DIRECTOR OF INVESTIGATIONS
CIVILIAN OFFICE OF POLICE ACCOUNTABILITY

Job Announcement

Number of Positions: 2

Under general direction, directs an assigned investigative unit and/or investigative function of the Civilian Office of Police Accountability (COPA), and performs related duties as required

ESSENTIAL DUTIES

- Directs investigations of complaints involving Chicago Police Department Police Officers
- Manages the activities of intake investigative teams, investigative process, and office personnel by communicating instructions to unit supervisors
- Assigns complaints to investigative staff; monitors the activity and review of selective case files and investigative reports to ensure objectivity and thoroughness
- Ensures that COPA investigators respond immediately on a 24-hour basis to conduct preliminary investigations in cases of shootings, domestic violence, and excessive force complaints
- Meets with supervisory staff and investigators to monitor the progress of investigations and ensure their timely completion
- Reviews case files upon completion of preliminary investigation and/or 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
- Reviews Chain of Command non-occurrence reports and makes recommendations regarding the appropriate course(s) of action
- Recommends appropriate disciplinary action against violators of Chicago Police Department rules and regulations
- Prepares management reports on the unit activities
- Maintains open and effective communication with Police units, outside law enforcement agencies, Illinois State Police, and Corporation Counsel to facilitate COPA investigations and remain abreast of current investigative practices and appropriate disciplinary actions
- Meets with Cook County State’s Attorney’s Office, FBI, U.S. Attorney, and other prosecutorial agencies, as appropriate, for purposes of referring matters for criminal prosecution
- Evaluates investigative team members pursuant to COPA’s performance evaluation system
- Performs special research or specialized activities at the request of the Chief Administrator, as required

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

THIS POSITION IS EXEMPT FROM CAREER SERVICE

Graduation from an accredited college or university with a Bachelor’s degree, plus seven (7) 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, of which three (3) years are in a supervisory role related to the responsibilities of the position, OR Graduation from an American Bar Association (ABA) accredited law school, plus four (4) 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, of which three (3)
years are in a supervisory role related to the responsibilities of the position; 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

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. 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.

**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 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.**

**Selection Criteria**

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

**Preference will be given to candidates possessing the following:**

1. Previous experience in the investigation, prosecution or analysis of death investigations
2. Previous experience in and knowledge of the tenants of the 4th amendment
3. Direct experience investigating police misconduct, analyzing probable cause & drafting and/or reviewing investigative reports of findings
4. Previous experience managing and triaging voluminous case load and personnel
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 applications will be accepted.

Residency Requirement
All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of 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 request.

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

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted until 11:59 pm CST on February 14, 2020. No exceptions will be made.

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

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Soo Choi, Commissioner