



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: April 28, 2023

JOB VACANCY MEMORANDUM NO. 23-08

TITLE: Assistant Supervisor, Technical Leader BPA and Biological Screening

ELEMENT OF ASSIGNMENT: DNA Section/KC Police Crime Laboratory

PAY RANGE: 19

STARTING MONTHLY SALARY: \$5,262 to \$8,576

VACANCY STATUS: Vacant

EXPIRATION DATE: May 12, 2023

REQUIREMENTS:

Oversee the technical operations of the Bloodstain Pattern Analysis Discipline and Biological Screening Discipline of the Kansas City Police Crime Laboratory. Establish technical procedures and training programs for these disciplines. Ensure the validity and proficiency of current testing procedures and ensure the disciplines stay abreast of new technical equipment and technologies. Ensure procedures, output, and operations comply with established accreditation standards and laboratory quality assurance requirements. Maintain continual technical involvement within the relevant forensic disciplines and categories of testing via casework analysis.

Responsibilities include those required of a Forensic Specialist IV, including:

- crime scene assessment, bloodstain documentation, evidence preservation and collection, location and identification of biological substances on items of evidence
- determination of bloodstain pattern classification and analysis at a crime scene, from photographs of a scene, and on items analyzed at the laboratory
- preparation of written reports, opinions, and courtroom testimony including any required visual aids to support those analytical findings.

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

1. Establish, oversee, and monitor quality assurance standards for bloodstain pattern analysis and biological screening within the laboratory.
2. Provide technical assistance to all technicians and analysts performing casework within the disciplines.
3. Responsible for technical problem solving and troubleshooting involving analytical methods used within the disciplines.
4. Evaluate technical methodologies used by bloodstain pattern analysts and biological screening and propose new or modified procedures.
5. Oversee design and implementation of validation studies and research projects within the disciplines.
6. Stay abreast of new scientific methodologies for analyses performed with the disciplines and research and provide recommendations as to implementation of those technologies.
7. Establish, write, and ensure publication of technical procedures and training programs.
8. Monitor compliance with accreditation standards.
9. Routinely perform casework analysis in areas of competence.
10. Maintain regular and reliable attendance and may occasionally be required to work mandatory overtime, holidays, and flexible hours.
11. Be on-call during on-duty and off-duty hours.
12. Manage an on-call schedule of BPA personnel, coordinate crime scene response for bloodstain pattern documentation, and document any denial of service.
13. Safely perform duties; may be exposed to hazardous materials and working conditions, in addition to inclement weather.
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.)

The incumbent is required to have:

- A Bachelor's degree in a science or forensic science field from an accredited college or university, which shall include science and physics related coursework
- Training in math and physics for BPA (for HemoSpat software use) and bloodstain on fabrics/textiles (for analysis of clothing in the laboratory)
- Five years of forensic laboratory experience in bloodstain pattern analysis and biological screening. Experience in both disciplines can be concurrent.
- Certification in bloodstain pattern analysis or certifiable within one year of employment.
- Sufficient knowledge and experience in the assigned disciplines to qualify as an expert witness in court.
- Strong decision-making, leadership, communication (both oral and written), instructional, time management, and organizational skills. Incumbent must also demonstrate sound analytical capability in analysis.
- Close attention to detail and a high degree of accuracy.
- A current valid driver's license.

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

Physical Requirements: Incumbent must have full use of all limbs. Position requires heavy lifting (20 to 50 pounds) and walking (up to 2 miles a day) on an occasional basis. Must have the ability to differentiate colors. 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, in a forensic laboratory, and in a standard office environment.

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

- Computer, scanner, photocopier, telephone
- Vehicle
- Photographic equipment
- Software programs
- Microscope, alternate light sources
- Serology tests and chemicals

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 **Chief Criminalist Supervisor, Jennifer Howard, Kansas City Police Crime Lab** by no later than **MAY 12, 2023**.

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 **MAY 12, 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=2e0311b882d84e6cb8ed17fc1553961>

Selected applicants 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 routine drug screen.

Captain Edward Lampert

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Commander, Employment Unit