CLASS TITLE: SUPERVISING INVESTIGATOR - IPRA

CHARACTERISTICS OF THE CLASS

Under general supervision, the class supervises staff engaged in the investigation of allegations of excessive force or official misconduct against members of the Chicago Police Department, and performs related duties as required.

ESSENTIAL DUTIES

- Reviews complaints and allegations and assigns cases to investigative staff
- Monitors cases assigned to staff ensuring investigations are timely and comply with established investigative procedures and standards
- Reviews investigation reports prepared by staff, ensuring compliance with established investigative procedures and standards
- Performs preliminary investigations immediately after shooting incidents, and assigns and oversees follow-up investigations performed by staff
- Oversees the preparation of reports of individual accounts of the incident under investigation
- Oversees the analysis of physical evidence and technical reports from various sources including the medical examiner’s officer performed by staff
- Trains staff in investigative techniques, reporting methods and departmental policies and procedures
- Advises investigators on interviewing problem witnesses, effective investigative methods and useful information sources
- Supervises the preparation of investigative summary reports and approves recommendations
- Provides testimony at criminal, administrative or arbitration proceedings against departmental personnel
- Oversees the preparation and presentation of cases recommending suspension to the Complaint Review Panel
- Oversees the preparation of unit work activity reports

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 four years of experience in the performance of fact finding analysis and investigative research and reporting work, or an equivalent combination of training and experience.

**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
- Availability to work on a 24-hour call basis

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Photographic and video equipment

PHYSICAL REQUIREMENTS

- Ability to stand for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive 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
- *record keeping and report preparation methods, practices, and procedures

Considerable knowledge of:

- *the criminal justice system
- *management and supervisory methods, practices, and procedures

Moderate knowledge of:

- *applicable federal, state, and local laws, regulations, and guidelines
- *courtroom procedures and legal terminology

Some knowledge of:

- *the legal system and the principles and practices of applicable areas of the law
- budget preparation and management methods

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

Other knowledge as required for successful performance in the Investigator – IPRA III class

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
• *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
• *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
• *COORDINATION WITH OTHERS - Adjust actions in relation to others’ actions
• *INSTRUCTING - Teach others how to do something
• *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Investigator – IPRA III class

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
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
• REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Investigator – IPRA III class

Other Work Requirements
• PERSISTENCE - Persist in the face of obstacles on the job
• INITIATIVE - Demonstrate willingness to take on job challenges
• LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
• ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
• ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Investigator – IPRA III class

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.