



# Independent Police Monitor

Class Code:  
K032

Bargaining Unit: Dept/Div Heads

MADISON, CITY OF (WI)  
Established Date: Jun 24, 2021  
Revision Date: Nov 14, 2022

## SALARY RANGE

\$105,196.00 - \$142,014.00 Annually

### GENERAL DESCRIPTION:

RESIDENCY IN THE CITY OF MADISON IS REQUIRED FOR THIS POSITION

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 (COB), 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.

Employment will be subject to a five-year employment contract negotiated by the Mayor and approved by the Common Council and a term of the contract requires residency in the City of Madison.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Monitor MPD's 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 MPD's implementation of the recommendations of the MPD Policy & Procedure Review Ad Hoc Committee.

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.

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

Provide input to the COB for its annual review of the MPD and the Chief of Police.

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.

Monitor MPD investigations of personnel and, where appropriate, request further research or initiate an independent inquiry and issue recommended findings and conclusions regarding the matter.

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.

Monitor MPD 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.

Determine whether complaints warrant the appointment of an outside investigator to conduct independent investigations and, if so, make appointments.

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 that includes the following:

- Narrative of the work of the OIM;
- Identified trends regarding complaints, investigations, and discipline in MPD;
- Recommendations regarding the sufficiency of investigations and appropriateness of disciplinary actions, if any;
- Recommendations of any needed changes in MPD's policies, practices, and training; and an
- Assessment of MPD's progress in complying with its own SOPs, governing laws, and lawful orders from the Mayor or Common Council, and in implementing the recommendations of the MPD Policy & Procedure Review Ad Hoc Committee.

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.

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

In cooperation with the COB, initiate and direct community outreach and engagement efforts to gain information on community perspectives regarding MPD. These efforts should include gathering input from various community members and groups, including reaching out to underserved/marginalized communities, talking with community members about police policies, procedures, training, and publicizing processes for handling complaints.

Oversee all aspects of the OIM, including planning and organizing work and resources to ensure the highest possible service level.

Analyze and modify organizational structures and workflow to improve efficiency, creativity, and accountability.

Supervise, plan, organize, coordinate, assign, and evaluate the work of OIM staff.

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.

Serve as Executive Secretary to the COB.

Make arrangements for ongoing training of COB members.

Perform related work as required.

### MINIMUM QUALIFICATIONS:

#### Training and Experience:

Generally, positions in this classification will require:

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. Such experience would normally be obtained after a postsecondary 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.

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.

Specific training and experience requirements will be established at the time of recruitment.

#### 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; theory, principles, practices, and techniques in the conduct of internal law enforcement complaint investigation and review; and 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.

#### Commitment to racial equity

A commitment to racial equity and an understanding of oppression and institutional racism is essential. The preferred candidate shall understand racial inequalities specifically in the criminal justice system and brings prior experience successfully working with multicultural communities. Also demonstrates knowledge of social injustices and will quickly understand the community's attitude towards the organization and historical and contemporary race relations.

### 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.

This position will work under the terms of a five-year employment contract. One condition of the contract will require the Independent Monitor to establish residency within the City of Madison in a defined timeframe.

#### 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.

### APPROVAL:

Revised and approved May 2022

### COMPENSATION GROUP/RANGE: