

November 14, 2005

ADMINISTRATION BUREAU MEMORANDUM NO. 05-4

SUBJECT: Outside Assessor Selection Process

RESCINDS: Administration Bureau Memo No. 02-2

Often, law enforcement agencies from across the country will contact the Kansas City, Missouri Police Department requesting assessors to assist with their promotional processes. The department views these requests as valuable training opportunities for department members and as a way for department members to make contacts with other law enforcement professionals. The following procedures have been established to select department members who wish to serve in this capacity:

I. Establishing a pool of candidates

Sergeants – Any sergeant interested in serving as an assessor must register by contacting the Testing Specialist at 234-5415.

Commanders – All captains, majors and deputy chiefs will automatically be considered as candidates for assessors. Should any commander desire to be removed from the pool, please contact the Testing Specialist at 234-5415.

II. Assessor selection process

A. Requests for assessors will be submitted to the Human Resources Division. Once a request is received, a mass e-mail announcement will be sent out to the appropriate personnel.

1. Requests for sergeants will be sent out to all sergeants in the pool.
2. Requests for captains or above will be sent out to all captains, majors and deputy chiefs, with the exception of those requesting to be removed from the pool.

B. Interested personnel must respond to the Testing Specialist via telephone or e-mail within 3 days of the announcement. After the 3-day waiting period, all of the names of those who responded will be submitted to the Human Resources Division Manager. A random selection will be made and the member or members selected will be notified.

*** Interested personnel should obtain preliminary approval prior to requesting to participate.**

III. Eligibility

- *A. All eligible department members may request to be an assessor as many times as they wish during the calendar year. However, when selecting:

Sergeants - Due to the low number of requests for sergeants, to provide as many the opportunity as possible, consideration will first be given to sergeants who have not yet served as an assessor.

Commanders - Consideration will first be given to department members who have not yet served as an assessor during that calendar year.

- *B. Department members will be limited to attending no more than 3 outside assessment centers per calendar year.
- C. In an effort to ensure consistency in selecting members, Special Assignment days will only be approved for those department members selected through the Human Resources Division as outlined in Section II of this directive.
- D. From time to time, a request may be received for specific non-law enforcement positions to serve as assessors. Any requests for civilian department members will be handled on a case-by-case basis.

Deputy Chief Nick Nichols
Commander
Administration Bureau

Distribution: All Department Members
All Department Elements
Post on all bulletin boards for two weeks