

City of Fort Worth, Texas Job Description

Classification Title	Police Oversight Deputy Director		
Job Code:	AD1261	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	12/18/2019
FLSA Status	Exempt	Date Revised:	04/26/2024

GENERAL SUMMARY

Assist in planning, directing, managing the activities and operations of the Police Oversight Office, including providing civilian oversight over the Fort Worth Police Department by reviewing, analyzing, evaluating, and processing public complaints. Provides highly responsible and complex administrative support to the Police Oversight Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists with the activities of the Police Oversight Office, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Assist in the process to create the Police Community Board to include public meetings and public input. Works with developing and coordinating the schedule and calendar for the development of the Police Community Board (Board) in cooperation with the Police Oversight Director.
3. Accepts public complaints against Police Officers. Maintains confidentiality in compliance with state and federal law and the Meet and Confer Agreement. Conducts initial interviews with the complainant explaining the oversight and investigative process. Assist with explanations of police policies and procedures to complainants.
4. Participates in the complaint investigation process when complaint is of a serious nature. Assist the Police Oversight Director in reviewing and monitoring critical incidents and investigations.
5. Maintains communication with the Fort Worth Police Department and the Internal Affairs Division. Forwards any relevant information of an investigation to the Police Oversight Director.
6. Provides and makes policy recommendations to the Police Oversight Director.

7. Initiates and maintains relationships with the community and citizens. Identifies opportunities to initiate relationships with the public including networking, attending community events, developing public outreach programs, etc. Gains, strengthens and enhances trust between the City, community and general public.
8. As directed, interacts with the community and keeps the community informed about the work of the Police Oversight Office, the City's role and oversight of the Police Department, Police related activities impacting the community, etc. Assist with publishing newsletters and making public appearances.
9. Assist in administrative support to the Board including the coordination of meetings for the Board, acting as an Assistant to the Police Oversight Director.
10. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of related programs, service delivery methods and procedures, and works with subordinate employees on the continuous improvement of City services.
11. As directed, acts as professional resource/advisor to public and executive management including any special committees with regard to related programs.
12. Assist in the development and administration of assigned budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
13. Provides executive level staff assistance to the Police Oversight Director; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
16. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - State, federal, and local laws including criminal law and employment law.
 - State Civil Service Law (Chapter 143 of the Texas Local Government Code) and Civil Rights Law.
 - Operations, services and activities of an oversight program.
 - Principles and practices of program development and administration.
 - Methods and techniques of investigation, training, counseling and conflict resolution.
 - Principles and practices of procedural justice.
 - Principles and practices of municipal budget preparation and administration.
 - Principles and practices of staying current with recent developments in the Police community.

- Principles of supervision, training and performance evaluation
- **Skill in:**
 - Administrative and management functions.
 - Strong interpersonal and supervisory relations.
 - Effective oral and written communication.
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving.
- **Ability to:**
 - Interact with citizens, police officers and the community.
 - Demonstrate objectivity towards police and community interests.
 - Communicate clearly and effectively, both orally and in writing.
 - Manage and direct a comprehensive Police Monitoring program.
 - Develop and administer departmental goals, objectives and procedures.
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in labor/employment law, mediation, human resources management, business or public administration, or a related field and including six (6) years of administrative increasing responsibility and experience with 2 years of supervisory responsibility. No prior experience with or other representation of the Fort Worth Police Department or individual Fort Worth Police Officers. Experience in all phases of Police monitoring, civilian oversight administration, and procedural justice is desired.

OTHER REQUIREMENTS

Valid Texas driver's license and ability to meet a background check that allows for CJIS (Criminal Justice Information System) certification.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or

constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.