



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

May 29, 2026

Job #2026-28

PLEASE POST ANTICIPATED OPENING

POSITION: **Evidence Technician/ Firearms Licensing Coordinator**

Haverhill Police Department

HOURS OF WORK: **Full Time**
40 hours per week

SALARY: **\$28.58-\$31.95 per hour**
(Non-Union positions salary schedule)

POSITION SUMMARY:

The Evidence Technician / Firearms Licensing Coordinator is responsible for overseeing the intake, cataloging, storage, tracking, release, and disposal of evidence and property, while also administering firearms licensing applications and renewals in accordance with Massachusetts General Laws and department policies.

This civilian position serves a critical role within the Haverhill Police Department by maintaining the integrity of evidence and chain-of-custody procedures while acting as the department's primary point of contact for Licensing to Carry (LTC) and Firearm Identification Card (FID) applications and inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Evidence and Property Management

- Receive, document, package, and securely store evidence and recovered property
- Maintain accurate chain-of-custody records utilizing department evidence management systems
- Ensure compliance with Massachusetts laws, department policies, accreditation standards, and court requirements regarding evidence handling
- Conduct audits and inventories of evidence and property storage areas
- Coordinate the release, return, or disposal of evidence and property in accordance with court orders and legal requirements
- Prepare evidence for court presentation and coordinate with prosecutors, detectives, and officers
- Transport evidence to laboratories, courts, or other authorized agencies
- Maintain secure evidence rooms, lockers, and storage facilities
- Process firearms, narcotics, biological evidence, found property, and safekeeping items according to established procedures
- Assist with accreditation compliance and evidence-related inspections

Firearms Licensing Administration

- Process applications for Licenses to Carry (LTC), Firearm Identification Cards (FID), and related firearms permits



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

- Schedule applicant appointments, fingerprinting, and interviews
- Review applications for completeness and accuracy
- Conduct records checks and coordinate background investigations as required
- Maintain confidential firearms licensing records and databases
- Prepare applications and supporting documentation for review by licensing authorities
- Provide information to applicants regarding licensing requirements, renewals, restrictions, and applicable laws
- Coordinate with state and federal agencies regarding firearms licensing matters
- Process renewals, amendments, suspensions, revocations, and denials in accordance with Massachusetts law
- Collect fees and maintain accurate financial and administrative records
- Respond to inquiries from the public regarding licensing procedures and regulations
- Maintain compliance with all state reporting requirements and departmental procedures

Administrative Responsibilities

- Perform data entry, filing, report preparation, and records maintenance
- Maintain confidentiality of sensitive law enforcement information
- Assist department personnel with evidence retrieval and licensing inquiries
- Perform additional related duties as assigned

QUALIFICATIONS:

- High school diploma or equivalent required; associate's degree in criminal justice, public administration, or related field preferred
- Experience in evidence management, records management, municipal administration, or law enforcement preferred
- Knowledge of Massachusetts firearms laws and licensing procedures preferred
- Strong organizational skills and attention to detail
- Ability to manage sensitive and confidential information
- Strong customer service and communication skills
- Proficiency in Microsoft Office and records management software
- Ability to work independently and manage multiple priorities in a fast-paced environment
- Valid Massachusetts driver's license required
- Ability to successfully complete a comprehensive background investigation

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of chain-of-custody procedures and evidence handling practices
- Familiarity with criminal justice procedures and court processes
- Ability to interpret and apply laws, regulations, and departmental policies
- Ability to maintain accurate and detailed records
- Strong interpersonal and communication skills
- Ability to work professionally with the public, law enforcement personnel, attorneys, and court officials
- Ability to safely handle and secure firearms and other sensitive evidence
- Ability to lift and move evidence or property items as necessary



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DeRosso, HR Technician – idelrosso@haverhillma.gov

Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

Attendance is Mandatory.

Work Environment

Work is performed in office, police facility, and evidence storage environments. The position may involve exposure to firearms, narcotics, biohazards, and other sensitive materials. Frequent interaction with department personnel, outside agencies, and members of the public is required.

Employment Requirements

Successful candidates must pass a comprehensive background investigation and may be required to complete additional training related to evidence handling, firearms licensing, records management, and applicable state systems.

CLOSING DATE: OPEN UNTIL FILLED

APPLICATION IS AVAILABLE ONLINE AT:

www.haverhillma.gov/government/job-opportunities

Application can be saved and sent as attachment when applying online.

Cover letter, application and resume should be sent to:

CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2026-28

"The City of Haverhill is an AA/EEO/ADA Employer."