

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. N/A
 Re-Bid
 Other – _____
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: BW-10376
 TERM OF CONTRACT 2 YEAR(S) WITH _____ YEAR(S) OTR

Requisition /Project Title: Investigative Research Services

Description: ICP is seeking an Investigator for the to perform all functions related to planning and conducting unbiased, highly sensitive administrative investigations that, at times, include high public visibility of controversial issues of a highly sensitive nature.

Issuing Department: ICP
 Contact Person: Ursula Price
 Phone: 305-349-7525

Estimate Cost/Value: _____
 GENERAL FEDERAL OTHER
 Funding Source: X N/A N/A

ANALYSIS

Commodity Codes:	<u>99052</u>			
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments:				
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: _____	Date sent to SBD: _____
	Date returned to SPD: _____

Scope of Services

Investigative Research Services

Overview of Services

The Independent Civilian Panel (ICP) performs all functions related to planning and conducting unbiased, highly sensitive administrative investigations that, at times, include high public visibility of controversial issues of a highly sensitive nature. This position will assist in all areas as assigned including but not limited to performing all investigative activities including writing formal incident reports and does related work as assigned and publicly presenting findings and answering questions at monthly public hearings. The Independent Civilian Panel (ICP) has the power to investigate allegations that Miami Dade Police (MDPD) officers have violated state or federal law, Miami Dade County Employee Policy or Miami Dade Police Department policy, as well as issue policy advisory and resolution reports assessing allegations of misconduct against MDPD, recommendations to agencies involved in public safety and the administration of justice, and have the option of establishing a monitoring program that provides an ongoing review or audit of the complaint process administered by the MDPD Professional Compliance Bureau or equivalent internal affairs program in MDPD. This Investigator shall assist in all areas as assigned including but not limited to performing all investigative activities including writing formal incident reports and does related work as assigned and publicly presenting findings and answering questions at monthly public hearings.

The Investigator shall:

1. Plan, organize, and conduct investigations of police misconduct related to allegations including but not limited to Excessive Force, Abuse of Authority, Discourtesy, Racial Profiling, Obstruction and/or Offensive language.
2. Interview complainants, police officers, and witnesses from diverse socio-economic and ethnic backgrounds to obtain information, gather evidence, or verify facts. These interviews may require interpretation from Spanish to English or Creole to English.
3. Compose complex reports and correspondence.
4. Review investigative case files to ensure completeness and proper organization of information.
5. Create reports or informational material and presentations as requested by the ICP on various law enforcement-related topics.
6. Manage a case load of civilian complaints of police misconduct related to allegations of various police department policy violations.

In addition, the Investigator may be required to:

1. Perform field work activity to research and gather sensitive and critical information related to pending case(s).
2. Assist in preparing formal recommendations.
3. Conduct research and draft written products on issues of importance involving community oversight to advise the Executive Director, and/or Panel of potential solutions and/or courses of action.
4. Conduct research into police policy and training protocol during misconduct investigations.
5. Additional responsibilities may be assigned as necessary.

The County:

1. Shall provide the Investigator with all existing documentation for each inspection. The County shall have the opportunity to review the inspection.

2. The County reserves the right to add additional resources as needed and in the best interest of the County.

Deliverables

For each investigation assigned, the Investigator shall produce investigative files and reports including all evidence gathered, interview summaries or transcripts, supporting documents, relevant policies and an investigative report including summary of events, investigative timeline, investigative conclusions, recommendations, policy analysis, training analysis and officer pattern assessment.

Investigations will be assigned via email communication. The investigator has a 60–90-day timeline for completion of investigation and final reports. Investigations will be assigned as needed.

Training

Investigator is responsible for learning all relevant MDPD Policies. When possible, investigator will be offered continuing education opportunities, free of charge, through the National Association of Civilian Oversight of Law Enforcement.