

## **Kansas City Police Department Crime Lab**

**DATE:** April 8, 2019

**JOB VACANCY MEMORANDUM NO.** 19-18

**TITLE:** Forensic Specialist IV, Digital Evidence

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

**PAY RANGE:** 18

**STARTING MONTHLY SALARY:**

**\$3,694 VACANCY STATUS:** Vacant

**EXPIRATION DATE:** April 22, 2019

### **REQUIREMENTS:**

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

### **QUALIFICATIONS**

- Carry out the technical recovery of video in and around crime scenes. Carry out scientific examination, comparison and/or evaluation of video in a legally accepted manner.
- Comprehend training and satisfactorily complete competence testing and maintain proficiency.
- Prepare written reports on the results of examinations, perform reviews of casework and render credible expert witness testimony in depositions and in a court of law.
- 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.
- Maintain and perform operational checks on equipment; oversee inventory supplies.
- Provide information, training, and assistance to law enforcement, attorneys, and the community concerning forensic science topics.
- Provide training and mentoring to less experienced examiners.
- Participate and/or design validation studies and research projects.
- 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.
  
- Must have the ability to work outside in all types of weather conditions. Assist in crime scene investigations where appropriate.
- Continue advancing skills through research, attendance to educational conferences and relevant courses or workshops.
- Perform related duties as required.
- 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.)

The incumbent is required to have:

- a Bachelor's degree from an accredited college or university, preferably in a computing, imaging or science- related field;
- knowledge of computer-based software for imaging and processing is required;
- certification as Forensic Video Technician;
- three years of forensic laboratory experience;
- close attention to detail and a high degree of accuracy; and
- a valid driver's license.

Required to submit a DNA standard for quality control purposes.

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

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

**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, facsimile, scanner, photocopier
- Photographic equipment
- Vehicle
- Non linier video editing equipment
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All members interested in being interviewed for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command to be forwarded to the Human Resources Division to be received no later than **APRIL 22, 2019.**

Outside applicants interested in being considered for the position must submit a cover letter and resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org) be received no later than **APRIL 22, 2019.**

All permanent full-time members of the Kansas City Missouri Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police. 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.

*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*