



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY

INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

## UNPAID INVESTIGATIVE 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.

### **COPA INVESTIGATIVE INTERNS: ESSENTIAL DUTIES**

Under the supervision of a Supervising Investigator, the COPA Investigative Intern will be assigned to assist the investigative staff on a variety of projects in conjunction with operational activities. This may include providing assistance to the investigative staff with:

- collecting, information, documentation, and physical evidence associated with investigations;
- performing research related to CPD rules, policies, and general and special orders;
- preparing for complainant, witness, and subject interviews;
- performing on-line research to aide in the investigative process;
- drafting correspondence and memoranda;
- entering, updating and extracting information on the agency's case management system; and
- providing other direct assistance to investigative staff members throughout the investigative process, as need.

**MINIUM QUALIFICATIONS:** Must be a college junior, senior or graduate level student in good academic standing, enrolled in an accredited college or university, with a minimum cumulative grade point average of 2.5 on a 4.0 grading scale, a 3.5 on a 5.0 grading scale, or equivalent grading scale.

**PREFERENCE:** Second, third and/or fourth year students and/or graduate students majoring in criminal justice, social work, psychology and/or policy or Law Students.

**DUTIES:** The COPA Investigative Intern will be assigned to assist the investigative staff on a variety of projects in conjunction with operational activities. This may include providing assistance to the investigative staff with:

- collecting, information, documentation, and physical evidence associated with investigations.
- performing research related to CPD rules, policies, and general and special orders
- preparing for complainant, witness, and subject interviews
- performing on-line research to aide in the investigative process
- drafting correspondence and memoranda
- entering, updating and extracting information on the agency's case management system, and
- providing other direct assistance to investigative staff members throughout the investigative process, as need.

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

- 1 – 2 Page Writing Sample
- Official college transcript
- Original Letter of Enrollment Verification
- Copy of Driver License
- Copy of Student ID

**APPLICATION DEADLINE:** Friday, October 1, 2021. Applications must be submitted by the individual applying. No second party applications may be accepted.

**APPLICATION INTERVIEWS:** October 12 - 15, 2021

**APPLICANT SELECTION AND NOTIFICATION:** Friday, October 22, 2021

**ONBOARDING:** Tuesday, January 11, 2022

**INTERNSHIP DURATION:** January 2022 through April 2022

**Please submit all documents via e-mail to:** [COPAInternship@chicagocopa.org](mailto:COPAInternship@chicagocopa.org)

Please include **INVESTIGATIVE INTERNSHIP APPLICATION** in the Subject Line

Note: These are temporary positions and the number of available positions is limited.

**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**