

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE 7/1/2020	EFFECTIVE DATE 7/1/2020	NO. 933-5
	PERSONNEL POLICY			
SUBJECT Policy Series 900: General 933 - Personnel Data Changes			AMENDS	
REFERENCE		RESCINDS Personnel Policy 933-4		

I. INTRODUCTION

This written directive provides guidelines for maintaining 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, 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 the entire Personnel Data form within 15 calendar days upon a change in status.
- *2. Check the "new" box, if it is new information.
3. Mark the box that indicates POST has been notified of the change(s), when applicable.
4. Forward to supervisor upon completion.
- *5. When a sworn member changes their name, address or phone number, POST requires notification.
 - a. When an address or phone number changes the member will submit an electronic copy of the Personnel Data form.
 - b. When a name change occurs the member will submit an electronic copy of the Personnel Data form and any supporting documentation.
 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 a 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.

- *c. A copy of the Personnel Data form (and supporting documents, if applicable) 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 the website above.

B. Supervisor's Responsibility

1. Review the updated Personnel Data form for accuracy and completeness.
2. Update the member's element records.
3. Forward the Personnel Data form to the Commander.
4. Review the Personnel Data form during the yearly evaluation process to ensure that all information is correct and that any necessary POST notifications have been made.

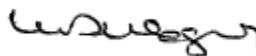
C. Commander's Responsibility

1. Review the updated Personnel Data form and ensure the element records are changed.
2. Sign, date, and forward the white copy of the Personnel Data form as indicated on the reverse side of the form; retain the canary copy in the member's unit file and forward the pink copy to Personnel Records Section.



Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this 16th day of June, 2020.



W. Don Wagner
Board President

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