

**Town of Manchester
Evidence Technician
Part-time 19 hrs/week \$18.00/hour (Monday-Friday) No Benefits
Days and hours may vary depending on need of the Police Department**

DUTIES:

- 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.
- Performs other duties as assigned.

MINIMUM SKILLS, TRAINING AND KNOWLEDGE:

- High School Diploma or equivalent; some college courses preferred. Must have a valid Connecticut Drivers License.
- Police Officer experience preferred. Some office experience preferred.
- Ability to learn department policies, practices, and operations.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, customers and the public at large.
- Ability to type and knowledge of Microsoft Office software products including Word and Excel.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS:

- Must be mobile and able to push, pull and lift objects up to 75 lbs. Able to sit for prolonged periods. Able to perform manipulative tasks such as writing, collating, using a calculator, and skills, which require hand-eye coordination such as using a typewriter and computer.
- Must be able to see objects closely, as in typing or reading a document. Able to hear normal sounds with background noise, distinguish voice patterns, and communicate using a typewriter and computer.
- May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in computer screens.

THIS SHEET IS PREPARED TO PROVIDE INFORMATION AND GUIDANCE. THE TOWN RESERVES THE RIGHT TO CHANGE, ADD TO, OR DELETE ANY DUTIES. THIS SUMMARY SHEET DOES NOT CONSTITUTE A CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH THE TOWN IS ON AN AT WILL BASIS. THE TOWN MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY REASON.