

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	9-09-13	9-07-13	935-4
SUBJECT			AMENDS	
Policy Series 900: General 935 – Unit Files				
REFERENCE		RESCINDS PPBM: 935-3		

## I. INTRODUCTION

All members will have unit files maintained at their element of assignment.

## II. POLICY

- A. Commanders and supervisors are responsible for the maintenance of unit files of members assigned to their element.
- \*B. Members may not review their jacket without permission from their supervisor/commander.
- C. All documents will be properly filed in the appropriate section, chronologically with the most current information on top. Files will be organized, using pre-printed divider labels, into the following sections:
  - 1. Inside front cover - Most current demeanor record
  - 2. Commendations
  - 3. Disciplinary Actions
  - 4. Personnel Actions
  - 5. Performance/Training
  - 6. Inside back cover - Miscellaneous and administrative items
- D. Medical information will not be retained in the unit files.
- \*E. Retention periods have been established to provide guidelines for purging. Items found in unit files that are not listed below may be purged at the discretion of the element commander/supervisor. Unit files will be updated annually using these retention periods. Members cannot purge their own unit jackets.
- \*F. Records maintained in Unit Files may contain information that is confidential and must be “securely destroyed.” This means the records should be destroyed only under the supervision of a person designated or appointed to do so to ensure that no records fall into unauthorized hands. The records must be destroyed in a way the data cannot be reconstructed.

<u>Sections</u>	<u>Retention Period</u>
Demeanor Record	Most current
Commendations	Permanent
Disciplinary Actions	Permanent
Personnel Actions	
Letters of Appointment	Permanent
Letters of Transfer	Permanent
*Requests for Transfer Form 4 P.D.	Three Years
Notice of Personnel Action, Form 164 P.D.	Most current
Personnel Data Sheet Form 167 P.D.	Most current
Performance/Training	
*Firearms Training Form 5332 P.D.	Five years from date of termination of employment
Vehicle Accident History	Permanent
Employee Orientation Checklist, Form 268 P.D.	Permanent
*Mid-Evaluation Progress Report, Form 270A P.D.	Permanent
*Employee Evaluation, Form 270 P.D.	Permanent
Instructional Interviews	One Year Maximum
*Administrative	Permanent
Injury Reports, Form 314P.D	
*Application for Leave, Form 1 P.D.	Three Years
Miscellaneous	Discretionary

G. The unit file of a member who is transferring to another element of assignment will be updated prior to the transfer and forwarded to the member's new element.

\*H. When a member retires or resigns, the immediate commander/supervisor will send the completed Sworn Employee Exit Evaluation, Form 5444 P.D., or Civilian Employee Exit Evaluation, Form 5442 P.D., along with the member's unit file, through the member's chain of command to the Personnel Records Section.

I. When a member separates from the department for any reason, the unit file will be forwarded directly to the Personnel Records Section.

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_ day of \_\_\_\_\_,  
2013.

Lisa Pelofsky  
Board President

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