



Office of Human Resources

Monitor OIM – FA2134

General Statement of Duties

Under the direction of the Mayor, the Independent Monitor performs management, administrative, investigative, and reporting duties; supervises staff and oversees the activities and functions of the Office of the Independent Monitor (OIM); monitors and actively participates in investigations of possible misconduct by, and citizen complaints against, uniformed personnel of the Department of Safety; makes recommendations to the Manager of Safety and appropriate department heads regarding possible disciplinary actions against uniformed personnel; makes recommendations regarding policy and training issues; coordinates OIM activities and works in partnership with the Mayor's Office, City Council, Citizen Oversight Board, Manager of Safety, Police, Sheriff, and Fire Departments, District Attorney's Office, community leaders, the general public and media as appropriate to provide for fair and objective oversight of the uniformed personnel and to ensure public confidence in such uniformed personnel.

Distinguishing Characteristics

The Independent Monitor performs investigative and analytical work that is difficult, highly complex, and often involves issues that are highly sensitive and confidential. The position functions as a working manager with authority for both overseeing the day-to-day operations of the Office of the Independent Monitor and performing much of the OIM workload.

Guidelines, Difficulty and Decision-Making Level

None

Level of Supervision Received & Quality Review

Work of the OIM is reviewed by the Mayor and/or the Citizen Oversight Board. The Independent Monitor exercises executive leadership over employees who have personal responsibilities and authorities over the oversight process and who exercise a high degree of initiative, judgment, discretion, and decision-making regarding investigations and disciplinary recommendations.

Interpersonal Communication & Purpose

None

Level of Supervision Exercised

None

Essential Duties

Actively monitors and participates in investigations of uniformed personnel including citizen complaints alleging the use of force, other serious misconduct, and other citizen concerns.

Participates in the monitoring of investigations including responding to crime scenes, attending witness interviews, reviewing other types of evidence, engaging in ongoing dialogue with the investigators, ensuring internal investigations are thorough, fair and complete, and recommending or conducting additional investigation including the issuing of subpoenas.

Makes recommendations to the Manager of Safety and department heads regarding administrative action, including possible discipline for uniformed personnel.

Identifies, researches and analyzes problems; evaluates alternative courses of action and makes recommendations regarding training, policies, procedures and best practices to prevent future complaints and allegations of misconduct and to improve performance.

Supervises the implementation and administration of a management information system to track and report information such as police activities, patterns of citizen complaints and issues relating to the implementation and administration of the early warning system.

Prepares and produces reports for the Citizen Oversight Board, Mayor, City Council and the public on the status and resolution of complaints, including timelines of complaint resolution, trends and patterns, nature and frequency of complaints, percentage of charges the police department sustains against its police officers; and develops information relating to the early warning system and other performance indicators.

Works in partnership with the Citizen Oversight Board to promote the mission of the OIM; informs the Board of the status of investigations being monitored and actions taken, providing additional information concerning the plans, programs, policy, training, and procedures; maintains effective working relationships with diverse groups including city staff, outside agencies, employee unions, and community based organizations, the general public and others.

Conducts public outreach to educate the community and the media on the role of the Independent Monitor and the processes for investigating complaints and administering disciplinary actions, policies, practices, and training.

Establishes and maintains liaison with the media; writes articles for various publications; meets with community leaders, public officials, and professional organizations.

Plans, organizes, and directs the operations of the Office of the Independent Monitor (OIM); monitors the efficiency and effectiveness of the OIM through performance management and related activities; establishes programmatic priorities and procedures; and prepares and administers the OIM budget.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Establishes standards of professional conduct including ensuring confidentiality and implementing a comprehensive training program for the Office of the Independent Monitor staff; develops training for members of the Citizen Oversight Board and other citizens involved in the oversight process.

Competencies

Analyzing and Interpreting - Analyzes complex information and applies expertise to produce high quality work products.

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Knowledge of the organization, responsibilities, functions, policies, and procedures of local law enforcement.

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.

Skill in interpreting and explaining complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures.

Skill in public speaking and making presentations to large groups.

Education Requirement

Bachelor's Degree in Criminal Justice, Criminology, Public Administration, Business Administration or a related field.

Experience Requirement

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 and preferably personnel related matters.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

None

Working Environment

Handles absentee replacement on short notice.

Handles emergency or crisis situations.

Noise: sufficient noise to cause distraction.

Occasional pressure due to multiple calls and inquiries.

Personal Safety: aware of surroundings, people, and events.

Pressure due to multiple calls and inquiries.
 Subject to long, irregular hours.
 Subject to many interruptions.
 Subject to pressure for multiple calls, inquiries, and interruptions.
 Subject to varying and unpredictable situations.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object; usually by hand, arm, or shoulder.
 Color vision: ability to distinguish and identify different colors.
 Depth Perception: ability to judge distances and space relationships.
 Eye/Hand/Foot Coordination: performing work through the use of two or more.
 Feeling: perceiving attributes of objects by means of skin receptors.
 Feeling: perceiving attributes of objects by means of spoken word.
 Field of Vision: ability to adjust vision to bring objects into focus.
 Field of Vision: ability to see peripherally.
 Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
 Fingering: picking, pinching, or otherwise working with fingers.
 Handling: seizing, holding, grasping, or otherwise working the hand(s).
 Hearing/Talking: Hear and determine direction of sound.
 Hearing: perceiving the nature of sound by the ear.
 Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
 Mathematical reasoning
 Memorization
 Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
 Neck Flexion: Moving neck upward/downward.
 Oral Comprehension
 Pulling: Exerting force upon an object so that it is moving to the person
 Pushing: exerting force upon an object so that the object is moving away from the person.
 Reaching: extending the hand(s) and arm(s) in any direction.
 Repetitive motions: Making frequent movements with a part of the body.
 Sitting: remaining in the normal seated position.
 Standing: remaining one one's feet in an upright position.
 Stooping: Bending the body by bending the spine at the waist.
 Talking: Expressing or exchanging ideas by means of spoken words
 Vision Far acuity: ability to see clearly at 20 feet or more.
 Vision Near acuity: ability to see clearly at 20 inches or less.
 Walking: moving about on foot.
 Written Comprehension.

Background Check Requirement

Criminal Check
 Employment Verification

Education Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-818

FLSA Code: Y

Management Level: 2

Established Date: 9/21/2018

Established By: Lori Schumann

Revised Date: 03/03/2019

Revised By: Greg Thress

Class History: Job Title revision.