

CHIEF INVESTIGATOR
Office of the Chief Investigator
(Job Description)

Section 7-1104 of the Detroit City Charter provides (in part) that the “board shall also appoint a chief investigator and such additional staff of investigators as it deems necessary. The chief investigator shall not have been an employee or elective or appointive officer of the city within three (3) years prior to appointment. . . .”

The Chief Investigator is an appointee of the Board and serves at the Board’s pleasure.

OVERVIEW: The Chief Investigator is the police department’s chief ethics officer. The Chief Investigator ensures that investigations conducted by the staff assigned to the Office of the Chief Investigator (OCI) are conducted in accordance with the Standard Operating Procedures and Case Management Plan, and are completed within the prescribed timeline.

Under the general supervision of the Secretary to the Board, the Chief Investigator manages, directs, evaluates, coordinates and organizes the activities of the OCI. The OCI is composed of sworn and civilian investigators whose primary responsibility is to investigate citizen complaints. In addition, he or she ensures that the investigative findings in all cases are consistent with the facts and evidence in those cases. The Chief Investigator reviews and approves all investigations before submitting them to the Board for its review and approval.

The Chief Investigator provides regular and ongoing in-service training for the OCI staff. He or she regularly reviews, and if necessary, revises policy and procedures to incorporate best practices. The Chief Investigator analyzes statistics and utilizes databases to identify applicable trends and patterns in the number and type of complaints filed, the locations where complaints are generated, and the individuals identified in the complaints. The Chief Investigator makes regular reports to the Board on the activities of OCI, and is a direct report to the Secretary to the Board. The Chief Investigator performs other assignments as directed by the Board Secretary and/or by a member of the Board.

DESCRIPTION OF PRIMARY FUNCTIONS

1. Supervise and evaluate all OCI staff, which includes implementing a training curriculum for all investigators and evaluating the performance of investigators and support staff.
2. Oversee the receipt, processing, and investigation of citizen complaints.
3. Develop and maintain the citizen complaint case management system.

4. Identify and provide timely information to the Chief of Police (or designee) regarding patterns of conduct or trends requiring intervention and/or risk management strategies.
5. Act as the intermediary for the Board with other agencies receiving complaints against the Detroit Police Department. Those agencies include the Mayor's Office, City Department of Human Rights, Office of the Ombudsman and the Department of Civil Rights.
6. In consultation with the Citizens Complaint Subcommittee review, research, analyze and make recommendations for changing or establishing police department policy based upon information received in the OCI.
7. Provide an Annual Report to the Board which details citizen complaint data, allegations and related findings. The Board approves the public dissemination within the first quarter of the following calendar year.
8. Maintain/revise the Standard Operating Procedures of OCI with the approval of the Board.
9. Attend Board meetings and/or represent the Board at any other pertinent meetings.
10. Perform other functions as directed by the Board and/or Secretary to the Board. The Chief Investigator reports directly to the Secretary of the Board.

EMPLOYMENT STANDARD

1. Applicants must have a Bachelor's Degree in the fields of criminal justice, law enforcement, public administration, human resources, or related fields. Possession of an advanced degree is preferable.
2. Applicants must have at least eight (8) years of combined experience in the following areas: investigation, supervision/management, case management, database management, and labor and employment relations.

Knowledge of: the substantive and procedural criminal laws for the State of Michigan; techniques of interviewing; the use and care of firearms; laws of arrest, search and seizure; rules of evidence; admissibility of confessions and witnesses' statements; employment contract administration; case and database management; and proper English construction and language usage.

Ability to: gather, analyze, correlate, and evaluate observed facts and evidence; interview or interrogate witnesses and accused persons effectively; accurately prepare investigative reports; read and comprehend legal material; communicate effectively

orally and in writing; work effectively with a variety of individuals and with various levels of government, law enforcement, and judicial agencies; the ability to work flexible and extended hours, including evenings, weekends and/or holidays; use computers as an investigative resource; learn, interpret and apply substantive and procedural laws, rules, regulations, policies and procedures to current investigations; work independently; work well under pressure and meet deadlines; and effectively deal with hostile persons and in adversarial environments.

ADDITIONAL QUALIFICATIONS

1. Applicants must be twenty-one (21) years of age at the time of application.
2. An applicant must be a U.S. Citizen or permanent resident alien who is eligible for and has applied for citizenship.
3. An applicant must possess a valid Michigan Driver's License.
4. Applicants holding active or current professional certifications or licenses (e.g., lawyer, accountant, etc.) must produce evidence of good standing with the licensing authority. Applicants with professional certifications or licenses that are inactive, expired, or lapsed, must demonstrate that they were in good standing with the licensing authority at the time their credential lapsed and were not subject to disciplinary action or under investigation for misconduct.
5. An applicant must successfully pass an exhaustive background investigation, including a drug screen and criminal history check.
6. The applicant must have the ability to exercise independent judgment and handle sensitive and confidential information.
7. The applicant must possess the ability to prioritize, compile, organize, evaluate and summarize data.
8. Computer literacy/proficiency in working with computer programs such as Microsoft WORD, ACCESS, and EXCEL, or with other word processing and database programs.

Special Requirement: The able to work flexible and extended hours, including evenings, weekends, and/or holidays.

Desirable Qualifications: The ability to sign or speak a foreign language.