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.

**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 Citizens Police Oversight Commission (CPOC) is seeking to hire a supervising attorney for the agency that will work directly with the Executive Director and the Commission on legal, business, and policy matters related to Policing and Police Oversight. The job duties consist of supervising the team of investigators on all matters handled by the Commission’s oversight of the Philadelphia Police Department (PPD). This position will include litigation and programmatic work, as well as advising the Commission's senior team on legal and regulatory matters. These job duties generally involve all legal disciplines associated with solving the problems presented by the operation of the commission, including providing advice on federal, Pennsylvania and City laws and regulations related to public safety, national security, and other police oversight matters. This position will support the agency as it grows and expands to fulfill the CPOC Legislation, City Council Bill No. 210074. This position reports to the Executive
Director with wide latitude for independent judgement and self-directed work in collaboration with various CPOC units.

ESSENTIAL FUNCTIONS

- Investigate, develop, participate in, and consult on complex litigation aimed at advancing racial justice and reforming policing in Philadelphia and furthering community-police mutual trust and cooperation.
- Coordinate closely with the Commission and Executive Director to carry out the functions of the Commission, while developing new advocacy, litigation, and communications strategies to implement the mission of the agency.
- Maintain awareness of trends in community-police relations and police reform nationally.
- Provide guidance to the Commission, as needed, regarding best practices and trends in community-police relations and police reform nationally.
- Drafting of regulations, policies, and procedures.
- Researching and analyzing complex legal issues while finding what applicable laws and regulations apply to a specific matter.
- Provides legal advice and interpretations of the Police Department’s general orders, special orders, and collective bargaining agreements to the Commission and Commissioners.
- Reviews the content of complex legal documents for accuracy, completeness, and compliance with department directives, local, state, and federal laws and authorizes their use in pending cases.
- Reviews legislation impacting CPOC and assists in formulating the department’s position on these issues.
- Retain outside counsel as needed, with oversight and approval from the commissioners.
- Assigns, supervises, and reviews the work of attorneys and paralegals that assist in the operation of the agency (e.g., legal consultation, litigation, consent decree compliance, and First Amendment matters).
- Attend and participate in Commission meetings and provide information to the public and Commission as to policy, investigations, or other legal information, as requested by the Commission.
- Maintain a record of Commission investigations, hearings, and meeting minutes.
- Develop relationships and serve as a liaison maintaining transparency with other departments, lawyers, local and state entities, elected officials, advocates, academics, and potential stakeholders to further advocacy for enhancing police accountability and oversight.
- Supervise investigative staff to ensure professional and appropriate performance of duties consistent with City of Philadelphia human resources polices. Shares responsibility to provide staff training and development.
- Coordinate with the Commission and City in handling media inquiries, citizen inquiries or complaints, and Right to Know requests.
- Coordinate with City agencies, including Law Department and the Board of Ethics, to ensure Commission and staff adhere to all state and local ethics and financial disclosure requirements.
• Using 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.
• Other responsibilities as assigned by the Citizens Police Oversight Commission.

COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES.

• Knowledge of federal and state laws and regulations applicable to policing.
• Knowledge of administrative law and procedures.
• Knowledge of the Philadelphia Charter and Code and municipal law.
• Knowledge of legislative and regulatory processes.
• Awareness and understanding of complex nature of community-police relations.
• Strong organizational manager that sets clear expectations and reviews progress.
• Strong coordination skills with the ability to work across multiple departments, stakeholder organizations, and the public to implement a policy or objective.
• Good communication and listening skills, capable of influencing others and keeping others informed. Ability to communicate information and ideas in writing and orally so that both lawyers and non-lawyers will understand.
• Values and encourages diversity, equity and inclusion of thought, background, and perspective.
• Experience and proficiency in Microsoft Office suite, including Word, Excel, and PowerPoint.
• Helpful, respectful, approachable and team-oriented, building strong working relationships while maintaining a positive work environment.
• Ability and willingness to train and mentor staff.
• Receptive to feedback.

Qualifications

• Law degree at an accredited law school.
• Must become a member of the Pennsylvania Bar within 1 year of hiring, if not already a member.
• Minimum of 6 years of relevant combined education and/or experience of legal practice.
• Minimum of 2 years managerial, supervisory, or executive experience.
• Supervisory experience with investigations strongly preferred.
• Significant experience working across governmental or non-governmental agencies to implement programs and policies.
• Familiarity with police procedures. Experience with the Philadelphia Police Department policies and procedures preferred.
• Fluency in other languages is not a requirement, but a plus.
• Knowledge of Philadelphia and communities of Philadelphia a plus.

Additional Information

Salary: $110K
Please include a resume and cover letter, list of three references, and a brief writing sample with your application.

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

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