

Special Agents - KBI

Job Code	Job Title	Pay Grade
7576L1	Technical Special Agent – KBI	36
7571L1	Special Agent – KBI	38
7577L1	Assistant Special Agent in Charge – KBI	41
7573L1	Special Agent in Charge – KBI	42

CONCEPT:

Provides investigation of a broad range of general criminal and other investigations as an agent of the Kansas Bureau of Investigation. This includes investigating major crimes, collecting analyzing evidence, maintaining security of crime scenes, conducting background investigations, and other related duties.

TASKS

- Protects and processes crime scenes by identifying and collecting physical evidence using photography, various measuring techniques and diagramming; lifting fingerprints, casting impressions, and properly tagging, packaging and transporting evidence for forensic examinations.
- Conducts interviews with victims, witnesses and suspects to obtain relevant case information in accordance with rules of evidence.
- Prepares appropriate administrative and investigative reports and forms required by the Kansas Bureau of Investigation.
- Employs appropriate surveillance techniques including undercover surveillance by observing suspected persons and determining their involvement in criminal activities; conducts electronic surveillance by legally installing and operating electronic surveillance equipment.
- Confers with prosecutors for preparation and presentation of evidence in courts of law and other legal proceedings; presents evidence in order to obtain subpoenas, search and arrest warrants.
- Participates in raids to seize evidence or apprehend suspects.
- Performs related work as speaking to civil groups on crime prevention and law enforcement topics; providing physical security for witnesses and dignitaries and verifying the safety of situations that will be encountered prior the arrival of dignitaries.
- Arranges postmortem examinations and advises lower level agents regarding the proper evidence to collect. Collects body evidence and submits it for laboratory examination.
- Organizes and analyzes documents and other evidence to determine further courses of case investigation.
- Directs audits of business records to identify evidence and determine whether illegal activities have occurred. Organizes and directs the installation and operation of electronic surveillance.
- Administers and interprets polygraph tests.
- Conducts formal training in areas of specialization and continues to receive advanced training in law enforcement subjects or in specialized areas.

LEVELS OF WORK

- Class Group consists of four classes.

Technical Special Agent - KBI: This is a developmental position for individuals with limited law enforcement experience and/or college education. Work involves conducting investigative case work under the direction of special agents and supervision involving narcotics, violent and white-collar crimes, civil disorders and torts against the State of Kansas. Work also involves attending formal training sessions and participating in on-the-job training opportunities to develop the competencies necessary for the Special Agent class.

Minimum Requirements: Candidates with no law enforcement certification must possess a bachelor's degree from an accredited college; or be a certified law enforcement officer with 4 years or less experience and no college degree; or a combination of the preceding two options approved by the KBI.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law

enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

Special Agent - KBI: This is full performance criminal investigation work in the Kansas Bureau of Investigation. Work involves independently conducting investigations of cases involving narcotics, violent and white-collar crimes, civil disorders and torts against the State of Kansas. Work also involves training less experienced agents and receiving continued training both from within the agency and from outside sources.

Minimum Requirements: Candidates must possess 4 years of certified law enforcement experience and a bachelor's degree; or possess 5 years or more certified law enforcement experience with no college degree.

Necessary Special Requirements: Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

Assistant Special Agent in Charge – KBI: Provides first-line, operational supervision of day to day investigative personnel, and/or day to day oversight of a recognized program. Works includes review and approval of all investigative leads in the lead tracking system and investigative reports. Conduct criminal investigations, initial referral to the SAC of complaints or disciplinary issues and provide advice on resource capacity to the SAC on external requests for criminal investigations.

Minimum Requirements: High School diploma or equivalent, Kansas Certification as a Law Enforcement Officer, and five years criminal investigative experience as a KBI Special Agent. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

Special Agent in Charge – KBI: This is supervisory work in the Kansas Bureau of Investigation. Work involves supervising the investigative activities of a geographical region of the state, supervising investigations within a major program area, such as intelligence or narcotics, or supervising law enforcement support areas in the K.B.I. Other duties include: providing documentation for agency budget requests, personnel actions, policy recommendations and operating procedures, initiating investigations as a case agent and is assigned case investigations requiring special direction or action by the Assistant Director. Makes recommendations regarding the utilization of agents, whether the Bureau has jurisdiction in a particular case and when an investigation should be initiated, modified or completed.

Minimum Requirements: High School diploma or equivalent, Kansas Certification as a Law Enforcement Officer, and ten years criminal investigative experience as a KBI Special Agent. Education may be substituted for experience as determined relevant by the agency.

Necessary Special Requirements: This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Some positions require an approved drug test unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties.

REF: 12/13

REV: 6/16

REV: 6/22

REV: 6/24