



Code: 9712
Family: Legal and Regulatory
Service: Public Safety
Group: Non-Competitive
Series: Exempt

CLASS TITLE: COORDINATOR OF INVESTIGATIONS

CHARACTERISTICS OF THE CLASS

Under general direction, directs an assigned section of the Independent Police Review Authority (IPRA), and performs related duties as required

ESSENTIAL DUTIES

- Directs investigations of complaints involving Chicago Police Department Police Officers
- Manages the activities of intake investigative teams and office personnel by communicating instructions to unit supervisors
- Assigns complaints to investigative staff and reviews selective case files and investigative reports to ensure objectivity and thoroughness
- Ensures that IPRA investigators respond immediately on a 24-hour basis to conduct preliminary investigations in cases of shootings and excessive force complaints
- Meets with supervisory staff and investigators to monitor the progress of investigations and ensure their timely completion
- Reviews Chain of Command non-occurrence reports to determine whether investigative reports accurately reflect case file information and recommends further investigation if necessary
- Recommends appropriate disciplinary action against violators of Chicago Police Department rules and regulations
- Prepares management reports on the Department's activities
- Maintains open and effective communication with Police units, outside law enforcement agencies, Illinois State Police, and Corporation Counsel to facilitate IPRA investigations and remain abreast of current investigative practices and appropriate disciplinary actions
- Meets with Cook County State's Attorney's Office, FBI, U.S. Attorney, and other prosecutorial agencies, as appropriate, for purposes of referring matters for criminal prosecution
- Supervises units within the Department as needed to ensure appropriate operation of the Department
- Performs special research or specialized activities at the request of the Chief Administrator, 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 seven years of experience investigating allegations of Police misconduct, criminal activity, or fraudulent activity, of which three years are in a supervisory role related to the responsibilities of the position

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 Supervising Investigator - IPRA 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
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *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 Supervising Investigator - IPRA 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 Supervising Investigator - IPRA 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

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- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- **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

Other characteristics as required for successful performance in the Supervising Investigator - IPRA 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.

City of Chicago
Department of Human Resources
March, 2016