

DIRECTOR, INDEPENDENT OFFICE OF LAW ENFORCEMENT REVIEW AND OUTREACH

Definition

Under general direction, leads, manages, and coordinates the functions of the Independent Office of Law Enforcement Audit and Outreach (IOLERO); is responsible for the objective, independent, and appropriate review and audit of law enforcement citizen complaints, personnel, and administrative investigations, which include allegations of misconduct; analyzes data and drafts reports; makes recommendations on related policies, training, procedures, and other preventative measures; conducts community outreach and educates the public on the role of the Office; and functions as the staff lead for ~~related advisory committees and/or councils~~ the Community Advisory Council (CAC); ~~and performs related work as required.~~

Distinguishing Characteristics

The Director of the Independent Office of Law Enforcement Review and Outreach is ~~an attorney. This position is~~ appointed by and reports to the Sonoma County Board of Supervisors and is exempt from the County's Civil Service system in accordance with Civil Service Ordinance 305-A as amended.

~~The scope of which law enforcement offices are subject to review and outreach is determined by the Board of Supervisors and the governing bodies of other local law enforcement agencies, if applicable. The~~ Director is a licensed attorney, who leads the County's efforts in ~~position is expected to establish and maintain~~ ing a credible, fair, and equitable review process and effectively and fairly representing ing the community's interests. This is a position of trust and confidence and is expected to exercise considerable independent judgment and initiative, be objective, work collaboratively with a wide variety of stakeholders, and establish effective relationships.

The position requires that the employee be a licensed attorney but not necessarily an attorney licensed in California. Duties for the position shall be within the parameters of and comply with limits on the practice of law in California.

Typical Duties

Duties may include but are not limited to the following:

Determines the operational philosophy of the Office to ensure the goals and needs of the County, and the community are met; manages the day-to-day operations of the office; ~~supervises staff, and~~ oversees the work of staff and consultants; and implements the effective provisions of the Evelyn Cheatham Effective IOLERO Ordinance (Measure P).

Conducts comprehensive outreach to the community including schools, community based organizations, business and civic groups and promotes and facilitates communication between the community and law enforcement; working collaboratively with law enforcement staff, educates the community on law enforcement practices, policies, strategies, incident trends and

challenges using appropriate methods such as public presentations, community forums, etc; provides feedback from the community back to those affected department leaders and elected officials; handles media relations.

Reviews, audits, and analyzes citizen complaints, personnel, and administrative investigations; directs staff in the audit of investigations and reviews audit reports; develops-maintains complaint receipt and review processes, and forwards complaints for investigation.

Based on information compiled in the review of investigations or data trends, assess and makes recommendations regarding policies, procedures, strategies, training, and practices to reduce future occurrence of similar incidents or allegations to law enforcement offices; advises if any investigations appear incomplete or otherwise deficient, and requests further review as deemed necessary; when warranted, proposes independent recommendations or determinations regarding investigations.

Conducts ~~legal~~ research in relation to the Office's functions and responsibilities; tracks and analyzes legislative actions and law enforcement audit trends which may have an effect on the functions of the Office; advises law enforcement offices on legislative and audit trends; makes recommendations to the County for legislative platforms, as appropriate.

Coordinates and facilitates the work of, and provides appropriate staff support to the community Community advisory Advisory councils Council, committees, and subcommittees; provides data and information that supports the mission and work as requested and needed.

Prepares an annual report to the Board of Supervisors which includes statistical information, analysis of trends of the law enforcement offices, trends in law enforcement review in general, the work of the Community Advisory Council advisory councils and committees, and makes recommendations as appropriate; prepares ad hoc reports as required and requested.

Directs the administrative functions of the Office, including preparation of the budget and determining budget priorities; interviewing and selecting staff; establishing performance standards and ensuring compliance with mandatory trainings; taking action on disciplinary matters; assessing and implementing organizational and operational efficiencies.

~~Performs related duties as required.~~

Knowledge and Abilities

Working knowledge of: the Federal and State statutory and constitutional laws, and the interpretation and application of ~~the laws~~ as they relates to a general law county government; general legal principles, practices, and the fundamentals of criminal and administrative investigations including interview techniques; organization, responsibilities, policies, practices, and procedures of local law enforcement; laws related to public safety investigations and the essential elements of the California Public Safety Officers Procedural Bill of Rights (Government Code Section 3300); current trends on law enforcement review concepts and practices; research methods, statistical concepts and report writing techniques; public relations practices and techniques, including public speaking.

Knowledge of: local government organization, structure, and administration; principles of effective leadership and supervision.

Ability to: interpret and apply laws, policies, procedures, and regulations; conduct independent research and fact finding assignments, perform statistical analysis, and prepare reports; act independently and remain unbiased, objective, and professional; demonstrate integrity and sensitivity; honor confidentiality and basic constitutional and legislative rights of all affected parties; establish and maintain effective and collaborative working relationships with other employees, public officials, community groups, other governmental agencies, and the general public, particularly those with diverse ethnic, cultural, and socio-economic backgrounds; maintain effective media relations; work effectively under pressure; effectively facilitate and gain cooperation and participation of interested parties to achieve desired results; present recommendations and alternative proposals; manage and oversee the work of others.

Minimum Qualifications

Education & Experience: Any combination of education, training and experience, which would likely provide for possession of stated knowledge and abilities. Normally, this would include possession of a Juris Doctor degree or equivalent from an accredited U.S. law school; and at least four years of related legal experience, typically civil rights and/or criminal law, and experience working with individuals of diverse ethnic, cultural, and socio-economic backgrounds. Prior professional level experience in a law enforcement oversight/audit organization, bilingual Spanish, and supervisory experience are desirable.

Special Requirements: Successful completion of a thorough background investigation; have not been a sworn law enforcement officer within the last five years; and, does not have any immediate family members (defined as spouse, child, sibling, parent) who are currently in sworn law enforcement positions. [Qualification as a ~~Possession of the~~ Certified Practitioner of Oversight by the National Association for Civilian Oversight of Law Enforcement \(CPO\) Credential is ~~desirable~~ required at time of employment, or within a reasonable time after date of hire.](#)

License: ~~Current active membership in the State Bar of California is required~~ [Possession of an active practicing attorney's license](#). Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.