



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: January 6, 2025

JOB VACANCY MEMORANDUM NO. 25-02

TITLE: Forensic Specialist II, DEU Crime Scene Technician
Special Investigations Division/Drug Enforcement Unit (DEU)/Drug
ELEMENT OF ASSIGNMENT: Trafficking Squad

PAY RANGE: 16

STARTING MONTHLY SALARY: \$3,551

VACANCY STATUS: Vacant

EXPIRATION DATE: January 21, 2025

REQUIREMENTS:

To identify, document, and preserve physical evidence from narcotics-related crime scenes. Investigate, dismantle, and dispose of clandestine laboratories and other types of illicit hazardous environments and identify, document, and preserve physical evidence obtained from these scenes. Additionally, process other interdicted illegal substances/firearms/contraband from bus and train stations and shipping facilities.

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

1. Assess and prioritize calls for service and give proper notification to the 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 dangerous narcotics, hazardous and toxic chemicals, heavy objects, equipment, tools, and other evidence. Safely test and recover dangerous narcotics and chemicals for evidence utilizing proper personal protective equipment.
4. Responsible for care and maintenance of technical equipment.
5. Must have knowledge of search/seizure case law.

6. Document evidence recovery and process 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 reports, photographs, diagrams and other visual aides as needed for presentation to the court.
9. Examine and unload firearms.
10. Perform technical/administrative reviews of casework.
11. Position requires an On-Call status. 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, attending educational conferences and relevant courses or workshops, and staying current on national narcotic trends and safety precautions for recovery and testing.
14. Must be able to properly don and doff personal protective equipment and perform strenuous tasks while wearing APR/SCBA in all environments.
15. Perform related duties as required.
16. 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 on physical science and/or have minimum of three years of experience in forensics.

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

The incumbent must complete in-house evidence recovery and testing training and pass a clandestine laboratory safety certification class, which includes a physical examination of lung function, before attending.

This position requires strong communication, time management, writing, analytical and decision-making skills. The incumbent must consistently exercise discretion and sound judgment and ensure the quality of

results and analysis. Failure of any quality assurance mandates must be reported, whether of their own or another analyst.

Physical Requirements:

The incumbent must have full use of all limbs. The position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) often, and light lifting (5 to 20 pounds) frequently. It requires standing, kneeling, and/or stooping for extended periods. The incumbent must be able to distinguish the full range of the color spectrum in order to visually examine and investigate all types of crime scenes and evidence.

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

Job Location: (Place where work is performed.)

This position operates at 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 Excel 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 TruNarc, MX908 mass spectrometer, and Ductless fume hood.
- Equipment utilized for the collection of DNA evidence and latent fingerprints.

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 **Sgt. Brandon Bray, Special Investigations Division** by no later than **JANUARY 21, 2025**.

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 **JANUARY 21, 2025**.

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 Justin Pinkerton

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Commander, Employment Unit