



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

05-13-11

EFFECTIVE DATE

05-13-11

NO.

11-4

SUBJECT

Written Directives, PASS, Duty Manuals

AMENDS

REFERENCE

Board Resolution: 96-04
PPBM: 201-07
Chapter 610 of the Revised Statutes of Missouri (Sunshine Law)

RESCINDS

DM: 06-13; 09-13; 09-14

I. INTRODUCTION

This directive provides guidelines and procedures for:

- A. Preparing, proposing, and/or revising written directives by department personnel.
- B. Electronically reviewing and signing written directives in the Policy Acknowledgement SyStem (PASS).
- C. Completing and submitting a Division Duty Manual.

II. TABLE OF ANNEXES

- Annex A Department Written Directives
- Annex B Policy Acknowledgement SyStem (PASS)
- Annex C Division Duty Manual

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____ 2011.

Patrick A. McInerney
Board President

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

DEPARTMENT WRITTEN DIRECTIVES

A. Information

1. Written directive is a generic term used to describe all of the department's directives, regardless of the material or importance.
2. Prepared, proposed, and/or revised written directives, prior to final signature, will be reviewed by the Research and Development Division (RADD) for typographical errors and conflicts with existing policies. The appropriate written directive template will be decided prior to issuance to ensure accuracy, correct format, and that conflicts do not exist with any department written directives.
3. Proposed Bureau Memorandums will be submitted to RADD for review prior to final signature.
4. Board Resolutions, Duty Manuals, and Legal Bulletins are excluded from being reviewed by RADD.
5. The Kansas City, Missouri Police Department (KCPD) Master Index is maintained by the Research and Development Division and is available in PASS and the KCPD Intranet and Internet websites. For further information refer to ANNEX B.

B. The Research and Development Division will facilitate and assist department members who propose a new written directive or suggest amendments to current directives. To facilitate this process, the initiating department member should:

1. Document the proposed information and forward through the chain of command to the Research and Development Division for review.
2. Ensure the Research and Development Division is notified of any written directives that need to be rescinded.

C. Types of Written Directives

1. **Board Resolution** - From the Board of Police Commissioners to all department members.
2. **Bureau Memorandum** - From the office of a specific bureau to members of that bureau. These directives may include an expiration date.
3. **Chief's Memorandum** - From the office of the Chief of Police to all members. These directives may include an expiration date.

4. **Department Memorandum** - Provides information or instruction to all members of matters affecting more than one organizational element.
5. **Duty Manual** - Describes duties and responsibilities performed by members assigned to a specific element that includes a list of related written directives.
6. **Legal Bulletin** - From the Office of General Counsel to all members concerning legal guidelines, opinions, or clarification of points of law.
7. **Personnel Policy and Benefits Manual** - Provides policies and procedures relating to matters of personnel management.
8. **Procedural Instruction** - Provides instructions which outline operational policies, rules, and procedures.
9. **Special Order** - Information regarding a specific activity, circumstance, or event and is limited to a specific time period. These directives will include an expiration date.

POLICY ACKNOWLEDGEMENT SYSTEM (PASS)

A. Information

1. PASS is a web-based application subscribed to through the Regional Justice Information Services (REJIS). PASS electronically notifies, stores, distributes, archives, and tracks acknowledgement of all written directives for each department member.
2. Issues and questions regarding PASS should be directed to the Research and Development Division, KCPD PASS Administrator.

B. Procedure

1. Department Members
 - a. Are responsible for reviewing the PASS operation guidelines detailed in the "KCPD PASS All Members Manual", which can be accessed on the KCPD Intranet, within the PASS Log Help link.
 - b. Are no longer required to maintain a paper copy of the department's written directives. PASS provides a viewable index that is accessible from all department and personal computers.
 - c. Will receive an email notification directing them to log into PASS to review and electronically sign all future directive(s).
 - d. Are required to review and electronically sign the issued directive(s) within fourteen (14) calendar days of the posted Issue Date.
 - e. Hired after the issuance of this directive are required to review and electronically sign each written directive, within their probationary period.
 - f. Failing to review and electronically sign a directive, or reviewing and/or electronically signing any directive for another member, may be subject to disciplinary action.
2. Commanders/Supervisors will review PASS Reports for the department members under their command and allow a reasonable amount of time to review and electronically sign outstanding directives to members returning from any type of leave.

DIVISION DUTY MANUAL

A. Information

1. The duty manual provides personnel with expected job performance and goals while assigned to positions within that element.
2. All divisions will prepare and maintain a duty manual and forward an electronic version to the Research and Development Division by February 1st of each year. Duty manuals will be forwarded to RADD anytime a revision occurs. RADD will facilitate the process to post each submitted duty manual to the department internal web site.
3. All department members will read and follow the provisions outlined in the duty manual for their assignment.

B. Duty Manual Structure

This information is provided as a guide to ensure uniformity in format and is not all inclusive. Each duty manual should:

1. The cover page should designate the division title, and the date, or date of revision.
2. The second page should consist of a diagram of the division's organizational structure.
3. The introduction will contain a declarative statement(s) directed toward achievement of specific objectives the division intends to attain in relation to departmental goals or department values as well as any guidelines for the proper functioning of the division.
4. Each division will list its basic functions.
5. General position duties and responsibilities.
 - a. Division or Unit Commander
 - b. Assistant Division Commander/Executive Officer/Operations Sergeant
 - c. Supervisors
 - d. Officers/Investigators/Detectives
 - e. Civilian Supervisors/Members
 - f. All other positions not covered by above