NON-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: November 19, 2026

JOB VACANCY MEMORANDUM NO. 26-12

TITLE: Security Guard

ELEMENT OF ASSIGNMENT: Executive Services Bureau/Building Operations Unit

PAY RANGE: 50

STARTING MONTHLY SALARY: $3,428

VACANCY STATUS: Vacant

EXPIRATION DATE: Decemeber 3, 2026

REQUIREMENTS:

The Security Guard position is responsible for maintaining the safety, security and controlled access of the Kansas City Missouri Police Department facilities and surrounding properties. This position provides customer service to employees, visitors, contractors and the public while monitoring facility operations, security systems and access control functions. The position supports emergency response coordination, security awareness and compliance with Criminal Justice Information Services (CJIS) requirements and department policies.

Essential Job Functions: (Functions essential to attaining job objectives.)

This is an unarmed, uniformed position responsible for observing and reporting security concerns and policy violations within designated facilities and areas. Duties include monitoring access points, providing directions and assistance, escorting individuals, monitoring security systems, maintaining records and supporting facility operations. This position does not possess law enforcement authority and is not authorized to detain or apprehend individuals suspected of criminal activity.

1. Provide security for department facilities by monitoring entrances, verifying identification and ensuring unauthorized individuals are not admitted into secured areas.

2. Issue visitor credentials and assist visitors, contractors, vendors and employees with facility access procedures and general inquiries

3. Perform building security duties including securing designated areas, stairwells, elevators, gates and entrances during and after normal business hours.

4. Monitor and support CJIS security compliance requirements including participation in vendor and contractor vetting processes in accordance with department policies and applicable regulations.

5. Monitor vehicular and pedestrian traffic flow into and out of department parking facilities and surrounding areas.

6. Monitor department vehicles and motor pool operations, maintain vehicle usage records and report maintenance concerns as needed.

7. Operate and monitor security-related equipment including surveillance camera systems, fire alarm systems, access control systems, alarm monitoring systems, elevators, radios, telephones and related equipment.

8. Respond appropriately to emergencies, alarms, safety concerns, suspicious activity and critical incidents by notifying appropriate personnel and following established procedures.

9. Assist with emergency evacuations, building access control during emergencies and coordination with emergency responders when necessary.

10. Provide professional customer service and communicate effectively, both verbally and in writing, with employees, officers, vendors, contractors and members of the public.

11. Maintain exterior public areas surrounding department facilities including reporting hazards and assisting with weather-related safety concerns such as snow and ice removal.

12. Maintain reliable and predictable attendance and the ability to work flexible schedules including evenings, weekends, holidays, overtime and emergency call-back situations as required.

13. Perform duties in varying indoor and outdoor environmental conditions including inclement weather.

14. Perform related duties and responsibilities as assigned.

15. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act

(ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of the position, the incumbent must possess a high school diploma or equivalent. Prior experience in security operations, building operations, customer service or a related field is preferred.

Incumbent must possess and maintain a valid driver's license and the ability to safely operate department vehicles in accordance with department policies and procedures.

This position requires strong interpersonal, communication, observation and customer service skills as well as the ability to exercise sound judgement and maintain professionalism in a public safety environment.

Incumbent must be able to learn and operate department security systems, computer software, communication equipment and related technology.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) frequently, light lifting (5 to 20 pounds) regularly, seasonal snow removal duties, talking on the telephone, the ability to climb a ladder, bending, kneeling, pushing, and pulling.

Job Location: (Place where work is performed.)

Position operates primarily within police headquarters, communications facilities, parking areas and other department-owned or controlled properties including the surrounding grounds and exterior areas.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Telephone
- Portable radio
- Police radio
- Department vehicle
- Personal computer
- Access control systems
- Fire alarm and monitoring systems
- General office equipment

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Mike Arndt, Building Operations Manager** by no later than ***December 3, 2026*.**

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than ***December 3, 2026.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761

Captain Justin Pinkerton
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Commander, Employment Unit