CLASS TITLE: INVESTIGATOR - IPRA I

CHARACTERISTICS OF THE CLASS
Under general supervision, investigates allegations of excessive force or official misconduct against members of the Chicago Police Department, including allegations of domestic violence and cases involving serious injury, and performs related duties as required.

ESSENTIAL DUTIES
- Interviews complainants, witnesses, and the accused and takes statements to obtain a written record of individuals’ account of the incident and to obtain relevant case information.
- Conducts canvasses at the location of the incident to locate additional witnesses.
- Analyzes physical evidence by obtaining and reading reports from various sources and incorporates into the fact finding process.
- Consults with supervisor for clarification or guidance as necessary.
- Communicates with other investigators regarding problems, new investigative methods, and new information sources.
- Prepares summary reports at the completion of investigations with recommendations on the findings based on the evidence available.
- Responds immediately to preliminary investigations of police shootings, as assigned, and conducts follow-up investigations of same.
- Attends criminal or administrative proceedings against departmental personnel as necessary.
- Prepares activity and progress reports of investigation 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 in Criminal Justice or a directly related field.

Licensure, Certification, or Other Qualifications
- A valid State of Illinois driver's license is required.
- Availability to work any duty watch is required.

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, hand-held computer)
- 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
Moderate knowledge of:
- police behavior that constitutes excessive force, verbal abuse, or official misconduct
- investigation and inspection methods, techniques, practices, and procedures
- evidence collection and analysis methods, practices, and procedures
- geographical locations in the City
- record keeping and report preparation 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
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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
- 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

• PERSISTENCE - Persist in the face of obstacles on the job
• INITIATIVE – Demonstrate willingness to take on job challenges
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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

Date: July 2010