



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 21, 2026

JOB VACANCY MEMORANDUM NO. 26-23

TITLE: Assistant Supervisor, Technical Leader, Crime Scene Investigation Section

ELEMENT OF ASSIGNMENT: Kansas City Police Crime Lab/Crime Scene Investigation Section

PAY RANGE: 56

STARTING MONTHLY SALARY: \$5,491-\$9,605

VACANCY STATUS: Anticipated

EXPIRATION DATE: June 4, 2026

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

Oversee the technical operations of the Crime Scene Investigation Section within the Regional Criminalistics Division. Establish technical procedures and training programs for the section. Ensure the validity and proficiency of current testing procedures and ensure the section stays abreast of new technical equipment and technologies. Ensure section procedures, section output and section operations comply with established accreditation standards and laboratory quality assurance requirements. Maintain continual technical involvement within the section's relevant forensic discipline(s) and categories of testing via casework analysis.

Responsibilities include those required of a Forensic Specialist III in the Crime Scene Investigation Section, including the identification, documentation, and preservation of physical evidence at crime scenes. An incumbent in this classification is fully trained and capable of performing independent, advanced complex crime scene assessment, processing, and basic crime scene reconstruction.

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

1. Establish, oversee and monitor quality assurance standards for the Crime Scene Investigation Section.
2. Provide technical assistance to all technicians/analysts performing crime scene investigation casework within the section.

3. Responsible for technical problem solving and troubleshooting involving evidence collection and analytical methods used within the section.
4. Evaluate technical methodologies used by the Crime Scene Investigation Section and propose new or modified procedures.
5. Oversee design and implementation of validation studies and research projects within the section.
6. Stay abreast of new scientific methodologies for evidence identification, evidence collection and analyses performed within the Crime Scene Investigation Section and research and provide recommendations as to implementation of those technologies.
7. Establish, write and ensure publication of section technical procedures and training manual. Oversee training program to include recruits and Field Training Officers.
8. Monitor compliance with established section procedures and training programs.
9. Routinely perform casework analysis in areas of competence.
10. Maintain regular and reliable attendance and may occasionally be required to work mandatory overtime, flexible hours, and be on-call during off-duty hours.
11. Safely perform duties; may be exposed to hazardous materials and working conditions, in addition to inclement weather.
12. Perform other duties as required, or as assigned by laboratory management.
13. 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 5 years of experience as a Crime Scene Technician. Preference will be given to candidates who have graduated from an accredited college or university, in a chemical, physical or biological science or forensic science (e.g. Chemistry, Biology, Physics, Forensic Science).

Preference will be given to an incumbent certified as a Senior Crime Scene Analyst (Level III) by the International Association of Identification.

Incumbent must possess sufficient knowledge and experience in the assigned discipline to qualify as an expert witness in court.

The incumbent is required to have strong decision-making, leadership, communication (both oral and written), instructional, time management and organizational skills. Incumbent must also demonstrate sound analytical capability in evidence analysis.

Incumbent must hold a current valid Driver's License and will be required to operate a motor vehicle one or

two hours per day.

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

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements:

Incumbent must have full use of all limbs. Position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20-50 pounds) often, and light lifting (5-20 pounds) frequently. Must have the ability to differentiate colors and have 20/20 corrected vision. Exposure to hazardous materials and working conditions exist, as well as exposure to bodily fluids and communicable diseases.

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 forensic laboratory and standard office environment.

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

- DSLR Camera and alternate light sources
- Superglue fuming chambers and drying cabinets
- 3D Laser scanner
- Vehicle lifts
- Cutting equipment
- Personal Computer as well as computer peripherals and software programs.
- Personal Protective Equipment (PPE)
- Various microscopes and other laboratory and analytical testing equipment based upon the technical competence the incumbent possesses.
- Various vehicles including sedans, cargo vans and trailers
- Telephone and two-way police radio

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 **Supervisor Jeremy Chappell, Crime Scene Section, KC Police Crime Lab** by no later than **June 4, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **June 4, 2026**.

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.

Captain Justin Pinkerton

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Commander, Employment Unit