



KANSAS CITY MISSOURI POLICE DEPARTMENT

DATE OF ISSUE

EFFECTIVE DATE

NO.

PERSONNEL POLICY

4-03-12

4-03-12

210

SUBJECT

Policy Series 200: Employee Guidelines
210 - Release of Personal Information

AMENDS

REFERENCE

Board Resolution 95-1: Records Management
PI: Media Contact and Interactions
RSMo 610.021 (13)

RESCINDS

I. INTRODUCTION

Personal information on all department members will be considered confidential and will not be disclosed except in accordance with federal laws, state statutes, Board of Police Commissioners' resolutions, department written directives, and court orders.

II. POLICY

- A. All records, files, and documents compiled in the Human Resources Division pertaining to department members or applicants for employment are maintained for purposes of hiring, firing, disciplining, or promoting department members and as such are established as individually identifiable personnel records and records pertaining to department members or applicants for employment. These are designated closed records under the provisions of RSMo 610.021 (3) and (13).
- B. All records, files, and documents compiled in the Internal Affairs Unit pertaining to miscellaneous internal investigations or internal investigations conducted as a result of citizen complaints are maintained for purposes of firing, disciplining, or promoting department members and as such are established as individually identifiable personnel records and records pertaining to department members. These are designated closed records under the provisions of RSMo 610.021 (3) and (13).
- C. All records, files, and documents compiled in the Office of Community Complaints (OCC) are personnel records of department members and are classified as confidential documents. These files are not investigations of criminal conduct. Subject to any requirements imposed by law, the Kansas City Missouri Police Department, the Board of Police Commissioners, and the OCC will not release to any federal employers, state employers, private employers, or other entities or persons any information pertaining to a member of the department which did or did not result in formal disciplinary action, unless an authorization is executed by the member in question allowing such release.
- D. All requests for personal information received from the media will be handled in accordance with the written directive entitled "Media Contact and Interactions."
- E. All requests for records not specifically identified in this policy will be referred to the Chief of Police, or designee, who will determine if the records requested are open or closed and if they should be released.

III. PROCEDURE

- A. Members will verify the identity of all department members requesting personal information by telephone or in person prior to releasing any information in accordance with their element's duty manual.
- B. Members will transfer all requests (telephone, written, in person) for personal information from non-department members to the appropriate element:
 - 1. Internal Investigations – Internal Affairs Unit
 - 2. Citizen Complaints – Office of Community Complaints
 - 3. Job Applicants – Employment Section
 - 4. Past and Present Employees – Personnel Records Section
 - 5. Office of the General Counsel – Requests from attorneys (e.g. public defenders, prosecutors, etc.)

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this day ____ of _____, 2012.

Patrick A. McInerney
Board President

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