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:

JOB VACANCY MEMORANDUM NO.

TITLE: Forensic Specialist III, Digital Evidence Criminalist

ELEMENT OF ASSIGNMENT: Digital Evidence Section/KC Police Crime Laboratory

PAY RANGE: 17

STARTING MONTHLY SALARY: $3,414 to $6,391

VACANCY STATUS: Vacant

EXPIRATION DATE:

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

Primary responsibilities include video evidence recovery, processing and analysis. Secondary responsibilities include photographing evidence for the purpose of documentation. Crime scene response; including after hours, on-call response, which is required of this position.

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

1. Attend in and around crime scenes as directed by supervisor or investigating officers, to facilitate the technical recovery of CCTV data that cannot be otherwise recovered by system operators or attending police officers ensuring that retrieval is carried out in an evidentially safe manner.

2. Conduct preliminary testing and preparation of video evidence. Provide analysis of video, still photographs and other evidence, whether analog or digital in nature. Review video and photographic evidence for visual clarity.

3. Operate nonlinear video editing equipment and DVD authoring software to assemble evidential packages for use in court. Apply annotation, masking, filters and highlighting to video footage as directed, to achieve customer requirements.

4. Using specialized equipment and software, apply enhancement techniques to gain the maximum definition of detail while maintaining an evidential audit record of applied enhancements.

5. Compare and contrast known objects or persons to questioned objects or persons.

6. Conduct research projects and perform verification studies of new software/equipment.

7. Examine and conduct analysis on evidence; relate results of examinations through written reports. Report confidential analysis results to detectives and officers of the court.

8. Render expert witness testimony in depositions and court.

9. Perform technical/administrative reviews of casework.

10. Troubleshoot and identify repair or replacement needs to photographic and video equipment.

11. Participate in and conduct proficiency testing in applicable areas of analysis.

12. Strong communication, time management, writing, analytical and decision-making skills are required. Must 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.

13. Must submit to a DNA standard for quality control purposes.

14. Continue advancing skills through research, attendance to educational conferences and relevant courses or workshops.

15. Regular and reliable attendance is essential and must have the ability to work mandatory overtime, flexible hours, on-call, nights, and weekends and/or holidays when necessary.

16. Must have the ability to work outside in all types of weather conditions. Assist in crime scene investigations where appropriate.

17. Perform other duties as required.

18. 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 an accredited college or university, preferably in an imaging or science related field. Close attention to detail and an understanding of pattern recognition is required. Previous video or photographic work in a laboratory is preferred but not essential. Knowledge of computer-based software for imaging and processing is required.

The position requires strong communication, writing, analytical and decision-making skills. The incumbent is required to exercise discretion and sound judgement consistently. The inclement must also have documented strong time management skills.

Incumbent must possess a valid driver's license and must possess the ability to operate an automobile.

Physical Requirements: Lifting (20-50 pounds), walking (up to 2 miles), and extended periods of sedentary work are required daily

Exposure to hazardous materials, noise levels, and working conditions exist. Work may involve decomposing corpses, body fluids, exposure to contagious diseases, and potentially deadly unknown materials such as fentanyl.

Job Location: (Place where work is performed.)

This position operates in a laboratory 80% of the time; remaining 20% of time is spent engaged in field work.

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

- Personal Computers as well as computer peripherals and software programs
- Video Equipment, including recovery equipment
- Photographic Equipment
- Vehicles

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 **Mark Southwell, Chief Criminalist Supervisor, Digital Evidence Section** by no later than ***DATE*.**

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 ***DATE.***

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 Marisa Barnes
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Commander, Employment Unit