



**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

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15           B. Motion 15790 and Attachment A to Motion 15790 are rescinded.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

Envelope Id: AB029F98-1A88-4C14-BFEA-8FB88A399291	Status: Completed
Subject: Complete with Docusign: Motion 16804.docx, Motion 16804 Attachment A.docx	
Source Envelope:	
Document Pages: 2	Signatures: 2
Supplemental Document Pages: 4	Initials: 0
Certificate Pages: 5	Envelope Originator: Cherie Camp
AutoNav: Enabled	401 5TH AVE
Envelopeld Stamping: Enabled	SEATTLE, WA 98104
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	Cherie.Camp@kingcounty.gov
	IP Address: 198.49.222.20

## Record Tracking

Status: Original 4/17/2025 12:19:23 PM	Holder: Cherie Camp Cherie.Camp@kingcounty.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: FedRamp	
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## 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

Sent: 4/17/2025 12:20:01 PM  
Viewed: 4/17/2025 3:50:12 PM  
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**Electronic Record and Signature Disclosure:**  
Accepted: 4/17/2025 3:50:12 PM  
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)

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8DE1BB375AD3422...  
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Sent: 4/17/2025 3:50:21 PM  
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Signed: 4/18/2025 9:40:57 AM

**Electronic Record and Signature Disclosure:**  
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ID: 639a6b47-a4ff-458a-8ae8-c9251b7d1a1f

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

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	4/17/2025 12:20:01 PM
Certified Delivered	Security Checked	4/18/2025 9:39:50 AM
Signing Complete	Security Checked	4/18/2025 9:40:57 AM
Completed	Security Checked	4/18/2025 9:40:57 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**



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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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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](mailto: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](mailto: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.

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- ii. send us an email to [cipriano.dacanay@kingcounty.gov](mailto: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..

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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.