



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: October 29, 2024

JOB VACANCY MEMORANDUM NO. 24-23 UPDATED

TITLE: Detective-Property Crimes

ELEMENT OF ASSIGNMENT: Property Crimes Unit

VACANCY STATUS: Anticipated

EXPIRATION DATE: November 12, 2024

REQUIREMENTS:

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

The most recent appointment date for sworn members who have separated from employment and who have been re-appointed, will be the sworn member's most recent re-appointment date, as recorded in HRD. For sworn members with no change in employment status. The most recent appointment date is the member's Academy graduation date, as recorded in HRD, which for this process must be on or before **02/18/2021**; and for sworn lateral members, the most recent appointment date is the member's date of appointment with KCPD, 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, officers must also be able to meet the following requirements:

- Successfully complete a six (6) month probationary period.
- Ability to communicate effectively both verbally and in writing.
- Able to type reports, statements and other documents in a timely manner.
- Willing to expend a large percentage of time writing reports.
- Have no Brady or Giglio concerns which would affect court testimony.

- Must be able to conduct interviews, assemble facts in chronological order, analyze physical evidence, and arrive at conclusions based upon the information.
- Commit to being on-call and while on-call be able to respond where needed within a one hour period.
- Be available to work some weekends, holidays, and overnight hours in conjunction with on-call duties.
- Work varying rotational schedules and work closely with other detectives.
- Willing to sacrifice off-duty employment and personal time to meet job requirements.
- Comply with unit dress code when required on business or business casual attire, i.e slacks, shirt with collar, blouses, suites, non-athletic foot wear.
- Proficient on Niche software or have the ability to become proficient throughout the training process.

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 (HRD) and one copy of the Request for Transfer and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) and resume must be submitted directly to **Investigations Bureau, Property Crimes Unit, Captain Robert Schreiber** no later than **NOVEMBER 12, 2024**.

Members meeting the above qualifications will be contacted individually to schedule the next phase of the process.

The selection process will be conducted by the Detective Selection Committee comprised of supervisors designated by the Property Crimes Unit Commander. The selection process will consist of a Written Exercise and an Oral Interview. Past work performance and disciplinary actions will be taken into consideration during the selection process. Additionally, all applicants must be physically capable of fulfilling all functions of the position prior to assignment.

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

- P.I. 17-5** Arrest Guidelines/Procedures
- P.I. 17-13** Towing/Protective Custody of Vehicle and Contents
- P.I. 19-06** Economic Crimes Offenses
- P.I. 21-05** Internally Recorded Digital Media Records
- P.I. 21-07** Recovered Property Procedure
- P.I. 21-08** Eyewitness Identification Procedure
- P.I. 21-09** Patrol Procedures (Annex E and F only)
- P.I. 21-10** Records Management System (RMS) (Annex C and F only)
- P.I. 22-05** Detaining & Questioning and Search & Seizure Procedures
- P.I. 22-06** State Search Warrant Procedures
- P.I. 23-03** Juvenile Procedures
- DM 18-11** Juvenile Booking Procedures
- Legal 15-1** Consent to Search a Shared Premises
- Legal 19-1** Collection of Evidence - Curtilage
- Legal 21-01** Warrantless Entry Inside Curtilage or Private Residence

An officer who declines an assignment to the Property Crimes Unit may be removed from the pool by the Investigations Bureau Commander. Any member in the eligibility pool may be removed for cause. Candidates may schedule an appointment with the Detective Selection Committee to discuss their performance in the process for period of sixty days following the process.

Captain Justin Pinkerton

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Commander, Employment Unit