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Internal Audit Overview
"Vigilance Through Knowing"

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CHIEFS OFFICE

KCPD
Internal Audit
Unit

South Patrol Division Audit (12-05)

October 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.
- Analyze Response times on Priority 1 and Priority 2 Calls for Service.
- Compare Weekend versus Weekday Staffing levels.

Methodology and Scope

- The scope of this audit will be specific methods and issues that affect South 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.

South Patrol Division Audit Findings

1. There were four instances in which there were bond receipts for bonds/fines that I was unable to determine when the actual bonds/fines were taken. There were 5 entries on the Bond Ledger Sheet that I was unable to determine when the bank deposits were made. There were three entries on the Fine Ledger Sheets that I was unable to determine when the bank deposits were made. There were also seven incidences where the bond/fine deposits were not made on the next business day following the bond/fine being taken.
2. The total rejected property rate for South Patrol Division is 6.2%.
3. All computers checked were secured per Department policy. The public had no access to areas where information could be obtained from vacant computers.
4. A pattern in the data emerged, showing that 62.4% of all the complaints for South Patrol were in two categories, Improper Member Conduct and Improper Procedure.
5. In regard to response times, the average response times over the course of the year examined from time call received to the time the officer is 10-23 was 10.72 (minutes/hundredths) for Priority 1 calls and 13.11 (minutes/hundredths) for Priority 2 calls.
6. Overall, it appears that the staffing level averages for the months analyzed are relatively even between Weekday and Weekend staffing levels.

Recommendations

1. I recommend having all Sergeants who work the desk, including relief Sergeants, review DM 05-6 "Bonding/Implementation of Corrections Management System (CMS)". I also recommend Bond Ledger Sheets be attached to bond/fine receipts and create a filing system that separates the receipts by month and year be implemented. As well as a change in DM 05-06 "Bonding/Implementation of Corrections Management System (CMS)" to reflect the above recommendation.
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. Informational Item Only.
4. Division management should continue to monitor the OCC data and remain aware of any patterns that develop.
5. Informational Item only.
6. Informational Item only.

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

Endorsement Page

Re: SPD Audit - 12-05

Unit/Section Supervisor

Unit Commander

Major Pruetting,

Submitted for information and review by the Chief. Please see Major Oakman's comments regarding training issues and the bonding procedures for the DFO function (exhibit 13). The department needs to address the training issues unfortunately created by the reduction in the DFO staffing which occurred in prior years. The auditee agrees with the audit recommendations. After the Chief's review recommend scheduling this audit for the Audit Committee.

H. Doe 12/3/12

Division Commander

Chief Forte:

For your review and scheduling for the audit committee.

*Major Pruetting
12/4/12*

Bureau Commander

Chief of Police

Forward to the Audit Committee for review

Chief J. Forte

*12-5-12
(received 12-4-12)*

South Patrol Division Audit

October 2012

Internal Audit Unit
Kansas City, Missouri Police Department

Table of Exhibits

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- EXHIBIT #3 MULES Policies and Procedures Manual
- EXHIBIT #4 CJIS Security Policy
- EXHIBIT #5 Chart of SPD OCC Complaints by Category
- EXHIBIT #6 Chart of SPD OCC Complaints by Findings
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- EXHIBIT #8 Priority 10 Calls, Time Received to 10-23 Chart
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- EXHIBIT #10 Chart of SPD Watch-I Weekday vs Weekend Staffing
- EXHIBIT #11 Chart of SPD Watch-II Weekday vs Weekend Staffing
- EXHIBIT #12 Chart of SPD Watch-III Weekday vs Weekend Staffing
- EXHIBIT #13 Auditee's Response Memorandum

Introduction

On July 16, 2012, Chief Daryl Forte directed the Internal Audit Unit to conduct an audit of South Patrol Division.

Scope

The scope of the audit encompasses specific methods and issues that affect the South 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.

Analyze Response times on Priority 1 and Priority 2 Calls for Service.

Compare Weekday vs Weekend Staffing.

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.

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. I contacted SPD's Watch-II Desk Sergeant who indicated that South Patrol Division's Detention is only open occasionally.

Findings: I was presented with a huge stack of Bond Ledger Forms and loose bank receipts. These items were in no particular order and there were numerous years of papers in the stack. After sorting through all the receipts and ledgers, I was able to find 27 receipts for the time period of September 1, 2011 to August 31, 2012. At this time, I obtained a printout from the Computer Unit listing all the bond and fine information for SPD for the above date range. After comparing both lists, there were four instances in which there were bond receipts for bonds/fines and I was unable to determine when the actual bonds/fines were taken. There were 5 entries on the Bond Ledger Sheet that I was unable to determine when the bank deposits were made. I also found three entries on the Fine ledger Sheets that I was unable to determine when the bank deposits were made. There were also seven incidences where the bond/fine deposits were not made on the next business day following the bond/fine being taken. According to the receipts from the station, SPD took in \$9241.50 in bonds and fines during the above listed time period. According to the information provided by the Computer Unit, there should have been receipts showing \$9490.00 in bond/fine money. Without a filing system for the station's copy of the bank receipts, I have no way of knowing what happened to the \$248.50 difference shown between the two information sources. DM 05-6 states, "The first pink copy (of the bank deposit slip) will be returned to the original element making the deposit to be maintained on file for at least 25 years."

Recommendations: *I recommend having all Sergeants who work the desk, including relief Sergeants, review DM 05-6 "Bonding/Implementation of Corrections Management System (CMS)". I also recommend Bond Ledger Sheets be attached to bond/fine receipts and create a filing system that separates the receipts by month and year be implemented. As well as an update to DM 05-6 that puts in writing the above recommendation.*

Station Property Room

The Property Room for South Patrol Division is centrally located on the ground floor. The door is key-locked with a key hanging in the Desk Sergeants Area. 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 (01-23-2012 to 05-27-2012) of data was used to identify the property rejection rate for the South 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 adequately 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
29-Jan	31	10	32.3%
5-Feb	44	0	0.0%
12-Feb	34	0	0.0%
19-Feb	16	0	0.0%
26-Feb	0	0	0.0%
4-Mar	74	10	13.5%
11-Mar	50	0	0.0%
18-Mar	48	0	0.0%
25-Mar	38	3	7.9%
1-Apr	29	0	0.0%
8-Apr	28	0	0.0%
15-Apr	80	0	0.0%
22-Apr	25	5	20.0%
29-Apr	41	8	19.5%
6-May	29	5	17.2%
13-May	66	0	0.0%
20-May	95	8	8.4%
27-May	68	0	0.0%
Total	796	49	
Percentage of total rejected Property for Time period			
	6.2%		

Finding: The total rejected property rate for South Patrol Division is 6.2%. 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. In comparison, the other station audits revealed property rejection rates between 0.81% to 7%.

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 South 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 South 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 South Patrol Division's lobby area revealed the following. The desk personnel are located in a large windowed area. There are four computers located at the front desk all facing away from the public area. While I was at South Patrol Division, there was one desk clerk working at the time. The extra computers that were not in use were logged off, no information could be seen on these screens. South Patrol Division does not have a community room. During my site inspection, the report writing area of the station had one officer present. Of the three computers there, one was in use and the other two were logged off. There is also one computer located in an Admin. Area just through the secure door to enter the restricted area of the station, this is not in sight of the public. The computer was occupied at this time. In the Roll Call Room, located in lower level of the station, there was one computer that was turned off.

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 South Patrol Division for a 5 year time period, from 01-01-2007 to 12-31-2011. The information revealed the following: A total of 109 complaints were filed on South Patrol Division personnel for the 5 year period. Of these complaints, 6 (5.5%) were classified as Biased-Based Policing, 5 (4.6%) were Discourtesy, 23 (21.1%) were Excessive Use of Force, 7 (6.4%) were Harassment, 34 (31.2%) were Improper Member Conduct, 34 (31.2%) were Improper Procedure. The two largest categories of complaint classifications for this data set were Improper Member Conduct and Improper Procedure which accounted for 62.4% of all the complaints filed against South Patrol Division personnel.

In regard to the findings by the Office of Community Complaints the following findings were rendered. 6 (5.5%) were Sustained, 19 (17.4%) were closed for Non-Cooperation, 4 (3.7%) were Withdrawn, 49 (45%) were Not-Sustained, 22 (20.2%) were Exonerated, 8 (7.3%) were closed/other, 1 (0.9%) 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 65.2% of the complaints filed against South Patrol Division personnel. A chart showing SPD complaints broken down by Category has been included as Exhibit #5. A chart showing SPD complaints broken down by Findings has been included as Exhibit #6.

Findings: A pattern in the data emerged, showing that 62.4% of all the complaints for South Patrol were in two categories, Improper Member Conduct and Improper Procedure. Civilian employees were not included in these calculations.

The following has been included for your consideration. There were two categories with 34 complaints. The first category and findings are as follows: Improper Member Conduct accounted for 34 total complaints. The findings were as follows: Not-Sustained 20; Non-Cooperation 5; Exonerated 4; Sustained 2; Withdraw 2; Closed 1; Open 0.

The second category was Improper Procedure, which accounted for 34 total complaints. The findings were as follows: Not-Sustained 12; Non-Cooperation 8; Exonerated 8; Sustained 2; Withdraw 1; Closed 3; Open 0.

The third highest category was Excessive Use of Force, which accounted for 23 total complaints. The findings were as follows: Not-Sustained 10; Non-Cooperation 3; Exonerated 6; Sustained 1; Withdraw 1; Closed 1; Open 1.

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

Response Times on Priority 10 and Priority 20 Calls for Service

While obtaining Response Time data from the Computer Unit personnel, they indicated that response times cannot be calculated on call records that do not have all four times – Time Received, Time Sent, Time Arrived and Time Cleared. The table below shows the breakdown of all calls for the corresponding months that fit the above description. This table covers from the time the call is received by call takers to the time the officer arrives on-scene.

Average Response Times for Calls for Service by Month				
Date	Priority 10	Calls	Priority 20	Calls
7/1/2011	10.36	251	12.88	750
8/1/2011	16.10	232	12.45	708
9/1/2011	9.79	234	13.97	724
10/1/2011	11.23	187	14.04	638
11/1/2011	9.87	202	14.86	732
12/1/2011	10.86	199	11.99	686
1/1/2012	10.46	180	11.89	705
2/1/2012	9.88	183	12.46	593
3/1/2012	9.87	184	12.48	715
4/1/2012	10.03	180	13.24	648
5/1/2012	10.36	199	13.93	780
6/1/2012	9.83	209	13.10	770

The above table is also broken down into a chart for Priority 10 calls and a chart for Priority 20 calls are included in this audit as Exhibit # 7 and Exhibit #8 respectively. I have also included a chart for Priority 10 calls, Exhibit #9 that shows the following for each month. An average of the response times with respect to two different factors; the time a call comes into the dispatch center to the time the call is dispatched to an officer, and the time an officer receives the call for service to the time he arrives on scene (10-23).

Findings: In regard to response times, the average response times over the course of the year examined from time call received to the time the officer is 10-23 was 10.72

(minutes/hundredths) for Priority 1 calls and 13.11 (minutes/hundredths) for Priority 2 calls.

In regard to Blackout Time, the most commonly held Priority 10 calls are "Injury Accidents" with 22 followed by "Investigate the Need for an Ambulance/Ambulance in route" calls with 12. The most commonly held Priority 20 calls were Disturbances/ Outside Disturbances with 220 followed by In Progress Burglaries with 26.

Staffing Levels

The following tables indicate the difference between Weekday and Weekend staffing levels. The tables depict the actual statistical averages for the months listed. The S-Series is the average of the number of officers scheduled to work per day in the given month (before exception time). PO in cars- is an average number of officers that worked per day in the given month (after all exception time). The % is the average number of officers per month who worked divided by the number of officers scheduled to work (S-Series).

The information on the table below indicated that on Watch-I, the officers in cars percentages are nearly 3% higher on the weekend as compared to the weekday staffing. See Exhibit #10 for this information charted.

Weekday					Weekend				
W-I		S	PO in cars	%	W-I		S	PO in cars	%
	Oct	11.76	8.65	73.6%		Oct	11.14	9.09	81.6%
	Jan	9.65	7.44	77.1%		Jan	9.46	7.30	77.2%
	Mar	9.71	7.59	78.2%		Mar	9.23	7.38	80.0%
	July	9.72	6.19	63.7%		July	9.77	6.52	66.7%
	Avg	10.21	7.47	73.13%		Avg	9.90	7.57	76.36%

The following table depicts W-II's staffing level comparison. The table shows a slight increase of officers in cars for the weekdays as compared to the weekends. See Exhibit #11 for this information charted.

Weekday					Weekend				
W-II		S	PO in cars	%	W-II		S	PO in cars	%
	Oct	11.75	9.84	83.7%		Oct	10.80	9.46	87.6%
	Jan	11.94	9.53	79.8%		Jan	12.54	9.82	78.3%
	Mar	11.94	9.09	76.1%		Mar	12.36	9.14	73.9%
	July	11.83	8.89	75.1%		July	11.62	8.57	73.8%
	Avg	11.87	9.34	78.71%		Avg	11.83	9.25	78.40%

The following table depicts Watch-III's staffing level comparison. The table shows again a slight increase in officer staffing for the weekends as compared to the weekdays. See Exhibit #12 for this information charted.

Weekday					Weekend				
W-III		S	PO in cars	%	W-III		S	PO in cars	%
	Oct	12.41	9.99	80.5%		Oct	11.71	9.68	82.7%
	Jan	12.83	9.89	77.1%		Jan	12.17	9.39	77.2%
	Mar	12.14	9.14	75.3%		Mar	12.50	9.45	75.6%
	July	12.50	8.74	69.9%		July	12.23	8.66	70.8%
	Avg	12.47	9.44	75.70%		Avg	12.15	9.30	76.56%

Findings: Overall, it appears that the daily staffing level averages for the months analyzed are relatively even between Weekday and Weekend staffing levels. There was less than a 3 percentage point difference between the percentages of officers in cars for each Watch over the specified monthly averages.

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 not 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
*MOSHHP – 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)
*MOSHHP – 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
*MOSH - 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.

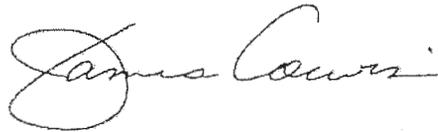
IV. ADMINISTRATIVE GUIDELINES

- 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



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 SPD OCC Complaints by Category

South Patrol Division OCC's by Category

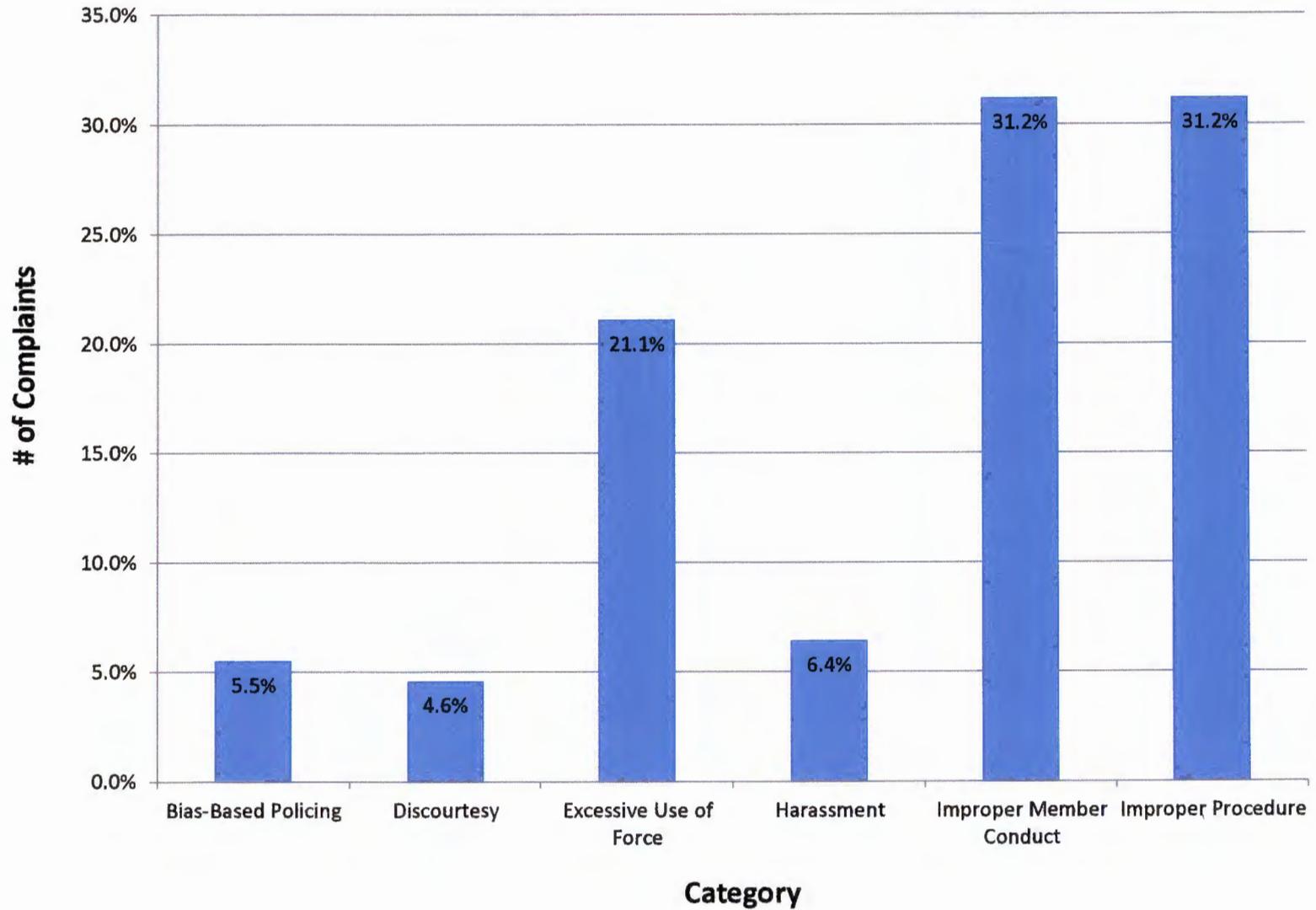


EXHIBIT #6

Chart of SPD OCC Complaints by Findings

South Patrol Division OCC's by Findings

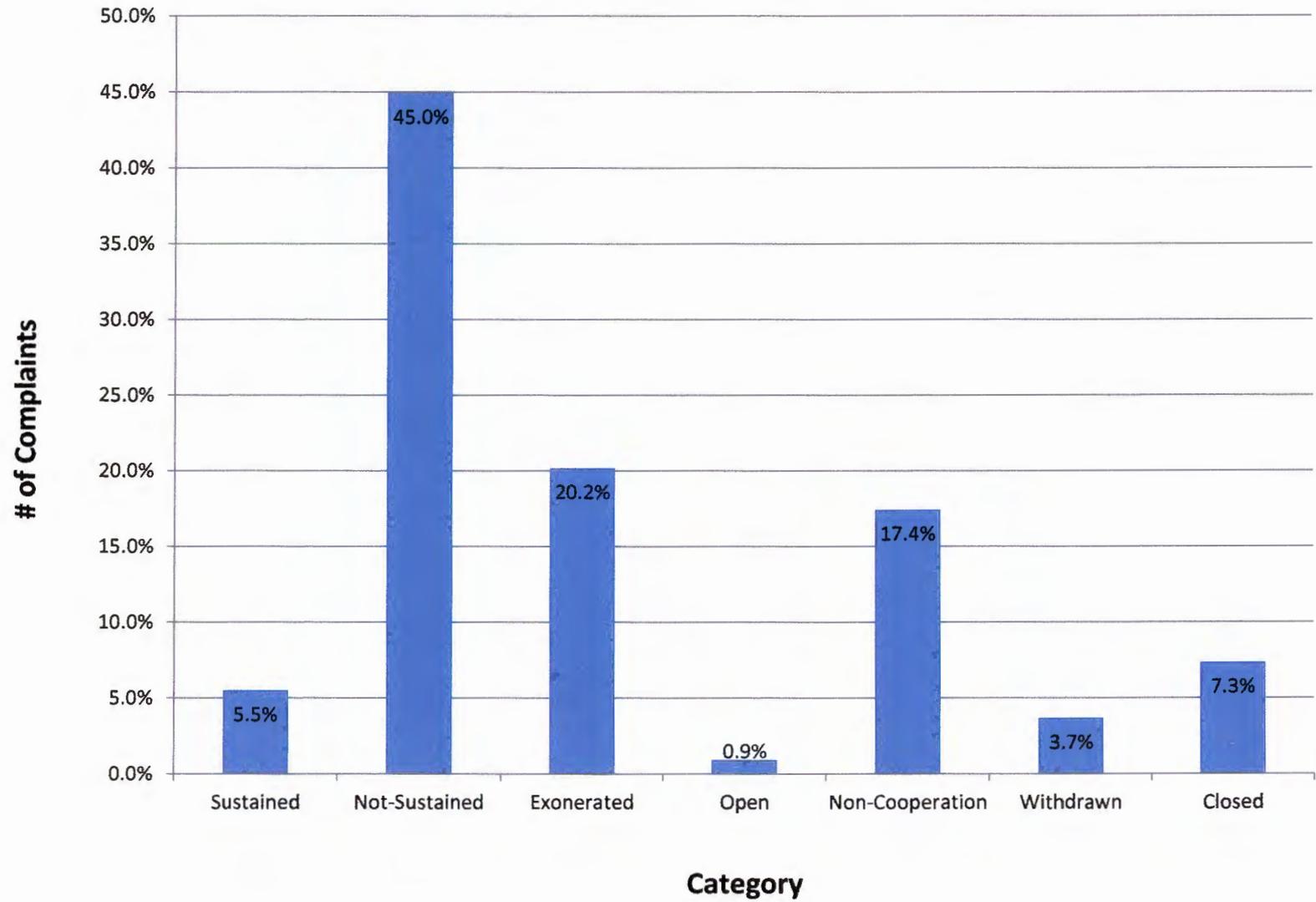


EXHIBIT #7

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

Priority 10 Calls, Time Received to 10-23 Chart

Priority 10 Calls Recieved to 10-23

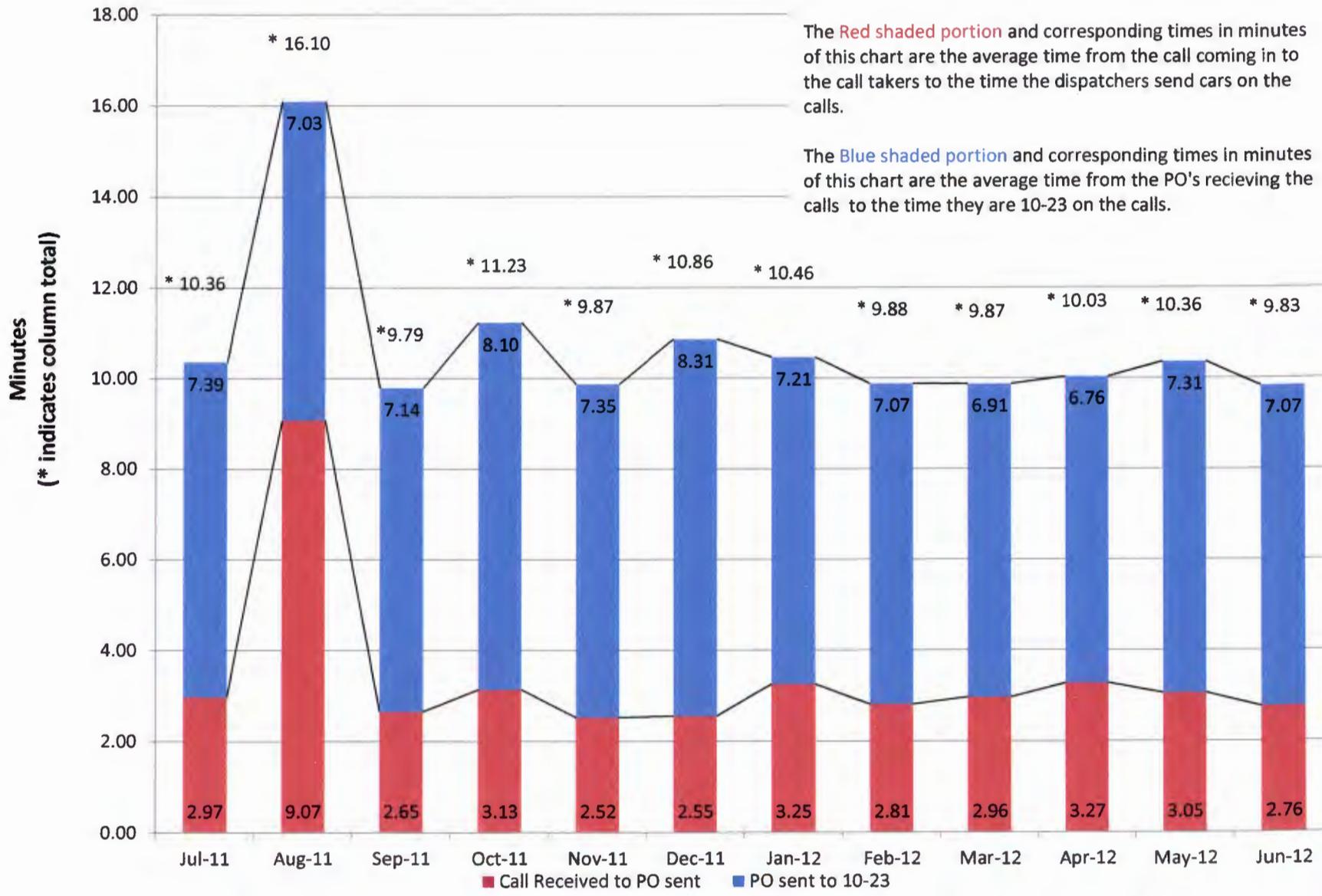


EXHIBIT #9

Priority 20 Calls, Time Received to 10-23 Chart

Priority 20 Calls Received to 10-23

The Red shaded portion and corresponding times in minutes of this chart are the average time from the call coming in to the call takers to the time the dispatchers send cars on the calls.

The Blue shaded portion and corresponding times in minutes of this chart are the average time from the PO's receiving the calls to the time they are 10-23.

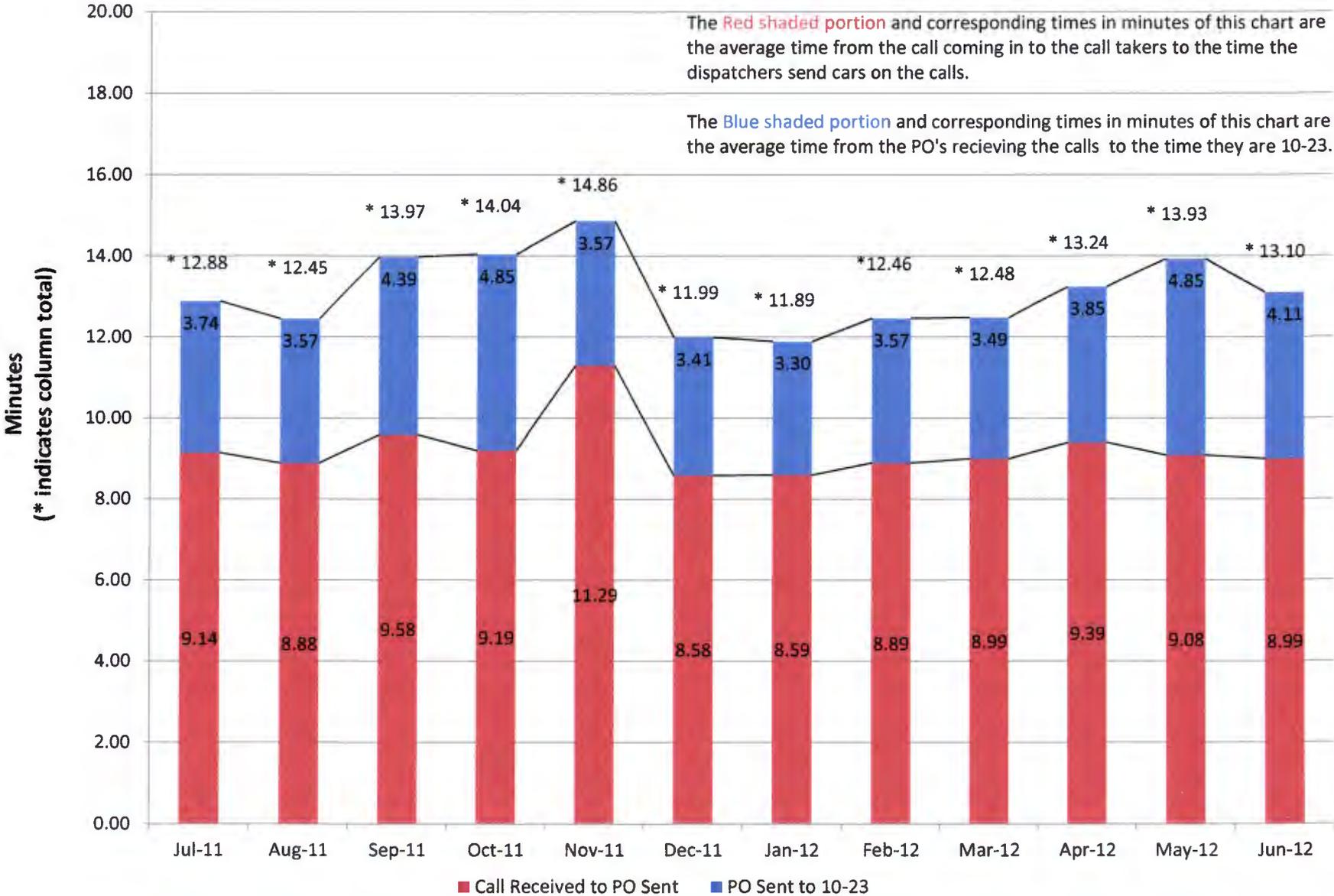


EXHIBIT #10

Chart of SPD Watch-I Weekday vs Weekend Staffing

SPD Watch-1 Weekday vs Weekend Manpower

Average Percentage of District Officers in Cars

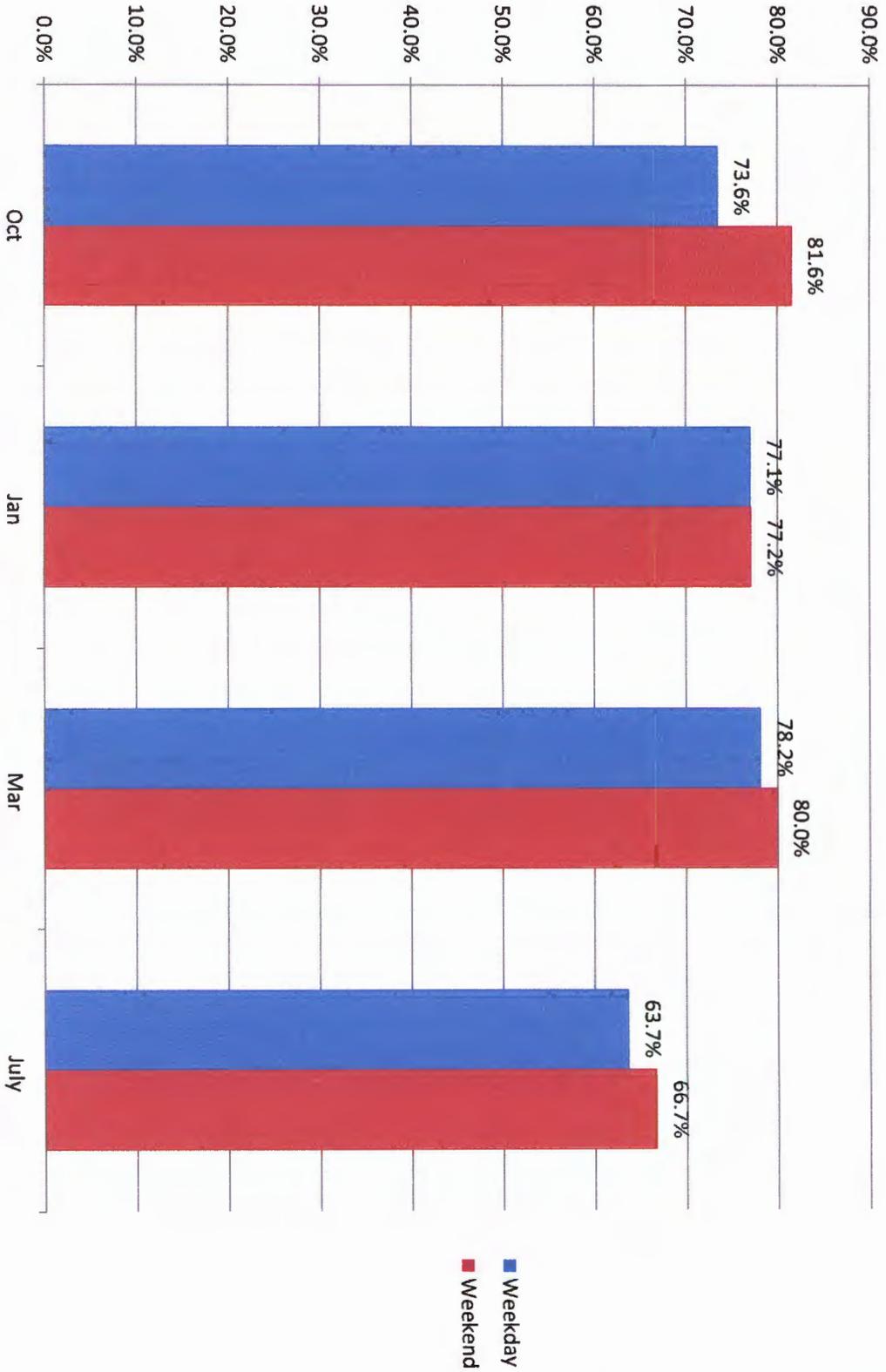


Exhibit #11

Chart of SPD Watch-II Weekday vs Weekend Staffing

SPD Watch-II Weekday vs Weekend Manpower

Percentage of District Officers in Cars

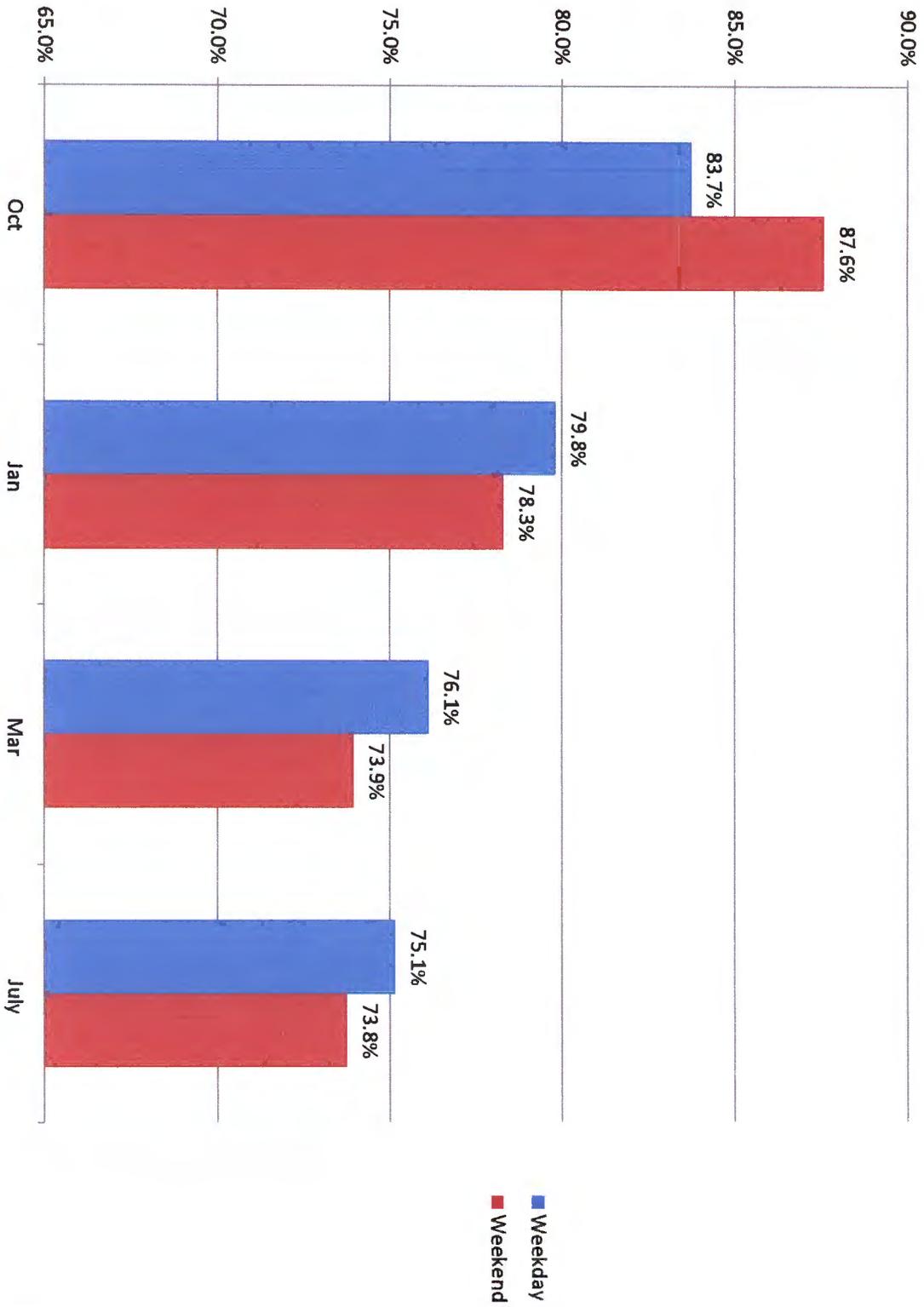


EXHIBIT #12

Chart of SPD Watch-III Weekday vs Weekend Staffing

SPD Watch-III Weekday vs Weekend Manpower

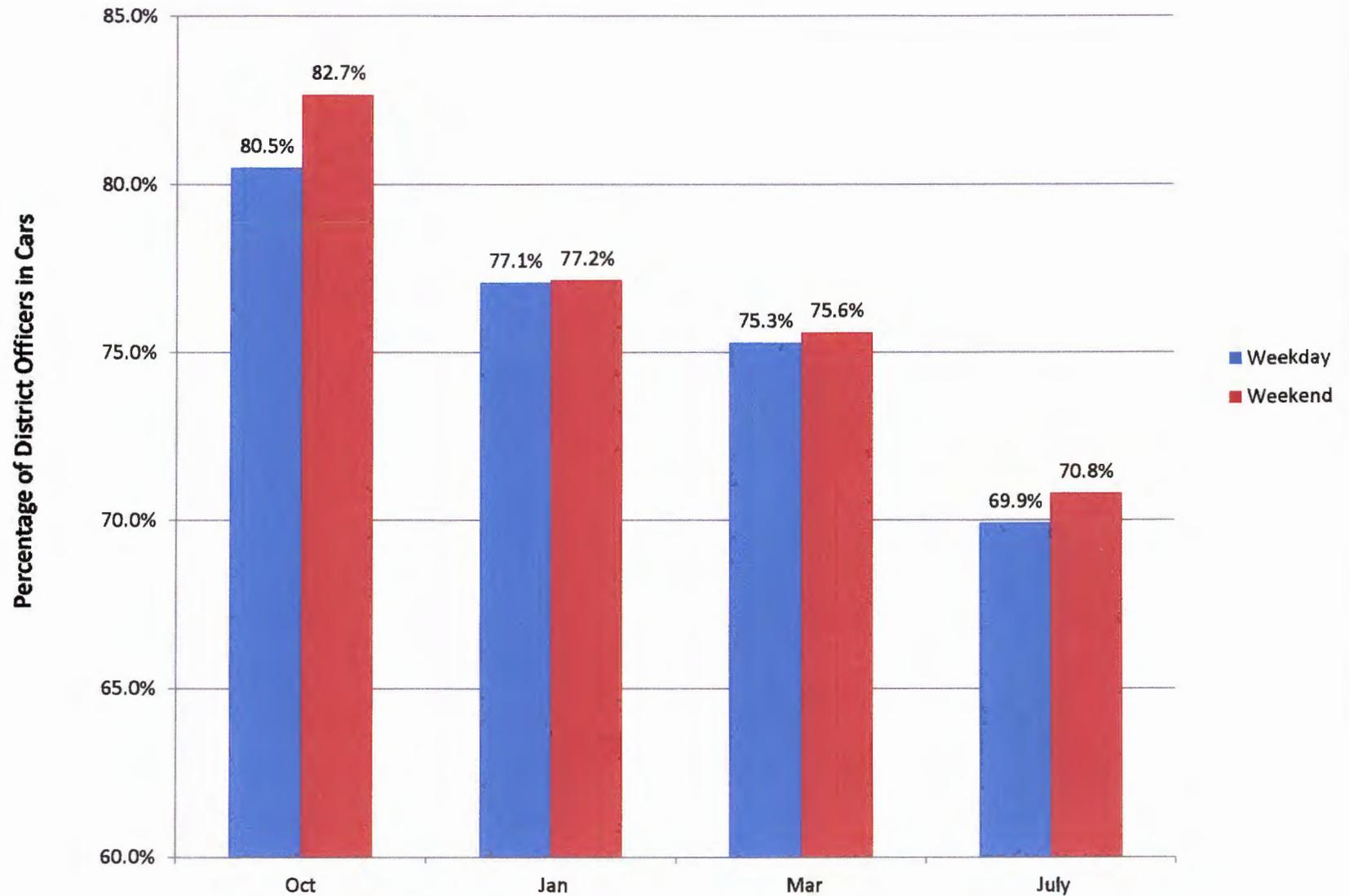


EXHIBIT #13

Auditee's Response Memorandum

MEMORANDUM

November 14, 2012

RECEIVED
PB 10/31/12
NOV 15 2012
#17
PATROL BUREAU OFFICE

TO: Deputy Chief Cheryl Rose, Patrol Bureau Office
FROM: Major Karl Oakman, Commander, South Patrol Division
SUBJECT: Internal Audit Response

RECEIVED
NOV 19 2012
CHIEFS OFFICE

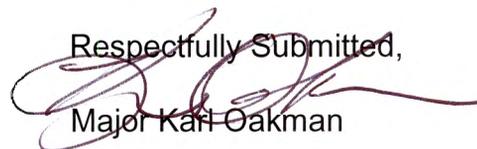
I reviewed the attached audit and suggest the following recommendations:

On the overview page of the audit, under finding, it states "There were numerous instances in which there were bond receipts for bonds/fines and I was unable to determine when the actual bonds/fines were taken." This statement leads the reader to believe that this information is not listed on the Bond Receipt Ledger. The Bond Receipt Ledger that is produced daily lists the date and time a bond/fine is taken. PO Kincaid from Internal Audit was contacted by Sgt. Patton in an attempt to clarify this statement. He advised there were four instances at SPD where the pink deposit slip was not attached to the Bond Receipt Ledger as required; therefore he could not determine if the money was deposited. I recommend this is clarified in the audit so it doesn't appear the Bond Receipt Ledger is incorrect.

I also agree with the recommendation from PO Kincaid that bond receipts should be filed monthly. Currently they are placed on a shelf in the detention area by date and year. Although the official audit has not been submitted, I will be taking steps to ensure these are filed in a more orderly manner at the new station.

The next issue is that bonds and bonding procedures is an extremely complex system which requires training and consistent exposure. SPD desk sergeants receive neither. DFO trained officers only receive training, but lack consistent exposure. The watch III desk sergeant have witnessed many occasions when Jimmy Knight had to fix other DFO trained officer's mistakes and often had to call other "DFO experts" for advice. There have been other times when DFO trained officers had to come in on a day off to correct bond mistakes made on a previous shift. On other occasions DFO trained officers had to call Detention at HQ to figure out problems. In all instances, the desk sergeants could provide little assistance. On watch III, detention is seldom open and does not offer familiarity with bonding systems necessary to prevent future mistakes. In other words, unless you do the job every day, you lose your edge. You lose your ability to efficiently and effectively perform a task you seldom perform. This problem was created when KCPD made the decision to train officers to be part time DFOs and eliminate the full time civilian DFOs. I recommend that DFO trained officers and Desk Sergeants receive the training.

Respectfully Submitted,


Major Karl Oakman

Ms. Prutting:
Per paragraph #1, can we get clarification please.
Ms. Rose & I
11-19-12

Ms. Gee,
for your information.
Ms. Prutting