HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Fingerprint Manager

Job Code: W0119
Pay Grade: WO
Pay Scale: $29.92-$45.92 Hourly; $62,233.60-$95,513.60 Annually
Exempt: No

OVERVIEW

Perform day-to-day operational management duties for the Tenprint Unit including supervising personnel and planning, coordinating, and controlling resources to achieve necessary objectives.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage the day-to-day operations of the Fingerprint Section and coordinate and administer assigned programs and resources.
- Provide supervision, guidance, training, and motivation to assigned staff.
- Evaluate performance and initiate corrective action as needed including termination.
- Work directly with Central Booking, Criminal Registration Unit, and Juvenile Assessment Center to ensure that all arrested or registering individuals are correctly printed and identified.
- Perform a variety of administrative duties in support of tenprint/identification activities.
- Implement goals, policies, procedures, and guidelines to ensure operational efficiency and effective administration of area.
- Monitor workflow, data accuracy, and overall quality of work; assure processes and procedures are accomplished according to established guidelines.
- Assess staffing needs and identify shortfalls; interview, recruit, and hire new staff.
- Coordinate with the Hillsborough County Medical Examiner's Office regarding deceased prints.
- Coordinate with the Hillsborough County State Attorney's Office regarding requests for comparisons.
- Accurately search and identify prints using the Automated Fingerprint Identification System (AFIS) computerized system as needed.
- Accurately use the ACE-V Methodology to conduct print comparisons as needed.
- Accurately capture legible inked prints and/or live scan prints of individuals as needed.
- Remain up to date on new and changing Sheriff's Office policies relating to the Fingerprint Specialist position.
- Assign, review and approve supplemental reports of fingerprint specialists.
- Be prepared to testify in court on matters related to the responsibilities of the Fingerprint Section.
- May be required to provide operational support during periods of local, state, and national emergencies in the fingerprinting of decedents during emergency situations due to plane crashes, man-made, and natural disasters.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of the functions, services, procedures, and regulations of an AFIS

functional unit.
- Working knowledge of AFIS.
- Working knowledge of the science of fingerprint identification.
- Working knowledge of court procedures.
- Ability to support, promote, and ensure alignment with the agency and/or department goals and vision.
- Ability to effectively recruit, select, develop, and retain competent staff.
- 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 communicate effectively, both orally and in writing.
- Ability to effectively manage and guide group efforts.
- Ability to take legible inked prints and/or live-scan prints.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to handle confidential information.

SKILLS

- Criminal Justice
- Talent Development
- Detail-Oriented
- Employee Management
- Fingerprint Analysis
- Pattern Recognition
- Performance Development

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.
- Five years of experience classifying or identifying fingerprints using an automated fingerprint system.

OR

- An associate degree from an accredited institution of higher education.
- Four years of experience classifying or identifying fingerprints using an automated fingerprint system.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Two years of experience classifying or identifying fingerprints using an automated fingerprint system.

OR

- A master's degree from an accredited institution of higher education.
- One year of experience classifying or identifying fingerprints using an automated fingerprint system.

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

- Certification in Tenprint with the International Association for Identification or qualified to obtain certification.