



KANSAS CITY MISSOURI POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

11/09/2022

EFFECTIVE DATE

11/09/2022

NO.

401-4

SUBJECT

Policy Series 400: Compensation
401 – Department Paychecks/Direct Deposit

AMENDS

REFERENCE

PPBM 446 – Pay Summary

RESCINDS

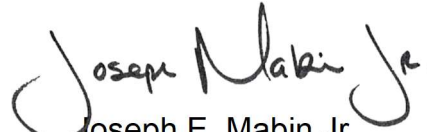
PPBM 401-3

I. INTRODUCTION

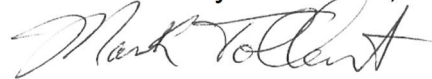
Sworn and non-sworn members will receive Department compensation in the form of a payroll direct deposit into the member's checking/savings account.

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. The Payroll Section will accept a voided check, savings account deposit slip, counter check from a bank or letterhead from a financial institution with the routing and account number. The aforementioned information should be attached to Form 5729 P.D. and submitted to the Accounting and Payroll Section on the date of hire. It may be sent electronically for faster processing. The original documentation will need to be delivered to or sent through inter-department mail to the Payroll Section for auditing purposes.
- B. If a member's account has been closed or compromised, the member will notify the Payroll Section immediately and submit an updated Form 5729 P.D. with new checking or savings account information.


Joseph E. Mabin Jr.
Chief of Police

Adopted by the Board of Police Commissioners this 25 day of October, 2022.


Mark C. Tolbert
Board President

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