

Code: 9017
Public Safety Service
Police Service Group
Police Administrative Series

CLASS TITLE: Police Legal Officer III

CHARACTERISTICS OF THE CLASS: Under direction, administers and directs the day to day operations of the Chicago Police Department's (CPD) Office of Legal Affairs; and performs related duties as required.

EXAMPLES OF DUTIES: Administers and supervises the day to day legal work conducted by the CPD's Office of Legal Affairs (OLA); establishes goals and objectives for the OLA; plans, assigns and reviews the work of subordinates engaged in providing legal services for the CPD; assigns separation cases to OLA staff and ensures that discovery is initiated and that charges are prepared to ensure that the cases are handled as expeditiously and as efficiently as possible; directs the issuance of subpoenas for Police Board cases; presents the CPD's case to the Police Board; replies to the case presented by the respondent; maintains a log and a file on the status of all separation cases to ensure that cases are presented to the Police Board in a timely fashion; reviews disciplinary investigations for form and substance and makes appropriate recommendations to ensure that sustained disciplinary investigations are correct as to form and substance; provides legal advice and interpretation of the CPD's written directive and coordinates and reviews information provided by subordinate staff; participates in the labor contract negotiations with the designated police officer representative; reviews legislation to ensure that the CPD is aware of the impact of said legislation; prepares and maintains reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Admission to the Illinois Bar and Career Service status as a sworn member of the Chicago Police Department supplemented by two years of legal experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of criminal law, state statutes and municipal ordinances. Comprehensive knowledge of laws, legal method and procedures in Police Board cases. Comprehensive knowledge of the Chicago Police Department's operations, policies, and regulations.

Ability to supervise the preparation and presentation of disciplinary cases to the Police Board. Ability to follow written and oral instructions involving legal processes. Ability to search legal records, statutes and ordinances and prepare reasonable and authoritative opinions on legal questions. Ability to exercise good judgment in evaluating situations and making decisions.

Code: **9017**
Public Safety Service
Police Service Group
Police Administrative Series

CLASS TITLE: **Police Legal Officer III (Cont'd)**

Comprehensive skill in the application of legal processes, practices, and procedures. Comprehensive skill in interpreting court decisions and in applying them to legal issues.

October, 1991