July 20, 2009

CHIEF'S MEMORANDUM NO. 09-2

SUBJECT: Notification Process for Homeland Security Division

The purpose of this Memorandum is to establish a protocol for the notification and follow-up of any leads, ongoing investigations or intelligence gathering related to Domestic or International Terrorism.

In order for our department to be fully aware, monitor, analyze, and take measures to prevent terrorist acts, it is important the Kansas City, Missouri Police Department establish a notification process for such information. It is also important our department designate a central location for all information, observations, actions or indicators of terrorism that occur in the field or during a criminal investigation to be collected, analyzed, and compared to other reported events. Therefore, **when there is any indication of terroristic threats or actions, all department members will immediately notify the Kansas City, Missouri Police Intelligence Unit's On-Call Supervisor at (816) 241-6008 during business hours or by pager (913) 644-7279 from the scene as soon as possible.** A determination will be made at that time as **to** what actions will be taken.

If it is determined that a criminal offense has not occurred, and an offense report has not been taken, department members shall obtain a Case Report Number and complete a Field Interview Report, or a Miscellaneous Investigation Report. It is imperative that a report is generated each time a department member becomes aware of an incident which may involve information related to terrorism.

Department members are required to either immediately forward copies of all reports or information derived from criminal investigations, related to Domestic or International Terrorism, to the Intelligence Unit by Fax Number (816) 241-6009, or notify an Intelligence Unit member of the Case Report Number.

James D. Corwin
Chief of Police

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