

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	10/13/2020	10/13/2020	205-6
SUBJECT			AMENDS	
Policy Series 200: Employee Guidelines 205 - Residency Requirements				
REFERENCE		RESCINDS		
PPBM 933: Personnel Data Changes Missouri Revised Statue Chapter 84		205-5		

## I. INTRODUCTION

This directive establishes residency requirements for all full-time members, reserve officers and chaplains of the Kansas City, Missouri Police Department (Department). All full-time members, reserves and chaplains must reside within the Kansas City, Missouri city limits during the full term of employment with the department, unless an exception has been granted by the Board of Police Commissioners (BOPC) or under Department policy.

## II. TERMINOLOGY

**Residence** - Place where a person has a true, fixed, and permanent home and whenever absent, has the intention of returning.

**Unincorporated Community** - An address that is not inside a city, village or town. An address that is considered outside of the Kansas City, Missouri city limits.

## III. POLICY

### A. Full Time Members:

1. Sworn members must be a resident of Kansas City, Missouri for one year prior to appointment. However, the Chief of Police may request the BOPC waive the residency requirement until the member completes the probationary period.
- \*2. Non-Sworn members must be a resident of Kansas City, Missouri no later than nine (9) months after the appointment date or by the day the member completes the probationary period, whichever is greater.
3. The residency requirement for non-sworn members may be waived by the BOPC for cases in which the position to be filled requires special skills or qualifications and the applicant best qualified for the position does not satisfy the residency requirement.
4. Members will not live in an "Unincorporated Community" with a Kansas City mailing address.
5. Non-Sworn members employed prior to January 12, 1984, who were not residents, are not required to comply with residency

requirements; however, if a member establishes residency within the city of Kansas City, Missouri, that member will be obligated to remain a resident during the full term of employment with the department.

6. Full time members may submit an Interdepartment Communication, Form 191 P.D., through the member's chain of command requesting permission to temporarily live outside Kansas City, Missouri. The final determination must be made by the Chief of Police.

**B. Reserve Officer**

1. Must be a resident of Kansas City, Missouri at the time of appointment.
2. Must remain a resident during the full term of service with the department.
3. May submit an Interdepartment Communication, Form 191 P.D., through the member's chain of command requesting permission to temporarily live outside Kansas City, Missouri. The final determination must be made by the Chief of Police.

**C. Chaplains**

1. Must be a resident of Kansas City, Missouri at the time of appointment.
2. Must remain a resident during the full term of service with the department.
3. May submit an Interdepartment Communication, Form 191 P.D., through the member's chain of command requesting permission to temporarily live outside Kansas City, Missouri. The final determination must be made by the Chief of Police.

**IV. ADMINISTRATIVE GUIDELINE**

- A. Before appointment, all members must sign and date the Residency Requirements, Form 5458 P.D.
- B. Upon request from the supervisor/commander, a member will furnish satisfactory proof of residency. Proof may include, but is not limited to, the following: utility receipts, tax receipts, automobile registration, voter registration.

- C. A member must complete a Personnel Data Form 167 P.D., when there is a change in status. Refer to the current written directive entitled, "Personnel Data Changes."
- D. Supervisors/Commanders will ensure all probationary police officers comply with residency requirements by the end of the probationary period and all non-sworn members comply by the end of the nine-month grace period.



Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this 29<sup>th</sup> day of September, 2020.



W. Don Wagner  
Board President

**DISTRIBUTION:** All Department Personnel  
Public View Master Index - Internet  
Department Master Index - Intranet  
Policy Acknowledgement SyStem (PASS)

