



**Code: 1249**

Family: Legal and Regulatory

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Examining and Licensing

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## **CLASS TITLE: SUPERVISING INVESTIGATOR - COPA**

### **CHARACTERISTICS OF THE CLASS**

Under direction, supervises and directs the work of investigative staff engaged in investigating allegations of misconduct against members of the Chicago Police Department (CPD). Manages caseloads, and monitors and reviews the investigative process to ensure investigations of misconduct against members of the Chicago Police Department are performed with integrity and timeliness, and performs related duties as required

### **ESSENTIAL DUTIES**

- Reviews incoming complaints, allegations and notifications and assigns cases to investigative staff based on complexity of investigation, investigative staff competencies, and operational efficiencies
- Monitors and reviews investigatory activities of assigned team members to ensure investigations are conducted in a timely manner and are consistent with internal policies, procedures and applicable law
- Provides liaison with Cook County State's Attorney's Office and U.S. Attorney's office, as needed
- Reviews case files prior to the closing of cases to ensure that all appropriate investigatory steps have been taken and that the investigatory findings are consistent with the evidence gathered
- Supervises and reviews the drafting of investigative reports to ensure accuracy and timeliness
- Trains investigative staff on investigative techniques, reporting methods and internal policies and procedures
- Provides guidance to investigative team members on complex issues that arise in investigations
- Provides testimony at criminal, administrative and arbitration proceedings as needed
- Supervises and reviews the drafting of summary reports
- Reviews and contributes to preliminary disciplinary recommendations
- Uses case management tools to ensure that case files of team members are maintained properly, and to ensure that operational timeliness goals are met consistently
- Supervises investigators and collaborates with Data Analysts on pattern or practice investigations to ensure thoroughness, accuracy and timeliness
- Conducts semi-annual case reviews of investigative team members
- Evaluates investigative team members pursuant to COPA's performance evaluation system
- Participates in the on-call rotation for reporting to the scene of officer-involved weapons discharge incidents or police custody incidents
- Recommends revisions to police collective bargaining agreements for the purpose of improving the quality, efficiency and transparency of investigations

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- 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
- 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
- Makes recommendations to the Chief Administrator regarding the appropriate discipline or other remedial measures 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.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus five (5) 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, 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 an equivalent combination of training and experience provided the minimum degree requirement is met.

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Availability to work any duty watch is required
- Availability to participate in the on-call rotation for officer-involved death investigations
- Certification:
  - Certified by the Illinois Law Enforcement Training Standards Board as a Lead Homicide Investigator, or similar training approved by the Illinois Law Enforcement Training Standards Board or the Department of State Police, or similar training provided at an Illinois Law Enforcement Training Standards Board certified school, or
  - Is willing to undergo such training within six months of hire in order to maintain position as a Supervising Investigator – COPA
- Post-graduate degree in Public Policy, Political Science, Social Science, Government or Law, preferred

**WORKING CONDITIONS**

- General office environment

- Exposure to outdoor weather conditions
- Exposure to hazardous situations (e.g., sites where shootings or alleged misconduct occurred)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, smart phone)
- Digital voice recorder
- Two-way radio
- Photographic and video equipment

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time
- Ability to access locations where shootings or alleged misconduct occurred

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*police behavior that constitutes excessive force, verbal abuse, or other forms of police misconduct
- \*investigation and inspection methods, techniques, practices, and procedures
- \*evidence collection, preservation and analysis methods, practices, and procedures
- geographical locations in the City
- record keeping and report preparation methods, practices, and procedures

Some knowledge of:

- the criminal justice system, and legal and criminal justice procedures
- issues involving police, civilian oversight practices and police-community relations
- techniques to locate witnesses
- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- INTERVIEWING – Conduct detailed factual interviews with a variety of stakeholders in the police accountability structure, including complainants, witnesses, police officers and their supervisors, medical experts, lab technicians, etc.
- CRITICAL THINKING - Analyze and apply relevant laws, regulations and orders to the facts of the case being investigated.

- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- JUDGEMENT AND DECISION MAKING - Use initiative, ingenuity, resourcefulness and sound judgment in collecting and developing facts and other pertinent data
- COMPREHEND COMPLEX DATA – Read and understand complex data sets related to pattern and practice investigations, and organize and present information using matrices, timelines and relational database software
- SPEAK – Strong oral communication skills required such that the investigator can communicate information and ideas to both an internal and external audience in a clear and articulate manner
- WRITE – Strong written skills required such that the investigator can communicate information and ideas to both an internal and external audience and write clear, concise, well-organized and thorough investigative reports
- COMPUTER SKILLS – Intermediate to advanced ability with Microsoft Office Suite (Word, Excel and PowerPoint).
- CUSTOMER SERVICE SKILLS – Communicate professionally and courteously with individuals from a wide variety of cultural and socio-economic backgrounds and to develop sensitivity to a variety of communication styles
- REVIEW – Edit reports and other written materials prepared by investigative staff for clarity and style.

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- PROBLEM SOLVING - Apply rules to specific problems to produce answers in a manner that others can comprehend
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- PLANNING – Plan, conduct and supervise complex and difficult investigations.
- TRAINING – Train, advise, motivate and mentor new and veteran investigators on an individual level and through a formal and ongoing training program.
- INDEPENDENCE – Conduct investigations in an objective and independent manner, adhere to high standards of ethical conduct, and evaluate evidence and make findings without bias or concern for personal interest.
- CONFIDENTIALITY – Conduct investigations of a highly confidential and sensitive nature.
- PROFESSIONALISM – Set an example of professionalism, ethical conduct and commitment to a quality work product.

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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.

\* May be required at entry.

City of Chicago  
Department of Human Resources  
September, 2016