

**CITY OF ROCHESTER  
OFFICE OF PROFESSIONAL STANDARDS AND ACCOUNTABILITY  
ROCHESTER POLICE DEPARTMENT**

Those assigned to the office of professional standards and accountability (OPSA) work to maintain the Rochester Police Department's professional standards and ensure professional accountability. The professional standards executive officer works in conjunction with the appointed professional standards manager and reports to the Office of the Chief.

The OPSA will function in a manner necessary to promote the public's trust and maintain the integrity of the Rochester Police Department through the objective and intensive investigation of allegations of police misconduct. The primary goal is to assure the public that official police misconduct will not be tolerated and, at the same time, provide a process whereby officers unjustly accused can be vindicated.

### **OPSA DUTIES AND RESPONSIBILITIES**

#### **Manage Complaint Investigation Process**

- Review and respond to alleged violations of rules, regulations, policies and procedures and standards of conduct.
- Conduct investigations of complaints of misconduct by employees of the Rochester Police Department.
- Investigate reported violations of state/federal ethical and agency laws, rules, and policies.
- Review police reporting related to arrest and use of force for compliance with policies, procedures and standards of conduct.
- Provide recommendations regarding the disposition of cases, and ensure consistency for proposed disciplinary action.
- Prepare detailed confidential reports and summaries of investigations.
- Maintain records of investigations and related data.
- Evaluate the internal investigation process and provide recommendations on strategies and policies to improve complaint gathering and investigative procedures.
- Institute and maintain an effective communication process for the professional standards program.

#### **Oversee Compliance Program**

- Audit department policy for compliance with established policy, legal requirements, and collective bargaining obligations.
- Assess disciplinary procedures and ensure compliance with established policy and legal requirements.
- Ensure the security of administrative files to ensure compliance with data privacy requirements.
- Observe, investigate and identify problems in departmental operations and propose corrective action.
- Provide reports on a regular basis, and as directed or requested, to inform the Chief of Police of progress of compliance efforts.
- Work with others as appropriate to develop an effective training program, including appropriate introductory training for new employees as well as ongoing training for all employees.

- Monitor the performance of the compliance program and related activities on a continuing basis taking appropriate steps to improve its effectiveness.

**Perform Public Relations Activities**

- Improve transparency by meeting and corresponding with various citizen, professional, business, legislative, and other groups to answer questions, in response to inquiries about professional conduct and accountability of staff.
- Represent the Rochester Police Department in matters pertaining to the conduct and accountability of Rochester Police Department staff.
- Manage and promote on-going relationships with community organizations and the general public as well as media organizations.
- Represent the Police Chief on committees, task forces, and at meetings as assigned.
- Inform the Police Chief of significant matters and developments.

**Perform other duties as assigned or necessary.**