



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: July 12, 2023

JOB VACANCY MEMORANDUM NO. 23-15

TITLE: Community Engagement Officer

ELEMENT OF ASSIGNMENT: Community Engagement Division

VACANCY STATUS: Vacant

EXPIRATION DATE: August 2, 2023

REQUIREMENTS:

This process is for all sections of the Community Engagement Division, excluding CIT Section. These positions include Community Interaction Officers, Housing Authority, School Resource Officers, DARE and PAL. All positions serve a different function but all with a common goal of building and maintaining 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 these positions to be a blend of administrative duties and “hands-on” in nature. Tasks will vary greatly based on the department and division needs.

Hours of Assignment

Officer's hours will vary based on the assignment selected within CED. Officers must be willing to 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 May 7, 2020, 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 May 7, 2020, 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 Sergeant Joe Merino, Operations Sergeant/CED along with a completed Selection Process Candidate Review Form, Form 417 P.D. and resume no later than **AUGUST 2, 2023**. Your resume 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 Sergeant Garron Carter at Garron.Carter@kcpd.org or Sergeant Joe Merino at Joseph.Merino@kcpd.org.

Captain Edward Lamport

Captain Edward Lamport
Commander, Employment Unit