



MIKE LANE, SHERIFF

1204 Reed Drive, Lockhart, Texas 78644
Phone No. 512-398-6777 | Fax No. 512-376-4376



PRINT NAME:

Emp #:

DATE:

EVIDENCE TECHNICIAN

Salary : \$50,522

Job Code	Grade	FLSA Exempt Status	Safety Sensitive
001-4300-1040		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reports to			Current Version Date:
Lieutenant CID			11/24/2025

Essential Functions

As defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Under general supervision the Evidence Technician supports the Sheriff's Office by assisting in the evidence room with intake of evidence, evidence documentation, evidence transfers to laboratories, evidence pickups, and evidence dispositions.

Responsibilities

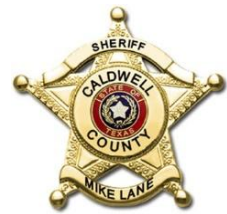
- Prepare, collect, document, process, maintain and dispose of evidence in accordance with Texas Code of Criminal Procedure and/or ordered directive
- Prepare reports and other written documentation as needed
- Provide internal and external customer service
- Communicate and assist law enforcement officials and others regarding evidence status
- Testify in court as a witness as required
- Receives, collects evidence/property, maintains care, custody and control, and releases or destroys evidence and any other stored property in accordance with established operating procedures (SOP)
- Develop evidence/property statistics and reports (preferred)
- Research, locate, and return property to appropriate owner/custodian using established procedures
- Research, update, and modify law enforcement database information appropriately
- Collect, process, preserve, package, store, transport and dispose of hazardous material and bio-hazardous materials in accordance with established laws and SOP
- Transport evidence and property to authorized storage locations, laboratories, processing plants, and criminal court for trials while maintaining chain of custody
- Assume care, custody, and control of evidence/property in accordance with established rules of evidence and procedures



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- Transport, arrange, coordinate, and facilitate the destruction and disposal of evidence/property in accordance with Texas Statutes
- Perform other duties as assigned

Knowledge Required

- General knowledge of principles, practices, and procedures of recordkeeping and evidence/property management (preferred)
- General knowledge of processing, storage and disposal of evidence (preferred)
- Basic Knowledge of forensic analysis such as DNA and fingerprinting (preferred)
- Skill in accurate maintenance of detailed records
- Skill in operating personal computer and related equipment
- Skill in typing at a rate of 50 words per minute ((preferred))
- Skill in use of computer software
- Skill in effective verbal and written communication
- Ability to resolve evidence and property problems or situations requiring the exercise of good judgment and problem-solving skills
- Ability to establish and maintain good working relationships with other county employees, outside agencies, and the public
- Ability to work independently and with minimal supervision
- Ability to preserve and transport evidence without compromise
- Ability to prepare, collect, document, process, maintain and dispose of evidence in accordance with Texas Code of Criminal Procedure and/or ordered directive (preferred)

Education and/or Experience

- High School Diploma or GED
- One year of work experience in a police evidence room or other law enforcement work (preferred).

Other Qualifications, Certificates, Licenses, Registrations

- Current Class C Texas Driver's License

Supervision

- The Evidence Technician is required to satisfactorily perform the above duties and will be evaluated for technical soundness, accuracy, completeness, and organization
- The Evidence Technician is responsible for carrying out assignments as instructed
- The supervisor assigns work and decides the actions to be taken. The Evidence Technician contacts the supervisor concerning deviations, problems, and unfamiliar situations

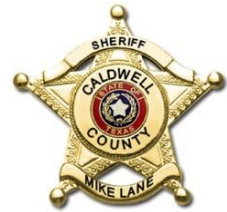
Guidelines

The Evidence Technician uses judgment in interpreting and adapting precedents for specific cases or problems and analyses of the results. This position must have a strong work ethic, superior organizational skills, must follow directions, meet deadlines, have good attendance, be punctual, be reliable, motivated, have initiative, have honesty, have integrity, be free from moral turpitude, and have a proper attitude. Employee must be available to communicate with others at all times.



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Emotional Demands

This position must be able to handle occasional stressful situations when interacting with some argumentative or emotional contacts within the general public. The Evidence Technician will meet with people, not only in a structured setting at the Sheriff's Office, but also in various other public and private settings in the community. The contacts are generally cooperative; however, in some situations this position may be called upon to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel
- Reach with hands and arms
- Smell
- Talk
- Hear
- Regularly stand, walk, sit, climb, kneel or stoop
- Occasionally lift and/or move up to 50 pounds plus
- Maneuver up and down a ladder and work in high spaces daily
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. Vision acuity must be correctable to 20/20 in both eyes
- Work in tight, confined, and adverse conditions

Work Environment

While performing the duties of this job, the employee regularly works in an office or outdoor setting. The employee frequently travels to various locations. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices, meeting rooms, or vehicles. The employee may be exposed to health or physical hazards, such as infectious diseases and environmental hazards. They must have the ability to maneuver/function in a variety of work environments such as confined spaces, extreme temperatures, and inclement weather and/or elements. The office work area is adequately lit, heated, and ventilated. The employee is required to wear protective gear.

Acknowledgement

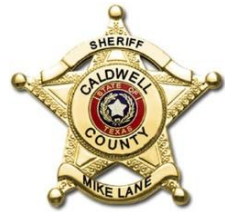
I agree that I am able to satisfactorily perform the essential duties listed above with or without accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Caldwell County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel



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Policy are terms and conditions of my employment, and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employment of Caldwell County.

I further understand that my employment is terminable at will so that both Caldwell County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

Caldwell County is an EEO employer. In compliance with the Americans with Disabilities Act, Caldwell County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. List any and all accommodations that are needed to satisfactorily perform the essential functions of the position:

Prepared by:	Created and Updated:	Reviewed – no changes
Sheriff's Office	11/2025	