



# 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 30, 2025

**JOB VACANCY MEMORANDUM NO.** 25-28

**TITLE:** Forensic Specialist III, Latent Print Examiner I

**ELEMENT OF ASSIGNMENT:** Latent Print Section/KC Police Crime Laboratory

**PAY RANGE:** 54

**STARTING MONTHLY SALARY:** \$4,693 to \$8,209

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** August 13, 2025

## **REQUIREMENTS:**

### **Job Objectives:** (Purpose of the position.)

To examine, identify and analyze various types of evidence and produce written reports of findings. To testify as an expert witness in court.

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

1. Evaluate, examine, compare, and identify latent prints on evidence from crime scenes; and conduct searches of latent fingerprint evidence using the Automated Fingerprint Identification System (AFIS). Compare latent prints to known inked prints.
2. Take inked fingerprints of crime victims, suspects, and juveniles (per court order) for elimination or comparison purposes.
3. Process items of evidence for latent prints utilizing various chemical enhancement techniques as well as specialized equipment to include digital photography of developed prints.
4. Comprehend training, satisfactorily complete competence testing and maintain proficiency.
5. Prepare written reports on the results of examinations, perform reviews of casework, and render credible expert witness testimony in depositions and a court of law.

6. Possess strong communication, time management, writing, analytical, and decision-making skills. Incumbent is required to consistently exercise discretion, sound judgment, and must comply with all accreditation mandates to assure quality of results and analysis. Failure of any quality assurance mandates must be reported, whether it is of their own or another analyst.
7. Maintain and perform operational checks on equipment and oversee inventory supplies.
8. Provide information, training, and assistance to law enforcement, attorneys, and the community concerning forensic science topics.
9. Regular and reliable attendance is essential and must have the ability to work mandatory overtime, flexible hours, nights, and weekends and/or holidays when necessary.
10. Must have the ability to work outside in all types of weather conditions. Assist in crime scene investigations where appropriate.
11. Continue advancing skills through research, attendance to educational conferences and relevant courses or workshops.
12. Perform other duties as required.
13. This case 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.)

Must possess a bachelor's degree from a four year accredited college or university with a major in a physical science, forensic science, or natural science.

Close attention to detail and a high degree of accuracy is required.

Required to submit a DNA standard for quality control purposes.

Incumbent must possess a valid driver's license.

**Physical Requirements:** Incumbent must be able to perform moderate lifting (up to 50 pounds) and extended periods of sedentary work.

Incumbent may be exposed to hazardous materials, noise levels, and working conditions. Work may involve decomposing corpses, body fluids, exposure to contagious diseases, and potentially deadly unknown materials.

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

This position operates primarily in a criminalistics laboratory.

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

- Computer, telephone, scanner, photocopier
- Photographic equipment
- Vehicle
- Automated Fingerprint Identification System (AFIS)

- Laser
- Alternate Light Source

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 **Rob Fields, Chief Criminalist Supervisor, Kansas City Police Crime Lab** by no later than **AUGUST 13, 2025**.

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 **AUGUST 13, 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=2e0311b882d84e6cb8ed17fc1553961>

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

*Captain Justin Pinkerton*

Captain Justin Pinkerton

Commander, Employment Unit