



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: February 23, 2026

JOB VACANCY MEMORANDUM NO. 26-10

TITLE: Manager, Private Officers Licensing Unit

ELEMENT OF ASSIGNMENT: Private Officers Licensing Unit

PAY RANGE: 59

STARTING MONTHLY SALARY: \$7,232

VACANCY STATUS: Vacant

EXPIRATION DATE: March 9, 2026

REQUIREMENTS:

At the direction of the Office of General Counsel and Chief's Office, the Manager is responsible for coordinating the licensing of private security companies and personnel on behalf of the Board of Police Commissioners. Provide supervision of professional clerical staff engaged in complex, responsible licensing, by ensuring licensing compliance and enforcement activities for all private security companies and individuals.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Monitor activities and conduct investigations for licensing private security personnel, approving licenses, investigations and determining unarmed or armed status.
2. Carry out management responsibilities in accordance with KCPD policies and procedures and handle a variety of moderately complex clerical and administrative tasks required for the unit including: range qualification records; daily timekeeping; compiling daily, weekly and monthly reports; and collecting informational reports from offenses at KCPD and outside law enforcement agencies and court systems.
3. Perform management responsibilities in accordance with Missouri statute and the Code of State Regulations. This includes, but is not limited to, submitting regulations to the state of Missouri. Must have knowledge and expertise of the rules proposed, adopted, amended and effective for all licensed private security companies and licensed private security personnel.
4. Attend Board of Police Commissioners meetings as necessary, typically monthly, and present appeals of

new and licensed private security companies and licensed private security applicants. If requested by the Chief of Police or General Counsel, must be able to explain the appeal before the Board.

5. Ensure licensing compliance by conducting field inspections as necessary during regular business hours and on an overtime basis with law enforcement personnel.
Field inspections are conducted at various locations to ensure private security personnel are properly licensed, uniformed and are qualified to carry a firearm.
6. Read and monitor information from technology systems and databases, and maintain the general operation of the machines used within the POLU.
7. Produce memorandums, warrant letters, suspensions, denial and revocation letters, and any other necessary documents.
8. When private security personnel are involved in a shooting or critical incident, obtain reports to ensure all guidelines are met, and may respond to the scene if necessary.
9. Review complaints, incidents and conduct investigations regarding licensed and non-compliant private security personnel. This includes review of Patrol Bureau reports.
10. Supervise, assign, and review work assignments of Unit employees, select Unit personnel, recommend discipline for subordinates, and approve leave requests.
11. Maintain open communication with all Department elements. Conduct training with Patrol members to ensure officers coming into contact with the private security industry are familiar with the parameters that govern the private security industry.
12. Monitor the qualifications and maintain communication with the Range Sergeant.
13. Review incidents and investigations. The Manager may recommend suspending, revoking or fining a company and/or individual licenses.
14. Answer inquiries from the public and licensees concerning licensing.
15. Annually request a list of contracts from the contract companies.
16. Audit ledgers and receipts; prepare monthly and annual reports on funds received from licensing services and deposit weekly monies in the Accounting Section.
17. Maintain a rapport with the private security industry to ensure expedient exchange of data and meeting guidelines. This includes providing clarification on regulations.
18. Develop programs and procedures to upgrade standards for private security personnel, including written examinations, state regulations and training curriculum.
19. Fingerprint applicants, administer and grade the Private Officer examinations.
20. Testify in court if necessary, regarding private security companies and personnel.
21. Maintain reliable and predictable attendance. Must be able to work flexible hours, overtime and/or weekends. Must have the ability to respond to critical incidents.
22. Perform other duties as required.

23. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent. It is preferred the incumbent possess a four-year degree from an accredited college or university and have equivalent job-related experience. Must have excellent written and oral communication skills. Experience in accounting or business services is also preferred.

Incumbent must have a current valid driver's license.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Position requires lifting files and boxes up to 25 pounds.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 80% of the time; other time is spent conducting site visits and at the pistol range.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Calculator
- Personal computer

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **General Counsel Nathan Weinert, Office of the General Counsel** by no later than **MARCH 9, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **MARCH 9, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Captain Justin Pinkerton

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Commander, Employment Unit