



TOWN OF MANCHESTER



POSITION AVAILABLE

EVIDENCE TECHNICIAN

Vacancy in Police Department
\$18.00/hour – 19 hours/week Monday – Friday
Days and hours may vary depending on need of the Police Department
Part-time – no benefits

CLOSING DATE: THURSDAY, OCTOBER 26, 2017

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Receives, identifies, preserves, classifies, tags and logs evidence and property brought to Headquarters and maintains a chain of custody record for each item. Maintains established guidelines for release of property and evidence to employees, victims or suspects according to court orders and department policies. Transfers evidence/property to the state toxicology and forensic labs and to detectives/officers for fingerprinting, investigation or court as necessary. Transfers evidence to court investigator as requested, i.e. videotapes, photo line-ups, for pretrial investigations. Answers subpoenas for evidence. Introduces evidence and testifies in court as to chain-of-custody and evidence procedures. Coordinates viewing and makes copies of evidence photos and videotapes. Releases property to State of Connecticut Judicial Department's Examiner of Seized Property per court order. Disposes of property/evidence in accordance with court orders or by State Statute. Coordinates auction of found property according to state law. Secure or retrieve vehicles from the impound lot. May perform research to determine the appropriateness of release of firearms and other property/evidence. Data entry of dispositions of property/evidence; filing and copying.

MINIMUM TRAINING AND EXPERIENCE: Graduation from high school required; some college courses preferred. Police Officer experience preferred. Some office experience preferred. Ability to type and knowledge of Microsoft Office software products including Word and Excel. Must have a valid Connecticut Drivers License.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Oral Examination	100%	70%

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at <http://hr.manchesterct.gov/>. Applications must be received in the Human Resources Department by 4:30 p.m. on Thursday, October 26, 2017 or must be postmarked by Thursday, October 26, 2017. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.