



Police KC/MO

Guide to Nightlife Establishments “Best Practices”

Running a bar or nightclub can be a profitable, but risky business. Often times consumption of alcoholic beverages and large crowds combined, can lead to violent encounters. These situations put both the customers and employees of the establishment at risk for injury. Over the years, Kansas City, MO has even had deadly situations arise when weapons are present in or in the vicinity of the establishment. These events can also pose a risk of civil liability to the owner/operator of the establishment as well as criminal liability when it comes to the enforcement of both city and state liquor violations. Operating a bar or tavern in the city of Kansas City, MO is a regulated and licensed privilege which can be taken away when numerous violations or violent acts occur in or near the premises. By following certain steps and procedures, the risk of violations and violent encounters at nightlife establishments can certainly be reduced. The following is a list of “Best Practices” guidelines that can be followed to help make a safe environment for both patrons and employees alike. It is suggested that owner/operators of Kansas City, MO bars and taverns adopt these guidelines.

SECURITY:

There should always be at least one trained and licensed security guard for every 75 patrons present. Keep in mind, an actual security officer must be licensed through the Board of Police Commissioners Private Officers Section. All other employees acting as “bouncers or doormen” must have a city liquor license.

Security must be trained to separate and remove all potentially violent parties in a manner consistent with the law, designed to prevent escalation of violent activity inside or outside the establishment. They must be mandated to call 911 and report these incidents as well as medical emergencies or overdoses.

It is recommended that all security staff be readily identifiable in some sort of uniform, and that attire be uniform among the security staff.

Security officers should be spread throughout the establishment and not just gathered at the door.

In the event of a criminal incident, security and all witnesses should wait for the police, and be readily present to provide statements, and details related to the event. Security personnel as well as employees should also be aware that they will be required to attend any court proceedings related to the incident. They should also be compensated by the establishment for any court proceedings they attend related to incidents they are involved with in an on-duty capacity. Security must also safeguard any crime scenes or evidence until arrival of the police.

Security should use lawful means to detain individuals suspected of a crime, and should elect to press charges, or have an employee or manager present press charges if needed.

Security should also pat down or wand individuals entering the establishment for weapons, and it is recommended that purses and bags also be checked. If an individual refuses to have their purse or bag checked, they should be requested to leave it in their car, or arrange to have it left in a "coat check" area.

Security/doormen must be trained in the recognition of fake ID's.

Establishments are encouraged to have ample video surveillance of both the interior and exterior of the premises. The video footage and or tape should be capable of immediate view by the police and able to be taken as evidence.

The establishment should have ample lighting on the outside areas of the premises and the ability to fully illuminate the interior in the case of an emergency.

Security should ensure that the line into the establishment is orderly and prevent groups of individuals who are not going inside, from gathering on the premises. They should be asked to leave the property or face arrest for trespassing.

Upon closing, it is imperative that people are not allowed to congregate outside in the parking lot or vicinity of the establishment. They should be told to leave immediately or face arrest for trespassing.

EMPLOYEES:

ALL employees must have on their person or within immediate proximity their city liquor card (as required by law).

There must be a person designated as in charge of the premises. If there is not a manager or owner present, the person in charge should have the name and phone number of the manager/owner readily available.

There should be at least one employee designated to keep a headcount of patrons to avoid over-occupancy.

ALL employees should receive some sort of training in the recognition of fake ID's.

RULES & REGULATIONS:

The policies and rules of the establishment should be clearly posted and ensure that all patrons adhere to them.

In addition, the following must be posted in clear view:

Occupancy Level Permit

State and Local Liquor Licenses

City Health and Food Permits

Dance Floor and Coin Operated Machine Permits (when applicable)

The establishment should have an established policy handbook for all employees.

The establishment should have policies to address the following:

Illness or injury

Fights

Disorderly Patrons

False ID's

Drug Use on the premises

Emergency Evacuation Plan

Management must ensure that the establishment's policies and rules are adhered to.

A dress code is recommended, prohibiting baggy clothes and sports apparel. It is also recommended that establishments with frequent fights and/or numerous juveniles hanging out around the establishment raise their age limit to 25 or older. Establishments with frequent outside disturbances should consider letting out at least an hour prior to closing.

Management should inform the Kansas City Police Dept. in advance of all major events held at the establishment. The following are not all inclusive, but are examples: Large Concerts, Outside Tent Events, Exhibitions, or prominent entertainers expected to be in attendance. A list of Kansas City Patrol Divisions is included later with the boundaries they encompass.

ESTABLISHMENT'S RESPONSE TO SERIOUS CRIMINAL INCIDENTS:

Dial 911 Immediately.

The establishment should maintain a list and contact information on all employees (including outside contactors such as DJ's and performers) who are present that night.

It should be made clear to all employees that they are expected to be truthful and cooperative with the police during an investigation.

DO NOT attempt to clean up a crime scene until directed to by the police. Caution tape should be kept on hand to help secure any crime scene until the arrival of the police.

IMMEDIATELY identify and preserve any records of financial transaction (such as credit card receipts) for all parties who are believed to be involved.

ALL involved employees and witnesses should be detained and made available upon arrival of the police.

Attempt to gain any suspect information (ie, clothing worn, hair, vehicle description and license plate numbers, as well as direction of travel).

Tables, glasses, bottles, uneaten food should be untouched and protected for the police in the event they contain fingerprints or possible DNA evidence. Preserve and maintain any video surveillance.

If the incident occurs inside of the establishment, every effort should be made to protect the vicinity of the incident and be mindful of such things as shell casings. If the incident occurs outside of the incident, prevent patrons from exiting the establishment until directed to do so by police. IMMEDIATELY suspend all sales of alcoholic beverages.

Ensure that ALL exits are clearly marked and completely accessible in the event of a fire or incident that could cause a mass exit.

BANNED PATRONS LIST:

In order to successfully prosecute individuals who are arrested for trespassing, it is recommended that establishments keep a record of all individuals banned from the establishment. If possible, a picture of the party would be helpful.

USEFULL PHONE NUMBERS:

Fire Marshall: 784-9100

Health Dept: 513-6008

Codes: 513-1500

Regulated Industries: 784-9000

Private Officers Commission: 889-6600

MO State Liquor Control: 889-2574

KANSAS CITY, MO POLICE PATROL DIVISIONS:

Central Patrol : 234-5510 (*MO River south to Volker, Prospect west to State Line*)

East Patrol: 234-5530 (*MO River south to 47th St., Prospect east to city limits*)

Metro Patrol: 234-5520 (*Volker/47th St., south to Bannister/87th St.*)

South Patrol: 234-5550 (*Bannister/87th St. south*)

North Patrol: 234-5540 (*MO River north, west of N. Oak Tfwy.*)

Shoal Creek Patrol: 413-3400 (*MO River north, east of N. Oak Tfwy.*)