HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Evidence Manager

Job Code: U8710
Pay Grade: UI
Pay Scale: $95,382.73-$174,265.61 Annually
Exempt: Yes

OVERVIEW

Manage and maintain the Evidence Section.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Ensure that all evidence and property is maintained in a safe and secure environment, that accessibility is limited to authorized personnel, and evidence property is maintained in a manner that chain of custody is always current.
- Manage the Evidence Section by determining funding requirements, preparing the budget, monitoring the status of allocated funds, and controlling expenses.
- Manage operational needs via planning, coordinating, and controlling resources, personnel, material, and equipment to achieve operational and organizational objectives economically and efficiently.
- Coordinate with different functional areas from within and/or external to the organization to ensure efficient flow of services.
- Assess manpower needs and shortfalls; interview and/or assist in personnel recruitment, selection, and promotions.
- Provide supervision, guidance, training, and motivation to assigned personnel; monitor and review work; evaluate performance and initiate corrective actions as needed.
- On at least a semi-annual basis, conduct an inspection to ensure all procedures for the control of property and evidence are adhered to; update procedures as necessary to ensure accountability and efficient operation; provide a written report of the inspection results the Department Commander.
- Conduct unscheduled audits of property and procedures.
- Be prepared to testify in various courts pertaining to custody and control of evidence maintained by the Evidence Section.
- Manage supervisors (e.g., supervisor, senior supervisor) within the Evidence Section.
- Brief the chain of command on the section's operation including work/project progress and problem status.
- Keep informed of new and changing policies and procedures of the Sheriff's Office.
- Perform duties as assigned by higher authority.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Specialized knowledge of functional area operations, services, procedures, and regulations.
- Considerable knowledge of the principles and practices of management.
- Working knowledge of warehouse operations including barcode technology and warehouse equipment.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relationships with others within and outside own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to initiate and sustain action to accomplish goals of the functional area.
- Ability to plan, organize, and supervise the work of others.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.

SKILLS

- People Management
- Communication
- Decision Making
- Evidence Management
- Inventory Control

WORKING CONDITIONS

- Work within a laboratory environment within a law enforcement agency.
- Work with items of evidentiary value, which may contain body fluids (e.g., blood, saliva, semen) that have been processed with chemicals that are known to be carcinogenic or toxic.
- View objectionable images and/or disturbing situations.
- Remain in a stationary position for extended periods of time at a keyboard or workstation and/or microscope.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May be required to work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Six years of experience in handling, receiving, storing, and the disposal of police property/ evidence, inventory control, materials management and/or records management of which two years must be managerial or lead worker/team leader experience.

OR

- An associate degree from an accredited institution of higher education.
- Five years of experience in handling, receiving, storing, and the disposal of police property/ evidence, inventory control, materials management and/or records management of which two years must be managerial or lead worker/team leader experience.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Four years of experience in handling, receiving, storing, and the disposal of police property/ evidence, inventory control, materials management and/or records management of which two years must be managerial or lead worker/team leader experience.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.

- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.