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OFFICE OF THE CITY CLERK
OAKLAND

2019 APR -5 AM 10:50

Class Title: INSPECTOR GENERAL

Bargaining Unit: UM2 - Local 21 Management Employees (Civil Service)

Class Code: AP400

Salary:

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Definition

Benefits

The City of Oakland is seeking qualified candidates to fill the position of Inspector General, reporting to the Oakland Police Commission. Under the supervision and direction of the Oakland Police Commission, the Inspector General shall conduct any audit or review of the Department necessary to assess the Department's performance and adherence to constitutional policing practices, and shall also include conducting any audit or review of the Department's policies and procedures, including any pattern of non-compliance with the foregoing, as necessary or helpful for the Commission to fulfill its duties under City Charter section 604(b)(4), (5) and (6). 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.

Distinguishing Characteristics:

Under the supervision of the Police Commission, the Inspector General is responsible for review, analysis, and reporting that addresses policies and practices adopted by OPD and CPRA. To exercise this audit authority, the Inspector General is authorized to observe Executive Force Review Boards, Force Review Boards, and *Skelly* hearings, and to access all files, including personnel records and confidential files, necessary to fulfill the duties of the position.

Within ninety (90) days of his or her appointment, the Inspector General shall, at a minimum, receive the training described in City Charter section 604(c)(9) and in section 2.45.190(A) through (F) of this Chapter 2.45. The Commission may propose any additional training it deems necessary for the Inspector General to perform the functions and duties of the OIG.

The Inspector General shall serve and report to the Commission full time and may only be appointed, disciplined or removed by the City Administrator according to the City's Civil Service Rules and any applicable memorandum of understanding between the City and a union., and after an affirmative vote of five (5) members of the Commission. The City Administrator shall not have the authority to independently remove the Inspector General.

Examples of Duties:

Duties 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.
- 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 the training identified in section 2.45.190(C).
- Preparing an annual report, summarizing the results of the annual reviews of:
 - The Department's processes and procedures for investigating alleged Misconduct;
 - The Department's processes and procedures for determining the appropriate level of discipline for sustained findings of Misconduct;
 - The Agency's processes and procedures for investigating alleged Misconduct;
 - The Agency's processes and procedures for determining the appropriate level of discipline for sustained findings of Misconduct;
 - Trends and patterns regarding Department training and education, and the 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

Department sworn employee-involved shootings:

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

- Monitoring and evaluating, 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 Commission regarding changes to the Department's training programs.
- Developing and presenting a plan to the Commission to measure the performance of each element of the Department's discipline process for sworn Department 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 Department.

Minimum Qualifications:

The following qualifications are guidelines, as the appointing authority has discretion in filling positions in exempt classifications Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education:

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

Experience:

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

Knowledge and Abilities:

Knowledge of:

- Principles and practices of public policy formulation.
- Police Department administration and department organization.
- Data collection and statistical analysis methods.

- 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.

Ability to:

- 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.

License or Certificate / Other Requirements:

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.

Class History: