

Lia Hartman

📞 (608) 555-7316 ✉️ lia.hartman@example.com 💼 [linkedin.com/example/liahartman](https://www.linkedin.com/example/liahartman) 📍 Madison, WI 53703

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

July 2024 - Present

Dane County Accountability Office

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

October 2022 - June 2024

Capitol Region Human Rights Commission

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

October 2021 - September 2022

State Justice Services Bureau

Madison, WI

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

2021
Platteville, WI

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

SKILLS

- | | | | |
|-------------------------|----------------------|----------------------------|--------------------|
| • Case Investigation | • Evidence Analysis | • Database Research | • Hearing Support |
| • Police Conduct | • Body Camera Review | • Evidence Tracking | • ADA Requirements |
| • Civil Rights | • Police Reports | • Report Writing | • Privacy Laws |
| • Structured Interviews | • Dispatch Records | • Case Management Software | |

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.

LANGUAGES

- English (Native)
- Spanish (Beginner)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST