



MADISON, CITY OF (WI)  
invites applications for the position of:  
**Independent Police Monitor**

**SALARY:** \$51.95 - \$70.13 Hourly  
\$4,025.85 - \$5,434.92 Biweekly  
\$8,722.67 - \$11,775.67 Monthly  
\$104,672.00 - \$141,308.00 Annually

**COMP. GROUP/RANGE:** 21/18

**JOB TYPE:** PERMANENT FULL TIME

**DEPARTMENT:** Office of the Independent Police Monitor

**OPENING DATE:** 06/01/22

**CLOSING DATE:** 07/12/22 11:59 PM

**GENERAL DESCRIPTION:**

The Police Civilian Oversight Board (COB) and the City of Madison are looking to hire an exceptional individual with a commitment to racial equity and an understanding of oppression and institutional racism to serve as the City's first ever Independent Police Monitor. The preferred candidate shall understand racial inequalities specifically in the criminal justice system and bring prior experience successfully working with multicultural communities. This person will demonstrate knowledge of social injustices and will quickly understand the community's attitude towards the organization and historical and contemporary race relations.

The Independent Police Monitor (IM) will provide professional, managerial, administrative, and auditing work to oversee the Madison Police Department's (MPD) compliance with internal policies and procedures, ensuring those policies and procedures align with research-based best practices and applicable local, state and federal laws. In addition, the IM will review use of force incidents, oversee the processing of civilian complaints, and ensure independent review of police operations. Under the direction and supervision of the MPD Civilian Oversight Board, the IM will have full and unfettered access to all police data to examine systemic patterns in police conduct, complaints, and critical incidents. The IM will have the authority to review operations to make data-driven recommendations to the MPD Chief regarding policy changes and disciplinary actions. The IM will also carry out community outreach and engagement. The IM will be expected to exercise discretion in review of internal operations, shall maintain complete confidentiality of information unless disclosure is authorized within City guidelines, and is required to execute the responsibilities of the position. The IM will establish and lead the Office of the Independent Police Monitor (OIM). They will set the office's operational philosophy and develop and maintain standard operating procedures to ensure all matters are handled in a thorough, objective, fair, and impartial manner. This role will require process oversight and guidance on best practices to the Chief, Mayor, and any relevant City committees. (The duties of this role do not involve direct management of MPD, which is within the designated authority of the Mayor, Council, or Chief of Police.)

Please click [here](#) to learn more about the Independent Police Monitor position.



Employment will be subject to a five-year employment contract negotiated by the Mayor and approved by the Common Council. City of Madison residency is a requirement of this position.

**IMPORTANT: THERE ARE 3 SUPPLEMENTAL ESSAY QUESTIONS ON THE JOB POSTING. YOU MUST ATTACH YOUR ANSWERS IN THE ATTACHMENTS SECTION OF YOUR APPLICATION. YOU MUST ALSO ATTACH A COVER LETTER AND RESUME.**

**(To view the questions, click on the supplemental question tab OR view the bottom section of the job bulletin)**

**\*\*APPLICATIONS RECEIVED WITHOUT ATTACHED ESSAY RESPONSES, COVER LETTER AND RESUME WILL BE ELIMINATED FROM CONSIDERATION.**

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

**MPD Monitoring/Auditing:**

- Monitor compliance with City and police policies and Standard Operating Procedures (SOPs), governing laws, and lawful orders from the Common Council, Mayor, and Civilian Oversight Board.
- Monitor implementation of the recommendations of the MPD Policy & Procedure Review Ad Hoc Committee.
- Monitor investigations of personnel and, where appropriate, request further research or initiate an independent inquiry and issue recommended findings and conclusions regarding the matter.
- Monitor training and trends in the occurrence of use of force incidents and MPD investigations of such events.
- Monitor ongoing internal investigations of possible misconduct to ensure investigations are thorough, fair, and objective.
- Conduct audits of police data, work with outside researchers and/or consultants undertaking studies of policing, and review internal MPD audits of Department programs and activities.

**Processing Complaints:**

- Oversee a process for receiving and investigating complaints regarding MPD, including issuing subpoenas.
- Develop a process for independently receiving complaints from community members about MPD, including commissioned and civilian personnel and the Chief of Police; forward such complaints to MPD, MPD Professional Standards and Internal Affairs (PSIA), or the Police and Fire Commission as appropriate, and monitor the subsequent investigation through its completion.
- Refer aggrieved parties to the PSIA or PFC for the initiation of a complaint when appropriate.
- Determine arguable merit of potential complaints from aggrieved individuals and appoint counsel from a list of vetted attorneys for possible representation in presenting and litigating complaints against MPD personnel to the PFC.
- Determine whether complaints warrant the appointment of an outside investigator to conduct independent investigations and, if so, make appointments.

**Reporting:**

- Make reports or recommendations to the Chief of Police regarding policies, procedures, training, possible administrative actions, discipline processes, and outcomes and dispositions following individual case investigations.
- Provide an annual report to the Mayor and Common Council.
- Maintain an ongoing status report, to be available upon request, which includes but is not limited to patterns relating to complaints and recommendations regarding the sufficiency of investigations, determinations as to whether department rules and policies have been violated, and the appropriateness of disciplinary sanctions, if any.

**Management of the OIM Office:**

- Oversee all aspects of the OIM, including planning and organizing work and resources to ensure the highest possible service level.
- Establish and implement operational policies, goals, and objectives for the office within guidelines provided by the COB and assure operations are carried out.
- Facilitate and lead the hiring, coaching, training, engagement, and development of OIM staff to allow staff to reach maximum potential and performance.
- Supervise, plan, organize, coordinate, assign, and evaluate the work of OIM staff.
- Analyze and modify organizational structures and workflow to improve efficiency, creativity, and accountability.

**COB Activities:**

- Serve as Executive Secretary to the COB.
- Provide input to the COB for its annual review of the MPD and the Chief of Police.
- Make arrangements for ongoing training of COB members.
- In cooperation with the COB, initiate and direct community outreach and engagement efforts to gain information on community perspectives regarding MPD.

Address any matters of concern to the community, board members, the Chief of Police, and other MPD personnel, the Mayor, or the Common Council.

Maintain confidentiality of information as required, including records relating to the investigation and discipline of officers.

Perform related work as required.

For a complete list of the Duties and Responsibilities, please see the [class specification](#).

**MINIMUM QUALIFICATIONS:**

- Four (4) years of professional work experience in public or private administration, police oversight, or a related field and a clear understanding of disenfranchised and marginalized communities.

**AND**

- Post-secondary degree in a related field. (In lieu of a specific degree, other combinations of training and/or experience which can be demonstrated to result in the possession of 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.

**If an applicant does not possess the specific requirements outlined above, HR will review the application materials to determine if the applicant possesses equivalent experience.**

For a complete list of the Knowledge, Skills, and Abilities, please see the [class specification](#).

**SPECIAL REQUIREMENTS:**

No prior employment or familial relationships with the City of Madison Police Department or individual City of Madison Police Officers, and the candidate may not have worked as a law enforcement officer in the State of Wisconsin for at least ten (10) years prior to appointment.

This position works directly with elected officials, city managers, and other city staff and functions in an environment of sensitivity and political issues. The Independent Monitor must be available to attend evening meetings of committees, boards, and public hearings.

**Physical Requirements:**

Ability to meet the transportation requirement for the position.

The Independent Monitor will be expected to travel throughout the City to meet with community members and perform outreach. Otherwise, work is performed in an office environment using standard office equipment such as a computer, telephone, and copier.

By your start date, you will be required to complete a form declaring your Covid-19 vaccine status as a condition of employment.

**THE CITY OF MADISON IS AN EQUAL OPPORTUNITY EMPLOYER FUNCTIONING UNDER AN AFFIRMATIVE ACTION PLAN. WE ENCOURAGE PEOPLE OF COLOR, WOMEN AND INDIVIDUALS WITH A DISABILITY TO APPLY.**

It is your responsibility to list all related jobs, correct dates of employment, average number of hours worked per week, etc. Be sure to place the complete job title on your application. If you wish to provide additional or supplemental information, please provide a resume in addition to the formal application. If you are still employed please indicate this. Failure to provide accurate and complete information may result in you not being considered for this position.

All applicants are notified by email of the status of the application and the status of the status of the application. Those applicants invited to exams will receive an email notice of the date, time, and location. Alternate exam dates/times are not available except in the case of an emergency. Emergency situations are reviewed on an individual basis. Conflicting work hours are not considered an emergency. Exams are job specific and are developed based on the duties to be performed and the criteria listed under the Knowledge, Skills and Abilities section of the job announcement. Exam results are generally available within 2 weeks of the exam, and will be emailed or may be accessed through your NEOGOV account. Due to the volume of exams given by our office, exam scores are not available via telephone.

As an employer, the City of Madison equates a strong employer and strives to provide a working environment where: Engagement and equity are supported; Diversity in customer opinions and values; Teamwork and open and honest communication are encouraged; Meeting customer needs through quality service is a common goal; Creativity is encouraged; Continuous learning and improvement is fostered. Come be a part of the team!

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.cityofmadison.com/jobs> Position #2022-00259 INDEPENDENT POLICE MONITOR JT

215 Martin Luther King Jr., Blvd.  
MMB Rm 261  
MADISON, WI 53703  
(608) 266-4615

[hr@cityofmadison.com](mailto:hr@cityofmadison.com)

**Independent Police Monitor Supplemental Questionnaire**

\* 1. This position requires no prior employment or familial relationships with the City of Madison Police Department or individual City of Madison Police Officers, and the candidate may not have worked as a law enforcement officer in the State of Wisconsin for at least ten (10) years prior to appointment.

- Yes  No

\* 2. Please describe your understanding of disenfranchised and marginalized communities.

\* 3. PLEASE READ CAREFULLY--YOU WILL BE REQUIRED TO ANSWER THE FOLLOWING SUPPLEMENTAL QUESTIONS AS PART OF YOUR APPLICATION. You can 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

\* 4. The Independent Police Monitor is responsible for independent review of police operations, including police conduct, 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.

\* 5. The Independent Police Monitor 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.

\* 6. The role of the Independent Police Monitor will be to routinely audit complaints against the Madison Police Department. Describe a time when you had to investigate a complex situation and come to 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 that? What data-driven results did you reach? Please describe any subsequent report you wrote about it and to whom it was addressed.

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

\* Required Question