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# NON-SWORN MEMBER VACANCY

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*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:** March 19, 2026

**JOB VACANCY MEMORANDUM NO.** 26-15

**TITLE:** Forensic Specialist II, Crime Scene Investigator

**ELEMENT OF ASSIGNMENT:** Kansas City Police Crime Lab/Crime Scene Investigation Unit

**PAY RANGE:** 53

**STARTING MONTHLY SALARY:** \$4,339-\$7,589

**VACANCY STATUS:** Anticipated

**EXPIRATION DATE:** April 16, 2026

**REQUIREMENTS:**

To identify, document, collect and preserve physical evidence from crime scenes.

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

1. Assess and prioritize calls for service and give proper notification to supervisor according to established procedures.
2. Document crime scenes using detailed written reports, photographs and diagrams where appropriate.
3. Collect and preserve evidence by implementing state-of-the-art scientific and technical methods, and ensuring the proper chain-of-custody.
4. Protect crime scenes from contamination.
5. Work with decomposing corpses, bodily fluids, contagious diseases, hazardous materials, heavy objects, equipment, tools and other evidence.
6. Ability to properly unload firearms of various types and configurations.
7. Must have knowledge of search/seizure case law.
8. Must have the ability to process crime scenes in all weather conditions.

9. Occasionally ride in a police helicopter to perform aerial photography.
10. Responsible for care and maintenance of technical equipment.
11. Deliver credible expert testimony in depositions and in a court of law on the techniques utilized in crime scene processing, evidence collection and evidence preservation. Prepare charts, photographs, diagrams and other visual-aides as needed for courtroom presentations.
12. Maintain reliable and predictable attendance. Must have the ability to work mandatory overtime, flexible hours, nights, weekends and/or holidays when necessary.
13. Continued advancement of skills through research, attendance to educational conferences and other relevant courses or workshops.
14. Perform related duties as required.
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.)

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 incumbents who have taken coursework with a strong emphasis in physical/forensic science and/or have minimum of three years' experience in the forensics field.

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

The incumbent must successfully complete the Kansas City Police Crime Laboratory's extensive Crime Scene Investigation training program and must be certified by the International Association (IAI) as a Certified Crime Scene Investigator (CCSI) within two years of appointment.

This position requires strong communication, time management, writing, analytical and decision-making skills. The incumbent is required to consistently exercise discretion and sound judgment, and must comply with accreditation mandates to ensure quality of results and analysis. Failure of any quality assurance mandates must be reported, whether it is of their own or another analyst.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

**Physical Requirements:**

Incumbent must have full use of all limbs. This position requires very heavy lifting (over 50 pounds) occasionally, heavy lifting (20 to 50 pounds) often, and light lifting (5 to 20 pounds) frequently. Required to stand, kneel, and/or stoop for extended periods of time. Must have the ability to distinguish the full range of the color spectrum in order to visually examine and investigate all types of crime scenes and evidence.

Incumbent will be required to operate a motor vehicle (police cargo van) at least one to two hours per day (current valid driver's license required) and work at a stationary computer terminal for an extended period of time (usually one to four hours per day, but can exceed eight hours in some circumstances). Will be required to use a telephone and/or police 2-way radio, use of which can range from a few minutes to over an hour each day.

**Job Location:** (Place where work is performed.)

This position operates at both indoor and outdoor crime scenes in all weather conditions, with time spent in a standard office environment.

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

- Digital SLR Camera
- Large outdoor lighting with generators
- Metal detectors
- Laser scanning/surveying equipment
- Personal protective equipment (PPE): gloves, eye protection, Tyvek suits, shoe covers and gas masks
- Computer including advanced computer diagramming programs
- Printers, scanners, faxes
- Police vehicle (cargo van)
- Telephone and two-way radio
- Laboratory-specific instruments, including but not limited to alternate light sources, superglue fuming chambers and various chemical processes to develop 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 **Manager Lori Keller, CSI** by no later than **April 16, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **April 16, 2026**.

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>

**Captain Justin Pinkerton**  
Captain Justin Pinkerton  
Commander, Employment Unit