Director of Investigations
Citizens Police Oversight Commission

- Philadelphia, PA
- Full-time

Company Description

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all our residents have the opportunity to reach their potential.

AGENCY DESCRIPTION

In June 2021, Mayor Kenney signed legislation to authorize the Citizens Police Oversight Commission (CPOC) to become a new, independent agency responsible for conducting oversight of the Philadelphia Police Department (PPD). This legislation allowed for the previous oversight agency for the Philadelphia Police Department, the Police Advisory Commission (PAC), to transition into CPOC following the seating of the 9 Commissioners, in May 2022.

Civilian oversight of police can take many forms. Review-focused models allow civilians outside of a police department to review police misconduct investigations once they are completed. Investigation-focused agencies employ professionally trained investigators to investigate police misconduct complaints. Auditor/monitor-focused agencies engage in policy and trend analysis and promote broad organizational change within the police departments they oversee. CPOC is uniquely envisioned to be a hybrid of these three models of oversight, with expansive authority and a broad mission.

Although civilian oversight of the Philadelphia Police Department has existed in some form for many years, the new CPOC will bring an unprecedented level of oversight to police operations.
This will be a vast undertaking - the PPD is the fourth largest police department in the country, with over 6300 sworn members and 800 civilian personnel and a budget over $700 million.

The authorizing legislation for CPOC comprehensively lists the oversight functions that CPOC will fulfill. The legislation notes that CPOC may conduct investigations, data analysis, and audits related to any pattern, policy, or practice of the police department. These investigations shall include, but are not limited to, misconduct, policy, training, practice, and customs. Additional functions include investigations of complaints made by residents or PPD personnel about any misconduct ranging from verbal abuse to sexual misconduct, critical incident reviews and investigations, large-scale data reviews, disciplinary recommendations, hosting public meetings and hearings to share information with the public, participation as adjudicators in PPD discipline hearings, administrative prosecution of discipline cases, reporting on data and statistics, and reviewing and investigating all police uses of force, among other functions.

CPOC will approach police accountability from many different angles, and as such, CPOC will have a variety of units to focus on different aspects of police oversight. Each unit will require specialized staff with a deep understanding of policing and community-police relations. CPOC will be composed of staff dedicated to professional, unbiased, and thoughtful oversight of the Philadelphia Police Department.

CPOC is hiring for several positions currently, we request you review all other positions and apply for whichever one position best meets your skills, experience, and career aspirations. The full list of positions include: General Counsel, Director of Investigations, Auditor/Monitor, Policy Analyst, Senior Policy Analyst, Community Outreach & Constituent Services Specialist, and Public Relations & Communications Manager. Please check out https://www.phila.gov/jobs to review the other postings.

Job Description

WORK-LIFE

Working hours are generally 37.5 hours per week. Following an initial three (3) month probationary period of full time in-office work, employees work in a hybrid schedule. Over a two-week period, you will be scheduled to be in office half of the time and work from home the other half. This amounts to two days in office one week, and three the next. Your schedule is set with your supervisor. Working from home is a privilege; work violations may result in amendments to the hybrid schedule.

POSITION SUMMARY

The Director of Investigations for the Citizen Police Oversight Commission will be a critical role within the leadership team of the office. The Director of Investigations will build the Investigations Unit from the ground up, using best practices from police oversight agencies around the country and their own extensive experience and expertise with investigations. The Director of Investigations will be responsible for developing and implementing the internal standard operating procedures of the Investigations Unit. This position requires a dynamic and
motivating leader who can propel a team of investigators through the challenges of conducting frontline oversight of police through investigations. The Investigations Unit will grow considerably as CPOC operations expand over time. As such, the individual in this role must be capable of scaling the unit up and managing all operations related to investigations throughout this period of transition.

The Director of Investigations will help to lead the commission in the investigation and assessment of citizen complaints against members of the Philadelphia Police Department. The individual in this role will have the autonomy to initiate independent investigations into individual instances of misconduct, systemic patterns related to departmental practices, and re-open investigations previously closed by the Philadelphia Police Department’s Internal Affairs Division. The Director of Investigations will also undertake large-scale investigative projects that can originate from civilian complaints, officer-involved shooting incidents, media reports, sources within the police department, or any other source. Investigations may overlap with projects completed by other units, and cross-unit cooperation will be essential to CPOC operations. The Director of Investigations must therefore be knowledgeable and competent in all CPOC operations. This position reports to the Executive Director with wide latitude for independent judgement.

**ESSENTIAL FUNCTIONS**

*Note: This list of essential functions is not intended to be inclusive.*

- In collaboration with CPOC executive staff, develop and implement standard operating procedures for the Investigations Unit using established oversight practices and investigative expertise.
- Responsible for ensuring that the Investigations Unit meets all reporting requirements listed in the authorizing legislation.
- Direct and conduct complex and high-level investigations relating to policing, police operations, misconduct incidents, and other related topics.
- Regularly report to CPOC Executive Director regarding investigations, development of unit benchmarks, and all investigative operations.
- Manage a team of investigators as the Investigations Unit grows; the size of the Investigations Unit may grow to potentially dozens of investigators as agency operations expand.
- Develop and execute investigator training program to ensure all investigators receive proper training on CPOC procedures and PPD procedures.
- Review investigations, case files, reports, and other work products upon completion to ensure that all appropriate steps have been taken and the findings match the evidence and information presented.
- Work with CPOC executive team to help develop and implement complaint intake processes; sensitively conduct complaint intake and related contacts with complainants/residents as needed.
- Develop, assign, and manage high-level investigative projects through communication with other CPOC staff about current work, communication with sources at the Philadelphia Police Department, and other sources.
• Act as project lead for critical incident reviews of uses of force, large-scale events, and other matters as directed by Executive Director; delegate tasks as needed.
• Must be able to efficiently and effectively conduct all aspects of police misconduct investigations as the investigation program begins, including:
  o Conduct interviews of complainants and civilian witnesses about police incidents that are the subject of civilian complaints against police, and other matters; conduct criminal investigations as need arises.
  o Gather evidence through canvassing for witnesses, seeking out video footage, and other means; obtain and review documentary evidence related to incidents under investigation, including medical records, reports related to forensic analysis, and other police reports and documents.
  o Interview police personnel as subjects and witnesses of complaints with union representation present; interview police personnel related to other administrative matters and to establish facts for investigative projects.
  o Draft and edit reports of investigation, interview summaries, recommendations, and other materials related to investigations.
  o Analyze facts of investigations against police policies and legal standards to make logically sound recommendations about whether misconduct occurred.
  o Diligently track all investigative work using a case management system; maintain a thorough and organized record of investigative actions for each investigation and investigative project.
• Identify and report on policy and tactics issues and potential large-scale policy projects as they arise in investigative work.
• Maintain a working knowledge of Police Department policies, rules, and practices.
• Seek out and participate in professional groups and trainings to maintain awareness of best practices related to community-police relations, civilian oversight of police, and police reform nationally.
• Mentor and train non-investigative CPOC staff on investigative techniques and practices, interviewing techniques, case management, and law enforcement procedures as needed.
• Collaborate across CPOC units to assist with projects as they are executed by other staff.
• Coordinate closely with the Executive Director and the Deputy Executive Director to carry out the functions of the Commission.
• Using extensive knowledge of Philadelphia Police Department policies, procedures, and disciplinary code, adjudicate discipline cases and make disciplinary recommendations as a rotating member of the PPD Police Board of Inquiry.
• Provide guidance to the CPOC executive team, as needed, regarding best practices and trends in community-police relations and police reform nationally and locally.
• Help to maintain transparency between the Commission, the Police Department, elected officials, and the public.
• Assist in the preparation of an annual report setting out the Commission’s accomplishments, reports, and activities.
• Other responsibilities as assigned by the Executive Director.

COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES
• Excellent oral communication and listening skills with the ability to conduct exhaustive interviews and ask probing questions.
• Strong analytical writing skills and editing skills. Must be able to distill complex information and edit investigative materials produced by a team of investigators to ensure quality, clarity, and thoroughness.
• Thorough understanding of and experience with the complex nature of community-police relations.
• Ability to manage a team of individuals and coach them through complex investigations and projects.
• Ability to manage an investigation from start to finish with focus, organization, persistence, and flexibility; ability to effectively conduct a caseload of multiple investigations concurrently.
• Excellent analytical skills and ability to evaluate investigations to ensure fact-finding is thorough and conclusions are sound.
• Demonstrated ability to perform neutral and objective analyses of incidents, policies, and information.
• Knowledgeable of legal issues surrounding policing and police department procedures.
• Values and encourages diversity of thought, background, and perspective.
• Experience and fluency in MS Office software programs, including Word, Excel, and PowerPoint.
• Helpful, respectful, approachable, and team-oriented; committed to building strong working relationships and a positive work environment.
• Receptive to feedback and constructive criticism.

Qualifications

• Bachelor’s degree from an accredited university in criminal justice or other relevant field required, or any combination of education and experience deemed appropriate by the appointing authority.
• Law degree or other graduate level degree preferred.
• At least 10 years of relevant experience in investigative work required, experience as law enforcement or within civilian oversight strongly preferred.
• At least 10 years of managerial experience.
• At least 10 years of experience with and exposure to criminal justice procedures, investigative techniques, police-community relations, police procedures generally and procedures specific to the Philadelphia Police Department.
• Demonstrated experience with developing operating procedures and building a team or unit from the ground up.
• Experience working with sensitive and confidential information.
• Knowledge of Philadelphia and communities of Philadelphia.

Additional Information

Salary: $100,000 - $105,000

Please include the following with your application:
a resume
a cover letter
3 professional references
a brief writing sample
a sample/samples of social media work

*Successful candidate must be a city of Philadelphia resident within six months of hire.

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http://www.phila.gov/humanrelations/Pages/default.aspx