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# SWORN MEMBER VACANCY

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*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:** March 5, 2025

**JOB VACANCY MEMORANDUM NO.** 25-04

**TITLE:** Academic Section Instructor/Professional Training Instructor

**ELEMENT OF ASSIGNMENT:** Training Division-Training Unit

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** March 19, 2025

**REQUIREMENTS:**

This is to announce that a selection process will be conducted to establish an eligibility list for the position of an Academic Section Instructor/ Professional Training Instructor within the Training Unit.

**NATURE OF WORK**

General duties of an instructor include research, preparation, and instruction of assigned curriculum. Emphasis is placed on course preparation and differentiated instructional methods to promote the transfer of skills and knowledge learned in the classroom to situations outside the classroom.

Specific duties for an instructor within the Academic Section involve coordinating and completing various administrative tasks such as evaluation preparation, remedial training, test and assignment grading, completion of general administrative personnel functions related to entrant officer training, and the ability to coordinate diverse activities simultaneously.

**QUALIFICATIONS**

To complete the selection process, police officers must satisfy the following requirements:

Have satisfactorily completed a **minimum of five (5) years** (see qualifications below) active commission as a full-time peace officer, federal law enforcement officer, or military law enforcement officer; three (3) of those years with the Kansas City Missouri Police Department (KCPD), measured from the officer's most recent appointment date, which includes a minimum of (18) eighteen months served within a line element of the Patrol Bureau.

The most recent appointment date for sworn members who have separated from employment and who have been re-appointed, will be the sworn member's most recent re-appointment date, as recorded in HRD.\* For sworn members with no change in employment status, the most recent appointment date is the member's Academy graduation date, as recorded in HRD, which for this process must be on or before **February 18, 2021**; and for sworn lateral members, the most recent appointment date is the member's date of appointment with the KCPD, as recorded in HRD.

\*The years of service completed prior to a sworn member's re-appointment to the department or while employed for another law enforcement agency will not be counted to established the years of service eligibility requirement.

Sworn law enforcement officer with the rank of Police Officer and as of **MARCH 19, 2025**, has either:

- Five years active commission as a full-time peace officer, federal law enforcement officer, or military law enforcement officer; three (3) of those years with the Kansas City Missouri Police Department (KCPD) and a baccalaureate degree from an accredited college or university.
- Eight years active commission as a full-time peace officer, federal law enforcement officer, or military law enforcement officer; three (3) of those years with the Kansas City Missouri Police Department (KCPD) and an associate degree from an accredited college or university.
- Ten years active commission as a full-time peace officer, federal law enforcement officer, or military law enforcement officer; three (3) of those years with the Kansas City Missouri Police Department (KCPD) and a high school diploma or its equivalent.

Must be highly motivated and able to perform effectively without the need for close supervision.

Ability to clearly present ideas in written and oral form with emphasis on accuracy and creativity.

Ability to research, coordinate, and present instructional classes and/or seminars for law enforcement personnel utilizing Missouri POST guidelines.

It is preferable that applying officers have some experience in the use of video equipment, personal computers, and public speaking, but not mandatory for application.

Successful completion from an approved Instructor Development Course certified by the Department of Public Safety's Peace Officer Standards and Training is preferred but is not required when applying.

Officers will be expected to lead by example by presenting a professional appearance and working well with other members of the Training Unit to meet the goals of the Training Division.

This assignment requires a two-year minimum commitment by the member.

All interested law enforcement members who meet the above qualifications must submit a Request for Transfer, Form 4. P.D., through the member's chain-of-command. One copy must be submitted to the Human Resources Division (HRD). In addition, one copy of the Request for Transfer, Form 4 P.D. a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command

endorsements), with a resume attached must be submitted to the Training Division no later than **MARCH 19, 2025**. The resume should include educational history, work history, any previous training, special activities, personal data, and a copy of your college transcript and/or high school diploma.

All disciplinary actions within the previous five-year period involving willful misconduct will be considered in determining whether an officer can participate in the selection process.

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

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit