HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Evidence Technician

Job Code: W2771
Pay Grade: WI
Pay Scale: $20.90-$31.92 Hourly; $43,472.00-$66,393.60 Annually
Exempt: No

OVERVIEW

Perform duties related to the receipt, accountability, and disposition of criminal evidence and impounded, lost, and abandoned property.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Receive and account for criminal evidence and impounded, lost, and abandoned property.
- Receive, store, account, and dispose of criminal evidence and impounded, lost, and abandoned property.
- Prepare and hand receipt evidence for use by law enforcement agencies in court proceedings.
- Provide information to public and agencies on impounded property.
- Prepare and maintain criminal evidence and impounded property records and reports.
- Safeguard evidence gathering and case history confidentiality.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of evidence rules and procedures.
- Working knowledge of county, state, and federal statutes and regulations pertaining to the receipt, accountability, and disposition of criminal evidence and impounded, lost, and abandoned property.
- Ability to operate a motor vehicle.
- Ability to work effectively with others.
- Ability to follow established procedures.
- Ability to maintain evidence records and reports.
- Ability to preserve confidential information.

SKILLS

- Assist with Procedures
- Work Processes
- Evidence Handling
- Evidence Processing
- Legal Compliance
- Quality Control (QC)
- Work Management

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.
- Two years of experience in receiving and issuing equipment, supplies, or evidence.

OR

- A bachelor's degree from an accredited institution of higher education.

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.