



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: February 23, 2026

JOB VACANCY MEMORANDUM NO. 26-09

TITLE: Crime Analyst I, Investigative Analyst, Investigations Bureau - Grant Funded
Operational Support Division, Law Enforcement Resource Center
ELEMENT OF ASSIGNMENT: (LERC), Perpetrator Information Center (PIC)

PAY RANGE: 54

STARTING MONTHLY SALARY: \$4,693

VACANCY STATUS: Vacant

EXPIRATION DATE: March 9, 2026

REQUIREMENTS:

***** THIS IS A GRANT FUNDED POSITION *****

The role of the Investigative Analyst I 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 I'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 I position is a pathway to gain the needed experience and skills required for the Investigative Analyst II position.

Grant Funding Information:

This position is grant-funded for the next 2 years, with ongoing efforts to extend funding thereafter. During this period, employees will receive benefits and compensation identical to an established position. If funding is unable to be secured the position will be considered for elimination.

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. Attend and testify at depositions, trials, and other court functions as required.
6. Create and maintain GIS applications, databases, and layers.
7. Assists analysts in development of crime analysis products, bulletins, mapping products, and pattern analysis.
8. Display a high degree of self-motivation, initiative, and strong interpersonal skills.
9. Maintain reliable and predictable attendance. May be required to work flexible hours, overtime, weekends and/or holiday when needs arise.
10. 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.
11. Perform any other duties necessary to support the mission of the Department.
12. 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 under the Law Enforcement Analyst-Foundational (LEAF) program, the Certified Law Enforcement Analyst (CLEA) program, or hold similar certification, **or**,

Additionally, three (3) years experience in an analytical or investigative role for a law enforcement, military, or intelligence agency.

The incumbent must have the ability to present facts and render opinions to all levels of a public safety organization, analyze data, develop and deliver presentations, write reports, research and work independently, think objectively, have good interpersonal skills, and exhibit sound and accurate judgment. It is essential that the incumbent have excellent analytical and problem-solving skills as well as the ability

to work with and display sensitivity towards diverse groups of people. The incumbent must have experience and knowledge of law enforcement operations and procedures, experience in data analysis, research methods, theory, statistics, and intelligence analysis methods preferably in a law enforcement capacity.

The incumbent is required to have a high level of proficiency with Microsoft Office products.

Must have knowledge of statistical analysis, mapping software, and spatial analysis techniques.

Preferred working or academic experience with common mapping software such as ESRI ArcGIS or similar software programs. The incumbent must have the ability to identify and organize data for analytical purposes and present data in detailed statistical reports or other methods. Prefer experience with Crystal Reports.

The incumbent must have good oral and written communication skills. Incumbent will be required to present their analytical analysis and products to internal and external partners.

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

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 Robert Schreiber, LERC** by no later than **MARCH 9, 2026**.

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 **MARCH 9, 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

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Commander, Employment Unit