



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PROCEDURAL INSTRUCTION**

DATE OF ISSUE

3/26/14

EFFECTIVE DATE

3/26/14

NO.

14-03

SUBJECT

Harassment/Stalking

AMENDS

REFERENCE

RESCINDS  
PI 08-6

## I. INTRODUCTION

This written directive will provide procedures to be followed when members receive information about telephone calls, letters, emails, texts or social media of a threatening, obscene, or annoying nature or the offense of stalking.

## II. TERMINOLOGY

- A. **Harassment** - A person knowingly communicates a threat to commit any felony to another person and in so doing frightens, intimidates, or causes emotional distress to such other person.
- B. **Stalking** - A person engages in a course of conduct directed at a specific person that serves no legitimate purpose, that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

## III. PROCEDURE

- A. General information applicable to both harassment and stalking
  - 1. When completing a report, contact the appropriate investigative element, from the scene, to determine if an arrest will be made at that time.
  - 2. Recover any evidence pertinent to the offense (e.g., copies of emails, letters, notes, voice mail recordings, or text messages.)

- B. Harassment Guidelines

When an officer is notified of telephone harassment, the officer will advise the victim to contact their service provider to initiate a phone trace.

**NOTE:** The location of occurrence will be wherever the phone calls are received.

- C. **Stalking**

- 1. When an officer receives information on a stalking offense the officer should verify if there is a valid order of protection. If the existence of a valid order of protection is established, the officer should follow the guidelines in the current written directive entitled, "Orders of Protection."

2. In the absence of an order of protection, the officer should complete the appropriate report in Automated Reporting System (ARS).
  - a. Describe the means of attack as "following, prowling, threatening, harassing."
  - b. It is **critical** to include in the narrative, all pertinent information including dates, times and locations of incidents, direct quotes, relationship of the victim to the suspect (if any), and the investigative element and name of person notified.
  - c. Notify the Domestic Violence Section unless sexual in nature. If sexual in nature, notify the Sex Crimes Section.
  - d. Complete a Request for Report Reproduction Form 19 P.D. and leave it with the victim.

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_ day of 2014.

Alvin Brooks  
Board President

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