HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Forensic Laboratory Crime Scene Manager I

Job Code: W0117
Pay Grade: WQ
Pay Scale: $35.61-$66.69 Hourly; $74,068.80-$138,715.20 Annually
Exempt: No

OVERVIEW

Perform day-to-day operational and managerial duties for the Crime Scene Section. Plan, coordinate, and supervise activities of subordinate staff.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage and coordinate resources for call outs to crime scenes and assist on scene and in laboratory with evidence collection and processing as needed.
- Monitor status of allocated funds and control expenses.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Manage the day-to-day operations of the Crime Scene Section; develop work standards and guidelines; implement goals, objectives, policies, and procedures; participate in the laboratory quality assurance program.
- Clarify and resolve day-to-day issues regarding organizational policies, practices, programs, and projects; review and act on administrative and operational problems.
- Supervise and provide guidance and training to subordinate staff; assign, monitor, and review work (e.g., case management); evaluate performance and initiate corrective action as needed, including termination.
- Approve/disapprove all requests submitted by subordinates in a timely manner.
- Act as a liaison with other Sheriff's Office areas and external agencies/departments to ensure efficient flow of communications and services.
- Testify as an expert witness in court regarding crime scene procedures and findings to facilitate the court's understanding of evidence collection and preservation; write reports and construct court room exhibits to illustrate conclusions reached in analysis.
- Maintain up to date crime scene and forensic knowledge by routinely reviewing current professional literature pertinent to the discipline; participate in a conference, workshop, or specialized course during each rating period as the workload and budget permits or as required by discipline standards.
- May be required to provide operational support during periods of local, state, and national emergencies.
- May represent the agency/department/division at meetings, functions, and events.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Specialized technical knowledge of crime scene investigation and the ability to perform and/or supervise specialized work in that area.
- Working knowledge of court proceedings and testimony.
- Knowledge of federal, state, and local regulations pertaining to forensic services/crime scene investigation.

- Ability to communicate effectively, both orally and in writing, to present information and prepare a variety of reports.
- Ability to establish and maintain effective working relationships with others within and outside of one's own organization.
- Ability to use initiative and exercise sound judgment.
- Ability to initiate and sustain action to accomplish goals of the crime scene area.
- Ability to remain calm and provide guidance to subordinate staff in crisis situations.
- Ability to organize work, set priorities, and determine resource requirements.
- Ability and willingness to conduct crime scene processing and investigations including performing tasks involving cadavers in various states of decomposition.

SKILLS

- Forensic Sciences
- Performance Development
- Crime Scene Investigations
- Crime Scene Management
- Employee Management

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 crime scene investigation experience with a law enforcement agency, three of which must have been in a supervisory capacity on major crime scenes.

OR

- An associate degree from an accredited institution of higher education.
- Five years of crime scene investigation experience with a law enforcement agency, two of which must have been in a supervisory capacity on major crime scenes.

OR

- A bachelor's degree from an accredited institution of higher education.
- Three years of crime scene investigation experience with a law enforcement agency, one of which must have been in a supervisory capacity on major crime scenes.

OR

- A master's degree from an accredited institution of higher education.
- Two years of crime scene investigation experience with a law enforcement agency, one of which must have been in a supervisory capacity on major crime scenes.

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

- Three or more years of experience processing major crime scenes with a law enforcement agency.
- One or more years of senior level forensic experience (e.g., training, in acting capacity, etc.).