



# 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:** May 11, 2023

**JOB VACANCY MEMORANDUM NO.** 23-07 EXTENDED

**TITLE:** Forensic Specialist II, Crime Scene Technician

**ELEMENT OF ASSIGNMENT:** Crime Scene Investigation Unit/KC Police Crime Laboratory

**PAY RANGE:** 16

**STARTING MONTHLY SALARY:** \$3,551 to \$6,775

**VACANCY STATUS:** Anticipated

**EXPIRATION DATE:** June 1, 2023

## **REQUIREMENTS:**

To identify, document, and preserve physical evidence from crime scenes.

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

1. Assess and prioritize calls for service and give proper notification to supervisor according to established procedures.
2. Collect and preserve evidence by implementing state-of-the-art scientific and technical methods, and ensuring the proper chain of custody.
3. Work with decomposing corpses, bodily fluids, contagious diseases, hazardous materials, heavy objects, equipment, tools, and other evidence.
4. Responsible for care and maintenance of technical equipment.
5. Must have knowledge of search/seizure case law.
6. Document crime scenes using detailed written reports, photographs, and diagrams where appropriate.
7. Protect crime scenes from contamination.

8. Render credible expert testimony in depositions and in a court of law on the crime scene processing techniques utilized, evidence collection and preservation methodology. Prepare charts, photographs, diagrams and other visual aids as needed for presentation to the court.
9. Examine and unload firearms.
10. Perform technical/administrative reviews of casework.
11. Maintain reliable and predictable attendance. Must have the ability to work mandatory overtime, flexible hours, nights, weekends and/or holidays when necessary.
12. Must have the ability to process crimes scenes in all types of weather conditions.
13. The incumbent is expected to continue advancing their skills through research, attendance to educational conferences and relevant courses or workshops.
14. Perform related duties as required.
15. 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 have graduated from an accredited four-year college or university. Preference will be given to candidates who have taken coursework with a strong emphasis in physical science and/or have minimum of three years' experience in the forensics field.

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

Incumbent must successfully complete an extensive Crime Scene Investigation training program. Incumbent must be certified by International Association of Identification (IAI) within two years of appointment.

This position requires strong communication, time management, writing, analytical and decision making skills. Incumbent is required to consistently exercise discretion, sound judgment, and must comply with 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.

**Physical Requirements:**

Incumbent must have full use of all limbs. Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) often, and light lifting (5 to 20 pounds) frequently. Required to stand, kneel, and/or stoop for extended periods of time. Must have the ability to distinguish the full range of the color spectrum in order to visually examine and investigate all types of crime scenes and evidence.

Incumbent will be required to operate a motor vehicle at least one to two hours per day (current valid driver's license required) and will work at a stationary computer terminal or keyboard for an extended period of time (usually one to four hours per day, but can exceed eight hours in some circumstances). Will be required to use telephone and/or police 2-way radio, use of which can range from a few minutes to over an hour each day.

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

This position operates at both indoor and outdoor crime scenes in all weather conditions, with time in a standard office environment.

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

- Digital SLR Camera
- Personal computer including advanced computer diagramming programs
- Police vehicle (cargo van)
- Telephone and two-way radio
- Personal protective equipment, self-contained breathing apparatus and air monitoring equipment, including air purifier and respirator.
- Laboratory-specific instruments, including but not limited to alternate light sources, trajectory systems and various chemical processes to develop biological evidence or latent fingerprints.
- Panoramic Crime Scene Imaging Technologies
- Large outdoor lighting with generators
- Metal detector
- Laser scanning/surveying equipment

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 **Kevin Winer, Director, Kansas City Police Crime Lab** by no later than **JUNE 1, 2023**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **JUNE 1, 2023**.

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>

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

*Captain Edward Lamport*  
Captain Edward Lamport  
Commander, Employment Unit