



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: January 16, 2026

JOB VACANCY MEMORANDUM NO. 26-03

TITLE: Background Investigator

ELEMENT OF ASSIGNMENT: Employment Section

VACANCY STATUS: Vacant

EXPIRATION DATE: January 30, 2026

REQUIREMENTS:

A selection process is being initiated for a Background Investigator/Recruiter within the Employment Section.

For this process, sworn law enforcement officer must have a minimum of **three (3)** years consecutive service, eighteen (18) months served in the Patrol Bureau.

Sworn members who have separated from employment and/or lateral sworn members, must have been re-appointed or appointed on or before **November 22, 2022**, as recorded in HRD.

Years of service completed with KCPD, or any other law enforcement agency, prior to sworn members current appointment/re-appointment date will not be counted to establish the years of service of eligibility requirement.

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

- Read and review applicant files, applications, required documents, CVSA, and polygraph examination reports.
- Conduct background interviews with all assigned applicants and conduct follow-up interviews as necessary.
- Complete computer checks on all applicants.
- Contact applicants' past and present employers, references, outside law enforcement agencies, neighbors, courts and other contacts as necessary to obtain and verify background information.
- Obtain fingerprints by electronically scanning them for law enforcement and civilian applicants.
- Obtain fingerprints for Municipal Court and City of Kansas City Missouri employees upon request.

- Incorporate findings of background investigation into final background report, to include any supporting documentation. Forward completed file to Employment Sergeant for review and recommendation.
- Assist with Oral Board interviews as requested.
- Maintain reliable and predictable attendance. Must have the ability to work flexible hours and weekends as necessary.
- Must have a minimum one (1) year of experience in an investigative element.
- Must have the ability to perform investigative duties outside in all weather conditions.
- Must have excellent verbal and written communication skills and be proficient in Microsoft Office applications.
- Must be able to cohesively work with other section members.
- Must be able to work independently without constant supervision.
- Respond to letters, email, and telephone inquiries regarding qualifications for law enforcement positions.
- Handle routine correspondence relating to recruiting activities.
- Must be able to handle speaking engagements relating to career opportunities at schools, community meetings, etc
- Assist with Employment Section activities.
- Must be able to pass six (6) month probationary period.
- Ability to perform related duties as required.

Members submitting to participate in this selection process will have their personnel jackets reviewed prior to participating. Past work performance, disciplinary actions and Brady /Giglio issues in regards to ethics violations will be taken into consideration.

All interested qualified 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 of the Request for Transfer, Form 4 must be submitted to the Human Resource 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), resumé and two (2) written documents that demonstrate the candidate's ability to write in a professional manner must be submitted directly to **Sgt. Ryan Alden, Employment Unit** no later than **JANUARY 30, 2026**.

Captain Justin Pinkerton

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Commander, Employment Unit