



Supervising Investigator – COPA

JOB ANNOUNCEMENT

COPA

Number of Positions: 15

Under direction, supervises and directs the work of investigative staff engaged in investigating allegations of misconduct against members of the Chicago Police Department (CPD). Manages caseloads, and monitors and reviews the investigative process to ensure investigations of misconduct against members of the Chicago Police Department are performed with integrity and timeliness, and performs related duties as required.

ESSENTIAL DUTIES:

- Reviews incoming complaints, allegations and notifications and assigns cases to investigative staff based on complexity of investigation, investigative staff competencies, and operational efficiencies
- Monitors and reviews investigatory activities of assigned team members to ensure investigations are conducted in a timely manner and are consistent with internal policies, procedures and applicable law
- Provides liaison with Cook County State's Attorney's Office and U.S. Attorney's office, as needed
- Reviews case files prior to the closing of cases to ensure that all appropriate investigatory steps have been taken and that the investigatory findings are consistent with the evidence gathered
- Supervises and reviews the drafting of investigative reports to ensure accuracy and timeliness
- Trains investigative staff on investigative techniques, reporting methods and internal policies and procedures
- Provides guidance to investigative team members on complex issues that arise in investigations
- Provides testimony at criminal, administrative and arbitration proceedings as needed
- Supervises and reviews the drafting of summary reports
- Reviews and contributes to preliminary disciplinary recommendations
- Uses case management tools to ensure that case files of team members are maintained properly, and to ensure that operational timeliness goals are met consistently
- Supervises investigators and collaborates with Data Analysts on pattern or practice investigations to ensure thoroughness, accuracy and timeliness
- Conducts semi-annual case reviews of investigative team members

- Evaluates investigative team members pursuant to COPA's performance evaluation system
- Participates in the on-call rotation for reporting to the scene of officer-involved weapons discharge incidents or police custody incidents
- Recommends revisions to police collective bargaining agreements for the purpose of improving the quality, efficiency and transparency of investigations
- 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
- 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
- Makes recommendations to the Chief Administrator regarding the appropriate discipline or other remedial measures 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.*

Location: 1615 W. Chicago Ave

Days: Monday - Friday

Hours: 9:00am to 5:00pm (On call rotation)

Availability to work weekends as required

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications: Graduation from an accredited college or university with a Bachelor's degree or related university, PLUS five (5) 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, 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 an equivalent combination of 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
- Availability to participate in the on-call rotation for officer-involved investigations of misconduct
- Commitment to civilian oversight
- Certification
 - Certified by the Illinois Law Enforcement Training Standards Board as a Lead Homicide Investigator, or similar training approved by the Illinois Law Enforcement Training Standards Board or the Department of State Police, or similar training provided at an Illinois Law Enforcement Training Standards Board certified school, or
 - Is willing to undergo such training within six months of hire in order to maintain position as a Supervising Investigator – COPA
- Post-graduate degree in Public Policy, Political Science, Social Science, Government or Law, preferred

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

NOTE: You must also provide your valid U.S. driver's license at time of processing.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Selection Requirement:

This position requires applicants to successfully pass a skills assessment test and complete an interview. Test results will be sent out by the Department of Human Resources after test results have been compiled and analyzed. Applicants who receive a passing score on the test will be selected to interview. The interview will include a written exercise and/or a skills assessment

test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected

Preference will be given to candidates possessing the following:

- Juris Doctorate or Master's degree in Public Policy, Political Science, Social Science, Government or Law
- Previous supervisory work experience
- Previous work experience in law enforcement or prosecution
- Previous work experience in civilian oversight
- Previous investigation work experience

Salary: \$85,596

Application period: October 7, 2016 to November 4, 2016

Application Instructions: Interested applicants should apply at the City of Chicago's application website: www.cityofchicago.org/CAREERS

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City must be actual residents of the City as outlined in 2-152-050 of the City Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer

City of Chicago

Department of Human Resources

Rahm Emanuel, Mayor

Soo Choi, Commissioner