



**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

# **JOB ANNOUNCEMENT**

## **Internal Affairs Superintendent Cleveland Division of Police**

### **Position Overview:**

The City of Cleveland is seeking a qualified civilian to serve as the Superintendent of the Internal Affairs Unit of the Cleveland Division of Police (CDP), a newly created position.

The IA Superintendent supervises the conduct of objective, comprehensive, and timely investigations of all internal allegations of officer misconduct, and of all civilian complaints to IA, as well as civilian complaints to the City's Office of Professional Standards which involve potential criminal conduct.

The IA Superintendent will need to maintain a reputation of honesty, integrity and transparency throughout the Community and the Division of Police.

The position reports directly to the Chief of Police.

### **Duties:**

- Supervising investigations into allegations involving administrative or possible criminal misconduct by CDP personnel
- Managing investigative and administrative staff, assigning investigations, monitoring the progress of investigations, contributing to investigative strategy, and coordinating investigations with prosecutorial and law enforcement partners and the Office of Professional Standards;
- Ensuring all investigations are conducted in an objective, comprehensive and timely manner, including confirming that all appropriate investigative steps have been taken, the facts of each case are comprehensively and accurately articulated, all allegations of misconduct are fairly and objectively addressed and all analyses are accurate and consistent with law and policies;
- Reviewing complaints and investigations for possible patterns or deficiencies within the CDP and making recommendations to the Chief of Police to address them;
- Ensuring all IA investigators receive appropriate annual training and regular performance reviews;
- Promoting transparency through the public reporting of relevant statistical data and making presentations throughout the Division and the community;
- Remaining available to respond to scenes and/or field calls from CDP supervisors at all hours;

**Qualifications:**

- Must not be a current or former employee of the Cleveland Division of Police or current or retired law enforcement officer;
- Five years of relevant full-time experience in areas such as law, investigations and management of staff;
- Working knowledge of applicable legal issues, such as due process protections for officers, 4<sup>th</sup>, and 14<sup>th</sup> Amendment rights, potential union/contractual issues relating to officer discipline, and principles of bias-free policing;
- Ability to quickly achieve a strong working knowledge and understanding of the CDP's policies and orders, the Ohio Revised Code, and the Codified Ordinances of the City of Cleveland;
- Working knowledge of investigative methods and techniques, including interviewing and interrogation techniques;
- Working knowledge of rules of evidence and procedure in both criminal and administrative hearings;
- Strong oral and written communication skills, including the ability to make presentations throughout the Division, City government and the community, and the ability to write and edit comprehensive and understandable reports and memoranda;
- Excellent interpersonal skills;
- Ability to formulate performance goals and measures and unit objectives pertinent to the operations of Internal Affairs;
- Juris Doctor or Master's degree is preferred; Bachelor's Degree from an accredited four-year college/university is required;
- Be able to maintain confidentiality and withstand an extensive background check;
- No actual or perceived conflicts of interest with the City of Cleveland;
- Have or be able to obtain a valid Ohio Driver License;
- Have previously worked with diverse neighborhoods or communities (strongly preferred)

**The salary range for this position is \$75,000 - \$100,000.**

**Qualified candidates should forward a resume and cover letter to Deputy Chief Joellen O'Neill, Cleveland Division of Police at [joneill@city.cleveland.oh.us](mailto:joneill@city.cleveland.oh.us) . The posting closes Friday, March 10, 2017.**