

Lia Hartman

Civil Rights Case Investigator

📞 (608) 555-7316 ✉️ lia.hartman@example.com

🌐 linkedin.com/example/liahartman 📍 Madison, WI 53703

STRENGTHS

- 🎧 **Structured Interviewing**
Used focused questions and calm follow up during sensitive interviews, helping parties clarify timelines and key facts.
- 🔍 **Evidence Analysis**
Cross checked reports, video, and records when accounts differed. Supervisors valued resulting findings for their clear support.
- 📁 **Case File Control**
Kept evidence logs, records, and database entries aligned across active matters. Colleagues relied on files during hearings.
- 👥 **Respectful Outreach**
Explained complaint procedures to varied communities in plain language. People often stayed engaged through difficult discussions.
- ♥️ **Clear Reporting**
Separated allegations, evidence, analysis, and findings in concise reports, giving counsel a dependable review record.

SKILLS

Case Investigation Police Conduct

Civil Rights Structured Interviews

Evidence Analysis

Body Camera Review

Police Reports Dispatch Records

Database Research

Evidence Tracking Report Writing

Case Management Software

Hearing Support

ADA Requirements Privacy Laws

SUMMARY

Case investigator with four years of experience handling administrative, **civil rights**, and **police conduct** matters from complaint intake through supported findings. Conducts structured interviews with complainants, subjects, witnesses, officers, employees, and officials, using careful follow up questions to clarify timelines and test conflicting accounts. Reviews police reports, body camera recordings, **dispatch records**, personnel files, public records, and digital evidence. Maintains organized case files, evidence logs, statistical records, and legal case management entries. Writes clear reports that separate allegations, evidence, analysis, and conclusions for supervisors, counsel, hearings, and administrative review. Builds respectful rapport with people from varied cultural and socioeconomic backgrounds. Holds a bachelor's degree in Criminal Justice and a **valid driver's license**, with working knowledge of ADA requirements, data practices, privacy laws, police procedures, court processes, and criminal and civil law.

EXPERIENCE

Case Investigator

Dane County Accountability Office 📅 July 2024 - Present 📍 Madison, WI

Manage public sector conduct complaints from intake through investigative summaries. Lead evidence planning, interviews, records review, case documentation, hearing preparation, and factual briefings for administrative review and community accountability discussions.

- Built **evidence** plans for conduct **complaints**, giving each case a clear path from intake through findings.
- Interviewed **complainants**, **witnesses**, employees, and officials, resolving timeline gaps through focused follow up questions.
- Reviewed **body camera** video, incident reports, and dispatch records, identifying **facts** requiring corroboration.
- Requested agency records under privacy and data practice rules, then assessed responsive material for relevance.
- Prepared concise reports separating allegations, evidence, analysis, and findings for supervisors and counsel.
- Maintained evidence logs and hearing files, helping reviewers locate supporting materials during administrative proceedings.

Investigator

Capitol Region Human Rights Commission 📅 October 2022 - June 2024 📍 Madison, WI

Investigated discrimination and **civil rights** complaints involving workplace and public service interactions. Combined **interviews**, documentary review, legal research, counsel consultation, report writing, and outreach while protecting confidentiality and procedural fairness.

- Investigated discrimination **complaints**, comparing testimonial and documentary evidence against defined legal standards.
- Interviewed parties from varied backgrounds, using neutral questions that kept sensitive accounts clear.
- Analyzed personnel records, correspondence, policies, and public information to test disputed assertions.
- Consulted supervisors and counsel about evidence gaps, ADA considerations, privacy duties, and procedure.
- Drafted chronologies and reports that turned complex records into supported factual determinations.
- Supported outreach sessions, explaining complaint procedures in accessible language without disclosing case information.

Investigative Assistant

State Justice Services Bureau 📅 October 2021 - September 2022 📍 Madison, WI

LANGUAGES

English	Native
Spanish	Beginner

MY CAREER



- Case Investigator at Dane County Accountability Office (2.2 Years)
- Investigator at Capitol Region Human Rights Commission (1.7 Years)
- Investigative Assistant at State Justice Services Bureau (11 Months)

Supported criminal and administrative **investigations** through supervised interviews, public records research, **evidence tracking**, case database entry, and hearing preparation. Helped investigators keep materials traceable, accurate, and ready for review.

- Organized **police reports**, **court** records, dispatch information, and interview materials into traceable case files.
- Conducted supervised witness **interviews**, recording responses accurately and flagging useful follow up questions.
- Used authorized databases to locate involved parties and verify case related identifying information.
- Maintained chain of custody records for physical and digital evidence throughout investigative review.
- Entered contacts, activities, and document references into **legal case management software** for supervisory review.
- Prepared hearing packets and chronologies, helping attorneys retrieve supporting records during case preparation.

PROJECTS

Police Conduct Evidence Review 📅 2025

Reviewed linked reports, video, dispatch records, and interview materials to build a clear evidence chronology for administrative findings.

Civil Rights Complaint Outreach 📅 2023

Supported community sessions that explained complaint intake, investigative steps, privacy limits, and available administrative review procedures.

LEADERSHIP & AWARDS

- Recognized by supervisors for clear investigative summaries that supported efficient administrative review.
- Selected for trusted case briefings involving sensitive public sector conduct complaints and community accountability.
- Commended for maintaining orderly evidence logs and hearing ready case files.

EDUCATION

Bachelor's Degree in Criminal Justice

University of Wisconsin Platteville 🎓 GPA: 0 📅 2021 📍 Platteville, WI

Coursework: Criminal law, civil rights law, investigative methods, evidence analysis, court procedures

CERTIFICATIONS

- Valid Driver's License 📅 2021
- Civil Rights Investigation Training 📅 2022

TECHNICAL SKILLS

- **Investigative Methods:** Complaint intake, investigative planning, structured interviews
- **Evidence Review:** Body camera video, police reports, dispatch records
- **Records Research:** Public databases, private databases, agency records
- **Case Management:** Legal case management software, computerized databases, statistical records
- **Legal Standards:** Criminal law, civil law, policy standards
- **Civil Rights:** ADA requirements, privacy laws, data practices
- **Police Systems:** Police records systems, police procedures, officer profiles
- **Hearing Preparation:** Administrative hearings, court procedures, testimony
- **Documentation:** Investigative reports, case summaries, interview statements
- **Community Engagement:** Community meetings, public education, outreach

PROFESSIONAL AFFILIATIONS

- Professional association participant focused on civil rights investigation and public accountability practices.
- Community outreach contributor supporting accessible explanations of complaint intake and review procedures.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST