



City of Albuquerque

## Job Description

<b>Position Title: Independent Review Investigator</b>			
<b>Status: Approved</b>			
<b>Position</b>	<b>Grade</b>	<b>Date</b>	<b>Category</b>
<b>Code</b>			
800167	E16	Dec 2012	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:**

Investigate citizen complaints against the Albuquerque Police Department under the direction of the Independent Review Officer of the Police Oversight Commission.

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

Receive direction and supervision from the Independent Review Officer.

May exercise direct supervision over technical and investigative staff.

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

1. Investigate complaints filed by citizens against Albuquerque Police Officers by conducting detailed factual interviews with aggrieved individuals filing complaints, with friendly, neutral and adverse witnesses, with police officers and managers, and with experts such as medical practitioners, law enforcement trainers, crime lab personnel, etc.
2. Write clear, concise, well organized and thorough investigative reports and forward them to supervisor for review.
3. Discuss and review progress of cases with Independent Review Officer.
4. 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.
5. Locate citizens, such as complainants, potential fact witnesses and experts, as needed.
6. May initiate new areas of investigation after being assigned the case.
7. Locate, view and retrieve tangible evidence as required for the investigation.
8. Write comprehensive descriptive reports on work done.
9. Utilize computer in the collection of information, input of data and creation of reports and other

materials.

10. Correspond and communicate with complainants, police officers, Police Oversight Commissioners and others regarding citizen complaints against the Albuquerque Police Department in a patient, courteous and dignified manner.

11. Maintain office in the absence of others.

12. Participate in community outreach projects as required.

13. Conduct investigations in an objective and independent manner and to evaluate evidence and make findings without bias or concern for personal interest.

14. 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, and five (5) 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. Bilingual English/Spanish is desirable, but not required.

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

Possession of, or ability to obtain, a valid Driver's License

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:**

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 to 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

Communicate clearly and concisely

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