



80 NEW SCOTLAND AVENUE
ALBANY, NEW YORK 12208-3494
*Albany Community Police Review Board
c/o Government Law Center*

REQUEST FOR INVESTIGATOR

BACKGROUND

The Albany Police Department (APD) is a metropolitan police department with approximately 530 employees, consisting of both sworn and non-sworn personnel. The department's oversight comes from an appointed Community Police Review Board (CPRB or Board). The Board members are appointed by the Mayor's office and Common Council.

PRIMARY PURPOSE:

The Government Law Center (GLC) at Albany Law School invites applications for the position of Community Police Review Board Investigator. This is a critical and exciting time to join the Community Police Review Board (CPRB), a community-led police oversight body that recently obtained the power to independently investigate allegations of misconduct by officers. More information on the CPRB and its new powers can be found at www.albanycprb.org. The GLC seeks investigators to help lead investigations into alleged excessive use of force, racial profiling, and other violations within the CPRB's purview.

DESCRIPTION OF DUTIES AND TASKS:

As assigned by the Board, the CPRB Investigator will conduct thorough investigations of alleged misconduct by officers of the Albany Police Department (APD). The investigator will lead investigations, including conducting independent interviews to substantiate facts relating to potential wrongdoing by APD officers.

Essential Job Functions:

- Investigate complaints from the outset of the investigation
- Conformance with Office of Professional Standards (OPS) and CPRB investigative procedure in order to perform adequate due diligence on cases
- Compliance with advisory comments from the CPRB pertaining to report structure guidelines
- Compliance with all City of Albany and CPRB policies regarding billing
- Availability to attend monthly CPRB meetings, as required
- Report to the CPRB regarding conduct of investigations
- Identify deficiencies, if any, in the OPS investigation
- Observe and monitor the OPS investigation of complaints when assigned from the outset of the investigation and report to the CPRB as to the conduct of the investigation
- Recommend to OPS any additional witnesses whose statements should be taken, additional questions which should be answered, and additional documents or other evidence which should be reviewed.
- Accept assignments on a rotating basis from a panel to investigate or monitor active complaints
- Be available to attend monthly CPRB meetings, as required

Required Knowledge, Skills and Abilities:

- Ability to work independently
- Ability to handle sensitive and confidential information
- Ability to work with communities most impacted by policing
- Ability to manage complex investigations in an unbiased and timely manner
- Ability to understand, interpret, and apply instructions, rules, regulations, basic legal and/or public policy principles
- Ability to make effective presentations to individuals and groups
- Ability to effectively communicate with the OPS, GLC, and CPRB personnel
- Ability to interview people, employing skills such as active listening, direct and concise questioning, and follow-up questioning to confirm details and/or resolve discrepancies
- Demonstrate the highest degree of integrity, judgment, independence, and expert level skills necessary to apply laws, regulations, policies, and methods to investigate the APD
- Comfort with questioning police officers about their conduct and working with their attorneys and/or union representatives
- Experience interviewing witnesses and obtaining and analyzing evidence relating to the allegations at issue
- An unflinching curiosity and ability to objectively obtain and analyze evidence

Qualification Standards:

- Must pass a rigorous background check
- New York State private investigator license is preferred but not required
- Possess excellent written and oral communication skills to prepare detailed and thorough investigative reports
- Investigative background, which may include experience in areas such as public defense investigation, law enforcement, litigation, workplace investigations and/or the legal profession or similar

Compensation:

Investigators will be paid commensurate with their experience. Please note that Investigators are not employees of the Albany Law School, City of Albany or CPRB, but will be hired as Independent Contractors.

Application Requirement:

Applicants must submit a letter of intent/cover letter describing qualifications, together with a resume to:

Albany Law School - Government Law Center
ATTN: Michele Andre, Program Manager
Community Police Review Board
80 New Scotland Avenue
Albany, NY 12208-3494
Email: cprb@albanylawschool.edu

Deadline for Proposal: **Monday, October 9, 2023, 5 PM**

Please direct any questions regarding this position or the recruitment process to the CPRB at cprb@albanylaw.edu.