

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: SUPERVISOR, DISCOVERY

Exempt: No	Job Type: 4131E
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 operations of the Discovery Unit. This role involves supervising personnel, monitoring, and resolving discovery 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 Discovery Unit. Oversees the daily operations of the Discovery 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 Discovery 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 and CJRA Supervisors to ensure consistency among employees in all shared processes.
- This position is a working Supervisor and will regularly assist the team with providing discovery documents to the Courts, District Attorney's Office, and other Law Enforcement agencies as required.
- Oversee the intake, review, and release of body-worn camera footage, in-car video, audio recordings, photographs, and needed documents in criminal cases.
- Ensure all discovery is processed in accordance with applicable laws.

- Develop, implement, and update standard operating procedures for discovery compliance.
- Coordinate closely with courts, internal investigative divisions, and external law enforcement agencies.
- Serve as the departmental subject matter expert on discovery processes and legal obligations.
- Provide training, performance evaluations, and disciplinary oversight of the Discovery Support Specialists.
- Manage workload prioritization to meet legal deadlines and court requirements.
- Maintain accurate logs, statistical reports, and audit trails of all discovery activity.
- Recommend and implement technological solutions for evidence management and efficiencies.
- Respond to complex or sensitive requests and testify in court if needed regarding the discovery processes.
- Skill to investigate and locate digital discovery documents to include video, and audio files inside complex computer storage systems. The ability to solve problems that are not easily recognizable.
- 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:

- High school diploma or equivalent required.
- Four (4) years of progressively responsible records experience in law enforcement.
- One (1) year of supervisory experience preferred.
- 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, AXON digital evidence, electronic discovery platforms 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 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.