

**City of New York  
DEPARTMENT OF INVESTIGATION  
Intern Vacancy Notice**

**Intern Title:** Policy Intern- OIG NYPD

**Intern ID:** 0010

**Work location:** 180 Maiden Lane

**Intern Description**

**As of August 2, 2021, all new interns must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.**

The New York City Department of Investigation (DOI) is one of the oldest law enforcement agencies in the country with a mission of combating municipal corruption. It serves the people of New York City by acting as an independent and nonpartisan watchdog for New York City government, City agencies, and City employees, vendors with City contracts, individuals and entities that receive City funds.

DOI's Office of the Inspector General for the NYPD (OIG-NYPD) is charged with investigating, reviewing, studying, auditing, and making recommendations regarding the operations, policies, programs, and practices of the New York City Police Department, with the goal of enhancing the effectiveness of the NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force. OIG-NYPD is independent of the NYPD and is part of the New York City Department of Investigation.

OIG-NYPD is seeking a highly motivated intern to assist in a wide range of projects examining NYPD policies and practices. The Intern will be assigned to the Policy Unit and will assist with policy reviews and ongoing investigations. They will conduct model practices research related to investigative matters, analyze data, review investigative materials, as well as participate in internal staff meetings and external meetings with key stakeholders. The Office provides valuable learning opportunities that enables interns to develop their ideas and innovative approaches to police oversight. This is an ideal opportunity for any student pursuing a career in policy analysis and police oversight.

If selected, the intern will be fingerprinted and undergo a background investigation. In addition, for positions that have a law enforcement and/or investigative function, the candidate's consumer credit history will be reviewed during the background investigation, and as otherwise permitted by NYC Administrative Code § 8-107(24)(b)(2)(A)

**This is an unpaid internship.**

**Essential Duties**

- Assist with reviews and ongoing investigations.
- Conduct policy reviews and research, summarize research, and support OIG-NYPD operations.
- Participate in internal staff meetings and external meetings with key stakeholders.
- Where appropriate and at the discretion of the supervisor, interns will meet with NYPD officials.
- Work on multi-disciplinary teams with other DOI investigators, auditors, and City agency staff.

**Required Knowledge, Skills, and Abilities:**

- Ability to analyze and assess and draw conclusions based on a multitude of complex documents/data, including but not limited to policies, procedures and financial documents.
- Strong computer skills, including Word, Excel and databases. Strong interpersonal skills, oral communication and interviewing skills.
- Ability to write succinct and organized reports.
- Ability to exercise discretion on sensitive and confidential matters.
- Strong organizational skills and proven ability to manage time efficiently, meet deadlines and multi-task.

**Post Date:** 2/8/2023

**Post Until:** 4/7/2023

**The City of New York is an equal opportunity employer and is strongly committed to a policy of non-discrimination. We are committed to recruiting a diverse and inclusive talent pool.**