Investigator – COPA

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: 9 (Additional vacancies possible pending budget approval)

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.

Location: COPA
1615 W. Chicago Ave, 4th floor, Chicago, IL 60622
Days: Monday - Friday
Hours: 9:00am to 5:00pm (availability to take an 11:00am to 7:00pm shift)

**THIS POSITION IS IN THE CAREER SERVICE**

**Qualifications:**

- 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.
- 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

**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.

Note: Per City of Chicago Municipal Ordinance #2-78-120, no investigator employed by the COPA Office shall be a current or former sworn member of the Chicago Police Department within the last five years.

**SELECTION REQUIREMENTS:**

This position requires applicants to successfully pass a skills assessment test and complete an interview, which will include a written exercise. 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 interviewed candidate(s) receiving a passing score on the test and possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral interview and written exercise, will be selected for hire.

Preference will be given to candidates possessing the following:

- JD degree from an accredited law school
- Prior employment as a sworn law enforcement officer
- 2+ years of experience investigating, prosecuting or defending criminal cases
- Previous work experience in a law enforcement agency with a large urban jurisdiction or for a federal agency

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

**VETERANS PREFERENCES 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 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 24, 2020. No exceptions will be made.

City of Chicago

Lori Lightfoot, Mayor

Department of Human Resources

Soo Choi, Commissioner