



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 26, 2026

JOB VACANCY MEMORANDUM NO. 26-22

TITLE: Traffic Enforcement Officer

ELEMENT OF ASSIGNMENT: Traffic Enforcement Section

VACANCY STATUS: Vacant

EXPIRATION DATE: September 8, 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.

Sworn members who have separated from employment and/or lateral sworn members, must have been re-appointed or appointed on or before 8/03/2023.

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:

- Successfully pass the Basic Police Motorcycle Operator Course for those candidates that desire to conduct their duties on a police motorcycle.
- Possess a motorcycle permit prior to attending the Basic Motorcycle Officer Course for those candidates that wish to ride the police motorcycle.
- Pass a written test with a score 70% or better.
- Maintain reliable and predictable attendance.
- Willing to accept a minimum three (3) year assignment.
- Capable of working flexible hours with little notice and assume "On Call" responsibility on a weekly rotation schedule.
- Responsible to work mandatory overtime assignments or any other overtime assignment at the discretion of the Traffic Enforcement Unit Commander.
- Able to work independently without direct supervision.
- Proficient in communication effectively both verbally and in writing.

- Demonstrate a high degree of initiative and time management skills.
- Possess the ability to work effectively with others in a team environment.

QUALIFICATIONS:

Members should review the following Source Material and Procedural Instructions in preparation for the selection process:

- Traffic Enforcement Unit Duty Manual (located on the I drive)
- **P.I. 17-10** Call Prioritization
- **P.I. 17-13** Towing/Protective Custody of Vehicles and Contents
- **P.I. 25-02** Use of Department and Private Vehicles
- **P.I. 26-03** Pursuits and Emergency Police Vehicle Operation
- Kansas City Municipal Codes (Blue Book)-
<http://internal.kcpd.org/content/resources/bluebook/bluebook-form321PD-041415.pdf>

All applicants must pass the jacket review to continue to the Written test. The written test will be a Pass/Fail for continuance to the oral interview. An eligibility list will be established based upon the cumulative results at the discretion of the Unit Commander. Those on the eligibility list who wish to become a Motorcycle Traffic Enforcement Officer will be invited to attend the Basic Motorcycle Operator course held in April 2027. Applicants that pass the Basic Motorcycle course will be assigned to a motorcycle at the discretion of the TEU Commander.

All interested qualified law enforcement members who meet the above requirements must submit a Request for Transfer, Form 4 P.D., to the Human Resources Division (HRD). One copy of the Request for Transfer must be submitted through the chain. In addition, one copy of the Request for Transfer, a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to Traffic Enforcement Unit Commander, **Sergeant Andrew Uptegrove** by no later than **September 8, 2026**.

Captain Justin Pinkerton

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Commander, Employment Unit