

MEMORANDUM

October 25, 2011

RECEIVED
OCT 25 2011
AUG 11 #2
CHIEFS OFFICE

TO: Thomas Gee, Manager, Internal Audit Unit
FROM: Officer Phillip Johnson, Internal Audit Unit
SUBJECT: FY2010 Annual Take Home Vehicle Inventory Review 11-01 Final Report

The take home vehicle bureau specific concurrence sheets have been reviewed and approved by all Bureau Commanders. The following changes were noted by bureau;

- ❑ **Chief's Office:** Three take home vehicles were added. Two of those vehicles were assigned to the reconstituted mayoral security detail.
- ❑ **Executive Services Bureau:** No Changes.
- ❑ **Professional Development and Research Bureau:** No changes.
- ❑ **Administration Bureau:** No substantive changes.
- ❑ **Patrol Bureau:** No changes.
- ❑ **Investigation Bureau:** The Violent Crimes Division was reorganized and ten take home cars were added to the fleet. The Investigations Bureau submitted a response memorandum with their bureau concurrence sheet requesting "Stand By" and "Call Back" status for their take home vehicles that were previously justified as take home cars based on security/parking issues. It appears that there are no longer security/parking issues since the relocation of the Narcotics and Vice Division.

The total number of reported take home vehicles for FY2010-2011 is 391 compared to 379 vehicles reported in 2009. This is an increase of twelve (12) take home vehicles from last year. As stated in the Findings of the Take Home Vehicle Review there appears to be some confusion over take home car classification due to the vagueness of the policy.

NEW RECOMMENDATIONS

- ❑ Recommend all take home vehicle lists be forwarded to the Chief of Police for review.

- Recommend Procedural Instruction 09-11, entitled, "Use of Department and Private Vehicles" be revised by removing the contradictory term "standby/call back" wherever it is located from the policy.
- Recommend this review memorandum once approved by the Chief of Police will become the justification memorandum for all vehicles on the attached lists for the last fiscal year and this process be repeated for subsequent fiscal years as deemed necessary by policy.

This review has been prepared and submitted for your review and approval. Recommend this packet be forwarded to the Chief for his review and approval.


Officer Phillip Johnson

Endorsement Page

Re: Annual Take Home Car Inventory Review, 11-01

Unit/Section Supervisor

Unit Commander

Major Pruetting: Attached you will find the Annual Take Home Car Inventory Review, 11-01. There appears to be some confusion on the definitions used in the policy document to distinguish between "Standby" and "Call Back" status. Recommend Planning and Research revise the policy for clarification purposes. Also recommend approval by the Chief.

H. Gee 10/25/11

Division Commander

Chief Forte,
I recommend approval of the attached audit and forwarding a copy to Planning and Research as the source document for revision of P.I. 09-11 to remove any references to a "standby/call back" designation.
Major Pruetting

Bureau Commander

Chief of Police

Approved as recommended

Chief D. L. Smith
11-1-11



Internal Audit Overview
"Vigilance Through Knowing"

Annual Take Home Vehicle Inventory
Review 11-01
August 10, 2011

RECEIVED
KCPD
Internal Audit
Unit
AUG 11 2011
2
CHIEFS OFFICE

Objectives

1. Compile lists of all reported take home vehicles by bureau.
2. Identify and report take home cars not in compliance with current policy.
3. Submit finalized list of all reported and non compliant take home vehicles to Chief of Police.

Methodology and Scope

1. Self reporting process by all bureaus in accordance with current policy.
2. All bureaus must submit all vehicles being operated as take home cars to the Internal Audit Unit for review and final submission to the chief.

Risk Management Factors/Findings

1. Take home car fleet had a modest reported increase in take home cars to 391 compared to 373 vehicles reported last year. This is an increase of twelve (12) take home vehicles.
2. The self reporting process for take home vehicles is still subject to discrepancies/errors that can occur due to the self reporting by all department elements.

Recommendations

1. Recommend these lists should again be forwarded to each Bureau Commander for final review.
2. Recommend all take home vehicle lists once verified by the respective Bureau Commanders be forwarded to Chief Corwin for his review.
3. Recommend Procedural Instruction 09-11, entitled, "Use of Department and Private Vehicles", be revised by removing the contradictory term "standby/callback" (wherever it is located) from the policy.
4. Recommend this review memorandum once approved by the Chief of Police will become the justification memorandum for all vehicles on the attached lists for the last fiscal year and this process be repeated for subsequent fiscal years as deemed necessary by policy

For further information please contact: Officer Phillip Johnson, Internal Audit Unit, 889-1462

MEMORANDUM

August 9, 2011

TO: Thomas Gee, Manager, Internal Audit Unit
FROM: Officer Phillip Johnson, Internal Audit Unit
SUBJECT: FY2010 Annual Take Home Vehicle Review – Final Report

On April 15, 2011, the reporting officer began conducting the annual review of department take home vehicles, in accordance with Procedural Instruction 09-11, entitled, "Use of Department and Private Vehicles", which states, "the department must conduct an annual review of all assigned take home vehicles to ensure the assigned take home vehicles meet the criteria set forth in the policy." According to P.I. 09-11, the annual review of take home cars is conducted at the end of each fiscal year. Based on the information received from the department elements, the reporting officer compiled and finalized the lists of all reported take home vehicles by Bureau. These lists were broken down by bureau for a final review by Bureau Commanders, before being submitted to the Chief of Police for final approval.

As indicated on the bureau-specific concurrence sheets each Bureau Commander in accordance with policy is responsible for reviewing all take home vehicles assigned to their respective bureaus. Below is a tentative final summary of 2010 fiscal year's department take home vehicles as compared to previous years.

Take Home Vehicle Final Summary

To summarize: There are a total of 391 vehicles being reported as take home cars for FY 2010 compared to 379 take home cars reported for FY 2009-2010, to the Internal Audit Unit. This represents a modest increase from FY2009-2010.

- The Patrol Bureau self-reported one hundred sixty three (163) take home vehicles which represented no change from last year.
- The Investigations Bureau increased by ten (10) vehicles, from a self-reported one hundred thirty three (133) take home vehicles in FY2009, to one hundred forty three (143) take home vehicles this fiscal year.
- The Administration Bureau self-reported ten (10) take home vehicles, which represented no change from last year.

- The Executive Services Bureau self-reported twenty five (25) take home vehicles, which also represented no change from last year.
- The Chief's Office increased by three (3) vehicles from a reported thirty (30) take home vehicles to thirty three (33) take home vehicles. The Mayor's Security detail was reconstituted and two take home vehicles were assigned to that detail.
- The Professional Development and Research Bureau self-reported seventeen (17) take home vehicles compared to 18 vehicles last year.

FINDINGS

As stated earlier there are a total of 391 vehicles being reported as take home cars for FY 2010-2011 compared to 379 take home cars reported for FY 2009-2010, to the Internal Audit Unit. This represents an increase of twelve (12) take home vehicles. The take home car fleet of three hundred and ninety one (391) represents approximately forty percent (40%) of the department's total vehicle fleet of 1,011 vehicles (includes leased and specialty vehicles i.e., buses, trucks, military, etc.). The tables and charts on the following pages illustrate the breakdown and comparisons of the take home vehicle fleet since FY2000.

Table 1

Take Home Vehicle Comparison FY 2009-2010

FY 2010-2011

	Chief's Office	Exec Services	PDRB	Admin	Invest	Patrol	Total
State Licensed Vehicles	9	12	3	4	14	10	52
Marked Vehicles	10	13	7	6	49	153	238
Covert Vehicles	13	0	0	0	80	0	93
Specialty Vehicles	1	0	7	0	0	0	8
Totals	33	25	17	10	143	163	391

Grand Total 391

FY 2009-2010

	Chief's Office	Exec Services	PDRB	Admin	Invest	Patrol	Total
State Licensed Vehicles	6	12	4	4	14	10	50
Marked Vehicles	10	13	7	6	39	153	228
Covert Vehicles	13	0	0	0	80	0	93
Specialty Vehicles	1	0	7	0	0	0	8
Totals	30	25	18	10	133	163	379

Grand Total 379

"For purposes of the categorization of vehicles, a marked vehicle is defined by IRS regulations as one which, "...if, through painted insignia or words, it is readily apparent that the vehicle is a police...vehicle." The vehicles listed as marked above include both those assigned to patrol, which include visible light bars and markings, as well as those which were previously considered unmarked but which now display both police license plates and window markings.

- S = State Licensed
- M = Marked Vehicle
- C = Covert Vehicle
- SP = Specialty Vehicle

Table 2

Kansas City Missouri Police Department Take Home Vehicle Comparison by Bureau

Take Home Vehicle Comparison FY 2000 - 2010							
Year	Chief's Office	Executive Services	Administration	Investigation	Patrol	Professional Development Research	Take-Home Totals
2000	6	28	30	141	139	N/A	344
2001	7	29	30	149	136	N/A	351
2002	6	33	32	161	131	N/A	363
2003	31	33	32	166	135	N/A	377
2004	33	13	33	168	149	N/A	396
2005	33	13	32	154	153	N/A	385
2006	33	11	31	165	155	N/A	396
2007	45	13	26	161	180	N/A	425
2008	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2009	30	25	10	133	163	18	379
2010	33	25	10	143	163	18	391
<i>Difference 2009-2010 ±</i>	3	0	0	10	0	0	12

Total Number of Take-home Vehicles
 Added in 2010 = 12

Chart 1

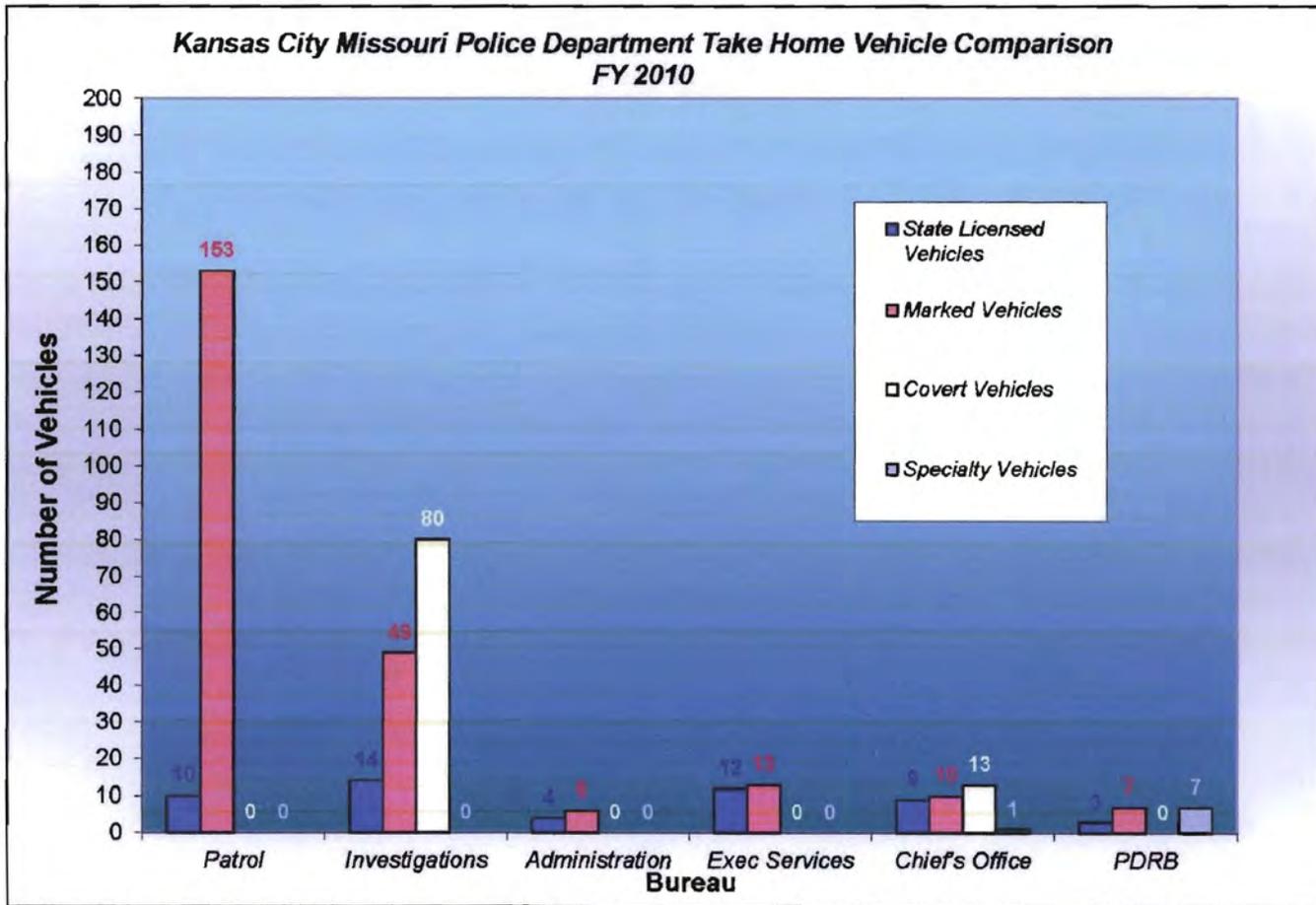
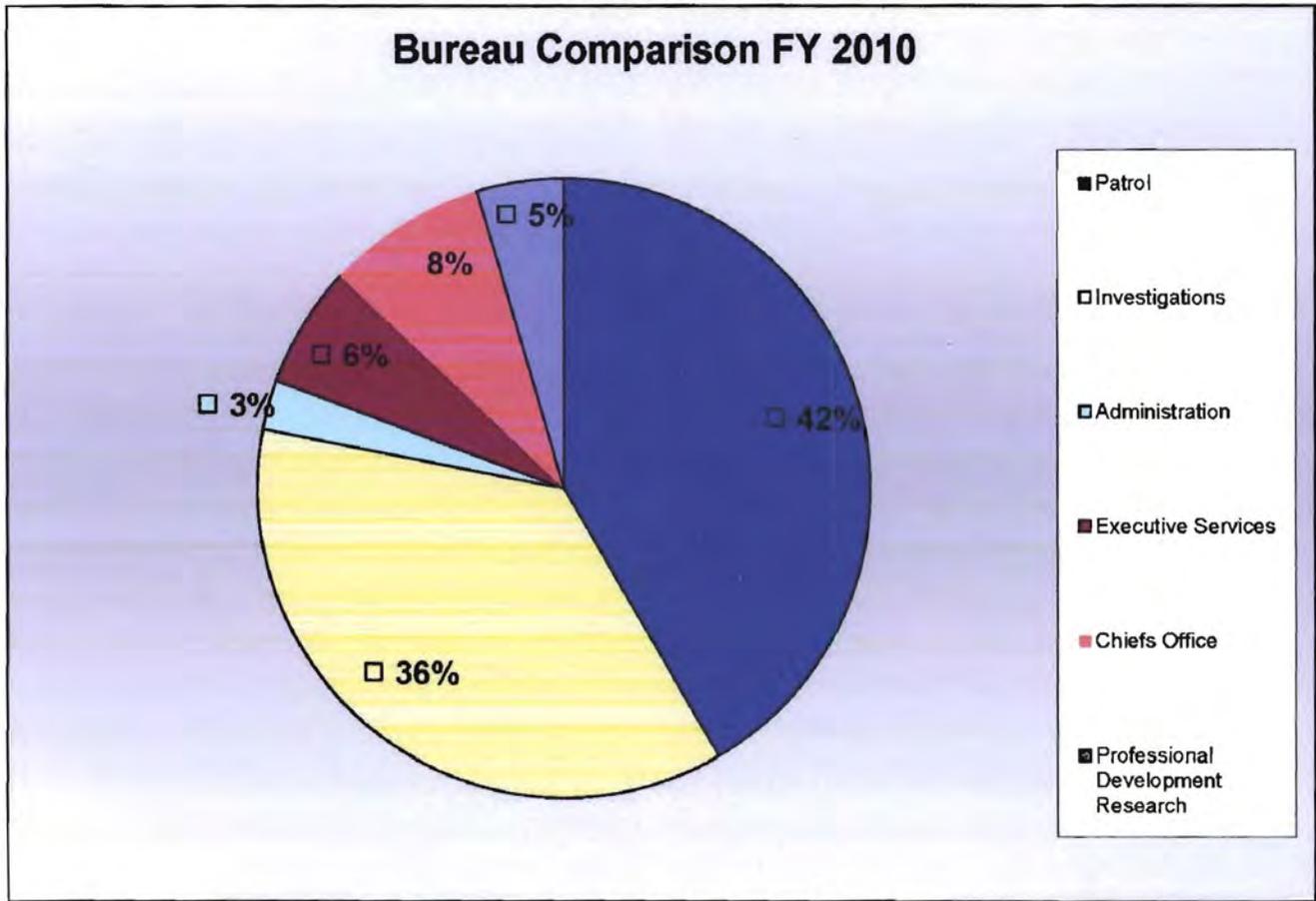


Chart 2

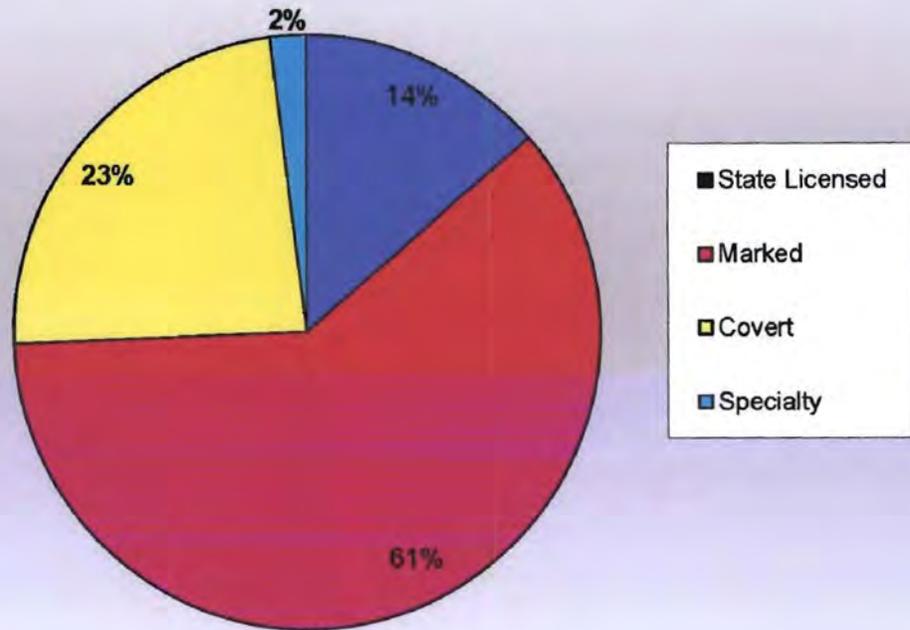
Kansas City Missouri Police Department
Take Home Vehicles



- The Patrol (163) and Investigations (143) Bureaus have the most assigned take home vehicles representing 42% and 36% respectively of the total take home vehicle fleet.

Chart 3

Kansas City Missouri Police Department Take Home Vehicles FY 2010



- In FY 2010 there were 238 marked take home vehicles which represent 61% of the total take home car fleet.
- In FY 2010 there were 93 covert marked take home vehicles which represent 23% of the total take home car fleet.
- In FY 2010 there were 53 state licensed take home vehicles which represent 14% of the total take home car fleet.
- In FY 2010 there were 8 specialty take home vehicles which represent 2% of the total take home car fleet.

It should be noted that during this review no vehicles were discovered being operated as take home cars but not reported as take home cars. There were no significant discrepancies or reporting errors similar to the ones discovered in previous years by the Audit Unit that precipitated an audit of the entire fleet.

Based on the findings of this current take home car review, it appears that the department's self reporting process for take home vehicles is still subject to discrepancies/errors that can occur due to the self-reporting by department elements.

According to P.I. 09-11, there are only four categories of criteria used to determine the take-home status of vehicles;

1. *Standby Responsibilities* - A position responsible for being on-call at all times to respond immediately, to situations as needed. Standby responsibilities are listed in the job description for commanders as essential job functions. Therefore, commanders have been authorized with standby/call back responsibilities and assigned take-home vehicles for the purpose of being capable of responding immediately to the area of an emergency type event as described in the Critical Incident Management Plan.
2. *Call Back* – An assignment/position subject to shared 24-hour on call basis, which can vary by time period and personnel, e.g., Investigations Bureau Detectives and supervisors who rotate call back responsibilities. Additionally, certain personnel assigned to specialized units are also authorized based on standby/call back responsibilities on a rotating basis. They are assigned take-home vehicles for the purpose of being capable of responding directly to the immediate area of an emergency type event or scene without delay.
3. *High Visibility Vehicles* - Marked vehicles donated, grant funded and/or leased, that may be required by their funding source to be driven for high visibility in the community.
4. *Security/Parking Issues* - Vehicles approved as take-home due to lack of parking, potential for vehicle damage if left parked overnight, and the need for security with regard to vehicle assignment.

The take home status of a vehicle determines how a department member may operate or use that vehicle. Department vehicles that fall under the Standby Responsibility criteria may be used by members for department as well as personal reasons to comply with being immediately available at all times. Department vehicles that fall under the Call Back Responsibility criteria may be used by members for purposes other than department related functions, including personal reasons, only during the actual on-call status period. Department vehicles that fall under the High Visibility Vehicles classification should be used based on the requirements/stipulations of their respective funding source in place at the time they were acquired. Department vehicles that meet the Security/Parking Issues will be used by members only for travel to and from work or in direct conjunction with a duty related assignment.

An issue observed during this review is department members misclassifying the justification criteria of take home cars department wide, where the justification status is being reported as "Standby Responsibilities" instead of "Call Back". This type of misclassification appears to have occurred over a period spanning several years beginning as early as 2003.

The number of take home cars the department currently deploys and the extent they are being operated adds to the overall fuel consumption by the department's fleet. Since the take home status of a vehicle determines how a department member may operate or use that vehicle, the cars designated with "Standby Responsibilities" have the potential to use more fuel because there are fewer restrictions governing their use. The take home vehicles designated with "Callback Responsibilities" should under normal circumstances have less overall fuel consumption due to the restrictions governing their use in accordance with department policy as discussed earlier in this report.

On July 7, 2011 the reporting officer met with Major Patty Higgins, Commander, Research and Development Division and Officer Tamara Jones Project Officer, Research and Development Unit to discuss some contradictory definitions in P.I. 09-11. The definitions for "*Standby Responsibilities*" and "*Call Back Responsibilities*" have both combined "Standby" and "Callback" in their respective categories of criteria definitions which create a conflict in the policy (see Exhibit 1 highlighted sections of policy). It was agreed that the current policy needed to be revised by removing the incorrect "Callback/Standby" terminology from the "Callback Responsibilities" and the "Standby Responsibilities" definitions. This minor policy change should eliminate any confusion department members could possibly have in the justification criteria for their assigned take home vehicles. Major Higgins indicated her unit could initiate a project and assign it to Officer Jones for the purpose of revising P.I. 09-11 to appropriately reflect the correct definitions for take home car criteria.

Another issue of the current take home car process relates to justification memorandums that date back to 2000 when the process began under then Chief Richard Easley. During that year take home cars were under review and all department elements with take home cars were required to submit memorandums to Chief Easley requesting and justifying their take home cars. Since 2000 the take home car process has become very convoluted with the additions and subtractions of justification memorandums spanning over ten (10) years. In the beginning the Planning and Research Unit (now called the Research and Development Division) was designated as the repository for all take home car justification memorandums and was also the unit responsible for completing the annual take home car review for submission to the Chief of Police every year. In 2007 the Internal Audit Unit was given the responsibility of conducting the annual take home car review and in 2008 became the official repository for all take home car justification memorandums.

In 2008 the Internal Audit conducted an audit of the entire fleet and during that audit attempted to reconcile the original justification memorandums with all take home cars. As stated earlier some of the memorandums were dated before the year 2000 and after an extensive process it was determined that most but not all of the take home cars could be reconciled with their associated justification memorandums. Under the current process memorandums continue to be generated for example this year, the Investigations Bureau

added ten take home vehicles that were approved by Chief Corwin. The justification memorandum was submitted by the Violent Crimes Division through its chain of command until it reached the Office of the Chief where it was approved. A copy of this approved justification memorandum was forwarded to the Internal Audit Unit for record keeping. This process is repeated for every newly approved take home car if elements are complying with department policy.

The current take home record keeping process can be greatly reduced by eliminating all of the old justification memorandums for take home cars. The Chief of Police by policy approves the list of all take home vehicles every year thereby becoming the sole approving authority for take home cars every time the list is up for review. Those justification memorandums should only be valid until the subsequent annual review is completed. Since the final take home car lists submitted by each Bureau to the Chief of Police for approval either incorporates or removes any take home car by the authority of the Chief any justification memorandums submitted during the year should only be kept until the end of the fiscal year, when all take home vehicles are again subject to annual review.

CONCLUSION

If this change is approved, all justification memorandums for take home cars will only be kept until the next annual take home car review, thereby eliminating the need to keep memorandums beyond a fiscal reporting year. Once the take home car lists for FY 2010-2011 attached to this review memorandum is approved by the Chief of Police, this will become the justification memorandum for all take home vehicles on the lists. Any memorandums for additions or deletions of take home cars submitted after the list has been approved will be maintained by the Internal Audit Unit until the next fiscal year take home car review. Resetting the annual take home car lists eliminates the historical record keeping process that has not been that effective due to the length of time it has been enacted.

The revision of P.I. 09-11 should also eliminate any further confusion on the justification criteria for take home cars by clearly differentiating between call back and standby status applicable to take home vehicle assignments. The Audit Unit will then be able to effectively report on the compliance to the policy during the future take home reviews.

RECOMMENDATIONS

- Recommend these lists should again be forwarded to each Bureau Commander for final review.
- Recommend all take home vehicle lists once verified by the respective Bureau Commanders be forwarded to Chief Corwin for his review.
- Recommend Procedural Instruction 09-11, entitled, "Use of Department and Private Vehicles", be revised by removing the contradictory term "standby/callback" (wherever it is located) from the policy.
- Recommend this review memorandum once approved by the Chief of Police will become the justification memorandum for all vehicles on the attached lists for the last fiscal year and this process be repeated for subsequent fiscal years as deemed necessary by policy.

This review has been prepared and submitted for your approval and forwarding to the Chief's Office for review.


Officer Phillip Johnson
Internal Audit Unit

OC Nichols,

At this point we need the Bureau CO's to sign off on their individual Bureaus (Exhibits 2 thru 7). Once this is accomplished we will submit to the COP for his review and approval.

FL Gen

8-11-11

Forward to Bur C's & BC for review,
verification and return pk.

De Jue ARD¹¹
8-11-2011

Table of Exhibits

- Exhibit 1: Procedural Instruction 09-11, entitled, "Use of Department and Private Vehicles"
- Exhibit 2: Chief's Office Inventory
- Exhibit 3: Executive Services Bureau Inventory
- Exhibit 4: Administration Bureau Inventory
- Exhibit 5: Professional Development and Research Bureau Inventory
- Exhibit 6: Patrol Bureau Inventory
- Exhibit 7: Investigations Bureau Inventory
- Exhibit 8: Management's Response

Exhibit 1

Procedural Instruction 09-11, entitled, "Use of Department
and Private Vehicles"



KANSAS CITY, MO. POLICE DEPARTMENT

DATE OF ISSUE

11-30-2009

EFFECTIVE DATE

12-15-2009

NO.

09-11

PROCEDURAL INSTRUCTION

SUBJECT

Use of Department and Private Vehicles

AMENDS

REFERENCE

D. M. – Authorized Travel Expenses, Authorized Department Wash Locations; P.I. – Police Vehicles- Accident Control and Vehicle Damage

RESCINDS

Procedural Instruction 05-01

I. INTRODUCTION

To establish guidelines for the assignment and use of department vehicles (take-home and unit specific) and the use of private vehicles.

II. TERMINOLOGY

A. The criteria used to determine the take-home status of vehicles are defined and divided into the following four categories:

1. **Standby Responsibilities** - A position responsible for being on-call at all times to respond immediately, to situations as needed. Standby responsibilities are listed in the job description for commanders as essential job functions. Therefore, commanders have been authorized with **standby/call back responsibilities** and assigned take-home vehicles for the purpose of being capable of responding immediately to the area of an emergency type event as described in the Critical Incident Management Plan.
2. **Call Back** - An assignment/position subject to shared 24-hour on-call basis, which can vary by time period and personnel, e.g., Investigations Bureau Detectives and supervisors who rotate call back responsibilities. Additionally, certain personnel assigned to specialized units are also authorized based on **standby/call back responsibilities** on a rotating basis. They are assigned take-home vehicles for the purpose of being capable of responding directly to the immediate area of an emergency type event or scene without delay.
3. **High Visibility Vehicles** - Marked vehicles donated, grant funded and/or leased, that may be required by their funding source to be driven for high visibility in the community.
4. **Security/Parking issues** - Vehicles approved as take-home due to lack of parking, potential for vehicle damage if left parked overnight, and the need for security with regard to vehicle assignment.

B. Unmarked police vehicle as defined by the Internal Revenue Service Code, is a vehicle that does not have painted insignias or words that would otherwise clearly identify the vehicle as a police vehicle. Grill lights,

a siren, or a marking on the license plates are not clear markings to identify a police vehicle.

III. PROCEDURES

- A. The Chief of Police must authorize in writing the assignment of all vehicles to an organizational position.
- *B. Only the Chief of Police or designee can approve take-home vehicle assignments.
- *C. All commanders will ensure the accuracy of their respective take-home vehicle lists prior to submitting for approval.
- D. Department vehicles are assigned for police related business use only. Use of department vehicles for personal business is restricted to those vehicles designated by the Chief of Police. Unless otherwise noted in this directive, department vehicles will not be used for personal errands, recreation or vacation. The activities listed below are classified non-personal when associated with law enforcement responsibilities of sworn members either in a uniform, undercover or plain-clothes capacity:
 - 1. Meal or rest breaks which occur during tour of duty;
 - 2. Travel directly from home to surveillance or investigative locations;
 - 3. Travel to any location required on an "on-call" basis.
- E. Department vehicles being used for personal reasons that fall under the status of standby responsibility and call back responsibility will remain within a fifty (50) mile radius of the corporate city limits of Kansas City, Missouri to comply with being immediately available. Exceptions to this policy may be granted by the Chief of Police, upon a showing of good cause.
- F. Specialty vehicles, i.e., leased vehicle, taxi cab, city vehicle, etc., may be used only if no department vehicle will suffice. The commander must submit a written request explaining the nature of the assignment, the vehicle description, license number, and owner's name prior to the use of the vehicle. This report will be forwarded to the Financial Services Unit.
- *G. Bureau Commanders will review their respective authorized take-home vehicle assignment lists approved by the Chief of Police annually.
 - 1. Any changes in take home vehicle status, e.g., additions and / or deletions of take home vehicles that occurred during the previous fiscal year, must be added if they were approved by the Chief or his designee.

2. The assignment of the vehicle as well as the justification documentation for each assignment will be forwarded, by March 1st to the Internal Audit Unit for verification. An informational copy will be forwarded to the Fleet Operations Unit.
 3. The Internal Audit Unit will compile all Bureau take-home vehicle lists with supporting documentation and forward to the Chief of Police for review and approval.
- H. All department vehicles designated by the Chief of Police as take-home vehicles will be operated under the following conditions:
1. Department vehicles that fall under the standby responsibility criteria may be used by members for department as well as personal reasons to comply with being immediately available at all times.
 2. Department vehicles that fall under the call back responsibility criteria may be used by members for purposes other than department related functions, including personal reasons, only during the actual on-call status period.
 3. Department vehicles that fall under the high visibility vehicles classification should be used based on the requirements/stipulations of their respective funding source in place at the time they were acquired.
 4. Department vehicles that meet the security/parking issues will be used by members only for travel to and from work or in direct conjunction with a duty related assignment.
- I. Use of a Private Vehicle
1. Private vehicle use for police duty will be voluntary and will be authorized by the member's Bureau Commander. Certain voluntary assignments may require a member to agree to the use of a personal vehicle for police duty. Private vehicles will be used for police duty only when:
 - a. The member has minimum liability insurance coverage on the vehicle.
 - b. The use of the vehicle is absolutely necessary for accomplishing the tasks of the department and a department vehicle is not available.
 - c. A member has submitted an Authorization for Private Vehicle Use, Form 318 P.D., through their chain of command and obtained final approval from their Bureau Commander prior to using the vehicle.

2. The Authorization for Private Vehicle Use, Form 318 P.D. should be completed in duplicate for each occasion unless it is necessary for a member to use a private vehicle on a continuous basis.
 3. If it is anticipated that an individual will use their private vehicle on a continuous basis, a single Authorization for Private Vehicle Use, Form 318 P.D., may be completed for that period of time and approved annually.
 4. A copy of the Authorization for Private Vehicle Use, Form 318 P.D., will be maintained at the element until the member has received compensation.
 5. The original Authorization for Private Vehicle Use, Form 318 P.D. will be maintained at the Financial Services Unit.
- J. The department's self-insurance policy will only apply to those private vehicles authorized and utilized in accordance with this directive. Unless authorized, travel to and from a member's place of residence in their personal vehicle will NOT be covered.
- K. Vehicles assigned parking spaces are the only vehicles permitted to park in the department parking garages during daytime business hours.
- L. Operators of private vehicles authorized to park in the 1125 Cherry lot, i.e., attending court, outside law enforcement members, etc., will sign the appropriate logs located in the lot office.
- M. A member involved in a vehicle damage incident while operating any authorized private or specialty vehicle on duty shall follow the procedures in the current written directive entitled, "Police Vehicular Reporting."
- N. Mileage Compensation and Reimbursement for Gasoline Expenditure
1. Members authorized to use a private vehicle for police duty will receive mileage compensation at the existing Internal Revenue Service standard for mileage relevant to an assignment, not to include mileage from home to the place of assignment nor from the place of assignment to home. Mileage compensation will also not be paid for mileage accumulated during an assignment period but not relevant to the assignment.
 2. Members requesting compensation for mileage accrued using a private vehicle will:
 - a. Complete an Application for Mileage Compensation, Form 326 P.D., and submit it through their chain of command by the fifth day of the following month the mileage was driven.

- b. Maintain a copy of the Application for Mileage Compensation, Form 326 P.D., until compensation has been received.
 3. Commanders will forward the completed and approved Application for Mileage Compensation, Form 326 P.D., to the Financial Services Unit for reimbursement.
 4. Members using specialty vehicles on a temporary basis will complete a Application for Motor Fuel Reimbursement, Form 5 P.D., if fuel is to be obtained at the police service station. This form will be submitted for authorization by the Commander.
- O. Use of Department Take-Home Vehicles by Non-Sworn Personnel
 1. Non-sworn members who are assigned unmarked department take-home vehicles will adhere to the procedures outlined in this written directive.
 2. Non-sworn members who are assigned unmarked take-home police vehicles are subject to the taxable fringe benefit requirement of the Internal Revenue Service Code.
 3. The W-2 of each non-sworn member assigned an unmarked department take-home vehicle will be assessed a daily "safe harbor" rate for the benefit of having the vehicle to commute to and from work. The Internal Revenue Service determines this rate.
 4. Each affected non-sworn member will be required to complete the Personal Use of Assigned Police Vehicle Report, Form 260 P.D. The report will outline the number of days the employee worked each month.
 5. Element commanders/supervisors will ensure use of department take-home vehicles by non-sworn personnel is reported to the Payroll Section in the following manner:
 - a. Non-sworn members will complete the Personal Use of Assigned Police Vehicle Report, Form 260 P.D., and submit it to the appropriate supervisor.
 - b. Commanders will forward the completed and approved Personal Use of Assigned Police Vehicle Report, Form 260 P.D., to the Payroll Section. It must be received by the Payroll Section by the fifth (5) day of the following month that is being reported.

- c. The element commander/supervisor will submit, in writing to the appropriate Bureau Commander, all additions and/or deletions of assigned take-home vehicles. Any approved changes to the list of non-sworn members assigned unmarked department take-home vehicles will be forwarded by the element commander/supervisor, to the Payroll Section and the Fleet Operations Unit.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this 30th day of November 2009.

Mark C. Thompson
President

DISTRIBUTION: All Department Personnel
Post on all bulletin boards for two weeks
Public View Master Index – Internet
Department Master Index – Intranet

Exhibit 2

Chief's Office Inventory

MEMORANDUM

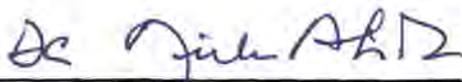
August 9, 2011

In accordance with ***Procedural Instruction 09-11, Use of Department and Private Vehicles***, the attached bureau-specific list of vehicles and justification for take-home status has been reviewed. Following is the recommendation with regard to continued take home status of those vehicles:

- All vehicles listed meet the criteria established in the above cited policy, with **no additions or deletions required**.
- All vehicles listed meet the criteria established in the above-cited policy, with the listed **additions required**. Documentation has been attached which supports this amendment.
- All vehicles listed do not meet the criteria established in the above-cited policy, with the following **deletions required**. Documentation has been attached which supports this amendment.

Deputy Chief Nick Nichols

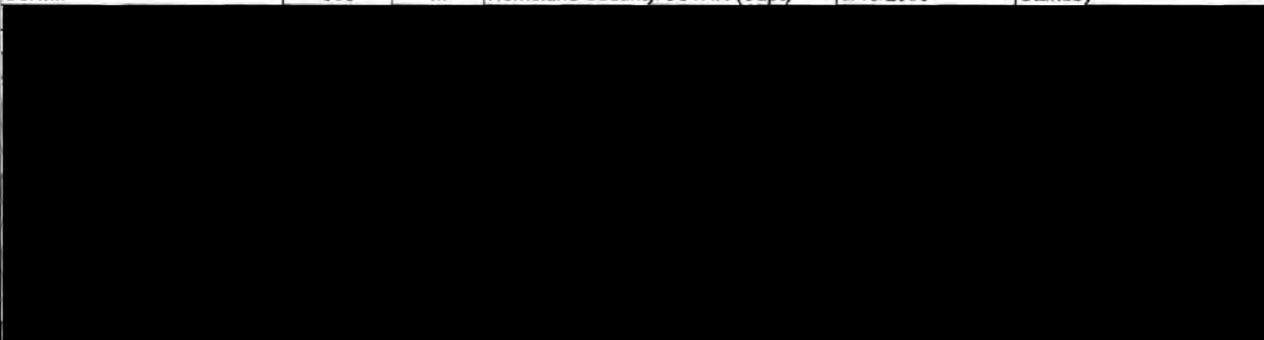
Chiefs Office



Signature

9-19-2011

Date

Division	Veh #	Status	Title / Unit	Memo Date	Justification
Chief's Office					
Corwin	682	S	Chief	5/16/2000	Standby
Nichols	305	S	Deputy Chief	5/16/2000	Standby
Schofield	65	S	Chief's Ops Sgt.	7/5/2000	Call Back
McCune	677 851	S	Chief's Aide (P.O.)	7/5/2000	Call Back
Buie	1	S	Mayor's Security Detail		Call Back
Jones	562	S	Mayor's Security Detail		Call Back
Office of the General Counsel					
Unassigned	HAUS 343	S	General Counsel	2/3/1995	Standby
Haus	MURRAY 14 126	S	Asst General Counsel	6/1/2004	Standby
Walton	865 299	M	Court Liason (P.O.)	5/30/2002	Call Back
Media Unit					
Young	?	M	Media Relations (Capt)	5/16/2000	Standby
Graves	302	M	Media Relations (Sgt)	12/14/2001	Call Back
Snapp	425	M	Media Relations (P.O)	2/5/1995	Call Back
	374	SP	TIPS	2/5/1995	Donated Vehicle / High Visibility
Sub totals:					
	S	8			
	M	4			
	C	0			
	SP	1			
		12			
Professional Standards					
Price	317	S	Major	12/16/2005	Standby
Corwin	386	M	Homeland Security/CSTAR (Capt)	5/16/2000	Standby
					
Pruetting	912	M	Internal Affairs (Capt)	12/16/2005	Standby
	687	M	Internal Affairs (Sgt)	2/5/1995	Call Back
	101	M	Internal Affairs (Det)	4/10/2003	Call Back
	31	M	Homeland Security/CSTAR (Sgt)	7/2/2007	Call Back
Subtotals:					
	S	1			
	M	6			
	C	13			
		20			
TOTAL:					
	S	9			
	M	10			
	C	13			
	SP	1			
		33			

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle
SP=Specialty Vehicle

Exhibit 3

Executive Services Bureau Inventory

MEMORANDUM

August 9, 2011

In accordance with **Procedural Instruction 09-11, Use of Department and Private Vehicles**, the attached bureau-specific list of vehicles and justification for take-home status has been reviewed. Following is the recommendation with regard to continued take home status of those vehicles:

- All vehicles listed meet the criteria established in the above cited policy, with **no additions or deletions required**.
- All vehicles listed meet the criteria established in the above-cited policy, with the listed **additions required**. Documentation has been attached which supports this amendment.
- All vehicles listed do not meet the criteria established in the above-cited policy, with the following **deletions required**. Documentation has been attached which supports this amendment.

Deputy Chief Darryl Forte'

Executive Services Bureau Office

A/BC *Miguel B. Zimm* 33119
Signature

8/25/2011
Date

Division	Veh #	Status	Title / Unit	Memo Date	Justification
E.S. Bureau Office					
Forte'	64	S	Deputy Chief	5/16/2000	Standby
Sanders	376	M	Bureau Aide (Sgt)	12/15/2004	Standby
Sub totals:					
S	1				
M	1				
C	0				
	2				
Logistical Support					
Kuehl	171	S	Major		Standby
Holt	806	M	Fleet Op (Mgr)(Capt)	5/16/2000	Standby / Commander equivalent
Hoskins	141	M	Comm. Mgr		Standby
Unassigned		M	Prop/Evidence (Capt)		Standby
	182	M	Prop/Evidence		Call Back
	94	M	Prop/Evidence		Call Back
Sight	827	M	Dentention (Capt)		Standby
Brundage	1801	S	Comm. Support-Mgr		Standby / Commander equivalent
	514	S	Comm. Support-Supv		Call Back
	940	S	Comm. Server		Call Back
	809	S	Comm. Server		Call Back
	482	S	Field Service		Call Back
	491	S	Field Service		Call Back
	937	S	Field Service		Call Back
Sub totals:					
S	8				
M	5				
C	0				
	13				
Fiscal Planning					
Zimmerman	329	S	Major	5/16/2000	Standby
Winebrenner	963	M	Budget Unit (Capt)	5/16/2000	Standby
Connelly	830	M	Financial Serv (Capt)	5/16/2000	Standby
	975	M	Supply Section	2/12/2007	Call Back
Sub totals:					
S	1				
M	3				
C	0				
	4				
Facilities Management					
Gallagher	964	S	Major	5/16/2000	Standby
Laningham	730	M	Cap Improvements (Capt)	5/16/2000	Standby
Arndt	851	M	Mgr. / Bldg Ops	5/16/2000	Standby
Gardner	14	M	A/Mgr/ Bldg Ops	5/16/2000	Call Back
Waddell	126	S	A/Mgr/ Bldg Ops	2/7/1995	Call Back
Sub Totals:					
S	2				
M	3				
C	0				
	5				
Total					
S	12				
M	13				
C	0				
	25				

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

Division	Veh #	Status	Title / Unit	Memo Date	Justification
E.S. Bureau Office					
Forte'	64	S	Deputy Chief	5/16/2000	Standby
Sanders	376	M	Bureau Aide (Sgt)	12/15/2004	Standby/Op 100 Callback
Sub totals:					
S	1				
M	1				
C	0				
	2				
Logistical Support					
Kuehl	171	S	Major		Standby
Holt	806	M	Fleet Op (Mgr)(Capt)	5/16/2000	Standby / Commander equivalent
Hoskins	141	M	Comm. Mgr		Standby
Unassigned		M	Prop/Evidence (Capt)		Standby
	182	M	Prop/Evidence		Call Back
	94	M	Prop/Evidence		Call Back
Sight	827	M	Dentention (Capt)		Standby
Brundage	1801	S	Comm. Support-Mgr		Standby / Commander equivalent
	514	S	Comm. Support-Supv		Call Back
	940	S	Comm. Server		Call Back
	809	S	Comm. Server		Call Back
	482	S	Field Service		Call Back
	491	S	Field Service		Call Back
	937	S	Field Service		Call Back
Sub totals:					
S	8				
M	5				
C	0				
	13				
Fiscal Planning					
Zimmerman	329	S	Major	5/16/2000	Standby
Winebrenner	963	M	Budget Unit (Capt)	5/16/2000	Standby
Connelly	830	M	Financial Serv (Capt)	5/16/2000	Standby
	975	M	Supply Section	2/12/2007	Call Back
Sub totals:					
S	1				
M	3				
C	0				
	4				
Facilities Management					
Gallagher	964	S	Major	5/16/2000	Standby
Laningham	730	M	Cap Improvements (Capt)	5/16/2000	Standby
Arndt	851	M	Mgr. / Bldg Ops	5/16/2000	Standby
Gardner	14	M	A/Mgr/ Bldg Ops	5/16/2000	Standby
Waddell	126	S	A/Mgr/ Bldg Ops	2/7/1995	Standby
Sub Totals:					
S	2				
M	3				
C	0				
	5				
Total:					
S	12				
M	13				
C	0				
	25				

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

Exhibit 4

Administration Bureau Inventory

MEMORANDUM

August 9, 2011

In accordance with ***Procedural Instruction 09-11, Use of Department and Private Vehicles***, the attached bureau-specific list of vehicles and justification for take-home status has been reviewed. Following is the recommendation with regard to continued take home status of those vehicles:

- All vehicles listed meet the criteria established in the above cited policy, with **no additions or deletions required**.
- All vehicles listed meet the criteria established in the above-cited policy, with the listed **additions required**. Documentation has been attached which supports this amendment.
- All vehicles listed do not meet the criteria established in the above-cited policy, with the following **deletions required**. Documentation has been attached which supports this amendment.

Deputy Chief Cheryl Rose

Administration Bureau Office

DC Cheryl Rose

Signature

9/12/11

Date

Division	Veh #	Status	Title / Unit	Memo Date	Justification
Bureau Office					
Rose	727	S	Deputy Chief	5/16/2000	Standby
Hopkins	138	S	Exec Officer (Major)	5/16/2000	Standby
Ellis	107	M	Admin. Aide (Sgt)	7/6/2000	Standby
Sub totals:					
S	2				
M	1				
C	0				
	3				
Human Resources					
Weishar	946	S	Director	35919	Standby
McLees	320	M	Emp Benefits (Capt)	5/16/2000	Standby
Oakman	967	M	Employment (Capt)	5/16/2000	Standby
Hatcher	951	M	Off-Duty (Capt)		Standby
Sub totals:					
S	1				
M	3				
C	0				
	4				
Information Services					
Mozzicato	460	S	Major	5/16/2000	Standby
Emery	649	M	Records Unit (Capt)	5/16/2000	Standby
Volker	233	M	Special Projects (Capt)	5/16/2000	Standby
Sub totals:					
S	1				
M	2				
C	0				
	3				
Totals:					
S	4				
M	6				
C	0				
	10				

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

Division	Veh #	Status	Title / Unit	Memo Date	Justification
Bureau Office					
Rose	727	S	Deputy Chief	5/16/2000	Standby
Hopkins	138	S	Exec Officer (Major)	5/16/2000	Standby
Ellis	107	M	Admin. Aide (Sgt)	7/6/2000	Call Back
Sub totals:					
S	2				
M	1				
C	0				
	3				
Human Resources					
Weishar	946	S	Director	35919	Standby
McLees	320	M	Emp Benefits (Capt)	5/16/2000	Standby
Oakman	967	M	Employment (Capt)	5/16/2000	Standby
Hatcher	951	M	Off-Duty (Capt)		Standby
Sub totals:					
S	1				
M	3				
C	0				
	4				
Information Services					
Mozzicato	460	S	Major	5/16/2000	Standby
Emery	649	M	Records Unit (Capt)	5/16/2000	Standby
Volker	233 853	M	Special Projects (Capt)	5/16/2000	Standby
Sub totals:					
S	1				
M	2				
C	0				
	3				
Totals:					
S	4				
M	6				
C	0				
	10				

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

Exhibit 5

Professional Development and Research Bureau Inventory

MEMORANDUM

August 9, 2011

In accordance with ***Procedural Instruction 09-11, Use of Department and Private Vehicles***, the attached bureau-specific list of vehicles and justification for take-home status has been reviewed. Following is the recommendation with regard to continued take home status of those vehicles:

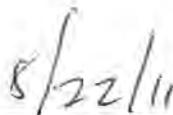
- All vehicles listed meet the criteria established in the above cited policy, with **no additions or deletions required**.
- All vehicles listed meet the criteria established in the above-cited policy, with the listed **additions required**. Documentation has been attached which supports this amendment.
- All vehicles listed do not meet the criteria established in the above-cited policy, with the following **deletions required**. Documentation has been attached which supports this amendment.

Deputy Chief Rick Brisbin

Professional Development and
Research Bureau



Signature



Date

Division	Veh #	Status	Title / Unit	Memo Date	Justification
Bureau Office					
Brisbin	710	S	Deputy Chief	5/16/2000	Standby
Grote	35	M	Admin. Aide (Sgt)	7/6/2000	Standby
Sub totals:					
	S	1			
	M	1			
	C	0			
		2			
Research and Development					
Higgins	949	S	Major	5/16/2000	Standby
Francisco	410	M	PRU Capt	5/16/2000	Standby
Sub totals:					
	S	1			
	M	1			
	C	0			
		2			
Training Division					
Unassigned		S	Major	5/16/2000	Standby
Glaeser	849	M	Basic Trng Unit (Capt)	5/16/2000	Standby
Gates	877	M	Enterprise Serv. (Capt)	5/16/2000	Standby
	117	M	Firearms / DT (Sgt)	3/27/2008	Call Back
Tarwater	794	M	Youth Services(Capt)	5/16/2000	Standby
Rocker	100	SP	DARE	5/13/2004	High Visibility
	222	SP	DARE	5/13/2004	High Visibility
	888	SP	DARE	5/13/2004	High Visibility
	889	SP	DARE	5/13/2004	High Visibility
	589	SP	DARE	5/13/2004	High Visibility
	362	SP	DARE	5/13/2004	High Visibility
	82	SP	DARE	5/13/2004	High Visibility
On occasion	818	M	PAL (Sgt.)	6/27/2003	High Visibility
Sub totals:					
	S	1			
	M	5			
	C	0			
	SP	7			
		13			
Total					
	S	3			
	M	7			
	C	0			
	SP	7			
		17			

S=State Licensed
M=Marked Vehicle
C=Covert Vehicle
SP=Specialty Vehicle

Division	Veh #	Status	Title / Unit	Memo Date	Justification
Bureau Office					
Brisbin	710	S	Deputy Chief	5/16/2000	Standby
Grote	35	M	Admin. Aide (Sgt)	7/6/2000	Call Back
Sub totals:					
	S	1			
	M	1			
	C	0			
		2			
Research and Development					
Higgins	949	S	Major	5/16/2000	Standby
Francisco	410	M	PRU Capt	5/16/2000	Standby
Sub totals:					
	S	1			
	M	1			
	C	0			
		2			
Training Division					
Unassigned		S	Major	5/16/2000	Standby
Glaeser	849	M	Basic Trng Unit (Capt)	5/16/2000	Standby
Gates	877	M	Enterprise Serv. (Capt)	5/16/2000	Standby
	117	M	Firearms / DT (Sgt)	3/27/2008	Call Back
Tarwater	794	M	Youth Services(Capt)	5/16/2000	Standby
Rocker	100	SP	DARE	5/13/2004	High Visibility
	222	SP	DARE	5/13/2004	High Visibility
	888	SP	DARE	5/13/2004	High Visibility
	889	SP	DARE	5/13/2004	High Visibility
	589	SP	DARE	5/13/2004	High Visibility
	362	SP	DARE	5/13/2004	High Visibility
	82	SP	DARE	5/13/2004	High Visibility
On occasion	818	M	PAL (Sgt.)	6/27/2003	High Visibility
Sub totals:					
	S	1			
	M	5			
	C	0			
	SP	7			
		13			
Total:					
	S	3			
	M	7			
	C	0			
	SP	7			
		17			

S=State Licensed
M=Marked Vehicle
C=Covert Vehicle
SP=Specialty Vehicle

Exhibit 6

Patrol Bureau Inventory

MEMORANDUM

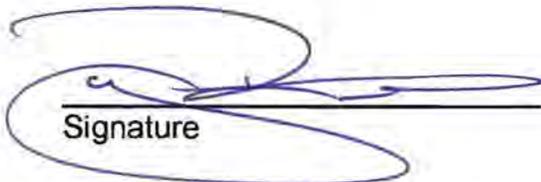
August 9, 2011

In accordance with ***Procedural Instruction 09-11, Use of Department and Private Vehicles***, the attached bureau-specific list of vehicles and justification for take-home status has been reviewed. Following is the recommendation with regard to continued take home status of those vehicles:

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- All vehicles listed meet the criteria established in the above-cited policy, with the listed **additions required**. Documentation has been attached which supports this amendment.
- All vehicles listed do not meet the criteria established in the above-cited policy, with the following **deletions required**. Documentation has been attached which supports this amendment.

Deputy Chief Cy Ritter

Patrol Bureau Office


Signature

9/7/2011
Date

Kansas City Missouri Police Department
TAKE HOME VEHICLES

Division	Veh #	Status	Title / Unit	Memo Date	Justification
P.B. Office >					
Ritter	13	S	Deputy Chief	5/16/2000	Standby
Lewis	128	S	Executive Officer (Major)	5/16/2000	Standby
Lindaman	893	S	Prtl Video (Capt)	5/16/2000	Standby
Chronister	586	M	Operations Sgt	7/6/2000	Standby
Stoker	799	M	Admin. Aid (PO)	7/6/2000	Standby
Rauzi	866	M	Analyst (Sgt)	2/24/2004	Op 100 Callback
Richards	193	M	Video Evidence (Sgt)	7/10/2000	Call Back
	208	M	Video Evidence (PO)	1/30/2003	Call Back
Sub totals:					
S	3				
M	5				
C	0				
	8				
CPD >					
Stewart	487	S	Major	5/16/2000	Standby
Bergquist	720	M	Captain	5/16/2000	Standby
Thomas	726	M	Captain	5/16/2000	Standby
TRUE	53	M	Captain	5/16/2000	Standby
Smith	17	M	TRT-1(Capt.)	5/16/2000	Standby
	48	M	TRT-1(Sgt)	5/16/2000	Standby
	837	M	TRT-1(Sgt)	5/16/2000	Standby
	922	M	TRT-1	5/16/2000	Standby
	800	M	TRT-1	5/16/2000	Standby
	905	M	TRT-1	5/16/2000	Standby
	909	M	TRT-1	5/16/2000	Standby
	847	M	TRT-1	5/16/2000	Standby
	417	M	TRT-1	5/16/2000	Standby
	683	M	CPCS (Sgt)	6/19/2002	Call Back
	307	M	CPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	14				
C	0				
	15				
EPD >					
Eil	886	S	Major	5/16/2000	Standby
Seever	838	M	Captain	5/16/2000	Standby
Paulson	968	M	Captain	5/16/2000	Standby
Zimmerman	913	M	Captain	5/16/2000	Standby
Perne	765	M	TRT-3(Capt.)	5/16/2000	Standby
	312	M	TRT-3(Sgt)	5/16/2000	Standby
	363	M	TRT-3(Sgt)	5/16/2000	Standby
	392	M	TRT-3	5/16/2000	Standby
	349	M	TRT-3	5/16/2000	Standby
	819	M	TRT-3	5/16/2000	Standby
	289	M	TRT-3	5/16/2000	Standby
	493	M	TRT-3	5/16/2000	Standby
	360	M	TRT-3	5/16/2000	Standby
	260	M	EPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	13				
C	0				
	14				
MPD >					
Lawler	553	S	Major	5/16/2000	Standby
Kleinow	41	M	Capt	5/16/2000	Standby

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

**Kansas City Missouri Police Department
TAKE HOME VEHICLES**

Jantzen	916	M	Capt	5/16/2000	Standby
Marckx	481	M	Capt	5/16/2000	Standby
Trainor	4	M	MPD Office (PO)	7/6/2000	Standby
Mueller	433	M	TRT-2(Capt)	5/16/2000	Standby
	301	M	TRT-2(Sgt)	5/16/2000	Standby
	445	M	TRT-2(Sgt)	5/16/2000	Standby
	55	M	TRT-2	5/16/2000	Standby
	834	M	TRT-2	5/16/2000	Standby
	273	M	TRT-2	5/16/2000	Standby
	675	M	TRT-2	5/16/2000	Standby
	740	M	TRT-2	5/16/2000	Standby
	828	M	TRT-2	5/16/2000	Standby
	881	M	MPCS (Sgt)	7/6/2005	Call Back
	292	M	MPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	15				
C	0				
	16				
NPD >					
Cannon	149	S	Major	5/16/2000	Standby
Greenwell	738	M	Capt	5/16/2000	Standby
Haley	125	M	Capt	5/16/2000	Standby
Dull	821	M	Capt	5/16/2000	Standby
	643	M	Admin (Sgt)	9/19/2003	Call Back
	844	M	NPCS (Sgt)	11/15/2007	Call Back
Sub totals:					
S	1				
M	5				
C	0				
	6				
Shoal Creek >					
Lockhart	973	S	Major	5/16/2000	Standby
TRUE	825	M	Capt	5/16/2000	Standby
Pfeifer	681	M	Capt	5/16/2000	Standby
Schultz	701	M	Capt	5/16/2000	Standby
	158	M	SCPCS (Sgt)	6/19/2002	Call Back
	162	M	SCPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	5				
C	0				
	6				
SPD >					
Houston	270	S	Major	5/16/2000	Standby
Chapman	741	M	Capt	5/16/2000	Standby
O'Sullivan	144	M	Capt	5/16/2000	Standby
Caron	399	M	Capt	5/16/2000	Standby
	248	M	SPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	4				
C	0				
	5				
Special Ops					
Allen	947	S	Major	5/16/2000	Standby
Murray	403	M	Operations Sgt	2/7/1995	Standby
Wilcox	499	M	Operations PO	2/7/1995	Standby

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

Kansas City Missouri Police Department
TAKE HOME VEHICLES

Murdock	264	M	Traffic Inv. (Capt)		Standby
Jacobs	641	M	Patr Supp (Capt)	5/16/2000	Standby
Mairet	797	M	Bomb/Arson (Sgt)	5/16/2000	Standby
	109	M	Bomb/Arson (Canine Det)		Call Back
	773	M	Bomb/Arson (Det)		Call Back
	602	M	Bomb/Arson (Det)		Call Back
	371	M	Bomb/Arson (Det)		Call Back
	239	M	Bomb/Arson (Det)		Call Back
Wood	864	M	Traffic Enf (Capt)		Standby
Fuller	172	M	AIS (Sgt)	5/16/2000	Call Back
Mahoney	372	M	AIS (Sgt)	7/6/2000	Call Back
Johnson	61	M	VCS	7/6/2000	Standby
Vulje	405	M	VCS	7/6/2000	Standby
R Reilly	858	M	VCS	7/6/2000	Standby
Lamb	354	M	VCS	7/6/2000	Standby
Gooch	454	M	VCS	7/6/2000	Standby
Masterson	198	M	VCS	7/6/2000	Standby
Petree	527	M	VCS	7/6/2000	Standby
Vander Linden	300	M	VCS	7/6/2000	Standby
Abraham	810	M	Canine (Sgt)	7/6/2000	Standby
Brown	953	M	Canine (Sgt)	5/16/2000	Transporting K-9
Jenkins	836	M	Canine	5/16/2000	Transporting K-9
Cullen	397	M	Canine	5/16/2000	Transporting K-9
Caponetto	316	M	Canine	5/16/2000	Transporting K-9
D Ferber	456	M	Canine	5/16/2000	Transporting K-9
Mikic	348	M	Canine	5/16/2000	Transporting K-9
Reineke	915	M	Canine	5/16/2000	Transporting K-9
Edwards	815	M	Canine	06/24/2003	Transporting K-9
Davis, K.	931	M	Canine	7/6/2000	Standby
Nelson	409	M	Canine	7/6/2000	Standby
Huth	344	M	Canine	7/6/2000	Standby
Burns	700	M	CVI (Sgt)	7/6/2000	Standby
Reilly, D.	731	M	CVI	7/6/2000	Call Back
Walton	414	M	CVI	7/6/2000	Call Back
VanHoecke	137	M	CVI	7/6/2000	Call Back
Mullins	764	M	CVI	7/6/2000	Call Back
Mckenna	711	M	CVI	7/6/2000	Call Back
Podraza	133	M	DUI (Sgt)	7/6/2000	Standby
Vestal	920	M	DUI	7/6/2000	Call Back
Minor	85	M	DUI	7/6/2000	Call Back
Hamre	44	M	DUI	7/6/2000	Call Back
Fillpot	610	M	DUI	2/7/1995	Call Back
Catron	161	M	DUI	2/7/1995	Call Back
Atkinson	121	M	Traffic Enf (Sgt)	2/7/1995	Standby
Ruark	262	M	Traffic Enf (Sgt)	2/7/1995	Standby
Doll	609	M	Traffic Enf (Sgt)	2/7/1995	Standby
Gaughan	447	M	Traffic Enf (Sgt)	5/16/2000	Standby
Loughrey	549	M	Traffic Enf	5/16/2000	Call Back
M/C Olson	544	M	Traffic Enf	5/16/2000	Call Back
M/C Ross Davis	633	M	Traffic Enf	5/16/2000	Call Back
M/C McCall	985	M	Traffic Enf	5/16/2000	Call Back
M/C Paxton	995	M	Traffic Enf	5/16/2000	Call Back
M/C Coleman	537	M	Traffic Enf	5/16/2000	Call Back
Trombino	917	M	Traffic Enf	5/16/2000	Call Back
M/C Lantz	984	M	Traffic Enf	5/16/2000	Call Back
M/C Allen	529	M	Traffic Enf	5/16/2000	Call Back
Penyweit	476	M	Traffic Enf	5/16/2000	Call Back
M/C Powell	538	M	Traffic Enf	5/16/2000	Call Back
M/C Rob Riley	636	M	Traffic Enf	5/16/2000	Call Back
M/C Helms	639	M	Traffic Enf	5/16/2000	Call Back

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

September 7, 2011

Re: Annual Take Home Vehicle Inventory

D.C. Ritter:

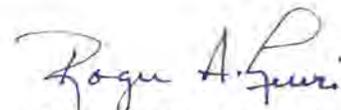
The attached Take Home Vehicle Inventory has been reviewed. Additionally, I have attached a copy of the Patrol Bureau section of the 2010 Audit, dated May 3, 2010.

Upon review and comparison of the two inventories, I note the following:

- Page 1, under **Risk Management Factors/Findings**, 1, I believe "373 vehicles reported last year", should be "379"?
- Major Melvin Harvey, Vehicle # 719, is not included in the report. He should be included within the Patrol Bureau Office and his status should be designated as **Stand By**.
- Numerous personnel from the Patrol Bureau were previously designated as **Stand By**, but are now designated as **Call Back** or **Op 100 Call Back**.

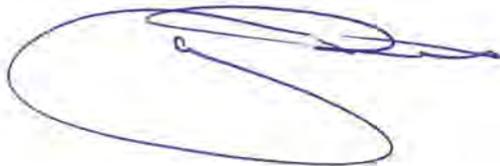
Those that I have yellow highlighted are very essential to our overall operation in a variety of critical incidents, not just Operation 100's. It is paramount in the event of a natural disaster, an act of terrorism, and/or other large scale events that essential members respond while off-duty as quickly as possible. Placing them on **Stand By** status assures such a response.

As such, I recommend those highlighted in yellow remain on **Stand By** status.


Major Roger A. Lewis

D.C. NICHOLS,

Recommend those highlighted to
be returned to STAND-BY AS was in
CASE in 2010.



9/7/2011

Division	Veh #	Status	Title / Unit	Memo Date	Justification
P.B. Office >					
Ritter	13	S	Deputy Chief	5/16/2000	Standby
Lewis	128	S	Executive Officer (Major)	5/16/2000	Standby
Lindaman	893	M	Ptrl Video (Capt)	5/16/2000	Standby
Chronister	586	M	Operations Sgt	7/6/2000	Op 100 Callback
Stoker	799	M	Admin. Aid (PO)	7/6/2000	Op 100 Callback
Rauzi	866	M	Analyst (Sgt)	2/24/2004	Op 100 Callback
Richards	193	M	Video Evidence (Sgt)	7/10/2000	Call Back
	208	M	Video Evidence (PO)	1/30/2003	Call Back
Sub totals:					
S	2				
M	6				
C	0				
	8				
CPD >					
Stewart	487	S	Major	5/16/2000	Standby
Bergquist	720	M	Captain	5/16/2000	Standby
Thomas	726	M	Captain	5/16/2000	Standby
TRUE	53	M	Captain	5/16/2000	Standby
Smith	17	M	TRT-1(Capt.)	5/16/2000	Standby
	48	M	TRT-1(Sgt)	5/16/2000	Call Back
	837	M	TRT-1(Sgt)	5/16/2000	Call Back
	922	M	TRT-1	5/16/2000	Call Back
	800	M	TRT-1	5/16/2000	Call Back
	905	M	TRT-1	5/16/2000	Call Back
	909	M	TRT-1	5/16/2000	Call Back
	847	M	TRT-1	5/16/2000	Call Back
	417	M	TRT-1	5/16/2000	Call Back
	683	M	CPCS (Sgt)	6/19/2002	Call Back
	307	M	CPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	14				
C	0				
	15				
EPD >					
Ell	886	S	Major	5/16/2000	Standby
Seever	838	M	Captain	5/16/2000	Standby
Paulson	968	M	Captain	5/16/2000	Standby
Zimmerman	913	M	Captain	5/16/2000	Standby
Perne	765	M	TRT-3(Capt.)	5/16/2000	Standby
	312	M	TRT-3(Sgt)	5/16/2000	Call Back
	363	M	TRT-3(Sgt)	5/16/2000	Call Back
	392	M	TRT-3	5/16/2000	Call Back
	349	M	TRT-3	5/16/2000	Call Back
	819	M	TRT-3	5/16/2000	Call Back
	289	M	TRT-3	5/16/2000	Call Back
	493	M	TRT-3	5/16/2000	Call Back
	360	M	TRT-3	5/16/2000	Call Back
	260	M	EPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	13				
C	0				
	14				
MPD >					
Lawler	553	S	Major	5/16/2000	Standby
Kleinow	41	M	Capt	5/16/2000	Standby
Jantzen	916	M	Capt	5/16/2000	Standby
Marckx	481	M	Capt	5/16/2000	Standby
Trainor	4	M	MPD Office (PO)	7/6/2000	Op 100 Callback

Mueller	433	M	TRT-2(Capt)	5/16/2000	Standby
	301	M	TRT-2(Sgt)	5/16/2000	Call Back
	445	M	TRT-2(Sgt)	5/16/2000	Call Back
	55	M	TRT-2	5/16/2000	Call Back
	834	M	TRT-2	5/16/2000	Call Back
	273	M	TRT-2	5/16/2000	Call Back
	675	M	TRT-2	5/16/2000	Call Back
	740	M	TRT-2	5/16/2000	Call Back
	828	M	TRT-2	5/16/2000	Call Back
	881	M	MPCS (Sgt)	7/6/2005	Call Back
	292	M	MPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	15				
C	0				
	16				
NPD >					
Cannon	149	S	Major	5/16/2000	Standby
Greenwell	738	M	Capt	5/16/2000	Standby
Haley	125	M	Capt	5/16/2000	Standby
Dull	821	M	Capt	5/16/2000	Standby
	643	M	Admin (Sgt)	9/19/2003	Call Back
	844	M	NPCS (Sgt)	11/15/2007	Call Back
Sub totals:					
S	1				
M	5				
C	0				
	6				
Shoal Creek >					
Lockhart	973	S	Major	5/16/2000	Standby
TRUE	825	M	Capt	5/16/2000	Standby
Pfeifer	681	M	Capt	5/16/2000	Standby
Schultz	701	M	Capt	5/16/2000	Standby
	158	M	SCPCS (Sgt)	6/19/2002	Call Back
	162	M	SCPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	5				
C	0				
	6				
SPD >					
Houston	270	S	Major	5/16/2000	Standby
Chapman	741	M	Capt	5/16/2000	Standby
O'Sullivan	144	M	Capt	5/16/2000	Standby
Caron	399	M	Capt	5/16/2000	Standby
	248	M	SPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	4				
C	0				
	5				
Special Ops					
Allen	947	S	Major	5/16/2000	Standby
Murray	403	M	Operations Sgt	2/7/1995	Op 100 Callback
Wilcox	499	M	Operations PO	2/7/1995	Op 100 Callback
Murdock	264	M	Traffic Inv. (Capt)		Standby
Jacobs	641	M	Patr Supp (Capt)	5/16/2000	Standby
Mairet	797	M	Bomb/Arson (Sgt)	5/16/2000	Call Back
	109	M	Bomb/Arson (Canine Det)		Call Back
	773	M	Bomb/Arson (Det)		Call Back
	602	M	Bomb/Arson (Det)		Call Back
	371	M	Bomb/Arson (Det)		Call Back

	239	M	Bomb/Arson (Det)		Call Back
Wood	864	M	Traffic Enf.(Capt)		Standby
Fuller	172	M	AIS (Sgt)	5/16/2000	Call Back
Mahoney	372	M	AIS (Sgt)	7/6/2000	Call Back
Johnson	61	M	VCS	7/6/2000	Call Back
Vulje	405	M	VCS	7/6/2000	Call Back
R Reilly	858	M	VCS	7/6/2000	Call Back
Lamb	354	M	VCS	7/6/2000	Call Back
Gooch	454	M	VCS	7/6/2000	Call Back
Masterson	198	M	VCS	7/6/2000	Call Back
Petree	527	M	VCS	7/6/2000	Call Back
Vander Linden	300	M	VCS	7/6/2000	Call Back
Abraham	810	M	Canine (Sgt)	7/6/2000	Call Back
Brown	953	M	Canine (Sgt)	5/16/2000	Transporting K-9
Jenkins	836	M	Canine	5/16/2000	Transporting K-9
Cullen	397	M	Canine	5/16/2000	Transporting K-9
Caponetto	316	M	Canine	5/16/2000	Transporting K-9
D Ferber	456	M	Canine	5/16/2000	Transporting K-9
Mikic	348	M	Canine	5/16/2000	Transporting K-9
Reineke	915	M	Canine	5/16/2000	Transporting K-9
Edwards	815	M	Canine	06/24/2003	Transporting K-9
Davis, K.	931	M	Canine	7/6/2000	Call Back
Nelson	409	M	Canine	7/6/2000	Call Back
Huth	344	M	Canine	7/6/2000	Call Back
Burns	700	M	CVI (Sgt)	7/6/2000	Call Back
Reilly, D.	731	M	CVI	7/6/2000	Call Back
Walton	414	M	CVI	7/6/2000	Call Back
VanHoecke	137	M	CVI	7/6/2000	Call Back
Mullins	764	M	CVI	7/6/2000	Call Back
Mckenna	711	M	CVI	7/6/2000	Call Back
Podraza	133	M	DUI (Sgt)	7/6/2000	Call Back
Vestal	920	M	DUI	7/6/2000	Call Back
Minor	85	M	DUI	7/6/2000	Call Back
Hamre	44	M	DUI	7/6/2000	Call Back
Fillpot	610	M	DUI	2/7/1995	Call Back
Calron	161	M	DUI	2/7/1995	Call Back
Atkinson	121	M	Traffic Enf (Sgt)	2/7/1995	Call Back
Ruark	262	M	Traffic Enf (Sgt)	2/7/1995	Call Back
Doll	609	M	Traffic Enf (Sgt)	2/7/1995	Call Back
Gaughan	447	M	Traffic Enf (Sgt)	5/16/2000	Call Back
Loughrey	549	M	Traffic Enf	5/16/2000	Call Back
M/C Olson	544	M	Traffic Enf	5/16/2000	Call Back
M/C Ross Davis	633	M	Traffic Enf	5/16/2000	Call Back
M/C McCall	985	M	Traffic Enf	5/16/2000	Call Back
M/C Paxton	995	M	Traffic Enf	5/16/2000	Call Back
M/C Coleman	537	M	Traffic Enf	5/16/2000	Call Back
Trombino	917	M	Traffic Enf	5/16/2000	Call Back
M/C Lantz	984	M	Traffic Enf	5/16/2000	Call Back
M/C Allen	529	M	Traffic Enf	5/16/2000	Call Back
Penyweit	476	M	Traffic Enf	5/16/2000	Call Back
M/C Powell	538	M	Traffic Enf	5/16/2000	Call Back
M/C Rob Riley	636	M	Traffic Enf	5/16/2000	Call Back
M/C Helms	639	M	Traffic Enf	5/16/2000	Call Back
Hubbard	930	M	Traffic Enf	5/16/2000	Call Back
M/C Praschak	505	M	Traffic Enf	5/16/2000	Call Back
M/C Peek	631	M	Traffic Enf	5/16/2000	Call Back
M/C Scherer	638	M	Traffic Enf	5/16/2000	Call Back
M/C Delameter	517	M	Traffic Enf	5/16/2000	Call Back
Alexander	483	M	Traffic Enf	5/16/2000	Call Back
M/C Gee	530	M	Traffic Enf	5/16/2000	Call Back
Frank	669	M	Traffic Enf	5/16/2000	Call Back
M/C White	541	M	Traffic Enf	5/16/2000	Call Back
M/C Akers	990	M	Traffic Enf	5/16/2000	Call Back
M/C Drinkard	989	M	Traffic Enf	5/16/2000	Call Back

Witcig	39	M	Traffic Enf	5/16/2000	Call Back
Green	782	M	Traffic Enf	5/16/2000	Call Back
M/C Brown	992	M	Traffic Enf	5/16/2000	Call Back
M/C McConnell	637	M	Traffic Enf	5/16/2000	Call Back
M/C Craven	543	M	Traffic Enf	5/16/2000	Call Back
M/C Evans	988	M	Traffic Enf	5/16/2000	Call Back
M/C Disciacca	547	M	Traffic Enf	5/16/2000	Call Back
M/C Whipple	991	M	Traffic Enf	5/16/2000	Call Back
M/C Tyler White	630	M	Traffic Enf	5/16/2000	Call Back
M/C Burgess	533	M	Traffic Enf	3/30/2004	Call Back
M/C Hayes	986	M	Traffic Enf	3/30/2004	Call Back
Randolph	918	M	Traffic Enf	3/30/2004	Call Back
Hellerich	435	M	Traffic Enf	3/30/2004	Call Back
M/C Walker	994	M	Traffic Enf	3/30/2004	Call Back
M/C Bloch	993	M	Traffic Enf	3/30/2004	Call Back
M/C Dotson	548	M	Traffic Enf		Call Back
Jacobs, D.	921	M	Traffic Invest (Sgt)		Call Back
Carter	196	M	Traffic Invest (Det)		Call Back
Sipple	271	M	Traffic Invest (Det)		Call Back
Sub totals:					
S	1				
M	92				
C	0				
	93				
Total	S	9			
	M	154			
	C	0			
		163			



Internal Audit Overview
"Vigilance Through Knowing"

Annual Take Home Vehicle Inventory
Review 10-03
May 3, 2010

RECEIVED

KCPD
Internal Audit
Unit

MAY 04 2010

CHIEFS OFFICE

Objectives

1. Compile lists of all reported take home vehicles by bureau.
2. Identify and report take home cars not in compliance with current policy.
3. Submit finalized list of all reported and non compliant take home vehicles to Chief of Police.

Methodology and Scope

1. Self reporting process by all bureaus in accordance with current policy.
2. All bureaus must submit all vehicles being operated as take home cars to the Internal Audit Unit for review and final submission to the chief.

Risk Management Factors/Findings

1. Take home car fleet had a significant reported decrease in take home cars to 373 compared to 425 vehicles reported last year. This is a reduction of fifty two (52) take home vehicles.
2. The self reporting process for take home vehicles is still subject to discrepancies/errors that can occur due to the self reporting by all department elements.

Recommendations

1. Recommend these lists should again be forwarded to the respective Bureau Commander for final review and verification.
2. Recommend these lists once verified by the Bureau Commanders be forwarded to Chief Corwin for his review.

For further information please contact: Officer Phillip Johnson, Internal Audit Unit, 889-1462

Endorsement Page

Re: Annual Take Home Vehicle Inventory, 10-03

Unit/Section Supervisor

Unit Commander

DC Nichols: The annual take home vehicle inventory is ready for review and signing by the various Bureau Commanders and yourself. If there are any changes they should be noted on the forms and documents such as memos attached. Once this is completed it should be given to the Chief for his review.

H. Lee 5/4/10

Division Commander

Bureau Commander

*Forward copies to all Bureaus and the OGC
for comment, and verification by
5-28-2010.*

*DC File #12
5-6-2010*

Chief of Police

MEMORANDUM

April 30, 2010

TO: Thomas Gee, Manager, Internal Audit Unit

FROM: Officer Phillip Johnson, Internal Audit Unit

SUBJECT: FY2009 Annual Take Home Vehicle Review – Final Report

On March 2, 2009, the reporting officer began conducting the annual review of department take home vehicles, in accordance with Procedural Instruction 09-11, entitled, "Use of Department and Private Vehicles", which states, "the department must conduct an annual review of all assigned take home vehicles to ensure the assigned take home vehicles meet the criteria set forth in the policy." According to P.I. 09-11, the annual review of take home cars is conducted at the end of each fiscal year. Based on the information received from the department elements, the reporting officer compiled and finalized the lists of all reported take home vehicles by Bureau. These lists were broken down by bureau for a final review by Bureau Commanders, before being submitted to the Chief of Police for final approval.

As indicated on the bureau-specific concurrence sheets each Bureau Commander in accordance with policy is responsible for reviewing all take home vehicles assigned to their respective bureaus. Below is a tentative final summary of 2009 fiscal year's department take home vehicles as compared to previous years.

Take Home Vehicle Final Summary

To summarize: There are a total of 373 vehicles being reported as take home cars for FY 2009 compared to 425 take home cars reported for FY 2007-2008, to the Internal Audit Unit. This represents a substantial decrease from FY2007-2008.

- The Patrol Bureau decreased by seventeen (17) vehicles, from a reported one hundred eighty (180) take home vehicles to one hundred sixty three (163) take home vehicles.
- The Investigations Bureau decreased by thirty four (34) vehicles, from a reported one hundred sixty one (161) take home vehicles to one hundred twenty seven (127) take home vehicles.
- The Administration Bureau decreased by sixteen (16) vehicles, from a reported twenty six (26) take home vehicles to ten (10) take home vehicles.

- The Executive Services Bureau increased by twelve (12) vehicles, from a reported thirteen (13) take home vehicles to twenty five (25) take home vehicles.
- The Chief's Office decreased by fifteen (15) vehicles from a reported forty five (45) take home vehicles to thirty (30) take home vehicles.
- There were several transfers and reorganization of some elements during this review. The most notable being the creation of a new Bureau, Professional Development and Research Bureau using some elements from the Administration and the Executive Services Bureaus.

FINDINGS

The take home car fleet decreased this year when compared to previous years, and represents nearly a third of the department's total vehicle fleet of 900+ vehicles (includes leased and specialty vehicles i.e., buses, trucks, military, etc.). As stated earlier there are a total of 373 vehicles being reported as take home cars for FY 2009 compared to 425 take home cars reported for FY 2007-2008, to the Internal Audit Unit. This is a reduction of fifty two (52) take home vehicles. It should be noted that during this review no vehicles were discovered being operated as take home cars and they were not being reported as take home cars. There were no significant discrepancies or reporting errors similar to the ones discovered last year by the Audit Unit that precipitated an audit of the entire fleet. This audit, entitled Fleet Audit 08-10, also included the department's take home car fleet and replaced the formal take home vehicle review for FY2008-2009. Fleet Audit 08-10, was completed on February 20, 2009.

Based on the findings of this current take home car review, it appears that the department's self reporting process for take home vehicles is still subject to discrepancies/errors that can occur due to the self reporting by all department elements.

An issue observed during this review is department members misclassifying the justification criteria of take home cars department wide, where the justification status is being reported as Standby Responsibilities instead of Call Back. This type of misclassification appears to have occurred over a period spanning several years beginning as early as 2003. According to P.I. 09-11, there are only four categories of criteria used to determine the take-home status of vehicles;

1. *Standby Responsibilities* - A position responsible for being on-call at all times to respond immediately, to situations as needed. Standby responsibilities are listed in the job description for commanders as essential job functions. Therefore, commanders have been authorized with standby/call back responsibilities and assigned take-home vehicles for the purpose of being capable of responding immediately to the area of an emergency type event as described in the Critical Incident Management Plan.

2. *Call Back* – An assignment/position subject to shared 24-hour on call basis, which can vary by time period and personnel, e.g., Investigations Bureau Detectives and supervisors who rotate call back responsibilities. Additionally, certain personnel assigned to specialized units are also authorized based on standby/call back responsibilities on a rotating basis. They are assigned take-home vehicles for the purpose of being capable of responding directly to the immediate area of an emergency type event or scene without delay.
3. *High Visibility Vehicles* - Marked vehicles donated, grant funded and/or leased, that may be required by their funding source to be driven for high visibility in the community.
4. *Security/Parking issues* - Vehicles approved as take-home due to lack of parking, potential for vehicle damage if left parked overnight, and the need for security with regard to vehicle assignment.

The take home status of a vehicle determines how a department member may operate or use that vehicle. Department vehicles that fall under the *Standby Responsibility* criteria may be used by members for department as well as personal reasons to comply with being immediately available at all times. Department vehicles that fall under the *Call Back Responsibility* criteria may be used by members for purposes other than department related functions, including personal reasons, only during the actual on-call status period. Department vehicles that fall under the *High Visibility Vehicles* classification should be used based on the requirements/stipulations of their respective funding source in place at the time they were acquired. Department vehicles that meet the *Security/Parking issues* will be used by members only for travel to and from work or in direct conjunction with a duty related assignment. The number of take home cars the department currently deploys and the extent they are being operated only adds to the overall fuel consumption by the department's fleet.

CONCLUSION

As stated earlier the department has a self reporting process to report all department take home vehicle assignments. Therefore this review should not be considered as a formal audit since there are no independent verification processes in place to determine the accuracy of the information being submitted. Additionally, the status of the other vehicles in the department's fleet were not reviewed therefore they too are not taken into consideration.

RECOMMENDATIONS

- Recommend these lists should again be forwarded to each Bureau Commander for final review.
- Recommend all take home vehicle lists once verified by the respective Bureau Commanders be forwarded to Chief Corwin for his review.

This review has been prepared and submitted for your approval and forwarding to the Chief's Office for review.

A handwritten signature in black ink, appearing to read 'Phillip Johnson', with a long horizontal line extending to the right.

Officer Phillip Johnson
Internal Audit Unit

Exhibit 5: Patrol Bureau Inventory

MEMORANDUM

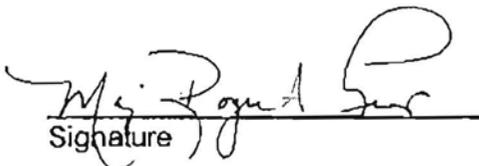
May 3, 2010

In accordance with *Procedural Instruction 09-11, Use of Department and Private Vehicles*, the attached bureau-specific list of vehicles and justification for take-home status has been reviewed. Following is the recommendation with regard to continued take home status of those vehicles:

- All vehicles listed meet the criteria established in the above cited policy, with no **additions or deletions required**.
- All vehicles listed meet the criteria established in the above-cited policy, with the listed **additions required**. Documentation has been attached which supports this amendment.
- All vehicles listed do not meet the criteria established in the above-cited policy, with the following **deletions required**. Documentation has been attached which supports this amendment.

 Deputy Chief Cy Ritter

Patrol Bureau Office


Signature

5-28-10
Date

Division	Veh #	Status	Title / Unit	Memo Date	Justification
P.B. Office					
Ritter	13	S	Deputy Chief	5/16/2000	Standby
		S	Major (Unassigned)	5/16/2000	Standby
Lewis	128	S	Executive Officer	5/16/2000	Standby
		M	Programs Commander	5/16/2000	Standby
Lindaman	893	M	Prt Video (Capt)	5/16/2000	Standby
Chronister	586	M	Operations Sgt	7/6/2000	Standby/Op 100 Callback
Stoker	799	M	Admin. Aid (PO)	7/6/2000	Standby/Op 100 Callback
	866	M	Analyst (Sgt)	2/24/2004	Standby/Op 100 Callback
	193	M	Video Evidence(Sgt)	7/10/2000	Standby
	208	M	Video Evidence(PO)	1/30/2003	Call Back
Sub totals:					
S	3				
M	7				
C	0				
	10				
CPD					
Stewart	487	S	Major	5/16/2000	Standby
Ehlers	53	M	Executive Officer (Capt)		
Thomas	726	M	Captain	5/16/2000	Standby
McLees	320	M	Captain	5/16/2000	Standby
Greenwell	738	M	Captain	5/16/2000	Standby
Mitchell	632	M	TRT-1(Capt)	5/16/2000	Standby
	48	M	TRT-1(Sgt)	5/16/2000	Standby
	837	M	TRT-1(Sgt)	5/16/2000	Standby
	922	M	TRT-1	5/16/2000	Standby
	800	M	TRT-1	5/16/2000	Standby
	905	M	TRT-1	5/16/2000	Standby
	909	M	TRT-1	5/16/2000	Standby
	847	M	TRT-1	5/16/2000	Standby
	417	M	TRT-1	5/16/2000	Standby
	683	M	CPCS (Sgt)	6/19/2002	Call Back
	307	M	CPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	15				
C	0				
	16				
EPD					
Ell	886	S	Major	5/16/2000	Standby
Jantzen	916	M	Captain	5/16/2000	Standby
Terman	625	M	Captain	5/16/2000	Standby
Zimmerman	913	M	Captain	5/16/2000	Standby
Heimer	969	M	TRT-3(Capt)	5/16/2000	Standby
	312	M	TRT-3(Sgt)	5/16/2000	Standby
	383	M	TRT-3(Sgt)	5/16/2000	Standby
	392	M	TRT-3	5/16/2000	Standby
	349	M	TRT-3	5/16/2000	Standby
	819	M	TRT-3	5/16/2000	Standby
	289	M	TRT-3	5/16/2000	Standby
	493	M	TRT-3	5/16/2000	Standby
	360	M	TRT-3	5/16/2000	Standby
	568	M	EPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	13				
C	0				
	14				

Division	Veh #	Status	Title / Unit	Memo Date	Justification
MPD					
Lawler	553	S	Major	5/16/2000	Standby
Caron	389	M	Capt	5/16/2000	Standby
Houston	270	M	Capt	5/16/2000	Standby
Marckx	481	M	Capt	5/16/2000	Standby
Trainor	4	M	MPD Office (PO)	7/6/2000	Standby/Op 100 Callback
Wood	854	M	TRT-2(Capt)	5/16/2000	Standby
	301	M	TRT-2(Sgt)	5/16/2000	Standby
	445	M	TRT-2(Sgt)	5/16/2000	Standby
	272	M	TRT-2	5/16/2000	Standby
	834	M	TRT-2	5/16/2000	Standby
	346	M	TRT-2	5/16/2000	Standby
	501	M	TRT-2	5/16/2000	Standby
	740	M	TRT-2	5/16/2000	Standby
	828	M	TRT-2	5/16/2000	Standby
	292	M	MPCS (Sgt)	7/6/2005	Callback
	760	M	MPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	15				
C	0				
	16				
NPD					
Cannon	149	S	Major	5/16/2000	Standby
Grove	914	M	Capt	5/16/2000	Standby
Haley	125	M	Capt	5/16/2000	Standby
Dull	821	M	Capt	5/16/2000	Standby
	643	M	Admin (Sgt)	9/19/2003	Standby
	436	M	NPCS (Sgt)	11/15/2007	Call Back
Sub totals:					
S	1				
M	5				
C	0				
	6				
Shoal Creek					
McQuillen	41	S	Major	5/16/2000	Standby
Francisco	204	M	Capt	5/16/2000	Standby
Pfeifer	681	M	Capt	5/16/2000	Standby
Schutz	701	M	Capt	5/16/2000	Standby
	158	M	SCPCS (Sgt)	6/19/2002	Call Back
	162	M	SCPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	5				
C	0				
	6				
SPD					
Rose	551	S	Major	5/16/2000	Standby
Chapman	741	M	Capt	5/16/2000	Standby
Thurman	640	M	Capt	5/16/2000	Standby
Perne	785	M	Capt	5/16/2000	Standby
	248	M	SPCS (Det)	6/19/2002	Call Back
Sub totals:					
S	1				
M	4				
C	0				
	5				

Division	Veh #	Status	Title / Unit	Memo Date	Justification
Special Ops					
Allen	947	S	Major	5/16/2000	Standby
Murray	403	M	Operations Sgt	2/7/1995	Standby/Op 100
Wilcox	121	M	Operations PO	2/7/1995	Standby/Op 100
Murdock	264	M	Traffic Inv. (Capt)		
Jacobs	641	M	Patr Supp (Capt)	5/16/2000	Standby
Mairet	420	M	Bomb/Arson (Sgt)	5/16/2000	Standby
	109	M	Bomb/Arson (Canine Det)		
	466	M	Bomb/Arson (Det)		
	602	M	Bomb/Arson (Det)		
	371	M	Bomb/Arson (Det)		
	239	M	Bomb/Arson (Det)		
Emery	649	M	Traffic Enf. (Capt)		
Fuller	172	M	AIS (Sgt)	5/16/2000	Standby
Mahoney	372	M	AIS (Sgt)	7/6/2000	Standby
Johnson	61	M	VCS	7/6/2000	Standby
Vulje	405	M	VCS	7/6/2000	Standby
R Reilly	858	M	VCS	7/6/2000	Standby
Lamb	354	M	VCS	7/6/2000	Standby
Gooch	454	M	VCS	7/6/2000	Standby
Masterson	198	M	VCS	7/6/2000	Standby
Petree	527	M	VCS	7/6/2000	Standby
Vander Linden	300	M	VCS	7/6/2000	Standby
Abraham	810	M	Canine (Sgt)	7/6/2000	Standby
Brown	953	M	Canine (Sgt)	5/16/2000	Transporting K-9
Jenkins	836	M	Canine	5/16/2000	Transporting K-9
Cullen	397	M	Canine	5/16/2000	Transporting K-9
Caponatto	316	M	Canine	5/16/2000	Transporting K-9
D Ferber	456	M	Canine	5/16/2000	Transporting K-9
Mikic	348	M	Canine	5/16/2000	Transporting K-9
Reineke	915	M	Canine	5/16/2000	Transporting K-9
Edwards	815	M	Canine	06/24/2003	Transporting K-9
Lacy	931	M	Canine	7/6/2000	Standby
Nelson	409	M	Canine	7/6/2000	Standby
Huth	38	M	Canine	7/6/2000	Standby
Burns	682	M	CVI (Sgt)	7/6/2000	Standby
Brewer	731	M	CVI	7/6/2000	Standby
Walton	414	M	CVI	7/6/2000	Standby
VanHoecke	137	M	CVI	7/6/2000	Standby
Mullins	98	M	CVI	7/6/2000	Standby
Mckenna	711	M	CVI	7/6/2000	Standby
Podraza	133	M	DUI (Sgt)	7/6/2000	Standby
Vestal	920	M	DUI	7/6/2000	Standby
Minor	85	M	DUI	7/6/2000	Standby
Hamre	44	M	DUI	7/6/2000	Standby
Filipot	610	M	DUI	2/7/1995	Standby
Calton	490	M	DUI	2/7/1995	Standby
Atkinson	822	M	Traffic Enf (Sgt)	2/7/1995	Standby
Ruark	262	M	Traffic Enf (Sgt)	2/7/1995	Standby
Doll	609	M	Traffic Enf (Sgt)	2/7/1995	Standby
Gaughan	447	M	Traffic Enf (Sgt)	5/16/2000	Standby
Loughrey	549	M	Traffic Enf	5/16/2000	Standby

Division	Veh #	Status	Title / Unit	Memo Date	Justification
M/C Olson	985	M	Traffic Enf	5/16/2000	Standby
M/C McCall	639*	M	Traffic Enf	5/16/2000	Standby
M/C Paxton	638	M	Traffic Enf	5/16/2000	Standby
M/C Coleman	633	M	Traffic Enf	5/16/2000	Standby
Trombino	917	M	Traffic Enf	5/16/2000	Standby
M/C Lantz	984	M	Traffic Enf	5/16/2000	Standby
M/C Allen	529	M	Traffic Enf	5/16/2000	Standby
Penyweit	476	M	Traffic Enf	5/16/2000	Standby
M/C Powell	538	M	Traffic Enf	5/16/2000	Standby
M/C R Riley	636	M	Traffic Enf	5/16/2000	Standby
M/C Helms	524	M	Traffic Enf	5/16/2000	Standby
Hubbard	930	M	Traffic Enf	5/16/2000	Standby
M/C Praschak	631	M	Traffic Enf	5/16/2000	Standby
M/C Peek	521	M	Traffic Enf	5/16/2000	Standby
M/C Delameter	517	M	Traffic Enf	5/16/2000	Standby
Alexander	483	M	Traffic Enf	5/16/2000	Standby
M/C Gee	523	M	Traffic Enf	5/16/2000	Standby
Frank	669	M	Traffic Enf	5/16/2000	Standby
M/C White	541	M	Traffic Enf	5/16/2000	Standby
M/C Stuteville	637	M	Traffic Enf	5/16/2000	Standby
M/C Drinkard	887	M	Traffic Enf	5/16/2000	Standby
Witcig	39	M	Traffic Enf	5/16/2000	Standby
Green	782	M	Traffic Enf	5/16/2000	Standby
M/C Brown	533	M	Traffic Enf	5/16/2000	Standby
M/C Craven	543	M	Traffic Enf	5/16/2000	Standby
M/C D Reilly	991	M	Traffic Enf	5/16/2000	Standby
M/C Disciacca	547	M	Traffic Enf	5/16/2000	Standby
M/C Whipple	663	M	Traffic Enf	5/16/2000	Standby
M/C Thomas	548	M	Traffic Enf	5/16/2000	Standby
M/C Burgess	988	M	Traffic Enf	3/30/2004	Standby
M/C Keeney	986	M	Traffic Enf	3/30/2004	Standby
Randolph	918	M	Traffic Enf	3/30/2004	Standby
Hellenich	435	M	Traffic Enf	3/30/2004	Standby
M/C Walker	990	M	Traffic Enf	3/30/2004	Standby
M/C Bloch	630	M	Traffic Enf	3/30/2004	Standby
M/C Dotson	516	M	Traffic Enf		
Graves	921	M	Traffic Invest (Sgt)		
DeYaeghere	196	M	Traffic Invest (Det)		
Benson	271	M	Traffic Invest (Det)		
Sub totals:					
	S	1			
	M	89			
	C	0			
		90			
Total					
	S	10			
	M	163			
	C	0			
		163			

Exhibit 7

Investigations Bureau Inventory

MEMORANDUM

August 9, 2011

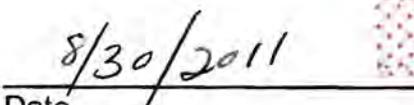
In accordance with **Procedural Instruction 09-11, Use of Department and Private Vehicles**, the attached bureau-specific list of vehicles and justification for take-home status has been reviewed. Following is the recommendation with regard to continued take home status of those vehicles:

- All vehicles listed meet the criteria established in the above cited policy, with **no additions or deletions required**.
- All vehicles listed meet the criteria established in the above-cited policy, with the listed **additions required**. Documentation has been attached which supports this amendment.
- All vehicles listed do not meet the criteria established in the above-cited policy, with the following **deletions required**. Documentation has been attached which supports this amendment.

Deputy Chief Kevin Masters

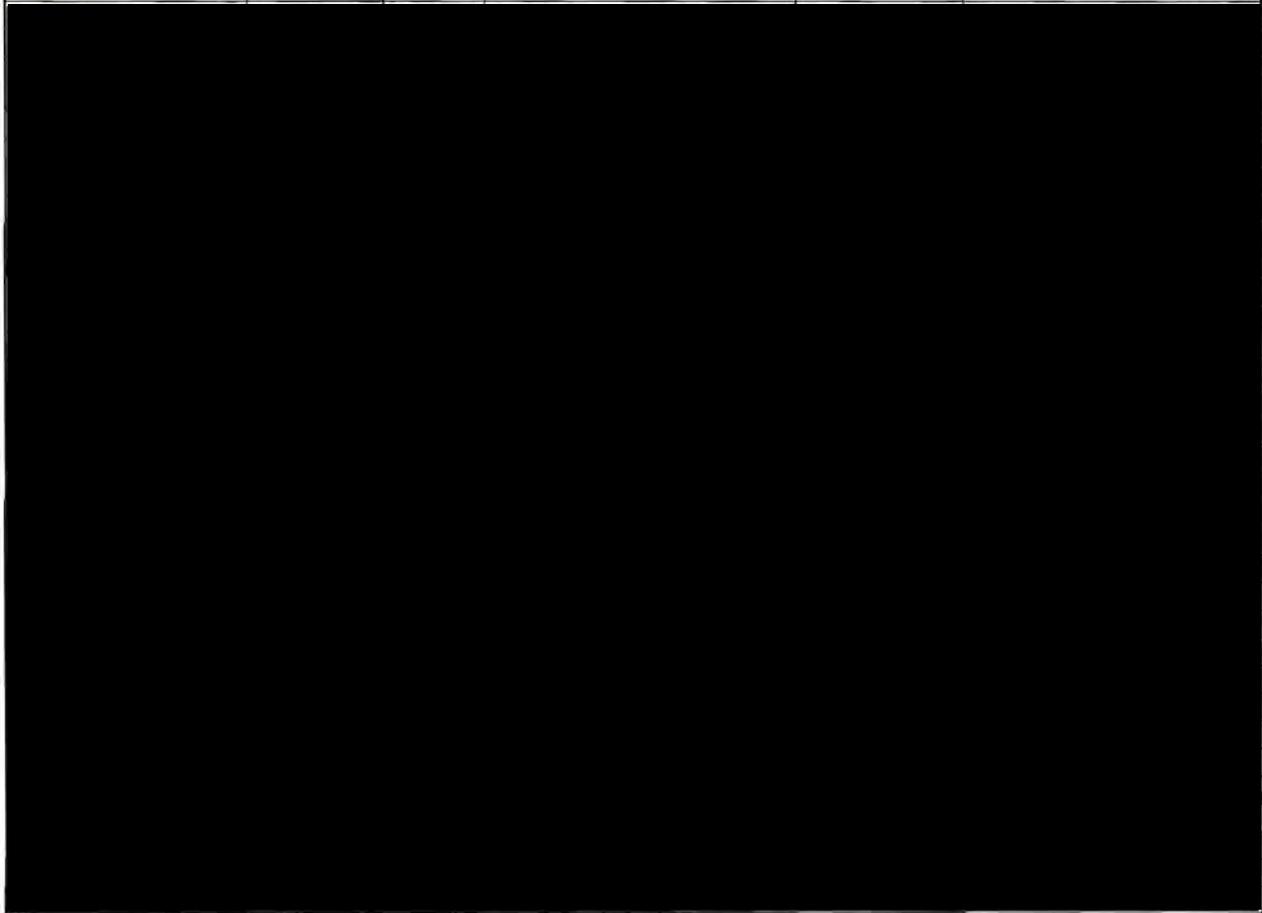
Investigations Bureau Office


Signature

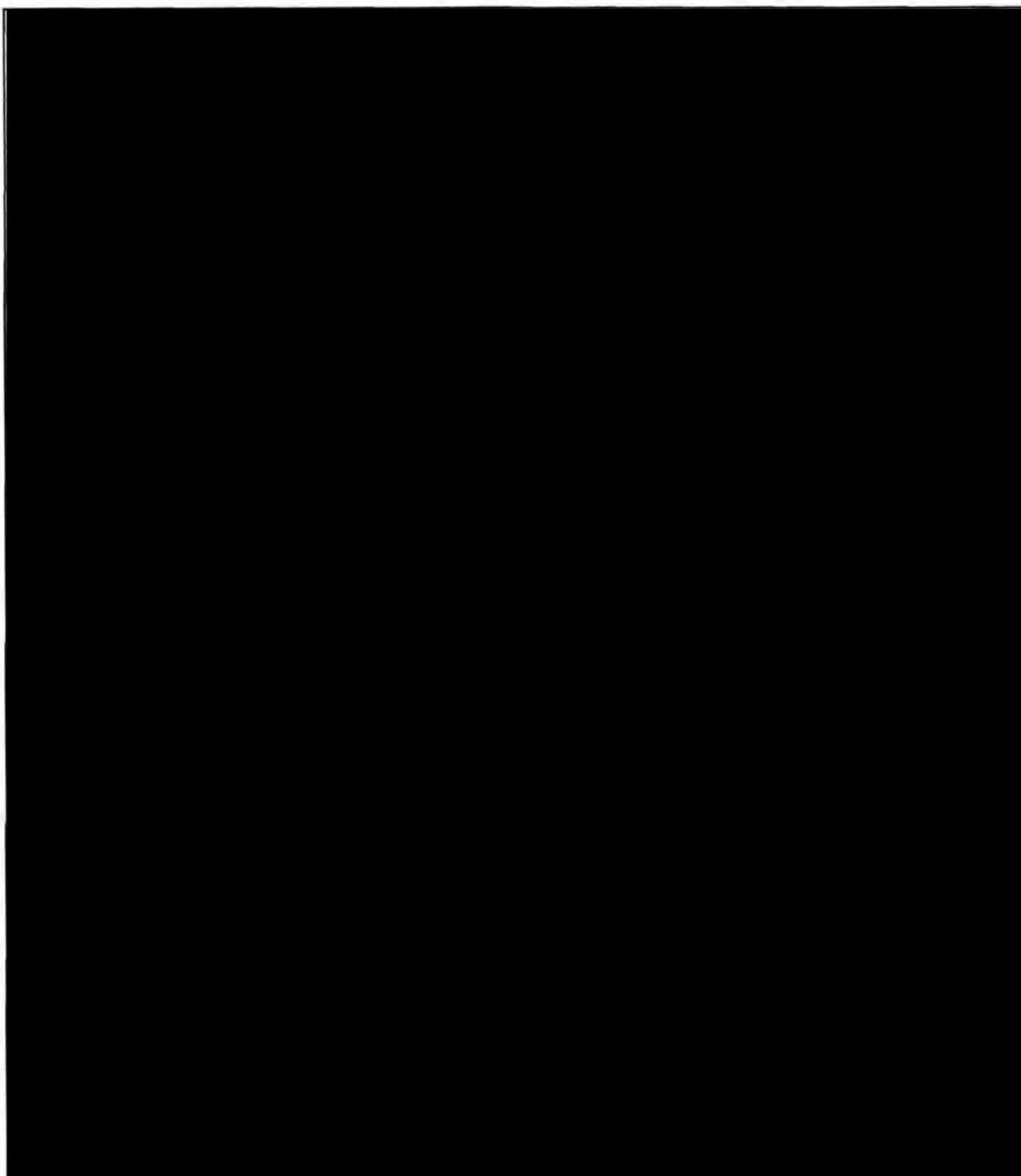

Date



Division	Veh #	Status	Title / Unit	Memo Date	Justification
Bureau Office					
Masters	33	S	Deputy Chief	5/16/2000	Standby
Barnes	725	M	Operations Sgt	2/6/1995	Standby
Sub totals:					
S	1				
M	1				
C	0				
	2				
<u>Regional Criminalistics Division</u>					
Netzel	583	S	Crime Lab (Director)	2/6/1995	Standby
Ehlers	330	M	Crime Scene (Capt)	5/16/2000	Standby
	749	M	Crime Scene(Sgt)	1/18/1997	Call Back
	781	M	Crime Scene(Supervisor)	1/18/1997	Call Back
	737	M	Crime Scene(Supervisor)	1/18/1997	Call Back
	545	M	Crme Scene(Supervisor)	2/4/2010	Call Back
Forensic Crimes					
	FBI	C	Forensic Computer Crimes	4/23/2003	Call Back
	FBI	C	Forensic Computer Crimes	5/28/2003	Call Back
	FBI	C	Forensic Computer Crimes	9/6/2005	Call Back
Sub totals:					
S	1				
M	5				
C	3				
	9				
Narcotics & Vice					



S = State Licensed
M = Marked Vehicle
C = Covert Vehicle



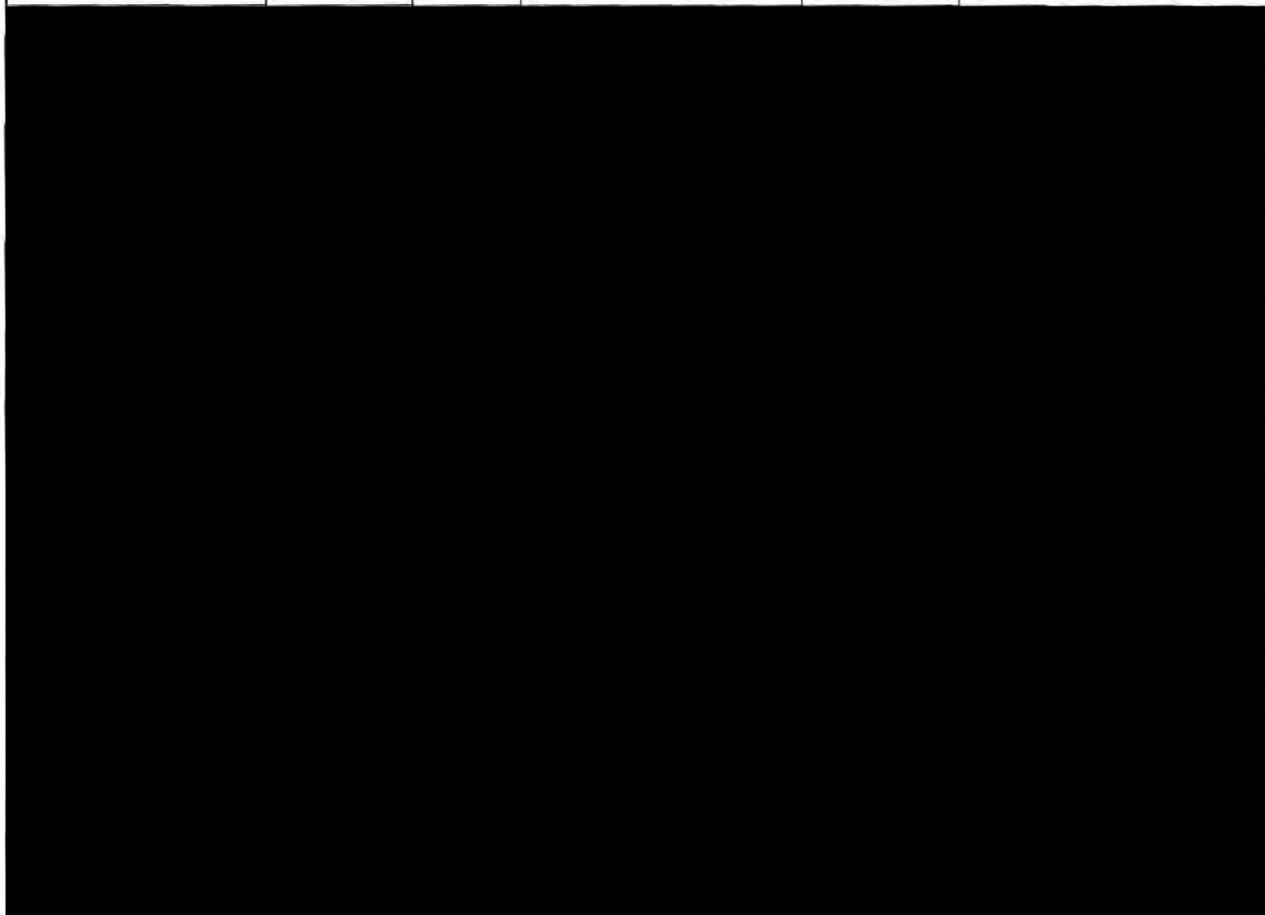
Sub totals:					
S	9				
M	0				
C	77				
	86				

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

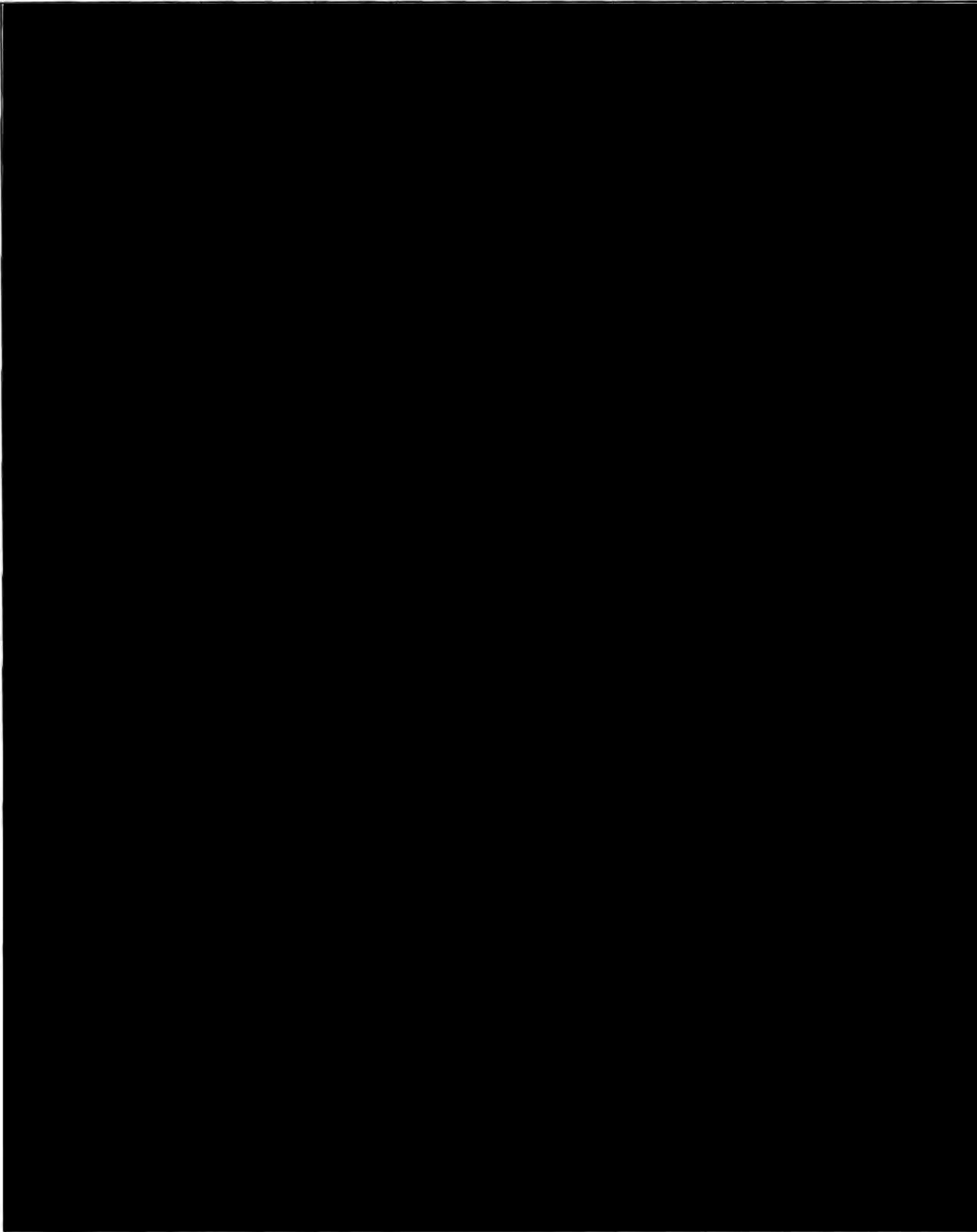
Violent Crimes Division					
Hundley	950	S	Major	5/16/2000	Standby
Mitchell	632	M	Homicide Unit (Capt)	5/16/2000	Standby
Folsom	664	M	Special Victims Unit (Capt)	5/16/2000	Standby
Terman	676	M	Robbery Unit (Capt)	5/16/2000	Standby
	570	M	Homicide Unit 1010 Sgt	6/17/2002	Call Back
	165	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	211	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	419	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	963	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	240	M	Homicide Unit 1010 Det	1/20/2011	Call Back
	220	M	Homicide Unit 1010 Det	1/20/2011	Call Back
	210	M	Homicide Unit 1020 Sgt	6/17/2002	Call Back
	340	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	791	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	157	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	142	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	90	M	Homicide Unit 1020 Det	1/20/2011	Call Back
	92	M	Homicide Unit 1020 Det	1/20/2011	Call Back
	110	M	Homicide Unit 1030 Sgt	6/17/2002	Call Back
	122	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	692	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	63	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	845	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	77	M	Homicide Unit 1030 Det	1/20/2011	Call Back
	181	M	Homicide Unit 1030 Det	1/20/2011	Call Back
	145	M	Homicide Unit 990 Sgt	2/24/2003	Call Back
	618	M	Homicide Unit 990 (Det)	2/24/2003	Call Back
	732	M	Homicide Unit 990(Det)	2/24/2003	Call Back
	808	M	Homicide Unit 990(Det)	2/24/2003	Call Back
	178	M	Homicide Unit 990(Det)	1/20/2011	Call Back
	208	M	Homicide Unit 990(Det)	1/20/2011	Call Back
	228	M	Homicide Unit 990(Det)	1/20/2011	Call Back
	49	M	Assault Squad (Sgt)	4/4/2006	Call Back
	192	M	Assault Squad (Det)	4/4/2006	Call Back
	83	M	Assault Squad (Det)	4/4/2006	Call Back
	95	M	Assault Squad (Det)	4/4/2006	Call Back
	135	M	Assault Squad (Det)	4/4/2006	Call Back
	258	M	Assault Squad (Det)	4/4/2006	Call Back
	42	M	Robbery Unit (Sgt)	7/10/2000	Call Back
	45	M	Assault Squad (Sgt)	7/10/2000	Call Back
	429	M	Homicide Cold Case (Det)	1/20/2011	Call Back
	608	M	FAAS (Sgt)	5/6/2002	Call Back
	807	M	FAAS (Det)	5/6/2002	Call Back
	225	M	FAAS (Det)	5/6/2002	Call Back
	FBI	S	FAAS (Det)	5/6/2002	Call Back
	FBI	S	FAAS (Det)	5/6/2002	Call Back
Sub totals:					
S	3				
M	43				
C	0				
	46				
Totals					
		S	14		
		M	49		
		SP	0		
		C	80		
			143		

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

Division	Veh #	Status	Title / Unit	Memo Date	Justification
Bureau Office					
Masters	33	S	Deputy Chief	5/16/2000	Standby
Barnes	725	M	Operations Sgt	2/6/1995	Call Back
Sub totals:					
S	1				
M	1				
C	0				
	2				
Regional Criminalistics Division					
Netzel	583	S	Crime Lab (Director)	2/6/1995	Standby
Ehlers	330	M	Crime Scene (Capt)	5/16/2000	Standby
	749	M	Crime Scene(Sgt)	1/18/1997	Call Back
	781	M	Crime Scene(Supervisor)	1/18/1997	Call Back
	737	M	Crime Scene(Supervisor)	1/18/1997	Call Back
	545	M	Crime Scene(Supervisor)	2/4/2010	Call Back
Forensic Crimes					
	FBI	C	Forensic Computer Crimes	4/23/2003	Call Back
	FBI	C	Forensic Computer Crimes	5/28/2003	Call Back
	FBI	C	Forensic Computer Crimes	9/6/2005	Call Back
Sub totals:					
S	1				
M	5				
C	3				
	9				
Narcotics & Vice					



S = State Licensed
M = Marked Vehicle
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Sub totals:					
S	9				
M	0				
C	77				
	86				

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

<i>Violent Crimes Division</i>					
Hundley	989	S	Major	5/16/2000	Standby
Mitchell	632	M	Homicide Unit (Capt)	5/16/2000	Standby
Folsom	664	M	Special Victims Unit (Capt)	5/16/2000	Standby
Terman	676	M	Robbery Unit (Capt)	5/16/2000	Standby
	570	M	Homicide Unit 1010 Sgt	6/17/2002	Call Back
	165	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	211	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	419	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	963	M	Homicide Unit 1010 Det	6/17/2002	Call Back
	240	M	Homicide Unit 1010 Det	1/20/2011	Call Back
	220	M	Homicide Unit 1010 Det	1/20/2011	Call Back
	210	M	Homicide Unit 1020 Sgt	6/17/2002	Call Back
	340	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	791	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	157	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	142	M	Homicide Unit 1020 Det	6/17/2002	Call Back
	90	M	Homicide Unit 1020 Det	1/20/2011	Call Back
	92	M	Homicide Unit 1020 Det	1/20/2011	Call Back
	110	M	Homicide Unit 1030 Sgt	6/17/2002	Call Back
	122	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	692	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	63	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	845	M	Homicide Unit 1030 Det	6/17/2002	Call Back
	77	M	Homicide Unit 1030 Det	1/20/2011	Call Back
	181	M	Homicide Unit 1030 Det	1/20/2011	Call Back
	145	M	Homicide Unit 990 Sgt	2/24/2003	Call Back
	618	M	Homicide Unit 990 (Det)	2/24/2003	Call Back
	732	M	Homicide Unit 990(Det)	2/24/2003	Call Back
	808	M	Homicide Unit 990(Det)	2/24/2003	Call Back
	178	M	Homicide Unit 990(Det)	1/20/2011	Call Back
	208	M	Homicide Unit 990(Det)	1/20/2011	Call Back
	228	M	Homicide Unit 990(Det)	1/20/2011	Call Back
	49	M	Assault Squad (Sgt)	4/4/2006	Call Back
	192	M	Assault Squad (Det)	4/4/2006	Call Back
	83	M	Assault Squad (Det)	4/4/2006	Call Back
	95	M	Assault Squad (Det)	4/4/2006	Call Back
	135	M	Assault Squad (Det)	4/4/2006	Call Back
	259	M	Assault Squad (Det)	4/4/2006	Call Back
	42	M	Robbery Unit (Sgt)	7/10/2000	Call Back
	45	M	Assault Squad (Sgt)	7/10/2000	Call Back
	429	M	Homicide Cold Case (Det)	1/20/2011	Call Back
	608	M	FAAS (Sgt)	5/6/2002	Call Back
	807	M	FAAS (Det)	5/6/2002	Call Back
	225	M	FAAS (Det)	5/6/2002	Call Back
	FBI	S	FAAS (Det)	5/6/2002	Call Back
	FBI	S	FAAS (Det)	5/6/2002	Call Back
Sub totals:					
S	3				
M	43				
C	0				
	46				
Total	S	14			
	M	49			
	SP	0			
	C	80			
		143			

S = State Licensed
M = Marked Vehicle
C = Covert Vehicle

Exhibit 8

Management's Response

Endorsement Page

Re: Annual Take Home Vehicle Inventory Review, 11-01

Unit/Section Supervisor

Unit Commander

Major Pruetting: Attached you will find the FY 2010 Annual Take Home Vehicle Inventory Review. All Bureau Commanders have signed off on their vehicle inventory. This is submitted for review by you and Chief Forte and approval of the vehicle assignments by the Chief.

H. E. Gee 10-17-11

Division Commander

Bureau Commander

Chief of Police

Manager Gee,

Contact Maj. Pruetting and he'll explain to you my desired direction.

Chief D. J. Forte

October 18, 2011

Re: FY201 Annual Take Vehicle Inventory Review 11-01 Final Report

Chief,

I agree with Mike and Jay that the confusion lies with P.I. 09-11's references to "standby/call back responsibilities." The policy should state, "standby or call back responsibilities," as they are defined differently and designated as separate categories to determine the take-home status of vehicles. Additionally, there is no circumstance that would require a dual designation of "standby/call back." Call back is designated for members who rotate on-call responsibilities, while standby indicates an ongoing responsibility to be available for call out.

I also agree that the "standby" designation is not exclusive to members of the command staff. Nowhere in policy does it make that distinction. It does, however, appear that Manager Gee's interpretation of the policy in that regard has been applied to the entire fleet in the attached inventory review final report. In doing so, a large number of the vehicles in the report have been designated as "call back" when they clearly fall under the "standby" category. Due to the degree in which this report is disseminated and reviewed, I believe it is worthwhile to make the necessary changes to reflect the accurate designation of each vehicle in the take-home fleet.

Therefore, I recommend that the attached report be returned to Internal Audit and the vehicle classification sheets be resubmitted by each bureau to reflect the understanding that "standby" is not exclusive to members of the command staff. I also recommend P.I. 09-11 be returned to the Research and Development Division and revised to reflect that a "standby" designation is not exclusive to the command staff and to remove any references to "standby/call back" to avoid any further confusion.

Jp


JF
10-19-11

Maj. Pruettling,
I concur with your recommendation.
I've asked Manager Gee to contact
you. Pls. ask him to proceed as
recommended by you.

Thanks,
