

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FORENSIC IMAGING TECHNOLOGIST

<b>JOB CODE: 30027</b>	<b>PAY GRADE: 11</b>	<b>PAY RANGE: \$36,000 - \$57,600</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Forensic Imaging Supervisor, or designee, performs technical work of average to advanced difficulty in connection with digital imaging, video and photographic applications, and chemical processing of photographic paper. Work involves the processing, development, custody, and control of photographic evidence and equipment. Duties are accomplished with a degree of independence and at a level of responsibility where the member must exercise good judgment and individual initiative in the performance of assigned duties. A variety of clerical and equipment maintenance tasks are performed in connection with this position. Work is reviewed through observation and results obtained. **Must be able to occasionally adjust work hours and respond to emergency call outs.**

A member in this job classification spends at least 65 percent of their time performing duties that involve the collection examination, documentation, collection, preservation, preparation or analysis of human tissues or fluids or physical evidence having potential biological, chemical or radiological hazard or contamination, or uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence in accordance with F.S. 121.0515.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Receives, documents, develops, preserves, archives, and controls crime scene evidence in the form of film, digital, or video media;
- Processes crime scene evidence in the form of camera equipment, video equipment, and portable data storing devices for the purpose of recovering photographic evidence;
- Receives and processes image duplication requests for investigative and judicial purposes as well as public records requests;
- Using wet chemistry, processes photographic prints of crime scene images for investigative and judicial purposes as well as public records requests;
- Uploads digital media into Sheriff's Office computers for archiving
- Files digital images in accordance with established evidence procedures;
- Maintains photographic equipment to include cameras, video equipment, computers, film processors, and printers;
- Handles, mixes, and maintains photographic chemistry utilized in paper processors;

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- Maintains photographic index files to include CDs and film negatives;
- Keeps accurate records for statistical evaluation of workload;
- Enhances photographic images for investigative purposes and judicial presentations;
- Assists with inventory control of supplies and equipment;
- May be required to testify in judicial proceedings on procedures relating to the handling, processing, archiving, and preservation of photographic evidence;
- Participates in Sheriff's Office recruitment and community relations activities as directed

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- High school diploma or G.E.D.
- Course work in a related field
- Three (3) years' technical experience in video, photography, computer science, and evidence handling
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of methods used in preserving and packaging physical evidence
- Knowledge of and competency in computer science
- Knowledge of and competency in photo lab processing of color film
- Knowledge of and competency in the uploading, filing, and printing of digital images
- Ability to understand and carry out oral and written instructions
- Ability to express oneself clearly, concisely and effectively both orally and in writing
- Ability to give qualifying testimony in the field of photography, digital imaging and computer science
- Ability to handle and mix toxic chemicals in accordance with manufacturers' instructions, Sheriff's Office policies, and recommended or mandated safety procedures
- Skills in performing simple clerical procedures and practices
- Knowledge of regulations and procedures of the Pinellas County Sheriff's Office
- Time management
- Interpersonal skills
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Maintain correctable to 20/20 vision
- Identify and differentiate colors
- Climb step and expandable ladders
- Sit up to 8 hours per day
- Stand up 3 hours per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 50 lbs.
- Frequently reach
- Occasionally bend, squat, climb, kneel, or twist



## WORKING CONDITIONS

- Incumbents may be exposed to or experience:
  - Wetness (water) from high humidity at night, fog, scenes processed in wet areas
  - Slippery walking surfaces due to water at fire, crash scenes, roofs of structures, any scene processed in rainy/damp conditions
  - Debris from broken glass, fire, roof accidents, uneven terrain, natural disasters, and/or overhead structures
  - Frequent close contact with other forensic science specialists/peers, supervisors, citizens, arrested subjects, and deceased bodies
  - The need for flexibility in limited service locations, attics, crawlspaces, inside and under vehicles
  - Loud noise at service locations, to include, but not limited to, crash scenes, construction sites, detention facilities, alarms/sirens and/or generator use
  - Possibility of burns due to service at fire scenes, crash scenes, and/or chemicals used in advanced crime scene procedures
  - Constant fingerprint dusting powders and dust and dirt associated with outdoor service locations
  - Pollen and insect and animal bites at any outdoor service location
  - Toxic chemicals used in advanced crime scene processing, containers formerly used to store/transport narcotics or evidence from arson scenes
  - Fumes of decomposing human or animal remains
  - Frequent handling of evidence suspected of being exposed to the Hepatitis, AIDS virus, humans suspected of having Tuberculosis or Meningitis, and being present at scenes where there is a great deal of blood shed