



**Code: 1259**

Family: Legal and Regulatory

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Examining and Licensing

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## **CLASS TITLE: SPECIAL VICTIMS INVESTIGATOR - COPA**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, conducts investigations of a complex and sensitive nature involving allegations of misconduct involving vulnerable populations by members of the Chicago Police Department (CPD); and performs related duties as required.

### **ESSENTIAL DUTIES**

- Responds to notifications and conducts investigations of incidents involving allegations, often multi-layered, of sexual misconduct, domestic violence, and other incidents of abuse involving vulnerable individuals
- Collects evidence (e.g., reports, medical records, videos, photographs) and identifies potential witnesses with information pertinent to allegations of misconduct
- Interviews complainants, witnesses, and CPD members to gather facts to investigate incidents involving possible misconduct by department members
- Conducts canvasses to locate witnesses and obtain relevant information and evidence
- Maintains a working knowledge of CPD rules, policies, and directives
- Drafts allegations of misconduct for supervisor review to ensure accuracy and consistency with agency standards
- Prepares reports of investigation based on analysis of the evidence and makes preliminary recommendations regarding appropriate disciplinary action or other intervention that is appropriate based on the investigatory findings
- Liaises and collaborates with other governmental agencies (i.e., law enforcement, prosecutorial, or social service agencies) conducting parallel investigations
- Maintains documentation and information in agency databases to accurately document all investigative steps and report on investigative status
- Obtains and reviews court documents in related civil and criminal matters to identify relevant information and statements made by CPD members and witnesses, as well as monitors progress of court proceedings
- Consults and collaborates with attorneys to identify, assess, and address legal issues and develop investigative strategy
- Collaborates with attorneys to prepare and present at police disciplinary arbitrations and Police Board hearings, including the assessment and development of litigation strategy, as well as testify in court, arbitration hearings and before the Police Board, as needed
- Consults with attorneys, as needed, to review disciplinary charges prior to being presented to CPD members to ensure accuracy and consistency with investigatory findings
- Collaborates with law enforcement agencies, the Cook County State's Attorney's Office and the U.S. Attorney's Office to prepare cases for criminal proceedings, as needed

**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 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 litigation experience related to domestic and/or sexual violence, including civil orders of protection and no contact and stalking orders; OR
- An equivalent combination of education, training, and experience related to advocacy for victims of abuse, exploitation, domestic and/or sexual violence (i.e., crisis intervention, safety planning, needs assessments, and support services related to orders of protection, housing, and medical needs), 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 an on-call rotation to respond to incidents involving sexual misconduct, domestic violence, and other incidents of abuse involving vulnerable individuals.
- Bachelor's or post-graduate degree in Human Services, Sociology, Social Work, Counseling or related field preferred.
- Per City of Chicago Municipal Ordinance 2-78-120, no investigator employed by COPA shall be a current or former sworn member of CPD within the last five years.

**WORKING CONDITIONS**

- General office environment.
- Exposure to outdoor weather conditions.
- Exposure to hazardous situations (e.g., locations where domestic and/or sexual misconduct or misconduct is alleged to have occurred).

**EQUIPMENT**

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

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time.
- Ability to access locations where domestic and/or sexual misconduct or misconduct is alleged to have occurred.

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

Comprehensive knowledge of:

- Investigation methods, techniques, practices, and procedures.
- Evidence collection and analysis methods, practices, and procedures.
- Trauma-informed interviewing practices and methods.
- Interviewing of children and seniors.
- Record keeping and report preparation methods, practices, and procedures.
- Interpersonal violence (e.g., sexual assault, intimate partner violence, dating violence, stalking, child abuse).

Moderate knowledge of:

- Techniques to locate witnesses.
- Applicable computer software packages and applications.
- Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances.

**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.
- 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.
- SERVICE ORIENTATION - Actively look for ways to help people.

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences.
- SPEAK - Communicate information and ideas in speaking so others will understand.
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing.
- WRITE - Communicate information and ideas in writing so others will understand.
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong.

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- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
  - 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.
  - REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (including finding a relationship among seemingly unrelated events).
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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  
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