**Evidence Technician Standard Job Description**

**Classification Title:** Evidence Technician

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Minimum Pay:** $19.32

**Job Description Summary:**

The Evidence Technician, under supervision, oversees the safe storage, security, chain-of-custody, accountability, and disposition of all evidentiary and custodial property under the care of the department. Responsible for evidence and property data entry into departments’ computerized system and maintains the evidence room.

**Essential Duties and Tasks:**

**65%: Evidence/Property Management**

* Removes, logs, and securely stores evidentiary and custodial property deposited into evidence lockers by officers.
* This includes proper handling of various articles of evidence that include weapons, substances, illicit drugs, photographs, etc.
* Prepares evidence for proper disposal or destruction after a final disposition is reached on a criminal case.
* Sets up and attends property hearings with the Justice of the Peace to determine dispositions of all other custodial property.
* Prepares proper documentation of the disposal or destruction.
* Is responsible for follow-up on found property if owners are known.
* Prepares and provides evidence (digital and physical) for prosecutors (CA and DA), other University entities (Title IX, Student Conduct, Risk & Compliance), and other agencies.
* Provides testimony in criminal court trials on matters relating to evidence.
* Transports evidentiary items to the Department of Public Safety laboratory for analysis (i.e., illicit drugs, sexual assault examination kits, etc.).
* Mails evidence to the Department of Public Safety laboratory and to other private labs for analysis.
* Drives a University vehicle for job-related transportation including for testimony and transportation of evidence.

**10%: Administrative Support**

* Assists the Records Section or other departmental personnel as needed; reconciles assists the Records Section with court-ordered expungements.

**5%: Evidence/Property Processing**

* Organizes storage space and maintains evidence/property storage areas.
* Prepares accurate and detailed inventories of property and evidence.
* Keeps current on new techniques of evidence and property management.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Two years of full-time employment or military service.

**Required Licenses and Certifications:**

* Valid state-issued vehicle operator’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Working knowledge of spreadsheet and word processing software programs.
* Good keyboarding skills.
* Interpersonal and communication skills.
* Ability to multitask and work cooperatively with others.
* Ability to perform duties with little or no supervision.
* Ability to work within the confines of a secure program.

**Machines and Equipment:**

* Computer: 15 hours
* Evidence Processing / Packaging Equipment: 10 hours
* Telephone: 3 hours
* Copier: 2 hours
* Vehicle: 2 hours
* Fax: 1 hour

**Physical Requirements:**

* Required to lift and/or move light-to-moderate weight objects.

**Other Requirements and Factors:**

* May be required to work weekends, holidays, and hours other than Monday through Friday, 8:00am to 5:00pm.
* May require out-of-town travel.
* Applicants must pass an oral interview board.
* Applicant must successfully complete a background investigation to include but not limited to driving history, criminal background, and credit history.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**