

	KANSAS CITY MISSOURI POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	9-09-13	9-07-13	236-2
SUBJECT			AMENDS	
Policy Series 200: Employee Guidelines 236 - Outside Agency Lateral Transfer				
REFERENCE		RESCINDS PPBM 236-1		

I. INTRODUCTION

Law enforcement officers from other agencies may be considered for employment on a lateral transfer basis.

II. POLICY

- A. Applicants will not be considered for employment if the intended separation from their employer is due to pending termination related to disciplinary action.
- *B. Applicants must have graduated from the Kansas City, Missouri Police Department Regional Police Academy; St. Louis Police Academy; St. Louis County and Municipal Police Academy; Missouri State Highway Patrol Academy; or any other police academy approved by the Chief of Police.
- *C. Applicants who have not graduated from one of the four academies listed above will have their file sent to the Training Division for an in-depth analysis of their training records. The Training Division will determine if the amount of training the applicant has received meets the requirements for a lateral transfer or if the applicant will be required to complete the seven (7) month academy program.
- *D. Applicants must successfully complete the employment process required of all law enforcement applicants to include: Written Entrance Exam, Physical Abilities Test, Polygraph, Background Investigation, Oral Board, Physical Examination, and Psychological Evaluation.
- *E. All in-state and out-of-state applicants desiring a lateral transfer must have a current Peace Officer Standards and Training (POST) Class A certification as required by the State of Missouri.

III. PROCEDURE

- A. The Class A license must be presented at the time of application for employment.
- *B. Criteria for training will be established by the Training Division for lateral transfers.
- C. Lateral transfers are required to successfully complete a training period with a Field Training Officer as outlined by the Patrol Bureau.

- D. Lateral transfers are required to successfully complete a six-month minimum probationary period, to commence at the beginning of their lateral transfer training period.
- *E. The beginning salary for lateral transfers will be within the police officer pay range at a pay step determined by the year(s) of service in law enforcement:
 - 1. Step A – Starting Probationary Officer salary.
 - 2. Step B – lateral transfers with at least one year of service with a police agency consisting of at least 250 sworn members.
 - 3. Step C – lateral transfers with at least two years of service with a police agency consisting of at least 250 sworn members.
 - 4. Step D – lateral transfers with three or more years of service with a police agency consisting of at least 250 sworn members.
- *F. An outside agency lateral transfer's salary will not exceed an existing department member with the same tenure.
- G. Lateral transfers will not be reimbursed funds to satisfy any money owed to their former department for training.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners this ___ day of _____, 2013.

Lisa Pelofsky
Board President

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