

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Civilian Review Board Academic Credit Intern

Agency:	Civilian Review Board
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The Civilian Review Board is authorized to process complaints lodged by members of the public who allege abusive language, harassment, false arrest, false imprisonment or excessive force by members of various law enforcement agencies in the City of Baltimore. Investigators may assist with this intake process, and talk to potential complainants and assist them in filling out the forms. Investigators will conduct interviews with complainants and accused officers, and communicate with CRB staff, complainants, witnesses and members of the police department to compile evidence. When a case is completed, investigators write a report and make recommendations, which are approved by the Director and the Supervisor and then sent to the Board for review and vote.</p>	
Location of Position	
7 E. Redwood Street, Baltimore MD 21202	
Position Duties	
<p>The Civilian Review Board Intern will assist in the performance of investigation of complaints; meet and interview complainants, witnesses, law enforcement personnel and other relevant parties; and collect appropriate records, documents and other source materials to ascertain and analyze facts. The Intern will prepare reports that are well-written, thoroughly reasoned and factually accurate. She/he may also update and maintain case management records in order to report on the status of assigned investigations</p>	
Preferred Qualifications	
<p>Requirements:</p> <ul style="list-style-type: none">• Pursuing a degree in Political Science, Criminal Justice, Sociology, Journalism, or Public Administration or related field from an accredited college or university; with a strong interest in Civil Rights.• Juris Doctor or Master's degree is desirable• Ability to review and investigate complaints, research and analyze issues, develop and draft reports, correspondence, and other written documentation using Microsoft Office.• Ability to write clearly, thorough, organized and factually accurate investigative reports.• Ability to communicate effectively, orally and in writing.• Ability to establish a rapport and engender trust, with staff, supervisors, community members, law enforcement personnel, and city officials.• Intern must be responsible, prompt, courteous; and have excellent attention to details.• Ability to multitask and work on multiple projects at once• Ability to work on projects and maintain confidential information	
Drug & Alcohol Testing	
Candidates selected for this internship will be required to submit to drug and alcohol testing.	
Criminal Background Check	
Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.	

Eligibility

All ACIP, student applicants must:

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*