

Office of the City Auditor

CLASS SPECIFICATION

INDEPENDENT POLICE REVIEW DIRECTOR

[Salary Grade 61](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under the general direction of the City Auditor, manages Independent Police Review (IPR), which is responsible for receiving, investigating, and resolving community complaints involving the conduct of sworn Portland Police Bureau members.

Responsibilities include: planning, initiating, organizing, and evaluating the work of IPR staff; overseeing and approving administrative investigations of police misconduct; obtaining input from and presenting information to community members, organizations, the media, law enforcement officers, legal experts, policy-makers, and City officials and staff; preparing oral and written conclusions and recommendations to the Police Bureau; working with stakeholders to address community member complaints; identifying trends related to the nature and frequency of complaints; and monitoring investigations of the Police Bureau's Internal Affairs Division. This position requires a high degree of objectivity and impartiality; the ability to navigate sensitive political environments and establish credibility and confidence in the City among a diverse group of stakeholders.

DISTINGUISHING CHARACTERISTICS

IPR Director is a single-incumbent classification within the City Auditor's Office and reports to the City Auditor. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices. It is exempt from Civil Service.

IPR Director is distinguished from IPR Supervisors in that the former has overall management responsibility for IPR and assigns work to and supervises the latter.

IPR Director is distinguished from the City Ombudsman in that the former has overall management responsibility for the IPR and the latter manages a division that investigates complaints involving administrative acts of City agencies.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Work closely with the City Auditor in setting and carrying out the vision, mission, and objectives of the Auditor's Office; protect its independence from Bureaus; develop and implement policies, initiatives, and activities related to the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
3. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that supports the Auditor's Office's mission, objectives, and service expectations.
4. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate

performance and complete annual performance reviews; ensure employees have the opportunity to correct deficiencies and appropriate discipline procedures are implemented.

5. Plan, organize, and manage the work of staff; develop and implement staff work plans to achieve IPR program mission, goals, and performance measures; manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
6. Accept, review, and investigate community member complaints regarding police misconduct; accept police officer commendations from the public; ensure that complaints of alleged criminal conduct are given distinct and additional attention; identify trends related to the nature and frequency of complaints; assess timeliness of resolution.
7. Participate in, oversee, and evaluate Internal Affairs investigations; monitor timeliness of investigations conducted by Internal Affairs; request additional investigation as warranted.
8. Be on-call to monitor all Police Bureau investigations of officer-involved shootings and in-custody deaths; attend briefings, witness interviews, and Police Review Board sessions.
9. Oversee recruitment of Citizen Review Committee members; attend their meetings or assign a designee; arrange training for members; discuss policy issues; manage staffing provided for committee activities, workshops, and publications.
10. Oversee and ensure publication of outside reviews of critical incident scenes involving officer-involved shootings and in-custody deaths; report publicly to City Council on findings and make recommendations; follow-up to assist with and report on the implementation of recommendations.
11. Conduct independent investigations; develop and recommend policies and procedures to improve police accountability to the public.
12. Act as media liaison; participate in press interviews; speak at press conferences, community events, stakeholder groups, and City Council meetings.
13. Provide direction, input, and recommendations for modifying City codes and ordinances governing civilian oversight of police.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction and oversight of the City Auditor. This position has discretion in carrying out the mission and goals of IPR in alignment with the mission of the Auditor's Office.

Directly supervises employees responsible for supervision, administration and operations in IPR.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of the theory, principles, practices, and techniques in the conduct of administrative investigation and legal research and analysis for a large public agency.
2. Thorough knowledge of federal, state, and local laws, statutes, regulations, ordinances, and procedures applicable to police administrative or criminal investigations and the ability to analyze, interpret, explain, and apply them.
3. Thorough knowledge of investigative principles, practices, and methodologies.
4. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of principles and practices of civilian oversight of police and Police Bureau administration; police review responsibilities and jurisdiction.
6. Ability to define issues, analyze problems, evaluate alternatives, and develop independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
7. Ability to navigate sensitive political environments; ensure workplace security and personal safety for employees.
8. Ability to interact effectively with people in crisis; ensure workplace security and personal safety for employees.

9. Ability to plan, conduct, evaluate, and review complaints and results of independent investigations of sensitive police conduct matters.
10. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
11. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
12. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
13. Ability to manage a diverse workforce and apply equitable program practices to diverse and complex services.
14. Ability to use City-specific technology and general office software programs.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor's degree from an accredited college or university with major course work in criminal justice, criminology, public administration, political science, or related field;

AND

Experience: Eight (8) years of progressively responsible experience conducting, reviewing, and supervising investigations, including two (2) years in a supervisory role.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Juris Doctorate from an accredited law school.

Supervisory or management experience in a public agency.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: