POLICE REVIEW COMMISSION INVESTIGATOR

Salary:

$39.74 - $47.90 Hourly
$3,179.08 - $3,831.69 Biweekly
$6,888.00 - $8,302.00 Monthly
$82,656.00 - $99,624.00 Annually

DEFINITION

Under general supervision, investigates complaints against police personnel or regarding police policy or practices; performs related work as assigned.

CLASS CHARACTERISTICS

The responsibilities of this class involve serving as an independent investigator of citizen complaints against members of the Police Department or against police policy or practices and managing/staffing the Board of Inquiry (hearing) process. This class is distinguished from other analytical or investigative classes throughout the City in that the duties relate specifically to the functions of the Police Review Commission and require the training to complete analysis of applicable laws and statutes. It is further distinguished from the Police Review Commission Officer in that the latter is the supervisory class of the series, and also provides staff support to the Commission.

The responsibilities of this class involve serving as an independent investigator of citizen complaints against members of the Police Department or against police policy or practices and managing/staffing the Board of Inquiry (hearing) process. This class is distinguished from other analytical or investigative classes throughout the City in that the duties relate specifically to the functions of the Police Review Commission and require the training to complete analysis of applicable laws and statutes. It is further distinguished from the Police Review Commission Officer in that the latter is the supervisory class of the series, and also provides staff support to the Commission.

EXAMPLES OF DUTIES
1. Investigates complaints regarding individual staff activities or departmental policy concerning the City's Police Department; notifies or confers with the complainant regarding review policies, procedures and potential outcomes; listens to communication tapes, interviews principals and witnesses and obtains information from associated agencies, City departments and legal staff;

2. Maintains liaison with police command staff;

3. Compiles information and prepares detailed analytical report including analysis of police procedures and legal analysis of conduct under applicable statutes, for submission to a Board of Inquiry of the Commission;

4. Attends Commission meetings as required, providing additional information, policy and legal-related advice as required;

5. Manages and staffs all Board of Inquiry hearings of completed investigations and serves as a resource to the Commissioners and all parties for procedural, analytical, and legal questions.

6. Sends copies of findings of Boards of Inquiry to interested parties;

7. May be asked to maintain Commission records and reports; maintains statistical records of Commission work and of complaints made to the Commission, analyzes trends and makes recommendation for action by the Commission;

8. Handles varied requests for information regarding Commission activities;

9. Performs related duties as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles, laws and regulations regarding criminal law and procedure, and the rights and activities of police staff;

2. Analytical principles and techniques;

3. Basic law enforcement principles and practices;
4. Office administrative principles and practices.

Skill in:

1. Obtaining factual information from members of varied ethnic and socio-economic groups;

2. Analyzing complex problems, evaluating alternatives and reaching sound conclusions within legal and procedural constraints;

3. Understanding, researching, interpreting and explaining complex constitutional principles, laws, ordinances and regulations;

4. Maintaining accurate records and files;

5. Establishing and maintaining effective working relationships with those contacted in the course of the work;

6. Preparing clear, concise and effective written reports, correspondence, Council action items and other written materials.

OTHER REQUIREMENTS

Must be willing to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and a satisfactory driving record is required. Must be willing to conduct off-hours interviews and attend off-hours meetings.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with major course work in law or public administration or a closely related field and four (4) two (2) years of analytical, investigative and/or legal-related experience in a public agency or similar setting. Experience which will have provided a familiarity with law enforcement procedures and a skill in dealing with members of various ethnic and socio-economic groups is desirable. Some legal education and/or training, sufficient to perform the requirements of this classification, is required. Progressively responsible related experience may be substituted for the college course work on a year-for-year basis.

SPECIAL STATUS

This classification is excluded from the competitive service and the incumbent employed will be employed as an "AT-WILL" employee.