

KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY		DATE OF ISSUE 6-30-03	EFFECTIVE DATE 6-30-03	NO. 933-2
SUBJECT Policy Series 900: General 933 - Personnel Data Changes			AMENDS	
REFERENCE		RESCINDS Personnel Policy 933-1		

I. INTRODUCTION

The purpose of the Personnel Data form, Form 167 P.D., is to provide the department with current information regarding an employee's status for administrative purposes and emergency notification.

II. POLICY

- * All members are required to complete a Personnel Data form whenever there is a change in status, e.g., name, address, telephone number, marital status, military reserve status, etc.

III. PROCEDURE

A. Member's Responsibility

1. Complete Form 167 P.D. as soon as possible upon a change in status.
2. Update only that information which has changed.
- * 3. Forward all three copies of the completed form to the immediate supervisor.

B. Supervisor's Responsibility

1. Review updated Form 167 P.D. for accuracy and completeness.
2. Update element records.
- * 3. Forward all three copies of the form to the commander.

C. Commander's Responsibility

1. Review the updated Form 167 P.D. ensuring the element records are changed.

- * 2. Sign, date, and forward the white copy of the form as indicated on the reverse side of the form; retain the canary copy in the member's unit jacket and forward the pink copy to Personnel Records Section.

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2003.

Stacey Daniels-Young
President