

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



FORENSIC IMAGING SUPERVISOR

JOB CODE: 30025	PAY GRADE: 18	PAY RANGE: \$51,559 - \$82,495
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GENERAL DESCRIPTION

Under the general supervision of the Division Lieutenant, performs supervisory administrative and technical work in the supervision of Forensic Imaging Technologists. Duties are accomplished with a degree of independence and at a level of authority and responsibility where the member must exercise good judgment and initiative in the performance of assigned duties. A variety of clerical, statistical and equipment maintenance tasks are monitored in connection with this position. Work is reviewed by the Division Lieutenant through daily observation of unit activity, oral and written reports, discussions, periodic staff conferences and inspections.

Subject to call-out 24 hours a day.

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: Yes

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Responsible for their subordinate employee's welfare and care, individual training in the conduct of their duties and mentoring
- Reviews subordinates work performance, conducts open and honest performance counseling, appraisals and evaluated conditions of performance, initiates corrective action and/or disciplinary action as necessary
- Ensure subordinates meet agency standard in personal appearance, maintains and accounts for materials and agency equipment as prescribed by Sheriff's Office policy, special or General Orders and Standard Operating Procedures (SOPs)
- All of the essential duties of the Forensic Imaging Technologist and the Forensic Science Specialist positions, to include, photographic documentation of latent print and blood stain evidence;
- Supervises, directs, and coordinates members concerning the various imaging lab functions, crime scene functions, and administrative activities;
- Modifies shift schedule in accordance with the needs for service;

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- Reviews reports and/or documentation records of imaging lab activities;
- Maintains lab equipment and ordering supplies;
- Conducts training associated with photographic and digital equipment;
- Monitors, trains, and evaluates the photographic and video skills of Forensic Science Specialists;
- Evaluates the operation of the digital imaging lab and the adherence to established work method procedures, policies, rules and regulations through personnel performance, reports, records and onsite observation;
- Conducts, participates, and successfully completes annual proficiency testing;
- Maintains chain of custody of all digital evidence;
- Supports and encourages members to maintain compliance with ISO/IEC 17020 standards and ANAB accreditation requirements;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

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

- Graduation from an accredited college or university with an Associate's Degree in Forensic Science, a Forensic Science Field or closely related field AND
- Three (3) years' related experience in crime scene investigations and digital imaging to include web based management of film and digital images AND
- One (1) year supervisory experience
- Or equivalent combination of education and experience
- Ability to obtain certification from the IAI in Forensic Photography is preferred
- Must possess a valid Florida driver's license



KNOWLEDGE, SKILLS, AND ABILITIES

- All of the knowledge, skills, and abilities required of Forensic Imaging Technologist and Forensic Science Specialist
- Knowledge of the modern law enforcement administration principles, practices and techniques of crime detection and investigation
- Knowledge of the rules and handling matters of evidence
- Knowledge of criminalistics
- Ability to assign, supervise, and review the work of the members
- Ability to observe situations analytically and objectively and to express oneself clearly, concisely and effectively, orally and in writing
- Ability to react quickly and calmly and to direct and coordinate the work of members on assigned shift in an emergency.
- Knowledge of regulations and procedures of the Pinellas County Sheriff's Office
- Organizational skills
- 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:

- Operate motor vehicles in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure
- Maintain correctable to 20/20 vision
- Identify and differentiate colors
- Climb steps and expandable ladders
- Don and wear a full face respirator
- Sit up to 7 hours per day
- Stand up to 7 hours per day
- Walk up to 7 hours per day
- Drive up to 3 hours per day
- Occasionally lift up to 75 lbs.
- Frequently bend and reach
- Occasionally squat, climb, kneel, or twist



WORKING CONDITIONS

- The Forensic Imaging Supervisor 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
 - Dangerous chemicals or mixtures used in clandestine narcotics laboratories
 - 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 potentially hazardous biological material