



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: April 5, 2024

JOB VACANCY MEMORANDUM NO. 24-07

TITLE: Research and Development Unit Project Officer

ELEMENT OF ASSIGNMENT: Research and Development Unit

VACANCY STATUS: Anticipated

EXPIRATION DATE: April 19, 2024

REQUIREMENTS:

To be eligible for assignment as a Research and Development Unit Project Officer, an officer/detective must meet the following qualifications:

For this process, sworn members with no change in employment status must have an Academy graduation date on or before **February 18, 2021**.

Sworn members who have separated from employment and/or lateral sworn members must have been reappointed or appointed on or before **February 18, 2021**.

Years of service completed with KCPD, or any other law enforcement agency, prior to a sworn member's current appointment/reappointment 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:

- Ability to meet and communicate with other department members in an effective and professional manner in person, by telephone and by email.
- Must possess above average written and oral communication skills.
- Ability to conduct interviews and assemble facts in a logical order according to established practices.
- Highly motivated and able to perform effectively without the need for close supervision.
- Able to maintain the security of sensitive matters.

- Clearly present ideas and results of research effectively in written and oral forms with emphasis on creativity, originality and accuracy.
- Working knowledge of department policies and procedures, department organizational structure and/or able to identify interrelated functions of department elements.
- Familiarity with personal computers, Internet, and software programs such as Word, Excel, Access, and PowerPoint is preferred.

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 must be submitted through the member's chain of command for endorsements. In addition, one copy of the Request for Transfer, a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements), a resume and two (2) written documents that demonstrate the candidate's ability to write in a professional manner must be submitted to **Sergeant Kevin Zoellner, Research and Development** by no later than **APRIL 19, 2024**.

Members who meet the above prerequisites will be contacted to schedule an oral interview and written exercise.

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

- Department Organizational Structure Chart (2024) KCPD Internal Website Link
- Research and Development Duty Manual
- P.I. 17-1 Department Forms
- D.M. 21-04 Collective Bargaining Agreement between the Board of Police Commissioners of Kansas City, Missouri and Fraternal Order of Police Lodge No. 99
- D.M. 21-03 Collective Bargaining Agreement between KCPD Commanders Lodge 102, Fraternal Order of Police the Board of Police Commissioners of Kansas City, Missouri
- D.M. 17-06 Repository for Department Projects
- D.M. 21-06 Collective Bargaining Agreement between the Board of Police Commissioners of Kansas City, Missouri and Fraternal Order of Police Lodge No. 99 (Civilian Unit)
- P.I. 19-08 Written Directives, PASS, Duty Manual

Captain Justin Pinkerton

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Commander, Employment Unit