

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	10-11-13	10-12-13	205-4
SUBJECT			AMENDS	
Policy Series 200: Employee Guidelines 205 - Residency Requirements				
REFERENCE		RESCINDS		
PPBM 933-2 Personnel Data Changes Missouri Revised Statue Chapter 84		205-3		

*I. INTRODUCTION

This directive establishes residency requirements for both sworn and non-sworn members as well as reserve officers. All permanent full time members must reside within the Kansas City, Missouri city limits unless an exception has been granted.

II. DEFINITION

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

III. POLICY

A. Sworn Members:

1. Must comply with the current residency requirements as established by the Board of Police Commissioners (BOPC) resolution.
2. Must be a resident of Kansas City, Missouri for one year prior to appointment as a sworn member; however, the Chief of Police may request the BOPC waive the residency requirement until the member completes the probationary period.
3. Must remain a resident of Kansas City, Missouri during the full term of employment with the department.
4. Member 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. It must be approved by the Chief of Police.

B. Non-Sworn Member:

1. Must be a resident of Kansas City, Missouri at the time of appointment or become a resident of Kansas City, Missouri within nine months after appointment date.

2. Must remain a resident during the full term of employment with the department.
3. Residency requirement 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. Employed prior to January 12, 1984 who were not residents, are not required to comply with residency requirements. However; if a non-sworn member establishes residency within the city, that member will be obligated to remain a resident during the full term of employment with the department.
5. May submit a Form 191 P.D. through the member's chain of command asking permission to temporarily live outside Kansas City, Missouri. It must be approved by the Chief of Police.

C. 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.

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 of address, as outlined in the current written directive entitled, "Personnel Data Changes."
- D. Supervisors/Commanders shall 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.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____ 2013.

Alvin Brooks
Board President

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