

## **Job Summary**

The Metropolitan Police Department (MPD) is the primary law enforcement agency for the District of Columbia. It is the mission of the Metropolitan Police Department to safeguard the District of Columbia and protect its residents and visitors by providing the highest quality of police service with integrity, compassion, and a commitment to innovation that integrates people, technology and progressive business systems.

This position is assigned to the Professional Development Bureau (PDB), Disciplinary Review Division (DRD), to serve as the Director of Disciplinary Review. This position is responsible for the Disciplinary Review Process which serves a diverse workforce of about 4,000 sworn and civilian members. The incumbent reports to the Executive Director, Professional Development Bureau, who assigns work in terms of overall goals, new priorities, and/or brief discussions.

## **Major Duties**

The incumbent is delegated authority for the execution of the total Disciplinary Review Process that serves a diverse workforce of sworn and civilian members.

Interprets laws, policies, regulations, and guidelines of the District of Columbia, General Orders of the Metropolitan Police Department, and agreements with various Bargaining Units while creating the appropriate documents to impose discipline.

Evaluates sworn and civilian administrative investigations to determine the appropriate charges and penalties while ensuring compliance with established timelines; monitor discipline process for consistency in the application of policies, procedures and guidelines relating to sworn and civilian personnel.

Makes difficult decisions, and discuss sensitive cases with command officials, at hearings, or in other meetings and be able to ensure compliance with documented procedures. The incumbent may meet with union officials to discuss disciplinary matters.

Provides staff advice and guidance to senior level management with regards to civilian and sworn discipline matters. Assist in the development of policies and guidelines related to conduct and discipline.

Assists in the development and implementation of awareness programs on MPD standards of conduct; Identify trends, lessons learned and best practices relating to conduct and discipline issues.

Participates in operational planning with senior level management to identify phases, timelines, implementation process, etc. Continuously provides feedback to the Supervisor and senior level officials on the status of work-plan efforts, timelines and any residual effects.

Exercises authority for all discipline matters to include testifying at arbitration hearings, Office of Employee Appeals hearings, and civil and criminal trials to include providing depositions on behalf of MPD as a witness.

Provides managerial oversight of personnel advisory services performed by subordinate staff engaged in various disciplinary mandates, objectives, and projects of the Division. Makes

recommendations to the Executive Director on issues involving all aspects of the discipline process including termination.

Participates in discussions with members of the Office of General Counsel and Labor Relations, with regards to union concerns, formal grievances, etc. Offers authoritative guidance on difficult, unusual, or unprecedented circumstances arising from union contracts, labor practices, grievances, and appeals regarding sworn and civilian members proposed discipline.

Facilitates commander resolution conferences with members; provide advice, recommendation and training to other senior managers regarding best practices related to discipline.

Provides authoritative reports, trends and analysis to senior managers in a timely manner regarding discipline.

Evaluates subordinate managers and serves as the reviewing official for evaluations of non-supervisory employees rated by subordinate supervisors.

Performs other related duties as assigned.

*A criminal background including criminal history and credit check are required for positions within the Metropolitan Police Department. Must possess and maintain a valid driver's license.*

### **Licensures, Certifications and other requirements**

NA

### **Education**

BA/BS preferred; Master's degree or JD is highly preferred. Knowledge of sworn members preferred.

### **Work Experience**

Experience that would lead you to a successful career in this role is required. You will also need to have one year of experience at the grade below this position and your resume must reflect that experience. Seven (7) years of supervisory experience required. Five (5) years of disciplinary process management experience required.

### **Work Environment**

The work is performed in an office setting. This position operated within the confines of a 24/7 operation. Incumbent of this position is required to provide after-hours on call support including weekends and holidays when needed. Incumbent may also be subjected to rotating shifts, weekend work and changes in days off.

### **To Apply**

To formally apply for this position, please fill out an application on <https://careers.dc.gov/> (job #: 2526)