

CLASS SPECIFICATION

INVESTIGATOR I

PAY GRADE: 57

CLASS CODE: 30003215

EFFECTIVE: July 1, 2022

CLASSIFICATION SUMMARY

Reports to the Independent Police Review (IPR) Director. Under general supervision, independently receives and investigates community complaints of police misconduct or administrative acts of Bureaus/Offices.

Responsibilities include: conducting intake of complaints; initiating, planning, and conducting administrative investigations; determining allegations; conducting research; initiating, refining, and completing investigative tasks; initiating site visits with the community to collect evidence or interview witnesses; requesting records from Bureaus/Offices; determining the scope and nature of questions for witness interviews; developing comprehensive reports of findings and recommendations; providing referral resources to community members; and resolving conflicts.

DISTINGUISHING CHARACTERISTICS

Investigator I is the first of two classifications in the Investigator series.

Investigator I is distinguished from Investigator II in that the latter has considerable discretion for determining whether cases warrant investigation and the former has primary responsibility for conducting investigations.

Investigator I is distinguished from Police Internal Affairs Investigator in that the former operates independently from the Portland Police Bureau.

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. Receive, record, review, and report intake of community complaints and commendations; serve as primary point of contact between the Office and community members; coordinate interpreters and other accessibility services.
2. Assess complaint allegations; prepare and implement plans of investigation; determine approach and methodology.
3. Conduct investigations of complaints; review and interpret relevant City Code and policies; interview complainants; locate and interview witnesses; obtain documentary and other evidence; interview Bureau/Office staff.
4. Analyze, review, and interpret investigative results and findings, and draft reports of findings and recommendations; meet with key stakeholders and Office management to discuss reports; communicate with City Council, staff, and officials about complaints and investigation results.
5. Identify and analyze complaints and data indicating systemic issues; research, evaluate and develop solutions.
6. Assist community members by offering references to other agencies and services.

7. Participate in community outreach efforts, policy reviews, Citywide initiatives, public hearings, press events, and professional development training.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general supervision by the IPR Director.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of theory, principles, practices, and techniques in the conduct of internal police or public agency complaint investigation.
2. Knowledge of principles and practices of public administration, including the maintenance of public records and handling of confidential information.
3. Knowledge of principles and practices of civilian oversight of public agency administration.
4. Knowledge of interview techniques, methods, and strategies for case preparation.
5. Ability to conduct thorough, objective investigations of complaints, reach sound neutral conclusions based on investigation results; maintain confidentiality regarding process and outcomes in accordance with all legal requirements.
6. Ability to communicate in an impartial manner with complainants from diverse communities, and to exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.
7. 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.
8. Ability to represent the Office in investigations and interactions with the public on a variety of sensitive and confidential issues.
9. Ability to define issues, set priorities, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies;
10. Ability to exercise sound judgment and navigate sensitive political environments.
11. 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: Three (3) years of investigative experience.

Special Requirements and/or Qualifications:

A valid state driver's license may be required for certain positions.

Preferred Qualifications:

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.