

## INDEPENDENT REVIEWER

### **DEFINITION**

Under limited direction, is responsible for auditing and reviewing investigations, reviewing inquiry and complaint logs, identifying and monitoring trends in the Police Department and serving as a resource.

### **SUPERVISION RECEIVED/EXERCISED**

Receives limited direction and reports to the City Manager. Exercises supervision over assigned staff

### **DISTINGUISHING CHARACTERISTICS**

The Independent Reviewer performs specialized audits of investigations involving highly confidential issues of significant scope and prepares an audit report to evaluate the adequacy and thoroughness of the investigation and the quality and accuracy of the investigation report. Incumbents serve as a liaison and resource to the community with the goal of strengthening the partnership between the community and the Police Department, and serves as a resource to police officers and managers for consultation regarding recommendations for changes to policies. This is an unclassified position in which the incumbent serves at the will of the City Manager.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(May include, but are not limited to, the following:)*

Conducts audits of use of force investigations, including officer-involved shootings, investigations of in-custody deaths, and complaints involving racial, ethnic, or religious bias; may be involved as an observer from inception to completion of the investigation.

May conduct audits involving collisions during pursuits, claims of retaliation, requests submitted by the Chief of Police, division commander or police officers, or as a result of a citizen request.

Conducts presentations to community groups, professional organizations, neighborhood associations, the media, schools and participants in the Citizen's Police Academy to educate the community and to solicit suggestions on strengthening the partnership between the community and the Police Department.

Reviews Police Department inquiry forms and complaint logs to identify unresolved inquiries and any trends in allegations that may require follow up or further action; determines if any inquiries should have been investigated as a complaint of misconduct rather than addressed as an inquiry.

Works in cooperation with Internal Affairs to identify areas that may be appropriate for data collection based on regular review of the inquiry and complaint logs.

Conducts public outreach to educate and promote the mission and role of the Independent Police Auditor and to inform the community of the process and procedures for investigation of complaints.

Serves as a liaison and works in partnership with the community, meeting with community leaders, public officials, and professional organizations gathering input, feedback, and responding to sensitive and complex community and organizational inquiries and complaints.

May assist in preparing, managing and coordinating the development of the division's budget and fiscal administration; prepares forecasts of necessary funds for materials and supplies.

Performs fieldwork to obtain data relating to audits of Police Department programs and operations; conducts interviews and prepares supporting documentation; identifies causes or contributing factors relating to problems and recommends possible improvements in methods of operation and performance and/or record keeping.

Conducts objective analysis of individual units within the Police Department to ensure each unit is working within established policy and procedures, best practices, and statutory requirements of the law.

Prepares formal audit memoranda, reports and presentations detailing deficiencies and recommendations for corrective action to improve operations and ensure sound internal control; discusses findings and recommendations with appropriate management personnel.

Reviews the system of internal controls and confirms adequacy and effectiveness of the controls; identifies deviations from policies and standards and evaluates policies, plans and procedures; conducts quality control reviews to ensure that completed audits and work papers comply with audit standards.

Keeps current with developments and issues in local government and stays abreast of evolving audit techniques and practices in order to maintain or enhance delivery of service and responsibilities.

Produces annual reports analyzing trends and patterns, and recommending improvements to the complaint review process, Police Department training needs, as well as procedural changes which will improve police/community relations.

Performs related duties as required.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Theory, principle and practice of auditing law enforcement organizations, including the methods and procedures used to examine, verify and analyze operation records, statements, and reports.

Police Department operations, practices and procedures, personnel issues, penal codes, relevant case law and court decisions, and the procedural protections provided to officers pursuant to the Peace Officer's Bill of Rights.

Principles and techniques of law enforcement administration, including governmental operations, civil service rules and regulations, city charter provisions, ordinances, local, state and federal laws; administrative, constitutional, criminal and public records laws and procedures.

Principles and methods in development and administration of sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels.

Report writing techniques, general research and analytical techniques including program evaluation and operational auditing,

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

**Ability to:**

Exercise sound independent judgment and initiative in the development of new methods, procedures, and in the solution of difficult departmental problems; demonstrate impartiality in the analysis of audits and the development of conclusions and adhere to a code of ethics, such as that prescribed by the National Association for Civilian Oversight of Law Enforcement.

Prepare clear, concise, detailed and competent reports, correspondence and other written materials and make clear oral presentations and complex narratives in order to identify problems, solutions or the justification of controversial recommendations or findings.

Conduct necessary research, using a variety of research techniques; collect, compile, analyze and interpret data evaluating alternatives, reaching sound conclusions, and making effective recommendations.

Work independently to accomplish technical, complex, time-sensitive internal audit projects to meet schedules and deadlines.

Establish and maintain effective working relationships with representatives of community organizations, public officials, public/private agencies, City management and staff, and the public.

Interpret and explain complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures.

**MINIMUM QUALIFICATIONS**

**Experience:**

Any combination of related experience and education as approved by the City Manager may be considered qualifying. Must be experienced in and knowledgeable of police procedures, legal research, and analyzing criminal, constitutional, labor, and civil rights law. A law degree from an accredited college or university is desirable.

**Special Requirement(s):**

Possession of a valid Class C California driver's license may be required at time of appointment.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director of Personnel Services

TB/RLR: 03-2009

Revised:JTC:scm 4/13/15