



**Office of Civil Rights & Wage Enforcement
CIVILIAN REVIEW BOARD INTERNSHIP**

Office of Civil Rights & Wage Enforcement is seeking students for the position of Civilian Review Board Intern to investigate assigned cases involving complaints from citizens alleging the use of excessive force, false arrest, false imprisonment, harassment, and abusive language by law enforcement personnel of the Baltimore City Police Department and other law enforcement units in the City.

Civilian Review Board Intern may 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. **Currently this internship is unpaid, but the agency is willing to offer school credit for those approved by their degree granting institution. Selected students must commit to at least 15 hours per week.**

Qualifications:

Currently pursuing and enrolled in a Bachelor's degree program in Political Science, Criminal Justice, Sociology, Journalism, or related field with a strong interest in Civil Rights. Juris Doctor or Master's degree is desirable.

Skills & Abilities:

- 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.

To Apply:

Interested candidates should submit via email a cover letter, current writing sample of five (5) pages or less, and a resume specifying relevant experience, and desire for this internship:

Jill P. Carter, Director
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