



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 5, 2024

JOB VACANCY MEMORANDUM NO. 24-15

TITLE: Traffic Enforcement Officer

ELEMENT OF ASSIGNMENT: Traffic Enforcement Unit, Traffic Division

VACANCY STATUS: Anticipated

EXPIRATION DATE: June 20, 2024

REQUIREMENTS:

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

Sworn members who have separated from employment and/or lateral sworn members, must be re-appointed or appointed on or before **06/01/2021**, 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.

Must have the ability to:

- Successfully pass the Basic Police Motorcycle Operator Course for those candidates that desire to conduct their duties on a police motorcycle.
- Pass a written test with a score of 70% or better.
- Maintain reliable and predictable attendance.
- Willing to work in extreme weather conditions i.e.; high heat as well as cold temperatures, and rainy conditions.
- Willing to accept a minimum three (3) year assignment.
- Capable of working flexible hours with little notice and assume "On Call" responsibility on a weekly rotation schedule.

- Responsible to work eight (8) mandatory overtime assignments or any other overtime assignment at the discretion of the Traffic Enforcement Unit Commander.
- Able to work independently without direct supervision.
- Proficient in communication effectively both verbally and in writing.
- Demonstrate a high degree of initiative and time management skills.
- Possess the ability to work effectively with others in a team environment.
- Must possess a motorcycle permit prior to attending the Basic Motorcycle Officer course for those candidates that wish to ride the police motorcycle.

Members should review the following Source Material and Procedural Instructions in preparation for the selection process:

Traffic Enforcement Unit Duty Manual (located on the I drive)

- **P.I. 17-10** Call Prioritization
- **P.I. 17-13** Towing/Protective Custody of Vehicles and Contents
- **P.I. 19-03** Pursuits and Emergency Police Vehicle Operation
- **PI. 22-10** Use of Department and Private Vehicles
- Kansas City Municipal Codes (Blue Book)-
<http://internal.kcpd.org/content/resources/bluebook/bluebook-form321PD-041415.pdf>

All applicants must pass the jacket review to continue to the Written test. The written test will be a Pass/Fail for continuance to the oral interview. An eligibility list will be established based upon the cumulative results at the discretion of the Unit Commander. Those on the eligibility list who wish to become a Motorcycle Traffic Enforcement Officer will be invited to attend the Basic Motorcycle Operator course held on a TBD date. Applicants that pass the Basic Motorcycle course will be assigned to a motorcycle at the discretion of the TEU 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 Resources Division (HRD). One copy of the Request for Transfer 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) must be submitted directly to Traffic Enforcement Unit Commander, **Sergeant Fredrick Phillips** by no later than **JUNE 20, 2024**.

Captain Justin Pinkerton

Captain Justin Pinkerton
Commander
Employment Unit