



CITY OF BALTIMORE

Department of Human Resources

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Office of Equity and Civil Rights is An Equal Opportunity Employer

OPENING DATE: 2/1/2023

CLOSING DATE: posted until filled

CLASS DESCRIPTION:

THIS IS A NON-CIVIL SERVICE POSITION

Police Accountability Division

Agency: **OFFICE OF EQUITY & CIVIL RIGHTS**

Title: **Case Manager Supervisor**

Department Overview

The Office of Equity and Civil Rights is a city agency devoted to advancing equity and upholding the federal and local civil rights laws, the local living and prevailing wage laws, ensuring access and equal opportunities for persons with disabilities, and providing oversight of local law enforcement. The mission of the Office of Equity and Civil Rights is to carry out activities to eliminate inequity, inequality, and discrimination. The Office of Equity and Civil Rights consists of the Police Accountability Division, the Community Relations Commission, the Mayor's Commission on Disabilities, the Wage Commission, the Equity Office, and the Women's Commission.

The Police Accountability Board (PAB), mandated by the Maryland Police Accountability Act of 2021 and created in Baltimore by City Council Bill 22-0234, is an independent body of 17 civilian members tasked with the intake of all police misconduct complaints involving a member of the public, holding regular meetings with the heads of law enforcement, reviewing policy and data issues on policing issues, and disseminating public reports about the state of police misconduct. The Administrative Charging Committee (ACC), mandated by the Maryland Police Accountability Act of 2021, is a body of five civilian members who review the investigations for the complaints filed with the PAB and decide on disciplinary outcomes.

Job Summary:

We are seeking an experienced and highly skilled Police Accountability Case Manager Supervisor to join our team. The successful candidate will oversee a team of case managers responsible for reviewing investigations into police misconduct, presenting body-worn camera footage and other evidence to the ACC, and preparing disposition reports and charging documents for each case. They will work closely with law enforcement officials and ACC members to ensure proper handling of cases and enforcement of laws. The ideal candidate will be able to manage a team while demonstrating impartiality and professionalism.

Responsibilities:

- Supervise and manage a team of case managers responsible preparing and presenting investigations into police misconduct
- Develop and implement policies and procedures related to case management and investigation
- Ensure that all cases are handled in a timely and professional manner
- Manage and maintain case files and related documentation
- Develop and present recommendations to PAB and ACC members and also Chief of PAB.
- Coordinate with other departments and agencies as necessary
- Stay up-to-date with legal and departmental policy changes
- Maintain strict confidentiality of all case information
- Participate in meetings and training sessions as required
- Conduct performance evaluations and provide feedback to team members
- Monitor team performance and ensure that all team members are meeting their goals and objectives

Requirements:

- Bachelor's degree in criminal justice or related field
- Minimum of 5 years of experience in law enforcement, legal, or investigative field, including at least 2 years of supervisory experience
- Knowledge of laws, regulations, and departmental policies related to police accountability and misconduct
- Excellent communication and interpersonal skills
- Ability to work independently and collaboratively

- Attention to detail and accuracy
- Strong analytical and problem-solving skills
- Ability to maintain impartiality and professionalism in all circumstances
- Willingness to work flexible hours, as necessary
- Proficient in Microsoft Office applications and other relevant software

Preferred Qualifications:

- Master's degree in criminal justice or related field
- Prior experience in a case management or investigative role
- Familiarity with police accountability systems and databases
- Ability to speak multiple languages

This is a full-time, non-civil service position with a comprehensive benefits package. Those considered for employment must authorize release of a criminal background investigation.

To Apply: (Job open until filled)

Interested candidates should submit a cover letter and resume, through the Workday portal on the Department of Human Resources website:

<https://humanresources.baltimorecity.gov/employment>

Financial Disclosure:

This position is required to complete a Financial Disclosure pursuant to Sections 7-7, 7-8, and 7-9 of the City Ethics Law.

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