

**CLASS SPECIFICATION**  
**POLICE INTERNAL AFFAIRS INVESTIGATOR**

**PAY GRADE; 57**  
**CLASS CODE: 30003095**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a management-level position responsible for overseeing the Portland Police Bureau's Internal Affairs Division (IAD). Under general direction, conducts administrative investigations into allegations of sworn and non-sworn Police Bureau employee misconduct.

Responsibilities include: planning, organizing, and conducting administrative investigations; collecting, analyzing, and interpreting various types of evidence relevant to investigations, including witness testimony, crime-scene photographs, and forensic evidence; independently developing investigative methodologies and strategies; determining allegations; and preparing, attending, and testifying at Portland Police Bureau (PPB) and citizen oversight boards and committees.

**DISTINGUISHING CHARACTERISTICS**

Police Internal Affairs Investigator is a non-sworn classification responsible for performing complex and difficult investigations into allegations of police misconduct.

Police Internal Affairs Investigator is distinguished from the Analyst series in that the former conducts investigations into allegations of police misconduct and requires specialized training and/or experience.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties, as assigned.

General Duties:

1. Plan, organize, conduct, and document administrative investigations into allegations of misconduct by sworn and non-sworn PPB employees; document and prepare extensive case files to support investigations and conclusions; coordinate investigations, reviews, and analyses with PPB divisions and outside agencies; organize and complete case reports and case files within mandatory time frames.
2. Plan, organize, and conduct on- and off-scene interviews of complainants, involved employees, and witnesses; document all interviews with appropriate media, including digital recordings and written transcriptions; adhere, observe, and follow employee labor union contracts with regard to employee and due process rights.
3. Develop, plan, organize, and conduct in-depth reviews and analyses of sensitive deadly force incidents, including officer-involved shootings and in-custody deaths; coordinate with other ongoing criminal investigations; develop, organize, prepare, and write case reports and visual aids to convey data and case information to stakeholder groups, including the Portland's Citizen Review Committee (CRC) and Police Review Board.
4. Prepare, attend, and testify at Police Review Board meetings, arbitration hearings, and CRC meetings; prepare, create, plan, and write weekly case status reports and monthly calendars.

5. Interpret evidence; coordinate staff training covering internal affairs processes; research law enforcement best practices; assist with pre-employment background screening; respond to requests for additional information.
6. Perform sensitive and complex duties in conjunction with PPB leadership, Independent Police Review (IPR) staff, members of the CRC, labor representatives, attorneys, complainants, and other personnel.
7. Create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction by the management-level position responsible for overseeing PPB's Internal Affairs Division.

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of the theory, principles, practices, and techniques in the conduct of internal police complaint investigation and review for a large municipal organization.
2. Knowledge of standard law enforcement agency practices and working environments; patrol and investigative activities; police directives, general orders, policies, and procedures; interview techniques and methods; and strategies for case preparation.
3. Knowledge of state and federal law, City Code, and City Charter provisions, administrative rules, and judicial rulings affecting internal affairs processes.
4. Knowledge of and ability to apply principles and practices of public administration, including the maintenance of public records and treatment of confidential information.
5. Ability to conduct thorough and objective investigations of complaints; define issues, set priorities, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations based on investigation results and in accordance with laws, regulations, rules and policies; maintain confidentiality regarding process and outcomes in accordance with all legal requirements; exercise sound judgment in sensitive political environments.
6. Ability to communicate in an open and impartial manner with complainants from diverse communities and to exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings; and use a variety of computer-based technologies.
8. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
9. Ability to utilize City-specific technology and general office software.
10. Ability to be on call and immediately available for on-scene investigations for several consecutive weeks throughout the year.

### **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 law enforcement, criminal justice, business administration, public administration, or a related field;

AND

**Experience:** Five (5) years of progressively responsible experience initiating, reviewing, and conducting investigations.

**Special Requirements and/or Qualifications:**

A valid state driver's license may be required for certain assignments.

Successful passage of Level 2+ Background Investigation/Portland Police Bureau – Personnel Division.

Qualified and approved to access the FBI's Criminal Justice Information System (CJIS) and the State of Oregon's Law Enforcement Data System (LEDS).

**Preferred Qualifications:**

None.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: