March 4, 2005

DEPARTMENT MEMORANDUM NO. 05-07

SUBJECT: Repository for Department Projects

RESCINDS Department Memorandum 98-4

The purpose of this policy is to provide a point of contact for any person requesting information on Problem Oriented Policing and problem solving projects, as well as provide a central repository for completed projects. It is **not** intended to interfere with any project.

Due to the Kansas City, Missouri Police Department's emphasis of Problem Oriented Policing, there has been a substantial increase in the number of problem solving projects being developed and organized. Many of the projects and problem solving strategies have been both creative and highly effective. In 1998, the Planning and Research Unit was designated as the central location for storage of this information, making it easier for other internal and external elements to know the type of projects currently being worked.

The Planning and Research Unit is still designated as the central repository for all Department projects. All units, which are presently working on projects or who initiate future projects, will contact the Planning and Research Unit, at 889-6040, and provide the following project information:

1. Project Initiation Date

2. Type of Project, i.e., drug sales, prostitution, citizen academy, etc.

3. Name and phone number of a contact person.

4. Brief synopsis of the project.

The Planning and Research Unit will store the information and will be the central point of contact for any person, including outside agencies, requesting information on a particular project, or needing ideas on problem solving strategies.

Additionally, once a project is completed, **copies** of the project file will be forwarded to the Planning and Research Unit.

If members are unsure of what projects need to be reported, they should contact the Planning and Research Unit, at 889-6040 for clarification.

James D. Corwin
Chief of Police

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