

County of Henrico Job Classification

Disciplinary Review Manager



General Summary of Classification:

The civilian incumbent is delegated authority for reviewing and administering the Division of Police's disciplinary review processes that investigate allegations against Division personnel; evaluates completed investigations to determine the appropriate charges and disciplinary actions; ensures processes and actions are accurately documented and carried out; ensures investigations and actions are consistent and comply with established processes, notifications, documentation requirements and timelines; ensures consistency and accuracy in the interpretation and application of policies, procedures and guidelines relating to allegations and investigations; reports directly to the Chief of Staff; and performs related and other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

- Evaluates administrative investigations related to allegations against Division personnel to determine the appropriate charges and disciplinary actions while ensuring compliance with established timelines and procedures.
- Monitors discipline process for consistency in the application of policies, procedures and guidelines.
- Makes difficult interpretations and decisions through careful analysis, interpretation and applications to relevant allegations and investigation findings.
- Appropriately discusses cases with need-to-know command officials, at hearings, or in other meetings.
- Accurately prepares and maintains various types of paper and electronic documentation and reports related to disciplinary processes and actions.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent analytical skills; ability to accurately interpret and apply policies, procedures and guidelines to unique, complex and sensitive allegations and investigative findings; excellent knowledge of the spectrum of disciplinary action and appropriate use of disciplinary measures based on unique circumstances; professional integrity.
- **Technical:** Serves as the Division subject matter expert (SME) on disciplinary processes and disciplinary actions. Maintains a thorough working knowledge of Division directives; provides advice and guidance to senior level management with regards to civilian and sworn discipline matters; assists with developing and maintaining policies and guidelines related to sworn personnel conduct and discipline matters.
- **Interpersonal, Communication and Customer Service:** Ability to communicate and interact professionally, objectively and impartially with a diverse array of relevant internal and external witnesses and stakeholders; develops and maintains effective

working relationships with appropriate boundaries to ensure all levels of employees have confidence in the disciplinary process; collaborates effectively to establish and maintain respectful, trusting, positive working relationships.

- **Decision-making and Authority:** Determines appropriate disciplinary actions for all sustained internal affairs investigations; ensures all disciplinary process related activities comply with established policies and procedures; ensures consistency and accuracy in the interpretation and application of policies, procedures and guidelines relating to allegations and investigations; ensures approved disciplinary actions and training recommendations are documented and carried out; obtains the Chief of Police's approval to proceed with disciplinary determinations.
- **Leadership:** Non-supervisory. Serves as the Division's designated disciplinary authority; conducts hearings in collaboration with County Human Resources designated staff; testifies as an expert witness as needed; professional integrity.
- **Environment:** Typically works in an office setting; may work in various locations based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to perform primary duties. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

Minimum Education and Experience:

- **Education:** Four (4) year degree in a relevant field, with a Juris Doctorate (J.D.) preferred;
- **Experience:** Five (5) years of previous relevant work experience including at least two years at a managerial level;
- **OR:** Any equivalent combination of experience and training which provides the necessary Knowledge, Skills, and Abilities.

Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.
- Valid Driver's License.

Job Code: G.B.B.0021

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This is a generalized class specification and not a job description. Actual duties, qualifications, and requirements vary by position. For more information, contact the Henrico County Department of Human Resources.