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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:** June 5, 2019

**JOB VACANCY MEMORANDUM NO.** 19-24

**TITLE:** Supervisor III, Supervisor Crime Scene Investigation Section

**ELEMENT OF ASSIGNMENT:** KC Police Crime Laboratory/Evidence Collection Unit

**PAY RANGE:** 20

**STARTING MONTHLY SALARY:** \$5,059

**VACANCY STATUS:** Anticipated

**EXPIRATION DATE:** June 19, 2019

**REQUIREMENTS:**

Supervise, direct and oversee personnel assigned to the relevant laboratory section while monitoring procedures, safety and quality of operations. Coach and counsel section personnel toward optimum performance of assigned duties and laboratory and departmental objectives.

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

1. Supervise section personnel via tracking the progress of each section member on an ongoing basis. Ensure laboratory top management is informed of significant events involving section operations or section personnel.
2. Evaluate each member's skills and abilities to ensure all training and development needs are being met and communicate expectations to each section member.
3. Ensure casework is assigned efficiently and effectively and coordinate section activities. Provide direction and establish priorities for section personnel.
4. Ensure section activities are performed in accordance with established policies, procedures, accreditation criteria and legal mandates. Identify problems and possible causes, evaluate courses of action and develop alternate solutions.

5. Ensure section personnel are maintaining appropriate levels of safety assurance and that proper safety equipment is available to section staff.
6. Perform reviews of section casework and output to continually improve the operations of the section.
7. Oversee section resources to ensure section personnel are provided the resources needed to effectively perform their duties.
8. Ensure new methodologies are researched and recommended for implementation. Provide guidance and recommendations of resources to facilitate implementation of new technologies.
9. Establish, write and ensure publication of section operation manuals.
10. Monitor compliance with established section procedures and training programs.
11. Remain current in technical qualifications and certifications through continuing education opportunities and casework analysis.
12. Safely perform duties; may be exposed to hazardous materials, inclement weather and working conditions.
13. Maintain regular and reliable attendance. Occasionally required to be on-call to respond to crime scenes, work mandatory overtime and flexible hours when necessary.
14. Perform other duties as required, or as assigned by laboratory management.
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 possess a minimum of a Bachelor's degree from an accredited college or university; preference will be given to those with a degree in a closely related scientific field.

Five years of forensic laboratory experience is required with preference to those with experience and certification in the relevant laboratory section. Preference will be given to those with crime scene investigations experience.

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

**Physical Requirements:** Heavy lifting (20 to 50 pounds) and walking (up to 2 miles a day) on an occasional basis are required. Must have the ability to differentiate colors and have 20/20 corrected vision.

Incumbent must hold a current valid Driver's License.

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

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

Position operates at both indoor and outdoor crime scenes in all weather conditions with time in a crime laboratory and a standard office environment.

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

- Various microscopes and other laboratory and analytical testing equipment based upon the technical competence the incumbent possesses.
- Personal computers, as well as computer peripherals and software programs
- Personal safety equipment
- Vehicles

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 **JUNE 19, 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](mailto:Mindy.Davis@kcpd.org), to be received no later than **JUNE 19, 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