



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: August 23, 2023

JOB VACANCY MEMORANDUM NO. 23-19

TITLE: Manager, Crime Scene Investigation Unit (CSIU)

ELEMENT OF ASSIGNMENT: CSIU/KC Police Crime Laboratory

PAY RANGE: 22

STARTING MONTHLY SALARY: \$6,661

VACANCY STATUS: Vacant

EXPIRATION DATE: September 6, 2023

REQUIREMENTS:

Manage the operations of the CSIU. Provide guidance and leadership for staff within the CSIU. Assist in the strategic and operational direction of the crime laboratory.

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

1. Manage the operations of the CSIU which consists of 4 sectors. Unit management includes leading, innovating, planning, organizing, staffing, directing, coordinating, and reporting.
2. Directly supervise all crime scene supervisors, one Asst. Supr./Technical Leader, all staff in a sector, and a portion of the administrative staff.
3. Carry out supervisory responsibilities in accordance with KCPD policies and procedures.
4. Submit an annual CSIU Budget request to the Laboratory Director to include anticipated equipment purchases, equipment calibrations, maintenance contracts, software licenses, supply costs, staff promotions, staff reclassifications, additional positions, training expenses, and other expenses.
5. Monitor overtime usage and appropriately direct resources.
6. May assume responsibilities of the Laboratory Director in their absence.
7. Provide guidance and expertise for the professional development of staff. Seek out external training for staff.

8. Monitor staff's performance, reward staff, and address underperformance.
9. Perform reviews of casework and output to continually improve the operations of the CSIU.
10. Establish, write, and update the CSIU operations manual.
11. Monitor compliance with established section procedures, accreditation standards, training programs, and the quality assurance manual. Lead through changes or improvements to ensure compliance.
12. Ensure the CSIU is properly equipped.
13. Ensure personnel are maintaining appropriate levels of safety assurance and that proper safety equipment is available to staff.
14. Maintains reliable and predictable attendance. Must have the ability to work flexible hours, weekends, and/or holidays. Required to be intermittently on-call 24/7 to respond for crime scene management and other division matters.
15. Safely perform duties; may be exposed to hazardous materials and working conditions, in addition to inclement weather.
16. Assist with crime scene investigations as needed based upon availability of personnel and the demand for services.
17. Testify as an expert witness and provide crime scene investigation instruction.
18. Ensures the Laboratory Director is informed of significant events involving CSIU operations or CSIU personnel.
19. Lead projects as required or as assigned by the Laboratory Director.
20. Perform other duties as required or as assigned by the Laboratory Director.
21. 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 is required to:

- Possess a Bachelor's degree from an accredited college or university.
- Possess five years professional experience as a crime scene investigator.
- Possess three years supervisory experience in crime scene investigation.
- Have broad knowledge in the field of crime scene investigation.
- Have strong decision-making, leadership, supervisory, communication (both oral and written), instructional, time management, and organizational skills.
- Have experience testifying to crime scene investigation.
- Have a current valid Driver's License.
- Submit a DNA standard for quality control purposes.

Physical Requirements: Position is primarily sedentary and incumbent may sit for prolonged periods of time. Occasional lifting of up to 20 pounds. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

This position operates in a standard office environment, at indoor and outdoor crime scenes, and occasionally in the courtroom.

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

- Personal computers as well as computer peripherals and software programs
- Standard computer programs to include Excel, Word, PowerPoint
- Laboratory specific software
- Document management software
- LIMS (Laboratory Information Management System)
- Crime scene laser scanner
- Telephone
- Vehicle
- 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 **KC Police Crime Laboratory Director, Kevin Winer** by no later than **SEPTEMBER 6, 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 **SEPTEMBER 6, 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=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a MMPI, CVSA, post-offer physical examination and routine drug screen.

Captain Edward Lamport

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Commander, Employment Unit