

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Police Auditor

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Mayor

Work Phone:

5. Department, Division & Section:

Mayor's Office

6. Work Address:

7. Hours/Week:

Start time:

End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

Reporting to the Mayor, this position is intended to provide independent civilian oversight to Police Department operations in order to assure Police accountability to the public in an independent, unbiased manner. While this position has oversight of Police Department operations, such oversight is not intended to abrogate or supersede the statutory authority granted to the Police and Fire Commission and the Chief of Police.

11. Position Summary:

This is professional, managerial, administrative, and auditing work in overseeing the Police Department's compliance with internal policies and procedures, ensuring those policies and procedures align with research based best practices and the applicable State and Federal law; reviewing use of force incidents, overseeing the processing of citizen complaints, and ensuring an independent review of police operations.

Under the direction of the Mayor, the Police Auditor will have full and unfettered access to all police data to examine for systemic patterns in police conduct, complaints and critical incidents; authority to review operations to make data driven recommendations to the Police Chief regarding policy changes and disciplinary actions, review citizen complaints, and engage in community outreach. The Police Auditor will be expected to exercise discretion in review of internal operations, shall maintain complete confidentiality of information unless disclosure is authorized within City guidelines, and is required to execute the responsibilities of the position. The oversight responsibilities of this role will require process oversight, providing best practice advice to the Chief, Mayor and any relevant City committees and does not involve directive oversight, which is within the designated authority of the Mayor, Council or Chief of Police.

12. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Monitor MPDs compliance with City and police policies and Standard Operating Procedures (SOPs), governing laws, and lawful orders from the Common Council, Mayor, and Civilian Oversight Board
 - 1. Conduct audits of police data, and review internal MPD audits of Department programs and activities.
 - 2. Make recommendations to the Police Chief and Mayor regarding policy issues and address other issues of concern to the community or members of the Civilian Oversight Board.
 - 3. Provide input to the Civilian Oversight Board for its annual review of the MPD and the Chief of Police.
 - 4. Recommend changes to MPD's policies, rules, and training.

- 40% B. Oversee a process for receiving and investigating complaints regarding MPD, and make recommendations for changes as appropriate.
 - 1. Monitor the police department training and trends in the occurrence of use of force incidents and MPD investigations of such incidents.
 - 2. Monitor on-going internal investigations of possible misconduct to ensure investigations are thorough, fair and objective.
 - 3. Make recommendations to the Mayor for hiring outside independent investigators to conduct investigations against the Chief, other high-ranking command staff, or other sensitive issues.
 - 4. Make reports or recommendations to the Chief of Police regarding possible administrative actions, including discipline processes.
 - 5. Refer aggrieved parties to the MPD Professional Standards and Internal Affairs (PSIA) or PFC for initiation of a complaint when appropriate.
 - 6. Develop a process for independently receiving complaints regarding MPD from community members about MPD or any personnel; forward such complaints to MPD, PSIA, or the PFC as appropriate, and monitor the subsequent investigation through to its completion.

- 20% C. Perform related tasks.
 - 1. Provide a quarterly report to the Common Council and submit an annual report to the Mayor and Common Council, setting forth the work of the Police Auditor's office, identifying trends regarding complaints, investigations, and discipline in MPD, and making recommendations regarding the sufficiency of investigations and appropriateness of disciplinary actions, if any.
 - 2. Engage in community outreach to gain information on community perspectives regarding MPD. Educate the public as to the role of the Police Auditor and the processes for investigating complaints, and administering disciplinary actions, policies, practices, and training.
 - 3. Serve as staff to the Civilian Oversight Board.
 - 4. Perform related work as required.

13. Primary knowledge, skills and abilities required:

Robust knowledge of the organization, responsibilities, functions, policies, and procedures of local law enforcement, and knowledge of the research-based best-practices for policing, Knowledge of the theory, principles, practices, and techniques in the conduct of internal law enforcement complaint investigation and

review for a large municipal organization. Knowledge of the techniques of law enforcement training, instruction, and evaluation of work performance. Knowledge of the fundamentals of criminal and administrative investigations including interviewing and interrogating principles and techniques. Knowledge of federal, state and local laws and regulations and procedures applicable to internal law enforcement investigations and review responsibilities and jurisdiction. Knowledge of theory, principles, practices, methods and techniques of data and legal research and analysis applicable to areas of assigned responsibility. Ability to interpret and explain complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures. Ability to develop and make presentations to large groups. Ability to outline and conduct an investigation. Ability to deal tactfully and firmly with potentially hostile individuals. Ability to show empathy and compassion in difficult situations. Ability to conduct research and prepare written narrative and statistical reports. Ability to communicate complex concepts effectively both orally and in writing. Ability to develop and maintain effective working relationships with staff, agency managers and employees, elected officials, the media and the general public. Ability to work effectively with multicultural populations. Ability to work independently and to maintain adequate attendance.

14. Special tools and equipment required:

15. Required licenses and/or registration:

Possession of a driver's license, or the ability to obtain one prior to the date of hire.

16. Physical requirements:

The incumbent will be expected to travel throughout the City to meet with community members and perform outreach. Otherwise, work is performed in an office environment using standard office equipment such as a computer, telephone, and copier.

17. Supervision received (level and type):

General

18. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

19. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

20. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeeenet/policies-procedures/position-descriptions.

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