



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY

INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

## **UNPAID POLICY, RESEARCH, AND ANALYSIS DIVISION (PRAD) INTERNSHIP JOB DESCRIPTION**

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

Public Service Internships provide interns 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 PRAD INTERNS: ESSENTIAL DUTIES**

Under the supervision of a Deputy Chief Administrator and the Director of Policy and Legislative Affairs, COPA PRAD Intern(s) will be assigned to assist PRAD on a variety of projects in conjunction with operational activities. This includes, but is not limited to, supporting PRAD's efforts by:

- Reviewing COPA and Chicago Police Department policy to make recommendations to improve policing practices, improve the process of conducting misconduct investigations and ensure compliance with the federal consent decree;
- Conducting research to support meaningful policy recommendations and advisories that advance the culture of policing within the City of Chicago;
- Reviewing and summarizing materials within COPA investigative files to identify operational deficiencies and risk existing within the Department;
- Reviewing and analyzing COPA and Chicago Police Department data to identify trends that warrant further inquiry;
- Drafting correspondence and memoranda; and
- Other related administrative tasks and assistance, as needed.

**MINIUM QUALIFICATIONS:** Must be, at least, college junior, senior, graduate, or graduate level student in a course of study relevant to the mission of COPA (i.e., majoring in research and analytics, social science, public policy, public administration, or related field) 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:** Familiarity with, and demonstrated interest in matters of public interest, to include public policy with emphasis in criminal justice reform, social justice, police and government accountability, human and civil rights, or other issues addressing the welfare or well-being of the general public. Qualifications reflect critical thinking, analysis, deductive reasoning and ability to analyze and synthesize qualitative and quantitative information. Strong computer skills, including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).

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

- Official college transcript(s)
- Original Letter(s) of Enrollment Verification
- Copy of Driver License
- Copy of Student ID

**APPLICATION DEADLINE:** Friday, March 4, 2022. Applications must be submitted by the individual applying. No second party applications may be accepted.

**APPLICATION INTERVIEWS:** Week of March 14 – 18, 2022

**APPLICANT SELECTION AND NOTIFICATION:** Monday, March 28, 2022

**ONBOARDING:** Tuesday, May 24, 2022

**INTERNSHIP DURATION:** June 2022 through August 2022

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

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

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

**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 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org) Please be prepared to provide information in support of your reasonable accommodation 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**