



**Code: 9016**  
Family: Public Safety  
Service: Public Safety  
Group: Police  
Series: Police Administrative

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## **CLASS TITLE: POLICE LEGAL OFFICER II**

### **CHARACTERISTICS OF THE CLASS**

The Police Legal Officer II classification works to accomplish the department's mission to serve the community and protect the lives, rights, and property of all people in Chicago.

Under general supervision, provides legal counsel to the Chicago Police Department and members; and performs related duties as required

Positions are allocated across the department and have a wide range of functions. Examples of core functions characterizing this class and specific examples of assignments are provided below with the intent of providing parameters to adequately describe the level and scope of duties and responsibilities performed by these positions. NOTE: Other divisions and bureaus may be added to provide additional examples of positions allocated to this class.

### **ESSENTIAL DUTIES**

#### **Core Functions**

- Sanctity of Human Life. The Department's highest priority is the sanctity of human life. The concept of the sanctity of human life is the belief that all human beings are to be perceived and treated as persons of inherent worth and dignity, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, immigration status, homeless status, source of income, credit history, criminal record, criminal history, or incarceration status. Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved
- Serves as a legal resource and advises CPD members on various legal issues related to departmental operations
- Conducts legal research on local, state, and federal laws and statutes affecting department operations
- Prepares and reviews department's legal documents including, but not limited to, legal opinions, memoranda, settlement agreements, position statements, and briefs
- Ensures the preservation of evidence in all civil and criminal cases, and investigations
- Prepares and reviews operational training materials, including creating and updating curriculum
- Participates in meetings with Office of Legal Affairs, Department of Law, and other stakeholders on various legal issues
- Maintains records and prepares reports for senior management
- Coordinates and oversees the work of staff engaged in the conduct of legal research and analysis
- Stays abreast of relevant areas of law and best practices
- Utilizes impartial policing strategies, principles, and best practices to promote fairness, eliminates bias, and build community trust, as required
- Utilizes de-escalation strategies and skills to avoid, mitigate, or minimize force during community-policing encounters, as required

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- Practices procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions, as required
  - Complies with department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers
  - Takes steps to build, maintain, and improve professional skills through participation in mandatory training and education, and through the use of other resources made available by the department
  - Takes steps to build and maintain personal fitness and wellness by taking care of one's overall health and accessing resources made available by the department

### **Bureau of Legal Affairs**

- Reviews Complaint Register (CR) investigations to determine if the evidence supports the disciplinary recommendation(s) and prepares summaries
- Attends protests and demonstrations and provides on-site legal advice
- Preserves evidence for all civil and criminal cases and investigations
- Writes rebuttals for Police Board cases in support of the discipline imposed
- Reviews discovery requests for civil litigation proceedings and initiates requests for documents to comply with the requests
- Reviews and responds to Freedom of Information Act (FOIA) requests, which includes reviewing and analyzing requests
- Assists in the issuance of subpoenas for Police Board cases
- Presents cases and represents the department before the Equal Employment Opportunity Commission (EEOC) or Police Board

### **Bureau of Internal Affairs**

- Reviews all complaint investigations by reviewing cases with relevant arbitration rulings and court decisions
- Implements and utilizes a case management system to process complaint cases from initiation through final implementation
- Mediates the resolution of Complaint Register (CR) investigations by coordinating with the CPD member and their union representative
- Testifies at arbitration hearings and contract arbitrations on the department's disciplinary process

**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**

#### **Experience Requirement**

- **To be eligible for promotion**, an applicant must have served two (2) continuous years as an active sworn Sergeant in the Chicago Police Department prior to the date the applicant is

promoted. In addition, an applicant must have at least one (1) year of work experience in the legal profession as a licensed attorney.

### **Education Requirement**

- **To be eligible for promotion**, an applicant must have graduated from an American Bar Association (ABA) accredited law school. Applicants must comply with all Chicago Police Department orders and directives regarding reporting and verification of education credits.

### **Licensure, Certification, or Other Qualifications**

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)
- Valid State of Illinois Driver's License

## **WORKING CONDITIONS**

- General office environment

## **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)
- Body worn camera
- In-car camera
- Personal defense weapons (e.g., baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)

## **PHYSICAL REQUIREMENTS**

- **Reaction Time** – Ability to quickly initiate a response to one or more stimuli; the situation could involve a choice of reactions (e.g., hit the brakes or gas when a vehicle skids) or a single reaction
- **Fine Hand/Body Movements** – Ability to use fingers, hands, arms and other body parts to make skilled muscle movements (e.g., to handle objects, tools, or controls)
- **Balance/Coordination** – Ability to maintain an upright position and stay balanced (e.g., standing or sitting for extended or continuous periods of time) and/or coordinate the movement of arms, legs, and trunk of the body (e.g., when walking or crawling across a narrow beam).
- **Muscular Endurance** – Ability to use muscles repeatedly without a rest; involves using one's arms and trunk in moving one's body weight for some time or across some distance (e.g., to climb a rope)
- **Stamina** – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- **Flexibility** – Ability to stretch or extend one's arms and legs and their muscle groups and make continuous arm and leg flexing movements with some speed (e.g., to reach with hands and arms, stoop, bend, kneel, crouch)
- **Muscular Strength** – Ability to exert force continuously such as when lifting, pushing, or pulling objects or people
- Ability to safely and lawfully operate automotive vehicles and associated equipment

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- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items
  - Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
  - Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus
  - Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
  - Using the necessary force to restrain a person when making an arrest
  - Standing for extended or continuous periods of time
  - Sitting for extended periods of time
  - Walking for extended periods of time
  - Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)

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

### **Knowledge**

Comprehensive knowledge of:

- \*general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- \*Federal, State, and Municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- \*Chicago Police Department directives, operations, and regulations
- \*the legal system and the principles and practices of applicable areas of law
- \*courtroom procedures and legal terminology
- \*legal research methods, techniques, and resources
- Moderate knowledge of:
  - \*investigation methods, techniques, practices, and procedures
  - \*record keeping and report preparation methods, practices, and procedures

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

### **Skills**

- \*IMPARTIAL POLICING – Provide services equitably to all members of the public without bias and will treat all persons with the courtesy and dignity which is inherently due every person as a human being without reference to stereotype (i.e., race, color, ethnicity, religion, homeless status, national origin, immigration status, gender identity or expression, sexual orientation, socio-economic class, age, disability, incarceration status, or criminal history)
- \*PROCEDURAL JUSTICE – Utilizing techniques for communicating with complainants and members of the public to bolster relationships and promote positive change through fairness in the process, transparency in actions, promoting opportunities or voice, and providing impartiality in decision making
- \*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, taking 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
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- NEGOTIATION – Bring others together and trying to reconcile differences
- \*PERSUASION – Persuade others to change their minds or behavior

### **Abilities**

- \*DE-ESCALATION TECHNIQUES – Use distance, speech, tone, empathy, and other tools to peacefully resolve a situation and minimize the need to use force; only use force that is proportional to the threat faced and immediately reduce the level of force as the threat diminishes
- 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 Work Requirements**

- INTEGRITY – Upholding high moral standards and values; includes acting in accordance with an ethical and honorable code of conduct in both personal and professional situations (e.g., remaining fair and firm in actions and judgments) to earn the trust and respect of the communities we serve
  - INITIATIVE - Demonstrate willingness to take on job challenges
  - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
  - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
  - INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
  - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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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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