HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Forensic Print Manager

Job Code: U8714
Pay Grade: UJ
Pay Scale: $99,903.24-$149,854.86 Annually
Exempt: Yes

OVERVIEW

Perform forensic operational and strategic managerial duties for the Forensic Print Section within the Sheriff's Office. Provide complex services to include responsibility for planning, budgeting, coordinating, and supervising assigned staff. This position reports directly to the Director of Forensic Services.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Direct section activities by developing short- and long-range plans, interacting effectively with other Sheriff's Office members in leadership roles to achieve objectives, and assessing existing practices and policies to ensure accuracy and efficiency.
- Evaluate new latent print technology and equipment for purchase.
- Assist in maintaining budgets including the justification of budgets and subsequent fund monitoring and expenditures.
- Supervise the work of assigned staff by scheduling, assigning, and reviewing work and motivate personnel by providing training, counseling, and evaluating performance including resolving disciplinary issues.
- Manage the Automated Fingerprint Identification System (AFIS) Latent Print system to achieve broad organizational goals and objectives; provide hands-on advice and assistance on work processes, best practices, and subject matter expertise to assigned staff.
- Respond to requests for assistance regarding latent print preservation, comparison, and identification; advise on latent print issues.
- Maintain latent print files.
- Use Live Scan equipment to reproduce fingerprints for comparison purposes.
- Brief attorneys, criminal justice personnel, and judicial staff on latent print comparison procedures.
- Testify in court regarding latent print identification procedures to facilitate the court's understanding of latent print evidence.
- May be required to provide operational support during periods of local, state, and national emergencies in the fingerprinting and identification of decedents during emergency situations due to plane crashes and man-made and natural disasters.
- Perform Bureau Director duties when required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of forensic accreditation bodies and processes.
- Knowledge of guidelines/recommendations from the Friction Ridge Subcommittee of the Organization of Scientific Area Communities (OSAC).
- Extensive knowledge of basic fingerprint Classifications Systems (e.g., Henry, National Crime

Information Center (NCIC), AFIS).
- Extensive knowledge of advanced latent print identification techniques.
- Extensive knowledge of the history of forensic fingerprint science.
- Considerable knowledge of various computer systems used in the identification of fingerprints.
- Knowledge of chemical analysis techniques in print identification.
- Ability to plan, organize, and supervise the work of others.
- Ability to keep up with the current/emerging technology in the forensic sciences and criminology fields.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- Ability to interpret and explain laws, statutes, regulations, and other directives.
- Ability to proofread own work and the work of others.
- Ability to plan, organize, and supervise the work of others.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish operation or program objectives and strategies for a functional or operational area.
- Ability to analyze and report upon operating conditions and problems.
- Ability to take a long-term view and recognize opportunities to help the organization accomplish its objectives.
- 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 handle confidential information.
- Ability to safely operate a motor vehicle.

SKILLS

- Method Validation
- Evidence Handling
- Independent Decision-Making
- Court Testimony
- Performance Development
- Fingerprint Analysis
- Laboratory Methods
- Criminal Justice
- Quality Control (QC)
- Forensic Analysis

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 travel to various work sites using 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.
- Six years of experience in latent print identification including testifying as an expert witness during court trials.

OR

- An associate degree from an accredited institution of higher education.
- Five years of experience in latent print identification including testifying as an expert witness during court trials.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Four years of experience in latent print identification including testifying as an expert witness during court trials.

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. Tattoos on hands, neck, or arms must be covered with white, black, or neutral colored 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 as a Latent Print Examiner with the International Association for Identification or qualified to obtain certification.