



BILL DE BLASIO
MAYOR

CIVILIAN COMPLAINT REVIEW BOARD
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www.nyc.gov/ccrb



FREDERICK DAVIE
ACTING CHAIR

Now Hiring: Investigator Level I

About the Role:

The NYC Civilian Complaint Review Board (CCRB) is the nation's largest independent oversight agency of the country's largest police force. We are empowered to investigate, mediate, prosecute, and recommend discipline on complaints of police misconduct. The CCRB's over 90 civilian investigators form the core of the agency's staff and lead the everyday functions necessary for fulfilling our mission. With the strictest respect for impartiality and confidentiality, investigators are responsible for using every skill in their toolbox to review the over 5,000 complaints of misconduct the CCRB receives each year.

You will receive thorough training with a cohort of investigators where we will challenge you to think critically, write comprehensively, and analyze data thoughtfully. After training, you will graduate into a squad of investigators reviewing complaints from precincts throughout New York City. There isn't a typical day as an investigator and we know this work can be daunting. But you won't be alone. We will provide you with ongoing training, support networking opportunities with other squads, and the room you need to grow. This role is critical to the agency, which comes with mutual learning and investment. That is why becoming an investigator requires a two year commitment.

Still want to apply? Here's who we're looking for:

You are:

- Curious. You want to understand how things work and why. You can see through the noise of a problem and ask questions that refine your perspective.
- Dogged in the pursuit of answers while being able to see different perspectives, and committed to evaluating facts beyond face value.
- Someone who can get along with your team *and* contribute positively to your team's culture.
- Flexible. This work means expertly understanding processes while being nimble enough to roll with change.
- Judicious about sensitive and confidential information, full stop.
- Welcomes constructive criticism—do not hesitate to ask questions, receive feedback, and improve your work as you go.

You have:

- Strong analytical writing and oral communication skills. And we mean it. Our top candidates come from an array of disciplines and backgrounds. What matters most is your ability to digest vast amounts of information, think logically, and communicate.
- Experience in and enjoy building relationships with people from different backgrounds.

- Top notch time management, scheduling, and organizing skills to stay on top of your case load.
- A background or interest in criminal justice, journalism, public policy, government, or the humanities and liberal arts.
- You are curious about learning about police department procedures, legal principles around search, seizure, or the use of force, or administrative disciplinary rules.

You will:

- Receive complaints with regard to allegations of police misconduct and assess whether they are within CCRB jurisdiction.
- Schedule complainants for interviews to help get a fuller understanding of the incident you're investigating.
- Interview witnesses from diverse social, economic, racial, ethnic, and religious backgrounds.
- Interview police officers involved in complaints who are accompanied by union representatives.
- Research and obtain documentary evidence for cases including medical and police reports.
- Draft typo-free, grammatically correct, and on-deadline summaries of interviews, closing reports, factual findings, and your recommendations to the Board.

A baccalaureate degree from an accredited college or university with a 3.0 GPA or higher and relevant coursework preferably in criminal justice or a related field. While not essential, prior work experience is helpful. And foreign language skills are highly desirable including in reading, speaking, writing, or translation.

Apply:

Current city employees should apply through Employee Self Service (ESS) under Recruiting Activities and search for "Investigator Level 1."

For all other applicants, go to www.nyc.gov/careers/search and search for "Investigator Level 1." In the Agency drop down menu, select "Civilian Complaint Review." Upload your resume, cover letter, official transcript, and writing sample.

No phone calls please. Due to the volume of applications, only candidates considered for an interview will be contacted.

THE CITY OF NEW YORK IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.