

CLASS SPECIFICATION
Police Program Specialist

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, receives and documents complaints received regarding Police Bureau personnel and conducts a preliminary investigation of those complaints; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents of this class are assigned to the Police Bureau's Internal Affairs Division and are accountable for receiving and processing complaints regarding bureau personnel. The duties of this class require considerable independent judgment and a thorough knowledge of the bureau's policies, procedures, guidelines and standards for employee conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Receives complaints against Police Bureau personnel in person, by telephone and in writing from the public, business representatives, other agencies and City personnel; interviews complainants, conducts preliminary investigations, interviews bureau personnel and researches relevant files and records.
2. Prepares preliminary investigation documentation, including findings, conclusions and recommendations; submits documentation and recommendations to division management for further action.
3. Prepares and maintains files, records and reports regarding complaints, investigations and section activities.
4. Responds to inquiries and questions regarding bureau policies, procedures and regulations.
5. Responds to requests received from bureau personnel for information using computer terminals to query criminal histories, arrest records and other suspect or vehicle information.

MINIMUM QUALIFICATIONS

Knowledge of:

1. The Portland Police Bureau's policies, procedures, rules, general orders and labor contracts.
2. Federal, state and local laws, codes, regulations and guidelines regarding public and law enforcement records and information.

3. Theory, principles, practices and techniques of criminal justice and criminal investigation techniques.
4. Effective community and public relations methods and practices.

Ability to:

1. Analyze and make sound recommendations on complex investigations regarding Police Bureau staff actions and behavior.
2. Understand, interpret, explain and apply relevant City, state and federal laws, ordinances and regulations.
3. Present information and recommendations clearly and persuasively.
4. Establish and maintain effective relationships with those encountered in the course of the work.
5. Prepare clear, concise and comprehensive reports and other written materials.
6. Exercise sound expert independent judgements within general policy guidelines.
7. Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in law enforcement or criminal justice; and three years of criminal investigation experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2001. This class is composed of positions from the following class(es):

0964 PROGRAM SPECIALIST. Adopted: 07-01-92

June 2009 - Change Job Class number from 7910 to 30000773, due to system change.