



# Sheriff Carl R. Bowen

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## Crime Scene and Evidence Room Technician Job Posting

**Job Title:** Crime Scene Technician  
**Reports To:** Lieutenant Investigator  
**Pay Grade:** Technician – Category 2  
**Full Time**

**Division:** Administration  
**FLSA Status:** Nonexempt  
**Prepare By:** DCSO

### SUMMARY

Maintains and organizes records and physical evidence stored in the DeWitt County Sheriff's Office evidence room and lockers. Maintains records of chain of custody for all evidence. Reports to crime scenes as needed to collect, secure and document physical evidence of crimes and/or incidents. Coordinate with other sections (CID, clerks, deputies, administration, etc.) for supplies, requests, and directions. Keep the evidence room running smoothly in an organized fashion and with utmost discretion.

### SUPERVISION RECEIVED

Works under the general supervision of the Lieutenant Investigator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include but are not limited to the following:

1. Maintain and secure all evidence and found property that comes through the DeWitt County Sheriff's Office and serving as the official custodian of property.
2. Crime Scene processing as needed. Possibly including:
  - a. Photographing and videotaping crime scenes and other related incidents.
  - b. Processing crime scenes and items for latent fingerprints and DNA.
  - c. Collecting and tagging evidence.
  - d. Assisting deputies and investigators with other duties such as sketching and measuring scenes, searching prisoners and assisting in search warrants.
  - e. Mailing or delivering evidence which needs laboratory analysis to the Texas Department of Public Safety laboratory or other laboratories as needed.
  - f. Processing property disposition forms.
3. Attend autopsies as needed.
4. Conduct in-house training of employees on proper evidence procedures.
5. Writing supplementary reports, evidence processing reports, photographic logs, and required monthly reports concerning property, evidence, drugs, etc.
6. Appearing in and testifying in court.
7. Performing public and community relations.

8. Subject to after-hours call-out and out of town travel to transport evidence/attend autopsies.
9. Regular attendance at work and arrives on time.
10. Performing all other related duties as assigned or as become apparent.

**MANDATORY QUALIFICATIONS:**

High school diploma or GED. Valid Texas driver's license with driving record that meets County guidelines. Ability to develop and complete a variety of written reports. Knowledge of filing, indexing, typing, and computer data entry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk and perform job duties at crime scenes. Specific vision abilities required by this job include close vision and distance vision with correction.