



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: August 25, 2023

JOB VACANCY MEMORANDUM NO. 23-16

TITLE: DUI Section Officer

ELEMENT OF ASSIGNMENT: Patrol Bureau- Traffic Division

VACANCY STATUS: Anticipated

EXPIRATION DATE: September 8, 2023

REQUIREMENTS:

For this process, sworn members with no change in employment status, must have an Academy graduation date on or before 05/08/2020.

Sworn members who have separated from employment and/or lateral sworn members, must have been re-appointed or appointed on or before 05/08/2020.

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 monthly rotation schedule.
- Self-motivated and able to perform effectively without the need for direct supervision.
- Accept a minimum of 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 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 eight hour shift during Watch I hours. All DUI Officers are trained Drug Recognition Experts and Type II Supervisors. The Type II DUI officer complete all the maintenance and certification on the Intoxilyzer 8000 department wide. DUI officers are required to work all alcohol related grants when applicable and provide field support to 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's.
- 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 arrest.
2. Conduct pro-active patrol in high DUI accidents/arrest locations.
3. Prepare accurate and timely reports of all DUI arrest 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 Instructions 17-12 Intoxicated Driving Arrests
- Procedural Instructions 22-06 State Search Warrant Procedures.
- Patrol Bureau Memorandum 15-9 State Search Warrant Procedures (Traffic Division)
- Intranet Site Map Organization Chart

All interested qualified law enforcement members who meet the above requirements must submit a Request Transfer, Form 4 P.D, through their chain of command. In addition, one copy must be submitted to the Human Resource Division and one copy submitted to **Sergeant Blake Brownlee** with the DUI Section along with a resume, a completed Selection Process Candidate Review Form, Form 417 P.D., copy of Type III permit and 3 DUI reports in the past 2 years, no later than **SEPTEMBER 8, 2023**.

Past work performance and disciplinary actions will be considered during the selection process.

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

Captain Edward Lamport

Captain Edward Lamport

Commander, Employment Unit