



## INDEPENDENT POLICE AUDITOR

JC: 000042  
PG: PB 12  
FLSA: Exempt

PC: 987  
BU: 95(NR)  
Created: August 2010  
**Revised February 2016**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Plans, directs, manages and oversees the activities and operations of the Office of the Independent Police Auditor, maintaining the core principles and accountabilities that are the purpose of this position, including conducting investigations, making recommendations on procedures, managing complaint and appellate processes, reviewing certain Police Department investigations, and completing reports as appropriate.

### **REPORTS TO**

The BART Board of Directors; Serves as one of five at-will Board-appointed officers.

### **CLASS CHARACTERISTICS**

This single position class manages, through subordinate staff, the development and implementation of a highly sensitive citizen's complaint and investigation program, coupled with recommendations for improvement, to promote integrity and to encourage systemic change and improvement in police services provided by the District to the public. The incumbent in this position is responsible for working with the District's Police Citizen Review Board as described in the BART Citizen Oversight Model.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Develops, in conjunction with other stakeholders, rules and procedures for carrying out the operations of the Office of the Independent Police Auditor, and recommends changes in procedures and practices for the Police Department.
2. Receives and timely investigates (including field investigations) citizen complaints in accordance with the mandate of the program, ensuring all investigations are

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conducted in a thorough, objective and fair manner, and in accordance with all applicable due process safeguards. Develops case dispositions and provides appropriate notification to stakeholders accordingly.

3. Manages procedural process of complaints and appeals that is integral to the oversight program.
4. Establishes and implements an extensive program of reporting, including complaints received, investigations completed, disposition of cases, and other relevant metrics reflective of the work of the Office.
5. Monitors and reviews certain Police Department investigations, including Internal Affairs investigations and officer-involved shooting incidents.
6. Develops and maintains a voluntary alternative dispute resolution process for resolving citizen complaints under appropriate circumstances.
7. Provides staff support to the Citizen Board.
8. Establishes and maintains a program of communications with citizens, the Chief of Police, the two BART Police Officers' Association, and other key stakeholders.
9. Establishes and maintains effective working relationships with other District Board appointed officers.
10. Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Knowledge of general legal principles, laws and regulations relating to police conduct and police investigations; social problems; community attitudes, organizations and cultures.
- Independent, objective analytical investigation methods and approaches.
- Principles and practices of law enforcement.
- Principles and practices of policy development and administration.
- Public safety emergency operations and procedures.
- Advanced methods and techniques of administrative investigations.
- Principles of inter-group and interpersonal communication; -
- Methods and procedures for preserving and presenting evidence;
- Principles and practices of supervision and training
- Principles and practices of budget preparation and administration.
- Related Federal, State and local laws, codes and regulations.
- Principles and practices of program administration, including appropriate reports and metrics

**Skill in:**

- Managing a comprehensive and independent audit and Investigative program.
- Developing and administering program goals, objectives and procedures.
- Analyzing and assessing policies and operational needs and making appropriate recommendations.
- Identifying, addressing, and responding to sensitive community and organizational issues, concerns and needs.
- Communicating clearly and concisely, both orally and in writing, and making public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Selecting, supervising, training and evaluating staff.
- Coordinating investigations and associated activities.
- Preparing clear and concise administrative reports.
- Preparing and administering program budgets.
- Interpreting and applying applicable Federal, State and local policies, laws and regulations.

**MINIMUM QUALIFICATIONS**

The ideal candidate will possess any combination of education, training and experience which would likely provide the stated knowledge and abilities. Typically this would be acquired as follows:

**Education:**

A Bachelor's degree in criminal justice, criminology, public administration or a closely related field from an accredited college or university. A Master's degree or Juris Doctor degree is desirable. *{Appropriate additional relevant experience may substitute for the education requirement as appropriate.}*

**Experience:**

Six (6) years of full-time equivalent verifiable professional experience in complex investigations, preferably in the criminal justice or civil rights arena. Experience working with individuals of diverse ethnic, cultural and socio-economic backgrounds, as well as supervisory experience, is also desirable.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.  
Must be able to work various shifts, weekends, holidays and overtime.

**WORKING CONDITIONS**

**Environmental Conditions:**

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Office environment; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

**EEO-1 Category: Board Appointed Position**

**Census Code: 0010**

**FLSA Status: Exempt**

**Safety Sensitive: No**