

HILLSBOROUGH COUNTY SHERIFF'S OFFICE

DAVID GEE, SHERIFF

Tampa, FL



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Job Title: Senior Photographic Laboratory Technician
Job Code: W2762
Pay Grade: WJ
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform lead worker duties developing and processing film of crime and accident scenes for a law enforcement agency.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Perform lead worker duties by assigning and reviewing work and providing feedback on work performed to supervisor.
- Operate Single-lens reflex (SLR) cameras and photo printing equipment to print photographs of crime and accident scenes to support law enforcement administrative and operational requirements.
- Make photographic prints, as requested, to be utilized in the investigation and prosecution of Sheriff's Office (SO) cases.
- Upload and download to and from a constantly expanding computer software digital photo management database.
- Oversee and correct errors in the digital photo management database in order to maintain accuracy and assure ease of utilization by SO personnel.
- Review photo work order requests to determine priority and processing instructions, assign a processing number, and affix a label with the number to each request to track the request from start to completion and maintain the chain of custody.
- Photograph SO staff and employees during ceremonial, promotional, and public relations events in support of administrative and operational requirements.
- Inspect photographic equipment, perform minor maintenance repairs, and submit work order requests for major maintenance and repairs.
- Train law enforcement personnel in the use and care of photographic equipment.
- Maintain film archival library and knowledge of how to print from film library to aid in the investigation and prosecution of older cases.
- Prepare and submit purchase order requests for supplies and equipment in accordance with established policies and directives.
- Provide annual budget forecast for supplies and equipment to supervisor.
- Perform other related duties as required.



Knowledge, Skills, and Abilities

- Working knowledge of the functions, services, procedures, and regulations of the unit to which assigned.
- Working knowledge of photography principles, practices, and techniques.
- Working knowledge of safety procedures in the use of photo supplies and equipment.
- Working knowledge and proficiency in the basic tools of the Adobe Photoshop software.
- Skill in operating and performing minor repairs of photographic equipment.
- Ability to load and unload film from a variety of cameras.
- Ability and willingness to develop and process crime and accident scene photographs of which some are of deceased persons and very graphic in nature.
- Ability to work effectively with others.
- Ability to follow established procedures.
- Ability to prioritize work.
- Ability to handle confidential information.
- Ability to follow oral and written instructions.
- Ability to prepare records and maintain reports.
- Ability to use a computer and related software.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and
Three years of experience in developing and processing photographs in a photo lab.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a 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 criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.