HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Digital Evidence Technician

Job Code: W0105
Pay Grade: WJ
Pay Scale: $23.37-$43.50 Hourly; $48,609.60-$90,480.00 Annually
Exempt: No

OVERVIEW

Perform duties responding to digital evidence requests to federal, state, and local law enforcement agencies and other related agencies.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Collect, preserve, and process video evidence for use in criminal investigations as directed, including, but not limited to, physical digital/electronic devices collected from crime scenes by detectives.
- Drive to crime scenes and other off-site locations to collect, transport, and assist with processing digital multimedia evidence.
- Provide public records support for various digital evidence requests (e.g., body worn cameras (BWC), video editing and redaction, closed-circuit television (CCTV) systems).
- Review digital evidence records and related documents for redaction and dissemination in compliance with agency policies, procedures, rules and regulations, and public records laws.
- Research and review digital evidence classifications to ensure compliance with prescribed procedures and guidelines.
- Generate system records and review law enforcement reports to ensure digital evidence is appropriately flagged and categorized.
- Work with agency departments and the State Attorney's Office (SAO) regarding the viewing, reproduction, redaction, release, and final disposition of digital evidence.
- Assist with digital evidence training to agency personnel.
- Maintain availability during disaster related events, such as hurricanes, and special law enforcement/fire rescue operations.
- Author supplementary reports.
- Respond to subpoenas for deposition and provide courtroom testimony as required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of federal, state, and county laws, ordinances, and regulations governing the dissemination and retention of criminal information.
- Working knowledge of legal issues for digital/video evidence as it relates to search and seizure laws and the examination of the evidence.
- Ability to cope with objectionable images and disturbing situations (e.g., crime scenes) and willingness to work with biohazard evidence.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions and/or solutions.
- Ability to handle confidential information.

- Ability to learn specialized department software applications.
- Ability to process public and interagency video record requests.
- Ability to safely operate a motor vehicle.
- Ability to traverse uneven terrain, wooden, and marshy areas.
- Ability to climb, bend, stoop, kneel, or crouch at ground level.

SKILLS

- Digital Investigation
- Evidence Processing
- Evidence Collection
- Digital Evidence
- Search and Seizure
- Evidence Handling
- Digital Forensics
- Video Forensics
- Evidence Preservation

WORKING CONDITIONS

- Work within a laboratory environment within a law enforcement agency.
- Work outdoors in a subtropical climate in potential adverse weather conditions.
- 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).
- Drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- 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.
- Four years of clerical or criminal justice experience.

OR

- An associate degree from an accredited institution of higher education with a major in computer science, forensic science, criminology, criminal justice, or a related field.
- Three years of clerical or criminal justice experience.

OR

- A bachelor's degree from an accredited institution of higher education with a major in computer science, forensic science, criminology, criminal justice, or a related field.
- Two years of clerical or criminal justice experience.

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.

PREFERRED QUALIFICATIONS

- Experience in digital media editing.
- Experience with public records.
- Bilingual in Spanish.