APPENDIX D

INDEPENDENT POLICE AUDITOR'S OFFICE
MAIN DIVISIONS

Office of the Independent Police Auditor

- Plan, organize, direct, and evaluate the Office's services, policies and procedures.
- Audit the investigations of civilian complaints.
- Attend interviews of Police Officers.
- Prepare and present Annual Report to the City Council.
- Represent the department within the City and with other public or private organizations.

Executive Assistant

- Intake civilian complaints against San José Police Department Officers.
- Audit the investigations of civilian complaints.
- Attend to administrative matters.
- Conduct community outreach.
- Assist in preparation of Annual Report to the City Council and the Bi-Annual Newsletter.

Complaint Analyst

- Create, implement and maintain database systems.
- Collect data for statistical analysis and identify trends and patterns.
- Conduct community outreach.
- Assist with the intake of civilian complaints.
- Create and distribute a Bi-Annual Newsletter.
- Assist in preparation of the Annual Report to the City Council.