

**CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION**



**CLASS SPECIFICATION**  
POSTED JUNE 1999

03-26-96            **INSPECTOR GENERAL, 0601**

**Summary of Duties:** The Inspector General plans, assigns, organizes and directs the work and resources of professional and clerical personnel engaged in the oversight of the Los Angeles Police Department's internal disciplinary process, civil litigation, and citizen complaint procedure and audit; acts as staff consultant to the Board of Police Commissioners and handles special investigative assignments at its direction; personally performs the more difficult or sensitive work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities and does related work.

**Distinguishing Features:** The Inspector General, established by Charter amendment and exempted from civil service, reports to and is appointed and removed by the Police Commission. A primary responsibility of the Inspector General is the detailed annual audit of the Police Department's disciplinary system which is reviewed and evaluated by the Police Commission. Additionally, the Inspector General is responsible for analyzing and processing personnel complaints and use of force reports to provide a basis for policy recommendations. The Inspector General serves as the Board's independent investigator and directs highly sensitive investigations including but not limited to charges of corruption, excessive force, retaliation and bribery. Because of the sensitive nature of the subject matter, the incumbent in this classification is responsible for the strict observance of confidentiality by all subordinate staff members. The Inspector General is provided access to all Departmental documents, records and other information related to complaints and special independent investigations.

The Inspector General performs complex and sensitive inquiries into disciplinary situations and other operational issues in the Los Angeles Police Department in compliance with the tenets of Proposition F, the Christopher Commission and the policies promulgated by the Board of Police Commissioners. The work performed is subject to review in terms of adherence to policy, initiative, and sound judgement. There are few guidelines or precedents on which to base this work; and assignments are received in terms of broad objectives or complex problems.

The Inspector General reports to and acts as advisor to the Board of Police Commissioners on matters including but not limited to the disciplinary process in the Los Angeles Police Department and provides insight into the progress, investigation, adjudication, and tracking of discipline as directed by the Board. Additionally, the incumbent summarizes pending litigation for the Board and maintains communication with the City Attorney's office.

The Inspector General serves as a full-time second level supervisor, and is fully accountable for his or her work and the work of subordinates. The Inspector General receives minimal supervision and

his or her work is reviewed mainly in terms of objectives accomplished, compliance with policies, and problems solved.

The Inspector General is responsible for the full range of supervisory duties including the application of discipline, training, processing and resolution of grievances, and evaluation of performance.

**Examples of Duties:** An Inspector General performs the following activities through subordinate supervisors:  
Reviews personnel complaints filed against Police Officers to determine whether investigations are conducted fairly and comprehensively and progress within standard time frames; and to determine whether adjudication complies with Department policies and procedures.  
Handles special investigative assignments as directed by the Board of Police Commissioners, including auditing and assessing the Department's compliance with Christopher Commission recommendations.

- Develops reporting and tracking systems to monitor compliance with policies, regulations, and relevant legislation, and to detect patterns of behavior.
- Conducts the annual audit of the internal disciplinary system to identify trends and problems to ensure that oversight by the Board of Police Commissioners is objective and comprehensive, and in compliance with Christopher Commission recommendations.
- Reviews and evaluates citizen complaint intake procedures in police facilities to ensure fair and courteous treatment of citizens and timely processing of complaints.
- Reviews reports prepared by subordinates and evaluates personnel complaints investigated by subordinates to ensure that they are conducted according to the policies of the Police Commission.
- May write the more sensitive or complex reports and recommendations regarding citizen complaints for Police Commission review.
- Audits Internal Affairs Group investigations to ensure thorough and unbiased adjudication and consistent disciplinary action, as necessary.
- Evaluates litigation to determine the presence of misconduct or excessive force by either civilian or sworn employees, and to identify whether a nexus exists between the Los Angeles Police Department's disciplinary policies and excessive force litigation.
- Establishes and maintains communication with Legal Affairs Division and the City Attorney on matters of mutual concern such as litigation, excessive force, or misconduct to determine whether revisions in policies or procedures might mitigate legal actions against the City.
- Coordinates requests from the Board of Police Commissioners for City Attorney opinions and briefings in executive sessions on matters related to litigation.
- Plans, assigns, directs, coordinates, and evaluates the work of professional and clerical personnel engaged in oversight and auditing activities and the related data input and filing associated with such activities.
- Applies a variety of training techniques to keep subordinates up to date on litigation related to excessive force and other public safety issues to maximize the skills and potential of

**Example of Duties (Cont.):**

- subordinate staff.
- Maximizes productivity through effective communication and motivation of subordinate employees.
- Communicates equal employment/affirmative action information to employees.
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** It is desirable that the Inspector General have the following knowledges and abilities:

**A good knowledge of:**

The differences between interviewing and interrogating, and the appropriate times to interview

- rather than interrogate, in order to ensure fairness when interacting with citizens and competence when evaluating interrogations from Internal Affairs Division.
- Auditing principles, practices, and techniques such as reviewing and analyzing records and interviewing sufficient to direct the work of subordinate employees who are involved in auditing and monitoring the Los Angeles Police Department's disciplinary and other systems or performance.
- Criminal law and the elements of offenses in order to review cases and determine whether or not criminal behavior or misconduct is present and to distinguish the elements of behavior that constitute a crime.
- The organization, functions, and procedures of the Police Department and the role of the City Attorney in such areas as, the Board of Rights, discipline, and personnel complaint investigations in order to determine fair and consistent application of disciplinary action, and to facilitate communication with the appropriate Department entities.
- The principles of the administration of discipline in a law enforcement agency to determine if the Los Angeles Police Department's disciplinary system is functioning in a fair and consistent manner; and to make sound recommendations for revisions to existing regulations to ensure that the Department's objectives and ethical standards are being met.
- The major principles, practices, and methods of public administration, budgeting and financial control, personnel administration, administrative analysis, the City's legislative process, and cost accounting, sufficient to direct the activities of employees responsible for auditing and monitoring the Department's disciplinary and other systems or performance.
- Procedures for grievance handling.
- Supervisory responsibility for EEO and AA as set forth in the City's Affirmative Action Program.
- Effective safety principles and practices.

**A working knowledge of:**

- Current trends and developments affecting police work such as community based policing to determine whether the disciplinary system or other police operations are functioning in support of the tenets of modern law enforcement.
- Memoranda of understanding as they apply to sworn and civilian personnel.
- City Charter and the Administrative Code as they relate to the Police Department.
- City personnel rules, policies and procedures.

**A general knowledge of:**

- Legislation related to the retention and release of confidential documents.
- Computer-based information management capabilities sufficient to develop a disciplinary monitoring system and revise the system when necessary, in order to detect patterns and/or trends in individual officers or in particular areas of the Department.

**The ability to:**

- Analyze and evaluate tangible and abstract data and draw sound conclusions.
- Prepare and interpret statistical computations, charts, and diagrams.
- Deal tactfully and effectively with elected officials, Commissioners, bureau and department heads, supervisors, other employees, and citizens.
- Organize and conduct studies pertaining to budget preparation, personnel utilization, performance reporting, and special project development and implementation.

Prepare and direct the preparation of clear, concise, and comprehensive oral and written reports.  
Plan, organize and direct the activities of an administrative staff involved in analyzing and monitoring policies and procedures related to discipline in the Police Department.  
Develop subordinates through performance feedback, and to motivate subordinates to maximize productivity.  
Establish and maintain a work environment to enhance both employee morale and productivity.

**Minimum Requirements:**

Graduation from a recognized four year college or university and two years of full-time paid professional experience at a senior executive level in one or more of the following areas: private investigation, legal professional, command level law enforcement, or senior (second level supervisory) level administration.

Experience in investigating, interviewing, and monitoring law enforcement issues and related public policy matters in a major city is desired, but not required.

**License:** A valid California driver's license and good driving record may be required.

Persons with medical limitations may, with reasonable accommodations, be capable of performing

the duties in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**