



## UNPAID LEGAL INTERNSHIP JOB DESCRIPTION

### **PUBLIC SERVICE INTERNSHIPS: PROGRAM OVERVIEW**

Public Service Internships provide students with the opportunity to work within the public sector/city government by actively participating in the administration of programs and the services offered to city residents and neighborhoods at large. In addition to obtaining valuable work experience in an area relating to their field of study, interns have the opportunity to receive guidance and direction from professional staff members on issues relating to their professional growth and career goals. Interns are also allowed to participate in the Public Service Intern Program to satisfy degree requirements.

### **CIVILIAN OFFICE OF POLICE ACCOUNTABILITY: MISSION STATEMENT**

The mission of the Civilian Office of Police Accountability (COPA) is to provide a just and efficient means to fairly and timely conduct investigations within its jurisdiction, including investigations of alleged police misconduct and to determine whether those allegations are well-founded, applying a preponderance of the evidence standard; to identify and address patterns of police misconduct; and, based on information obtained through such investigations, to make policy recommendations to improve the Chicago Police Department and reduce incidents of police misconduct.

### **ESSENTIAL DUTIES**

The COPA Legal Intern will be assigned to assist the Legal Unit's attorneys on a variety of projects in conjunction with operational activities. This may include providing assistance to the legal department staff with:

- assisting investigators in preparing for civilian and officer statements;
- researching parallel civil and criminal litigation;
- researching relevant case law and applying it to the investigations by drafting legal analysis and conclusion for the investigations; and
- preparing responses to information requests received by the department (including responses to FOIA requests).

**MINIUM QUALIFICATIONS:** Must be a current law school student in good academic standing, enrolled in an accredited law school, with a minimum grade point average of 2.5 on 4.0 grading scale, a 3.5 on a 5.0 grading scale, or equivalent grading scale.

**PREFERENCE:**

Education: Law Student that is a candidate for a Juris Doctorate degree. Knowledge of:

- Local, State and Federal laws, ordinances, statutes and court decisions relating to municipal operation.
- Evidence, Constitutional Law, and Civil & Criminal Procedure.
- Methods and techniques of legal research.

**DUTIES:** The COPA Legal Intern will be assigned to assist the Legal Unit's attorneys on a variety of projects in conjunction with operational activities. This may include drafting legal memoranda, conducting legal research and analysis, and preparing responses to information requests received by the department (including responses to FOIA requests).

**INSTRUCTIONS:** Interested applicants must submit a cover letter and resume with the following attachments in order to be considered for the internship:

- Writing sample: 5-10 pages
- Law School Transcript
- Verification of Current Law School Enrollment

**APPLICATION DEADLINE:** Friday, July 5, 2019. Applications must be submitted by the individual applying. No second party applications may be accepted.

**APPLICANT INTERVIEWS:** Week of July 15, 2019

**APPLICANT SELECTION AND NOTIFICATION:** Friday, July 26, 2019

Please submit all documents via e-mail to Lydia Watts at [lydia.Watts@chicagocopa.org](mailto:lydia.Watts@chicagocopa.org)

Note: These are temporary positions and the number of available positions is limited. If you are disabled and require 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, TTY: 312-744-5035. You will be required to provide information regarding your request.

All references to political sponsorship or recommendation must be omitted from any and all applications materials submitted for city employment. The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer