



CITY OF BALTIMORE

Department of Human Resources

7 E. Redwood Street, 16th Floor

Baltimore, MD 21202 (410) 396-3860 711(TTY) [www.baltimorecity.gov](http://www.baltimorecity.gov)

**Office of Equity and Civil Rights is An Equal Opportunity Employer**

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OPENING DATE: 2/1/2023

CLOSING DATE: posted until filled

**CLASS DESCRIPTION:**

**THIS IS A NON-CIVIL SERVICE POSITION**

**Police Accountability Division**

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Deputy Chief Of Police Accountability**

**Department Overview**

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws, ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

The Police Accountability Board (PAB), mandated by the Maryland Police Accountability Act of 2021 and created in Baltimore by City Council Bill 22-0234, is an independent body of 17 civilian members tasked with the intake of all police misconduct complaints involving a member of the public, holding regular meetings with the heads of law enforcement, reviewing policy and data issues on policing issues, and disseminating public reports about the state of police misconduct. The Administrative Charging Committee (ACC), mandated by the Maryland Police Accountability Act of 2021, is a body of five civilian members who review the investigations for the complaints filed with the PAB and decide on disciplinary outcomes.

## **Background**

The Deputy Chief is responsible for management activities necessary to ensure the agency's efficient and effective operation. The selected candidate will be responsible for managing the daily operations of PAB and ACC which includes the development of policy, supervision of personnel, and the planning/implementation of consistent business practices among the various Divisions. The scope and complexity of duties for this role will require the individual to exercise independent judgement with limited supervision.

## **Duties and Responsibilities**

Responsibilities of the Deputy Chief include, but are not limited to, the following:

- Assist with the organization and administration of diverse development and operations of PAB and ACC.
- Assist the Chief in determining priorities for resources for the division.
- Oversee staff in day-to-day operations.
- Assist the Chief of PAB in responding to Mayor and City Council, employees, contractors and consultants and customers regarding development policies and procedures, problems, complaints, and other service issues.
- Represent the Director of OECD and Chief of PAB in a wide variety of meetings with municipalities, not-for-profit entities, business partners, and on multi-jurisdictional task forces and committees.
- Effectively lead and oversee the PAB and ACC to assure its functions meet all financial, quality, budgets and procurement requirements. Provides thought & focused leadership by articulating needs and plans to the division.
- Evaluate, design and implement an organizational structure and departmental policies and procedures to effectively manage the division and assure the implementation of its mission.
- Responsible for emergency planning and is required to be on 24-hour call to address any emergency situation.
- Perform other related duties as necessary

## **Qualifications**

The Deputy Chief of PAB must have significant legal, investigative, human resources, and law enforcement oversight or prosecutorial experience.

## **The successful candidate will demonstrate:**

- A reputation for integrity and professionalism with the ability to maintain a high standard of integrity and professionalism.
- A commitment to the need for and responsibilities of law enforcement including enforcement, community care-taking, and the need to protect the constitutional rights of all affected parties.

- A commitment to the statements of purpose and policies as set forth in the Maryland Police Accountability Act of 2021 and Baltimore by City Council Bill 22-0234
- A history of leadership experience.
- The ability to relate, communicate, and engage effectively with all who have a stake in policing including but not limited to, the general public, complainants, disenfranchised communities, BPD employees, and relevant City and other officials including the Mayor, Council, City Attorney, Chief of Police, OIG, etc.
- An understanding of the City's demographic and socio-economic diversity and proven experience working with and valuing the perspectives of diverse groups and individuals.
- The ability to carry out the duties of the Deputy in a manner that reflects sound judgment, independence, fairness, and objectivity in an environment where controversy is common.
- Knowledge of the principles and practices of public and business administration and management, including the process of planning, organizing, staffing, directing and controlling.
- Ability to adapt and apply the concepts and techniques of administrative analysis to the needs of specific projects.
- Ability to interpret and apply a variety of laws, rules, regulations, standards and procedures.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Ability to compile financial and operational data and to analyze charts and reports and statistical and budgetary statements.
- Ability to coordinate the activities of various organizational units.
- Ability to plan, organize and direct the work of others.
- Ability to research and write complex narrative and statistical reports
- Ability to speak and testify effectively before governmental and legal bodies and commissions, the media and community and business groups.

### **LICENSES, REGISTRATIONS AND CERTIFICATES**

Not Applicable.

### **Compensation**

\$80,743 - \$129,075

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

**To Apply: (Job open until filled)**

Interested candidates should submit a cover letter and resume, to Khadeja Farahmand, Chief of Staff via email to [Khadeja.Farahmand@baltimorecity.gov](mailto:Khadeja.Farahmand@baltimorecity.gov). Please include "Deputy Chief" in the subject line.

**Financial Disclosure:**

This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

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