

March 19, 2007

**ADMINISTRATION BUREAU MEMORANDUM NO. 07-6**

**SUBJECT:** Job Posting Procedure Revision

Effective immediately, all Job Postings for KCPD positions will be automated and displayed on the department Intranet and Daily Informant for employees to view and print as needed. Jobs from various units/sections with available openings will be posted for two weeks on the front page of the department Intranet under the heading, "Job Opportunities". Department members can view and print the form in its entirety from this site.

**Paper copies of Job Postings will no longer be distributed department wide. Elements are responsible for printing paper copies from the web site for bulletin boards.** Each job posting will be listed on the Daily Informant during the entire two week posting period. Opening and closing date announcements will also be displayed for all positions. The Daily Informant announcements will include a link to the job posting, routing members directly to the complete posting.

This revised procedure will allow for paperless communication of all job postings, thereby providing our members quicker access to information on positions of interest.

Deputy Chief Nick Nichols  
Administration Bureau Commander