April 4, 2001

DEPARTMENT MEMORANDUM NO. 01-7

SUBJECT: Threats/Reports of School Violence

Continuing threats/acts of violence in the schools have made it necessary to clarify an operational plan for members of the Kansas City Missouri Police Department. The purpose of this memorandum is to specify the necessary steps to ensure this information is documented and forwarded to an appropriate unit for follow-up investigation.

NOTE: This memorandum does not rescind current department policies and procedures already in place, but outlines the basic information to be documented and the necessary follow-up.

PROCEDURES:

A. Officers Dispatched on reports of School Violence:

1. Officers responding to a school to obtain information on a report of school violence will determine if a threat or act of violence has occurred. This also applies to Off-duty officers working in a particular school.

2. If it is determined that a threat/act has occurred:

   a. Officers should immediately notify their supervisor **and** a member of the Juvenile Section at 234-5150.
   b. Document the criminal act on a Form 189 P.D. (i.e., Bomb threat, Assault, etc.) and fax the report to the Juvenile Section.
   c. If a specific crime cannot be determined, however a potential threat exits, the information will be documented on Form 100 entitled Misc. Invest/Threats faxed to the Juvenile Section.
   d. Internal school reports will be requested and faxed to the Juvenile Section (234-5570) upon completion.
   e. Juvenile Section Detectives will notify their supervisor and an assessment of proper follow-up investigation will be conducted. (i.e., Gang Unit, Violent Crimes, etc.)

B. Walk-in/Telephone Hotline reports of School Violence:

1. Information received at the division stations should be documented and faxed to the Juvenile Section.

2. Information received through the TIPS Hotline will be faxed to the Juvenile Section and the above listed steps followed.

Richard D. Easley
Chief of Police

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