



Code: 1257
Family: Legal and Regulatory
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Examining and Licensing

CLASS TITLE: DIRECTOR OF INVESTIGATIONS - COPA

CHARACTERISTICS OF THE CLASS

Under general direction, directs an assigned investigative unit and/or investigative function of the Civilian Office of Police Accountability (COPA), 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, investigative process, and office personnel by communicating instructions to unit supervisors
- Assigns complaints to investigative staff; monitors the activity and review of selective case files and investigative reports to ensure objectivity and thoroughness
- Ensures that COPA investigators respond immediately on a 24-hour basis to conduct preliminary investigations in cases of shootings, domestic violence, and excessive force complaints
- Meets with supervisory staff and investigators to monitor the progress of investigations and ensure their timely completion
- Reviews case files upon completion of preliminary investigation and/or prior to the closing of cases to ensure that all appropriate investigatory steps have been taken and that the investigatory findings are consistent with the evidence gathered
- Reviews Chain of Command non-occurrence reports and makes recommendations regarding the appropriate course(s) of action
- Recommends appropriate disciplinary action against violators of Chicago Police Department rules and regulations
- Prepares management reports on the unit activities
- Maintains open and effective communication with Police units, outside law enforcement agencies, Illinois State Police, and Corporation Counsel to facilitate COPA 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
- Evaluates investigative team members pursuant to COPA's performance evaluation system
- Performs special research or specialized activities at the request of the Chief Administrator, as required

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 (7) 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, of which three (3) years are in a supervisory role related to the responsibilities of the position, **OR**

- Graduation from an American Bar Association (ABA) accredited law school, plus four (4) 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, of which three (3) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of training and experience 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

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)
- Photographic and video equipment

PHYSICAL REQUIREMENTS

- Ability to stand for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *police behavior that constitutes excessive force, verbal abuse, or other forms of police 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
- geographical locations in the City

Considerable knowledge of:

- *the criminal justice system
- *management and supervisory methods, practices, and procedures
- issues involving police, civilian oversight practices and police-community relations

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 - COPA 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 - COPA 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 - COPA class

Other Work Requirements

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- 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
- 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 - COPA 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
May, 2019