



# 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:** July 28, 2023

**JOB VACANCY MEMORANDUM NO.** 23-15

**TITLE:** Detective - Violent Crimes Division

**ELEMENT OF ASSIGNMENT:** Investigations Bureau

**VACANCY STATUS:** Anticipated

**EXPIRATION DATE:** August 11, 2023

## **REQUIREMENTS:**

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

The most recent appointment date for sworn members who have separated from employment and who have been re-appointed, will be the sworn member's most recent re-appointment date, as recorded in HRD.\* For sworn members with no change in employment status, 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 **May 7th, 2020**; and for sworn lateral members, the most recent appointment date is the member's date of appointment with the 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 law enforcement agency will not be counted to establish the years of service eligibility requirement.**

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 some weekends, holidays, and overnight hours in conjunction with on-call duties.
- 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 required on business or business casual attire, i.e. slacks, shirt with collar, blouses, suites, non-athletic foot wear etc.
- Proficient on Niche software or have the ability to become proficient throughout the training process.

## **SELECTION PROCESS**

All interested qualified law enforcement members who meet the above qualifications must submit a Request for Transfer, Form 4 P.D., through the chain of command. In addition, one copy must be submitted directly to Human Resources Division. One copy of the Request for Transfer, Form 4 P.D., a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) along with a current resume, sent directly to **Violent Crimes Division, Special Victims Unit Commander (Captain Nate Simecek)** no later than **AUGUST 11, 2023**.

Members meeting the above qualifications will be contacted individually to schedule the next phase of the process.

The selection process will be conducted by the Detective Selection Committee comprised of supervisors designated by the Violent Crimes Division Commander. The selection process will consist of a Written Exercise and an Oral Interview. Past work performance and disciplinary actions will be taken into consideration during the selection process. Additionally, all applicants must be physically capable of fulfilling all functions of the position prior to assignment.

In preparation for the oral interview and written exercise the following materials should be reviewed:

<b>P.I. 17-5</b>	Arrest Guidelines/Procedures
<b>P.I. 17-13</b>	Towing/Protective Custody of Vehicles and Contents
<b>P.I. 20-09</b>	Alert Notification Systems
<b>P.I. 21-05</b>	Internally Recorded Digital Media Records
<b>P.I. 21-08</b>	Eyewitness Identification Procedures
<b>P.I. 21-13</b>	Adult Missing Persons and Missing/Runaway Juveniles
<b>P.I. 22-05</b>	Detaining & Questioning and Search & Seizure Procedures
<b>P.I. 22-06</b>	State Search Warrant Procedures
<b>P.I. 23-03</b>	Juvenile Procedures

An officer who declines an assignment to the Violent Crimes Division may be removed from the pool by the Investigations Bureau Commander. Any member in the eligibility pool may be removed for cause.

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

***Captain Edward Lamport***

Captain Edward Lamport

Commander, Employment Unit