

CLASS SPECIFICATION

INDEPENDENT POLICE REVIEW DIRECTOR

PAY GRADE: 61

CLASS CODE: 30003231

EFFECTIVE: July 1, 2022

CLASSIFICATION SUMMARY

Reports to City Council. Under general policy direction, manages the Independent Police Review Division (IPR), which is responsible for receiving, investigating, and resolving community complaints involving the Portland Police Bureau (PPB). Classification is exempt from Civil Service.

Responsibilities include: planning, initiating, organizing, and evaluating the work of IPR staff; participating in, overseeing, and approving administrative investigations of police misconduct; obtaining input from and presenting information to citizens, community organizations, the media, law enforcement officers, legal experts, policy-makers, and City staff; preparing oral and written conclusions and recommendations for the PPB; working with stakeholders to address citizen complaints; identifying trends related to the nature and frequency of complaints; and participating in PPB Internal Affairs Division (IAD) investigations as necessary. This position requires a high degree of objectivity and neutrality; the ability to navigate sensitive political environments and establish credibility and confidence in the City among a diverse group of stakeholders.

DISTINGUISHING CHARACTERISTICS

IPR Director is a single-incumbent classification.

IPR Director is distinguished from Investigator classifications in that the former has overall management responsibility for IPR and supervises positions in the latter classification.

IPR Director is distinguished from the Director series in that the former oversees IPR, carrying out independent oversight of the PPB, and requires specialized education, training, and/or experience.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties, as assigned.

General Duties:

1. Plan, organize, and manage the work of staff; develop and implement staff work plans to achieve IPR program mission, goals, and performance measures.
2. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
3. Assist with the development of performance requirements and personal development targets for staff, including coaching, training, and performance management; monitor performance and provide coaching for performance improvement and development.
4. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Office's mission, objectives, and service expectations; promote a positive employee relations environment; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented; evaluate performance and complete annual performance reviews.

5. Accept, review, and investigate citizen complaints regarding police misconduct and recommendations for commendation; ensure that alleged criminal conduct is given distinct and additional attention; identify trends related to the nature and frequency of complaints; assess timeliness of resolution.
6. Participate in, oversee, and evaluate IAD investigations; monitor IAD investigators' workload and timeliness; request the Police Chief further investigate cases, as warranted.
7. Coordinate recruitment of Citizen Review Committee (CRC) members; attend CRC meetings; arrange training for members; discuss policy issues; manage staffing provided for CRC activities, workshops, and publications.
8. Respond to, oversee, and publish annual outside reviews of critical incident scenes involving officer-involved shootings and in-custody deaths; report publicly to City Council on findings and make recommendations; follow-up to assist with and report on the implementation of recommendations.
9. Conduct independent investigations; participate in IAD investigations; develop and recommend policies and procedures to improve police accountability to the public.
10. Act as media liaison; participate in press interviews; speak at press conferences, community events, stakeholder groups, and City Council meetings.
11. Provide direction, input, and recommendations for modifying City codes and ordinances governing civilian oversight of the PPB.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under the broad policy goals and objectives set by City Council. This position has significant discretion in carrying out the mission and goals of the IPR program.

Directly supervises subordinates, including Investigator positions.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of the theory, principles, practices, and techniques in the conduct of internal police complaint investigation and legal research and analysis for a large public agency.
2. Thorough knowledge of federal, state, and local laws, statutes, regulations, ordinances, and procedures applicable to internal police administrative or criminal investigations and the ability to analyze, interpret, explain, and apply them.
3. Thorough knowledge of investigative principles, practices, and methodologies.
4. Thorough knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of principles and practices of civilian oversight and PPB administration; police review responsibilities and jurisdiction.
6. Ability to define issues, analyze problems, evaluate alternatives, and develop independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
7. Ability to navigate sensitive political environments.
8. Ability to plan, conduct, evaluate, and review complaints and results of independent investigations of sensitive police conduct matters.
9. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
10. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to utilize City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Bachelor’s degree from an accredited college or university with major course work in criminal justice, criminology, public administration, business administration, or related field;

AND

Experience: Eight (8) years of progressively responsible experience conducting, reviewing, and supervising investigations, including two (2) years in a supervisory role.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Juris Doctorate from an accredited college or university.

Supervisory or management experience working for a public agency.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates:

July 2022 Updated class spec to reflect transfer of the Independent Police Review Division from under the City Auditor’s Office to independent agency status reporting directly to City Council.