HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Law Enforcement Legal Advisor

Job Code: U8786
Pay Grade: UN
Pay Scale: $157,137.98-$287,093.33 Annually
Exempt: Yes

OVERVIEW

Provide specialized legal counsel, training and guidance on criminal investigations, investigative procedures, and applicable laws to support legally sound law enforcement operations.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide legal counsel, training and guidance to personnel and command staff regarding criminal investigations, investigative strategies, and law enforcement operations to ensure compliance with applicable federal, state, and local laws, constitutional requirements, and evidentiary standards.
- Review criminal investigative activities for legal sufficiency and provide guidance regarding constitutional requirements, probable cause, search and seizure, interviews, interrogations, surveillance, confidential informants, electronic evidence, and other criminal procedure matters.
- Review and provide legal guidance on search warrants, arrest warrants, subpoenas, electronic communications warrants, court orders, and other investigative legal documents to ensure compliance with applicable laws and legal standards.
- Research, analyze, and interpret criminal statutes, case law, and legal developments affecting criminal investigations, investigative procedures, and law enforcement operations.
- Provide legal recommendations regarding investigative decisions, charging considerations, evidence collection, and other legal issues that may impact criminal investigations or prosecution.
- Coordinate with prosecuting authorities, task forces, and other criminal justice agencies regarding legal matters related to criminal investigations and enforcement activities.
- Review asset seizure and forfeiture matters involving currency, tangible personal property, vehicles, real property, and other assets for legal sufficiency under applicable state and federal laws.
- Review investigative policies, procedures, and practices for compliance with applicable federal and state laws, judicial decisions, and legal standards, and recommend revisions.
- Monitor changes in criminal law and judicial decisions affecting law enforcement operations and communicate relevant updates to personnel and agency leadership.
- Assist in developing and delivering legal training related to criminal law, constitutional issues, search and seizure, evidence, investigative procedures, and other law enforcement-related topics.
- Successfully complete assigned responsibilities within established timeframes and in accordance with agency policies, procedures, and professional standards.
- Provide timely legal guidance and support during critical incidents and active criminal investigations, including after-hours response when necessary.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge and practical application of various and often complex federal, state, and local laws, regulations, and ordinances.
- Considerable knowledge and practical application of criminal statutes, case law, rules of criminal procedure, constitutional law, and evidentiary standards.
- Considerable knowledge of legal principles related to criminal investigations, including search and seizure, probable cause, warrants, subpoenas, evidence collection, and investigative procedures.
- Ability to analyze complex legal issues, interpret applicable laws and case law, and provide sound legal guidance based on investigative facts and circumstances.
- Ability to review, evaluate, and provide legal recommendations regarding investigative activities, legal documents, and law enforcement practices.
- Ability to establish and maintain effective working relationships with law enforcement personnel, command staff, and other agency partners.
- Ability to handle confidential information.
- Ability to communicate effectively, both orally and in writing.
- Ability to use a computer and related software.

SKILLS

- Criminal Law
- Criminal Procedure
- Law Enforcement Operations
- Legal Advisory
- Legal Ethics

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency or courthouse/court complex.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- Participate in an on-call status, available 24 hours a day for Sheriff’s Office legal consultation.
- 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 Juris Doctorate from an accredited institution of higher education.
- Be a member of the Florida Bar in good standing.
- Eight years of experience as an attorney, including at least two years of experience providing legal services to or working within a law enforcement agency or criminal justice organization.

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.

PREFERRED QUALIFICATIONS

- Admission to the US District Court-Middle District of Florida.
- Trial and/or prosecution experience.
- Experience practicing criminal law, including legal research, criminal procedure, and advising on criminal investigations or prosecutions.