

City of Portland

CLASS SPECIFICATION
INDEPENDENT POLICE REVIEW MANAGER

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to the City Auditor. Under general policy direction, manages the Independent Police Review (IPR) program, which is responsible for receiving, investigating, and resolving community complaints involving the conduct of sworn employees of the Portland Police Bureau (PPB). Classification is exempt from Civil Service.

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 PPB; working with stakeholders to address community member complaints; identifying trends related to the nature and frequency of complaints; and monitoring in PPB Internal Affairs Division (IAD) investigations. 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 Manager is a single-incumbent classification within the City Auditor's Office.

IPR Manager is distinguished from Complaint Investigator II in that former has overall management responsibility for IPR and assigns work to and supervises the latter.

IPR Manager is distinguished from the City Ombudsman in that the latter investigates complaints involving administrative acts of all City Bureaus/Offices while the former investigates complaints relating to the conduct of sworn employees of the Portland Police Bureau.

IPR Manager is distinguished from the Manager series in that the former oversees the IPR program, carrying out independent oversight of the PPB, and requires specialized education, training, and/or experience.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of some or all of the following duties and performs related duties as assigned.

General Duties:

1. Plan, organize, and manage the work of staff; develop and implement staff work plans to achieve IPR program mission, goals, and performance measures.
2. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
3. Assist with the development of performance requirements and personal development targets for staff, including coaching, training, and performance management; monitor performance and provide coaching for performance improvement and development.

4. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Auditor's Office's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
5. 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.
6. Participate in, oversee, and evaluate IAD investigations; monitor IAD investigators' workload and timeliness; request the Police Chief further investigate cases, as warranted.
7. Oversee recruitment of Citizen Review Committee (CRC) members; attend CRC meetings or assign a designee; arrange training for members; discuss policy issues; manage staffing provided for committee activities, workshops, and publications.
8. Oversee and ensure publication of annual 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.
9. Conduct independent investigations; develop and recommend policies and procedures to improve police accountability to the public.
10. Act as media liaison; participate in press interviews; speak at press conferences, community events, stakeholder groups, and City Council meetings.
11. Provide direction, input, and recommendations for modifying City codes and ordinances governing civilian oversight of the PPB.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under the general policy direction set by the elected City Auditor. This position has discretion in carrying out the mission and goals of the IPR program.

Directly supervises employees, including Complaint Investigator positions.

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 PPB 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.
8. Ability to interact effectively with people in crisis.
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 verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.

11. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
12. Ability to facilitate inclusive participation of communities of color and people traditionally underrepresented in local decision-making in Auditor's Office programs and activities; communicate cross-culturally.
13. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
14. Ability to utilize City-specific technology and general office software.

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 college or university.

Supervisory or management experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: