



# POLICE DEPARTMENT

Kansas City, Kansas



Terry Zeigler  
Chief of Police

## PATROL OFFICER

**Job Description and requirements:** This is an entry level position responsible for answering calls for service, patrolling, conducting accident investigations and complaints, enforcing ordinances, regulations and laws, and maintaining community relationships with our citizens. Work is performed under the supervision of a field supervisor and command structure.

**Minimum Qualifications:** Applicants must be a United States Citizen, possess a valid driver’s license, good moral character, vision at least 20/100 correctable to 20/30 with normal color vision, at least 21 years of age at the time of application, high school diploma or GED. Applicants should refer to K.S.A. 74-5605 for a full listing of disqualifiers for the State of Kansas Peace Officers. Applicants with current Law Enforcement Certification and three (3) or more years of patrol/field experience from any recognized law enforcement agency (lateral transfer officers) may, at the department’s discretion, be sent through an abbreviated academy with KCKPD lasting approximately 5 weeks. The original completion certificate from the issuing agency is required at the time of application.

Rookie Patrol Officer: \$3,666.66 per month  
LEO Certified Officer: \$4,680.74 per month

Testing for the position of Patrol Officer will be conducted on a monthly basis. Applicants sitting for the written examination are required to score 70% or above and pass the physical agility within 1:37 seconds in order to proceed in the process. Applicants not receiving the minimum score will be ineligible to test for six months. Applicants are required to submit an application along with required documentation prior to the testing deadline to reserve a seat. Seats are limited to 25 per test dates. Confirmation of test location and time will be provided to the applicant at time of application. Testing dates are subject to change. Failure to attend any portion of the testing will result in disqualification. If disqualified, applicants will be required to wait six months to reapply.

### TESTING DATES

Deadline to Apply	Written Date	Voluntary Walk Through	Physical Agility Test	Preliminary Interviews
10/31/18	11/6/18	11/21/18	11/21/18	11/27/18
11/28/18	12/4/18	12/19/18	12/19/18	1/3/19
12/26/18	1/2/19	1/16/19	1/16/19	1/22/19
1/30/19	2/5/19	2/20/19	2/20/19	2/26/19
2/27/19	3/5/19	3/20/19	3/20/19	3/26/19
3/27/19	4/2/19	4/17/19	4/17/19	4/23/19
4/24/19	5/7/19	5/15/19	5/15/19	5/28/19
5/29/19	6/4/19	6/19/19	6/19/19	6/25/19
6/26/19	7/2/19	7/17/19	7/17/19	7/23/19
7/31/19	8/6/19	8/21/19	8/21/19	8/27/19
8/28/19	9/3/19	9/18/19	9/18/19	9/24/19
9/25/19	10/1/19	10/16/19	10/16/19	10/22/19
10/30/19	11/5/19	11/20/19	11/20/19	11/26/19
12/25/19	1/7/20	1/15/20	1/15/20	1/28/20



The completed application must be returned IN PERSON with the following ORIGINAL documents:

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***

- Official High School Transcript (Sealed Envelope) (ANY AND ALL HIGH SCHOOLS ATTENDED)
- Official GED displaying scores (Sealed Envelope) (IF APPLICABLE)
- Official College Transcripts – if applicable (Sealed Envelope) (ANY AND ALL COLLEGES ATTENDED)
- Birth Certificate (Original State Certified Document) (A COPY IS NOTACCEPTABLE)
- Valid Driver's License
- DD-214 – Long form which specifies type and reason for discharge (If applicant has prior military service)
- Pre-Employment Questionnaire
- Original Law Enforcement Certificate (if applicable)

**PLEASE NOTE: YOU MUST PRESENT THE ORIGINAL DOCUMENTS REQUIRED – COPIES WILL NOT BE ACCEPTED.  
HUMAN RESOURCES WILL COPY DOCUMENTS THAT ARE REQUIRED.**

**Out of Town Applicants:** Applicants outside of a 150-mile radius are considered out of town applicants. (This includes Abilene, KS to the West, Nebraska City, NE to the North, Fulton, MO to the East, and Parsons, KS to the South). Out of town applicants may submit their applications by mail, provided all required documentation is included. Out of Town applicants will be given 3 months to complete the initial testing process which includes the written exam, agility test and preliminary interviews. Failure to complete the initial testing within the given timeframe will result in disqualification from the process.

#### **GROOMING STANDARDS**

The Kansas City, KS Police Department has strict grooming standards in order to project a professional image and maintain public trust. The Department has a no tattoo policy. All tattoos must remain covered while on-duty and officers are prohibited from having tattoos on their hands, neck, or face.

Applicants applying for the position of Patrol Officer will be required to pass a written examination and physical agility examination. Applicants passing both the written and physical agility test will proceed to a board interview. Once an Academy start date has been determined, a group of applicants will be selected to move forward to the background check and CVSA (Computer Voice Stress Analysis). Applicants selected for a conditional offer of employment will participate in post offer testing to include a psychological evaluation (which includes a written assessment and Clinical Assessment Interview with department psychologist) and physical and drug screen. Applicant must be a resident of Wyandotte County OR willing to relocate within 12 months from date of hire.

***The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.***





# PATROL OFFICER

## INSTRUCTIONS FOR APPLICANTS

**To Obtain An Application:** Application packets may be picked up in the Human Resources Department of the Unified Government of Wyandotte County/Kansas City, Kansas, 701 North 7<sup>th</sup> Street, Room 646, Kansas City, Kansas 66101 between the hours of 8:00 a.m. and 5:00 p.m.(CST), Monday thru Friday. Application packets may also be obtained by phone 913-573-5660, email [jobs@wycokck.org](mailto:jobs@wycokck.org), or on our website [www.wycokck.org](http://www.wycokck.org).

**ONLINE APPLICATIONS WILL NOT BE ACCEPTED FOR THE PATROL OFFICER POSITION.**

Applicants must submit their application IN PERSON with the following ORIGINAL documents:

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED\*\***

- Official High School Transcript (Sealed Envelope) (ANY AND ALL HIGH SCHOOLS ATTENDED)
- Official GED displaying scores (Sealed Envelope) (IF APPLICABLE)
- Official College Transcripts – if applicable (Sealed Envelope) (ANY AND ALL COLLEGES ATTENDED)
- Birth Certificate (Original State Certified Document) (A COPY IS NOTACCEPTABLE)
- Valid Driver’s License
- DD-214 – Long form which specifies type and reason for discharge (If applicant has prior military service)
- Pre-Employment Questionnaire
- Original Law Enforcement Certificate (if applicable)

PLEASE NOTE: YOU MUST PRESENT THE *ORIGINAL* DOCUMENTS REQUIRED – COPIES WILL NOT BE ACCEPTED.  
HUMAN RESOURCES WILL ONLY COPY DOCUMENTS THAT ARE REQUIRED.

**Out of Town Applicants:** Applicants outside of a 150-mile radius are considered out of town applicants. (This includes Abilene, KS to the West, Nebraska City, NE to the North, Fulton, MO to the East, and Parsons, KS to the South). Out of town applicants may submit their applications by mail, provided all required documentation is included. Out of Town applicants will be given 3 months to complete the initial testing process which includes the written exam, agility test and preliminary interviews. Failure to complete the initial testing within the given timeframe will result in disqualification from the process.

### WRITTEN EXAM:

The written exam will take place on the first Tuesday of each month at the KCK Police Academy. The exam will begin promptly at 6:00 pm; check-in will be at 5:00 pm. Exceptions to this schedule include the January 2019 written test, which is scheduled for Wednesday, January 2, 2019. Additionally, there will be no testing in the month of December 2019. All applicants during November 2019 and December 2019 will test in January 2020.

### PHYSICAL AGILITY:

The Physical Agility will take place on the third Wednesday each month at the Pierson Park Community Center. The exam will begin promptly at 6:00 pm. A voluntary session will be available from 4:30 – 5:30 pm. The voluntary session is highly recommended as applicants will be able to demonstrate the various obstacles of the physical agility.

For both written and physical agility components seating is very limited and reserved on a first come, first serve basis. Once you submit your completed application your space will be reserved for the next scheduled exams. Complete applications must be submitted no later than the last Wednesday of the month prior to the scheduled written test.

Please review the Police Department’s grooming standards as well as disqualifiers. They are included in the application packet as well as posted on our websites [www.wycokck.org](http://www.wycokck.org) and [www.kckpd.org](http://www.kckpd.org).

(This information is provided as a courtesy for the applicant and is not intended to be utilized for any other purposes)

The United Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.





# POLICE DEPARTMENT

## Kansas City, Kansas



## GROOMING STANDARDS

The following are some of the established appearance and grooming standards you should be aware of before applying for a position with the Kansas City, Kansas Police Department. This is being provided for informational purposes only. These are not disqualifiers. The Kansas City, Kansas Police Department is a paramilitary organization and members must maintain strict grooming standards.

- The hair will present a tapered appearance on the sides and back of the head. Hair will not protrude onto the forehead below the band of properly worn headgear. Ponytails, pigtails, rat tails, etc. are prohibited in order to minimize their use by an individual during a confrontation.
- The hair will not be cut or shaved so that any letters, wording, design, logo, symbol, etc. is visible.
- When combed, the hair will not fall over the ears or touch the collar except for closely cut hair at the back of the neck.
- Beards, goatees, and other facial hair will be no longer than  $\frac{1}{4}$  inch and neatly kept. Mustaches will not extend downward beyond the lip line of the upper lip, or extend sideways beyond a vertical line drawn upward from the corner of the mouth.
- Sideburns will be kept neatly trimmed. They will not extend below the lowest part of the ear lobe and will be of even width not to exceed 1 inch.
- Wigs or hairpieces will not be worn on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. Under these conditions when a wig or hairpiece is worn, it will conform to prescribed requirements for hairstyles.
- Sworn and cadet female personnel in uniform will wear the hair in styles that permit the proper wearing of prescribed headgear.
  - In all cases, female employees will wear their hair in a style that does not conflict with or jeopardize an officer's safety. Styles such as pigtails, ponytails, rat tails and large bouffant hairstyles are not acceptable.
- Ear studs may be worn with the uniform by female employees only. Such items will be limited to one ear stud per ear. They will not be worn in the upper portion of the ear.
- Visible body piercing studs or simulated body-piercing studs, other than ear studs, are prohibited for both male and female employees.
- Fingernails will be kept clean, neatly trimmed and will not extend more than one-eighth inch ( $\frac{1}{8}$ " ) from the tip of the finger.
- The purpose of the following tattoo policy is to promote the uniformity of appearance, to maintain neutrality and the perception of neutrality amongst members of the public, to prevent discrimination or the perception of discrimination amongst members of the public, to encourage esprit de corps, foster discipline and to encourage public confidence in the position of Police Department employee.
- **No visible tattoos will be displayed on the face, head, neck, hands or arms. Visible tattoos on the arms will be covered by a long sleeve shirt or Department authorized sleeve.**





# POLICE DEPARTMENT

Kansas City, Kansas



## Criminal Conviction Disqualifiers – Patrol Officer

A person who has been convicted of any of the following crimes is disqualified from consideration for the position of patrol officer:

- A crime that would constitute a felony under the laws of this state.
- A misdemeanor crime of domestic violence, including a violation of domestic battery as provided by K.S.A. 21-3412a, prior to its repeal, or K.S.A. 21-5414, and amendments thereto, or any other misdemeanor under federal, state, or municipal law that has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
- Any other misdemeanor crime within five years preceding the date of application\* that reflects on the honesty, trustworthiness, integrity, or competence of the applicant, including (but not limited to) the following and any similar misdemeanor crimes committed in other jurisdictions:
  - (1) Vehicular homicide, as defined in K.S.A. 2011 Supp. 21-5406 and amendments thereto;
  - (2) Interference with parental custody, as defined in K.S.A. 2011 Supp. 21-5409 and amendments thereto;
  - (3) Interference with custody of a committed person, as defined in K.S.A. 2011 Supp. 21-5410 and amendments thereto;
  - (4) Criminal restraint, as defined in K.S.A. 2011 Supp. 21-5411 and amendments thereto;
  - (5) Assault or assault of a law enforcement officer, as defined in K.S.A. 2011 Supp. 21-5412 and amendments thereto;
  - (6) Battery, battery against a law enforcement officer, or battery against a school employee, as defined in K.S.A. 2011 Supp. 21-5413 and amendments thereto;
  - (7) Mistreatment of a confined person, as defined in K.S.A. 2011 Supp. 21-5416 and amendments thereto;
  - (8) Mistreatment of a dependent adult, as defined in K.S.A. 2011 Supp. 21-5417 and amendments thereto;
  - (9) Unlawful administration of a substance, as defined in K.S.A. 2011 Supp. 21-5425 and amendments thereto;
  - (10) Stalking, as defined in K.S.A. 2011 Supp. 21-5427 and amendments thereto;
  - (11) Criminal sodomy, as defined in K.S.A. 2011 Supp. 21-5504(a)(2) and amendments thereto;
  - (12) Sexual battery, as defined in K.S.A. 2011 Supp. 21-5505 and amendments thereto;
  - (13) Lewd and lascivious behavior, as defined in K.S.A. 2011 Supp. 21-5513 and amendments thereto;
  - (14) Endangering a child, as defined in K.S.A. 2011 Supp. 21-5601 and amendments thereto;
  - (15) Contributing to a child's misconduct or deprivation, as defined in K.S.A. 2011 Supp. 21-5603 and amendments thereto;



- (16) Furnishing alcoholic liquor or cereal malt beverage to a minor, as defined in K.S.A. 2011 Supp. 21-5607 and amendments thereto;
- (17) Unlawful cultivation or distribution of controlled substances, as defined in K.S.A. 2011 Supp. 21-5705 and amendments thereto;
- (18) Unlawful possession of controlled substances, as defined in K.S.A. 2011 Supp. 21-5706 and amendments thereto;
- (19) Unlawfully obtaining and distributing a prescription-only drug, as defined in K.S.A. 2011 Supp. 21-5708 and amendments thereto;
- (20) Unlawful possession of certain drug precursors and paraphernalia, as defined in K.S.A. 2011 Supp. 21-5709 and amendments thereto;
- (21) Unlawful distribution of certain drug precursors and drug paraphernalia, as defined in K.S.A. 2011 Supp. 21-5710 and amendments thereto;
- (22) Unlawful abuse of toxic vapors, as defined in K.S.A. 2011 Supp. 21-5712 and amendments thereto;
- (23) Unlawful distribution or possession of a simulated controlled substance, as defined in K.S.A. 2011 Supp. 21-5713 and amendments thereto;
- (24) Unlawful representation that non-controlled substance is controlled substance, as defined in K.S.A. 2011 Supp. 21-5714 and amendments thereto;
- (25) Unlawfully hosting minors consuming alcoholic liquor or cereal malt beverage, as defined in K.S.A. 2011 Supp. 21-5608 and amendments thereto;
- (26) Theft, as defined in K.S.A. 2011 Supp. 21-5801 and amendments thereto;
- (27) Theft of property lost, mislaid, or delivered by mistake, as defined in K.S.A. 2011 Supp. 21-5802 and amendments thereto;
- (28) Criminal deprivation of property, as defined in K.S.A. 2011 Supp. 21-5803 and amendments thereto;
- (29) Criminal trespass, as defined in K.S.A. 2011 Supp. 21-5808 and amendments thereto;
- (30) Criminal damage to property, as defined in K.S.A. 2011 Supp. 21-5813 and amendments thereto;
- (31) Giving a worthless check, as defined in K.S.A. 2011 Supp. 21-5821 and amendments thereto;
- (32) Counterfeiting, as defined in K.S.A. 2011 Supp. 21-5825 and amendments thereto;
- (33) Criminal use of a financial card, as defined in K.S.A. 2011 Supp. 21-5828 and amendments thereto;
- (34) Unlawful acts concerning computers, as defined in K.S.A. 2011 Supp. 21-5839 and amendments thereto;
- (35) Interference with law enforcement, as defined in K.S.A. 2011 Supp. 21-5904 and amendments thereto;
- (36) Interference with the judicial process, as defined in K.S.A. 2011 Supp. 21-5905 and amendments thereto;
- (37) Criminal disclosure of a warrant, as defined in K.S.A. 2011 Supp. 21-5906 and amendments thereto;
- (38) Simulating legal process, as defined in K.S.A. 2011 Supp. 21-5907 and amendments thereto;
- (39) Intimidation of a witness or victim, as defined in K.S.A. 2011 Supp. 21-5909 and amendments thereto;



- (40) Obstructing apprehension or prosecution, as defined in K.S.A. 2011 Supp. 21- 5913 and amendments thereto;
- (41) False impersonation, as defined in K.S.A. 2011 Supp. 21-5917 and amendments thereto;
- (42) Tampering with a public record, as defined in K.S.A. 2011 Supp. 21-5920 and amendments thereto;
- (43) Tampering with a public notice, as defined in K.S.A. 2011 Supp. 21-5921 and amendments thereto;
- (44) Violation of a protective order, as defined in K.S.A. 2011 Supp. 21-5924 and amendments thereto;
- (45) Official misconduct, as defined in K.S.A. 2011 Supp. 21-6002 and amendments thereto;
- (46) Misuse of public funds, as defined in K.S.A. 2011 Supp. 21-6005 and amendments thereto;
- (47) Breach of privacy, as defined in K.S.A. 2011 Supp. 21-6101 and amendments thereto;
- (48) Denial of civil rights, as defined in K.S.A. 2011 Supp. 21-6102 and amendments thereto;
- (49) Criminal false communication, as defined in K.S.A. 2011 Supp. 21-6103 and amendments thereto;
- (50) Disorderly conduct, as defined in K.S.A. 2011 Supp. 21-6203 and amendments thereto;
- (51) Harassment by telecommunication device, as defined in K.S.A. 2011 Supp. 21- 6206 and amendments thereto;
- (52) Criminal distribution of firearms to a felon, as defined in K.S.A. 2011 Supp. 21- 6303 and amendments thereto;
- (53) Promoting obscenity or promoting obscenity to minors, as defined in K.S.A. 2011 Supp. 21-6401 and amendments thereto;
- (54) Promotion to minors of material harmful to minors, as defined in K.S.A. 2011 Supp. 21-6402 and amendments thereto;
- (55) Prostitution, as defined in K.S.A. 2011 Supp. 21-6419 and amendments thereto;
- (56) Promoting prostitution, as defined in K.S.A. 2011 Supp. 21-6420 and amendments thereto;
- (57) Patronizing a prostitute, as defined in K.S.A. 2011 Supp. 21-6421 and amendments thereto; or
- (58) A second or subsequent occurrence of driving under the influence, as defined in K.S.A. 8-1567 and amendments thereto.

K.S.A. 74-5602(j); K.S.A. 74-5605(b)(3); K.A.R. 106-2-2a(a).

\*A conviction for a crime in this category more than five years before the date of application, although not a disqualifier, will be considered in determining whether an offer of employment will be made to the applicant.

"Conviction" includes rendering of judgment by a military court martial under the uniform code of military justice, by a court of the United States, or by a court of competent jurisdiction in any state, whether or not expunged; and any diversion agreement entered into for a misdemeanor crime of domestic violence and any diversion agreement entered into on or after July 1, 1995 for a felony. K.S.A. 74-5605(d).

**This list is not inclusive. A candidate also may be disqualified if the totality of the circumstances indicates that he or she would not be suitable as a police officer.**



**APPLICATION FOR EMPLOYMENT  
UNIFIED GOVERNMENT OF  
WYANDOTTE COUNTY/KANSAS CITY, KANSAS**

**Human Resources**

701 North Seventh Street, Suite 646

Kansas City, Kansas 66101-3064

(913) 573-5660 • [www.wvcokck.org](http://www.wvcokck.org) • (913) 573-5688 (Job Line)

**PLEASE PRINT**

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Other name under which you have worked: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Number and Street)

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

PM Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ AM Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Department: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(If required by position)

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT – PLEASE READ CAREFULLY**

The information I have supplied is true and correct to the best of my knowledge. I agree that all statements I have made herein are subject to investigation and confirmation by the Unified Government. I understand that any falsifications, misrepresentations, or omissions of fact may preclude or result in withdrawal of an offer of employment or may result in discharge from employment if I am already employed.

I agree that the Unified Government may verify the information I have given relating to my background. I authorize any current or former employer, educational institution, or other person or entity to disclose any information relating to my background, other than information whose disclosure would be expressly prohibited by statute, and release any current or former employer, educational institution, or other person or entity who discloses such information from any and all liability for making such disclosure.

I understand that any offer of employment made to me will be subject to my passing a physical examination and drug screen prior to beginning employment.

I further understand that, if employed by the Unified Government, I must be a resident of Wyandotte County, Kansas or be willing to relocate within twelve months of the date of hire.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY		



We appreciate your interest in our organization and assure you we will fairly consider your qualifications. All questions must be answered carefully and completely. If a question does not apply, write **D.N.A.** If you have a resume, please attach it to this application. **PLEASE PRINT.**

*PERSONAL DATA*

Are you legally authorized to work in the United States? Yes  No  (Proof of identify and eligibility will be required upon hire.)

Have you previously been employed by the Unified Government? Yes  No

If yes, when? \_\_\_\_\_ Department: \_\_\_\_\_

Are you related to someone who currently is employed by the Unified Government? Yes  No  If yes, please list relative(s)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_ Department: \_\_\_\_\_

*EDUCATION AND TRAINING*

Highest level completed: Less than 8<sup>th</sup> grade  Less than high school

Level	Name and Location of School	Degree Earned	Major
High School/GED	_____	_____	_____
College/University	_____	_____	_____
Vocational/Business	_____	_____	_____
Other (Specify)	_____	_____	_____

Specialized training, course work, licenses, or certifications received which you feel better qualify you for the position for which you are applying.

\_\_\_\_\_

\_\_\_\_\_

Typing speed \_\_\_\_\_ Shorthand speed \_\_\_\_\_ Other office machines \_\_\_\_\_

List all other skills you have that could help you qualify for other Unified Government positions:

\_\_\_\_\_

\_\_\_\_\_

*EMPLOYMENT HISTORY*

List below present and past employment, beginning with your most recent employer.

Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	____/____	____/____	_____	_____	_____
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					

<b>Name and address of company and type of business:</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>	<b>Starting Salary</b>	<b>Ending Salary</b>	<b>Reason for Leaving</b>
_____	____/____	____/____	_____	_____	_____
_____	<b>Describe your duties:</b> _____				
_____	_____				
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>					
<b>Telephone:</b> (____) _____ - _____					
<b>Job Title:</b> _____					
<b>Name and address of company and type of business:</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>	<b>Starting Salary</b>	<b>Ending Salary</b>	<b>Reason for Leaving</b>
_____	____/____	____/____	_____	_____	_____
_____	<b>Describe your duties:</b> _____				
_____	_____				
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>					
<b>Telephone:</b> (____) _____ - _____					
<b>Job Title:</b> _____					
<b>Name and address of company and type of business:</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>	<b>Starting Salary</b>	<b>Ending Salary</b>	<b>Reason for Leaving</b>
_____	____/____	____/____	_____	_____	_____
_____	<b>Describe your duties:</b> _____				
_____	_____				
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>					
<b>Telephone:</b> (____) _____ - _____					
<b>Job Title:</b> _____					
<b>Name and address of company and type of business:</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>	<b>Starting Salary</b>	<b>Ending Salary</b>	<b>Reason for Leaving</b>
_____	____/____	____/____	_____	_____	_____
_____	<b>Describe your duties:</b> _____				
_____	_____				
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>					
<b>Telephone:</b> (____) _____ - _____					
<b>Job Title:</b> _____					
<b>Name and address of company and type of business:</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>	<b>Starting Salary</b>	<b>Ending Salary</b>	<b>Reason for Leaving</b>
_____	____/____	____/____	_____	_____	_____
_____	<b>Describe your duties:</b> _____				
_____	_____				
<b>May we contact this employer? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>					
<b>Telephone:</b> (____) _____ - _____					
<b>Job Title:</b> _____					

**Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?**

Yes  No

<i>REFERENCES</i>		
PERSONAL		
Name	Address	Phone No.
		( ) -
		( ) -
		( ) -
PROFESSIONAL (Supervisor, Teacher, etc.)		
Name	Address	Phone No.
		( ) -
		( ) -
		( ) -

The Unified Government of Wyandotte County/Kansas City, Kansas is an equal opportunity employer and will ensure that all applicants are considered for hire without regard to race, color, religion, national origin, sex, age, disability, or veteran status.

Date \_\_\_\_\_

Position Title \_\_\_\_\_

**UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS**  
Equal Employment Opportunity Survey

This information will be immediately separated from your application and will in no way influence your chances for employment with our organization. Completion of this form is voluntary.

<p><b>GENDER</b></p> <p>1. <input type="checkbox"/> male</p> <p>2. <input type="checkbox"/> female</p>
<p><b>AGE</b></p> <p>1. <input type="checkbox"/> under 18</p> <p>2. <input type="checkbox"/> 18 - 29</p> <p>3. <input type="checkbox"/> 30 - 39</p> <p>4. <input type="checkbox"/> 40 and over</p>
<p><b>EDUCATION</b></p> <p>1. <input type="checkbox"/> less than high school</p> <p>2. <input type="checkbox"/> high school diploma or GED</p> <p>3. <input type="checkbox"/> AA degree</p> <p>4. <input type="checkbox"/> BA/BS degree</p> <p>5. <input type="checkbox"/> vocation or business school</p> <p>6. <input type="checkbox"/> college (no degree)</p> <p>7. <input type="checkbox"/> other</p>
<p><b>RACE/ETHNIC GROUP</b></p> <p>A. <input type="checkbox"/> Hispanic or Latino Male</p> <p>C. <input type="checkbox"/> White Male</p> <p>D. <input type="checkbox"/> Black or African American Male</p> <p>E. <input type="checkbox"/> Asian Male</p> <p>F. <input type="checkbox"/> Native Hawaiian or other Pacific Islander Male</p> <p>G. <input type="checkbox"/> American Indian or Alaskan Native Male</p> <p>H. <input type="checkbox"/> Two or More Races Male (Non Hispanic or Latino)</p> <p>B. <input type="checkbox"/> Hispanic or Latino Female</p> <p>I. <input type="checkbox"/> White Female</p> <p>J. <input type="checkbox"/> Black or African American Female</p> <p>K. <input type="checkbox"/> Asian Female</p> <p>L. <input type="checkbox"/> Native Hawaiian or other Pacific Islander Female</p> <p>M. <input type="checkbox"/> American Indian or Alaskan Native Female</p> <p>N. <input type="checkbox"/> Two or More Races Female (Non Hispanic or Latino)</p>
<p><b>MARITAL STATUS</b></p> <p>1. <input type="checkbox"/> single</p> <p>2. <input type="checkbox"/> married</p> <p>3. <input type="checkbox"/> widowed</p> <p>4. <input type="checkbox"/> divorced</p> <p>5. <input type="checkbox"/> separated</p>
<p><b>VETERAN STATUS</b></p> <p>1. <input type="checkbox"/> yes</p> <p>2. <input type="checkbox"/> no</p>
<p><b>HOW DID YOU LEARN ABOUT THIS JOB?</b></p> <p>1. <input type="checkbox"/> Walk-In</p> <p>2. <input type="checkbox"/> Unified Government Employee</p> <p>3. <input type="checkbox"/> Friend</p> <p>4. <input type="checkbox"/> Job Service Center</p> <p>5. <input type="checkbox"/> School</p> <p>6. <input type="checkbox"/> Job Information Line</p> <p>7. <input type="checkbox"/> Newspaper (Specify.) _____</p> <p>8. <input type="checkbox"/> Internet (Specify.) _____</p> <p>9. <input type="checkbox"/> KCKPD Facebook (Specify.) _____</p> <p>10. <input type="checkbox"/> Unified Government HR Facebook (Specify.) _____</p> <p>11. <input type="checkbox"/> Twitter (Specify.) _____</p> <p>12. <input type="checkbox"/> other (Specify.) _____</p>



# POLICE DEPARTMENT

## Kansas City, Kansas



Terry Zeigler  
Chief of Police

### CANDIDATE PRE-EMPLOYMENT QUESTIONNAIRE

\*\*\*\*\***CONFIDENTIAL**\*\*\*\*\*

This preliminary questionnaire will be used to evaluate the fitness & qualifications of applicants for employment with the Kansas City, Kansas Police Department. This questionnaire is to be completed by applicants at the initiation of the employment process or at any time thereafter as requested by the Unified Government or Kansas City, Kansas Police Department. This document will become a permanent part of your personnel records and may be compared with other phases in the employment process. The Kansas City, Kansas Police Department is committed to recruiting and employing individuals with the highest degree of integrity and reliability because of the critical nature of the positions responsibilities and the need for secure and confidential handling of sensitive information.

**ANY MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS WILL RESULT IN YOUR DISQUALIFICATION FOR EMPLOYMENT WITH THE KANSAS CITY, KANSAS POLICE DEPARTMENT AND/OR MAY SUBJECT YOU TO TERMINATION FROM EMPLOYMENT WITH THE KANSAS CITY, KANSAS POLICE DEPARTMENT.**

Answers must be printed legibly in blue or black ink.

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number, Street, City, State, Zip)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone Number : (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

Previous Residential Addresses (For the Past Seven Years)

Address	City	State/Zip Code	From	To

U.S. Military or Naval Service	Rank

**Answer Each Question By Circling Yes Or No. Yes Answers Require Additional Information Where Asked.**

1. Have you **EVER** applied for any position with the Unified Government?

YES                       NO

If so, when? \_\_\_\_\_

What position? \_\_\_\_\_

Disposition: \_\_\_\_\_

2. Can you speak any language other than English? **(OPTIONAL)**

YES                       NO

If so, what? \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING BY CHECKING YES OR NO. THESE RESPONSES ARE CONSIDERED SIGNIFICANT IN THE SELECTION PROCESS.**

Yes\_\_\_\_No\_\_\_\_            1. Have you used a name other than what you have listed on the employment application?  
\_\_\_\_\_

Yes\_\_\_\_No\_\_\_\_            2. Will you be able to establish Wyandotte County residency within one (1) year of hire date?

Yes\_\_\_\_No\_\_\_\_            3. Do you have a high school diploma or certificate of equivalence (GED)?

Yes\_\_\_\_No\_\_\_\_            4. Do you have a valid state driver’s license? Which state? \_\_\_\_\_

Yes\_\_\_\_No\_\_\_\_            5. Has your driver’s license ever suspended or revoked?

Yes \_\_\_ No \_\_\_ 6. Aside from your current license have you EVER held a valid driver's license in any other states? If yes, list those states.

\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 7. Do you have an automobile presently registered in your name? Which state? \_\_\_\_\_.

Yes \_\_\_ No \_\_\_ 8. Have you ever pled guilty to or been convicted of a crime, including a conviction under the Uniform of Military Justice? If yes, please state the date, jurisdiction, crime charged, disposition of the matter, and any information relevant to the matter.

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 9. Have you ever pled guilty to or been convicted of a traffic violation? (Except parking or equipment violations) If yes, please state the date, jurisdiction, violation charged, disposition of the matter, and any information relevant to the matter.

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 10. Have you ever had a criminal conviction expunged? If yes, please state the date of conviction, the date of expungement, the jurisdiction, crime charged, disposition of the matter, and any information relevant to the matter.

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 11. Have you ever been placed on parole, probation, or diversion? If yes, please state the dates, duration, and nature of same and list the supervising agency.

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 12. Do you have any outstanding criminal warrants?

\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 13. Do you have any outstanding traffic warrants?

\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 14. Are you currently on any probation or parole?

\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 15. Have you ever been arrested? If yes, please state the date (or approximate date), charge, jurisdiction and factual background relating to each arrest.

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_ No \_\_\_ 16. Have you ever refused a breathalyzer test or been convicted of DUI, or do you have any pending charges for a DUI? If yes, which state? \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

17. Have you ever illegally bought, sold, or dispensed any controlled substance or prescription medication?

Yes \_\_\_\_\_ No \_\_\_\_\_

18. Have you ever been arrested for, convicted of, or pled guilty to the use of physical force or threatened use of a deadly weapon against a spouse, former spouse, parent, child, domestic partner, or person you are presently residing with or who you have resided with in the past? If yes, list where and when the arrest or conviction occurred.

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

19. Can you perform effectively working shifts that encompass a public safety function that operates 24 hours a day, 7 days a week?

\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

20. Have you ever stolen from an employer? If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

21. Have you ever been fired or terminated from a job? If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

22. Have you ever been forced to resign from a job? If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

23. Have you ever been disciplined as a result of a sexual harassment or racial harassment complaint anywhere you have worked? If yes, state when and identify the employer.

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

24. Have you ever carried a concealed firearm, without a proper permit, on your person or in a motor vehicle (other than in the trunk)?

\_\_\_\_\_  
\_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_

25. Are you currently using illegal drugs? If yes, explain.

\_\_\_\_\_  
\_\_\_\_\_



Yes \_\_\_\_\_ No \_\_\_\_\_ 26. Are you a United States citizen?

Yes \_\_\_\_\_ No \_\_\_\_\_ 27. Have you participated in an internship program with a law enforcement agency? If yes, list the agency and year(s) of internship. \_\_\_\_\_

Please complete the following drug usage form. Answer each category with a check mark. **Do not leave any blanks.**

Have you ever used without a prescription or illegally supplied to another any of the following drugs?

	YES	NO	DATE LAST USED
MORPHINE			
COCAINE			
HEROIN			
METHAMPHETAMINE			
LSD			
MARIJUANA			
PCP			
FORMALDEHYDE			
HASHISH			
PRESCRIPTION DRUGS NOT PRESCRIBED TO YOU			
INHALED SOLVENTS			
OTHER HALLUCINOGENS			
DESIGNER DRUGS (ECSTASY, MDMA, ETC.)			

In this space, give details to questions answered YES:

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**COMMENT SECTION**

USE THIS SPACE TO LIST ANY COMMENTS YOU HAVE AND TO EXPLAIN ANY CIRCUMSTANCES YOU WISH US TO BE AWARE OF.

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In the event estimates are made as to dates, please identify them as such in order that they are not inadvertently interpreted as deliberate misrepresentations. Should you need more space to answer a question, please complete it on a separate sheet of paper. It is assumed that the applicant realizes that sufficient inquiry will be made to assure the validity of the information.

Submit the finished application **in person** to the Human Resources Department, 701 N. 7<sup>th</sup> Street, Rm. 646, Kansas City, Kansas 66101 before the closing date. Make certain to bring with you: your driver's license.

**As part of the employment process I agree, consent, and authorize the Unified Government of Wyandotte County/Kansas City, Kansas or it's designee, to conduct a thorough investigation of my personal and professional background including criminal, and driving records and have access to all employment records, including any disciplinary records at my current employer and any employer for which I may have previously worked. I further fully realize and agree that any information which I give the Unified Government of Wyandotte County/Kansas City, Kansas and it's agent(s) is part of my pre-employment screening process and any information which is false will disqualify me from further consideration for employment. I agree to waive any claim or cause of action relating to such release of prior employment records and promise to defend and hold harmless the Unified Government of Wyandotte County/Kansas City, Kansas, it's officers, and employees from any claim or loss arising from such release. I fully understand and agree that the results of this examination shall be confidential and only released to the Director of Human Resources or his/her designee for internal purposes only. I sign this form freely under no threats and/or duress.**

**I hereby certify that there are no material misrepresentations or falsifications of the above answers to questions. Should any part of my background investigation disclose such material misrepresentations or falsifications, I understand that my application will be rejected and I will be disqualified from further consideration.**

\_\_\_\_\_  
SIGNED BY APPLICANT

\_\_\_\_\_  
DATE

**\*CONFIDENTIAL\***