

Job Description: EVIDENCE OFFICER & JUVENILE OFFICER
(SHERIFF DEPARTMENT)

CLASS NO. 1807

EEOC CATEGORY: Protective Service Workers

PAY GROUP: 19

FLSA: Nonexempt

SUMMARY OF POSITION

Receive, process and maintain all evidence; maintain evidence records of all evidence received, chain of custody, etc.; release or destroy evidence in all cases that have been disposed of; respond to crime scenes as requested; process evidence for latent prints; prepare and investigate reports involving juvenile victims or juvenile suspects.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Chief Deputy
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other departmental employees; federal, state and local law enforcement agencies; other local officials; criminals; crime victims and the general public.

EXAMPLES OF WORK

Essential Duties

FOR EVIDENCE OFFICER

Log all evidence and property into evidence officer's custody;

Make sure the evidence and property is submitted properly, sealed properly, submittal form is filled out, submittal form matches description of items;

Sign off on all items received if items are submitted incorrect;

Send letters to submitting Deputies if submitted incorrect;

Store evidence and property in the secured evidence room;

Maintain any and all chain of custody on all items submitted;

Release items back to owners after case is disposed of;

Maintain an evidence log of all transactions that take place.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 1807 (Continued)

File disposal/destruction requests with the appropriate Judge;

Dispose of any items that the evidence officer has been awarded to do so;

Testify in Court to my involvement with Chain of Custody;

Respond to any crime scene when requested, collect any and all evidence at the crime scene, maintain custody of evidence and write a report on any crime scene that the evidence officer responds to;

Transport evidence to and from DPS Crime Lab in Houston;

Package and seal evidence that is from DPS Crime Lab in Houston;

Package and seal evidence that is sent by mail to Crime Labs;

Make copies of all video tapes turned in as evidence for the proper Court;

Process evidence for Latent Prints;

Request Dispositions from the District Attorney and County Attorney's Office;

Compare latent prints and/or judgments to known print cards and testify in Court;

Receive and maintain evidence from other Law Enforcement Agencies after trial.

FOR JUVENILE OFFICER AND CRIMES AGAINST CHILDREN

Conducts investigations and collects information on misdemeanor and felony crimes involving juvenile victims or suspects;

Verifies reports written by patrol deputies involving juvenile victims or suspects;

Interviews witnesses and suspects, obtains statements and depositions and writes investigation reports involving cases with juvenile victims or suspects;

Maintains adequate records in preparation of cases for presentation to the Court, Grand Jury and to Juvenile Probation;

Executes arrest warrants for felonies and misdemeanors;

Works with District Attorney, County Attorney, Juvenile Probation and other law enforcement agencies, sharing information as needed;

Testifies in Court;

Prepares and files accurate reports;

This job description does not take into account potential reasonable accommodations.

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CLASS NO. 1807 (Continued)

Processes juveniles (Fingerprint, photograph, gather book-in information, send appropriate paperwork to the Texas Department of Public Safety, etc.);

Attends the juvenile detention hearings before the judge;

Transports juveniles to and from Juvenile Detention Centers for detention hearings or Court;

OTHER IMPORTANT DUTIES*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: criminal and civil law; investigation and crime prevention methods; and identification records processes and procedures;

Skill/Ability to: safely use vehicles, firearms and specialized equipment; operate a computer and/or typewriter to prepare records and reports; apply criminal investigative techniques; establish and maintain effective working relationships with other law enforcement agencies, the District and County Attorney's offices, other departmental employees and the general public; demonstrate proficiency in both oral and written communication; maintain accurate records; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduate, or its equivalent

Certified Peace Officer

Or, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Basic Certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE); and appropriate Texas Drivers License