Evidence Specialist

BID/JOB ANNOUNCEMENT

Civilian Office of Police Accountability (COPA)

These positions are open to the general public and to all current city employees covered under the terms of the City's collective bargaining agreement with the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME) – (BARGAINING UNIT #01, 03, 04, 05)

IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE BID ONLY SITE AT:

www.cityofchicago.org/CAREERS
(Once the website opens, scroll down and click on the button titled “Bid Opportunities.”)

IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED “ALREADY EMPLOYED BY THIS COMPANY”. CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT.

YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED “PAYEE/EMPLOYEE NUMBER.” (NO OTHER FORMAT OR SYSTEM CAN BE USED TO OBTAIN YOUR EMPLOYEE NUMBER).

FAILURE TO CHECK THE “ALREADY EMPLOYED BY THIS COMPANY” BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION

Number of Positions: 1

Under general supervision, this position with the City of Chicago’s Civilian Office of Police Accountability (COPA) serves as COPA’s subject matter expert in charge of coordinating the collection, evaluation and analysis of evidence in cases of police incidences that fall within COPA’s jurisdiction; guides law enforcement forensic technicians in the appropriate collection, handling and processing of physical evidence required for COPA’s administrative investigations; verifies that evidence collected meets legal requirements, and that examination results of evidence are concluded in a timely manner; and performs related duties as required.

Essential Duties:

• Responds to the scene of incidents under the agency’s jurisdiction to assist in the oversight of evidence collection
• Advises investigators on how, when and what evidence items should be processed
• Coordinates with CPD and other law enforcement and prosecutorial partners regarding the collection and processing of evidence
• Monitors and reports on the status of forensic testing by the agency’s external partners
• Assists investigators in the interpretation of forensic testing reports and analyses
• Works with the administrative staff to identify external sources for forensic testing and analysis, as needed
• Collaborates with investigators to identify forensic or other evidentiary analysis that will support investigative needs
• Observes and reports on forensic testing and analyses (such as autopsies)
• Assists investigators and administrators in preparing documentation (e.g. plats, summary charts, photo arrays) related to crime scene processing and forensic analysis for inclusion in agency reports
• Assists attorneys in preparing litigation materials related to crime scene processing and forensic analysis

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, 4th floor, Chicago, IL 60622
Days: Monday - Friday
Hours: 9:00 am to 5:00 pm (on-call rotation)

THIS POSITION IS IN THE CAREER SERVICE

Qualifications:

Graduation from an accredited college or university with a Bachelor's degree plus (3) three years of work experience in the collection, analysis or evaluating physical evidence, 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

One of the following certification is preferred:

• Crime Scene Investigator Certification from the International Crime Scene Investigators Association (ICSIA)
• Certified Senior Crime Scene Analyst, Certified Crime Scene Reconstructionist, Certified Crime Scene Investigator, or Certified Crime Scene Analyst from the International Association for Identification (IAI)
• Certified as a Criminal Investigator from the American College of Forensic Examiners Institute (ACFEI)

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 REQUIREMENTS**

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:

- Previous experience participating in homicide investigations
- Possession of one or more of the certifications listed above
- Previous work experience in a law enforcement agency with a large urban jurisdiction or for a federal agency
- Previous experience in the collection, analysis or evaluation of physical evidence

**Application Instructions:** Interested applicants should apply at the City of Chicago’s application website: [www.cityofchicago.org/CAREERS](http://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 stationery stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official
stationery 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 of Chicago 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

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 June 25, 2020. No exceptions will be made.

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Soo Choi, Commissioner