



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: October 8, 2025

JOB VACANCY MEMORANDUM NO. 25-39

TITLE: Crime Analyst II - Investigative Analyst II, Investigations Bureau

ELEMENT OF ASSIGNMENT: LERC/PIC

PAY RANGE: 55

STARTING MONTHLY SALARY: \$5,077

VACANCY STATUS: Vacant

EXPIRATION DATE: October 22, 2025

REQUIREMENTS:

The role of the Investigative Analyst II is to provide analytical support and assist the mission of the Investigations Bureau. Duties include collection and analysis of information provided by various sources. The Investigative Analyst II's duties require comprehensive and timely analysis to produce analytical products which are provided to the case detectives as well as outside law enforcement partners. The Investigative Analyst II is distinguished from the Investigative Analyst I position by tenure, skill level and additional responsibilities to include mobile forensic certification, direct criminal investigations support and call-out duty as needed by the investigative element.

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

1. Compile, organize, analyze, and interpret crime and offender data and their relationships.
2. Responsible for providing timely and actionable information, investigative leads, and intelligence regarding past, present and future crimes and crime trends.
3. Prepare and disseminate intelligence and tactical bulletins to the appropriate personnel within KCPD and the region.
4. Research and review data relevant to criminal investigations (criminal history, RMS reports,

vehicles, driver's license, phones, etc.) and assisting in investigative requests.

5. Extraction and review of digital evidence from mobile devices utilizing forensic software (Cellebrite or similar) and other digital sources.
6. Attend and testify at depositions, trials, and other court functions as required.
7. Create and maintain GIS applications, databases, and layers.
8. Assists analysts in development of crime analysis products, bulletins, mapping products, and pattern analysis.
9. Display a high degree of self-motivation, initiative, and strong interpersonal skills.
10. Maintain reliable and predictable attendance. May be required to work flexible hours, overtime, weekends and/or holiday when needs arise.
11. Required to perform "call-out" duties as needed by the investigative unit. This could require response to the office or other location where tasking is needed.
12. Perform any other duties necessary to support the mission of the Department.
13. 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.)

A bachelor's degree in Criminal Justice, Criminology, Geography, GIS, or related field, **or**,

Certification through the International Association of Crime Analysts as a Certified Law Enforcement Analyst (CLEA), or hold similar certification.

Five (5) years experience in an analytical or investigative role for a law enforcement, military, or intelligence agency.

Experience with Esri GIS Suite (ArcPro, ArcGIS, ArcGIS Online), i2 Analyst Notebook, and Microsoft Office Suite is required. Certification in the department's current mobile forensic software, such as Cellebrite or comparable platform, will be required. Certification will be required at the time of hire or must be obtained by the end of the 1-year probation period.

All needed certifications will be required to be maintained for the duration of the assignment unless no longer required as directed by the Division.

Incumbent may be required to pass extensive background and financial checks to obtain a secret/top

secret clearance if required by position.

Physical Requirements:

Incumbent will perform majority of work at a stationary work space approximately 80% of the time. This will require the ability to remain seated for long periods of time. This position may require minimal lifting of 5-20 pounds.

Job Location: (Place where work is performed.)

Position operates in a standard office environment for the majority of time. Position may also be relocated to Emergency Operations Centers, if needed.

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

- Computers (Desktop, Laptop, Mobile Devices)
- Mobile forensics hardware and software (Cellebrite)
- Analytical Hardware/Software applications
- Large format plotting equipment
- Telephone
- Handheld Police Radios

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 **Captain Ronald Legg, Special Investigation Division** by no later than **OCTOBER 22, 2025**.

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 **OCTOBER 22, 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=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview, analyst assessment test and analytical problem/interview. Selected applicants must also submit to a TABE test, Keystroke test (80% accuracy), CVSA, MMPI, post-offer physical examination and drug screen.

Captain Justin Pinkerton

Captain Justin Pinkerton
Commander, Employment Unit