

Town of Hooksett Job Description
Police Department
“Evidence Technician”

GRADE 8

Date: June 2, 2023

A. Job Summary

Under the general supervision of the Investigations Lieutenant, the Evidence Technician shall be responsible for the evidence and property coming into the property room and impound areas.

B. General Duties and Responsibilities

It shall be the duty and responsibility of the Evidence Technician to:

- a. Remove evidence or property from secure temporary lockers and reconcile items with written reports; transport items to secure permanent evidence/property area.
- b. Prepare and transport evidence to the state police crime laboratory or to other locations.
- c. Prepare evidence or property to be turned over to designated firearms dealers or the rightful owners.
- d. Maintain and update database to ensure accurate and balanced audit records.
- e. Prepare evidence destruction orders with the appropriate courts; file the proper return paperwork once items are destroyed.
- f. Photocopy returned forensics laboratory reports and other legal documents; scans items into case files.
- g. Maintain supplies and equipment relative to the evidence/impound areas.
- h. Assist investigators in the research and purging of old cases and related evidence.
- i. Perform such other duties as may be assigned by the Chief of Police.

This classification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

Other Training, Skills and Experience Requirements:

- One year experience in a law environment; municipal preferred.
- Ability to deal successfully with public under stressful conditions.
- Possess ability to receive and transmit information accurately under stressful conditions
- Be free of any conditions that results in a person not being able to perform the essential functions, with reasonable accommodation, of a Evidence Technician as determined by a physician under contract with this agency.

Education & License/Certification Requirements:

- High school diploma or GED.
- Valid NH drivers license.
- Any equivalent combination of education and experience, which demonstrates the required knowledge, skills, and abilities.

Schedule: Monday-Friday 8:00am-4:30pm or as determined by the Chief of Police. Additional hours for other assignments when needed.