



KANSAS CITY, MO. POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

PROCEDURAL INSTRUCTION

11-23-2004

12-08-2004

04-7

SUBJECT

Hazard Report

AMENDS

REFERENCE

RESCINDS

Procedural Instruction 99-2

I. POLICY

Members will report all known public safety or health hazards, which may be caused by dangerous or defective conditions on city-controlled or private property.

II. DEFINITIONS

A. **City-Controlled Property** – Any city-owned street, bridge, sidewalk, highway, boulevard, thoroughfare, viaduct, or other property owned and maintained by the city, or independently managed.

* B. **Hazard** – Any source of danger to public safety or health.

The following are examples of hazards which present an immediate danger to public safety or health: obstructed or missing “Stop” or “Yield” signs, burned-out or broken traffic signals, malfunctioning traffic signals, and high or rising water. Examples of non-emergency hazards would include the following: loose sewer basins, cracked sidewalks, broken swings and/or slides in a park.

III. PROCEDURE

* A. A Hazard Report, Form 20 P.D., will be completed when:

1. A member becomes aware of dangerous or defective conditions on city-controlled property, or in any case where there may be liability on the part of the city or an employee for damages or injuries.
2. A member observes dangerous or defective conditions on private property, i.e., unsafe abandoned/burned buildings, inoperable cars in yards or driveways, furniture (not lawn) in yards or on porches, nesting rodents, and other environmental threats.
3. Any instances when there is a potential for a health hazard, injury, or death.

* B. A Hazard Report, Form 20 P.D., will not be completed if an officer must standby for an immediate response from a city department or power company to have a situation rectified at that time. Examples of hazards requiring immediate response may include, but are not limited to the following: inoperable traffic-control signals, abandoned refrigerators with doors intact, tree limbs in the street blocking traffic, electrical lines down, etc. Members will document the hazard, location, time, notification to the

dispatcher and the responding agency on their Daily Activity Log, Form 112 P.D.

- * C. The Hazard Report, Form 20 P.D., will be supplemental to any other reports taken in conjunction with the incident, **with the exception of a Casualty Report** (which will be forwarded to the City Attorney's Office) involving city-controlled property. (Members will refer to the Procedural Instruction entitled, "Report Control.") If no other report is taken, a member will obtain an original case report number for the Hazard Report, Form 20 P.D.
- * D. When the "Walk-in" policy regarding non-injury, non-alcohol related vehicular accidents is authorized, and the person reporting the accident reports defective conditions on city-controlled property as a contributing factor, the type of hazard and its location will be documented in the Missouri Uniform Accident Report.
 - 1. The member completing the Missouri Uniform Accident Report will also document that no investigation was conducted at the scene and defective conditions were not observed.
 - * 2. The member will fax a copy of the Missouri Uniform Accident Report to the Action Center (816-513-1303).
- E. Completion of Hazard Report, Form 20 P.D.
 - 1. The **exact** address and location of the hazard must be documented so the Action Center can generate a service request.
 - 2. If a citizen is reporting a hazard, the "Citizen Information" section must be completed on the person reporting the hazard so the Action Center can either contact them to ascertain additional information or advise them on how the problem will be resolved.
 - 3. If a department member is reporting a hazard, the member will leave the "Citizen Information" section blank and complete the "Referred By" section. The Action Center will return a copy of the report to the member with information pertaining to their solution of the problem.
 - 4. The specific type of hazard will be checked off in the space under the appropriate element for easier dissemination.
 - 5. The "Exact Description of Problem" section of the Hazard Report, Form 20 P.D., will include a description of the hazard and any **immediate** dangers where injuries could occur. If appropriate, the narrative will also include the time dispatcher was notified. If additional space is needed to continue the narrative, use the Continuation Report, Form 183 P.D.
 - * 6. **Station/Records clerks will forward a photocopy of the Hazard Report, Form 20 P.D., to the Action Center, 1st Floor, City Hall, through interdepartment mail or by fax (816-513-1303).**

- * 7. Upon completion of the Hazard Report, Form 20 P.D., members are encouraged to contact the Action Center's recorded 24/7 hotline (816-513-1313) to expedite the notification process.

- 8. Division commanders have the discretion to establish a patrol division file of the Hazard Report, Form 20 P.D., in an effort to prevent duplicate reporting and to track any problems with city responsiveness.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 2004.

Javier M. Perez, Jr.
President

DISTRIBUTION: Law Enforcement Personnel
Department Elements
Post on all bulletin boards for two weeks.