



# Notification of Request for Qualifications

City of Olympia | Capital of Washington State

## Police Auditor

The City of Olympia is soliciting a qualified auditor to review specified investigations within the Olympia Police Department (OPD).

The Police Auditor is selected and retained by the City Council. The City Council's General Government Committee is leading the recruitment and hiring process for a Police Auditor. They will make a final recommendation to the full Council for approval.

### A. BACKGROUND

#### Olympia Police Department

The Olympia Police Department provides professional, innovative, and progressive criminal justice services to the Olympia community. OPD is comprised of two divisions – Operations and Administrative Services. The Office of the Chief oversees the entire department and is responsible for the Department's Professional Standards Program. The Department also runs the Olympia City Jail, a 28-bed facility, and administers contracts with the Lewis County and Yakima County Jails for additional bed space. A Crisis Response Unit (CRU) program and Familiar Faces program were created within the last two years. The CRU delivers non-enforcement response to individuals experiencing crisis while the Familiar Faces program provides peer navigators to work with the community's highest users of services to seek out non-enforcement solutions.

OPD employs 110 individuals which is made up of 76 Commissioned personnel, 13 Corrections Officers, and 21 civilians. In 2019, OPD reported 50,595 calls for service, 3,007 arrest, and 1,218 bookings in Olympia's Municipal Jail. In the most recent [Office of Professional Standards Report](#) information is provided on internal investigations, findings, and corrective actions.

#### Police Auditor

On September 20, 2002 City Council approved Ordinance No. 6220 which added a new Chapter (2.38) to the Olympia Municipal Code – Police Auditor. The stated purpose of the Police Auditor is to “provide an independent review and audit of investigations of complaints about the Police Department and/or its employees” in order to increase public trust and confidence in the professional accountability systems of the Police Department.

The City Council retained their first Police Auditor, in compliance with the Ordinance, on January 28, 2003. A Police Auditor was in place every year until 2009. Due to the great recession, the funding was cut starting in 2010. During the 2020 budget process, the Council appropriated funds to reinstate a Police Auditor.

### B. DUTIES AND RESPONSIBILITIES:

The Police Auditor will be responsible for the following:

1. Reviewing police professional standards investigations relating to complaints about the Police Department or its employees to determine if the investigations meet the standard of being complete, thorough, objective, and fair.
2. Reviewing all complaints about police employees that allege the use of excessive or unnecessary force, civil rights violations, or bias. Review of all reported uses of force within the department as defined in [Olympia Police Department General Order 1.3](#).
3. Providing an impartial review of the Police Department's internal investigative process and verification of the Department's compliance with established policy and procedures.
4. Filing a mid-year and annual report with the City Council, with a copy to the City Manager which lists the complaint type, whether additional investigation was requested, the response, and a finding on each complaint case audited indicating whether the investigation met established standards or failed to meet established standards. Each report shall give an analysis of key trends and patterns, and recommendations for revisions.

### **C. APPLICANT SELECTION CRITERIA:**

City staff will evaluate qualifications and develop a list of qualified applicants. Applicants may be invited to appear for interviews (as deemed necessary by the General Government Committee). The Committee will make a final recommendation to the full Council for approval based on qualifications, demonstrated competence, and technical response to the Request for Qualifications (RFQ). When the final recommendation is approved, the successful Police Auditor will be invited to enter into contract negotiations with the CITY.

The City of Olympia will evaluate the statement of qualifications based on the following criteria:

1. A history of exemplary personal and professional conduct and integrity;
2. The ability to establish a broad base of credibility in the community;
3. A law degree or an advanced degree in a relevant social science;
4. Knowledge of and experience with contemporary investigative techniques;
5. Knowledge of labor law as applied to public safety employees;
6. Excellent written and oral communication skills; and
7. Familiarity with and the ability to use basic social science statistical analysis techniques.

### **INSTRUCTIONS TO SUBMIT QUALIFICATIONS**

The deadline for this RFQ is **5:00 pm Pacific Standard Time, Tuesday, September 22, 2020**. Earlier responses are welcome.

To obtain information to submit qualifications, please visit either:

1. [City of Olympia RFP & RFQ Page](#). The Request for Qualifications will be posted under “Current RFP/RFQs”. If using this option, please review this page to verify any addendums posted are reviewed before submitting.
2. [Washington State’s Electronic Business Solution \(WEBS\)](#). The Request for Qualifications can be found by in WEBS by searching:

**Organization Name:** Olympia, City of

-OR-

**Customer reference number:** OLY-RFQ-001

For questions about this RFQ, please contact the RFQ Coordinator via email at [dsulliva@ci.olympia.wa.us](mailto:dsulliva@ci.olympia.wa.us).