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INSPECTOR GENERAL

Class Code: EM242 FTE

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OFFICE OF THE CITY CLERK
OAKLAND
Civil Service
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DEFINITION

The Inspector General shall conduct any audit or review of the Oakland Police Department necessary to assess the Oakland Police Department's performance and adherence to constitutional policing practices. The Inspector General shall also conduct any audit or review of the Oakland Police Department's policies and procedures, including any pattern of non-compliance with the foregoing, as necessary or helpful for the Police Commission to fulfill its duties under the City Charter. The incumbent shall be responsible for the day-to-day operations of the Office of the Inspector General (OIG), including but not limited to the supervision and direction of all OIG staff.

DISTINGUISHING CHARACTERISTICS

Inspector General is a management level civilian classification that is hired by the City Administrator. The Police Commission prioritizes the functions and duties of the OIG. The Inspector General is responsible for the day-to-day operations of the OIG. The Inspector General is authorized to observe Executive Force Review Boards, Force Review Boards, and Skelly hearings necessary to fulfill the duties of the position.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- The Inspector General shall be responsible for the day-to-day operations of the OIG, including but not limited to the supervision and direction of all OIG staff.
- Conduct program and performance audits of all Oakland Police Department functions, including the internal disciplinary system, to identify trends, problems, and solutions; audit Internal Affairs Division investigations to ensure thorough and unbiased adjudication and consistent disciplinary action.
- Conduct and analyze audits on, but not limited to, accuracy of inspections, policy and procedure compliance, police operations, adequacy of procedure/directive/policy/order, and departmental strategies and effects.
- The Inspector General shall be permitted to attend, as an observer, Executive Force Review Board, Force Review Board, and, to the extent permitted by law, Skelly hearings if he or she chooses to do so. The Inspector General shall not have any decision-making authority regarding the specific cases being heard, and shall maintain the confidentiality of the hearings as required by law. The Inspector General shall not be permitted to attend any Executive Force Review Board, Force Review Board, or Skelly hearing until he or she has completed all necessary trainings.
- Prepare an annual report, summarizing the results of the annual reviews of:
 - The Oakland Police Department's processes and procedures for investigating alleged misconduct;
 - The Oakland Police Department's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;

- The Community Police Review Agency's processes and procedures for investigating alleged misconduct;
- The Community Police Review Agency's processes and procedures for determining the appropriate level of discipline for sustained findings of misconduct;
- Trends and patterns regarding Oakland Police Department training and education, and the Oakland Police Department's use of any early warning system(s);
- Training and/or policy issues that arise during the investigations of complaints; and
- Trends and patterns regarding use of force and Oakland Police Department sworn employee-involved shootings.

This annual report shall be presented to the Police Commission, the Mayor, the City Council's Public Safety Committee, the City Council and to the Chief of Police and shall include, where appropriate, recommendations for changes in the processes and procedures that were reviewed.

- Monitor and evaluate, on at least an annual basis, the number and percentage of sworn officers who have received in-service training on profiling and implicit bias, procedural justice, de-escalation, diplomacy, situational problem-solving, and work-related stress management, and make recommendations, as appropriate, to the Police Commission regarding changes to the Oakland Police Department's training programs.
- Develop and present a plan to the Police Commission to measure the performance of each element of the Oakland Police Department's discipline process for sworn employees.
- At the discretion of the Police Commission, the Commission may direct the Inspector General to review and comment on all other policies, procedures, customs, and General Orders of the Oakland Police Department.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public policy formulation.
- Police Department administration and department organization.
- Data collection and statistical analysis methods including qualitative and quantitative analysis.
- Public relations principles including public speaking and public presentations.
- Advanced personal computer applications particularly spreadsheet and database software.
- Policies and practices of civilian oversight of law enforcement agencies.
- Role of local Boards and Commissions.
- Principles and practices of performance auditing.
- Performance measurement systems and metrics.
- Legal and government auditing practices regarding conducting audits.

Ability to:

- Manage and complete complex audit and/or investigations involving allegations of fraud, theft, deception and conspiracy.
- Conduct impartial, objective performance audits; reduce complex issues to their most basic form; formulate reasonable and achievable recommendations with available resources.
- Maintain accurate records and files.
- Design, manage and troubleshoot databases.
- Interpret rules, laws and regulations pertaining to police conduct.
- Analyze and compile data.
- Prepare well-written analytical reports based on findings.
- Communicate effectively orally and in writing.
- Make oral presentation to both large and small groups.
- Maintain confidentiality and handle sensitive situations with tact and diplomacy.
- Work effectively with employees, elected officials, boards and commissions and the general public.
- Apply strong analytical skills to use data to identify patterns and trends.
- Supervise subordinate employees engaged in technical research and analytical activities.

MINIMUM QUALIFICATIONS

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable. Note: Experience may be substituted for education on a year-for-year basis to allow for less typical patterns of qualification.

Education:

A Master's degree or Juris Doctorate (J.D.) in public administration, public policy, criminal justice, or a related field from an accredited college or university.

Experience:

Three years of progressively responsible professional experience in investigative, auditing, and public policy work in a relevant field that includes experience with statistics and data collection in a public sector entity. Legal experience and a background in law enforcement policy and practice is desirable.

LICENSE OR CERTIFICATE

Individuals who are appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of duties.

OTHER REQUIREMENTS

Must pass a thorough background investigation.

Within ninety (90) days of his or her appointment, the Inspector General shall, at a minimum, receive training described in the City Charter and other related legislation. The Police Commission may propose any additional training it deems necessary for the Inspector General to perform the functions and duties of the OIG.

DEPT. OF HUMAN RESOURCES MANAGEMENT USE ONLY				
Established:	04/11/2013	CSB Resolution #:	44622	Salary Ordinance #:
Exempted:	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	Exemption Resolution #:		
Revision Date:	/ /	CSB Resolution #:		
Re-titled Date:	/ /	CSB Resolution #:		Salary Ordinance #:
(Previous title(s):)			