



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, religion, sex/gender, age, national origin, genetics, or disability.

Date: May 8, 2025

JOB VACANCY MEMORANDUM NO. 25-07 UPDATED

TITLE: Training Unit Operations Officer

ELEMENT OF ASSIGNMENT: Training Unit

VACANCY STATUS: Anticipated

EXPIRATION DATE: May 16, 2025

REQUIREMENTS:

To be eligible for assignment as a Training Unit Operations Officer, an officer/detective must meet the following qualifications. All disciplinary actions within the previous 5 (five) period involving willful misconduct will be considered in determining whether an officer can participate in the selection process.

For this process, sworn members with no change in employment status must have an Academy graduation date on or before **03/24/2022**, as recorded in HRD, and have either:

- Five years active commission as a full-time peace officer, federal law enforcement officer, or military law enforcement officer, three (3) of those years must be with the Kansas City, Missouri Police Department and a baccalaureate degree from an accredited college or university.
- Eight years active commission as a full-time peace officer, federal law enforcement officer, or military law enforcement officer, three (3) of those years must be with the Kansas City, Missouri Police Department and an associate degree from an accredited college or university.
- Ten years active commission as a full-time peace officer, federal law enforcement officer, or military law enforcement officer, three (3) of those years must be with the Kansas City, Missouri Police Department and a high school diploma or its equivalent.

Sworn members who have separated from employment and/or lateral sworn members must have been reappointed or appointed on or before **03/24/2022**, as recorded in HRD.

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

- Must be self motivated and be able to perform effectively without the need for close supervision.
- Possess strong oral and written communication skills, including above average writing skills and the ability to present topics clearly and concisely.
- Possess the ability to build and maintain an existing network of professional relationships with regional police chiefs, executive command staff, Missouri POST executives, and training company professionals.
- Ability to research, coordinate, and present instructional classes and/or seminars for law enforcement personnel utilizing Missouri POST guidelines.
- Must be able to analyze data, make and implement recommendations based on finding.
- Must be highly organized, detailed-oriented, and able to manage multiple large-scale projects simultaneously. Have strong multitasking skills and the ability to prioritize competing demands efficiently while ensuring deadlines are met.
- It is preferable that applicants have some experience in the use of video equipment, and public speaking, but not mandatory for applications. Additionally, successful completion of an approved Instructor Development Course certified by the Department of Public Safety's Peace Officer Standard and Training's preferred but is not required for application.
- Officers will be expected to lead by example by presenting a professional demeanor and appearance in accordance with department policy. Applicants must work well with other members of the Training Unit to meet the goals of the Training Division.

NATURE OF WORK

The primary duty of this position is to support the operations of the Training Division. This include developing, organizing and scheduling department training and supporting the other division sections with training. This role also serves as the Department's liaison for compliance and accreditation with Missouri POST, which includes reviewing Peace Officer applications from outside agencies. Additionally, this position acts as the Department's Department of Veteran's Affairs (VA) coordinator for administering VA educational benefits to qualified Entrant Officers.

All interested law enforcement members who meet the above qualifications 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. 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), a resume, and two (2) past writing samples that demonstrate the ability to explain complex details on process in a clear, organized an concise manner. The resume should include educational history, work history, any relevant training, special activities, and a copy of your college diploma and/or high school diploma. Submission must be made to **Sgt. Fenwick, Training Unit** no later than **MAY 16, 2025**.

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

In preparation for the oral interview and written exercises, the following material should be reviewed:

- Training Division Duty Manual

Captain Justin Pinkerton

Captain Justin Pinkerton

Commander

Employment Unit