

## INDEPENDENT POLICE MONITOR

### 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 the use of force incidents, overseeing the processing of citizen complaints, and ensuring an independent review of police operations. Under the direction of the Police Civilian Oversight Board, the Independent Police Monitor 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 Monitor 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 Independent Police Monitor will establish and lead the operations of the Office of the Independent Police Monitor (OIM). They will set the office's operational philosophy and develop and maintain standard operating procedures to ensure all matters are handled in a thorough, objective, fair, and impartial manner. 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 Madison Police Department's (MPD) 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 regarding policy issues and address any other matters of concern to the community, board members, the Chief of Police, and other MPD personnel, the Mayor, or the Common Council. 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 from community members about MPD, the Chief of Police, or any personnel; forward such complaints to MPD, MPD Professional Standards and Internal Affairs (PSIA), or the Police and Fire Commission as appropriate, and monitor the subsequent investigation through to its completion. Refer aggrieved parties to the PSIA or PFC for the initiation of a complaint when appropriate.

Appoint counsel to provide representation to aggrieved individuals in presenting and litigating complaints against MPD personnel with the PFC, to the extent the Monitor concludes that those complaints have arguable merit.

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

Monitor on-going internal investigations of possible misconduct to ensure investigations are thorough, fair, and objective. Determine whether the complaint warrants an outside investigator's appointment to conduct an independent investigation and if so make that appointment.

Provide an annual report to the Mayor and Common Council, setting forth the work of the OIM, identifying trends regarding complaints, investigations, and discipline in MPD, and making recommendations regarding the sufficiency of investigations and appropriateness of disciplinary actions, if any, and assessing the MPD's progress in complying with its own SOPs, governing laws, and lawful orders from the Mayor or Common Council. Maintain an ongoing status report, to be available upon request, which includes, among other things, patterns relating to complaints and recommendations regarding the sufficiency of investigations, determinations as to whether department rules and policies have been violated, and the appropriateness of disciplinary sanctions, if any.

Maintain confidentiality of information as required, including records relating to the investigation and discipline of officers.

Engage in community outreach to gain information on community perspectives regarding MPD. This includes talking with the community about police policies, procedures or training, gathering input from a range of community members and groups, reaching out to special underserved/marginalized communities, and publicizing processes for handling complaints.

Oversee all aspects of the Office of the Independent Monitor (OIM), including planning and organizing work and resources to ensure the highest possible service level. Analyze and modify organizational structures and workflow to improve efficiency, creativity, and accountability.

Supervise, plan, organize, coordinate, assign, and evaluate the work of OIM staff. Establish and implement operational policies, goals, and objectives for the office within guidelines provided by the COB; and assure operations are carried out. Facilitate and lead the hiring, coaching, training, engagement, and development of OIM staff to allow staff to reach maximum potential and performance.

Serve as Executive Secretary to the Civilian Oversight Board.

Perform related work as required.

## **QUALIFICATIONS**

### **Training and Experience:**

Generally, positions in this classification will require:

Seven years of leadership experience in the field of public or private administration or in the practice of law, with specific expertise in police monitoring, civilian oversight administration, and procedural justice. 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 one year of experience. No prior employment or familial relationships with the City of Madison Police Department or individual City of Madison Police Officers, and the candidate may not have worked as a law enforcement officer in the State of Wisconsin for at least ten years prior to appointment. 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. Working knowledge of the full range of supervisory principles and practices, labor relations, and personnel management. Ability to develop and administer budgets. 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 and stressful 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 five-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: \_\_\_\_\_ Date \_\_\_\_\_  
Harper Donahue, IV  
Human Resources Director