



KING COUNTY

1200 King County Courthouse
516 Third Avenue
Seattle, WA 98104

Signature Report

Motion 16804

Proposed No. 2025-0100.1

Sponsors Zahilay

1 A MOTION approving a job description for the position of
2 director of the office of law enforcement oversight; and
3 rescinding Motion 15790 and Motion 15790, Attachment
4 A.

5 WHEREAS, Section 265 of the King County Charter required the council to
6 establish the office of law enforcement oversight ("OLEO") within the legislative branch
7 of King County, and

8 WHEREAS, in October 2006, the council adopted and the executive signed
9 Ordinance 15611, which codified OLEO under K.C.C. chapter 2.75, and

10 WHEREAS, the council desires to update the job description for the position of
11 the director of OLEO;

12 NOW, THEREFORE, BE IT MOVED by the Council of King County:

Motion 16804

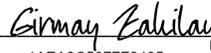
13 A. The job description of the director of the office of law enforcement oversight
14 is approved as Attachment A to this motion.

15 B. Motion 15790 and Attachment A to Motion 15790 are rescinded.

Motion 16804 was introduced on 3/25/2025 and passed by the Metropolitan King
County Council on 4/15/2025, by the following vote:

Yes: 9 - Balducci, Barón, Dembowski, Dunn, Mosqueda, Perry,
Quinn, von Reichbauer and Zahilay

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Signed by:

1AEA3C5077F8485...
Girmay Zahilay, Chair

ATTEST:

DocuSigned by:

8DE1BB375AD3422...
Melani Hay, Clerk of the Council

Attachments: A. OLEO Director job description revised 04012025

Metropolitan King County Council – Motion 16804

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 appointed by the King County Council for a four-year term and is subject to reappointment per the provisions of the King County Charter and King County Code. This is a salaried, overtime-exempt classification. This position administratively reports to the Chair of the Council and functionally reports to the Council as a whole, with a dotted-line relationship to the Council Chief of Staff.

Distinguishing Features of this Position

Under King County Code Chapter 2.75, the OLEO Director serves as the lead administrator of the Office of Law Enforcement Oversight (OLEO), which is 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.

Essential Duties and Responsibilities

- Lead and manage OLEO in an independent and objective manner that is consistent with King County Code, governing codes of ethics, and equity and social justice principles.
- 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 processes between community members and officers; attending investigative interviews for internal investigations; conducting systemic reviews 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 required 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 an annual report to the clerk of the council and council that includes 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 the 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.

Certificate Of Completion

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Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 4	Initials: 0
Certificate Pages: 5	Envelope Originator:
AutoNav: Enabled	Cherie Camp
Envelopeld Stamping: Enabled	401 5TH AVE
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	SEATTLE, WA 98104
	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

Record Tracking

Status: Original	Holder: Cherie Camp	Location: DocuSign
4/17/2025 12:19:23 PM	Cherie.Camp@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County-Council	Location: Docusign

Signer Events

Girmay Zahilay
girmay.zahilay@kingcounty.gov
Council Chair
Security Level: Email, Account Authentication (None)

Signature

Signed by:

1AEA3C5077F8485...
Signature Adoption: Pre-selected Style
Using IP Address: 71.227.166.164

Timestamp

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Viewed: 4/17/2025 3:50:12 PM
Signed: 4/17/2025 3:50:20 PM

Electronic Record and Signature Disclosure:
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ID: cc45a0f0-fb29-4010-ae87-64b8950c4500

Melani Hay
melani.hay@kingcounty.gov
Clerk of the Council
King County Council
Security Level: Email, Account Authentication (None)

DocuSigned by:

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Using IP Address: 198.49.222.20

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	4/18/2025 9:40:57 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact King County-Department of 02:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: cipriano.dacanay@kingcounty.gov

To advise King County-Department of 02 of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cipriano.dacanay@kingcounty.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from King County-Department of 02

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with King County-Department of 02

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to cipriano.dacanay@kingcounty.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify King County-Department of 02 as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by King County-Department of 02 during the course of your relationship with King County-Department of 02.