

City of Portland

CLASS SPECIFICATION

INVESTIGATOR II

PAY GRADE: 58

CLASS CODE: 30003222

EFFECTIVE: July 1, 2022

CLASSIFICATION SUMMARY

Reports to the Independent Police Review (IPR) Director. Under general direction, provides professional program and policy support in overseeing the intake and resolution of complaints submitted to IPR as well as community complaints and commendations regarding members of the Portland Police Bureau (PPB).

Responsibilities include: reviewing police-related and other complaints submitted through the City Auditor's Office and determining action to be taken; accepting, planning, investigating, and resolving police related complaints; reviewing and responding to requests for reconsideration of complaint dismissals; recruiting Citizen Review Committee (CRC) members; responding to officer-involved shootings and in-custody death incidents and monitoring the subsequent investigation; representing the IPR as a voting member on the Police Review Board (PRB); and assisting in making recommendations to modify and/or improve IPR and PPB policies and procedures applicable to civilian oversight and PPB administration. The responsibilities of the classification require a significant degree of independence and require significant judgment and discretion in determining when to open investigations related to community complaints of police misconduct.

DISTINGUISHING CHARACTERISTICS

Investigator II is the highest of two classifications in the Investigator series.

Investigator II is distinguished from Investigator I in that the former has considerable discretion for determining whether cases warrant investigation, and the latter is primarily responsible for investigating complaints.

Investigator II is distinguished from IPR Director in that the latter classification have overall responsibility for managing and supervising Independent Police Review Division.

Investigator II is distinguished from Police Internal Affairs Investigator in that the former is housed within IPR and operates independently from the PPB.

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, review, and determine course of action for complaints, including police misconduct; communicate with complainant on status and decision.
2. Conduct and oversee investigations of complaints submitted; review and interpret relevant City Code and policies; interview complainants; locate and interview witnesses; obtain documentary and other evidence; interview Bureau/Office staff.
3. Monitor, review, and conduct administrative and internal investigations related to citizen complaints of police misconduct; coordinate with the PPB's Internal Affairs Division (IAD) in

investigations; attend investigative interviews; review and approve reports; approve or challenge report findings; recommend administrative and disciplinary actions on behalf of the IPR.

4. Assist in and monitor complaints recommended for investigation by IAD not involving citizens; monitor progress from case initiation through disposition.
5. Respond, monitor, and report on critical incident scenes involving officer-involved shootings and in-custody deaths to ensure investigations are handled appropriately and in compliance with PPB protocols, policies, and procedures.
6. Prepare, facilitate, and attend CRC meetings; represent the IPR at meetings; design, implement, and arrange training for members; coordinate recruitment of new members; discuss policy issues; present all community members and officer appeals referred to the CRC.
7. Prepare for and attend PRB meetings; hear and decide specified cases.
8. Prepare, study, develop, draft, and present recommendations to enhance internal IPR efficiency and effectiveness.
9. Assist community members by offering references to other agencies and services.
10. Participate in community outreach efforts, policy reviews, Citywide initiatives, public hearings, media events, and professional development training.

SUPERVISION RECEIVED AND EXERCISED

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

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of theory, principles, practices, and techniques in the conduct of internal police complaint investigations and legal research and analysis.
2. Knowledge of federal, state, and local laws, statutes, regulations, ordinances, and procedures applicable to internal police investigations; principles and practices of civilian oversight and PPB administration; police review responsibilities and jurisdiction.
3. Ability to define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
4. Ability to read, interpret, and apply complex laws and regulations and evaluate and review complaints.
5. Ability to plan, conduct, and evaluate the results of independent investigations of sensitive police conduct matters.
6. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
7. 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.
8. 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.
9. Ability to exercise expert judgment and navigate sensitive political environments.
10. 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: Five (5) years of progressively responsible experience conducting, reviewing, and supervising investigations.

Special Requirements and/or Qualifications:

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

Preferred Qualifications:

Law degree or advanced degree from an accredited college or university with major course work in public administration or public policy.

Admission to the State Bar of Oregon.

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.