City of Albuquerque

Job Description

Position Title: Independent Review Investigator

Position Code: 800167
Grade: E16
Date: Dec 2012
Category: 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

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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 Statues, 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

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Skill and Ability to:

Communicate professionally and courteously with individuals from a wide variety of cultural and socioeconomic 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