



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: June 23, 2025

JOB VACANCY MEMORANDUM NO. 25-23

TITLE: Supervisor II, Digital Technology Section

ELEMENT OF ASSIGNMENT: Information Services Division/Information Management Unit

PAY RANGE: 55

STARTING MONTHLY SALARY: \$5,077

VACANCY STATUS: Vacant

EXPIRATION DATE: July 7, 2025

REQUIREMENTS:

Supervise and develop the personnel assigned to the Digital Technology Section, ensuring efficient deployment, maintenance, and inventory auditing of the Department's in-car and body-worn camera systems. Oversee the implementation and management of a Digital Evidence Management System (DEMS), ensuring compliance with legal standards, including the Missouri Sunshine Law and safeguarding digital evidence integrity. Collaborate with cross-functional teams to prioritize and resolve technical issues, aligning support efforts with organizational goals and driving continuous service improvement.

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

1. Possess extensive level of knowledge and expertise related to the administrative planning, direction and development of video related systems and applications. Capable of developing long range duty and operational plan for the Digital Technology Section.
2. Evaluate and report needs and requirements to the chain of command for required maintenance, repair and purchasing of both the in-car and body worn camera systems
3. Coordinate and direct activity of the professional staff members of the section, ensuring efficient functionality through the designation and assignment of duties, progress and output.

4. Attend meetings and provide up to date information to the chain of command as it pertains to current events in the Digital Technology Section.
5. Assign daily timekeeper(s) and ensure accurate entries.
6. Supervise the implementation and installation of new video systems and/or related hardware and software.
7. Communicate and interact effectively with department elements and outside entities to assure good customer service.
8. Coordinate with Network Services Section and IT Support Section to maintain servers and applications specific to the Digital Technology Section.
9. Provide video for high profile incidents or personnel investigations as requested.
10. Ensure compliance with Missouri Sunshine Law in regard to requests for video reproduction.
11. Work with vendors to ensure timely upgrades, maintenance and other enhancements as needed for servers and digital evidence systems.
12. Evaluate members of the section in accordance to department protocol. Conduct and document personnel actions when necessary. Demonstrate the ability to communicate verbally and in written documentation.
13. Assure compliance, and coordinate participation of staff for all required department training. Oversee staff development through available training resources and options.
14. Conduct selection and interview process for new section members per regulations set forth by the department. Interview and select applicants. Provide Human Resources with required documents for the employment process.
15. Maintain reliable and predictable attendance. May be required to work a flexible work schedule, overtime, and/or weekends when necessary. Be accessible 24/7 for contact by phone by commanders and team members.
16. Continue advancing relevant skills and knowledge through research and attending educational conferences and relevant courses or workshops.
17. Maintain cooperative and professional working relationships with fellow employees, representatives from other departments, supervisors and outside vendors.
18. Perform related duties as required.
19. 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 one of the following:

- 1) A two-year degree from an accredited college or university in Information Technology or a related discipline, and two years comparable work experience in the field of Information Technology, or
- 2) Five years of comparable training and work experience with the video technologies and digital evidence management system utilized by the KCPD.

Supervisory experience is preferred.

Incumbent must have 24/7 availability for contact by commanders and team members.

Must possess a valid state driver's license.

Physical Requirements: This position is sedentary and will require the incumbent to sit for long periods of time. The incumbent must be able to lift up to 50 pounds periodically, bend, crawl, carry equipment, kneel, climb, and work on the floor under counters and desks. Incumbent must be able to work in all types of weather conditions when outdoors.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 90% of the time. Remaining 10% is spent working with vehicles or traveling to other KCPD jobsites.

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

- Personal computers, printers, mobile devices and peripherals
- Small hand tools
- Network cabling and cable testers
- Motor 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 completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Manager Natalie Cofield-Booker, Information Management Unit by no later than JULY 7, 2025.**

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the Mindy.Davis@kcpd.org, to be received no later than **JULY 7, 2025**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Individuals who meet all of the qualifications will be contacted individually. The candidate must also complete a TABE test, MMPI, CVSA, post-offer physical examination and drug screen.

Captain Justin Pinkerton
Captain Justin Pinkerton
Commander, Employment Unit