



City of Albuquerque

## Job Description

<b>Position Title:</b> Assistant Lead Investigator-IRO			
<b>Status:</b>		Approved	
<b>Position Code</b>	<b>Grade</b>	<b>Date</b>	<b>Category</b>
800408	E17	May 2013	Independent Review Office

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

### **POSITION SUMMARY:**

Assist the Independent Review Officer in supervisory duties for the Independent Review Office (IRO). Assist in the supervision of the investigative process for investigation of citizen complaints against the Albuquerque Police Department under the direction of the Independent Review Officer (IRO) of the Police Oversight Commission.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receive administrative direction from the Independent Review Officer.

Exercise direct supervision over technical and investigative staff.

**ESSENTIAL FUNCTIONS:** *(Essential functions may include, but are not limited to the functions listed below)*

1. Assist the Independent Review Officer with supervision of the day to day operations of the Independent Review Office.
2. Under the direction of the IRO, supervise, direct, and coordinate work of staff.
3. Review citizen complaints filed in the Independent Review Office against Albuquerque Police Department (APD) employees. Make case assignments of the citizen complaints to staff IRO investigators. Assist the IRO in supervising all investigations of citizen complaints against Albuquerque Police Department employees.
4. Ensure that all Independent Review Office investigations are conducted expeditiously and in a timely manner.
5. Refer appropriate cases to an impartial system of mediation with approval of the IRO.
6. Assist the IRO in auditing and monitoring APD Internal Affairs investigations, including, but not limited to police shootings.
7. Serve as a liaison for the Independent Review Office with other city departments, divisions, outside agencies.
8. Assist in identifying and resolving sensitive and controversial issues.
9. Assist in budget process. Monitor and approve office expenditures, as authorized; recommend adjustments as necessary.
10. Maintain effective working relationships with a variety of City and other government officials, community groups, and the general public. Interpret and explain City policies and procedures with regards to the Independent Review Office.

11. Investigate complaints filed by citizens against Albuquerque Police Department employees. Conduct investigations through detailed factual interviews with aggrieved individuals filing complaints, with friendly, neutral and adverse witnesses, with police officers and managers, and experts such as medical practitioners, law enforcement trainers, and crime lab personnel, etc.
12. Maintain an investigative caseload at a level which allows for an efficient balance of supervisory and investigative duties.
13. Write clear, concise, comprehensive, descriptive, well organized and thorough investigative reports and forward them to the Independent Review Officer for review in a timely manner.
14. Discuss and review progress of cases with Independent Review Officer.
15. Conduct investigations in compliance with regard for requirements and guidelines of the current contract between the city and the Albuquerque Police Officers Association (APOA), state statutes and all applicable law.
16. Locate citizens, such as complainants, potential fact witnesses and experts, as needed.
17. May initiate new areas of investigation after being assigned the case.
18. Locate, view and retrieve tangible evidence as required for the investigation.
19. Utilize computer in the collection of information, input of data and creation of reports and other materials.
20. Correspond and communicate in a patient, courteous and dignified manner with complainants, police officers, Police Oversight Commissioners and others, in regards to citizen complaints against the Albuquerque Police Department.
21. Participate in community outreach projects as required.
22. Conduct investigations in an objective and independent manner; evaluate evidence and make findings without bias or concern for personal interest.
23. Adhere to high standards of both personal and professional ethical conduct.

#### **SUPPLEMENTAL FUNCTIONS:**

1. Perform related duties and responsibilities as required.

#### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

*Related education and experience may be interchangeable on a year for year basis.*

Bachelor's degree from an accredited college or university in public administration, criminal justice, psychology, or related field plus six (6) years experience in conducting law enforcement factual, civil or criminal investigations that involved gathering, analyzing and evaluating evidence, conducting interviews with friendly and adverse persons and documenting information in written form, to include three (3) years of direct supervisory experience in a management and/or administrative capacity. Bilingual English/Spanish is preferred. Experience supervising investigative staff is preferred.

#### **ADDITIONAL REQUIREMENTS: (Licenses, Certifications, etc.):**

Possession of a valid New Mexico Driver's License.

Possession of a valid City Operator's Permit (COP) within six (6) months from date of hire into position.

Must undergo and pass a police department background check.

Must sign agreement to uphold and maintain highest standards of confidentiality, personal and professional conduct.

**PREFERRED KNOWLEDGE, SKILL AND ABILITY:****Knowledge of:**

Standard investigative techniques and procedures  
 Pertinent Federal Law, State Statutes, City Ordinances, City and State Traffic Codes, APD SOP's and APOA contract  
 English usage, spelling, grammar and punctuation  
 Report writing and drafting of documents in business format  
 Modern office equipment including a computer and applicable software including all Microsoft Office programs  
 Photographic and recording equipment; fax machine and scanner  
 Data collection and data relational software  
 Interpersonal communication skills

**Skill and Ability to:**

Supervise and review the work of lower level staff  
 Assist in selecting, supervising, training and evaluating staff  
 Communicate professionally and courteously with individuals from a wide variety of cultural and socio-economic backgrounds,  
 to develop sensitivity to a variety of communication styles,  
 elicit information from reluctant individuals and provide information in a clear and articulate manner  
 Demonstrate initiative, ingenuity, resourcefulness and judgment in the collecting, assembling and developing of facts and other pertinent data  
 Deal effectively, efficiently and harmoniously with personnel inside and outside the Albuquerque Police Department  
 Communicate effectively orally and in writing  
 Think logically and objectively when analyzing and evaluating facts, evidence and related information  
 Operate and use modern office equipment including a computer and all Microsoft Office programs  
 Access information through use of the internet and other database programs  
 Input data into a computer collection database and relational database  
 Plan investigations and to prioritize multiple tasks and meet required deadlines, and to conduct investigations of a highly confidential and sensitive nature  
 Perform audits and prepare well-written reports in a business format  
 Analyze and apply relevant laws, regulations and orders to the facts of the case being investigated  
 Conduct investigations in an objective and independent manner and to adhere to high standards of ethical conduct and to evaluate evidence and make findings without bias or concern for personal interest  
 Perform the essential functions of the job with or without reasonable accommodation

**WORKING CONDITIONS:****Environmental:**

Office environment; exposure to computer screens, travel. Evening and weekend work hours as required

**Physical:**

Essential and supplemental functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods