

## **CPOA Investigator**

### **POSITION SUMMARY:**

**Investigate citizen complaints against the Albuquerque Police Department under the direction of the Executive Director.**

*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.*

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

Receive direction and supervision from the Executive Director or designated employee

### **ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:**

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

1. Investigate complaints filed by citizens against personnel of the Albuquerque Police Department 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 Executive Director or designated employee.
4. Conduct investigations in compliance with regard for requirements and guidelines of the current contracts between the city and the Albuquerque Police Department personnel, 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. Track weekly work product on a log.
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, CPOA Board and others regarding citizen complaints against the Albuquerque Police Department in a patient, courteous and dignified manner.
11. Conduct investigations in an objective and independent manner and to evaluate evidence and make findings without bias or concern for personal interest.

12. Adhere to high standards of both personal and professional ethical conduct.

**SUPPLEMENTAL FUNCTIONS:**

13. Perform related duties and responsibilities as required.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

***Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.***

Bachelor's degree from an accredited college or university in public administration, criminal justice, or psychology; **and**

Five (5) years experience in conducting law enforcement factual, civil or criminal investigations that involved gathering, analyzing and evaluating evidence, conducting interviews and documenting information in written form.

Bilingual English/Spanish is preferred.

**ADDITIONAL REQUIREMENTS:**

Possession of a valid New Mexico Driver's License, or the ability to obtain by date of hire.

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

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:**

- 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

**PREFERRED SKILLS AND ABILITY:**

- 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.
- 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.