



TANYA D. LANE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: Civilian Evidence & Property Officer	PAY RANGE: \$43,000 - \$45,000	CLASSIFICATION/ GRADE: A-4	EEOC Admin.
LOCATION: Newington Police Department 131 Cedar Street	APPLY BY: July 22, 2016	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

NOTE: An official Town of Newington employment application is required in order to be considered for this position.

POSITION DESCRIPTION:

Reports to Detective Division Supervisor & under Supervisor's direction is responsible for receiving, cataloging & maintaining property & evidence seized by the police department; compiles with all court orders regarding the disposition of evidence & property. Works cooperatively with representatives from the CT Forensic Science Laboratory, the Office of the Chief Medical Examiner, the Judicial System & other Law Enforcement agencies. Responsible for completing daily court transmittals, fingerprinting, permit applicants & assists processing temporary pistol permits. Responsible for downloading & copying recording media.

ESSENTIAL FUNCTIONS (see job description for full list of functions):

- Receives oral or written instructions from a department supervisor and plans work according to established department standards.
- Receives information on arrests, accidents, and investigations.
- Receives property reports related to investigations, accidents or when abandoned.
- Classifies, codes and processes evidence, property, and recording media.
- Observes strict confidentiality in maintaining restricted information, files and records.
- Operates computerized report writing and record management systems.
- Records legible fingerprints.
- Reports work accomplished to supervisor.
- Maintains Liaison with superior courts and other Criminal Justice agencies.
- Performs related duties as required.
- Provides assistance to patrol officers when necessary.
- May testify in court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of law enforcement practices relating to property and evidence.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to work on electronic devices such as computers, scanners, printers, copy machines, fax, and other miscellaneous office equipment.

MINIMUM QUALIFICATIONS:

- A High School diploma
- A minimum of at least five (5) years of service as a certified Police Officer preferably with some evidence/property room experience.
- Must possess a valid Connecticut Driver's License.

See Job Description for additional responsibilities and qualifications.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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TOWN OF NEWINGTON

TITLE: Civilian Evidence and Property Officer **GRADE:** A-4
DEPARTMENT: Police **COUNCIL ADOPTED:** 6-28-2016

POSITION DESCRIPTION

Reports to Detective Division Supervisor and under Supervisor's direction is responsible for receiving, cataloging, and maintaining property and evidence seized by the police department; complies with all court orders regarding the disposition of evidence and property. Works cooperatively with representatives from the Connecticut Forensic Science Laboratory, the Office of the Chief Medical Examiner, the Judicial System, and other Law Enforcement agencies. Responsible for completing daily court transmittals, fingerprinting permit applicants, and assists processing temporary pistol permits. Responsible for downloading and copying recording media.

ESSENTIAL JOB FUNCTIONS

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- Operates computerized report writing and record management systems.
- Records legible fingerprints.
- Reports work accomplished to supervisor.
- Maintains liaison with superior courts and other Criminal Justice agencies.

ADDITIONAL JOB FUNCTIONS

- Performs related duties as required.
- Provides assistance to patrol officers when necessary.
- May testify in court.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of law enforcement practices relating to property and evidence.
- Ability to express oneself clearly and concisely, both orally and in writing.
- Ability to record legible fingerprints on standard fingerprint cards or live-scan devices.
- Ability to follow instructions furnished in written, oral or diagrammatic form.
- Ability to acquire a working knowledge of laws, regulations and police procedures.
- Ability to type accurately and to learn to operate computer systems and software.
- Ability to maintain accurate files and records.
- Ability to deal cooperatively with others.
- Ability to process confidential information with responsibility.
- Ability to work on electronic devices such as computers, scanners, printers, copy machines, fax, and other miscellaneous office equipment.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- This is medium work requiring the exertion of 200 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects.
- Work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.

- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions.
- The worker may be exposed to bloodborne and airborne pathogens and may be required to wear specialized personal protective equipment.
- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with:

- A High School diploma
- A minimum of at least five (5) years of service as a certified Police Officer preferably with some evidence/property room experience.

LICENSE OR CERTIFICATE

Must possess:

- A valid State of Connecticut Driver's License.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date