



JOB ANNOUNCEMENT

First Deputy Chief Administrator City of Chicago Civilian Office of Police Accountability (“COPA”)

COPA is a newly created civilian-staffed municipal agency that registers all allegations of misconduct made against Chicago Police Department (CPD) members. COPA is an independent agency of the City of Chicago, separate from the Chicago Police Department. COPA investigates all allegations of misconduct that concern the use of excessive force, coercion through a threat of violence, bias-based verbal abuse, domestic violence involving a CPD member, and improper search and seizure, and extraordinary occurrences. In addition, COPA investigates all instances in which a CPD member discharges his or her firearm or Taser in a manner that strikes or potentially could strike an individual and incidents involving the serious injury or death of a person in police custody. It is COPA’s mission to conduct investigations that are thorough, independent, and timely.

In anticipation of the agency’s formal launch on September 15, 2017, the agency is presently recruiting for a First Deputy Chief Administrator.

This position reports directly to the Chief Administrator and will have direct oversight of all 100+ members of the COPA Investigative Staff. The First Deputy will have primary responsibility for ensuring that COPA investigations are thorough, independent and timely. The First Deputy will assist the Chief Administrator in the administration of the office by addressing policy and procedural issues related to the investigative work processes. The First Deputy will be responsible for managing the investigative staff, assigning investigations, monitoring the progress of investigations, contributing to investigative strategy, and coordinating investigations with prosecutorial and other law enforcement partners. The First Deputy will review and comment on summary reports of investigation to ensure that all appropriate investigative steps have been taken, that the facts of the case are comprehensively and clearly articulated, and the analysis of the case is accurate and consistent with the law and applicable policies.

The successful candidate will have:

- A minimum of 10 years of professional experience in the criminal justice or legal field involving investigations or inquiries into the conduct of others. Prior experience in the oversight of law enforcement entities or other government entities will be strongly preferred.
- Experience managing groups or teams within the context of a complex organization.
- Well-developed, strategic analytical skills.
- Excellent interpersonal, communication, presentation and writing skills,

- A professional and executive presence to represent the organization as a leader.
- A proven track record of integrity, independent thinking, and good judgment.
- Proven experience developing collaborative working relationships with various stakeholders and managing multiple agendas and interests simultaneously.
- Demonstrated ability to develop creative approaches to challenges and fostering innovative initiatives in highly complex organizations.
- Have a Bachelor's Degree, and preferably, a Juris Doctorate Degree from an accredited law school or other relevant post-graduate degree.

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

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 the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

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.

Residency Requirement: An employee must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

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 request.

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
Rahm Emanuel, Mayor

Department of Human Resources
Soo Choi, Commissioner

Interested applicants, please send resume to: karlo.flowers@chicagocopa.org

This position will be posted until filled.