



INDEPENDENT POLICE AUDITOR

JC: 000042
PG: PB 12
FLSA: Exempt

PC: 987
BU: 95(NR)
Created: August 2010

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Plans, directs, manages and oversees the activities and operations of the Office of the Independent Police Auditor, maintaining the core principles and accountabilities that are the purpose of this position, including conducting investigations, making recommendations on procedures, managing complaint and appellate processes, reviewing certain Police Department investigations, and completing reports as appropriate.

CLASS CHARACTERISTICS

This single position class manages, through subordinate staff, the development and implementation of a highly sensitive citizen's complaint and investigation program, coupled with recommendations for improvement, to promote integrity and to encourage systemic change and improvement in police services provided by the District to the public. The incumbent in this position is responsible for carrying out all policies and procedures of the District's Police Oversight Board as they relate to the Office of Independent Police Auditor.

REPORTS TO

The BART Board of Directors

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

1. Develops, in conjunction with other stakeholders, rules and procedures for carrying out the operations of the Office of the Independent Police Auditor, and recommends changes in procedures and practices for the Police Department.
2. Receives and timely investigates (including field investigations) citizen complaints in accordance with the mandate of the program, ensuring all investigations are

conducted in a thorough, objective and fair manner, and in accordance with all applicable due process safeguards. Develops case dispositions and provides appropriate notification to stakeholders accordingly.

3. Manages procedural process of complaints and appeals that is integral to the oversight program.
4. Establishes and implements an extensive program of reporting, including complaints received, investigations completed, disposition of cases, and other relevant metrics reflective of the work of the Office.
5. Monitors and reviews certain Police Department investigations, including Internal Affairs investigations and officer-involved shooting incidents.
6. Develops and maintains a voluntary alternative dispute resolution process for resolving citizen complaints under appropriate circumstances.
7. Provides staff support to the Citizen Board.
8. Establishes and maintains a program of communications with citizens, the General Manager, the Chief of Police, the two BART Police Officers' Association, and other key stakeholders.
9. Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Knowledge of general legal principles, laws and regulations relating to police conduct and police investigations; social problems, community attitudes, organization and subcultures.

Independent, objective analytical investigation methods and approaches.

Knowledge of a large metropolitan transportation agency environment.

Principles and practices of law enforcement.

Principles and practices of policy development and administration.

Public safety emergency operations and procedures.

Advanced methods and techniques of administrative investigations.

Principles of inter-group and interpersonal communication;

Methods and procedures for preserving and presenting evidence;

Principles and practices of supervision and training

Principles and practices of budget preparation and administration.

Related Federal, State and local laws, codes and regulations.

Principles and practices of program administration, including appropriate reports and metrics

Skill in:

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Managing a comprehensive and independent audit and Investigative program.
Developing and administering program goals, objectives and procedures.
Analyzing and assessing policies and operational needs and making appropriate recommendations.
Identifying, addressing, and responding to sensitive community and organizational issues, concerns and needs.
Selecting, supervising, training and evaluating staff.
Coordinating investigations and associated activities.
Preparing clear and concise administrative and financial reports.
Preparing and administering program budgets.
Interpreting and applying applicable Federal, State and local policies, laws and regulations.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in criminal justice, criminology, public administration or a closely related field from an accredited college or university. A Master's degree is preferred. Appropriate additional relevant experience may substitute for the education requirement as appropriate.

Experience:

Six (6) years of (full-time equivalent) verifiable professional experience in the criminal justice arena, which must have included at least four (4) years of management and administrative experience in peace officer investigation and auditing.

License or Certificate:

Possession of an appropriate, valid P.O.S.T. management certificate within six months of appointment.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
Must be able to work various shifts, weekends, holidays, and overtime.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for standing or sitting for prolonged periods of time.

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EEO-1 Category: Board Appointed Position

Census Code: 0010

FLSA Status: Exempt

Safety Sensitive: No