

**TOWN OF COLCHESTER  
JOB DESCRIPTION**

**Position: Property/Evidence - Criminal Identification Technician**

**Reports to: Sergeant, Bureau of Criminal Investigations    Department: Police**

**Classification: Non-exempt**

**Job Function:** A civilian (non-sworn) member with specific training who is responsible for the management and operation of the property/evidence function of the department. This position is also responsible for collecting, documenting, preparing, preserving, and examining physical evidence from crime scenes and related persons to reconstruct the chain of events.

**Essential Functions:**

- Manages and operates the function of evidence and property collection including being responsible for proper inventory, control, and recording of evidence and property that enters the control of CPD.
  - Records property/evidence into the CPD property software and ensures that it matches entries made by collecting officer in records management software.
  - Maintains chain of evidence for court and legal proceedings in which they may be called to testify.
- Properly identifies, obtains, catalogues and processes forensic crime scene evidence as described in CPD General Order # 45.
  - Utilizes proper and appropriate Personal Protective Equipment.
  - Searches crime scenes for evidentiary items pertaining to the incident in conjunction with investigating detectives.
  - Appropriately packages and secures serology, drug, firearm, DNA, fingerprint, trace, and any other type of evidence.
  - Processes evidence at CPD or sends/transportes evidence to the Vermont Forensic Laboratory for further analysis
- Maintains and audits evidence and property storage areas and filing systems.
  - Conducts periodic inventory of evidence as directed in General Order # 45.
  - Uses computer databases to locate, update, and compile information concerning evidence status.
  - Thoroughly researches cases so that evidence related thereto may be destroyed when certain criteria are met.
- Performs other duties as required

**Qualifications/Basic Job Requirements:**

- Associate degree in criminal justice, digital forensics, or related field required.
- Additional relevant experience may be substituted for a degree requirement on a two-for-one per year basis.
- Demonstrated knowledge of various photography methods, forensic sciences, and identifying probative evidence required.
- Must successfully complete application, interview panel, and background investigation. Felonies, certain misdemeanors, and crimes involving violence may be disqualifiers.
- Ability to work independently and as part of a team required.
- Ability to communicate effectively both orally and in writing.
- Employee must be able to establish and maintain good relations with his or her coworkers, other law enforcement officers, civilian technicians, and the general public.
- Employee must be able to appropriately deal with stress such that it does not interfere with his/her performing his/her job duties.

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## Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Seeing            | <input checked="" type="checkbox"/> Ability to Move Distances<br>Within and Between<br>Facilities/Offices | <input checked="" type="checkbox"/> Lifting (specify)<br>40+ Pounds  |
| <input checked="" type="checkbox"/> Color Perception  | <input type="checkbox"/> Climbing   | <input checked="" type="checkbox"/> Carrying (specify)<br>40+ Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Ability to Mount and<br>Dismount Equipment                                       | <input checked="" type="checkbox"/> Driving (local/over<br>the road) |
| <input checked="" type="checkbox"/> Clear Speech      | <input type="checkbox"/> Pushing/Pulling  | <input type="checkbox"/> Other - Shooting                            |
| <input checked="" type="checkbox"/> Touching          | <input checked="" type="checkbox"/> Typing  |  |
| <input checked="" type="checkbox"/> Dexterity         |   |  |
| <input checked="" type="checkbox"/> Hand              |   |  |
| <input checked="" type="checkbox"/> Finger            |   |  |
| <input checked="" type="checkbox"/> Standing          |   |  |
| <input checked="" type="checkbox"/> Sitting           |   |  |

## Mental Reasoning Requirements:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Reading - Simple  | <input checked="" type="checkbox"/> Writing-Complex   | <input checked="" type="checkbox"/> Analysis/Comprehension   |
| <input checked="" type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical          | <input checked="" type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing - Simple  | <input checked="" type="checkbox"/> Basic Math Skills | <input checked="" type="checkbox"/> Stress                   |

## Work Environment:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Shift Work                         | <input type="checkbox"/> Outside                         | <input type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone             | <input type="checkbox"/> Extreme Heat                    | <input type="checkbox"/> Moving Objects        |
| <input checked="" type="checkbox"/> Works with Others       | <input type="checkbox"/> Extreme Cold                    | <input type="checkbox"/> High Places           |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise                | <input type="checkbox"/> Fumes/Odors           |
| <input checked="" type="checkbox"/> Face-to-Face Contact    | <input type="checkbox"/> Mechanical Equipment            | <input type="checkbox"/> Hazardous Materials   |
| <input checked="" type="checkbox"/> Inside                  | <input checked="" type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust  |

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an "at will" position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.

## Approvals:

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_