

ROELAND PARK **POLICE**

4600 West 51 Street • Roeland Park, Kansas 66205

John Morris, Chief of Police 913-677-3363 FAX: 913-722-3745

DATE: 06/04/2020

To: City Officials

From: Chief Morris

Subject: Police Department Training and Policy Review

Over the past several days due to recent events involving the tragic death of a citizen in Minnesota at the hands of a police officer, I have received requests for information about relevant training, operational procedures and policy of the Roeland Park Police Department. I am sharing this information in hopes that it will provide transparency to Roeland Park's police department but also serve as an informative reference to the media, citizens, visitors, business owners, elected officials or any interested party.

Mission Statement:

"It is the mission of the Roeland Park Police Department to provide dedicated service with integrity, preserve life, enforce the law, and work in partnership with the community to enhance the quality of life in Roeland Park".

Staff & Training:

The Roeland Park Police Department has 15 FT officers, 6 PT officers and 1 volunteer. All officers are trained and certified through the State of Kansas Law Enforcement Academy and are required to adhere to strict rules and regulations in order to maintain certification. All FT officers are required to complete a minimum of 40 hours of continuous educational training each year and all officers are required to complete firearms, diversity, and department rules and regulations training on an annual basis. We utilize numerous training resources including state sponsored training, national conferences, On-Line training as well as hosting regional training courses at the Roeland Park Police Department each year. Training is provided by the Kansas Law Enforcement Training Center, Virtual Academy, Van Meter and Associates, Midwest National Drug Training Center, Midwest Public Risk, Johnson County Police Academy, FEMA, Kansas police Association, International Association of Police Chiefs, and State and local law enforcement agencies.

Video Recording:

The Roeland Park Police Department has maintained the use of body cameras and in-car video systems since 2003. All officers wear a body camera while on duty. We maintain all video recordings on our server for review as needed by staff, media, citizens, law enforcement, and court. Video storage is secured under password access in a police force use only server and monitored through a case numbering system to ensure the integrity.

Police Department Policies:

Topics listed below relate to recent national events and questions presented to the department. The Standard Operating Policies related to each topic are attached for reference:

- 1- Code of Ethics
- 2- Criminal Complaints
- 3- Discipline
- 4- Training
- 5- Video Recording
- 6- Professional Stops / Diversity
- 7- Use of Force

Department's Use of Force policy follows the "8 Can't Wait" suggestions by Campaign Zero:

1. **CHOKEHOLDS & STRANGLEHOLDS BANNED:** Officers are not to choke or strangle civilians.
2. **REQUIRE DE-ESCALATION:** Officers to de-escalate situations, where possible, by communicating with subjects, maintaining distance, and otherwise eliminating the need to use force.
3. **REQUIRE WARNING BEFORE SHOOTING:** Officers to give a verbal warning, when possible, before shooting at a civilian.
4. **EXHAUST ALL OTHER MEANS BEFORE SHOOTING:** Officers to exhaust all other reasonable means before resorting to deadly force.
5. **DUTY TO INTERVENE:** Officers to intervene and stop excessive force used by other officers and report these incidents immediately to a supervisor.
6. **BAN SHOOTING AT MOVING VEHICLES:** Officers restricted from shooting at moving vehicles, which is regarded as a particularly dangerous and ineffective tactic.
7. **REQUIRE USE OF FORCE CONTINUUM:** A Use of Force Continuum in place that limits the types of force and/or weapons that can be used to respond to specific types of resistance.
8. **REQUIRE COMPREHENSIVE REPORTING:** Officers to report each time they use force or threaten to use force against civilians.

Police Staff:

Chief Morris / Administration
Sgt. Honas / Patrol & K9 Unit
Sgt. Gardner / Patrol Supervisor
Sgt. DeMoss / Patrol Supervisor
Sgt. Chaffee / Detective
Cpl. Egidy / Patrol
Cpl. Engravalle / Patrol
Cpl. Stamper / Patrol
Off. Albrecht / Patrol
Off. Babcock / PT Officer & Bailiff
Off. Brooks / PT Officer & Motor-Cycle Unit
Off. Deitrich / Patrol
Off. Estrada / PT Officer
Off. Harrison / PT Officer
Off. Magee / Patrol
Off. Schiffelbein / SRO Officer
Off. Simmons / Volunteer

Off. Schultz / Patrol
Off. Stawarz / PT Officer
Off. Suffield / PT Officer
Off. Wilcher / Patrol
Off. Wilson / Patrol

Roeland Park partners with Johnson County and other neighboring cities for Mental Health Co-Responder Services. The professional Co-Responder is an employee of Johnson County but works with our department on an as needed basis. All our officers have received certification on Crisis Intervention Training.

Police Equipment: (Most of the standard items include the following)

8 vehicles. (6 of those are for patrol, two for administration & travel)

1 Motorcycle

Body Cameras

In-Car Video Systems

Computers in patrol units.

Patrol Rifles

Radar speed detection

Transport Security Barriers

Prisoner Transport Safety Belts

Emergency response equipment

Traffic cones

Tasers

Ballistic Vests

Radios

Lock-out equipment

Services Provided: (Some basic standard items)

24/7 365 on duty officers for patrol and emergency response.

Community Policing projects.

House Watch with Crime Prevention Block Captain program.

Prescription drug recovery.

Fingerprinting.

School Resource Officer.

Traffic Safety Unit.

Criminal Investigations.

Ride a-long initiatives.

Summary:

I am sure there may be more questions in the future however I hope this is informative and helpful. We strive for excellence and maintain the highest standards of integrity, training, positive relations with ALL citizens, and commitment to provide the best quality law enforcement service to the community we serve. Please let me know if you have any questions.

Sincerely,

Chief Morris

Roeland Park Police Department DIRECTIVE	Date of Issue 08-29-2003	Effective Date 08-29-2003	Number 5.6
SUBJECT: Criminal Complaint Procedure			
Amends:			
Revision Updates:			
Rescinds: All Previous Editions			
Refers to:			
Authority: Chief John Morris			

I. PURPOSE

To establish a system by which citizens may file complaints against another person to answer for a violation of city ordinance. Along with the process for review and execution of such citizen complaints.

II. POLICY

Victims of crime must sign a complaint for the instigation of criminal proceedings under circumstances where officers cannot make an arrest or issue an NTA. Citizen complaints will be produced on a “long form” complaint, the signature of the victim will be notarized, and the complaint will be filed with the Municipal Court Clerk.

III. PROCEDURES

A. Officers making misdemeanor, NON-ARREST criminal cases when:

1. Personal injury is NOT involved, but the victim desires to sign a complaint against a known individual; or
2. Personal injury IS involved, but the victim is unsure of prosecution of a known individual,

shall adhere to the following procedure:

- a. A copy of the Kansas Standard Offense Report will be routed to the police clerk. The victim will be instructed to call the police department to schedule an appointment to review the case with the Chief, Deputy Chief or Detective.
- b. The reviewing officer will determine whether a complaint may or may not be signed after they have completed the review of the case. Officers shall not advise the victim that they will automatically be able to sign a complaint against the person(s) identified in the report.

- c. Kansas Standard Offense Reports routed to the police clerk for complaint review shall contain the suspect's full name, age, race, gender, date of birth, and current address. A complaint will not be issued if any of the above information is omitted from the report.
 - d. If the victim desires to sign a criminal complaint but either (A) the identity of the offender is not known or (B) the offenders full name, age, race, sex, date of birth, or current address cannot be obtained during the officer's initial investigation, the report will be returned to the officer for follow-up investigation.
 - e. Officers shall list ALL known witnesses to the incident on the incident report.
- B. In cases where the complainant suffers personal injury and wishes to sign a complaint, the officer MAY make an arrest if the following factors exist:
- 1. The officer has probable cause to believe that the suspect is committing, or has committed, a violation of a state law or city ordinance; AND
 - 2. The officer has probable cause to believe that the suspect has intentionally inflicted bodily harm to another person; AND
 - 3. The victim is willing to sign a formal complaint as soon as possible.
- Note: Also see Domestic Violence 5.3.
- C. When an ARREST IS NOT MADE, officers shall observe the following procedures whenever the complainant suffers personal injury and wishes to sign a complaint:
- 1. When a case is reported between 0800 and 1600 hours Monday through Friday and the victim requests to sign a complaint, the officer shall:
 - a. Make a case.
 - b. Complete a Kansas Standard Offense Report.
 - c. IMMEDIATELY hand-carry the Offense Report to a reviewing officer.
 - d. Advise the victim that they may IMMEDIATELY contact the reviewing officer at the Police Department Office. VICTIMS MAY BE TRANSPORTED TO THAT LOCATION BY POLICE VEHICLE, IF NECESSARY.
 - e. Expedite a typed report.
 - 2. When a case is reported after 1600 hours and before 0800 hours weekdays

or on weekends and holidays, the officer shall:

- a. Make a case.
- b. Complete a Kansas Standard Offense Report routing the copy to the Chief of Police.
- c. Advise the victim to call the Police Department (913)677-3363 after 0800 hours the next business day for an appointment.
- d. Expedite a typed report.

D. When an ARREST IS MADE by a non-law enforcement officer, such as a shoplifting arrest, and the crime is one where a law enforcement officer could make an arrest if the crime was witnessed by the officer the following procedure will be utilized:

1. The arrested person will be transported to the police department and booked for the appropriate charges.
2. An NTA will be completed for tracking purposes.
3. Directive 5.4 Arraignment and Bond Procedures will be followed.
4. The victim will be directed to contact the Municipal Court Clerk on the next business day to sign the long form complaint.

Roeland Park Police Department DIRECTIVE	Date of Issue 04-01-2003	Effective Date 04-01-2003	Number 1.2
SUBJECT: Disciplinary Procedures			
Amends: Revision Updates: Rescinds: All Previous Editions Refers to: Authority: Chief John Morris			

I. PURPOSE

The purpose of this order is to establish policy and procedures concerning informal and formal disciplinary practices for all Roeland Park Police Department employees.

II. POLICY

It is the Department's policy to impose disciplinary action fairly and impartially and to offer adequate appeal procedures to ensure that the rights of employees are protected.

Discipline is a process of imposing informal or formal sanctions which will help train or develop an employee, preferably through constructive rather than punitive measures. Discipline in the Department involves training, counseling, and as a last resort, punitive action.

III. PROCEDURES

A. Disciplinary Action

The type of disciplinary action selected to be imposed shall reflect the severity of misconduct of the employee and shall be imposed only after an investigation of the action is complete. The disciplinary action will be administered within 30 days from the date of the most recent incident.

The following measures may be used:

1. Counseling and training
2. Verbal warning
3. Reprimand
4. Probation
5. Salary Reduction
6. Suspension with or without pay
7. Demotion
8. Termination

B. Counseling and training

1. Counseling as a component of the Department's disciplinary system may be employed by itself or in conjunction with one or more other components of the disciplinary system.
2. There must exist reasonable belief that the employee has an existing problem or is experiencing difficulty understanding or adjusting to matters which include but are not limited to:
 - a. Job related (pertaining to assigned tasks).
 - b. Personnel policies and procedures.
 - c. Interpersonal relationships between co-workers that adversely affect either party's work performance or the operation of the Department.
 - d. Personal matters which adversely affect the employee's work performance.
3. There must be reason to believe that counseling an employee on interpersonal or personal matters will assist the employee in a supportive way, or otherwise have a positive impact on improving work performance.

C. Verbal Warning

1. Verbal Warnings, while informal, require documentation with an employee's acknowledgment of such record.
2. When receiving a verbal warning the employee shall be counseled as to correct behavior.
3. The reprimanding superior shall prepare a memorandum of the warning and methods discussed to correct the behavior. After both parties sign the memorandum, the employee will retain a copy and a copy will be placed in the employee's evaluation file.
4. The warning can be expunged from the employee's evaluation file one year from the date of issuance, as long as the employee has demonstrated that the behavior in question has been corrected and has not been repeated.

D. Reprimands

1. A reprimand, issued by the division commander, cautions an employee about unacceptable behavior, and sets forth the corrected or modified behavior mandated by the Department.
2. Reprimands will be signed by the employee and supervisor. A copy of the reprimand will be personally delivered to the employee, and a copy placed in the employee's evaluation file. The evaluation file copy can be removed and destroyed one calendar year from the date delivered to the employee.
3. The original document will be reviewed by the Chief of Police before it is placed permanently in the employee's personnel file.
4. Further violations may result in additional discipline up to and including termination.

E. Probation

1. The Chief of Police may place any employee on probation for just cause.
2. The probationary period will not exceed one year.
3. During the probationary period the employee may be required to fulfill a set of conditions or to improve work performance or behavior. Further misconduct during this period may result in dismissal.
4. The employee will not be eligible for a merit review or increase during the probationary period.
5. Upon successful completion of the probationary period, the employee will receive his or her annual evaluation and any accompanying change in pay. However, any change in pay is not retroactive.

F. Suspension With or Without Pay

1. The Chief of Police may suspend any employee for just cause.
2. Suspensions are serious interventions and occur when an employee fails to respond positively to lesser forms of discipline. Suspensions may be the first step in progressive discipline if the act of misconduct is serious enough that an oral or written reprimand would not promote the intent or spirit of the purpose and need for disciplinary action.
3. An employee suspended from duty shall have no Department authority, nor shall he/she engage in any police or law enforcement functions.
4. An employee suspended from duty shall be liable for any violations of this manual except those which specifically apply to police functions while on duty.
5. While under suspension an employee shall not be permitted to wear the uniform of the Department or utilize any Department issued items or equipment. Authority to carry a concealed weapon is withdrawn.
6. If the suspended employee has been issued a Department vehicle, that vehicle will be surrendered to the Chief of Police or designee during the suspension period.
7. During any suspension period in excess of 5 days, the employee is to surrender the Department issued identification card, badge, and firearm to the Chief of Police or designee.

G. Demotion

1. The Chief of Police may demote any employee for just cause.
2. Demotion as a form of discipline is intended to be punitive and can occur concurrently with a suspension when a supervisor is involved.
3. A demotion may be to any lower rank or position, and includes a pay reduction consistent with that rank.

H. Termination

1. The Chief of Police may terminate any employee for just cause.

2. Upon termination, the following information will be provided to the employee:
 - a. A statement citing reasons for termination.
 - b. Effective date of termination.
 - c. A statement of status of fringe and retirement benefits after dismissal.
 - d. A statement as to content of the employee's personnel file relating to the termination.
3. Immediately upon termination, all Department issued equipment will be surrendered to the Chief of Police or designee.

<p style="text-align: center;">Roeland Park Police Department DIRECTIVE</p>	<p>Date of Issue 07-12-2005</p>	<p>Effective Date 07-12-2005</p>	<p>Number 5.7</p>
<p>SUBJECT: Professional Traffic Stops</p>			
<p>Amends:</p>			
<p>Rescinds:</p>			
<p>Refers to: Citizen Complaints 2.2; In Car Video Procedures 3.4; Arrest, Detention, and Handling of Prisoners 5.1</p>			
<p>Authority: Chief John Morris</p>			

I. PURPOSE

This directive affirms the Roeland Park Police Department’s adherence to the constitutional mandate of equal protection under the law for all people. Also, to unequivocally state that bias based policing in law enforcement is unacceptable and provides guidelines for officers to prevent such occurrences.

II. POLICY

The Department acknowledges that its effectiveness depends upon acceptance of its authority and approval of its actions by the community. Thus, the Department expects exemplary conduct of its employees while working in a proactive manner to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws. Therefore, it is the policy of the Roeland Park Police Department to respect and protect the constitutional rights, granted in the fourth and fourteenth amendments, of all individuals during law enforcement contacts and/or enforcement actions. Such enforcement decisions will not be predicated solely upon race, national origin, citizenship, religious dress, ethnicity, age, gender or sexual orientation.

The Kansas Legislature, in 2005, passed an act that states **“It shall be unlawful for any law enforcement officer or any law enforcement agency to engage in racial profiling.”** The Roeland Park Police Department acknowledges the prohibition on racial profiling as defined by the legislature and further recognizes the detrimental effects of the wider concern of Bias Based Policing.

III. Definitions

- A. “Racial Profiling” means the practice of a law enforcement officer or agency relying, as the sole factor, on race, ethnicity, national origin, gender or religious dress in selecting which individuals to subject to routine investigatory activities, or in deciding upon the scope and substance of law enforcement activity following the initial routine investigatory activity. Racial profiling does not include reliance on such criteria in combination with other identifying factors when the law enforcement officer or agency is seeking to apprehend a specific suspect whose race, ethnicity, national origin, gender or religious dress is part of the description of the suspect.
- B. “Routine investigatory activities” includes but is not limited to, the following activities conducted by law enforcement officers and agencies in conjunction with traffic stops: (1) Frisks and other types of body searches, and (2) consensual or nonconsensual searches of persons or possessions, including vehicles, dormitory rooms, school lockers, homes and apartments.
- C. Bias – A predisposition to act, or fail to act, in a certain way, because of another person’s race, national origin, citizenship, religion, ethnicity, age, gender or sexual orientation.
- D. Bias Based Policing – The detention, interdiction, or other disparate treatment of any person on the basis of a bias.
- E. Reasonable suspicion – Also know as articulable suspicion. Suspicion that is more than a mere hunch, but is based on a set of articulable facts and circumstances that would warrant a person of reasonable caution to believe that an infraction of the law has been committed, is about to be committed, or is in the process of being committed, by the person or persons under suspicion. This can be based on the observations of a police officer combined with his or her training and experience, and/or reliable information received from credible outside sources.

IV. PROCEDURES

- A. The department’s efforts will be directed toward assigning officers to those areas where there is the highest likelihood that crashes will be reduced, crimes prevented through proactive patrol and/or in response to citizen complaints.
- B. Officers will receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, the laws governing search and seizure, and interpersonal communications skills.
 - 1. Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.
 - 2. Annual educational training will include an understanding of the historical and

cultural systems that perpetuate racial profiling. Assistance in identifying racial profiling practices, and providing officers with self-evaluation strategies to preempt racial profiling prior to stopping a citizen.

- C. Traffic enforcement will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.
- D. Motorists and pedestrians shall only be subjected to stops, seizures or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit an infraction of the law. Each time a person is stopped, the officer shall radio to the dispatcher or enter into the mobile terminal the location of the stop, the description of the person or vehicle being detained, the reason for the stop and other pertinent information.
- E. The department recognizes that with experience, officers may develop individualized approaches that they find work best for them in minimizing conflict during officer/violator contacts. Given some better approach, the following is recommended in the order specified below:
 - 1. Give a greeting, such as “Good morning, ma’am, “Good evening, sir”, etc.
 - 2. Identify yourself. Ex: “I am Officer Doe of the Roeland Park Police Department.”
 - 3. State the reason why the person is being stopped or detained. Ex: “I stopped you because I saw your vehicle come through the stop sign at that last intersection without coming to a complete stop.” (Describing the actions of the vehicle rather than personalizing the action to the driver tends to reduce tension.)
 - 4. It may defuse tension to ask a motorist if there was some reason for the violation. This gives them the opportunity to “have their say”, often leads to an admission that the violator realized they were in violation, and precludes a defendant from offering a different excuse at trial. If you choose not to ask but the motorist wishes to give a reason or excuse, listen politely and give them ample opportunity to tell their story.
 - 5. Politely ask for identification, registration and insurance information.
 - 6. After completing any necessary paperwork, inform the driver or pedestrian as to what action is being taken and what, if anything, the person must do as a result.
 - 7. Give an appropriate closing. For example, if the motorist was cooperative, “Thank you for your cooperation” may be in order. Do not use the trite

expression, “Have a nice day”, which would be inappropriate in these circumstances. “Please drive carefully, your safety is important to us” would be more appropriate.

8. Make sure the driver is able to merge safely back into the traffic stream.
- F. Appropriate enforcement action should always be completed, generally in the form of a warning, citation or arrest. On all contacts that are self-initiated, the officer must fill out either the contact information sheet or a citation. All forms shall include the race, gender and ethnicity of the person stopped, if this information can reasonably be ascertained by physical appearance or from the driver’s license or other documents provided by the individual.
- G. Race, gender and ethnicity will be noted based on codes in the Kansas Incident Based Reporting System Handbook.
1. Race
W – White; B – Black; I – American Indian/Alaskan Native; A – Asian/Pacific Islander
 2. Gender
M – Male; F – Female
 3. Ethnicity
H – Hispanic Origin, a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
NH – Not of Hispanic Origin
U - Unknown
- H. No motorist, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity, and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement, or the person’s voluntary consent. In each case where a search is conducted, this information shall be recorded, including the legal basis for the search, and the results thereof. It is strongly recommended that consent searches only be conducted with written consent, using the proper department form. If the individual indicates that they will consent to a search but are refusing to sign the form, fill out the form anyway and indicate “consented to search but refused to sign”, inserting initials and the signature of any witness in the signature block.
- I. In the absence of a specific, credible report containing a physical description, a person’s race, national origin, citizenship, religious dress, ethnicity, age, gender or sexual orientation or any combination of these shall not be a factor in determining probable cause for an arrest or reasonable suspicion for a stop.
- J. The deliberate recording of any misleading information related to the actual or perceived race, national origin, citizenship, religious dress, ethnicity, age, gender or sexual orientation of a person stopped for investigative or enforcement

purposes is prohibited and a cause for disciplinary action, up to and including dismissal.

- K. Any person may file a complaint with the department if they feel they have been stopped or searched based on a particular bias. The complaint procedure can be found in directive 2.2 of this SOP manual. No person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.
- L. The department shall make public an annual statistical summary of all bias complaints for the year, including the findings as to whether they were Unfounded, Exonerated, Not sustained, or Sustained. The department will also provide information about racial profiling when requested and as a part of the police department's crime prevention display.
- M. Supervisors shall review bias complaints, periodically review a sampling of in-car video tapes of stops, reports filed on stops by officers, and respond at random to back up officers on vehicle stops. They shall take appropriate action whenever it appears that this policy is being violated, being particularly alert to any pattern or practice of possible discriminatory treatment by individual officers or squads.

<p style="text-align: center;">Roeland Park Police Department DIRECTIVE</p>	<p>Date of Issue 06-17-2004</p>	<p>Effective Date 07-01-2004</p>	<p style="text-align: center;">Number 7.2</p>
<p>SUBJECT: In-Service Training Guidelines</p>			
<p>Amends:</p>			
<p>Rescinds:</p>			
<p>Refers to:</p>			
<p>Authority: Chief John Morris</p>			

I. PURPOSE

The Kansas Law Enforcement Training Act specifies that Kansas certified law enforcement officers must receive 40 hours of in-service training per year to maintain their certification. Training is a fundamental basis for maintaining competence in the various aspects of the law enforcement officer's duties.

The In-Service Training guidelines will give officers an understanding of the requirements and the policy of this department concerning the manner in which hours are obtained.

II. POLICY

All officers are required to attend in-service training and this policy is designed to meet the needs of the officers and the needs and goals of the Roeland Park Police Department. Highly trained officers are a benefit to the city and community at large. Training decisions will be made based on training hour requirements, specific needs of the department, officer interest and budgetary concerns.

The in-service training year runs from July 1 until June 30 of each year. Officers will make every effort to find beneficial training without waiting until late in the training year.

III. PROCEDURES

- A. The Chief of Police will be responsible for providing the opportunity for every officer to obtain 40 hours of in-service training annually. However, each individual officer will be responsible to obtain this minimum requirement. Prior approval of the Chief of Police is required before any training funds will be authorized to be expended and then only if they are within the departmental training budget.

- B. The Chief of Police will be responsible for reporting all in-service training to the Kansas Law Enforcement Training Center at Hutchinson within a week of receiving the officer's in-service training report. This includes any training received locally or at remote locations.
 1. Individual officers receiving in-service training must submit a training report (Appendix A) to the Chief of Police within 7 days of the end of the training event and shall include the following:
 - a. Officer's Name
 - b. Dates of in-service training
 - c. Title of course
 - d. Course instructor and their agency
 - e. Training Sponsor
 - f. Training Coordinator
 - g. Location of training (City & State)
 - h. Hours earned (rounded to the next $\frac{1}{4}$ hour)

 2. The senior or ranking officer will report training for all department personnel when there are multiple attendees at a single training event.

 3. Department personnel who instruct a block of training will be responsible for reporting the training of those officers who attend.

 4. All in-service training MUST be reported to the Chief of Police prior to June 15 of each year. The only exception will be for the in-service training received between June 15 and June 30. This training will be reported immediately.

- C. The Chief of Police must approve all in-service training courses and instructors. Any Roeland Park Police Department employee desiring to instruct an in-service training course must submit a detailed outline of the course material and brief synopsis of the course to the Chief of Police. Upon approval by the Chief of Police, a copy of the course outline and synopsis will be placed in the training file. The original will be returned to the instructor.
- D. Officers should make every effort to obtain training while on duty.
- E. Training courses that are longer than one day and require an overnight stay away from home are extended training events and will be planned as on-duty time if possible. Officers who attend extended training events may have their days off moved to allow for the on-duty status. The Travel Advance Request Form (Appendix B) must be filled out by the employee and submitted to the chief of police at least one week prior to the extended training event.
- F. Travel time will commence for day off local training when the officer leaves the police department or their home whichever is closest to the training venue. Employees will be paid for hours spent during the training day while actually involved in training.
- G. Full day training that takes place during an employee's normal workday will be compensated as normal work hours. KC METRO will be considered local.
- H. In-Service training guidelines.
 - 1. All in-service training must be related directly to a law enforcement topic.
 - 2. All in-service training must be approved in advance by the Chief of Police.
 - 3. Seminars, workshops and training in other States which are law enforcement related, if properly documented and approved by the Chief of Police as being job related, required and/or useful to the department, may be accepted for in-service training credit.

4. With approval of the Chief of Police, instructors may claim up to 20 hours credit for instruction. However, instruction on the same topic can only be counted once per reporting year.
5. Firearms in-service training and re-qualifications hours shall be reported. However, a maximum of 16 hours will be counted annually toward the 40-hour requirement.
6. Each full-time officer will obtain and maintain a CPR and Basic First Aid Certification.

I. College or University Credits

The following guidelines for college or university in-service credits are as follows:

1. Officers who choose to attend regular college or university courses will be responsible for all fees and will not receive pay for attending the course.
2. Officers planning to use college courses to meet State in-service training requirements must check with the Chief of Police for prior approval in order to use course credits as in-service training hours.
3. The college credits used must be earned during the current in-service training year.
4. The college course must be directly related to law enforcement.
5. Each college credit is equivalent to fifteen (15) in-service training hours.
6. Continuing education units (CEU) are earned at a rate of ten (10) in-service training hours per CEU.
7. The college or university course must be satisfactorily completed. A copy of the grades earned or transcript must be given to the Chief of Police.
8. Upon satisfactory completion of a college or university course, the officer will expeditiously

report their in-service hours to the Chief of Police.

Appendix A

Training Report Roeland Park Police Department

Event # _____

Reporting training for: Instructor _____ Trainee _____ (Check only one)

Course Title: _____

Synopsis of Course: _____

Primary Instructor: _____ Instructor's Agency: _____

Host Agency: _____ Class Coordinator: _____

Starting Date: _____ Ending Date: _____

Location of Course: _____

(Number of actual hours in class. Time needs to be reported in ¼ hour increments.)

Name	(Leave Blank)	# of Hours
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

Submitting Officer: _____ Date: _____

Roeland Park Police Department DIRECTIVE	Date of Issue 08-26-2005	Effective Date 08-26-2005	Number 4.2
SUBJECT: Use of Force			
Amends:			
Revision Updates:			
Rescinds: All Previous Editions			
Refers to: 4.1 Weapons Use and Qualifications, 4.4 Less Lethal Weapons			
Authority: Chief John Morris			

I. PURPOSE

The purpose of this policy is to provide officers of the Roeland Park Police Department with guidelines on the use of deadly and less lethal force.

II. POLICY

This Department recognizes and respects the value and special integrity of each human life. Investing police officers with the lawful authority to use force to protect the public welfare requires a careful balancing of all human interest. Therefore, it is the policy of the Roeland Park Police Department that all officers shall use only that force which is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another.

III. DEFINITIONS

Deadly Force: Any use of force that is highly likely to cause death or serious bodily harm.

Less Lethal Force: Force, which is highly unlikely to cause death or serious injury to a person when properly, applied by a law enforcement officer.

- A. Highly unlikely to cause death or serious injury to a person is intended to convey that it is possible, but highly improbable, that the force would cause death or serious injury.
- B. Properly applied is intended to convey the importance of proper training relative to force options.

IV. PROCEDURES

A. Parameters for use of deadly force:

1. Law enforcement officers are authorized to use deadly force including but not limited to firearms, in order to:
 - a. Protect the law enforcement officer or others from what the officer reasonably believes to be an imminent threat of death or great bodily harm; or,
 - b. When the officer has probable cause to believe that such force is necessary to prevent the arrest from being defeated by resistance or escape and the person to be arrested has committed or attempted to commit a felony involving great bodily harm or the threat of great bodily harm, or is attempting to escape by use of a deadly weapon, or otherwise indicates that such person will endanger human life or inflict great bodily harm, unless arrested without delay.
2. Justification for the use of deadly force shall be limited to the facts and circumstances known or perceived by a law enforcement officer at the time he or she decides to use deadly force. Facts unknown to the officer cannot be considered later when determining justification for the use of deadly force.
3. Should a law enforcement officer find it necessary to employ deadly force, as authorized above, such force shall be used to stop and incapacitate the suspect. In instances of a firearms discharge, an officer should shoot at center body mass for maximum stopping effectiveness and minimal danger to others.
4. Where feasible, police officers shall identify themselves and state their intent before using deadly force.
5. A police officer may also discharge a weapon to destroy an animal that represents a threat to public safety or as a humanitarian measure where the animal is seriously injured. Supervisor approval will be received prior to destroying the animal and a copy of the original report detailing the incident must be forwarded to the Chief of Police.

6. All police officers shall adhere to the following restrictions when their weapon is exhibited:
 - a. Officers shall not draw or exhibit their firearms except for high-risk activities, maintenance, training, or inspections unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.
 - b. Warning shots are prohibited.
 - c. Police officers shall not fire their weapons at or from a moving vehicle except as a last resort unless failure to do so will, with a high degree of probability; result in serious injury or death of the officer or innocent persons.
 - d. Firearms shall not be discharged when it appears likely that an innocent person may be injured, unless the discharge of the firearm is immediately necessary to protect a police officer or other persons from imminent death or great bodily harm.

B. Parameters for use of less lethal force:

1. Where deadly force is not authorized, officers should assess the incident in order to determine which less lethal weapon or method will best de-escalate the incident and bring it under control in a safe manner.
2. Authorization to use less lethal force:
 - a. Less lethal force used by a law enforcement officer may be classified as restraining force and defensive force. Restraining force is the application of physical control necessary to overcome the resistance of a person to a lawful arrest or to the performance of other official duty. Defensive force is a use of physical force that is necessary to defend an officer or others from physical assault.
3. A police officer may use less lethal force in a performance of duty when he or she believes that such force is necessary to:
 - a. Protect themselves or another from physical harm.
 - b. Prevent a person from injuring him or herself.
 - c. Execute court orders; effect lawful arrests and searches; overcome resistance to such arrests and searches; and prevent escape from custody.

- d. Provide necessary control over persons in custody.
 - e. Preserve the peace.
4. The amount and level of less lethal force used should be based on an assessment of the factors present, which includes:
- a. The seriousness and nature of the crime.
 - b. The suspect's physical ability, mental competence, and degree of resistance or violence to the officer.
 - c. Whether the physical control of the person is immediately necessary or the situation can be effectively handled without force by means of diffusing techniques.
 - d. Whether the use of force may create an escalation of violence and an unreasonable risk of injury to other persons.

C. Training and Qualifications

- 1. While on duty or if carrying a weapon off duty, police officers shall carry only weapons and ammunition authorized and registered with the Department.
- 2.. Authorized weapons are those with which the police officer has qualified and received departmental training on proper and safe usage, and that are registered and comply with departmental specifications.
- 3. The Department shall schedule regular training and qualification sessions for duty firearms and specialized weapons (Less Lethal) which will be graded according to Department procedures.
- 4. Police officers who fail to receive a passing score with their duty firearm in accordance with Department testing procedures shall be relieved of their police powers and immediately reassigned according to Department regulations.
- 5. A police officer shall not be permitted to utilize any weapon, duty firearm or specialized, with which he or she has not been able to qualify during the most recent qualification period for that weapon.
- 6. A police officer who has taken an extended leave or suffered an illness or injury that affects his or her use of firearms ability will be required to re-qualify when returning to enforcement duties.

D. Reporting Use of Force:

1. A written report according to departmental procedures will be required in the following situations:
 - a. When a firearm is discharged outside of the firing range.
 - b. When a use of force results in death or injury.
 - c. When a less lethal weapon or method is used on a person.
2. A supervisor will be immediately notified and will comply with investigative procedures as required by the Department in the following situations:
 - a. When a firearm is discharged outside of the firing range.
 - b. When a use of force results in death or injury.
 - c. When a subject complains that an injury has been inflicted.
3. The supervisor will be responsible for photographing or video recording the scene and any alleged injuries. If there are no apparent injuries, photographs should still be taken of the areas in which the force was applied. The supervisor will also be responsible for notifying the Chief of Police and insure that all reports are completed immediately.
4. A Use of Force Outline is provided in Appendix A of this policy to assist in report preparation.

APPENDIX A

USE OF FORCE OUTLINE

I. Incident

- A. Nature of Call
- B. Location
- C. Date and Time of Call

II. Subject(s) Involved or Present

- A. Suspect(s), Witness(es), and Officer(s)
 - 1. Name, address, DOB, home and work phone, place of employment
 - 2. Verbal or preferably written statements

III. Reason for Use of Force

- A. Necessary to effect arrest
- B. Necessary to defend reporting officer
- C. Necessary to defend another
- D. To prevent a violent, forcible felony
- E. To restrain for subjects' safety
- F. Other

IV. Injuries

- A. Was subject or anyone else injured?
- B. Nature of injuries
- C. Where was the injured party treated and by whom?
- D. Was the subject rendered unconscious?
- E. Did the subject complain of any injuries? Be specific.
- F. Demeanor of subject at time of contact

1. Under influence of alcohol
2. Suspected under influence of alcohol
3. Under influence of drugs
4. Suspected under influence of drugs
5. Other contributing factors

V. Level of Resistance

- A. **Psychological Intimidation:** Non-verbal cues indicating subject's attitude, appearance, and physical readiness.
- B. **Verbal Noncompliance:** Verbal responses indicating unwillingness or threats.
- C. **Passive Resistance:** Physical actions that do not prevent officers attempt to control.
- D. **Defensive Resistance:** Physical actions which attempt to prevent officers control, but never attempts to harm officer.
- E. **Active Aggression:** Physical actions of assault.
- F. **Aggravated Active Aggression:** Deadly force encounters where subject is armed

VI. Weapons


- A. Type of weapon
- B. Means of display and/or use

VII. Force Continuum Variables

- A. The following variables may affect an officer's decision in escalating or de-escalating the level of control.
 1. Officer/Subject Size and Gender
 2. Environmental Conditions
 3. Reaction Time
 4. Officer's availability or equipment availability

VIII. Level of Control Effected

- A. Officer Presence: Identification of authority
- B. Verbal Direction: Commands of direction or arrest
- C. Type of Empty Hand Control
 - 1. Soft Empty Hand Control
 - a. Escort Holds
 - b. Pain/Pressure Compliance
 - c. Oleoresin Capsicum Spray
 - 2. Hard Empty Hand Control
 - a. Strikes with hands or feet compliance
- D. Intermediate Weapon Control
 - 1. Soft Intermediate Weapon Control
 - a. Impact weapon joint locks
 - b. Electro-muscular disruption system
 - 2. Hard Intermediate Weapon Control
 - a. Impact weapon strikes
 - Number of strikes needed to effect control
 - b. Beanbag rounds
- E. Deadly Force

	Date of Issue 08/26/2005	Effective Date 08/26/2005 Revised : 02/17/2015 03/15/2017	Section 3.4
SUBJECT: In-Car Video Procedure / Body Worn Camera			
Amends: Rescinds: All Previous Editions Refers to: Authority: Chief John Morris			

I. PURPOSE

The purpose of this policy is to set forth guidelines for the utilization of In-Car Video and audio equipment in Police Patrol Vehicles and Body Worn Cameras.

II. POLICY

The Roeland Park Police Department recognizes the value of video/audio recordings for the purpose of documenting criminal activity, to promote Officer safety, and training, and to protect the department and its officers from unsubstantiated claims.

III. PROCEDURES

A. Operating Procedures

1. In-car video/audio equipment and body worn cameras will be operated according to the manufacturer's recommendations and departmental guidelines. Training will be provided to all personnel required to use the video/audio recording equipment.
2. Officers shall test the equipment at the start of each shift to make sure that it is working properly, and ensure that the camera(s) are positioned correctly. Any problems with the equipment shall be reported to the officer's immediate supervisor.
3. Officers shall conduct all violator contacts with the safety of the violator and the officer with paramount concern.
4. Officers are required to utilize the video/audio equipment during vehicle and/or pedestrian stops. It is required that the officers activate their video/audio equipment and body cameras for other

events in order to accurately document citizen contacts where enforcement action may become necessary. The in-car system is designed to automatically start recording upon the activation of the patrol vehicle's overhead lights. Body cameras require manual activation. The Officer may also manually start recording whenever he/she deems necessary. The Officer must, however, activate the audio recorder on their own as this is not automatic. **The Officer is expected to leave the equipment on once it has been activated, until the incident is complete.**

5. The officer must use his/her discretion to stop recording during non-enforcement actions, such as traffic control and motorist assist, etc.
6. The mobile video system shall be utilized during opposite gender transport. When an officer is assigned to transport a person of opposite gender they will activate the mobile system and articulate the starting mileage, time and date. The Officer should articulate any unusual activity during the transport. The mobile video system can be deactivated upon arrival at the destination and the announcement of ending mileage, time and date.
7. If an Officer has reason to believe that a complaint or problem may arise from a vehicle stop or other incident they were involved in, the Officer shall notify their supervisor. The Officer will also make notification of any recorded event that would be beneficial for training purposes.
8. Automatic or manually downloading the recording of traffic stops, criminal arrests, or other activity should be transferred into the police department administrative computer system for dissemination as needed for prosecution or defense requests after official notification is made and within legal authority. Digital Ally or other similar systems will be administered by the department technical support supervisor. Body worn camera recordings must be manually downloaded unless otherwise noted. All recordings will be kept for a minimum of **six months** before deletion unless noted for prosecution or specific evidence. Release of any video will be made after administrative review and approval. Only "case specific" video will be released. Video copies of any type will **ONLY** be released to attorneys or law enforcement officials unless approved by legal authority and proper set standard procedures as required are followed.
9. A fee of \$25.00 will be charged for dissemination of any video with exception to prosecutors or other law enforcement agencies.