

INDEPENDENT POLICE AUDITOR

CLASS DESCRIPTION

General Responsibilities:

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 Independent 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 Independent 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.

Examples of Duties and Responsibilities:

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. Conduct audits of police data, and review internal MPD audits of Department programs and activities.

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. Provide input to the Civilian Oversight Board for its annual review of the MPD and the Chief of Police. Recommend changes to MPD's policies, rules, and training.

Oversee a process for receiving and investigating complaints regarding MPD, and make recommendations for changes as appropriate. Make reports or recommendations to the Chief of Police regarding possible administrative actions, including discipline processes.

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. Refer aggrieved parties to the MPD Professional Standards and Internal Affairs (PSIA) or PFC for initiation of a complaint when appropriate.

Monitor the police department training and trends in the occurrence of use of force incidents and MPD investigations of such incidents.

Monitor on-going internal investigations of possible misconduct to ensure investigations are thorough, fair and objective. 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.

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.

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.

Serve as staff to the Civilian Oversight Board.

Perform related work as required.

QUALIFICATIONS

Training and Experience:

Generally, positions in this classification will require:

Three (3) years of management level work experience investigating allegations of misconduct by law enforcement officers, major criminal cases, or crime scenes or comparable experience with personnel related matters. Such experience would normally be obtained after graduation with a Bachelor's Degree in Criminal Justice, Criminology, Public Administration, Business Administration or a related field. A Master's degree in public policy, criminal justice, public administration, or related, or a law degree may be substituted for 1 year of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Knowledge, Skills and Abilities:

Thorough knowledge of the responsibilities, functions, policies, and procedures of local law enforcement, and thorough knowledge of the research-based best-practices for policing. Thorough knowledge of the theory, principles, practices, and techniques in the conduct of internal law enforcement complaint investigation and review for a large municipal organization. Thorough knowledge of the techniques of law enforcement training, instruction, and evaluation of work performance. Thorough knowledge of the fundamentals of criminal and administrative investigations including interviewing and interrogating principles and techniques. Thorough knowledge of federal, state and local laws and regulations and procedures applicable to internal law enforcement investigations and review responsibilities and jurisdiction. Thorough 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.

Necessary Special Qualifications:

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

This position works directly with elected officials, city managers, and other city staff and functions in an environment of sensitivity and political issues. The incumbent must be available to attend evening meetings of committees, boards, and public hearings.

This position will work under the terms of a 5 year employment contract. One condition of the contract will require the incumbent to establish residency within the City of Madison in a defined timeframe.

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.

Department/Division	Comp. Group	Range
Mayor’s Office	21	18

Approved: _____
 Harper Donahue IV
 Human Resources Director

Date