



# 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:** December 6, 2024

**JOB VACANCY MEMORANDUM NO.** 24-27

**TITLE:** Community Engagement Officer

**ELEMENT OF ASSIGNMENT:** Community Engagement Division

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** December 20, 2024

## **REQUIREMENTS:**

This process is for the position of Community Engagement Division, Community Interaction Officer/Community Action Network Officer. The goal of this position is to build and maintain positive community relationships between the police department and the community it serves. Officers will be expected to attend events, engage in community conversations or any other tasks which are deemed necessary. Officers should expect for these positions to be a combination of administrative duties as well as being present and active in the communities they serve. Tasks will vary greatly based on the department and division needs.

## **Hours of Assignment**

Officer's hours will be primarily 0700-1500, Monday through Friday. Officers must be willing to adjust hours, work extended hours and on days off as needed by the division. Every opportunity will be taken to give advance notice of a change in work schedule but cannot be guaranteed.

## **Requirements**

Sworn members with no change in employment status, must have an Academy graduation date on or before **February 18, 2021**, as recorded in HRD.

Sworn members who have separated from employment and/or lateral sworn members, must be re-appointed or appointed on or before **February 18, 2021**, as recorded in HRD.

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

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

- Must possess a positive “community policing” mindset.
- Exhibit composure under stress, patience, and resourcefulness.
- Possess above average oral and written communication skills with citizens and other department members.
- Ability to use basic computer programs such as Outlook, Word, Excel and PowerPoint.
- Maintain reliable and predictable attendance.
- Complete any and all job-related trainings identified as critical to each position.

### **Selection Process**

All interested qualified law enforcement members who meet the above qualifications must submit a Request for Transfer, Form 4 P.D., through their chain of command. In addition, one copy must be submitted to the Human Resources Division and one copy submitted to **Captain Luther Young, Commander CED** along with a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) and resumé no later than **DECEMBER 20, 2024**. Your resumé should include education, work history, and any special training received.

Qualified applicants will be contacted to schedule an interview at a later date and time.

All questions regarding this selection process should be forwarded to Captain Luther Young at [luther.young@kcpd.org](mailto:luther.young@kcpd.org).

*Captain Justin Pinkerton*

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Commander, Employment Unit