



City of Leander

## Crime Scene and Evidence Specialist

<b>SALARY</b>	\$53,934.40 - \$70,106.40 Annually	<b>LOCATION</b>	Leander, TX
<b>JOB TYPE</b>	Full time	<b>JOB NUMBER</b>	CS.06/2025
<b>DEPARTMENT</b>	Police Department	<b>DIVISION</b>	Police Criminal Investigations
<b>OPENING DATE</b>	06/23/2025	<b>CLOSING DATE</b>	7/7/2025 11:59 AM Central

Performs mid-level (complex) work. Provides continuous support in the collection, protection and processing of evidence and scenes of crimes using the latest techniques and equipment. Performs all duties using independent judgment and maintains a high level of security and confidentiality. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

### Required Additional Documents

**Applicants will need to download the below required documents (Hiring Process Letter and Background Waiver) to be submitted with the online application: Applications without these documents will be considered incomplete and may result in disqualification.**

- [Hiring Process Letter](#)
- [Background Waiver](#)

Those forms will need to be completed, signed and notarized (where applicable), and then uploaded/attached with the application. **Please do not submit other documents (including resumes, cover letters, transcripts, DD214s, etc).** To submit the forms after your application has been submitted, send forms to this email address [lpdrecruiter@leandertx.gov](mailto:lpdrecruiter@leandertx.gov). All forms need to be completed and submitted prior to the closing date.

Once you have submitted all required forms, you will be sent an invitation link to create an account with Guardian Alliance; Complete the online personal history statement via the Guardian Alliance platform. You cannot proceed in the process without completing and submitting your personal history statement. A preliminary basic background check will be conducted and you will be notified if selected to continue in the process.

### Essential Duties & Required Qualifications

- Maintain digital evidence and act as court liaison for discovery and other related physical and electronic evidentiary issues.
- Store and retrieve all property and evidence collected, seized, or kept by the police department assuring a continuous chain of custody.

- Update storage locations and status for physical property and add supplements to maintain all records related to property and evidence.
- Manage the delivery of evidence to and from courts, laboratories, prosecutor's offices, and other locations.
- Purges inventory of property/evidence for destruction, conversion, or auction.
- Arrange for abandoned or forfeited property and evidence to go to auction.
- Maintain knowledge of the law and policies regarding the management, including the process for final disposition of evidence and property.
- Respond to crime scenes, gather, and process physical evidence, photograph and sketch crime scenes and physical evidence as required by policy. Assure that evidence is collected and stored according to policy.
- Handles, prepares, documents bio-hazardous evidence and scenes.
- Utilizes special processes, methods and equipment for the detection and collection of trace evidence.
- Assists officers in packaging of property/evidence and verify that packaging procedures are being followed daily.
- Write reports regarding the collection and processing of evidence discovered.
- Testify as a witness in court regarding the results of analysis and examination of physical evidence.
- Manage and troubleshoot digital evidence system.
- Provide technical support and training, dealing with evidence and property, for all divisions within the police department.
- Manage the ordering, storing, and furnishing of forensic and evidentiary supplies for all divisions within the police department.
- Maintain on-call status for crime scene processing.
- Employees are required to work overtime as the need arises, may have to answer subpoenaed appearances in court on employee's day off or before and/or after a regularly scheduled work shift.
- Performs other duties as assigned.

#### **Required Education and Experience:**

- High school graduate or its equivalent.
- A minimum of two years of full-time crime scene investigation and/or evidence room experience or a minimum of sixty college hours from an accredited college or university in criminal justice, forensic science, or other related science field.

#### **Required Certificates and Licenses:**

- Valid driver's license from any State. Must be able to obtain a Texas driver's license with 90 days of hire.

#### **Additional training and activities:**

- Preferred to obtain basic certification from T.A.P.E.I.T. and basic certification from I.A.P.E. (International Association of Property and Evidence) within two years of hire.

#### **Preferred Qualifications:**

- Bachelor's degree (B.A./B.S.) from an accredited college or university in criminal justice, forensic science, or other related science field.
- Three or more years of full-time crime scene investigation and/or evidence room experience.

#### **Knowledge, Skills & Abilities**

- Knowledge of-municipal police operations.
- Knowledge of city and departmental policies and procedures.
- Knowledge of all appropriate laws, including city ordinances, and appropriate administrative laws.

- Skill and ability in the use and care of city specialized equipment.
- Possessing excellent customer service skills and phone etiquette.
- Skill and ability in required job skills and knowledge with accuracy and thoroughness. Ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision.
- Ability to make professional decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- Ability to understand and execute oral and written instructions and ask questions when instructions are unclear.
- Ability to establish and maintain professional working relationships, balancing team and individual responsibilities.

## Physical Demands & Additional Information

### Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. 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.

### Working environment:

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration in unpredictable and varying amounts at crime scenes. Moderate exposure to hazardous materials, body fluids, body decay odor, crimes at industrial sites with broken or moving equipment, or any illegal drug manufacture locations. Continued danger at a scene if a suspect returns to scene or at any emergency response scenario. Work environment may be uncomfortable: not able to sit down, temperature, insects, cramped spaces. Outdoor scenes could include very high temperatures without shade, animals, or extensive search locations.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

### Job offer and continuation of employment with the City of Leander is contingent upon:

- Proof of education, certification(s) and experience as listed on the employment application based on the job posting requirements.
- Satisfactory results from a pre-employment criminal history background and driving record check.
- [Legal authorization](#) to work in the United States without sponsorship. \*
- Compliance with the [Selective Service Registration](#) for *male* US citizens and immigrants, who are ages 18-25.

\*The City of Leander participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

The City of Leander is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information in employment.

Applicants should communicate requests for disability-related accommodations during the application process to our Human Resources Department at [hr@leandertx.gov](mailto:hr@leandertx.gov) or 512-528-2708. Deaf and hard of hearing applicants may contact our office via Relay Texas at 7-1-1 or 1-800-735- 2989 (TTY/TDD).

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**Employer**

City of Leander

**Department**

Police Department

**Address**

705 Leander Dr

Leander, Texas, 78641

**Phone**

(512) 528-2800

**Website**

<https://www.leandertx.gov/police/page/recruiting-employment>

## Crime Scene and Evidence Specialist Supplemental Questionnaire

### \*QUESTION 1

Have you graduated high school or the equivalent?

☐ Yes

☐ No

### \*QUESTION 2

Do you currently have any outstanding warrants?

☐ No

☐ Yes

### \*QUESTION 3

Have you ever been convicted, plead guilty (nolo contendere), or received court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony?

☐ No

☐ Yes

### \*QUESTION 4

Have you during the last ten (10) years, been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

- ☐ No
- ☐ Yes

**\*QUESTION 5**

Have you ever been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for in any court for an offense involving family violence?

- ☐ No
- ☐ Yes

**\*QUESTION 6**

Have you engaged in the use of marijuana, within the three years preceding the application submittal, except under the care of a physician?

- ☐ No
- ☐ Yes

**\*QUESTION 7**

Have you ever had Involvement in the illegal delivery or furnishing of any controlled substance or drug to another and received payment?

- ☐ No
- ☐ Yes

**\*QUESTION 8**

Have you engaged in the use of any drug, narcotic, or controlled substance, not including marijuana, within the past 5 years, except under the care of a physician?

- ☐ No
- ☐ Yes

**\*QUESTION 9**

Have you purchased any controlled substances in the last 10 years?

- ☐ Yes
- ☐ No

**\*QUESTION 10**

Do you have a valid, current, Driver's License?

- ☐ Yes
- ☐ No

**\*QUESTION 11**

In the last 3 years have you had more than 5 moving violations, preventable collisions, or a combination of each?

- ☐ No
- ☐ Yes

**\*QUESTION 12**

In the last 5 years have you been convicted of reckless driving?

- ☐ No
- ☐ Yes

**\*QUESTION 13**

In the past 3 years has your driver's license been suspended?

- ☐ No
- ☐ Yes

**\*QUESTION 14**

Do you have a minimum of two years of full-time crime scene investigation and/or evidence room experience or a minimum of sixty college hours from an accredited college or university in criminal justice, forensic science, or other related science field.

- ☐ Yes
- ☐ No

**\*QUESTION 15**

Have you read the entire job description?

- ☐ Yes
- ☐ No

**\*QUESTION 16**

Do you acknowledge understanding that additional documents (referenced in the job posting) need to be submitted with the application?

- ☐ Yes
- ☐ No

**\* Required Question**