



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.

DATE: September 14, 2022

JOB VACANCY MEMORANDUM NO. 22-18

TITLE: Firearms Instructor

ELEMENT OF ASSIGNMENT: Training Division, Training Unit

PAY RANGE: 18

STARTING MONTHLY SALARY: \$4,156

VACANCY STATUS: Anticipated

EXPIRATION DATE: September 28, 2022

REQUIREMENTS:

To provide basic, advanced, and remedial firearms instruction, including both classroom and firing range, to police officer candidates and police officers. Instructors will repair and service department-issued/approved duty weapons. Instructors will perform administrative duties for the effective operation of the range and general staff duties.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Provide basic and advanced firearms training to police officer candidates. Provide instruction, remedial firearms training and qualification on firearms for law enforcement members; instruction will involve classroom work and firing range practice.
2. Develop lesson plans, handout material, practical exercises, and other training aids. Update and initiate changes in course content, instructional methods, etc. to improve courses to reflect realistic combat/shooting situations.
3. Complete evaluations on police officer candidates. Score and certify targets for annual qualifying, in-service training, specialized unit qualification, proficiency ribbons, and private officers.
4. Be proficient with all of the assigned and approved handguns, and the 870 shotgun assigned to Department personnel. Be familiar with the specialty weapons assigned to tactical units, and the Patrol Rifle Program.

5. Perform routine maintenance and repair to weapons according to department policy.
6. Keep current knowledge of Missouri P.O.S.T. and the associated rules and regulations that pertain to police officer certification.
7. Maintain proficiency in the use of multimedia equipment and personal computers is strongly recommended.
8. Document inspection and repair of weapons and maintain a parts inventory. Communicate clearly in verbal and written form, by completing necessary paperwork for procurement documentation.
9. Perform general staff duties, e.g., maintenance of equipment, grounds and facilities. Perform assigned administrative duties, to include timekeeping, range scheduling, report preparation, maintain and update lists, and complete supply requisitions.
10. Maintain reliable and predictable attendance. Incumbent must have the ability to work flexible hours and mandatory overtime assignments when necessary.
11. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent, be certifiable by POST as a Specialist Instructor, and have five years of experience as a peace officer (may include military police) and two years of experience as a Firearms Instructor. Incumbent must demonstrate a proficiency of 90% accuracy with law enforcement firearms (pistols, revolvers, shotguns and specialized tactical weapons) and be certified in Basic First Aid.

A minimum of three years' experience in inspection and repair of a variety of weapons assigned to police agencies is required. A basic knowledge of ballistics, ammunition, metallurgy and woodworking is required.

Physical Requirements: The incumbent will be required to perform heavy lifting (over 50 pounds) occasionally, must be able to perform work at a stationary work bench, have the ability to stand for extended periods of time, and operate current computer technology. Incumbent must possess a current driver's license and have the ability to operate a motor vehicle, mowing equipment and shop equipment.

Job Location: (Place where work is performed.)

Firearm Instructor duties are performed at the indoor and outdoor ranges operated and maintained by the Kansas City, Missouri Police Department. This work requires the incumbent to be able to function in all weather conditions, with the exception of the exterior ranges when storm situations could produce lightning or other serious dangers, when training would be cancelled or delayed.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Department authorized firearms and ancillary equipment
- Vehicles assigned to the section and grounds maintenance equipment, tractors, and mowers
- Equipment necessary for range upkeep, woodworking equipment and metal fabrication machinery

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Brian Bartch, Commander, Training Unit by no later than *SEPTEMBER 28, 2022.***

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the Mindy.Davis@kcpd.org, to be received no later than ***SEPTEMBER 28, 2022.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually. The candidate must also complete a CVSA, post-offer physical examination and drug screen.

Captain Lionel Colon
Captain Lionel Colon
Commander, Employment Unit