

May 5, 2003

ADMINISTRATION BUREAU MEMORANDUM NO. 03-4

SUBJECT: Policy Review System

RESCIND: Administration Bureau Memorandum No. 03-3 entitled, "Policy Review System"

In an effort to promote greater communication within the department, a new procedure has been initiated for Personnel Policy and Benefit review. All department members are encouraged to review policies and make recommendations to improve the policy or the procedures. The comments submitted by members will be considered in the formal review process. This review process will occur prior to the submission of the policy to the Board of Police Commissioners for approval.

All members will be notified by email when a policy is scheduled for review. The members may review the designated policy in their Personnel Policy and Benefits Manual or on-line. To access policies online, click on My Computer, Public, Library, kcpdlibrary, Master Index and then scroll down and select the policy under review.

To submit comments, suggestions and/or recommendations concerning the policy under review, the member must click on the Internet icon and in the "Address" line type <http://internal.kcpd.org/dprs>. This format will allow members to submit their comments as well as review other comments that have been submitted. A member also may submit a memorandum directly to Benefits Section at the time of review.

Deputy Chief George F. Roberts
Administration Bureau

DISTRIBUTION: All Department Members
Posted on all bulletin boards for two weeks