



Seminole County Sheriff's Office

BREATH TEST COORDINATOR

Class Spec Code: 1060
Established Date: 10/14/2020
Last Revised Date: 01/10/2022
Effective: 11/18/2022

Salary Range

\$19.97 - \$29.96 Hourly

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Technical and supervisory work assisting law enforcement officers in the processing stages of DUI arrests.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Assist law enforcement officers in the processing of DUI arrests and other impairment related incidents.

Conduct DUI testing in accordance with Florida State Statutes, FDLE administrative rules 11-D8 and agency general orders. Perform DUI video documentation of Field Sobriety Task conducted with the DUI room. Operate video equipment and upload video evidence for processing. Conduct breath tests using FDLE forms (checklist, affidavit, and results log). Assist in the preparation of case packages for the State Attorney Office and administrative packages for HSMV.

Conduct observation of DUI impaired person(s) for the required twenty 20 minutes and record it on the applicable technical documents.

Provide expert testimony in court and administrative hearings as required. Testify as to observations of impairment, validity and accuracy of breath test instrument and results.

Provide technical assistance and information to employees and divisions, and outside agencies as needed.

Development / amend policies and procedures related to the processing of DUI arrests and other related incidents. Make recommendations for improved efficiency and effectiveness within the department.

Stay current on the latest methods and best practices for DUI detection, processing, and prosecution.

Conduct agency inspections of breath test instruments and prepare necessary paperwork. Maintain required FDLE agency inspections, department inspections, registrations and repairs as required by administrative rule 11D-8. Maintain equipment in proper working order to the standards established by that Florida Department of Law Enforcement.

Ensure security of the testing facility (DUI room).

Maintain inventory of all assigned equipment and associated records. Prepare various statistical reports as required or directed. Maintain DUI citations.

Maintain proper operating supply levels for DUI operations and ensure DUI equipment remains operational. Make budget recommendations that are fiscally responsible and support the mission.

Supervise assigned personnel and ensure the DUI room is adequately staffed and available for patrons. Ensure subordinates attend court as directed and receive ongoing job related training. Complete timely and accurate performance evaluations, staff commendation as warranted, and conduct disciplinary actions as needed. Prepare work schedules for assigned personnel.

Minimum Qualifications

- Bachelor's Degree in Criminal Justice
- Four (4) years' experience in Breath Alcohol Testing
- Consideration may be given to equivalent combination of related training, education and experience
- Supervisory experience preferred
- Must be certified in the Intoxylizer 8000 and hold FDLE Agency Inspector certification for Intoxylizer 8000 maintaining certification throughout employment
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of breath alcohol testing procedures and policies; Knowledge of law enforcement policies and procedures in the area DUI arrests and other related incidents.

Ability to prioritize daily work and to work independently. Ability to communicate effectively in a distinct clear and controlled voice. Ability to maintain good rapport with agency personnel, outside agency personnel, and arrested persons.

Skill in the use of video testing equipment and breath alcohol testing equipment.

WORKING CONDITIONS

The work environment for this position is within the confines of the John E. Polk Correctional Facility and mobile operation within the county. This position has direct contact with inmates and arrestees.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Mostly sedentary work but some standing and walking; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Emotional/Psychological- Potential contact with hostile individuals; direct inmate contact, exposure to emergency situations; Frequent public contact; decision-making and concentration

Special Requirements- Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, nights, and/or occasional overtime