



Law School Internship Program

Office of Police Accountability

POSITION DESCRIPTION:

The Office of Police Accountability (OPA) has an opportunity for a law school intern. This position will be responsible for conducting case-related legal research, drafting director certification memos, and projects related to the field of police accountability. This position will report to the Investigations Advisor.

JOB RESPONSIBILITIES:

- Analyze documents (e.g. police, fire department, medical, and forensic reports), videos, and photographs that pertain to the alleged incident.
- Consult and seek regular input from OPA supervisors regarding case progress and issues.
- Prepare clear and concise reports of investigative activities.
- Update and maintain comprehensive case files according to OPA guidelines.
- Complete projects as requested such as a “know your rights” outline for community members, creating an OPA search and seizure guide, etc.
- Maintain a clear command of SPD policies, procedures, and training.
- Research case law pertaining to use of force and search and seizure issues as well as other requested topics.

QUALIFICATIONS:

- Must be enrolled in an accredited law program

DESIRED QUALIFICATIONS:

- Demonstrated skills in case management.
- Basic familiarity with Constitutional law and Criminal Procedure, especially 4th Amendment and Due Process jurisprudence.
- Ability to analyze records and information, weigh evidence and credibility of witnesses, and develop legal conclusions.
- Ability to maintain objectivity and mitigate the effects of personal bias.
- Excellent written and verbal communication skills.
- A demonstrated interest in the field of police accountability.
- A demonstrated ability to produce high-quality written work despite short timelines.
- Ability to exercise tact and diplomacy in dealing with sensitive, complex and, at times, highly-charged issues and situations.

POSITION REQUIREMENTS:

- A job offer will be contingent upon the completion of a SPD background check, which includes a criminal history review.
- Summer work availability is no more than 40 hours of work per week



- Semester/in school work availability is no more than 20 hours of work per week

WHO MAY APPLY:

This position is open to all candidates who meet the qualifications. The Seattle Human Resources Department values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity.

HOW TO APPLY:

- Submit a resume and cover letter that provide additional information on why your skills and experience make you qualified for this internship, why you are interested in the field of police accountability, and what you hope to achieve through your time at OPA
- Submit a letter of good standing from your college/university
- Submit unofficial transcripts from your college/university law program
- Submit a relevant writing sample
- Incomplete applications will not be considered.
- If you have questions, please contact Katie Wielickiewicz, Operations Advisor at katelyn.wielickiewicz@seattle.gov