HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Forensic Evidence Technician

Job Code: W0103
Pay Grade: WJ
Pay Scale: $23.37-$43.50 Hourly; $48,609.60-$90,480.00 Annually
Exempt: No

OVERVIEW

Examine items of evidence for latent prints, deoxyribonucleic acid (DNA), and trace evidence. Develop, collect, document, and preserve any evidence observed or developed in accordance with agency guidelines and established forensic protocols.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Conduct examinations of items of evidence to locate, identify, photograph, collect, and preserve evidence to establish and maintain chain of custody and for submission to other units or crime laboratories for analysis.
- Locate, develop, preserve, and collect latent prints on evidence using fuming techniques, powders, chemicals, photographic techniques, alternate light sources, or any other appropriate means.
- Collect potential DNA evidence using swabs, gauze pads, or other mediums as directed by senior personnel.
- Collect potential trace evidence using tweezers, gloved fingers, magnifying glasses, and other mediums as directed by senior personnel.
- Testify in depositions and court proceedings on the methods and procedures utilized in evidence processing and evidence obtained during the processing.
- Prepare reports to document findings and involvement.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the principles, practices, methods, and procedures used in evidence processing, preservation, collection, and documentation.
- Working knowledge of federal, state, and county criminal laws and ordinances pertaining to the collection and use of physical evidence.
- Working knowledge of the principles, practices, methods, and procedures used in latent print development, preservation, collection, and documentation.
- Working knowledge of the functions, services, procedures, and regulations of the division to which assigned.
- Working knowledge of photography practices and techniques.
- Working knowledge of court proceedings and testimony.
- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability and willingness to work with minute details over extended time periods.

- Ability to use a computer and related software.
- Ability to handle confidential information.
- Ability to prepare records and maintain reports.
- Ability to work under stressful conditions.
- Ability to climb, bend, stoop, kneel, or crouch at ground level.
- Ability to carry up to 60 pounds.
- Ability to safely operate a motor vehicle.

SKILLS

- Evidence Processing
- Detail-Oriented
- Forensic Photography
- Documentations
- Laboratory Techniques
- Analytical Thinking
- Evidence Handling
- Court Testimony

WORKING CONDITIONS

- Work in both office and laboratory environments within a law enforcement agency, as well as at various indoor and outdoor off-site locations.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand or sit at a workstation for prolonged periods and walk long distances.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 50 pounds).
- Work standard business hours.
- May 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.
- One year of crime scene investigation experience.

OR

- A high school diploma or possession of a GED certificate.
- Successful completion of a crime scene technology, crime scene investigation, crime scene technician certificate program, or equivalent.

OR

- An associate's degree or higher from an accredited institution of higher education with a major in biology, chemistry, criminal justice, crime scene technology, forensic science, or related field.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.