

**EXECUTIVE DIRECTOR POLICE COMMISSION, 0600**

DUTIES STATEMENT

7/11/2024

Summary of Duties: The Executive Director Police Commission is the chief administrative officer of the Los Angeles Board of Police Commissioners, a civilian oversight board comprised of five Commissioners appointed by the Mayor. Under the City Charter, the Board of Police Commissioners is the head of the Los Angeles Police Department (LAPD), setting policies for the Department and overseeing its operation. Consistent with the instructions provided by the Police Commission, the Executive Director administers the affairs of the Police Commission. The Executive Director works closely with the Police Commission, individual Commissioners, and the Police Commission sworn and civilian staff to anticipate and analyze issues that may come before the Commission and recommend appropriate Commission action. To further the work of the Police Commission, the Executive Director also coordinates with the Office of the Inspector General, the Chief of Police and command staff, the City Attorney's Office, other branches of City government and the community at large.

Distinguishing Features: The Executive Director Police Commission is selected by, and serves at the pleasure of, the Board of Police Commissioners. The Board of Police Commissioners has the power to appoint and remove the Executive Director, whose position is exempt from Civil Service provisions. The Executive Director has line authority over all subordinate sworn and civilian employees of the Police Commission, including the authority to appoint, discharge, discipline, suspend or transfer staff of the Police Commission.

The Executive Director is expected to be a visionary leader that values transparency and accountability, is committed to the Police Commission's oversight mission, and provides the Police Commission with expert leadership and technical support.

Example of Duties: The Executive Director Police Commission directs the following program activities of the Police Commission through subordinate supervisors:

- Supports, plans, directs, and coordinates all Police Commission-related meetings, directives, programs, services, and activities, including providing support to individual Commissioners carrying out their duties as Commissioners;
- Directs and supervises all civilian and sworn personnel assigned to the Police Commission and Commission Investigation Division;
- Supports and oversees the development and implementation of the Police Commission's policies and directives, including coordinating with the Chief of Police and command staff to ensure implementation and accountability;
- Coordinates with the Office of the Inspector General to ensure the Commission is provided with investigations, audits, and other information as necessary to support the Commission's effective operation;
- Acts as the primary liaison for the Police Commission with other City departments and officials, including the Mayor, City Council, and City Attorney's Office;

- Acts as the primary liaison for the Police Commission with community groups and organizations;
- In conjunction with the Commission's Public Information Director, acts as a liaison to the media and assists with processing public requests for information;
- Represents the Police Commission at various civic and governmental functions and with other police agencies and civilian organizations;
- Prepares the annual budget for the Police Commission;
- Prepares reports to the Police Commission or individual Commissioners, as needed;
- Provides input to the Board Secretary with respect to the Police Commission's agenda;
- Reviews sworn and civilian employee grievances and complaints to the Board of General Appeals;
- Directs the preparation and presentation of grievances and general appeals to the Board of Police Commissioners;
- Oversees the investigation of applicants for police permits;
- Directs follow-up investigations of businesses requiring police permits to ensure adherence to Board regulations;
- Directs the enforcement of the Los Angeles Municipal Code, False Alarm Ordinance;
- Communicates equal employment information to employees; and
- Fulfills supervisory responsibilities as set forth in the City's Equal Employment Opportunity Program.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Minimum Requirements:

A Bachelor's degree from an accredited four-year college or university and five years of management experience directing staff with responsibility for oversight, review or audit activities for a law enforcement, governmental, legislative or legal agency.

Experience in dealing with the criminal justice system, law enforcement issues and operations is especially desired.

License: A valid California driver's license may be required.

Persons with medical limitations may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

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