



# 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:** May 12, 2025

**JOB VACANCY MEMORANDUM NO.** 25-09

**TITLE:** Field Training Officer

**ELEMENT OF ASSIGNMENT:** Training Unit

**VACANCY STATUS:** Anticipated

**EXPIRATION DATE:** May 27, 2025

## **REQUIREMENTS:**

This is to announce that a selection process will be conducted to establish an eligibility list for the position of Field Training Officer (FTO) within the Patrol Bureau.

## **NATURE OF WORK**

The Field Training Officer (FTO) is designed to provide training and evaluation of Police Probationary Officers (PPO's) upon their graduation from the Regional Training Academy. The primary goal is to ensure standardized, consistent instruction for new officers, regardless of assignment or location.

The FTO plays a dual role as both trainer and evaluator. Responsibilities include guiding the PPO through the required Department standards, conducting evaluations, maintaining professional relationships and ensuring all documentation and checklists are completed. FTOs must be able to convey Department policies, procedures, law and skills in both written and oral form.

## **QUALIFICATIONS**

To complete the selection process police officers must satisfy the following:

- Must have three (3) years of field experience as a police officer (based on appointment date as a police officer).
- Must have the ability to communicate both orally and in writing.
- Must present a positive, professional appearance.
- Must be willing to work flexible hours and overtime.
- Must be willing to accept a two (2) year commitment upon activation.
- Must not have any sustained OCC complaints within the previous two (2) years.

- Must not have no more than one (1) preventable vehicular accident in the last 12 months.
- Must have obtained satisfactory performance evaluations for the previous two (2) years.
- Successfully complete the FTO selection process.

**Additional Requirements:**

Participate as an actor in a minimum of two (2) Practical Integrated Exercises (PIE's) or Situational Training Sessions at the Academy annually.

Members submitting to participate in this selection process will have their personnel jacket reviewed prior to participating.

All interested qualified law enforcement members who meet the above requirements must submit a, Inter-department Communication (Form 191P.D., through their chain of command. In addition, one copy of the Inter-Department Communication (Form 191) P.D must be submitted to the Human Resources Division. A copy of the Inter-Department Communication (Form 191) P.D., a Selection Process Candidate Review Form 417 P.D., last two (2) Performance Evaluations and Demeanor Record along with a resume and two (2) reports written within the past six (6) months. These reports should reflect your attention to detail, articulation, and overall report writing ability. Your resume should include work history, educational background, training, and any other qualifications. All documents must be submitted no later than. **MAY 27, 2025** to **Sergeant Jerry Grubb, Training Division**.

Officers meeting the basic qualifications will be contacted individually for scheduling of continued participation in the process.

*Captain Justin Pinkerton*

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Commander, Employment Unit