

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: SUPERVISOR, CRIMINAL JUSTICE RECORDS ACT

Exempt: No

Job Type: 4128E

Pay Grade: E410

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs supervisory and administrative work planning, organizing, and directing the activities of the Criminal Justice Records Act (CJRA) Unit. Work involves supervising personnel, monitoring and resolving records requests, maintaining the knowledge to educate the team on the processes involving document gathering, records release laws, criminal court procedure laws and how to properly disseminate this work for the Sheriff's Office.

Supervision Exercised: Serves as the civilian supervisor of the CJRA Unit. Oversees the daily operations of the CJRA Unit to include scheduling, coordinating, evaluating, and the direct day-to-day operational supervision of the staff.

Supervision Received: Works under the general supervision of the Records Manager.

Examples of Duties and Responsibilities:

- Exercises direct, first-level supervision of employees, operations and activities of the CJRA Unit.
- Includes coordinating staff training, assigning and reviewing work, participating in the interview and selection process, making recommendations impacting pay, status, and disciplinary action, evaluating performance independently or in conjunction with a higher-level manager, and approving time off and approving staff timesheets
- Acts in various project management roles as needed or directed by the Sheriff and Command Staff.
- Functions with minimal direct supervision to ensure that decisions made and direction taken are consistent with the directive of the mission and values of the Sheriff.
- Partners with the Records Supervisors to ensure consistency among employees in all shared processes.
- This position is a working Supervisor and will regularly assist team with providing CJRA documents to the public's request in both digital and other electronic media. The CJRA requests will consist of electronic discovery and papers, to include in-car video, digital photos uploaded from digital cameras carried by deputies, detectives and crime scene investigators, audio from telephone and radios of calls for service in dispatch, and any other digital data stored at the Sheriff's Office needed to fulfill the CRJA requests.
- Assesses the deadlines required of the requested CJRA and determines completion

- priority.
- Communicates with captains in Investigations, Patrol, Detentions, and Support Services Divisions, Captain of Professional Standards, the County Attorney's Office, records supervisor and clerks, evidence technicians, crime lab personnel, and others within the Sheriff's Office to complete the CJRA process.
 - Skill to investigate and locate digital CJRA documents, video, and audio files inside complex computer storage systems and the ability to redact these records when necessary. The ability to solve problems that are not easily recognizable.
 - Ability to perform and/or assist team with daily requests for CJRA and properly relays the documents or media to the requesting organization or individual as required.
 - Understands the CJRA laws and verifies that an active criminal case has not been discovered to the District Attorney or the Courts.
 - Performs other leadership duties as assigned.

Consequence of Error: This is technical work performing research of documents and electronic media, to include videos, images and audio files for the Sheriff's Office. Consequence of error may result in fines being brought upon the Sheriff's Office by failing to submit the records in a timely manner and the possibility of court costs, and attorney fees being awarded. (CRS 24-72-305 (7)).

Experience and Education:

- Four (4) years of progressively responsible records experience in law enforcement
- One (1) year of supervisory experience preferred.
- High school diploma or equivalent required.
- A valid Colorado driver's license and a good driving record.
- Ability to pass a Sheriff's Office background check and qualifying exams.
- Ability to obtain and maintain the required CCIC/NCIC credentials and CJIS access.

Essential Functions:

Language Skills: Ability to establish and maintain effective working relationships. Ability to communicate in both oral and written form, at both the technical and system user levels.

Computer Skills: Must have basic user-level competency with Windows PC operating systems.

Reasoning Ability: Ability to use common sense understanding to carry out instructions.

Other Skills and Abilities: Considerable knowledge of software applications and hardware used for automated processes. Knowledge of the following is required: Windows Operating Systems, various office applications including e-mail, spreadsheets, word processing, presenting programs, and MS Office. Some knowledge of training practices and principles. Skill in the use of a variety of data processing and office equipment. Ability to organize and prioritize numerous tasks. Knowledge of basic computers. Ability to work with little or no supervision. Must

possess strong time management skills. Ability to work beyond scheduled hours if necessary in a crisis. Ability to work non-traditional days and hours as needed.

Physical Demands: May occasionally be required to lift and/or move up to 40 pounds. Ability to bend, kneel and crawl under desks and climb on tables and/or ladders as necessary.

Work Environment: Work is generally performed in a typical office environment. Some local travel is required. Ability to work beyond scheduled hours in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Contacts: This position has daily contact with other employees, supervisors, and managers. May have occasional contact with outside firms/vendors.

Independent Judgment: Work is performed independently. Must be able to use individual judgment and problem solving skills to accomplish goals and achieve desired results.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL of the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all-inclusive.

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.