



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, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

Date: August 12, 2026

JOB VACANCY MEMORANDUM NO. 26-21

TITLE: Recruiter

ELEMENT OF ASSIGNMENT: Employment Unit

VACANCY STATUS: Vacant

EXPIRATION DATE: August 26, 2026

REQUIREMENTS:

For this process, sworn members with no change in employment status must have an Academy **graduation date on or before 8/03/2023** as recorded in Human Resource Department, HRD.

Sworn members who have separated from employment and/or lateral sworn members, must have been reappointed or appointed on or before **08/03/2023**, as recorded in HRD. Years of service completed with KCPD, or any other law enforcement agency, prior to a sworn members current appointment/re-appointment date will not be counted to establish the years of service eligibility requirement.

In addition, officers must also be able to meet the following requirements:

- Ability to contact job placement centers, colleges and military bases and provided employment information for distribution upon request.
- Develop an up-to-date mailing list of colleges, schools and job placement centers, community organizations, churches, community leaders and other recruitment resources for the purpose of dissemination recruiting information.
- Attend job fairs, community meetings and other employment promotional activities.
- Possess above average written and oral communication skills.

- Meet and communicate with other outside agencies in an effective and professional manner, both in person and by telephone.
- Clearly present ideas and results of research effectively in written and oral form with emphasis on creativity, originality and accuracy.
- Work well with other in a team effort.
- This position does require out-of-town traveling and flexible working hours.
- Maintain reliable and predictable attendance.
- Answer letters, emails and telephone inquiries regarding qualifications for the law enforcement position.
- Develop and update recruiting literature and material for distribution.
- Assist with Employment Section activities when requested.

Officers meeting the basic qualifications will be contacted individually for scheduling of participation in the selection process.

All law enforcement members interested in being considered for this position must submit the following:

- One original Request for Transfer, Form 4 P.D. through their chain of command.
- One copy of the original Request for Transfer, Form 4 P.D. must be submitted to the Human Resources Division.
- A copy of the original Request for Transfer, Form 4 P.D. and a completed Selection Process Candidate Review Form, Form 417 P.D must be submitted to **Sgt. Gordon Herndon of the Employment Unit**. All requests must be received no later than **August 26, 2026**.

Captain Justin Pinkerton

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Commander, Employment Unit