



External Complainant Advocate

Department: Police Department

Pay Rate:

JOB SUMMARY

Complainants deserve transparency and the chance to be heard when making complaints against Annapolis Police Department members. The External Complainant Advocate, you will provide professional support to complainants, offer information/resources, and assist in accompanying complainants to administrative hearing boards, helping them assert their rights as complainants. Draft monthly reports on trends and patterns with complainants filing allegations with the AACO Accountability Board contrasted with complaints filed with the Annapolis Police Department. Attend AACO Accountability Board meetings as requested.

ESSENTIAL JOB FUNCTIONS

The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

- Provides information on the Annapolis Police Department disciplinary system and on complainants' legal rights and protections according to Maryland Public Safety Articles 3-101, 3-102, 3-103, 3-104, 3-105, 3-105(c), 3-106, 3-106(i), 3-108(a), 3-113, and 3-207(g).
- Provides information on the disciplinary process, serves as a court accompaniment, and attends administrative hearing proceedings with, or on behalf of a complainant.
- Identifies resources for complainants and makes referrals to various social service agencies.
- Provides crisis intervention/short term counseling.
- Researches case status, in person or by phone.

- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a vehicle by both day and night, to observe City activities taking place, to read and write reports, correspondence, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.



Internal Affairs Investigator

Department: Police Department

Pay Rate: \$70,000

JOB SUMMARY

The internal affairs investigator is responsible for detecting and addressing policy violations and crimes committed by police officers. Their job description entails conducting investigations to verify the authenticity of complaints as filed against the police by the public and internal stakeholders. The incumbent works to ensure a trustworthy and compliant system that operates within set boundaries. In performing duties, the internal affairs investigator establishes communication channels through which the incumbent obtains information regarding the conduct of police.

ESSENTIAL JOB FUNCTIONS

- Interview complainants and suspects to obtain information regarding a case to include identification of officer or internal stakeholders who are the subject of the complaint;
- Conduct investigations by interviewing witnesses, visiting crime scenes to obtain evidence, and analyzing obtained information, evidence and statements; questions concerned officers to obtain their response to an accusation;
- Utilize electronic devices to obtain audio or video recording of a suspect or witness interview;
- Review Body-worn Camera footage for evidence of misconduct or policy violation;
- Conduct polygraph tests to verify the accuracy of suspects' responses during a probe and interprets the results of polygraph tests to produce reports of findings;
- Oversee the interpretation and presentation of polygraph test results to senior officers;

- Visit crime scenes to obtain evidence, to include hair and blood samples as needed, which can provide leads in an investigation;
- Conducts background checks on suspects to obtain information regarding their personal and criminal history;
- Liaise with forensic unit to analyze recovered evidence in order to obtain clues as to the nature and identity of the suspect;
- Evaluate relevant documents and records to determine the possible culprits and their degree of involvement;
- Produce evidence for legal proceedings and may testify during a court and internal hearings;
- Prepares PowerPoint presentations to external stakeholders on Internal Affairs statistics;
- Travels to various locations to assist with the investigation of policy violation in an agency or public office;
- Collaborates with allied and partner law enforcement agencies with disciplinary hearings and serious injury and death investigations involving officers;
- Collaborates with the Attorney General's Office and the State Police on investigations of police involved shootings and serious injuries;
- Ensures the preservation of all relevant evidence by storing them under appropriate conditions;
- Authors, secures and serves search warrants in order to gain entrance into restricted areas;
- Presents reports and regular updates to superior officers on the progress of an investigation;
- Proffers recommendations to commanding officers on best line of action to address violations of policies;
- Produces extensive reports to commanding officers on the results of an investigation;
- Present case findings using PowerPoint presentation in a concise and chronological order to a Charging Committee;
- Produces evidence and testify during court hearing and before disciplinary committees;
- Assists with logistics for trial board hearings for Annapolis, and other police departments when requested;

- Performs related work as required.

QUALIFICATIONS

Education and Experience

A high school diploma and ten years of progressive experience conducting and documenting internal or criminal investigations within a law enforcement agency in the state of Maryland. Three years conducting research and analysis to obtain information useful in resolving cases. Three years of experience conducting video and audio taped interviews and five years of experience giving testimony in court and/ or before legislative officials.

Special Qualifications

Possession of a valid Driver's license.

Knowledge, Skills and Abilities:

- Ability to maintain a high level of integrity and decency in carrying out job duties
- An adept ability at interacting with complainants and offending officers to address a situation.
- Ability to work in a quick-paced and evolving environment
- Considerable knowledge of: modern investigative practices and procedures; business office practices and the computer systems utilized by the department; the layout of the city, and its geography;
- Skill in: problem solving; oral and written communications; Google Office Suite, Microsoft Office and Excel;
- Skill in presenting materials and slides to a variety of audiences;
- Ability to: plan work, organize tasks; establish and maintain effective working relationships with other employees, officials, and the general public; prepare and present clear and concise reports both orally and in writing; maintain records using a variety of source materials; understand and follow complex oral and written instructions; adapt to developed software for future technology as required by the job;
- Ability to establish and maintain effective working relationships with employees, civic and community groups, government officials and the public;
- Ability to communicate effectively, orally and in writing and ability to create publications and other communication tools;
- Ability to present testimony in court and before legislative officials;
- Ability to be called out and respond to an incident, including beyond normal business hours;
- Ability to operate a motor vehicle;
- Ability to operate small office equipment, including copy machines or multi-line telephone systems; and
- Ability to operate computers for data entry, word processing and/or recordkeeping purposes.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Dexterity ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Grasping ability: sufficient to apply pressure to an object with the fingers and palm.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Visual ability: sufficient to operate a vehicle by both day and night, to observe City activities taking place, to read and write reports, correspondence, etc.
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