



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, religion, sex/gender, age, national origin, genetics, or disability.

DATE: June 12, 2019

JOB VACANCY MEMORANDUM NO. 19-25

TITLE: Director, KC Police Crime Laboratory

ELEMENT OF ASSIGNMENT: Kansas City Police Crime Laboratory

PAY RANGE: 24

STARTING MONTHLY SALARY: \$6,928

VACANCY STATUS: Anticipated

EXPIRATION DATE: September 4, 2019

REQUIREMENTS:

Plan and direct the operation of the Kansas City Police Crime Laboratory, to include the department's Property and Evidence Unit. This key leadership position manages the daily operations and staff of the laboratory and is responsible for maintaining laboratory accreditation. Oversee the operation of the Property and Evidence Unit in order to maintain property and evidence integrity and efficiency of operations.

Essential Job Functions:

1. Plan, coordinate and direct the short and long term operations and strategic planning for the Crime Laboratory.
2. Oversee the administrative, business, quality assurance and technical operations of the laboratory.
3. Establish and maintain laboratory goals and objectives to ensure laboratory operations maintain high quality throughput in the most efficient manner.
4. Responsible for maintaining laboratory accreditation.
5. Directly supervise forensic laboratory supervisory staff, Property and Evidence Unit Captain, laboratory Captain and laboratory Operation's Sergeant.

6. Direct supervision including delegation of projects and ensuring continuity of operations. Carry out supervisory responsibilities in accordance with KCPD policies and procedures.
7. Responsible for personnel-related responsibilities to include interviewing, hiring, and training employees; planning, assigning, and directing work, evaluating performance, rewarding and disciplining employees, addressing complaints and resolving problems.
8. Provide guidance and expertise for the professional development of staff.
9. Oversee laboratory grant proposals.
10. Prepare budget recommendations for laboratory operations and ensure compliance with established budget parameters. Oversee laboratory purchasing and inventory operations.
11. Review validation studies, testing documentation and reports, laboratory audits and other operational reports to ensure that quality standards are met and to provide technical guidance to laboratory and department personnel.
12. Attend crime scenes on a regular basis to provide technical guidance and serve as a liaison between laboratory personnel and other KCPD elements.
13. Build and maintain effective working relationships between laboratory staff, laboratory sections, KCPD elements, outside agencies, attorneys, court personnel, victim advocacy groups and the general public.
14. Communicate laboratory needs and laboratory status to relevant bureaus and the Board of Police Commissioners.
15. Attend KCPD command staff meetings and conduct laboratory management meetings to ensure laboratory staff stays abreast of department goals, objectives and mandates.
16. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, weekends, and/or holidays and to be called out 24/7 to respond to crime scenes.
17. Perform other duties as required, or as assigned by the Administration Bureau Commander or Chief of Police.
18. 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 Bachelor's degree from an accredited college or university in a scientific field closely related to laboratory functions, with a Master's degree preferred. Five years of supervisory or quality management experience is preferred. Additionally, position requires training in forensic science.

Five years of professional scientific experience in a forensic laboratory is required.

The incumbent is required to have strong decision-making, leadership, supervisory, communication (both oral and written), instructional, time management and organizational skills.

A current valid driver's license is required.

Incumbent is required to submit a DNA standard for quality control purposes.

Physical Requirements: Position is primarily sedentary and incumbent may sit for prolonged periods of time. Occasional lifting of up to 20 lbs. Must have the ability to work in all weather conditions when responding to crime scenes. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 80% of the time; meeting attendance and crime scene response account for approximately 20% of time.

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

- Personal computers as well as computer peripherals and software programs
- Standard computer programs to include Excel, Word, PowerPoint
- Laboratory specific software
- Document management software
- LIMS
- Telephone
- Vehicles
- Copier/Scanner/Fax

All members interested in being interviewed for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command. In addition, provide a cover letter and resume and submit them directly to the Human Resources Division to be received no later than **SEPTEMBER 4, 2019**.

Outside applicants interested in being considered for the position must submit a cover letter outlining how they are qualified for this position and a resume to the Mindy.Davis@kcpd.org. to be received no later than **SEPTEMBER 4, 2019**.

All permanent full-time members of the Kansas City Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police.

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and drug screen.

Captain Gregory Williams

Captain Gregory Williams
Commander
Employment Unit