

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	12/10/2014	12/10/2014	933-4
SUBJECT			AMENDS	
Policy Series 900: General 933 - Personnel Data Changes				
REFERENCE		RESCINDS Personnel Policy 933-3		

I. INTRODUCTION

The purpose of the Personnel Data, Form 167 P.D., is to provide the department with current information regarding an employee's status for administrative purposes and emergency notification. This information is also used to update Missouri Peace Officer Standards and Training (POST).

II. POLICY

All members are required to complete a Personnel Data, Form 167 P.D., whenever there is a change in status (e.g. name, address, telephone number, marital status, military reserve status).

*III. PROCEDURE

A. Member's Responsibility

1. Complete Personnel Data, Form 167 P.D., as soon as possible upon a change in status.
2. Update only that information which has changed.
3. When applicable, mark the box that indicates POST has been notified of change.
4. The Personnel Data, Form 167 P.D. will be forwarded to the member's supervisor.

B. When law enforcement personnel change their name, a copy of the supporting documentation is required by POST and must be submitted directly to POST with the Personnel Data, Form 167 P.D.

1. When a name change occurs as a result of marriage, a copy of the marriage license must be provided.
2. When a name change occurs as a result of court order, copies of the front page of the court order, the page ordering a name change and the judge's signature page must be provided.

3. A copy of the Personnel Data, Form 167 P.D., and supporting documents will be scanned and converted to an electronic document. The scanned document will be forwarded to post@dps.mo.gov. Law enforcement personnel with questions may contact the POST Licensing Section Supervisor at 573-751-3409.
- C. When law enforcement personnel change their address or phone number, a copy of the Personnel Data, Form 167 P.D., will be scanned and converted to an electronic document. The scanned document will be forwarded to post@dps.mo.gov.
- D. Supervisor's Responsibility
1. Review updated Personnel Data, Form 167 P.D., for accuracy and completeness.
 2. Update element records.
 3. Forward Personnel Data, Form 167 P.D., to the Commander.
 4. Review Personnel Data, Form 167 P.D., during yearly evaluation process to ensure that all information is correct and that any necessary POST notifications have been made.
- E. Commander's Responsibility
1. Review the updated Personnel Data, Form 167 P.D., ensuring the element records are changed.
 2. Sign, date, and forward the white copy of the Personnel Data, Form 167 P.D., 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.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 2014

Alvin Brooks
Board President

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