



City of Cleveland
Justin M. Bibb, Mayor

VACANCY ANNOUNCEMENT

Public Safety Inspector General

Salary Range

\$74,880.00 - \$99,840.00 Annually

DESCRIPTION:

The Department of Public Safety, Public Safety Administration, is the executive office which oversees and provides administrative support to its several safety divisions comprised of the divisions of Police, Fire, Emergency Medical Services (EMS), Animal Care & Control (AC&C), and Corrections. The Public Safety Inspector General (PSAIG), a member of Public Safety Administration, serves as the lead internal investigative official within the Department of Public Safety, City of Cleveland and reports directly to the Chief Director of the Department of Public Safety (Chief Director) and serves to provide an additional layer of oversight for the Department of Public Safety and its employees in an effort to eliminate and deter misconduct and inefficiency within department operations. The PSAIG's primary responsibility is to conduct objective investigations and issue reports, independently or as directed by the Chief Director, which analyze, audit, inspect and evaluate compliance with the Public Safety divisions' policies, procedures, and practices, including compliance with federal and state law. Other duties include, but are not limited to:

- Exercise discretion and maintain confidentiality of investigations.
- Independently, or as directed by the Director of Public Safety, request and receive reports from the Office of Integrity Control (OICCEA) for the divisions of Fire, EMS and AC&C and the Internal Affairs Section for the Cleveland Division of Police, to gather statistics or other information for analysis and generating of reports or presentations.
- Collect and review disciplinary outcomes, to include analyzing the use of mitigating and aggravating factors, to assess disciplinary trends and whether discipline is applied consistently and without bias or partiality based on the nature of the allegation(s).
- Analyze and communicate trends to the Chief Director and Safety division executive staff to ensure the divisions are consistent with relative best practices.
- Develop recommendations for reform concerning division policies, procedures, practices, equipment, and training to improve services and accountability.
- Create and monitor processes to coordinate implementation of recommendations approved by the Chief Director.
- When appropriate makes reports and recommendations available to the public.

- ***Specific to the Division of Police:***
 - Keeps abreast of the current trends and issues in law enforcement and 21st century policing and accountability, both nationally and locally.
 - Analyze whether Division of Police policies, procedures, and practices are effective and consistent with principles of procedural justice, bias-free and community policing, and promote public and officer safety.
 - Review and analyze recommendations or direction from the Civilian Police Commission to the Chief Director of Public Safety or Chief of Police.
- Any other related duties as directed by the Chief Director of Public Safety.

MINIMUM QUALIFICATIONS

EDUCATION

A Bachelor's Degree from an accredited four year college or university is required, those in a Business, Criminal Justice or Public Administration field are preferred. A Juris Doctor (JD) from an accredited institution and/or a Master's Degree is preferred.

Five (5) years' experience as an inspector general, certified public accountant, auditor, licensed attorney, law enforcement officer, or other investigative officer involving supervisory or managerial experience preferred. Light physical effort in sedentary to light work. May involve some manipulation of lightweight items (5-10 pounds). May involve extended periods of time at a keyboard or workstation.

EDUCATION AND EXPERIENCE

Minimum of five years of full time professional experience in law enforcement practices, investigations, and/or civil rights law is required. Demonstrable experience in developing investigative policies, procedures, and methods in accordance with related laws; and Ability to conduct interviews, take statements, review documents and analyze evidence. Candidate must also have strong leadership which demonstrates the highest ethical standards, good judgment and interpersonal skills. Must be able to plan, implement, and communicate in an open and transparent environment.

Must be able to withstand an extensive background check and should have no actual or perceived conflicts of interest with the City of Cleveland. May not be a current or former employee of the Cleveland Division of Police. Must possess a valid State of Ohio Driver's License (Those persons who live or work outside of Ohio must have the ability to obtain one within 60 days of the date of hire). Must possess the following skills: Strong audit, analytical, and investigative; Strong computer skills - Microsoft Office and the ability to quickly learn software utilized by the Division and other related law enforcement software; Strong oral and written communication - including the ability to deliver presentations throughout the Department, City government, and the community, together with the ability to write and edit comprehensive and understandable reports and memoranda.