



KANSAS CITY MISSOURI POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

12/27/2017

EFFECTIVE DATE

12/27/2017

NO.

401-3

SUBJECT

Policy Serier 400: Compensation
401 - Department Paychecks/Direct Deposit

AMENDS

REFERENCE

PPBM 446 - Pay Summary

RESCINDS

PPBM 401-2

I. INTRODUCTION

Sworn and non-sworn members will receive department compensation in the form of a payroll direct deposit into the member's checking/savings account.

II. POLICY

- A. All department members are required to complete a Direct Deposit Request, Form 5729 P.D., indicating the financial institution where their payroll compensation is to be direct deposited.
- B. All department members must complete and submit a Form 5729 P.D. to the Accounting and Payroll Section on the date of hire.
- C. A member must complete and submit a new Form 5729 P.D. to the Accounting and Payroll Section, three weeks prior to any requested changes in the financial institutions/accounts utilized by the member for direct deposit of their payroll funds.
- *D. If a member's account has been closed or compromised, members will notify the Payroll Section immediately and submit an undated Form 5729 with new checking or savings account information.

Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this ___ day of _____, 2017.

Leland Shurin
Board President

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