



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: July 16, 2025

JOB VACANCY MEMORANDUM NO. 25-25

TITLE: Inventory Specialist I, Crime Lab Evidence Intake Specialist

ELEMENT OF ASSIGNMENT: Kansas City Police Crime Laboratory

PAY RANGE: 50

STARTING MONTHLY SALARY: \$3,428

VACANCY STATUS: Vacant

EXPIRATION DATE: July 30, 2025

REQUIREMENTS:

To accurately maintain the chain of custody of all incoming and outgoing evidence. To move evidence into and out of the Crime Laboratory and to audit evidence storage on a regular basis.

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

1. Receive and release a variety of evidence involved in criminal cases including, but not limited to weapons, narcotics and hazardous materials. Document all activity to maintain chain-of-custody within the computer-based property management system as well as the laboratory information management system.
2. Recall evidence upon request of division personnel. Accurately track the status of all evidence recalls until they arrive at the Crime Laboratory.
3. Assist outside agencies with evidence submissions to ensure accuracy and proper packaging.
4. Manage the storage of all incoming and outgoing evidence at the Crime Laboratory to include conducting evidence inventories and audits using inventory management software.
5. Display ability to effectively communicate orally and in writing.

6. Answer requests for information and/or service by email, telephone or at the counter.
7. Facilitate and coordinate the movement of evidence with Crime Laboratory members and customers.
8. Respond to the medical examiner's office to recover evidence.
9. Respond to electronic inquiries from outside agency personnel and prosecutors relating to reports, notifications, trial dates, and additional laboratory analysis.
10. May have to testify in court regarding chain-of-custody procedures.
11. Maintain reliable and predictable attendance. Must have the ability to work flexible hours and/or overtime when element needs arise.
12. Perform other duties as required.
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 possess a high school diploma or equivalent. Knowledge and experience with computer-based inventory management software is preferred.

Incumbent must have the ability to establish and maintain effective working relationships with department members and customers.

Close attention to detail and a high degree of accuracy.

Must possess a valid driver's license.

Required to submit a DNA standard for quality control purposes.

Physical Requirements: Incumbent must be able to perform light lifting (up to 20 pounds) daily and heavy lifting (up to 50 pounds) occasionally. Job may require extended periods of sedentary work along with periods of standing stationary work. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

Position operates primarily within a Crime Laboratory.

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

- Personal computer
- Telephone
- Fax/Scanner/Copier
- Vehicle

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 **Quality Assurance Manager Scott (Greg) Hummel** by no later than ***JULY 30, 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 ***JULY 30, 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 also submit to a Clerical Test (75% accuracy), Keystroke test (80% accuracy), CVSA, MMPI, post-offer physical examination and drug screen.

Captain Justin Pinkerton

Captain Justin Pinkerton

Commander, Employment Unit