



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 17, 2024

JOB VACANCY MEMORANDUM NO. 24-14

TITLE: RMS Officer

ELEMENT OF ASSIGNMENT: RMS Administration Section, Information Service Division

VACANCY STATUS: Anticipated

EXPIRATION DATE: May 31, 2024

REQUIREMENTS:

Officers assigned to the RMS (Report Management System) Administration Section will be responsible for maintaining the Department's Report Management System (Niche) and ensuring end users (Department Members) are supported with the use of this system.

RMS Officers possess an understanding of report classifications, NIBRS/MIBRS classifications, and case management which allow them to assist fellow LEO and Professional Staff with RMS questions and concerns regarding incidents/cases.

RMS Officers assist other elements with the Department with the development of interfaces to connect new application and technologies to the Niche system.

RMS Officers are responsible for training, user guides and instructional videos related to RMS to assist members with use of this system.

RMS Officers assist with RMS audits of Department Elements/Members and assist with providing testimony for those audits as well, while maintaining a high level of confidentiality.

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

Sworn members who have separated from employment and/or lateral sworn member's, must have been 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 member's current appointment/re-appointment date will not be counted to establish the years of service eligibility requirement."

In addition, officers must be also be able to meet the following requirements:

- Maintain reliable and predictable attendance
- Must be able to communicate effectively, both verbal and written, with all Department members, contractors, outside vendors as well as other government and private entities.
- Possess a level of familiarity with Department computer system applications (e.g. RMS, CJIS, DORS, CAD, ticketing, etc) to assist members in trouble -shooting and enhancement related tasks.
- Possess a high level of technology related skills.
- Familiar with the Department's organizational structure and specialized function within the various elements.
- Ability to develop training, user guides and videos related to Department Computer systems.
- Coordinate and assist with training Department members on the use of computer system application utilized by our Department.
- Remain current on training and policies related to the use of technology and Criminal Justice Information Systems.
- Proficient in the use of Microsoft Word, Excel and PowerPoint.
- Willing to learn the use of new computer systems and applications along with the skillsets needed to meet the demands of the Department's use of evolving and emerging technology.
- Perform other duties as directed by the Section Supervisor and/or the Division Commander.

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 chain. 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), and a resume must be submitted to **Manager, Greg Turley, Information Service Division** no later than ***MAY 31, 2024***.

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

Captain Justin Pinkerton
Captain Justin Pinkerton
Commander
Employment Unit