



**Code: 1251**

Family: Legal and Regulatory

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Examining and Licensing

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## **CLASS TITLE: EVIDENCE SPECIALIST – COPA**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, serves as COPA's subject matter expert in charge of coordinating the collection, evaluation and analysis of evidence in cases of police incidences that fall within COPA's jurisdiction; guides law enforcement forensic technicians in the appropriate collection, handling and processing of physical evidence required for COPA's administrative investigations; verifies that evidence collected meets legal requirements, and that examination results of evidence are concluded in a timely manner; and performs related duties as required

### **ESSENTIAL DUTIES**

- Responds to the scene of incidents under the agency's jurisdiction to assist in the oversight of evidence collection
- Advises investigators on how, when, and what evidence items should be processed
- Coordinates with Chicago Police Department and other law enforcement and prosecutorial partners regarding the collection and processing of evidence
- Monitors and reports on the status of forensic testing by the agency's external partners
- Assists investigators in the interpretation of forensic testing reports and analyses
- Works with the administrative staff to identify external sources for forensic testing and analysis, as needed
- Collaborates with investigators to identify forensic or other evidentiary analysis that will support investigative needs
- Observes and reports on forensic testing and analyses (such as autopsies)
- Assists investigators and administrators in preparing documentation (e.g., plats, summary charts, photo arrays) related to crime scene processing and forensic analysis for inclusion in agency reports
- Assists attorneys in preparing litigation materials related to crime scene processing and forensic analysis

**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 three (3) years of work experience in the collection, analysis or evaluating physical evidence, 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

One of the following certifications, or an equivalent, is required:

- Crime Scene Investigator Certification from the International Crime Scene Investigators Association (ICSIA)
- Certified Senior Crime Scene Analyst, Certified Crime Scene Reconstructionist, Certified Crime Scene Investigator, or Certified Crime Scene Analyst from the International Association for Identification (IAI)
- Certified as a Criminal Investigator from the American College of Forensic Examiners Institute (ACFEI)

### **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**

Considerable knowledge of:

- types of evidence required for collection in cases involving incidents of alleged police misconduct
- \*forensic investigation and inspection methods, techniques, practices, and procedures
- \*evidence collection, preservation and analysis methods, practices, and procedures
- forensic examination results and in Interpreting conclusions
- \*practices and procedures related to evidence chain of custody criteria and requirements
- record keeping and report preparation methods, practices, and procedures

Some knowledge of:

- the criminal justice system, and legal and criminal justice procedures with relation to the presentation and interpretation of evidence
- geographical locations in the City

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
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- JUDGEMENT AND DECISION MAKING - Use initiative, ingenuity, resourcefulness and sound judgment in collecting and developing facts and other pertinent data.
- COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions.
- SPEAK – Strong oral communication skills required such that the evidence specialist 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 evidence specialist can communicate information and ideas to both an internal and external audience and write clear, concise, well-organized and thorough investigative reports.
- INSTRUCTING – Teach others how to do something
- MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop and direct people as they work and identify the best people for the job

**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.
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness completing work tasks

- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problem
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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.

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City of Chicago  
Department of Human Resources  
November, 2016