

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	12-31-2018	12-31-2018	505-1
SUBJECT			AMENDS	
Policy Series 500: Career Mobility 505-Selection Process for Vacancies				
REFERENCE		RESCINDS		
PPBMs: 235, "Re-employment of Former Department Members" 502, "Sworn Ranks and Titles" 543, "Transfers of Members"		PPBM 505		

I. INTRODUCTION

This directive establishes guidelines to ensure that the selection processes for newly created positions, or current and projected vacancies within the Department are consistent, emphasize merit, and promote fairness for all members.

II. TERMINOLOGY

- A. **Eligibility Pool** – An unranked list of qualified applicants/members established as the result of a selection process by an element to fill vacancies as they occur.
- *B. **Selection Process** – A process by which a qualified member/applicant is selected for a position when a vacancy occurs, is anticipated, or is included in an eligibility pool.

III. POLICY

- A. Selection processes will be initiated as needed to establish eligibility pools based on turnover and/or for projected vacancies.
- B. Selection processes will be announced through the various means available to the Department, for example, electronic postings on the Intranet, bulletin boards. The Job Vacancy Memorandum will include any specific criteria required for the position.
- *C. Criteria used in selection processes will take into consideration any special skill set(s), required knowledge, or need(s) of the elements and/or the Department.
- D. Eligibility requirements will be measured from a member's date of appointment to determine years of service. For members that have been re-appointed, refer to the current written directive entitled, "Re-employment of Former Department Members."

- *E. The following will be reviewed and considered as part of the selection process as it relates to the duties of the vacancy:
 - 1. Finalized disciplinary actions within the last five (5) years may disqualify a member.
 - 2. Any Brady/Giglio information or documentation that is believed to negatively impact the member's credibility as a witness.
 - 3. An applicant/member's past work performance and Demeanor Record, Form 386 P.D. (Demeanor Record), as described in the Selection Process Candidate Review Form, Form 417 P.D.

- F. Division commanders will ensure selection processes are job-related, equitable and that all candidates are evaluated fairly. The Human Resources Division (HRD) will be utilized to confirm consistency in the process.

IV. PROCEDURES

- *A. Initiating a Selection Process for a Newly Created or Existing Position
 - 1. The supervisor/commander will submit the following through the chain-of-command to HRD:
 - a. A memorandum that includes any specific skill set, or criteria necessary to fulfill the vacancy and any eliminating/disqualifying factors to be listed within the Job Vacancy Memorandum.
 - b. All selection process materials and interview questions.
 - 2. The initiating supervisor/commander and HRD will work collaboratively to refine the submitted items.

- B. To Participate in a Selection Process
 - 1. Sworn members must satisfy the following requirements regarding years of service as a commissioned officer:
 - a. Undercover assignments - 18 consecutive months of service.
 - b. All other assignments - Three (3) consecutive years of service.

2. Members wishing to participate in a selection process must:
 - a. Meet any additional, bona fide selection criteria established by the element.
 - b. Submit:
 - (1) A Request For Transfer, Form 4 P.D., through their chain-of-command for endorsements to HRD. For further information, refer to the current written directive, "Transfers of Members."
 - *(2) A completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements), to the element with the vacancy.
 - (3) Any additional information as stated within the Job Vacancy Memorandum.

C. The Selection Process

1. After approval of the process materials and interview questions from HRD, the element will:
 - a. Compile a list of members/applicants who have submitted the appropriate documentation to participate in the selection process.
 - b. Submit a copy of the comprised list to HRD for verification of each participant's eligibility.
2. Once approval has been received from HRD, the element will proceed with the selection process.

D. Completion of the Selection Process

1. The supervisor/commander will submit a memorandum with the following information through the chain-of-command to the bureau commander:
 - a. The results of the selection process.
 - *b. Those members/applicants, in alphabetical order, who received a passing score and comprise the eligibility pool.
2. The bureau commander will:
 - a. Review and approve the members/applicants comprising the eligibility pool.

- *b. Forward via email to HRD:
 - (1) A copy of the memorandum reporting the results.
 - (2) The appropriate bureau memorandum detailing the eligibility pool.
- 3. HRD will forward the bureau memorandum eligibility list to the Research and Development Division (RADD) for issuing and historical purposes.
- 4. Participant Performance Review
 - a. Within 30 days after the completion of the selection process, members may request consultation regarding their performance during the process.
 - b. At the participant's request, the supervisor/commander will provide feedback.
- 5. All selection process documentation will be forwarded to HRD within 60 days upon completion of the selection process for recordkeeping purposes.

E. Eligibility Pool

- 1. Members who are selected and placed in a pool will retain their eligibility for a period of two (2) years.
- *2. At the end of the eligibility period the pool will be dissolved.
- *3. Members may be removed from an eligibility pool with the approval of the bureau commander for the following reasons:
 - a. If a member is selected and declines an assignment.
 - b. For pending or completed investigations concerning allegations of misconduct.
 - c. The member no longer satisfies the criteria set forth in the Job Vacancy Memorandum.

F. When a Vacancy Occurs

- *1. Members in an eligibility pool may be selected in any order. However, any member included within the current eligibility pool from a previous eligibility pool will be selected prior to any other member.

2. The supervisor/commander will select a member from the eligibility pool and submit a recommendation through the chain-of-command.
- *3. The bureau commander will forward the approved selection to HRD for processing.
4. If a member is selected and declines the assignment, the supervisor/commander will forward documentation to the bureau commander. The bureau commander may approve removal of the member from the pool.

G. Rescinding an Eligibility Pool

1. An eligibility pool may be rescinded when a bureau commander of an element for which a pool was established has determined (based on bona fide position related necessity):
 - a. The qualifications and/or criteria for the position have changed, and
 - b. That none of the remaining members of the eligibility pool are able to satisfy the new qualifications and/or criteria without submitting additional information not readily available or known to the bureau commander.
2. If the previously stated criteria have been met, the supervisor/commander of the element wishing to rescind an eligibility pool will submit the following information through the chain-of-command to the bureau commander for approval:
 - a. A memorandum and supporting documentation detailing the change in qualifications and/or criteria.
 - b. Any documentation the element received or created during the selection process pertaining to the remaining eligibility pool members' qualifications, for example, resume, interview question responses.
3. Once approval to rescind the eligibility pool has been received from the bureau commander, the rescinding element's supervisor/commander will:
 - a. Notify the remaining members of the eligibility pool that the pool has been rescinded.

- b. Forward a copy of the approved rescinding pool memorandum to the following elements:
 - (1) HRD.
 - (2) RADD to rescind the eligibility pool memorandum.

H. HRD will:

1. Prepare and distribute the Job Vacancy Memorandum through the various means available to the Department. Postings should be available to members for a minimum of two (2) weeks.
2. Coordinate external advertisement of job vacancies and processing of applications when appropriate.
3. Review and approve the selection process and interview questions for all vacancies.
4. Verify that each member (on the eligibility list received from the initiating bureau with the vacancy) is eligible and qualified to participate in the selection process.
- *5. Schedule and conduct job testing for non-sworn member positions as required in job descriptions.
6. Maintain and monitor existing eligibility pools until new pools are established.
7. Maintain a record of all selection process documentation.
- *8. Maintain and update all job descriptions.

Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners the 17th day of December, 2018.

Nathan Garrett
Board President

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