

# Metropolitan King County Council

## Position Descriptions



Position: OLEO Director	FLSA: salaried, overtime exempt
Department: Office of Law Enforcement Oversight (OLEO)	Salary Grade: 134
Council Approved: December 15, 2020	Revised: April 1, 2025

### Classification Summary

The OLEO Director is a single-incumbent role appointed by, and serving at the will of, the Council for a four-year term and is subject to reappointment per the King County Charter and King County Code. This is a salaried, overtime exempt classification. This position reports administratively to the Chair of the Council and reports functionally to the Council as a whole.

### Distinguishing Features of this Position

The OLEO Director serves as the lead administrator of the Office of Law Enforcement Oversight (OLEO) responsible for representing the interests of the public and increasing confidence in King County police services through independent civilian oversight of the King County Sheriff’s Office and its employees in compliance with King County Code Chapter 2.75.

### Essential Duties and Responsibilities

- Lead and manage OLEO in an independent and objective manner that is consistent with King County Equity and Social Justice Strategic Plan.
- Provide leadership and management of OLEO’s programs related to: receiving complaints and concerns about the Sheriff’s Office, monitoring and reviewing sheriff’s office investigations of misconduct and serious officer-involved incidents, administering or facilitating alternative dispute resolution process between a community member and officer, attending investigative interviews for internal investigations, conducting systemic review of the Sheriff’s Office practices, making policy recommendations for improvement of Sheriff’s Office practices, community engagement of those served by OLEO and the Sheriff’s Office, and investigating complaints of the Sheriff’s Office where permitted.
- Establish and ensure OLEO’s timely access to information that is relevant to carry out its duties.
- Engage the various communities served by OLEO and the Sheriff’s Office in a two-way exchange that allows for community input into OLEO’s work and priorities and facilitates the sharing of different perspectives between community members and the Sheriff’s Office.
- Attend the scenes of serious officer-involved incidents, including deadly use of force and monitoring the subsequent investigation and Sheriff’s Office review process.
- Coordinate with the Sheriff’s Office in the development of all technology applications for tracking and information sharing regarding complaints, internal investigations, and systemic reviews.
- Receive recommendations from the Community Advisory Committee regarding the handling of allegations of misconduct in the Sheriff’s Office, policies, procedures and practices of the director of law enforcement oversight, and public perceptions of the Sheriff’s Office.

- Issue annual report to the clerk of the council and all councilmembers including a statistical analysis of complaints, investigative findings and final discipline for sustained complaints.
- Serve as primary OLEO attendee at scenes of serious officer-involved incidents or in-custody deaths.
- Comply with the terms of the Collective Bargaining Agreement between the King County's Sheriff's Office and the King County Police Officers' Guild, including Article 22 of that agreement.
- Serve as a subject matter expert during labor negotiations between the King County Sheriff's Office and the King County Police Officers' Guild.
- Manage public records requests and disclosures.
- Perform other duties as needed to support the mission of OLEO.

## Qualifications

### Required Knowledge and Skills

- Well-developed human relations skills, emotional intelligence, and the ability to readily connect with diverse personalities and styles, establish harmony and cooperation, facilitate and moderate group discussions, prepare and deliver influential formal presentations to audiences that may offer argumentative discussion, often in frustrating situations, and carry out advanced negotiations and issue resolution with a variety of stakeholders in situations that may be sensitive, high risk and publicly visible.
- In-depth knowledge of County structure, functions, strategies, programs, policies, investigation processes, resolution of community member and employee-initiated complaints, transparency of the Sheriff's discipline and complaint handling processes and related community issues and challenges.
- Ability to prepare professional reports and presentations suitable for public communication and communication to a variety of stakeholders.
- Well-developed communications skills to present and discuss findings and recommendations and negotiate solutions with policy makers, executive management and other key stakeholders.
- Well-developed knowledge of, and skill in using personal computers, common desktop productivity software, relational databases, decision-sciences and simulation tools, and specialized research applications.
- Ability to understand statistical, financial, and economic analyses and evaluations.
- Professional knowledge of the principles, practices and methods of public sector program evaluation.
- Expertise at conducting thorough, objective investigations, and research and critically analyze issues.
- Knowledge of principles of trauma-informed care and practice and how to apply those principles, with the awareness that many people working in the field of police accountability have experienced trauma.
- Knowledge of policing operations, policies and training for a major urban area, demonstrated experience in law enforcement oversight in major urban area, and skilled or experience in negotiations, as these relate to collective bargaining agreements.
- Lived or direct experience with the criminal legal system.

**Required Abilities**

- Reputation for integrity and professionalism, and ability to maintain a high standard of integrity and independence in the office.
- Navigate highly charged situations while maintaining the integrity and reputation of the office.
- Understanding and commitment to the responsibilities of the office.
- Demonstrated leadership and a history of effective management and administration.
- Ability to manage conflict in a constructive and positive manner.
- Earn the trust and respect of both the Sheriff's Office employees and the greater King County community.
- Work effectively with the executive, council, prosecuting attorney, and sheriff, as well as other public agencies, labor organizations, private organizations and community members.
- Open to innovation and new ideas.
- Sensitivity to and knowledge of the particular needs and concerns of historically underrepresented groups in the community and in law enforcement.
- Work under pressure on controversial issues and the ability to effectively communicate with diverse groups.
- Reputation for even-handedness and fairness in dealing with both complaints and regulated parties.
- Pass criminal background check prior to confirmation.
- Maintain appropriate confidentiality regarding investigations or as required by the Collective Bargaining Agreement between the King County Sheriff's Office and the King County Police Officers' Guild.

**Supplemental Information:**

Appointment by a majority vote of the King County Council. The King County Council shall consider reappointment of the Director at the end of each four-year term. The Director may be removed prior to the end of a four-year appointment for cause and upon a majority vote of the King County Council. Among other forms of cause is a determination that the Director failed to comply with the provisions of the Collective Bargaining Agreement between the King County Sheriff's Office and the King County Police Officers' Guild.

**Education and Experience**

Education and experience may be combined to demonstrate the requisite knowledge, skills, and abilities necessary for this position.

- At least five (5) years of progressively responsible experience leading an organization and performing complex investigations or reviews related to personnel or labor issues, human or civil rights issues, or law enforcement related issues.
- Minimum of a bachelor's degree in a related field or Juris Doctorate will demonstrate sufficient formal education, but experience may be substituted for education.