

OPC Program Coordinator

The Office of Police Complaints (OPC) is a District of Columbia government agency that receives, investigates, and resolves police misconduct complaints filed by the public against officers of the Metropolitan Police Department (MPD) and D.C. Housing Authority Office of Public Safety (OPS).

The OPC Program Coordinator is responsible for coordinating several critical OPC programs, including the agency's mediation, conciliation, and complaint examination program. The OPC Program Coordinator will also maintain the agency's databases of requested police records and disciplinary actions, and provide analysis of citizen complaint trends. The ideal candidate will coordinate and conduct alternative dispute resolution (ADR) conciliation sessions between police officers and complainants.

MAJOR DUTIES

- Coordinate the daily activities of OPC's mediation, conciliation, and complaint examination programs, including preparing correspondence, scheduling hearings, reviewing decisions, and communicating with all participants in the various programs.
- Maintain document tracking databases for the investigative unit and coordinate document requests through database management.
- Ensure police department compliance with requests for police records and monitor the imposition of discipline in cases where OPC requests discipline to be imposed.
- Prepare program-related research and reports for public dissemination in the annual report and on the agency website.
- Conduct conciliation sessions between complainants and officers.
- Plan, coordinate, research, analyze, and prepare studies, reports, and projects to further the agency's mission.

EXPERIENCE AND QUALIFICATIONS

- Applicants with experience or training in ADR programs, or conducting mediation or conciliation sessions in a public or community setting are strongly encouraged to apply.
- Four-year college degree in criminal justice, public administration, political science, or related field required.
- Three to five years of related work experience, or a combination of advanced education in related area of study and experience.
- Must have excellent organizational, time-management, and verbal and written communication skills.
- Must demonstrate strong analytical and interpersonal conflict resolution skills, and have experience dealing with diverse populations.
- Applicants should be proficient with Microsoft Office applications, including Word, Excel, Access, PowerPoint, and Publisher. Familiarity with SPSS or other social research applications desirable.
- Background in conducting public safety or related social science research, statistical analysis, and report writing is desirable.

HOW TO APPLY

APPLICATIONS:

Please email a cover letter and resume to police.complaints@dc.gov or mail to:

Office of Police Complaints
1400 I Street, NW, Suite 700
Washington, DC 20005
Attn: Program Coordinator Application

Due to the large volume of applications, no phone calls will be accepted regarding this position.

The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

ADDITIONAL INFORMATION

For more information about OPC, please visit the agency's website at www.policecomplaints.dc.gov.