

St. Joseph, Missouri Police Department



DIRECTIVE TYPE SPECIAL ORDER		INDEX NUMBER: SO 0112
SUBJECT DISPOSITION OF POLICE/ CIVILIAN APPLICANT RECORDS		
ISSUE DATE: 5/31/01	REVIEW DATE Annual	AMENDS/RESCINDS:
REVISION DATES: 08/04/08		DISTRIBUTION: C- Administration only

I. POLICY

It shall be the policy of the St. Joseph Police Department to maintain all candidate data and applicant selection material in a manner consistent with State of Missouri standards and which insures the security of these files

II. PROCEDURE

Applicant data and selection material for candidates for all positions within the St. Joseph Police Department will be kept in accordance with the Missouri Municipal Records Manual (Title 1105-Employee Application Files, 1107-Pre Employment Assessment Files).

1. Candidates determined to be ineligible through processes administered by the St. Joseph Police Department will be notified in writing of their status, and be referred to the City Human Resource Department for reapplication information.
 - a. Original records on all candidates shall be returned to the Human Resource Department for retention after background/selection processes by the St. Joseph Police Department are completed.
2. Records (copies) on candidates hired by the St. Joseph Police Department are placed in that employee's personnel file in the administration office for retention.
3. In all instances in which application and assessment files are in the control of or being retained by the St. Joseph Police Department, they will be maintained in a manner which insures their security at all times. This includes locked files, or files contained in administrative areas with limited access which are locked when not in use.

Chris Connally Chief of Police

Date