

Inspector General

Sheriff's Department Office of Inspector General

The Opportunity:

The Sheriff's Department Oversight Board ("Board") is seeking a highly qualified individual to become the first Inspector General (IG) of the newly established Sheriff's Department Office of Inspector General ("Department"). The Inspector General will operate independently of the Sheriff's Office, and will be responsible for establishing the operations of the Department, conducting investigations of complaints, and overseeing compliance with internal policies and procedures and ensuring that they align with research-based best practices and relevant laws, particularly those related to constitutional policing and custodial practices.

About the City:

San Francisco is Northern California's commercial, financial, and cultural center. The city is the 17th most populous city in the United States and the 4th most populous in California. San Francisco is one of the most dynamic cities in the world, enriched by diverse communities, cultural attractions and natural beauty etched by the Pacific Ocean, San Francisco Bay, and hilly terrain.

San Francisco is a city rich with diverse neighborhoods, including the oldest and largest Chinatown in North America, the Castro that gave rise to the gay rights movement and the Mission that serves as the cultural hub of the City's Latinx community. New mixed-use neighborhoods are growing from reclaimed industrial districts, highlighted by Treasure Island, Mission Bay, China Basin, and the Hunters Point Shipyard.

Few cities offer the variety of world-class experiences that are possible in San Francisco. The city boasts vibrant arts and culture, more Michelin starred restaurants than any other destination in the Americas, and professional sports in nearly every league. A temperate climate makes the City's 220 parks, beaches and waterfront promenades popular destinations for locals and visitors. Iconic landmarks like the Golden Gate Bridge, Fisherman's Wharf, and cable cars ascending the hills make San Francisco instantly recognizable around the world.

About the Department:

The Sheriff's Department Office of Inspector General and the Sheriff's Department Oversight Board were established by a Charter Amendment passed by the voters of San Francisco in November 2021. Under broad policy direction from the Board, the Inspector General carries out the mandates of the Department under [Charter Section 4.137](#). These responsibilities include reviewing and investigating complaints against Sheriff's Office employees and contractors and recommending disciplinary action to the Sheriff when their investigation establishes a violation of law or Sheriff's Office policy. The Department investigates the death of any individual in

custody of the Sheriff's Office and conducts audits of Sheriff's Office operations, including services provided to individuals incarcerated in the jails. The Inspector General will provide quarterly reports on the results of investigations and audits to the Board.

About the Board:

The Sheriff's Department Oversight Board evaluates the work of the Office of Inspector General, conducts community outreach regarding Sheriff's Office operations and jail conditions, and reports to the Board of Supervisors and the Sheriff on the activities of the Board and the Department. The mission of the Board is to provide independent, impartial, and diligent oversight of the Sheriff's Department (now known as the Sheriff's Office). The Board 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. The Inspector General is appointed by and reports to the 7-member Sheriff's Department Oversight Board and the incumbent serves at their pleasure.

The Position:

The Inspector General will have the unique opportunity to establish and lead the new Office of Inspector General. They will stand up all aspects of the new Department, including establishing a physical office, hiring and training staff, developing and administering the Department's budget, and establishing procedures and policies for the conduct of investigations and audits. The IG will set the office's operational philosophy and develop investigation and audit procedures to assure a thorough, objective, and impartial approach.

Community outreach and engagement will be essential to building trust in the new Office of Inspector General. The Inspector General will partner with the Board to develop collaborative relationships and conduct outreach to the many diverse communities within the City of San Francisco. The Inspector General will also establish effective working relationships with the Sheriff's Office, District Attorney, Ethics Commission, and other agencies involved in their oversight duties.

The Inspector General will use Sheriff's Office data to identify patterns in conduct, complaints, and critical incidents. They will have the authority to review operations and make data-driven recommendations to the Sheriff and Board regarding policy changes and disciplinary actions. The Inspector General will exercise discretion in reviewing internal operations and maintain complete confidentiality of information unless disclosure is authorized within City guidelines or required by law. Office of Inspector General staff will have unrestricted and unescorted access to Sheriff facilities, including jails, unless prohibited by state or federal law.

In performing its duties, the Office of Inspector General may hold hearings, issue subpoenas to witnesses to appear and for the production of evidence, administer oaths, and take testimony. The Office of Inspector General also may request, and the Sheriff shall require, the testimony or

attendance of any employee of the Sheriff's Office. The Inspector General will collaborate with organizations that contract with the Sheriff's Office to provide legal services to incarcerated individuals.

Duties and Responsibilities:

Receive, review, and investigate complaints against the Sheriff's Office employees or contractors; provided, however, that the Office of Inspector General 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 Office of Inspector General shall refer evidence of criminal misconduct regarding any death in custody to the District Attorney. Notwithstanding such a referral, the Office of Inspector General may continue to investigate a death in custody unless Office of Inspector General'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 Office of Inspector General 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 Office of Inspector General'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 Board regarding Office of Inspector General 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 Office of Inspector General recommendations, if any, for discipline; the outcome of any discipline recommendations; and the Office of Inspector General 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.

Minimum Qualifications:

Under Charter Amendment 4.137, neither the Inspector General nor any Office of Inspector General staff shall have been previously employed by a law enforcement agency or a labor organization representing law enforcement employees.

Education:

A Bachelor's degree from an accredited college or university.

Experience:

Five years of management experience in public administration, law enforcement oversight, performance or compliance auditing, public policy development, civil or human rights, criminal justice policy, investigations or a related field. All of the qualifying experience must include supervisory experience.

Substitution: Applicants may substitute up to two years of the required education with additional qualifying experience as described above.

Desirable Qualifications:

- Major coursework in public administration, criminal justice, law, public administration or a related field
- Juris Doctor (JD) from an accredited institution and/or a Master's Degree with major coursework as listed above
- Experience with law enforcement oversight is highly desired
- Experience developing and managing investigative policies and procedures
- Possession of a National Association for Civilian Oversight of Law Enforcement (NACOLE) Certified Practitioner of Oversight credential
- Strong organizational and management skills, including the ability to direct, supervise, and train staff, exercise administrative ingenuity, independent analysis, adaptability and judgment on complex administrative investigations
- Experience establishing new agencies or organizations
- Conducting, supervising or managing civil, criminal or personnel investigations
- Developing and/or applying investigative policies, procedures and methods
- Oversight or policy analysis involving jails or prisons
- Media and political savvy
- Understanding of legislation related to law enforcement oversight, operations, and regulations
- Experience working with employee organizations and unions, especially law enforcement unions
- Knowledge of and experience with the Public Safety Officers Procedural Bill of Rights (POBR)
- Commitment to celebrating diversity and contributing to an inclusive working and learning environment
- Able to recognize and consider trauma-informed perspectives

Compensation Package:

Salary Range: \$151,918 – \$193,856 Annually (*Salary is negotiable depending on experience*)

Health and Wellness:

- Medical insurance: Options of Health Net CanopyCare HMO, Blue Shield of CA Trio HMO, Access+ HMO, and PPO, and Kaiser Permanente HMO with employer contribution to the employee and dependent premiums.
- Vision: VSP Vision Care Benefits
- Dental: Delta Dental PPO, DeltaCare USA DHMO, UnitedHealthcare Dental DHMO with employer contribution to the employee and dependent premiums.
- Well-Being Programs: Group Exercise, Health Education Workshops and Seminars, EAP, and more
- Flex Credit Spending.

Other Benefits:

- Flexible Spending Accounts: Healthcare FSA, Dependent Care Assistance FSA
- Chubb Lifetime Benefit Term Insurance with Accelerated Death Benefit for Long-Term Care
- Auto and Home Insurance
- MetLife: Critical Illness and Accident Insurance
- LegalShield Legal Insurance
- Pets Best Pet Insurance

Paid Leave

- Ten (10) days of vacation accrued per year upon one year of service, twelve (12) legal holidays per year, five (5) floating holidays, and five (5) days of management leave.
- Sick: Thirteen (13) days accrued per year

Retirement:

- The City and County of San Francisco participate in SFERS, San Francisco Employees' Retirement System. The retirement formula for this pension is 2.3% @ 65, with full coverage for the retiree and 50% for qualified survivors upon 20 years of service.

For a complete benefit overview, click [HERE](#).

How To Apply:

Submit a cover letter and resume to Benjamin Richey, Senior Human Resources Consultant at benjamin.richey@sfgov.org by **DATE**

Selection Process:

Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented to determine candidates' qualifications. Only those applicants who most closely meet the needs of the Board will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement in the selection process.