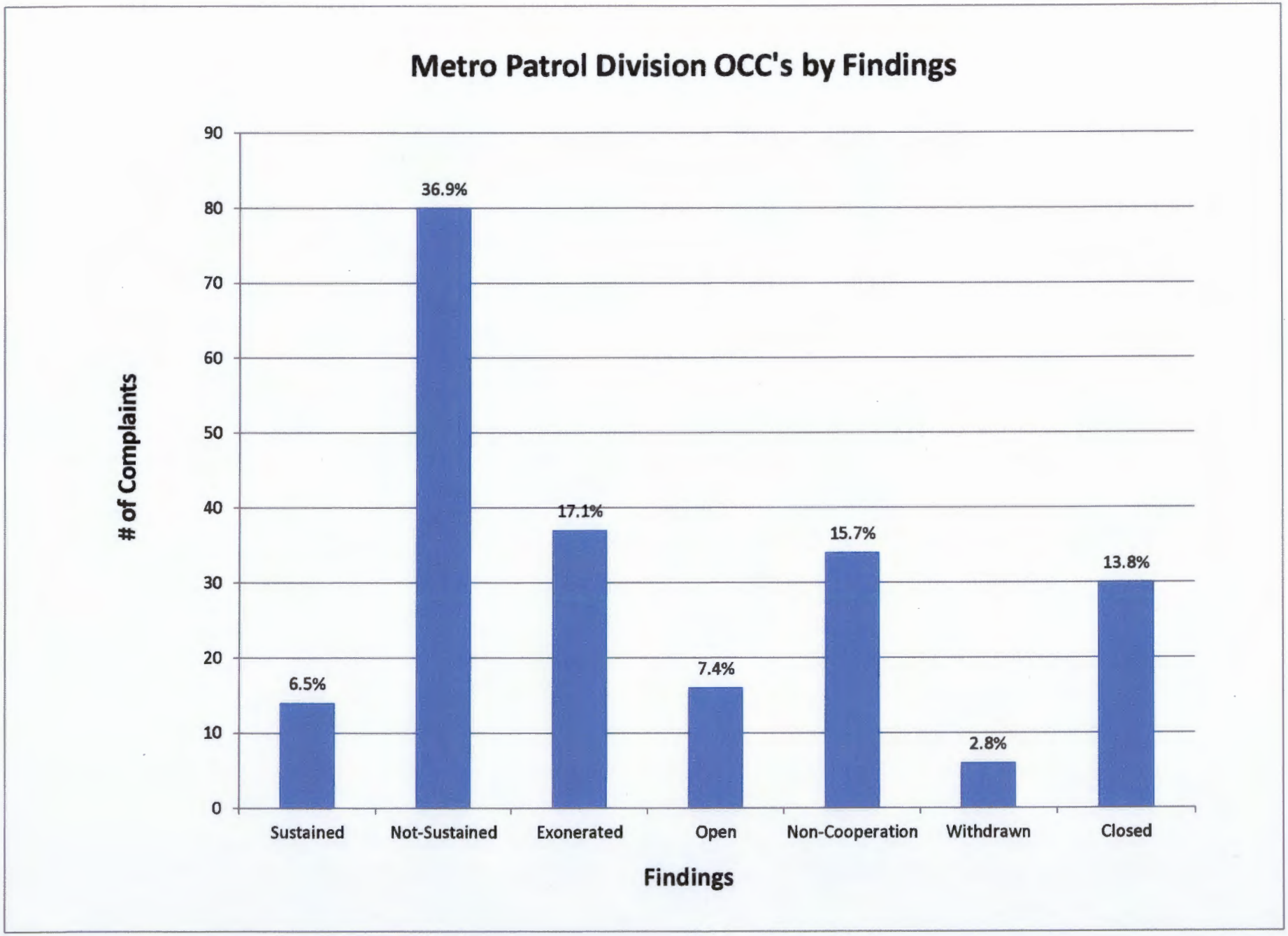

Metro Patrol Division OCC's by Findings
# of Complaints
90
80
70
60
50
40
30
20
10
0
6.5%
36.9%
17.1%
7.4%
15.7%
2.8%
13.8%
Sustained
Not-Sustained
Exonerated
Open
Non-Cooperation
Withdrawn
Closed
Findings

EXHIBIT #7

Patrol Bureau Memorandum 95-5 "Vacation Scheduling – Patrol Divisions

June 7, 1995

PATROL BUREAU MEMORANDUM NO. 95-5

SUBJECT: Vacation Scheduling - Patrol Divisions

In order to assure adequate staffing levels at each patrol division, the following leave policy is hereby established.

1. Vacation requests submitted on or before February 15th will be approved on the basis of law enforcement seniority with department. The last date of appointment as a law enforcement officer will be used in cases of reappointment.

2. Vacation requests submitted after February 15th will be granted as the schedule permits, on a first come basis.

3. In cases where more than one vacation is requested, the Application for Leave, Form #1 P.D. should be marked to indicate which is the officer's first choice. (Seniority (as referred to above) will apply only to the first choice.

4. Sergeants' vacation requests will be reviewed by the assistant division commanders who will approve them based on the supervisory requirements of the watch.

5. Each watch may allow up to 10% of the officers assigned to field duty to be off on V, E, or O days, at any one time.

6. In the event an officer transfers into a different watch or division with a previously approved vacation request, every effort will be made to honor that request. However, vacation requests already scheduled by personnel at the new assignment will take precedence. This shall apply regardless of the nature of transfer.

7. Vacation days which are unscheduled as of October 1st will be assigned by the respective desk sergeant with the approval of the assistant division commander.

8. Recognizing that unusual and/or emergency situations may arise, division commanders may deviate from this policy if necessary. However, these exceptions must be approved by the division commander and the documentation retained in file for auditing purposes for a period of five years.

Deputy Chief Stephen R. Staffer
Commander
Patrol Bureau

DISTRIBUTION: All Patrol Bureau Personnel
All Department Elements

EXHIBIT #8

Chart of MPD Watch-I Weekday vs Weekend Staffing

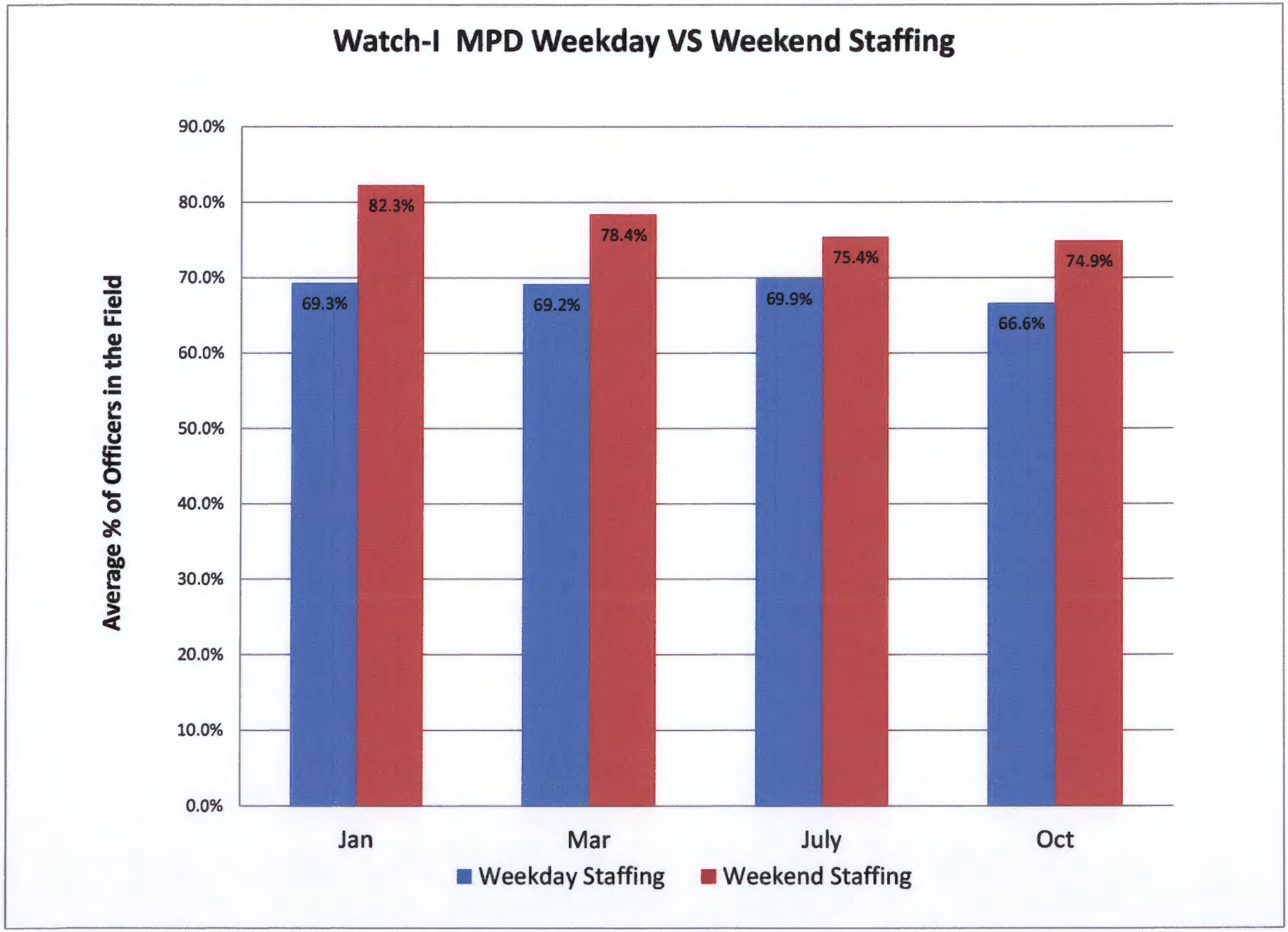

Watch-I MPD Weekday VS Weekend Staffing
Average % of Officers in the Field
90.0%
80.0%
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
82.3%
69.3%
78.4%
69.2%
75.4%
69.9%
74.9%
66.6%
Jan
Mar
July
Oct
Weekday Staffing
Weekend Staffing

EXHIBIT #9

Chart of MPD Watch-II Weekday vs Weekend Staffing

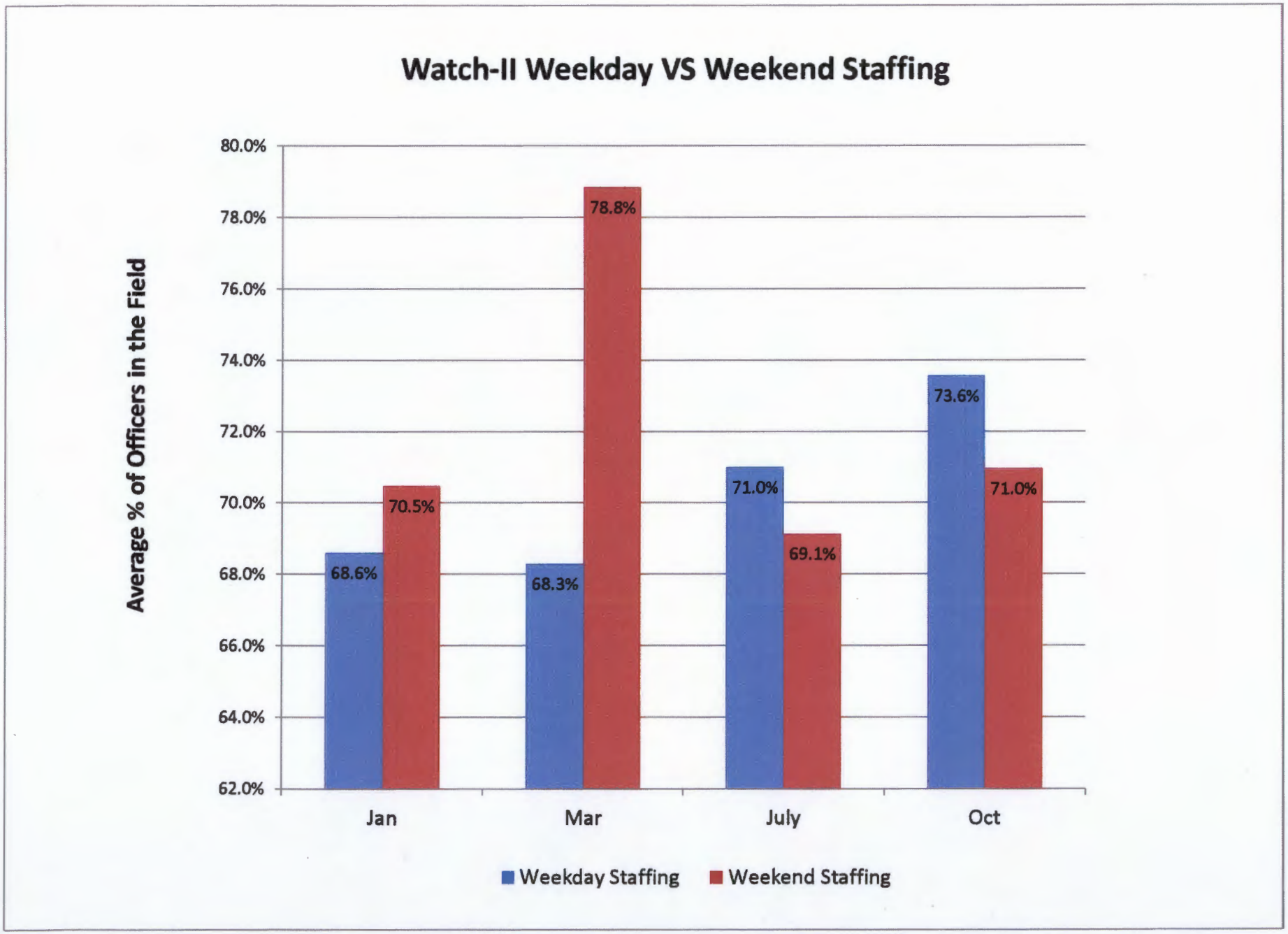
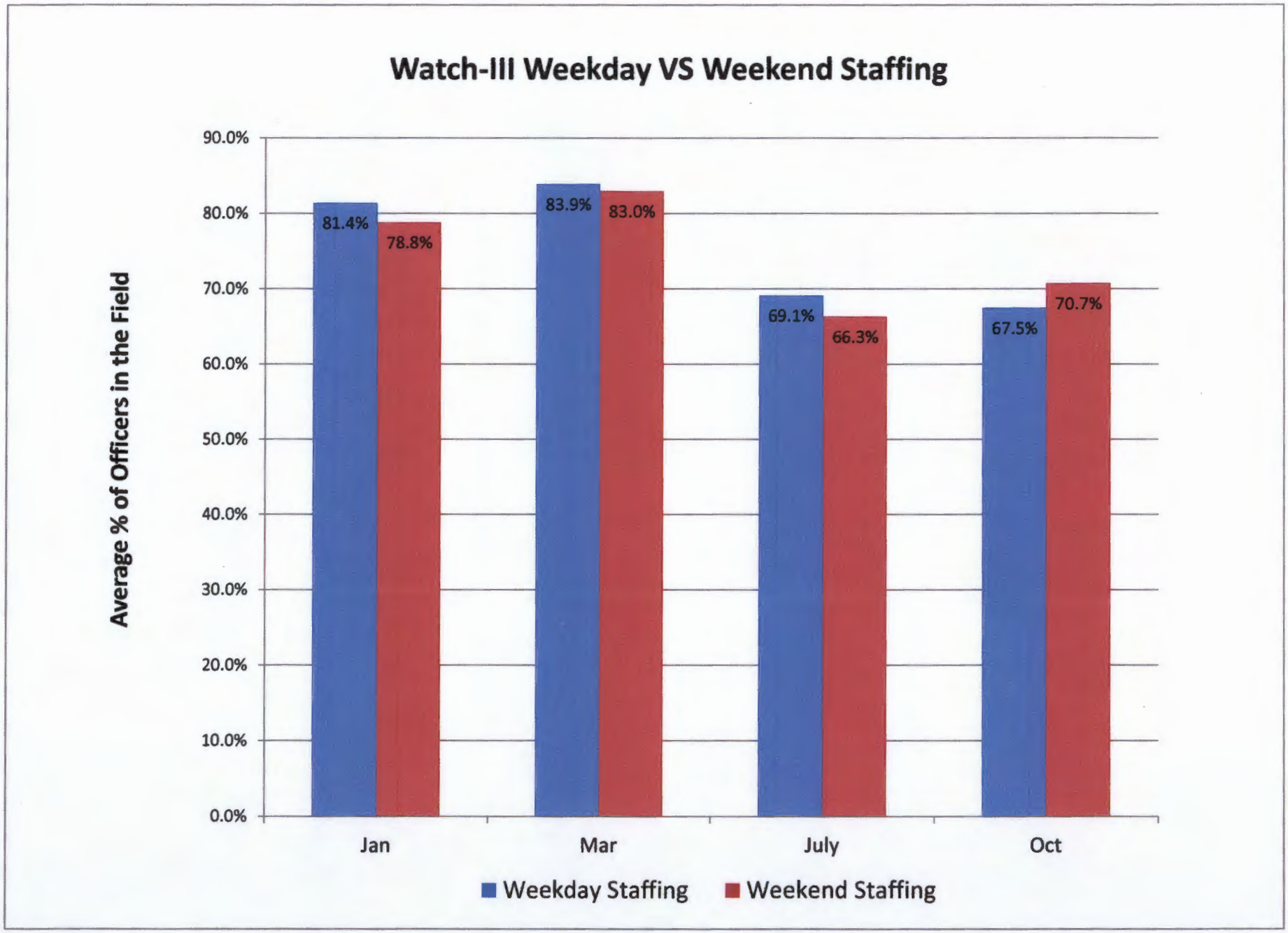

Watch-II Weekday VS Weekend Staffing
Average % of Officers in the Field
80.0%
78.0%
76.0%
74.0%
72.0%
70.0%
68.0%
66.0%
64.0%
62.0%
68.6%
70.5%
68.3%
78.8%
71.0%
69.1%
73.6%
71.0%
Jan
Mar
July
Oct
Weekday Staffing
Weekend Staffing

EXHIBIT #10

Chart of MPD Watch-III Weekday vs Weekend Staffing


Watch-III Weekday VS Weekend Staffing
Average % of Officers in the Field
90.0%
80.0%
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
81.4%
78.8%
83.9%
83.0%
69.1%
66.3%
67.5%
70.7%
Jan
Mar
July
Oct
Weekday Staffing
Weekend Staffing

RECEIVED
MAY 21 2012
4
CHIEFS OFFICE
RECEIVED
MAY 22 2012
#14
PATROL BUREAU OFFICE

MEMORANDUM

May 21, 2012

TO: Major James Pruetting, Executive Officer, Chief's Office

FROM: Thomas Gee, Manager, Internal Audit Unit

SUBJECT: Request for Response to the Metro Patrol Division Audit, 11-06

Sir,

Attached please find the Metro Patrol Division Audit, 11-06. I am requesting it be forwarded in the following manner for written response if any:

1. To the Patrol Bureau to be routed to MPD.
2. The appropriate personnel at MPD should craft their written response and return the audit through their chain of command back to you in the Chief's Office.
3. I then request you send it back to me so we may prepare the audit for submission to the Chief.

By written policy the auditee has 30 working days to submit a written response. In this case their response would be due in the Internal Audit Unit on or before **Friday, June 29, 2012.**

Respectfully submitted,

Thomas Gee

D.C. Rose,
Forwarded for comments from the MPD staff. Please return upon completion.
Maj Pruetting
5/21/12

EXHIBIT #11

Auditee's Response Memorandum

MEMORANDUM

RECEIVED
PB 5/22/12
JUN 25 2012
#14
PATROL BUREAU OFFICE
RECEIVED
JUL 02 2012
MAY 21 #4
CHIEFS OFFICE

June 25, 2012

TO: Deputy Chief Cheryl Rose, Patrol Bureau

FROM: Major Diane Mozzicato, Metro Patrol Division

SUBJECT: Metro Patrol Division Audit (11-06) - Recommendations responses

Members of the Metro Patrol Division (Division) have reviewed the recommendations from the audit conducted on the Division by the Internal Audit Unit (IAU). The following are the Division responses:

1. Although there were only a couple of errors in regard to bonds, the IAU recommends the Division personnel attached the bond bank receipts to a copy of the corresponding City Bond/Fine Receipt Ledger.

   Response: Agree. The Division will implement this practice immediately.

2. The IAU recommends the Division keep a copy of the rejected property forms for their own use in determining problems in the property recovery process.

   Response: Agree and have a future modification. The Division had previously identified this as an area of improvement. Captain Marckx is currently developing an Access database to capture/track recovered property rejection notices. However, until the database is functional, the Division will retain a copy of the rejection slips in a file for review and monitoring of any trends/issues with recovered property.

3. The Division management should continue to monitor the OCC data and remain aware of any patterns that develop.

   Response: Agree. The Division will coordinate with OCC to obtain information to monitor for any patterns.

4. IAU recommends doing away with or modifying Patrol Bureau Memorandum 95-5.

   Response: Agree with modification. The current policy is old and not reflective of the current staffing levels. In addition, the minimum staffing should take in consideration factors such as the Division's area coverage, population, and level of calls for service. There should be consistency throughout the Patrol Bureau Division Stations;

however, demands vary and the staffing should be reflective of these demands.

The members of the Division appreciated the work the IAU conducted; especially the additional analysis regarding the impact of 10-41 time changes on blackout occurrences. I recommend this information be forwarded through the chain to the IAU.

Major Diane Mozzicato

Forward to Chief's Office - Major Prunetty.

DC Cheryl Rose 6/28/12

The PBO is currently in the process of modifying Patrol Bureau Memo. 95-5.