HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Forensic Laboratory Firearms Manager

Job Code: U8732
Pay Grade: UI
Pay Scale: $90,410.17-$135,615.26 Annually
Exempt: Yes

OVERVIEW

Perform operational and strategic managerial duties for the Firearms Section providing supervision of assigned forensic laboratory staff. Perform firearms and National Integrated Ballistics Information Network (NIBIN) examinations and comparisons using firearm and NIBIN Protocols. Employees must successfully complete the HCSO Firearms Examiner Competency Exam within the first six months of the probationary period.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise the work of assigned staff by scheduling, assigning, and reviewing work, providing training, counseling, and evaluating performance.
- Interact in a leadership role with forensic professionals who serve in subordinate capacities.
- Motivate personnel, develop short- and long-range plans for the section, resolve disciplinary issues, interact effectively with other agency members in leadership roles, evaluate and pursue appropriate technology, and assess existing practices and policies and make necessary changes.
- Direct major NIBIN-related programs to achieve broad organizational goals and objectives.
- Evaluate new technology and equipment for purchase.
- Perform examinations and comparisons of firearms and firearm components.
- Write reports to document findings and conclusions of cases.
- Provide expert testimony in all firearms matters.
- Respond to requests for assistance to advise on firearm issues.
- Maintain electronic/hardcopy firearms files.
- Perform Forensic Sciences Bureau Director duties when required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of firearms, examination and comparison techniques, use of firearm section equipment, NIBIN equipment and processes.
- Extensive knowledge of the principles and practices of management.
- Extensive knowledge of advanced firearms examination techniques.
- Extensive knowledge of the history of forensic firearms science.
- Extensive knowledge in developing training programs for forensic firearms examiners and NIBIN Technicians.
- Considerable knowledge of chemical analysis techniques in firearms and related examinations.
- Considerable knowledge of federal, state, and county criminal laws and ordinances pertaining to the collection and use of physical evidence.
- Ability to keep up with the current/emerging technology in the forensic sciences and

criminology fields.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to plan, organize, and supervise the work of others.
- Ability to effectively apply supervisory techniques.
- 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 collect, organize, and evaluate data and to develop logical conclusions.
- Ability to maintain technical expertise.
- Ability to use a computer and related software.
- Ability to handle confidential information.
- Ability to maintain work related records and prepare reports.
- Ability to safely operate a motor vehicle.

SKILLS

- Method Validation
- Gun Laws
- Forensic Analysis
- Firearms Handling
- Performance Development
- Court Testimony
- Laboratory Methods
- Forensic Investigations
- Firearms Manufacturing
- Weapons Safety
- Evidence Handling

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).
- 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.
- 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 bachelor’s degree or higher from an accredited institution of higher education in a physical, biological, or forensic science.
- Five years paid experience in law enforcement forensics as a firearm and/or toolmark examiner.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Employees are 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

- A bachelor’s degree or higher from an accredited institution of higher education with major coursework in physical science, natural science, forensic science, criminalistics, criminal justice, police science, industrial technology, or related fields of study.
- A membership or certification from the Association of Firearm and Tool Mark Examiners.
- Previous supervisory experience.