



KANSAS CITY MISSOURI POLICE DEPARTMENT

**PERSONNEL POLICY**

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SUBJECT

Policy Series 500: Career Mobility  
506 - Sworn Ranks, Titles, and Promotion Process

AMENDS

REFERENCE

PPBM: Suspension of Members; Military Leave; Leave without Pay  
RSMo.: 84.590; 84.560.1; 84.480

RESCINDS

PPBM: 506-10

## I. INTRODUCTION

This written directive provides guidelines for members of the Kansas City Missouri Police Department (Department) regarding sworn ranks, titles, and the promotion process for the rank of sergeant and captain.

## II. POLICY

- A. In accordance with Missouri Revised Statute (RSMo.) 84.560.1, all police officers of the Department, other than the chief, will be assigned one of the following ranks: patrolman (police officer), investigator, detective, master detective, master patrol officer, sergeant, captain, major, and lieutenant colonel.
- B. In accordance with RSMo. 84.590, a promotional process for sworn personnel has been established, designed to allow each eligible candidate to demonstrate the potential to be successful in the rank to which the employee aspires.
- C. It is the policy of the Department that fair and impartial processes for sworn members aspiring for promotion to the rank of sergeant and captain are established.
- D. Specific bureaus or elements may have qualifications for particular positions that are in addition to those listed herein. Additional qualifications may also be contained in promotional or selection processes.
- E. The Human Resources Division (HRD) will be responsible for all administrative matters relating to the promotional processes.

### III. TERMINOLOGY

- A. **Accredited Institution** - An institution that has achieved and maintained specific standards for accreditation through guidelines set forth and administered by the United States Department of Education. Questions concerning whether a college or university is accredited should be directed to Personnel Records Section.
- B. **Rank** - Ranks are assigned only to sworn positions and are equivalent to the designation of ranks used by the various branches of the United States Armed Forces. Allowed ranks are specifically set forth in RSMo. 84.560.
- C. **Title** - A title may be assigned to either a sworn or non-sworn position. If assigned to a sworn position, the title is in addition to the rank.

### IV. TABLE OF ANNEXES

This directive has been arranged in annexes for easy reference.

- ANNEX A Sworn Ranks and Titles
- ANNEX B Promotional Process Requirements
- ANNEX C Promotion Process Phases
- ANNEX D Promotion / Removed / Deferral

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Nathan Garrett  
Board President

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## SWORN RANKS AND TITLES

Missouri Revised Statutes allow other sworn titles or designations for police officers so long as they are equivalent in rank and salary. The following ranks and titles are utilized for sworn members:

A. Police Officer Candidate

This is a title assigned to non-sworn members who are in an academy class of the Department training to become police officers.

B. Probationary Police Officer

This is the sworn member's title after successful completion of the Department academy training. This title will be assigned until the sworn member has completed the probationary period.

C. Police Officer

This is the sworn member's rank after successful completion of the probationary period. This rank is equivalent to a patrolman that is referred to in RSMo. 84.560.1.

D. Master Patrol Officer

1. Only officers assigned to the Patrol Bureau and Street Crimes Unit may hold this rank.
2. This rank can have supervisory responsibilities in the absence of their current supervisor.

E. Detective/Investigator

1. This is the sworn member's rank while assigned to an investigative section.
2. The member must have a minimum of:
  - a. Eighteen (18) months of consecutive service for undercover assignments; or
  - b. Three (3) years of consecutive service for all other investigative assignments.

- c. Eighteen (18) months of the three (3) years must have been served in a line element of the Patrol Bureau.
  3. All time of service must be served with the Department.
- F. Master Detective
  1. Detectives within any bureau may hold this rank.
  2. This rank can have supervisory responsibilities in the absence of their current supervisor.
- G. Sergeant
  1. This is the sworn member's rank as a first-line supervisor.
  - \*2. The member must have a minimum of five (5) years of consecutive service computed from their most recent date of appointment as a sworn member with the Department on the date of the written test. The date will be announced in the Special Order announcing the promotional process.
  3. Promotion to this rank is determined by a promotional process.
- H. Captain
  1. This is the sworn member's first rank as a commanding officer.
  - \*2. To be promoted to this rank, a member must have a minimum of four (4) years of consecutive service computed from their most recent date of appointment as a sergeant with the Department on the date of the written test. The date will be announced in the Special Order announcing the promotional process.
  3. Promotion to this rank requires that the member have a minimum of a Bachelor's degree from an accredited college or university.
  4. Promotion to this rank is determined by a promotional process.
- I. Major
  1. This is the sworn member's second rank as a commanding officer.
  2. To be promoted to this rank, a member must have a minimum of two (2) years of consecutive service as a captain with the Department.

NOTE: The two (2) year requirement may be waived by the Chief of Police (COP) with the approval of the BOPC.

3. Promotion to this rank is determined by the COP.

J. Lieutenant Colonel (Deputy Chief)

1. This is the sworn member's third rank as a commanding officer.
2. To be promoted to this rank, a member must have a minimum of two (2) years of consecutive service as a major with the Department.

NOTE: The two (2) year requirement may be waived by the COP with the approval of the BOPC.

3. Promotion to this rank is determined by the COP.

K. Colonel (Chief)

1. This is the sworn member's rank when assigned the title of Chief of Police.
2. The Board of Police Commissioners appoints the Colonel of the Police Department, and qualifications are determined by the Board and set forth in RSMo. 84.480.

**PROMOTIONAL PROCESS REQUIREMENTS**

- A. Candidates must have completed designated Department courses with an emphasis on leadership curriculum to be determined by HRD and the Regional Police Academy (Academy) staff prior to completing the probationary period after promotion.
- B. Candidates must have the ability to perform the essential functions of the position, with or without a reasonable accommodation, at the time of promotion.
- C. A member's service time is calculated by subtracting any leave without pay or any suspension days from the total number of days of service.
- D. All Military Leave and qualifying Family Medical Leave will count as consecutive service time for promotional eligibility.
- E. If otherwise eligible, a candidate on paid suspension will be allowed to participate in the promotional process.

**PROMOTIONAL PROCESS PHASES**

**A. Announcement and Registration**

1. HRD will prepare a Special Order announcing the promotional process phases and dates.
2. HRD will review, as the candidates register, the eligibility requirements of the candidates. If the review by HRD reveals the candidate is not eligible, HRD will notify the candidate that they are disqualified from participating in the promotional process.
3. The candidates who meet the eligibility requirements will receive Candidate Review Packets.
4. For good cause shown, the Director of the Human Resources Division (Director) may make exceptions for registrations submitted after the deadline.

**B. Candidate Review Committee**

1. For each process, the COP will appoint a Candidate Review Committee (Committee) consisting of:
  - a. One (1) major.
  - b. One (1) captain from each bureau.
  - c. The Executive Officer from the Chief's Office.
2. The Fraternal Order of Police (FOP), Lodge No. 99 and 102, will appoint one representative each to serve on the Committee for the applicable process.
3. To determine each candidate's overall qualifications to perform the duties of the rank, the Committee will review the Candidate Review Packet, which includes the following:
  - a. The current demeanor record.
  - b. The two most current Employee Performance Reviews.

- c. A completed Candidate Review Form, Form 415 P.D. or 416 P.D., submitted through the candidate's chain of command by the candidate's supervisor.
4. Disciplinary actions within the last five (5) years that may disqualify a candidate include:
  - a. Use of excessive force or conduct unbecoming.
  - b. The findings of a completed criminal investigation or charge for a city ordinance violation.
  - c. A substantiated OCC.
  - d. A violation of the written directive entitled, "Discrimination and/or Harassment."
5. A rating of overall unsatisfactory performance on the most recent annual Employee Performance Review may disqualify a candidate.
6. A candidate on unpaid suspension may not be allowed to participate in the promotional process.
7. The Committee may request that the candidate's current and/or former supervisor(s)/commander(s) appear before the Committee to respond to questions regarding the candidate's qualifications.
8. After the review is completed, the Committee will submit a memo with their recommendations to the Director. The Committee will not rank or grade candidates during this phase.
  - a. If the Committee determines a candidate should not be allowed to continue in the promotional process, supporting documentation will be attached.
  - b. The Director and the COP will make the final decision regarding the Committee's recommendation and will notify the candidate in writing the reasons for the disqualification.
9. Upon final approval by the Director of all candidates qualified to proceed, HRD will prepare a Special Order listing the candidates who are eligible for the written examination phase.



10. If the Committee and the Director determine that a candidate may proceed further in the process, but it is later determined that the candidate should be disqualified or removed from the process due to a disciplinary action being administered or for some other reason, HRD will notify the candidate in writing of the decision.
11. Further participation will be contingent on recommendation of the Committee and subsequent determination of the Director.

C. Training and Coaching

1. All organized coaching and training will be conducted off-duty.
2. Commanders/supervisors selected as subject-matter experts for the current process will not be allowed to coach or train candidates in preparation for the job simulation phase. Upon notification of their selection, commanders or supervisors must discontinue all coaching or training begun prior to notification.
3. Members assigned to HRD are prohibited from providing training and/or coaching prior to the commencement of the promotional process or during the promotional process unless department sponsored training is provided by HRD.

D. Written Examination Phase

1. HRD will administer a written examination consisting of questions covering a variety of responsibilities and general knowledge appropriate to the rank.
2. The written examination will be conducted on dates and times announced in a Special Order issued by the COP.
3. For good cause, HRD may schedule make-up examinations. To request a make-up examination, the candidate will submit a Form 191 P.D. and forward it through the chain of command to HRD.
4. The cut-off score for the written examination will be determined by the COP in consultation with HRD. A Special Order, prepared by HRD, will list those candidates receiving a qualifying score and thus eligible to participate in the job simulation and assessment phase.

E. Job Simulation and Assessment Phase

1. HRD will administer a job simulation and assessment phase consisting of various rank related exercises designed to assess the qualifications and developmental potential of each candidate.
2. Assessors will observe the performance of participating candidates and rate them according to demonstrated ability.
3. HRD will identify and approve the selection of subject-matter experts and assessors for this phase.

F. Eligibility List

1. The COP will establish the number of positions on the final eligibility list. The list, compiled from the combined scores of the written examination, the job simulation phase, and the assessment phase will be published in a Special Order by HRD.
2. The eligibility list will be good for two (2) years or until the list is depleted, whichever comes first.

G. Review Period

1. All candidates will be allowed to review their written examination score sheets and discuss their job simulation performance ratings by making an appointment with the Employee Benefits Unit Commander or the Testing Specialist.
2. The review period will extend for a period of ninety (90) days from the publication date of the eligibility list.
3. The exercises will be retained by HRD for three (3) years.

**PROMOTION / REMOVAL / DEFERRAL**

- A. Candidates will be promoted in the order of their ranking on the eligibility list.
- B. Promoted candidates will be assigned a temporary rank status for a one (1) year probationary period. The probationary period may be extended up to one (1) additional year by the COP.
- C. Upon satisfactory completion of the probationary period, the recommendation by the candidate's immediate commander and approval of the COP, permanent rank status will be granted.
- D. Removal or Deferral
  - 1. An eligible candidate who declines promotion will be removed from the list.
  - 2. Any candidate who is being investigated for or receives disciplinary action for the violations listed in Annex C, Section B, 4, may be removed from the list or passed over by the COP.
  - 3. A candidate who is removed from the list or passed over may request reconsideration of the decision within seven (7) calendar days by submitting a Form 191 P.D. through the chain of command requesting a meeting with the COP.