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Director of Human Resources

City of Meriden, Connecticut

Human Resources

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April 27, 2026

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY:

Property Technician – Police Department
Full Time – 40 Hour Work Week

SALARY:

31I \$33.31 to \$45.85 per hour (hired before 7/1/03)
\$33.31 to \$43.14 per hour (hired after 7/1/03)

NATURE OF WORK:

Please read attached job description.

QUALIFICATIONS:

A college degree is desired, however, job experience in the related field will be considered an equivalent. The candidate should also be able to pass an in depth background check based on their proximity to large amounts of illicit drugs, firearms, and currency. A valid pistol permit. Strong technology skills to include the use of inventory audit software as well as running reports to check for compliance and areas that require improvement. A valid driver's license Class D.

HOW TO APPLY:

Email applications to humanresource@meridenct.gov. Applications for Promotion/Transfer are available in the Human Resources Department. Office hours are Monday through Friday, 8:00 A.M. to 5:00 P.M.

LAST DATE TO APPLY: Tuesday, May 5, 2026

E.O.E.

Property Technician

General Description

This is a Civilian position whose responsibilities will include handling, logging, organizing, and disposing of police evidence and/or found property.

The work for this role involves the maintenance of accurate record keeping strategies to include electronic report systems to aid in audit and purge processes. This position also has the responsibility for making standard evidence decisions and requires scrutiny to ensure for accuracy and accountability. This work requires that the employee have considerable knowledge, skill and ability in the principles and practices of legal evidence handling. As the role requires solitude and autonomy in a high liability environment, it is essential that candidates have impeccable integrity. In this role there will be exposure to an environment of evidence that could have blood or other bodily fluids that could be visually unsettling to some. There is also a presence of odors associated with illicit drugs to include marijuana that will be present in the property room.

Supervision Received

The property technician works directly under the supervision of the Evidence and Identification Unit supervisor within the Meriden Police Department.

Examples of Duties

Acquire and maintain NCIC/COLLECT certification.

Check firearms and people thru NCIC/COLLECT database.

Maintain strict confidentiality and operational security all times.

Work with a myriad of stakeholders in which responsibilities include consistent communication with the general public, internal and external police officers, lawyers, courts, victims and prisoners.

Ensure the quality control of JD forms and property tags in that they match and if they don't then work with officers to correct inconsistencies or deficiencies.

Review daily cases for proper disposition and location of evidence to ensure accountability.

Enter evidence into RMS database with item numbers and locations.

File paper work and place evidence in proper location.

Review daily court cases for evidence on hand and send JD forms to court.

Examples of Duties (continued)

Maintain safe handling and destruction of Biohazard evidence.

Create appointments and transport time sensitive evidence kits to the CT DPS lab.

Check serial numbers, store and transport or release firearms in a safe manner with consistent protocols.

Handle, store, categorize and transport illegal drugs.

Facilitate the return of license plates to Wethersfield DMV.

Handle U.S. currency, make cash deposits and submit requests for checks.

Follow court orders ie, making phone calls, mailing return notices, holding for state examiner or destroying evidence.

Review and execute found or prisoner property for return or destruction.

Review older cases and submit for destruction or sort, re-label and relocate.

Evidence room maintenance including cleaning, sweeping, garbage removal and general upkeep.

Lift items for storage on shelving, which includes climbing ladders and lifting up to approximately 50 pounds.

Pass a thorough and extensive background check.

Respond to court to testify when appropriate in response to legal subpoenas.

Implement inventory management control measures and quality control.

Coordinate with state examiner and courts to comply with court orders.

Property room technician has a pistol permit, which allows for the handling and transport of firearms.

Read police reports daily to ensure organizational compliance with laws of evidence.

Knowledge, Skill and Abilities

Considerable knowledge of the legal rules of evidence to include retention statutes.

Strong knowledge of civil and criminal law and the appropriate resources to determine evidence resolutions that pertain to them.

Knowledge, Skill and Abilities (continued)

Good ability in oral and written communications while working with the public, co-workers and other agencies.

Good ability to maintain complete records to include implementing or processes to mitigate lean in said records maintenance.

Considerable ability to establish and maintain effective working relationships with co-workers, other agencies, and the general public.

Computer literate and an understanding of a standard data base.

Qualifications

A college degree is desired, however, job experience in the related field will be considered an equivalent. The candidate should also be able to pass an in depth background check based of their proximity to large amounts of illicit drugs, firearms, and currency.

A valid CT pistol permit.

Strong technology skills to include the use of inventory audit software as well as running reports to check for compliance and areas that require improvement.

Driver's license Class D.