



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: June 17, 2025

JOB VACANCY MEMORANDUM NO. 25-11 UPDATED

TITLE: Detective-Special Investigations Division

ELEMENT OF ASSIGNMENT: Investigations Bureau, Special Investigations Division (SID)

VACANCY STATUS: Vacant

EXPIRATION DATE: July 1, 2025

REQUIREMENTS:

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

The most recent appointment date for sworn members who have separated from employment and who have been re-appointed, will be sworn member's most recent re-appointment date, as recorded in HRD. For sworn members with no change in employment status, is 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 **03/24/2022**; and for sworn lateral member's the most recent appointment date is the member's date of appointment with KCPD as recorded in HRD.

*The years of service completed prior to a sworn member's re-appointment to the department or while employed for another law enforcement agency will not be counted to establish the years of service eligibility requirement as set by HRD

In addition, officer must also be able to meet the following qualifications:

- Successfully complete a six (6) month probationary period.
- Ability to communicate effectively both orally 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.
- Ability to conduct interviews, assemble facts in a 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 weekends, holidays, and overnight hours.
- 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 and be flexible in the manner of dress when needed or required for the assignment of the day. (*i.e. casual dress, business or business casual attire, etc...*)
- Proficient on Niche software or have the ability to become proficient throughout the training process as well as a working knowledge of MS Office (*Word, Excel, Outlook, PowerPoint, etc...*).
- Must be able to obtain and maintain federal and state-level top secret security clearances (*criminal/civil/financial/social*) and are subject to extensive background checks, fingerprinting, and compliance with CJIS standards.
- Be willing to commit to a minimum two-year commitment due to the costs of training and security checks.
- Be able to follow directions/orders (verbal or written).

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 Resource Division (HRD). One copy of the Request for Transfer, Form 4 P.D., a completed Selection Process Candidate Review Form, Form 417 (with chain of command endorsements) must be submitted to **Captain Tom Clark, Special Investigations Unit Commander** along with a resume no later than **JULY 1, 2025**.

****Full completion of the above is the direct responsibility of the applying member. Failure to complete the above requirement(s), follow directions or meet the cut-off date will result in immediate notification of elimination from the selection process.*

The selection process will be conducted by Commanders and Supervisors of the Special Investigations Division. The selection process will consist of:

- **Phase One** –A review of the applying members approved Form 4, Form 417 and the member's resume. *Past work performance and disciplinary actions will be taken into consideration during the selection process.*

A review will be conducted of random reports the member has written. The purpose in doing this is to see the individual's completeness of reports, information contained in the report, organization, thoroughness, spelling/grammar, etc...Candidates for SID are expected to be proficient in their attention to detail in report writing prior to this assignment.

- **Phase Two** - Written test over the listed policies and procedures. This test will be given at the training academy in a manner similar to a promotional process. The session dates/times will be announced to the remaining candidates.
- **Phase Three** - Oral Interview. Each remaining candidate will be notified of their specific date/time and location of the in-person interview.

****Additionally, all applicants must be physically capable of fulfilling all functions of the position prior to assignment.*

In preparation for the Written Test and Oral Interview, the following materials should be reviewed:

P.I. 13-06	Arrest Procedures Possession of a Controlled Substance
P.I. 17-5	Arrest Guidelines/Procedures
P.I. 17-13	Towing/Protective Custody of Vehicles and Contents
P.I. 17-14	Property Seizure and Forfeiture
P.I. 19-05	Unmanned Aircraft Systems (UAS)
P.I. 21-07	Recovered Property Procedures
P.I. 22-05	Detaining & Questioning and Search & Seizure Procedures
P.I. 22-06	State Search Warrant Procedures
P.I. 25-01	Internally Recorded Digital Media Records
P.I. 25-02	Use of Department and Private Vehicles
D.M. 18-08	SafeTNet Deconfliction
D.M. 18-12	Reporting Human Trafficking
D.M. 23-10	Investigative Arrests/Stop Orders
Legal Bulletin 21-01	Warrantless Entry Inside Curtilage of a Private Residence
PPBM 201-12	Code of Ethics and Rules of Conduct

As the member progresses through the phases of the process, they will be notified via department email of their status after each phase. In a similar fashion to an assessment center, candidates will progress or be eliminated based on performance or other factors.

Those members who progress to the final phase (Phase Three), will not be immediately notified of the outcome. Notification will come on the day the official eligibility list is published by HRD via the PASS system (RADD). Official letters will be forwarded out to **all** candidates who were not chosen or eliminated via inter-department mail.

The selection process(s) will take place over the months of June and July. Please take this into account and be mindful of your personal calendar and be flexible or available. All in-person portions of this process will be conducted on-duty.

This selection process (*eligibility list*) will cover the following elements within SID:

- **Drug Enforcement Unit** (*Drug Trafficking, Drug Investigations, Administrative, Financial*)
- **Group Enforcement Unit** (*Gang, Gang Intelligence, Illegal Firearms, Crime Gun Intelligence Center-CGIC*)
- **Special Investigations Unit** (*Career Criminal, Vice/Human Trafficking, Internet Crimes Against Children-ICAC*)

Any Officer/Detective who declines an assignment to the Special Investigations Division may be removed from the eligibility pool by the Investigations Bureau Commander. Any member in the eligibility pool may be removed for cause.

Any member that is on a **current eligibility list** for a specific element of SID, and has an interest in other elements of SID, will need to complete this selection process to be eligible for other sections within SID.

Members on current specific element SID lists will be “starred” and included on the new Special Investigations Division list and are only eligible for that particular section (*while the list is valid*) **unless** the member completes this current selection process.

Candidates may schedule an appointment to discuss their performance in the process with SID Command for a period of sixty days following the process.

Questions on the selection process should be directed to Captain Tom Clark at t.clark@kcpd.org.

Captain Justin Pinkerton

Captain Justin Pinkerton

Commander, Employment Unit