



POLK COUNTY, TEXAS

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TO: Sydney Murphy, County Judge & County Commissioners

FROM: Amber Leloux, Human Resources Director

RE: Revision of Personnel Management Systems Book 1

DATE: October 4, 2022

Book 1: **Polk County Inventory-By Alpha pages 1-3**
Added 1060 Evidence/Procurement Manager

Polk County Inventory-By Job pages 4-6
Added 1060 Evidence/Procurement Manager

Job Description/1060 Evidence/Procurement Manager
Requested by Sheriff to be funded with grant

Job Description: EVIDENCE/PROCUREMENT MANAGER

CLASS NO. 1060

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 112

FLSA: Non-exempt

SUMMARY OF POSITION:

Preserve crime scene and evidence, to ascertain that all 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 verifications. Ascertain strict compliance with all procedures of evidence. Oversees 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:** 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;

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;

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 hearing by providing expert testimony with regard to forensic evidence;

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

CLASS NO. 1048 (Continued)

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

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;

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.

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:

Appropriate Texas Driver's License.

Polk County Inventory - By Job (Class) Descriptions

General guideline only, departments may use positions not listed

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
101	Receptionist	105	Non-exempt	Administrative Support
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
104	Chief Deputy Clerk	114	Exempt	Administrative Support
105	Deputy Clerk	108	Non-exempt	Administrative Support
106	Court Clerk	110	Non-exempt	Administrative Support
107	Bookkeeper	114	Non-exempt	Administrative Support
108	Heavy Equipment Operator	112	Non-exempt	Operatives
109	Light Equipment Operator	110	Non-exempt	Operatives
110	Foreman II - Road and Bridge	117	Non-exempt	Operatives
112	Equipment Mechanic	113	Non-exempt	Craft Workers
113	Road and Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
114	Laborer	107	Non-exempt	Laborers and Helpers
115	Foreman I - Road and Bridge	116	Non-exempt	Operatives
201	County Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
203	Assistant to the County Judge	118	Exempt	Administrative Support
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Officials and Manager
206	Human Resources Analyst	112	Non-exempt	Administrative Support
211	Commissioner	Unclass.	Not Covered	Executive/Senior Level official and Manager
215	Inmate Work Supervisor	114	Non-exempt	Service Worker
301	County Auditor	Unclass.	Exempt	Professionals
302	Assistant County Auditor I	105	Non-exempt	Administrative Support
303	Assistant County Auditor II	108	Non-exempt	Administrative Support
304	Assistant to the County Auditor	113	Exempt	Administrative Support
305	Internal Auditor	116	Non-exempt	Administrative Support
401	Tax Assessor - Collector	Unclass.	Not Covered	Executive/Senior Level Official and Manager
404	Delinquent Tax Specialist	117	Exempt	First/Mid Level Officials and Manager
405	Legal Assistant/Abstractor	115	Non-exempt	Administrative Support
501	County Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
503	Probate Clerk	108	Non-exempt	Administrative Support
601	County Treasurer	Unclass.	Not Covered	Executive/Senior Level Official and Manager
603	Chief Deputy Clerk-Treasurer	114	Exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
702	Lead Computer Specialist	116	Non-exempt	Professionals
703	Computer Specialist	116	Non-exempt	Professionals
800	Maintenance Superintendent	120	Exempt	First/Mid Level Officials and Manager
801	Custodial Coordinator	110	Non-exempt	Service Worker
802	Maintenance Technician-Lead	114	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	105	Non-exempt	Service Worker
805	Maintenance Technician	113	Non-exempt	Service Worker

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Class #	Job Title	Pay Group	FLSA Status	EEOC Category
806	Assistant Maintenance Technician	108	Non-exempt	Service Worker
902	Office Manager	112	Non-exempt	Administrative Support
905	Truck Driver	108	Non-exempt	Service Worker
910	Environmental Enforcement Officer	115	Non-exempt	Service Worker
911	County Fire Marshal/Fire Investigator	117	Non - exempt	Service Worker
1001	Constable	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1030	Animal Control Officer	110	Non-exempt	Service Worker
1031	Sheriff	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1032	Chief Deputy Sheriff	123	Exempt	First/Mid Level Officials and Manager
1033	Captain	121	Exempt	Service Worker
1034	Detective and Crime Stoppers Coordinator	116	Non-exempt	Service Worker
1035	Detective	116	Non-exempt	Service Worker
1036	Sergeant	117	Non-exempt	Service Worker
1037	Deputy Sheriff (Patrol)	115	Non-exempt	Service Worker
1038	Deputy Sheriff (Transport)	115	Non-exempt	Service Worker
1039	Lieutenant	119	Exempt	Service Worker
1040	Special Project Officer	115	Non-exempt	Service Worker
1041	Corporal (FTO)	116	Non-exempt	Service Worker
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
1046	Assistant to the Commissioner	115	Non-exempt	Administrative Support
1047	Administrative Assistant/Sheriff	113	Non-exempt	Administrative Support
1048	CID/Evidence Officer	117	Non-exempt	Service Worker
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1050	School Resource Officer	115	Non-exempt	Service Worker
1051	Jail Administrator	121	Exempt	Service Worker
1053	Corrections Officer/Shift Supervisor	115	Non-exempt	Service Worker
1054	Medical Assistant	114	Non-exempt	Technicians
1055	Corrections Officer	111	Non-exempt	Service Worker
1056	Warrant Officer	115	Non-exempt	Service Worker
1057	Corporal	113	Non-exempt	Service Worker
1058	Licensed Vocational Nurse-Jail Nurse	116	Non-exempt	Technicians
1059	Assistant Jail Administrator (Lieutenant)	119	Exempt	Service Worker
1060	Evidence/Procurement Manager	112	Non-exempt	Service Worker
1061	Senior Bailiff	115	Non-exempt	Service Worker
1062	Bailiff/District Court	Unclass.	Non-exempt	Service Worker
1063	Bailiff	112	Non-exempt	Service Worker
1064	Crime Victim Liaison	109	Non-exempt	Administrative Support
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support

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General guideline only, departments may use positions not listed

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
1101	County Court-at-Law Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1103	Court Coordinator	116	Exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Exempt	Administrative Support
1105	Court Reporter	119	Non - exempt	Administrative Support
1121	Criminal District Attorney	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1122	Assistant Criminal District Attorney/Misden	124	Exempt	Professionals
1123	Criminal Investigator	117	Non-exempt	Service Worker
1124	Assistant Criminal District Attorney/Felony	124	Exempt	Professionals
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
1126	Legal Secretary	110	Non-exempt	Administrative Support
1128	First Assistant District Attorney	128	Exempt	Professionals
1129	Chief Prosecutor	127	Exempt	Professionals
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1131	District Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1141	Justice of the Peace	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1145	JP Chief Court Clerk	114	Exempt	Administrative Support
1231	Emergency Management Coordinator	121	Exempt	First/Mid Level Officials and Manager
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Officials and Manager
1233	Deputy Emergency Management Coordinato	116	Exempt	Professionals
1235	Permit Coordinator	110	Non-exempt	Administrative Support
1236	Project Liaison	114	Exempt	Administrative Support
1241	Veteran's Services Officer	115	Non-exempt	First/Mid Level Officials and Manager
1242	Assistant Veteran Services Officer	113	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Officials and Manager
1262	Site Manager (Aging Services)	113	Non-exempt	Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
1264	Head Cook	108	Non-exempt	Service Worker
1265	Cook	105	Non-exempt	Service Worker
1266	Kitchen Helper	102	Non-exempt	Service Worker
1269	Aging Services Worker	107	Non-exempt	Service Worker
1271	Social Services Coordinator	113	Exempt	First/Mid Level Officials and Manager
1282	Museum Curator	114	Exempt	Professionals

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Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1047	Administrative Assistant/Sheriff	113	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Officials and Managers
1269	Aging Services Worker	107	Non-exempt	Service-Worker
1030	Animal Control Officer	110	Non-exempt	Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
302	Assistant County Auditor I	105	Non-exempt	Administrative Support
303	Assistant County Auditor II	108	Non-exempt	Administrative Support
304	Assistant to the County Auditor	113	Exempt	Administrative Support
1124	Assistant Criminal District Attorney/Felony Pr	124	Exempt	Professionals
1122	Assistant Criminal District Attorney-Misdemea	124	Exempt	Professionals
1059	Assistant Jail Administrator (Lieutenant)	119	Exempt	Service Worker
806	Assistant Maintenance Technician	108	Non-exempt	Service-Worker
1046	Assistant to the Commissioner	115	Non-exempt	Administrative Support
203	Assistant to the County Judge	118	Exempt	Administrative Support
1242	Assistant Veteran Services Officer	113	Non-exempt	Administrative Support
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
1063	Bailiff	112	Non-exempt	Service Worker
1062	Bailiff/District Court	Unclass.	Non-exempt	Service Worker
107	Bookkeeper	114	Non-exempt	Administrative Support
1033	Captain	121	Exempt	Service Worker
104	Chief Deputy Clerk	114	Exempt	Administrative Support
603	Chief Deputy Clerk-Treasurer	114	Exempt	Administrative Support
1032	Chief Deputy Sheriff	123	Exempt	First/Mid Level Officials & Administrators
1129	Chief Prosecutor	127	Exempt	Professionals
1048	CID/Evidence Officer	117	Non-exempt	Service Worker
211	Commissioner	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
703	Computer Specialist	116	Non-exempt	Professionals
1001	Constable	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1265	Cook	105	Non-exempt	Service Worker
1057	Corporal	113	Non-exempt	Service Worker
1041	Corporal (FTO)	116	Non-exempt	Service Worker
1055	Corrections Officer	111	Non-exempt	Service Worker
1053	Corrections Officer/Shift Supervisor	115	Non-exempt	Service Worker
301	County Auditor	Unclass.	Exempt	Professionals
501	County Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1101	County Court-at-Law Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
911	County Fire Marshal/Fire Investigator	117	Non-exempt	Service Worker
201	County Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
601	County Treasurer	Unclass.	Not Covered	Executive/Senior Level Official and Manager
106	Court Clerk	110	Non-exempt	Administrative Support
1103	Court Coordinator	116	Exempt	Administrative Support
1105	Court Reporter	119	Non-exempt	Administrative Support
1121	Criminal District Attorney	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1123	Criminal Investigator	117	Non-exempt	Service Worker

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Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1064	Crime Victim Liaison	109	Non-exempt	Administrative Support
801	Custodial Coordinator	110	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	105	Non-exempt	Service Worker
404	Delinquent Tax Specialist	117	Non-exempt	First/Mid Level Officials and Managers
105	Deputy Clerk	108	Non-exempt	Administrative Support
1233	Deputy Emergency Management Coordinator	116	Exempt	Professionals
1037	Deputy Sheriff (Patrol)	115	Non-exempt	Service Worker
1038	Deputy Sheriff (Transport)	115	Non-exempt	Service Worker
1035	Detective	116	Non-exempt	Service Worker
1034	Detective and Crime Stoppers Coordinator	116	Non-exempt	Service Worker
1131	District Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1231	Emergency Management Coordinator	121	Exempt	First/Mid Level Officials and Managers
910	Environmental Enforcement Officer	115	Non-exempt	Service Worker
112	Equipment Mechanic	113	Non-exempt	Craft Workers
1060	Evidence/Procurement Manager	112	Non-exempt	Service Worker
1128	First Assistant District Attorney	128	Exempt	Professionals
115	Foreman I - Road and Bridge	116	Non-exempt	Operatives
110	Foreman II - Road and Bridge	117	Non-exempt	Operatives
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
1264	Head Cook	108	Non-exempt	Service Worker
108	Heavy Equipment Operator	112	Non-exempt	Operatives
206	Human Resources Analyst	112	Non-exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Officials and Managers
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
215	Inmate Work Supervisor	114	Non-exempt	Service Worker
305	Internal Auditor	116	Non-exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
1051	Jail Administrator	121	Exempt	Service Worker
1145	JP Chief Court Clerk	114	Non-exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Exempt	Administrative Support
1141	Justice of the Peace Precinct 4	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1266	Kitchen Helper	102	Non-exempt	Service Worker
114	Laborer	107	Non-exempt	Service Worker
702	Lead Computer Specialist	116	Non-exempt	Professionals
405	Legal Assistant/Abstractor	115	Non-exempt	Administrative Support
1126	Legal Secretary	110	Non-exempt	Administrative Support
1058	Licensed Vocational Nurse-Jail Nurse	116	Non-exempt	Technicians
1039	Lieutenant	119	Exempt	Service Worker
109	Light Equipment Operator	110	Non-exempt	Service Worker
800	Maintenance Superintendent	120	Exempt	First/Mid Level Officials and Managers
805	Maintenance Technician	113	Non-exempt	Service Worker
802	Maintenance Technician-Lead	114	Non-exempt	Service Worker
1054	Medical Assistant	114	Non-exempt	Technicians
1282	Museum Curator	114	Exempt	Professionals
902	Office Manager	112	Non-exempt	Administrative Support

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Class #	Job Title	Pay Group	FLSA Status	EEOC Category
1235	Permit Coordinator	110	Non-exempt	Administrative Support
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Officials and Managers
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support
1236	Project Liaison	114	Non-exempt	Administrative Support
503	Probate Clerk	108	Non-exempt	Administrative Support
101	Receptionist	105	Non-exempt	Administrative Support
113	Road and Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
1050	School Resources Officer	115	Non-exempt	Service Worker
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
1061	Senior Bailiff	115	Non-exempt	Service Worker
1036	Sergeant	117	Non-exempt	Service Worker
1031	Sheriff	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1262	Site Manager (Aging Services)	113	Non-exempt	First/Mid Level Officials and Managers
1271	Social Services Director	117	Exempt	First/Mid Level Officials and Managers
1040	Special Project Officer	115	Non-exempt	Service Worker
401	Tax Assessor - Collector	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
905	Truck Driver	108	Non-exempt	Service Worker
1241	Veteran's Services Officer	115	Exempt	First/Mid Level Officials and Managers
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1056	Warrant Officer	115	Non-exempt	Service Worker
