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# NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*

**DATE:** November 15, 2023

**JOB VACANCY MEMORANDUM NO.** 23-28

**TITLE:** Computer-Digital Forensic Specialist IV

**ELEMENT OF ASSIGNMENT:** Special Investigations Division, LERC, Forensic Computer Crimes Section

**PAY RANGE:** 17

**STARTING MONTHLY SALARY:** \$3,842

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** November 29, 2023

**REQUIREMENTS:**

To examine, identify, and analyze various types of evidence and produce written reports of findings. To testify as an expert witness in court. Extract data from digital evidence such as mobile devices, computers and other digital evidence to prepare for examination.

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

1. Carry out the technical extraction of computers, mobile devices and other digital data.
2. Have the technical knowledge and expertise to complete repair on electronics and digital data devices.
3. Comprehend training and satisfactorily complete competence testing and maintain proficiency.
4. Prepare written reports on the results of examinations, perform reviews of casework and render credible expert witness testimony in depositions and in a court of law.
5. Possess strong communication, time management, writing, analytical and decision-making skills. Incumbent is required to consistently exercise discretion, sound judgment, and must comply with

all accreditation mandates to assure quality of results and analysis. Failure of any quality assurance mandates must be reported, whether it is of their own or another analyst.

6. Plan, coordinate, and direct forensic science activities to include expert examinations, reporting of results, training, and research that involve all aspects of digital evidence.
7. Inventory, examine, retrieve, and perform comprehensive technical analyses of digital evidence without altering original.
8. Prepare evidence for examination from crime scene.
9. Develop and provide evidence collection and examination methods to law enforcement agencies.
10. Serve as technical consultant by providing up-to-date training in computer examinations detailing the latest technology, supporting information, and reviews of new products to agents, federal, state, and local law enforcement agencies.
11. May be required to testify in court as to the procedures and methods used to obtain data.
12. Prepare and furnish authoritative oral and written reports on opinions and findings to stakeholders within the law enforcement community.
13. Provide information, training, and assistance to law enforcement, attorneys, and the community concerning forensic science topics.
14. Provide training and mentoring to less experienced examiners.
15. Participate and/or design validation studies and research projects.
16. Maintaining regular and reliable attendance is essential and must have the ability to work mandatory overtime, flexible hours, nights, and weekends and/or holidays when necessary.
17. Must have the ability to work outside in all types of weather conditions. Assist in crime scene investigations where appropriate.
18. Continue advancing skills through research, attendance to educational conferences and relevant courses or workshops.
19. Perform other duties as required.
20. This case 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.)

The incumbent is required to have at least 24 college level semester hours from an accredited college or university in one or more of the following disciplines:

- Computer Science
- Engineering
- Information Science
- Information Systems Management
- Mathematics
- Operations Research
- Statistics
- Technology Management
- Information Systems Analysis
- Computer/Digital/Electronic Forensics
- Science/Technology (other than physical sciences)
  - Acceptable:
    - Physics/Astrophysics
    - Chemistry/Organic Chemistry
  - Unacceptable:
    - Astronomy
    - Geology
    - Biology
- Management Information Systems
- Information Technology Systems
- Data Structure and Design

AND

A Baccalaureate degree from an accredited college or university;

OR

**Technical Experience**

Four (4) years of full-time experience working as either a technician or forensic examiner within a digital evidence facility that supports criminal investigations, and has an external accreditation or internal quality assurance framework.

OR

**Hybrid**

Consideration for admission under the Hybrid path is a combination of education and work experience equal or greater than four (4) years. The Human Resources Division will combine the full-time work experience, time given for Work time Experience (WTE) based on certificates/certifications, and time given for academic credit hours to calculate the required four (4) years:

- Full-time experience working as either a technician or forensic examiner within a digital evidence facility that supports criminal investigations, and has an external accreditation or internal quality assurance framework.
- Technical and computer forensic industry accepted professional certifications/certifications will be reviewed and assign equivalent WTE based on difficulty of the certificate/certification received, Human Resources will document and maintain a list of accepted and denied certificates/certifications and their assigned WTE.
- Two (2) weeks per credit hours will be given for any course over 200 level or equivalent in the following disciplines:
  - Computer Science
  - Engineering
  - Information Science
  - Information System Management
  - Mathematics
  - Operations Research
  - Statistics
  - Technology Management
  - Information Systems Analysis
  - Computer/Digital/Electronic Forensics
  - Science/Technology (other than physical sciences)
  - Management Information Systems
  - Information Technology Systems
  - Data Structure and Design

**Additional Requirements:**

- Must be a U.S. citizen.
- Must be able to obtain a Top Secret-SCI clearance.
- Must verify completion of the education requirement by uploading a copy of college transcripts.
- Have a valid driver's license and six months of driving experience.

Education completed in foreign colleges or universities may be used to meet the above requirements provided you can show that the foreign education is comparable to that received in an accredited educational institution in the United States.

Physical Requirements: Incumbent must be able to perform moderate lifting (up to 50 pounds) and extended periods of sedentary work.

Exposure to hazardous materials, noise levels, and working conditions exist. Work may involve decomposing corpses, body fluids, exposure to contagious diseases, and potentially lethal unknown materials such as fentanyl.

**Job Location:** (Place where work is performed.)

This position operates primarily in a Regional Computer Forensics Laboratory.

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

- Computer, telephone, facsimile, scanner, photocopier
- Write-Blockers
- Micro-Soldering equipment
- Various tools required for fixing mobile devices and other electronic equipment
- Mobile device extraction equipment
- Vehicle

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 completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sergeant Craig Holmer, Forensic Computer Crimes Section (FCCS) by no later than NOVEMBER 29, 2023.**

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **NOVEMBER 29, 2023.**

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

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

Members who meet all of the qualifications will be contacted individually. The candidate must also complete a CVSA, MMPI, post-offer physical examination and drug screen.

***Captain Edward Lamport***

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Commander, Employment Unit