

KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 10/24/05	EFFECTIVE DATE 11/8/05	NO. 504-6
SUBJECT Policy Series 500: Career Mobility 504- Selection for Specialized Positions -Sworn Members		AMENDS	
REFERENCE Policies 502 & 543	RESCINDS Policy 504 - 5		

I. INTRODUCTION

Police officers are assigned to specialized positions from eligibility pools, which are comprised of qualified individuals who have competed in selection processes for these positions. Merit and fairness are emphasized in all selection processes.

II. DEFINITIONS

- A. Specialized Positions - Positions, for sworn members of the rank of police officer, which require concentration on a particular activity or function; to include positions which require the job title of detective or investigator.
- B. Eligibility Pool - An unranked grouping of qualified applicants established, as the result of a selection process, by an element, to fill vacancies as they occur.

III. POLICY

- A. Selection processes will be initiated annually or as needed to establish eligibility pools based on annual turnover and/or for projected vacancies. If the existing pool has an adequate number of eligible candidates, it may be extended for a second year without another selection process.
- B. Selection processes for specialized positions will be announced in a Job Vacancy Memorandum. Human Resources Division will prepare and distribute Job Vacancy Memorandums to all elements and for posting on bulletin boards for two weeks.
- C. Division commanders shall ensure selection processes are job-related, fair, and that all candidates are evaluated accurately. Criteria used in selection processes should take into consideration any special needs of the elements and/or the department.
- D. To compete in a selection process, police officers must satisfy the following requirements:
 - 1. Years of Service
 - Other than undercover assignments: Three consecutive years of service as a commissioned officer.
 - * - Undercover assignments: Eighteen consecutive months of service as a commissioned officer.

2. Have served a minimum of eighteen months in a line element of the Patrol Bureau.
 3. Meet additional, bona fide selection criteria established by the element.
- E. Critiques will be prepared which outline the strengths and weaknesses of the candidates as demonstrated during the selection process. The critiques will be available to the candidates, upon request, for sixty days after the process is completed.
 - F. Officers selected and placed in a pool will retain their eligibility for a period of two years. At the end of the second year, all pool members receiving two years of consideration shall be removed from the pool unless they have satisfactorily competed in the most recent selection process.
 - F. Any member declining an assignment when a vacancy exists may be removed from the eligibility pool by the bureau commander. Members may also be removed from an eligibility pool for misconduct or any valid reason, subject to the approval of the bureau commander.
 - H. Exceptions to this policy can be made **only** by the Chief of Police.

IV. PROCEDURES

- A. To request assignment to a specialized position, an officer will submit a Form 4 P.D., Request for Transfer, through the chain of command for endorsements, to the Human Resources Division. Refer to Policy 543, Request for Transfer.
- B. To initiate a selection process for a newly created or existing specialized position, the supervisor/commander will:
 1. Submit a memorandum through the chain of command to the Human Resources Division for the preparation of a Job Vacancy Memorandum.
 2. Forward a copy of the selection process and interview questions through the chain of command to the Human Resources Division, for review, prior to implementation.
- C. Upon completion of the selection process, the supervisor/commander will prepare and forward through the chain of command to the bureau commander:
 1. A memorandum reporting the results of the selection process.
 2. A Bureau Memorandum announcing those officers who successfully completed the selection process and comprise the eligibility pool.

The computer disk containing the Bureau Memorandum will be included.

- D. The bureau office will forward the Bureau Memorandum to Employee Benefits Unit. Unit personnel will verify the officers' requirements, return the memorandum to the bureau for signature, and deliver the memorandum and computer disk to the Planning and Research Unit for publication.

- E. When a vacancy occurs, the supervisor/commander will select an officer from the eligibility pool and submit a recommendation through the chain of command. The bureau commander will forward the approved selection to Personnel Records Section for processing.

If an officer is selected and declines the assignment, the supervisor/commander will forward documentation to the bureau office. The bureau commander may approve removal of the officer from the pool.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners the 24th day of October 2005.

Angela L. Wasson-Hunt
President