

DRAFT INSPECTOR GENERAL JOB POSTING
Submitted by: JDS
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SF|Careers

Career Opportunity

Inspector General – Office of the Inspector General, Sheriff’s Department Oversight Board (SDOB)

Recruitment: [Recruitment Number from HR]

Published: [Date]

Contact:

[Name at HR – E-mail address]

[APPLY LINK]

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Department: Sheriff’s Department Oversight Board

Job class: [HR link]

Salary range: \$xxx,xxx.xx - \$xxx,xxx.xx

Role type: Permanent Exempt [What does this mean? Link]

Hours: Full-time

About:

- Application Opening: [Date]
- Application Deadline: Continuous, earliest close 5:00 p.m. [Date]
- Compensation Range: \$xxx,xxx - \$xxx,xxx
- Recruitment ID: [Recruitment Number from HR]

General Description: The mission of the San Francisco Sheriff’s Department Oversight Board (SDOB) is to provide independent, impartial, and diligent oversight of the Sheriff’s Department now known as the Sheriff’s Office. SDOB is committed to fostering a transparent, accountable, and responsive Sheriff’s Office through the Office of the Inspector General in community engagement and public reporting that includes and values all communities collectively served. [EDIT MISSION STATEMENT AS NECESSARY.]

SDOB was established by San Francisco voters as a Charter Amendment in November 2021.

SDOB is recruiting a highly qualified individual to become the first Inspector General (IG) to establish the Office of Inspector General (OIG), an office independent of the Sheriff's Office. The IG will hire staff and build a team to provide professional, managerial, administrative, investigative, and auditing work to see that the Sheriff's Office complies with internal policies and procedures, and ascertain that those policies and procedures align with research-based best practices and applicable local, state, and federal laws, particularly constitutional policing / patrols and custodial practices.

Under Charter Amendment 4.137, neither the IG nor any OIG staff shall have been previously employed by a law enforcement agency or a labor organization representing law enforcement employees. The IG serves at the pleasure of SDOB and is exempt from civil service status.

The IG will review use of force incidents, oversee the processing of in-custody and civilian complaints, and independently review Sheriff Office operations.

The IG will provide quarterly reports to SDOB so that SDOB may in turn prepare quarterly and annual reports to the Sheriff and the Board of Supervisors.

The IG will establish and lead the OIG. The IG will set the office's operation philosophy and develop and maintain standard operating procedures to assure all matters are handled in a thorough, objective, fair, and impartial manner. The role will require making recommendations on process oversight and guidance on best practices to the duly elected Sheriff and providing reports to SDOB.

The IG and OIG will have full and unfettered access to all Sheriff's Office data to examine systematic patterns in Sheriff deputy conduct, complaints, and critical incidents. The IG and OIG will have the authority to review operations to make data-driven recommendations to the Sheriff and SDOB regarding policy changes and disciplinary actions. The IG and OIG shall have unrestricted and unescorted access to Sheriff facilities, including jails, unless prohibited by State or federal law. The IG and OIG will also support SDOB in carrying out community outreach and engagement. The IG and OIG will be expected to exercise discretion in review of internal operations and shall maintain complete confidentiality of information, unless disclosure is authorized within City guidelines and is required to execute responsibilities.

About the Office: The Inspector General (IG) will establish an Office of the Inspector General (OIG). The Department of Police Accountability (DPA) currently handles certain categories Sheriff's Office complaints such as serious excessive force and in-custody deaths. DPA's operations were established in 1982 and the IG will be able to take well-established practices to create the OIG. Because there are time sensitive deadlines for investigations, SDOB recognizes that a transition period of **at least one year** will be necessary to have a staffed and operational OIG. This will also include

creating a physical office and developing a sound budget. OIG will have the primary duties of policy review and recommendations, investigations into complaints against Sheriff's Office employees or contractors and in-custody deaths, and audits of Sheriff's Office operations, including services provided to incarcerated individuals.

Every office or department in the City & County of San Francisco recognizes that diversity in the backgrounds, identities, ideas, and lived experiences of our employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain, and promote talented individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, and age, and candidates with disabilities. We have a clear vision: to be the place where a diverse mix of people want to come and stay, grow professionally, and find purpose and engagement, and where all employees feel welcomed and respected for their full authentic selves, and valued for their work and contributions to the office and the City.

San Francisco also subscribes to culturally and linguistically competent service delivery. In 2001, San Francisco enacted the Equal Access to Services Ordinance now known as the San Francisco Language Ordinance to help ensure equal access to City services for all San Franciscans, including those with limited-English proficiency.

Role description

Inspector General Position and Responsibilities

In addition to the general information set forth above, the specific powers and duties of the OIG is codified in City Charter section 4.137. The IG will manage and oversee the OIG to:

- Receive, review, and investigate complaints against the Sheriff's Office employees or contractors; provided, however, that the OIG shall refer complaints alleging criminal misconduct to the District Attorney, and refer complaints alleging violation of ethics laws to the Ethics Commission.
- Investigate the death of any individual in custody of the Sheriff's Office. The OIG shall refer evidence of criminal misconduct regarding any death in custody to the District Attorney. Notwithstanding such a referral, the OIG may continue to investigate a death in custody unless OIG's investigation will interfere with a criminal investigation conducted by the District Attorney, or any law enforcement agency to which the District Attorney may refer the evidence of criminal misconduct.
- Recommend disciplinary action to the Sheriff where, following an investigation in the above instances, the OIG determines that an employee's actions or omissions violated the law or Sheriff's Office policy; provide notice of and a copy of the recommendation, the reasons for the recommendation, and supporting records, to the extent permitted by State or federal law, to the employee; and

make available any records and information regarding OIG's disciplinary recommendations to the extent permitted by State or federal law.

- Develop and recommend to the Sheriff a use of force policy and a comprehensive internal review process for all use of force and critical incidents.
- Prepare and submit a quarterly report to the Sheriff and SDOB regarding OIG investigations that includes the number and type of complaints filed; trend analysis; the outcome of complaints; any determination that the acts or omissions of an employee or contractor, in connection with the subject matter of a complaint, or a death in custody, violated law or Sheriff's Office policy; the OIG recommendations, if any, for discipline; the outcome of any discipline recommendations; and the OIG policy recommendations on use of force and internal review process for all use of force and critical incidents.
- Monitor Sheriff's Office operations, including services provided to incarcerated individuals, through audits and investigations, to ensure compliance with applicable laws and policies.

In carrying out duties OIG and SDOB shall cooperate and collaborate with organizations that contract with the Sheriff's Office to provide legal services to incarcerated individuals.

The IG may appear or make reports at Board of Supervisors and SDOB hearings. The IG will work directly with elected officials and other government staff in what can be sensitive environments.

[\[Link to City Charter section 4.137 Sheriff's Department Oversight.\]](#)

How to qualify

Minimum Qualifications

- Five years of demonstrated private or public administration experience, law enforcement oversight or a related field, and a clear understanding of disenfranchised and marginalized communities.
- A post-secondary degree in a related field. In lieu of a specific degree, other combinations of training and/or experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.
- Administrative leadership experience will include complex investigations and research in criminal justice reform, criminology, public administration, public policy, sociology, criminal litigation, or a closely related field, including experience with individuals of diverse ethnic, cultural and socio-economic backgrounds, and community relationship building. Other combinations of training and/or

experience that can be demonstrated to result in the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Desired Qualifications

- Excellent oral and written communication and analytical skills.
- Strong organizational and management skills.
- Understanding of government legislation, operations, and regulations.
- Ability to assume responsibility quickly and work independently and efficiently.
- Ability to work collaboratively with colleagues and clients, with a positive attitude.
- Ability to well manage personnel and resources and appropriately balance multiple assignments, meet deadlines, and adjust to fluctuations in workload.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.
- An interest in and commitment to public service.

Knowledge, Skills, and Abilities

- Knowledge of general legal principles, and Federal, State, and Local laws, codes, and regulations.
- Knowledge of methods and procedures for independent, objective, analytical investigation and for preserving and presenting evidence.
- Knowledge of principles and practices of program administration, including relevant reports and metrics.
- Knowledge of principles, practices, and methods of data and legal research and analysis.
- Knowledge of budget preparation and administration.
- Knowledge of inter-group and interpersonal communication.
- Knowledge of and ability to use computer software applicable to the duties of the position.
- Knowledge of civil rights.
- Knowledge of internal principles and practices of law enforcement including responsibilities, functions, policies, and procedures of local law enforcement; research-based best-practices for policing / patrols and persons in-custody; theory, principles, practices, and techniques in the conduct of internal law enforcement complaint investigation and review.
- Knowledge of techniques of law enforcement training, instruction, and evaluation of work performance.
- Knowledge of public safety emergency operations and procedures
- Knowledge of principles and practices of policy development and administration.
- Knowledge of supervision, personnel management, and training.
- Knowledge of social problems, community attitudes, organizations, and cultures.

- Ability to assess overall departmental effectiveness in carrying out its strategic objectives.

- Ability to effectively communicate with elected officials, staff, and members of the public.
- Ability to establish and maintain effective working relationships with other employees, government officials, civic organizations and community agencies, the media, and the general public.
- Ability to exercise patience and diplomacy.
- Ability to meet deadlines.
- Ability to maintain the confidentiality of sensitive information.
- Ability to work effectively with a diversity of communities.
- Ability to maintain adequate attendance with potential evening meetings or meetings outside of the office.

What else should I know?

Salary and Benefits

The Inspector General position has a scale ranging from \$xxx,xxx - \$xxx,xxx. The successful applicant is appointed to a salary step based on relevant experience. The City offers robust health, retirement, and other benefits. For more information please visit: [\[HR benefits overview link.\]](#) Attorneys are represented by the Municipal Attorneys Association. Information about compensation and benefits is available by entering Classification Code **XXXX** at [\[careers.sf.gov classification link\]](#).

Application

To apply for this position, please submit your resume and cover letter and additional materials as described to [\[careers.sf.gov link\]](#) by [\[Day of the week, Calendar date depending on closing date above\]](#). Applicants must submit two references and one writing sample. Applicants shall also answer three (3) Supplemental Essay Questions. **Applications that fail to attach all requested material will be eliminated from consideration.**

CONDITION OF EMPLOYMENT: All City and County of San Francisco employees are required to be fully vaccinated against COVID-19 as a condition of employment. Someone is fully vaccinated when 14 days have passed since they received the final dose of a two-shot vaccine or a dose of a one-shot vaccine. Any new hire must present proof of full vaccination status to be appointed. Any new hire who will be routinely assigned or occasionally enter High-Risk Settings, must provide proof of having received a COVID-19 booster vaccine by March 1, 2022, or once eligible.

The City and County of San Francisco encourages women, minorities and persons with disabilities to apply. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information, marital status, sexual orientation, gender, gender

identity, gender expression, military and veteran status, or other protected category under the law.

[PLACE ON INTERACTIVE PAGE WITH JOB POSTING]

Inspector General Supplemental Questionnaire

* 1. This position requires no prior employment in law enforcement. Do you meet this requirement?

Yes No

* 2. Do you have any familial relationship with anyone employed with the San Francisco Sheriff's Office?

Yes No

If so, disclose name(s).

If yes, your application will be review by the City Attorney's Office to review conflicts of interest and procedures and requirements that may prevent the conflict.

* 3. Please describe your understanding of disenfranchised and marginalized communities.

* 4. PLEASE READ CAREFULLY--YOU WILL BE REQUIRED TO ANSWER THE FOLLOWING SUPPLEMENTAL QUESTIONS AS PART OF YOUR APPLICATION. You may answer the questions using a word processing program and attach as a .docx or .pdf file. You must attach the document in the "Attachments" section of the application or you will not receive further consideration for this position. Your responses will be evaluated on your writing ability including: spelling, grammar and your ability to express your thoughts in a logical fashion.

By checking this box, you acknowledge the above and understand that your response is required and failure to attach your essay response will immediately eliminate you from consideration.

AGREED

* 5. The Inspector General is responsible for independent review of Sheriff's Office operations, including Sheriff's Office employee and contractor complaints and critical incidents, and providing guidance on best practices. Please describe how your training, education, professional experience, and other life experiences have prepared you for this position.

My one (1) page response is attached in the Attachment section of my application.

* 6. The Inspector General will inherently be involved with racial equity in the justice system, and will interact and collaborate with a diverse group of individuals and

organizations. Please describe one or more situations in which you facilitated public outreach and/or worked with a diverse group to improve a process, policy or initiative. Please describe your experience working with diverse populations and work toward systems change with a racial equity lens. Include details of your role, the approach you used, how you implemented and evaluated the initiative(s), and the populations with which you worked.

My two (2) page response is attached in the Attachment section of my application.

* 7. The role of the Inspector General will be to routinely audit complaints against the Sheriff's Office. Describe a time when you had to investigate a complex situation and arrive at a conclusion about an issue that was unclear. Which investigative methods did you use? What barriers, if any, did you encounter during your investigation, and how did you navigate the obstacles? What data-driven results did you reach? Please describe any subsequent report you wrote and to whom it was addressed.

My two (2) page response is attached in the Attachment section of my application.

* Required Question