



BALTIMORE POLICE DEPARTMENT POSITION POSTING

Crimes Against Person Coordinator (One-year grant funded)

The Baltimore Police Department is currently recruiting for a grant funded position as a Crimes Against Person Coordinator to join the Criminal Investigations Bureau. The successful candidate will work closely with detectives who are assigned under the Crimes Against Persons Bureau and provide comprehensive services to victims along with any follow-up information pertaining to their case. CAPC's will follow up with victims to support them in understanding the investigative steps and connecting them to victim resources. Crimes Against Persons Coordinators are available to assist as a point of contact which will allow for detectives to focus their attention on the assigned investigation.

In addition to above referenced objectives as a CAPC, you will:

- Accompany victims to court for hearings and criminal proceedings while offering support throughout the court process.
- Serve as an intricate part by working closely with detectives and police officers to assist victims.
- Maintain follow-up information in our Lotus Notes Systems.
- When applicable assist victims in obtaining emergency shelter and housing by working with the departments Witness Relocation Unit
- Networking and building rapport with other victim's resource programs in an attempt to fully service the needs of the victim.
- Become an active liaison with other victim's resource organization and attend meetings when necessary.

The successful candidate should possess the following qualifications:

- ✓ Bachelor's degree in Criminal Justice, Social Work (BSW), Human Services, or any other social justice related field (**preferred but not required**)
- ✓ At least one (1) year experience providing services to victims of crimes or working within the criminal justice arena
- ✓ Ability to pass a background check (no criminal convictions), drug test and polygraph exam
- ✓ A valid driver's license with a good driving record
- ✓ Ability to work independently and as part of a team
- ✓ Ability to establish a professional rapport with police personnel, supervisors, the community and outside domestic violence agencies
- ✓ Professional demeanor and appearance

Qualified applicants must submit a cover letter, resume and three (3) professional references to the Chief Criminal Investigations Bureau, Sgt. Ebony McCrea at ebony.lee@baltimorepolice.org no later than January 31, 2018.

This is a non-civil service one-year grant funded position. Future funding for this position is not guaranteed.
This position offers a salary of \$45,000.

This is not a sworn position. While we are appreciative of all applicants, only candidates selected for interviews will be contacted. Individuals under final consideration for appointment to this position will be required to submit to drug and alcohol screening and criminal background check.

BPD is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, protected veteran status or any other legally protected status.

This is a Grant Funded Non-Benefited Contractual position