



**Code: 1247**

Family: Legal and Regulatory

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Examining and Licensing

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## **CLASS TITLE: INVESTIGATOR – COPA**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, investigates allegations of misconduct against members of the Chicago Police Department (CPD), including incidents involving excessive force, domestic violence, coercion and verbal abuse, as well as investigations of certain conduct of members of CPD, including incidents involving death or serious injury to a member of the public, and performs related duties as required.

### **ESSENTIAL DUTIES**

- Interviews complainants, witnesses and department members to gather facts in order to investigate incidents involving possible misconduct by department members
- Conducts canvasses at the location of the incident to locate witnesses, obtain relevant information and evidence
- Obtains and analyzes reports related to the incident, including medical reports and reports related to forensic and scientific analysis
- Maintains working knowledge of department rules, policies and general orders
- Prepares reports of investigation activities conducted to document investigative process
- Updates and maintains case management records to report on status of investigations
- Maintains comprehensive, organized case files and manages documents pursuant to all legal rules
- Assists Major Case Specialists in the conduct of complex investigations as required
- Collaborates with attorneys in drafting of disciplinary charges
- Obtains and reviews court documents in related civil and criminal matters to identify relevant information and statements made by department members and witnesses
- Consults and collaborates with Legal staff as needed to identify, assess and address legal issues
- Collaborates with attorneys to prepare and present at police disciplinary arbitrations and police board hearings, including the assessment and development of litigation strategy
- Consults with attorneys to review disciplinary charges prior to being presented to department members to ensure accuracy and consistency with investigatory findings
- Maintains contact with CPD detectives to stay apprised of investigative developments in related criminal investigations
- Identifies and reports on opportunities for pattern and practice investigations; conducts pattern and practice investigations at direction of management
- Testifies in court, arbitration hearings and before the Police Board as needed
- Collaborates with the Cook County State's Attorney's Office and the U.S. Attorney's Office to prepare cases for criminal proceedings
- Identifies areas of improvement to police department tactics and training based on information obtained through investigations

- Monitors cases as they proceed through the disciplinary system to ensure timely completion
- Prepares reports of investigation based on analysis of the evidence in light of the legal framework and makes preliminary recommendations regarding appropriate disciplinary action or other intervention that is appropriate based on the investigatory findings

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus two (2) years of experience conducting civil, criminal or factual investigations that involve gathering, analyzing and evaluating evidence; conducting in-depth research, analysis and report writing; and conducting interviews with witnesses; **OR** graduation from an accredited law school; or an equivalent combination of education, training and experience, provided the minimum degree requirement is met.

### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Availability to work any duty watch is required
- Post-graduate degree in Public Policy, Political Science, Social Science, Government or Law, preferred

## **WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous situations (e.g., sites where shootings or alleged misconduct occurred)

## **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, smart phone)
- Digital voice recorder
- Two-way radio
- Photographic and video equipment

## **PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to access locations where shootings or alleged misconduct occurred

## **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

### **Knowledge**

Comprehensive knowledge of:

- police behavior that constitutes excessive force, verbal abuse, or other forms of police misconduct

- \*investigation and inspection methods, techniques, practices, and procedures
- \*evidence collection, preservation and analysis methods, practices, and procedures
- geographical locations in the City
- record keeping and report preparation methods, practices, and procedures

Some knowledge of:

- the criminal justice system, and legal and criminal justice procedures
- techniques to locate witnesses

Knowledge of applicable City and department policies, procedures, rules, and regulations

### **Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- INTERVIEWING – Conduct detailed factual interviews with a variety of stakeholders in the policy accountability structure, including complainants, witnesses, police officers and their supervisors, medical experts, lab technicians, etc.
- CRITICAL THINKING - Analyze and apply relevant laws, regulations and orders to the facts of the case being investigated.
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- JUDGEMENT AND DECISION MAKING - Use initiative, ingenuity, resourcefulness and sound judgment in collecting and developing facts and other pertinent data
- COMPREHEND COMPLEX DATA – Read and understand complex data sets related to pattern and practice investigations, and organize and present information using matrices, timelines and relational database software
- SPEAK – Strong oral communication skills required such that the investigator can communicate information and ideas to both an internal and external audience in a clear and articulate manner
- WRITE – Strong written skills required such that the investigator can communicate information and ideas to both an internal and external audience, and write clear, concise, well-organized and thorough investigative reports
- COMPUTER SKILLS – Intermediate to advanced ability with Microsoft Office Suite (Word, Excel and PowerPoint).
- CUSTOMER SERVICE SKILLS – Communicate professionally and courteously with individuals from a wide variety of cultural and socio-economic backgrounds and to develop sensitivity to a variety of communication styles

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

- INDEPENDENCE – Conduct investigations in an objective and independent manner, adhere to high standards of ethical conduct, and evaluate evidence and make findings without bias or concern for personal interest
  - PROBLEM SOLVING - Apply rules to specific problems to produce answers in a manner that others can comprehend
  - PLANNING AND PRIORITIZING – Plan investigations and prioritize multiple tasks and meet required deadlines
  - CONFIDENTIALITY – Conduct investigations of a highly confidential and sensitive nature
  - REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
September, 2016