The City of Sacramento
Director of Public Safety Accountability

ABOUT THE OFFICE

In 1999, the Mayor and Sacramento City Council established the Office of Police Accountability for the purpose of monitoring the investigation of community complaints. In July 2004, the City Manager, with City Council approval, increased the Office’s responsibilities to include the Sacramento Fire Department. The Office was renamed the Office of Public Safety Accountability (OPSA).

The Office of Public Safety Accountability has broad oversight authority to evaluate the overall quality of employee performance and the authority to encourage systemic change. The Office specifically tracks and monitors high profile or serious complaint cases to conclusion, reviews completed investigations and advises the Chief of any deficient investigations. The Office of Public Safety Accountability is under the direction, control, and supervision of the Mayor and City Council.

The Mission of the Office of Public Safety Accountability is to improve the relationship between the City's public safety departments and the community they protect and serve. We promote excellence, transparency, and accountability through independent and impartial oversight of complaints related to public safety employee misconduct.

The Sacramento Community Police Review Commission was formed in 2017, charged with evaluating the Sacramento Police Department’s policies and procedures. The 11-member advisory board partners with the Office in its mission to create a voice for the community it serves.

ABOUT THE POSITION

The Director of Public Safety Accountability performs management, administrative, and investigative duties by supervising a staff of three full-time employees and oversees the activities and functions within the Office of Public Safety Accountability (OPSA). S/he will monitor ongoing investigations and reports on citizen complaints that are filed with the OPSA regarding the Police and Fire Departments; and coordinate OPSA activities with Mayor and Council offices, the Police Department, the Fire Department, the City Attorney’s Office, community leaders, the general public, and others as appropriate. S/he will ensure OPSA and Citywide compliance with applicable laws, ordinances, codes, and policies. The incumbent will report to Mayor and Council.

The Director of Public Safety Accountability performs investigative/analytical work that is difficult, highly complex, and often involves issues that are highly sensitive and confidential. The successful candidate will have the ability to listen to a diverse community with a breadth of viewpoints with a sense of neutrality and maintain an apolitical perspective.

The position functions as a working manager with authority for both overseeing the day-to-day operations of the OPSA and performing the OPSA workload with the assistance of subordinate staff.

ABOUT SACRAMENTO

The City of Sacramento is the capital of California and lies about 70 miles north of San Francisco. It is the sixth-largest city in the State, with a population totaling 500,000. Sacramento is currently the fastest-
growing major city in California. It has beautiful landscaping including notable rivers, a thriving industry, and prominent educational institutions including Sacramento State University.

The City offers a swath of extracurricular activities, including professional sports teams, most notably the Sacramento Kings, Sacramento Republic FC, the Sacramento Ballet, Sacramento Philharmonic Orchestra, and the Sacramento Opera.

Sacramento has one of the highest LGBTQ populations per capita, ranking seventh among major American cities, and third in California behind San Francisco and slightly behind Oakland.

The characteristics of the **ideal candidate** include:

- The expertise and presence to command credibility with the Sacramento Police Force and Fire Department.
- The political astuteness to interface directly with the community, in formal meetings and in person, and remain an impartial 3rd party voice. Advocacy of the community will be important.
- Empathy and respect towards all viewpoints and perspectives, as the City of Sacramento has a highly diverse population.
- The ability to provide transparency, a feedback loop, to the community with concerns around ongoing investigative matters.
- Cultural competency and responsiveness in engaging a diverse workforce.
- The resolve to provide guidance to the 9-member City Council and Mayor in a measured and neutral manner; to help with decision making and to recommend disciplinary actions to the public safety departments where warranted.
- A progressive management style effective in influencing others and in approach to conflict management.
- Adaptable and resilient in understanding the challenges associated with the varying needs and preferences of a variety of stakeholders.
- A fantastic articulator and believer in the Office’s vision in keeping the Sacramento Fire and Police Departments accountable to the communities they serve.
- The ability to express point of view and understand the views of others, to resolve conflicts and address differences of opinion in a productive manner, find equitable solutions, and transparently maintain objectivity.
- Knowledge of Principles of diplomacy, particularly around maintaining effective relationships with diverse stakeholders while communicating outcomes in an objective and well-meaning fashion.
QUALIFICATIONS:

Knowledge of:

- Principles and practices of modern public administration, particularly related to areas of law enforcement; general California Penal Codes and Labor Codes, and those sections related to police internal investigations; essential elements contained in the California Peace Officers Bill of Rights and Fire Department operations, rules and regulations.
- Principles and practices of management including planning, organizing, staffing, directing, and controlling.
- Investigative principles, methods, and practices.
- Public relations practices and techniques; public speaking.
- Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.

Ability to:

- Manage an independent investigative office; supervise subordinate personnel, including management, professional, clerical, and other support staff.
- Direct and perform complex and difficult investigations involving sensitive and confidential matters involving legal issues; meet critical deadlines; make decisions under pressure.
- Develop, recommend, and administer policies and procedures related to complaint investigations.
- Establish effective working relationships with public officials, public/private agencies, and the general public on a variety of issues.
- Prepare and present complex narrative and statistical reports, correspondence, and other documents.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience performing professional administrative/investigative or legal/investigative work including substantial involvement with law enforcement and/or fire department issues.

Education:

Graduation from an accredited college or university with a bachelor’s degree in law enforcement, police science, public or business administration, or a related field.
Substitutions:

A Master's degree in one of the above educational fields may substitute for one year of the required experience. Graduation from an approved school of law and current membership in the California State Bar may substitute for two years of the required experience.

SPECIAL QUALIFICATIONS

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

BACKGROUND INVESTIGATION

If considered for appointment, candidates will be subject to a thorough background investigation which may include, but is not limited to, a personal and employment history, fingerprinting, a criminal history check, and polygraph test or voice-stress analysis.

COMPENSATION AND BENEFITS

The base salary for this position is $125,065.60 - $187,598.40 annually.

For more information on salary and benefits, please navigate here: https://www.cityofsacramento.org/HR/Divisions/Benefits-Retirement (Refer to the benefit summary for “Unrep, Units 20, 21, 22” – Executive Management)

APPLICATION AND SELECTION PROCESS

To apply for this position, please visit: https://koffassociates.applytojob.com/apply/8Zu8Nr5qUI/Director-Of-Public-Safety-Accountability?source=NACOLE. Please submit, in PDF format, a cover letter, resume, an Employment Application Form, and a minimum of five professional references included in your cover letter. References will not be checked without notifying you first nor without your permission. Include their contact information and your working relationship to them.


As an alternative, you can mail your cover letter, employment application form, and resume to this address:

Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Email questions to: recruiting@koffassociates.com
The deadline to apply for this position is Monday, February 3rd.

The City of Sacramento is an equal opportunity employer encouraging workforce diversity.