KANSAS CITY MISSOURI POLICE DEPARTMENT **DEPARTMENT MEMORANDUM**	DATE OF ISSUE 08-24-11	EFFECTIVE DATE 08-28-11	NO. 11-10
SUBJECT REJIS LEWeb, Mobile/E-Ticketing and Court Web		AMENDS	
REFERENCE PI: 98-7, 01-10, 03-7, 03-7, 03-9, 03-9A, 05-4, 05-8, 06-8, 06-8A, 08-2, 08-6, 09-05, 09-9, 09-15, 10-1, 10-3, 10-4, 10-8, 10-11, and 11-2 DM: 97-12, 97-19, 00-6, 01-21, 02-8, 04-9, 05-6, 05-15, 05-17, 05-18, 07-2, 07-3, 11-3, and 11-8 PPBM: 220-4 and 260	RESCINDS		

I. PURPOSE

The Kansas City Missouri Police Department (KCPD) in cooperation with the Kansas City Missouri Municipal Court (Court) will utilize multiple shared systems supported by the Regional Justice Information Services (REJIS). These systems include:

- LEWeb - Primary Criminal Justice Information System (CJIS). LEWeb replaces the ALERT Basic Police application.
- Mobile/E-Ticketing - Primary method to issue traffic citations and General Ordinance Summons. Replaces paper UTT's and GOS forms.
- Court Web - Is the Court's case management system called IMDS Plus.
- Traffic Analysis - Stop report platform for the collection of racial profiling data.

Multiple current written directives are affected by the REJIS transition. Many of these existing policies still apply. References to the ALERT system will remain until the policies are updated through normal procedures. This written directive includes specific changes in terminology and/or business practices that will be required of department members. The intranet sites listed below are available to users for assistance with REJIS system applications. If an area is not discussed, follow current policy and procedure.

LEWeb Training Module located at http://internal.kcpd.org/rejis/

Mobile/E-Ticketing Training Module located at http://internal.kcpd.org/rejis/

II. TERMINOLOGY

A. **ALERTNet** – The following specific functions will continue to reside on ALERTNet and be utilized by department members: Personnel; Position Control; Timekeeping; Payroll; Retirement; Recovered Property Inventory; Dragnet; Page Center; Report Distribution/Historical Reports; Intellect – Mainframe Query Facility.

B. **Advanced Authentication** – (Dual Authentication) A CJIS requirement for any new electronic system or device that accesses Criminal Justice Information. Every user who attempts to gain access must utilize a

password known only to them, and a code retrieved from an individually assigned token or grid card.

C. **Citation** – The Uniform Traffic Ticket (UTT) will be referred to hereafter as a "Citation."

D. **Custodial Arrests** – A custodial arrest will occur when an individual is placed under arrest for a municipal ordinance violation, investigation arrest or state/federal charge by a sworn officer, transferred to a detention facility and required to post bond or released pending further investigation.

E. **E-Ticketing** – REJIS ticketing application installed on a mobile handheld device.

F. **IMDS Plus** – (Integrated Municipal Docketing System, Plus) The municipal court management system that allows only electronic submissions of city ordinance violation from the KCPD and any other entities enforcing city ordinance violations.

G. **LE Web** – Web based access to Criminal Justice Information System inquiry and entry/update.

H. **Mobile Ticketing** – REJIS ticketing application installed on a laptop/desktop computer for entry and printing of subpoenas, citations, summons, warnings, and parking citations.

I. **Non-Custodial Arrests** – A non-custodial arrest will occur when an individual is placed under arrest for a municipal ordinance violation by a sworn officer and receives a summons at the scene and is released from custody.

J. **Summons** – The General Ordinance Summons (GOS) will be referred to hereafter as a "Summons."

III. GUIDELINES

A. ADVANCED AUTHENTICATION REQUIREMENT

1. Each department member who accesses a handheld E-Ticketing device (Intermec CN-50) will require the use of an electronic token.

2. The REJIS Implementation Team will be responsible for the initial roll out of all electronic tokens to each department member who will require its use.

3. The KCPD Help Desk (24/7 Operation) will be responsible for replacing electronic tokens after initial distribution. Department members will follow the written directive entitled, "Department-Owned/Issued Uniforms and Equipment - Lost or Stolen," when reporting lost equipment.

4. After initial deployment, any additional or new requests for Advance Authentication access shall be made through the chain of command to the Information Services Division Commander. If approved, documentation showing approval must be presented to the Help Desk for issuance.

5. Protection/Safekeeping – Measures shall be taken to safeguard and protect issued tokens; to include but not limited to: maintaining possession of the individual tokens, not loaning or sharing tokens with others, and the immediate reporting of lost or stolen tokens.

B. MOBILE/E-TICKETING PROCESS

1. When issuing a citation or summons, a signature is not required from the violator/defendant.

2. When issuing a summons, a complainant signature is required from a complaining party.

3. The capture of a fingerprint is not required on a non-custodial arrest. However, whenever the identity of an individual is in question, follow the existing procedures regarding the positive identification of an individual of questionable identity.

4. Domestic violence municipal ordinance violations will continue to be scheduled in Court Room E. Officers will designate “Domestic Violence” first in the Notes Section of the Mobile/E-Ticketing application.

5. Juvenile Citations will follow the current process. For juveniles under 15 ½ years of age, contact the Crimes Against Children Section.

6. Warning citations can be issued to citizens in lieu of a citation.

7. All citations and summons will be automatically forwarded to the court system upon completion and do not require supervisor approval.

8. On-duty officers will utilize the issued Intermec CN-50 handheld device for the issuance of citations and summons.

9. Off-duty officers will utilize their issued paper citations (UTT) and summonses (GOS) when the Intermec CN-50 hand held device is not available. All paper citations and summons are required to be entered via Mobile/E-Ticketing within twelve (12) hours of a citation/summons issuance. An Intermec CN-50 handheld device may be used for off-duty functions only if authorized by a Patrol Division Commander. Patrol Division Commanders will be responsible for all E-Ticketing equipment and inventory

accountability and may deploy their assigned devices as necessary.

10. Traffic Analysis (stop report) - Officers will utilize the Traffic Analysis Module in the E-Ticketing application for the collection of racial profiling data. The Traffic Analysis tab in LE Web can also be utilized for the collection of racial profiling data. Profiler PD will no longer be used and will become disabled on the REJIS go-live date.

11. E-Ticketing System Failure - In the event of a complete handheld system failure, all officers will utilize the issued paper citations (UTT) and summons (GOS). When the connection is reestablished, officers must enter the information from the paper copy into Mobile/E-Ticketing.

C. CUSTODIAL ARREST PROCESS

1. Original municipal ordinance charges will be entered into Mobile/E-Ticketing.

2. The Traffic Analysis tab will be completed when applicable.

3. Original municipal charges, local wants, and local municipal warrants will be entered into the Arrest Module by the arresting officer. Initial Corrections Management System (CMS) entries will continue to be entered by the arresting officer.

4. Detention personnel will complete the Arrest Module Process and will forward the Arrest Booking Report to the Real Time Operator in Data Entry.

5. Detention personnel will provide the defendant with the violator copy of the citation or summons or the booking report for municipal warrants.

6. Data Entry will be responsible for entry of court information and bond information into IMDS Plus via Court Web.

7. Officers booking Investigation Arrest/State Warrant arrests will follow the current written directive entitled, “Arrest Guidelines.”

D. NON-CUSTODIAL ARREST PROCESS

1. The original municipal ordinance charges will be entered into the E-Ticketing application.

2. Defendants will be given the violator copy of the citation or summons prior to being released.

3. The Traffic Analysis tab will be completed when applicable.

E. WARRANT APPLICATION PROCESS (Municipal Charges)

1. Officers will complete the citation/summons in Mobile or E-Ticketing with the court room designated as "W." The court date will be the next Calendar Day at 0900 hours. Officers will designate "Domestic Violence" in the top of the notes section of the Mobile/E-Ticketing application if the Warrant Application is for a domestic violence offense.

2. Officers will save and print using the Mobile or E-Ticketing device and will save the copy for their record.

3. Officers will complete the appropriate offense report for the Warrant Application and contact an on-duty supervisor for approval.

4. A supervisor will approve the offense report associated with Warrant Application and call Data Entry to request that the report be frozen and transferred to Records Management System.

5. The officer will fax the frozen offense report to the Municipal Court Prosecutor's Office at (816)513-3815.

6. The Municipal Court Prosecutor's Office will forward the Warrant Application charge to the Presiding Judge for processing.

7. The Municipal Warrant will be placed in the HOT File Section of LE Web when completed.

F. WARRANT APPLICATION PROCESS RECALL (Municipal Charges) –

1. A recall will be completed when the defendant is arrested after the Warrant Application has been completed and no warrant has been filed by the Municipal Court.

2. Officers will contact an on-duty supervisor to verify an original warrant exists in Mobile Ticketing.

3. Upon verification of a warrant, the on-duty supervisor will notify the officer to complete a new summons, which will reference the original summons number in the remarks section, and complete a Progressive Investigation report in ARS to document the arrest.

4. The supervisor will e-mail the Municipal Court Prosecutor's Office Warrant Prosecutor to void the summons submitted for the original offense. The e-mail will be sent to the following e-mail address: W.Prosecutor@KCMO.org and will include the original summons number, CRN, defendant name, and the new summons number.

G. GENERAL COURT NOTIFICATION PROCESS

1. The Court Liaison Officer will obtain the Court Notification Docket from Court Web weekly.

2. The Court Liaison Officer will distribute the PDF Court Notification Docket, to each KCPD Division Office e-mail on Tuesday of each week.

3. Each Division Office will be responsible for notifying their personnel of impending court dates weekly.

4. These Court Notification Dockets will be Trial Dockets only and require mandatory court appearances.

H. SPECIAL COURT NOTIFICATION PROCESS

1. The Municipal Court Prosecutor will email the appropiate KCPD Division Office of a Special Court Appearance for any officer with a read receipt required.

2. Upon receipt, the KCPD Division Office will notify the officer of their required appearance in court.

3. The Municipal Court Prosecutor will notify the Court Liaison Officer of Special Court Appearance with a read receipt required.

I. MUNICIPAL COURT CONTINUANCE

1. Request will be made no later than two (2) days prior to a required court appearance.

2. An officer will email their immediate supervisor to request a court continuance. The email will include the reason, date of court appearance, citation/summons number, court room, and the full name of the defendant.

3. The immediate supervisor will forward the request to the on-duty Desk Sergeant.

4. The on-duty Desk Sergeant will e-mail the request to the specific courtroom prosecutor no later than one (1) day prior to the court date. The following Municipal Court Prosecutor's e-mail addresses will be used, with a read receipt required for confirmation of the continuance.

   a. A.Prosecutor@KCMO.org

   b. B.Prosecutor@KCMO.org

c. C.Prosecutor@KCMO.org

d. D.Prosecutor@KCMO.org

e. E.Prosecutor@KCMO.org

f. F.Prosecutor@KCMO.org

g. G.Prosecutor@KCMO.org

h. H.Prosecutor@KCMO.org

i. I.Prosecutor@KCMO.org

5. The Desk Sergeant should be contacted directly for all last-minute continuance requests due to illness/injury.

James D. Corwin
Chief of Police

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