



# 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:** March 5, 2025

**JOB VACANCY MEMORANDUM NO.** 25-03 UPDATED

**TITLE:** DUI Section Officer

**ELEMENT OF ASSIGNMENT:** Patrol Bureau - Traffic Division

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** March 19, 2025

## **REQUIREMENTS:**

For this process, sworn members with no change in employment status, must have an Academy graduation date on or before **02/18/2021**, and an appointment date on or before **2/18/2021**, 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 **02/18/2021**, as recorded in HRD.

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:

- Satisfy all mandatory training requirements based on training/school first available enrollment (ARIDE, DRE, TYPE II, SFST Instructor, POST Specialist Instructor License, Laser/Radar).
- Work flexible hours for grant operations on weekdays and weekends on short notice.
- Handle Primary / Secondary “On Call” responsibilities on a weekly rotation schedule.
- Self-motivated and able to perform effectively without the need for direct supervision.
- Accept a minimum two (2) year assignment.
- Able to travel out of town for days / weeks at a time to attend training and/or conferences.
- Able to facilitate specialized training classes and create training modules for public speaking.
- Have no Giglio or Brady issues that would hinder or limit endorsement as a witness in court.

## **NATURE OF WORK**

The DUI Section is staffed seven days per week and is on an **10-hour** shift during Watch I hours. All DUI officers are trained Drug Recognition Experts and Type II Supervisors. The Type II DUI officers complete all the maintenance and certifications on the Intoxilyzer 8000 department wide. DUI officers are required to work all alcohol related grants when applicable and provide field support for officers when requested.

## **QUALIFICATIONS:**

Sworn law enforcement officer of the rank of police officer with a minimum of three (3) years consecutive service at the time of assignment, eighteen (18) months of which must have been served in a line element of the Patrol Bureau.

- Able to communicate effectively both verbally and in writing.
- Must be proficient at DWI Detection and SFST.
- Must have a current Type III permit.
- Must have written a minimum of 3 DUI reports in the past 2 years.

General duties include:

1. Respond to directed locations and assume the responsibility for processing and charging DUI arrests.
2. Conduct pro-active patrol in high DUI accident/arrests locations.
3. Prepare accurate and timely reports of all DUI arrests processed.
4. Respond to court punctually.
5. Be available by phone or radio during on-call period and on-duty hours.

Administrative duties:

1. Transfer blood evidence from the DUI Section to the designated testing facility as needed/directed.
2. Conduct record checks on DUI suspects for outside elements for state or city charges where appropriate.
3. Forward all case documents to the appropriate TIU element in a timely manner.

In preparation for the oral and written interview, the following material should be reviewed:

- Procedural Instruction 17-12, "Intoxicated Driving Arrests".
- Procedural Instruction 22-06 State Search Warrant Procedures
- Patrol Bureau Memorandum 15-9 State Search Warrant Procedures (Traffic Division)
- Intranet Site Map Organizational Chart.
- Contact a DUI Section SFST instructor to have a SFST proficiency evaluated.

All interested qualified law enforcement members who meet the above requirements must submit a Request for Transfer, Form 4 P.D., to the Human Resource Division (HRD). The original Request for Transfer, Form 4 P.D. must be submitted through the member's chain of command for endorsements. In addition, one copy of the Request for Transfer, Form 4 P.D., along with a completed Selection Process Candidate Review Form, Form 417, and a résumé must be submitted to **Sergeant Blake Brownlee** with the DUI Section along with a copy of Type III permit and 3 DUI reports written within the past 2 years, by no later than **MARCH 19, 2025**.

Those officers who meet the above qualifications will be contacted to schedule an interview and practical application review. Past work performance and disciplinary actions will be considered during the selection process.

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit