



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: December 1, 2023

JOB VACANCY MEMORANDUM NO. 23-20

TITLE: Recruiter

ELEMENT OF ASSIGNMENT: Human Resource-Employment

VACANCY STATUS: Anticipated

EXPIRATION DATE: December 15, 2023

REQUIREMENTS:

For this process, sworn members with no change in employment status must have an Academy graduation date on or before **09/10/2020** as recorded in HRD.

Sworn members who have separated from employment and/or lateral sworn members, must have been re-appointed or appointed on or before **09/10/2020**, as recorded in HRD. 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:

- Ability to contact job placement centers, colleges and military bases and provided employment information for distribution upon request.
- Develop and maintain an up-to-date mailing list of colleges, schools and job placement centers, community organizations, churches, community leaders and other recruitment resources for the purpose of dissemination recruiting information.
- Attend job fairs, community meetings and other employment promotional activities.
- Possess above average written and oral communications skills.

- Meet and communicate with other outside agencies in an effective and professional manner, both in person and by telephone.
- Clearly present ideas and results of research effectively in written and oral form with emphasis on creativity, originality and accuracy.
- Work well with others in a team effort.
- This position does require out-of-town traveling and flexible working hours.
- Maintain reliable and predictable attendance.
- Answer letters, emails and telephone inquiries regarding qualifications for the law enforcement position.
- Develop and update recruiting literature and material for distribution.
- Assist with Employment Section activities when requested.

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

All interested qualified law enforcement members who meet the above requirements 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 and one copy submitted to **Sergeant Joe Bediako** with the Employment Section along with a completed Selection Process Candidate Review Form, Form 417 P.D. no later than **DECEMBER 15, 2023**.

Captain Edward Lamport

Captain Edward Lamport
Commander, Employment Unit