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**Job Description: CRIMINAL INVESTIGATION DIVISION/EVIDENCE OFFICER**

**CLASS NO.** 1048

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 22

**FLSA:** Non-exempt

**SUMMARY OF POSITION:**

Preserve crime scene and evidence, determine the area of the potential crime scene to be secured and protected; collection of evidence to ascertain that all recovered evidence be immediately and properly labeled to assure proper identification. To ascertain that all evidence is handled and stored properly by the Chain of Custody procedures. Complete all necessary paperwork for records and verification. Ascertain strict compliance with all procedures of evidence. Acts as Coordinator for County Crime Stoppers program and assist victims with the VINE program. Coordinate the Polk County Wise Eye's Community Watch Program. Oversee the proper identification and storage of all Polk County Sheriff's Office Property. Oversee Polk County Wrecker Policy and Rotation Procedure.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Detective Captain.
2. Directs: This is a non-supervisory position.
3. Other: Works closely with other law enforcement agencies, county, district and state agencies and councils, judges, attorneys, criminals and victims of crime, and the general public.

**EXAMPLES OF WORK:**

Essential Duties\*

Collect, photograph and preserve evidence such as hair, fingerprints, clothing, fingernail scrapings, saliva and other physical samples on and from persons at crime scenes; operate videotape and digital recording equipment and prepare crime scene sketches to document the search and collection of evidence at crime scenes;

Records and reviews information provided by anonymous callers, distributing press releases to media and determining reward monies and appropriate allocation, and completes all internal and external reports regarding monthly activity for the Polk County Crime Stoppers;

Prepare evidence for submission to state and federal bureaus of investigation, as well as private laboratories for examination; assist police officers with criminal investigation, which may include photo arrays, video reproduction and photography.

Responds to area hospitals to document and collect evidence in criminal investigations;

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

Works with the Victim Instant Notification Everyday (VINE) Program to assist victims of crime.

Collaborate with other government offices and law enforcement agencies in order to exchange information and coordinate activities; testify for criminal and civil court and grand jury hearings by providing expert testimony with regard to forensic evidence.

Will be responsible for tracking inventory, and ascertaining the Crime Scene Unit is fully stocked;

Responsible for disposal of property by returning to owner or to destroy by court order; Certificate of Destruction must be witnessed by a reliable disinterested person and at least one law enforcement officer. Destruction must comply with Texas law.

Maintains adequate records in preparation of case presentation to the court or to a grand jury;

Maintains availability for crime investigation (may be called in at any time of day or night);

Addresses and works with community groups to inform citizens of Sheriff's office activities and crime prevention;

Will be responsible for the Polk County Wise Eye's Community Watch Program;

Will oversee the Polk County Wrecker Rotation Policy and Procedure;

Will maintain and record, all Polk County Sheriff's Office property assigned or stored.

#### Other Important Duties\*

Performs such other duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* extensive knowledge of crime scene investigation procedures, law enforcement administration, criminal and civil law, investigation and crime prevention methods; identification records and procedures; and the use and care of vehicles, firearms, and specialized equipment.

*Skill to:* use a typewriter and/or computer to prepare records and reports and use vehicles, firearms, and specialized equipment.

*Ability to:* apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, judicial officials, the District Attorney's office, and the general public; communicate effectively, both orally and in writing (above-average skills are required); and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

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**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, and at least five years of experience as a law enforcement officer in the State of Texas;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes. CID/Crime Scene Experience preferred.

**CERTIFICATES AND LICENSES REQUIRED:**

Intermediate certification by the Texas Commission on Law Enforcement Officer Standards and Education and appropriate Texas driver's license.