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## **General Counsel**

### **Community Commission for Public Safety and Accountability**

#### **INTRODUCTION**

In July 2021, the Chicago City Council passed an ordinance establishing a new model for police oversight, accountability, and public safety. The ordinance creates two bodies: a citywide Commission for Public Safety and Accountability, with power to advance systemic reform, and District Councils which will be elected in each police district and work to improve policing and public safety in the district. The Commission and District Councils will: bring police officers and Chicago residents together to plan, prioritize, and build mutual trust; strengthen the police accountability system; give Chicagoans a meaningful new role in oversight; and explore and advance alternative effective approaches to public safety.

The Commission and District Councils will be supported by a full-time, professional staff. Under the direction of the Executive Director, the General Counsel will be responsible for providing legal counsel and support to the Executive Director and staff, Commissioners, and District Council members on matters related to Commission and District Council operations and affairs; ensuring that the Commission's and District Councils' work is conducted in compliance with local, state, and federal law; performing legal research and providing legal counsel to Commissioners and District Council members regarding policies, initiatives, and programs under consideration by the Commission or District Councils; studying legal trends in law enforcement and civil rights to ensure that proposed policies are in compliance with local, state, and federal law, and consistent with best practices; developing and implementing Commission policies and procedures; reviewing and interpreting various documents (including but not limited to legal documents, requests for information, contractual requirements, legislation, and general and special orders) for the Executive Director and staff; ensuring compliance with the Freedom of Information Act (FOIA) by drafting legal documents in response to requests and other requirements for information, and ensuring documents conform with the law; preparing and drafting all legal documents for the Commission and District Councils; and conducting training for staff, Commissioners, and District Council members on relevant legal issues.

#### **ORGANIZATION**

The Community Commission will be a seven-member body. Commissioners must be drawn from across the city and meet work- and experience-related requirements described in the ordinance. Commissioners will be nominated by elected community members, selected by the Mayor, and confirmed by the City Council. Commissioners will serve four-year terms. The Commission will oversee the Police Department, the Civilian Office of Police Accountability (COPA), and the Police Board. The Commission's powers include: playing a central role in selecting and removing the Police Superintendent, COPA Chief Administrator, and Police Board members; setting Police Department policy; establishing annual goals and evaluating progress for CPD, COPA, and the Police Board; and promoting community engagement and transparency.

District Councils will be created in each of the city's 22 police districts and will be made of up three people elected in regular municipal elections. Members will serve four-year terms. The District Councils' roles include: building stronger connections between the police and the community at the district level, where the community is a true partner in making the neighborhood safer; holding monthly public meetings, where residents can work with the police on local initiatives, and raise and work to address concerns about policing in the district; working with the community to get input on police department policies and practices; and ensuring a channel of communication for regular community input to the Commission.

#### **ESSENTIAL DUTIES:**

- Provide legal counsel and support to the Executive Director and staff, Commissioners, and District Council members on matters related to Commission and District Council operations and affairs
- Ensure that the Commission's and District Councils' work is conducted in compliance with local, state, and federal law
- Perform legal research and provide legal counsel to Commissioners and District Council members regarding policies, initiatives, and programs under consideration by the Commission or District Councils, including any proposed new or amended policy submitted by CPD, COPA, or the Police Board
- At the Commission's request, draft policies for CPD, COPA, and the Police Board
- Study legal trends in law enforcement and civil rights to ensure that proposed policies are compliant with local, state, and federal law, and consistent with best practices
- Communicate with the Consent Decree Monitor to ensure that Commission policymaking activities fall within the scope of the Commission's policymaking jurisdiction
- Develop and implement Commission policies and procedures
- Review and interpret various documents (including but not limited to legal documents, requests for information, contractual requirements, legislation, and general and special orders) for the Executive Director and staff
- Oversee the Commission's production of records in response to legal requests, including ensuring compliance with the Freedom of Information Act (FOIA) by drafting legal documents in response to requests and other requirements for information, and ensuring documents conform with the law
- Prepare and draft all legal documents for the Commission and District Councils
- Draft the rules, regulations, policies and procedures for the conduct of the Commission, District Councils, and staff, and continuously review and update said documents as needed, and
- Conduct training for staff, Commissioners, and District Council members on relevant legal issues

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential*

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience**

- Graduation from an American Bar Association (ABA) accredited law school, plus eight (8) years of work experience in the legal profession as a licensed attorney of which at

least three (3) years are in a supervisory role or case management capacity related to the responsibilities of the position

**Licensure, Certification, or Other Qualifications**

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

**PREFERRED QUALIFICATIONS**

- Excellent managerial, administration, and interpersonal skills
- Ability to work strategically and collaboratively across departments
- Effective, versatile, and action-oriented
- Committed to and knowledgeable about the need for and responsibilities of law enforcement, and the need to protect constitutional rights
- Demonstrated integrity, professionalism, sound judgment, and leadership
- The ability to work well with diverse groups and individuals
- Knowledge of federal and state law governing police policies and practices
- Knowledge of the State of Illinois Freedom of Information Act

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g. telephone, computer, printer, photocopier)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**CORE COMPETENCIES**

- **Leadership** - Experience showing integrity, professionalism, sound judgment, and independence
- **Management** – Knowledge of organization and management practices and methods, including goal setting, program development and implementation, employee supervision, personnel management, employee relations, team building, budget development, and financial management
- **Critical Thinking** – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- **Complex Problem Solving** – Identify complex problems and review related information to develop and evaluate options and implement solutions
- **Executive Presence/Communication** – Ability to engender confidence internally and externally through clear communication, credibility, and leadership
- **Collaboration** – Experience collaborating with senior executives, staff, and diverse groups/individuals to achieve goals
- **Community Relations** – Experience in community relations and outreach with the demonstrated ability to build strong, yet independent working relationships with diverse constituents and community representatives

- **Cultural Sensitivity** – Knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations
- **Communication** – Exceptional ability to communicate clearly and effectively, orally and in writing, with a wide range of audiences

**OTHER**

**Annual Salary**

\$134,460

**Location**

Employees must be residents of the City of Chicago. Proof of residency is required at the commencement of employment.

**TO APPLY**

Please send resume and cover letter to [CCPSAResume@cityofchicago.org](mailto:CCPSAResume@cityofchicago.org)

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**THIS POSITION IS A SHAKMAN EXEMPT POSITION**

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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