



Code: 9165
Family: Public Safety
Service: Public Safety
Group: Police Service
Series: Police General Duty

CLASS TITLE: POLICE OFFICER (Assigned as Detective)

CHARACTERISTICS OF THE CLASS

The Police Officer Assigned as Detective classification works to accomplish the department's mission to serve the community and protect the lives, rights, and property of all people in Chicago. Incumbents in this class work under general supervision to perform specialized investigative work that includes: managing investigative cases; securing, collecting, and preserving evidence; gathering information from witnesses and/or suspects; enforcing federal, state, and municipal laws; and completing related duties as required. Incumbents in this class also fulfill a role in advancing the department's goals of professionalism, impartial policing, and other concepts embodied in the department's mission statement.

ESSENTIAL DUTIES

- **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
- Investigates complaints and incidents involving violent crimes, property crimes, and crimes committed against special victims
- Assumes oversight responsibility for investigations to ensure the productive and appropriate handling of all investigative matters and to preserve the integrity of these investigations
- Responds to incidents either assigned or observed to secure the scene and/or collect, compile, and preserve evidence of crimes needed to identify and apprehend law violators
- Gathers relevant information during preliminary investigations at incidents by interviewing persons at the scene and directing department personnel in the preservation and collection of evidence to conduct a thorough preliminary investigation
- Gathers information during follow-up investigations from victims, witnesses, suspects, and other individuals who may have knowledge related to investigations through interviews or observations, use of physical or photo lineup procedures, and collection of DNA samples
- Researches, obtains, and analyzes data and information related to investigations, such as results from evidence processing, telephone records, criminal histories, video recordings, or by observing suspicious individuals or areas, etc., to develop leads or compile additional evidence of investigatory value
- Seeks to apprehend suspected law violators through the use of physical arrest procedures including restraining, transporting, and detaining alleged offenders to be taken into custody
- Conducts activities pertaining to searches including vehicle, persons, and/or premises for weapons, proceeds of the crime, or contraband in order to effect arrest, protect self and the public, and/or to obtain evidence
- Works with patrol units on cases to actively pursue suspected law violators using search and containment methods

CLASS TITLE: POLICE OFFICER (ASSIGNED AS DETECTIVE)

- Communicates by verbal, written, and electronic methods with persons within and outside the Department to complete work assignments, coordinate activities, and address issues of mutual concern
- Prepares and reviews written communications; compiles and maintains logs, case files, records, forms, memos, reports, legal documents, and other field and administrative documents and correspondence used in the course of performing the job
- Complies with department rules, regulations, and policies and all federal, state, and municipal laws that govern the activities of law enforcement officers
- Performs court-related activities to obtain and secure warrants, to conduct legal searches/ gathering of property and/or records (e.g., phone, bank, surveillance camera footage), and to prepare for and give legal testimony
- Works to promote the department's image with members of the public by virtue of the Detective's interactions with members of the public, community organizations, and the media. This includes effectively obtaining information from witnesses and victims that impacts cases or to effect arrests
- Takes steps to build, maintain, and improve skills to effectively perform the job through participation in mandatory training and education, and 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
- May participate in the implementation and evaluation of programs, policies, plans, goals, and objectives of relevance to departmental operations
- May be assigned to undercover investigative assignments including: acting as an undercover officer, managing and developing informant relationships, expending departmental funds for gathering information, and obtaining evidence while undercover
- Performs the duties and responsibilities delineated in the department directives entitled "Organization and Functions of the Bureau of Detectives" in relationship to assignment
- May be expected to perform field duties in emergency situations such as responding to crimes in progress; civil matters and domestic disputes; property crimes; minor, serious, and violent crimes, etc.
- Utilizes impartial policing strategies, principles, and best practices to promote fairness, eliminate bias, and build community trust
- Utilizes de-escalation strategies and skills to avoid, mitigate, or minimize force during community-policing encounters
- Practices procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions

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**

- **To be eligible to take the examination**, all applicants must be employed by the City of Chicago as a Chicago Police Officer for at least two (2) continuous years, including completion of the probationary period (18 months) and service for an additional six months as

CLASS TITLE: POLICE OFFICER (ASSIGNED AS DETECTIVE)

an active Career Service Chicago Police Officer.

- **To be eligible for promotion**, an applicant must have passed the examination procedures for the class of Police Officer (Assigned as Detective) and have two and a half (2.5) years of continuous service as a Chicago Police Officer.

Licensure, Certification, or Other Qualifications

- Valid State of Illinois Driver's License
- Must be a resident in the City of Chicago
- Must have a valid Firearm Owner's Identification (FOID) card issued by the State of Illinois

WORKING CONDITIONS

- Police facility environment
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment duty hours may be at any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations
- Exposure to outdoor weather conditions, including extreme weather situations
- Exposure to hazardous or life-threatening situations
- May require travel outside the City of Chicago or State of Illinois

EQUIPMENT

- Standard office equipment (e.g., land line and cell phone telephone, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, portable data terminal, printer)
- Two-way radios
- Body worn camera
- Video and audio recording equipment
- DNA and GSR collection tools
- Handcuffs
- Personal defense weapons (baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)
- Specialized safety equipment (bulletproof vest, helmet, etc.)
- Transportation (car) and associated equipment (in-car computer and video system, etc.)

PHYSICAL REQUIREMENTS

- **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)
- **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
- **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)

- Stamina – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- 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)
- 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)
- Ability to safely and lawfully operate automotive vehicles and associated equipment
- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items
- Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print
- 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

- Policies, procedures, and protocols of the Chicago Police Department (CPD) contained within the General and Special Orders that relate to: department organization, human rights and community partnerships, field operations, preliminary investigations, processing persons, processing property, and information management
- Employee Resource Directives of the CPD that relate to the professional counseling division, and the traumatic incident stress management program
- Department Notice Directives of the CPD with a limited duration that establish procedures for activities of relevance to the job
- Classification of incidents and report preparation guidelines as outlined in the CPD Incident Reporting Guide
- Applicable CPD Training Bulletins
- Constitutional law and recent court decisions affecting law enforcement as represented in applicable CPD Legal Bulletins
- Applicable provisions of the Illinois Compiled Statutes (e.g., Criminal Offenses, Criminal Procedure)

- *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
- Constitutional and other legal protections associated with investigative and interviewing processes
- Evidence protection, recovery, and collection procedures and techniques
- Notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- Processing of persons under Department control, including handling of special populations
- Community policing strategies, policies, techniques, and other general or department problem-solving efforts
- *Geographical locations in the City of Chicago
- *Traffic operations and City's street address grid
- *Ground traffic control management
- Applicable City and department policies, procedures, rules, and regulations
- Applicable collective bargaining agreements (e.g., FOP, PBPA)
- Department and external computer resources and databases
- Crime conditions, trends, and patterns and crime reduction strategies
- The court ordered Consent Decree, including knowledge of policies and procedures regarding procedural justice, use of force and force mitigation, de-escalation, impartial policing, community policing, and responding to individuals in crisis

Skills

- *ATTENTION TO DETAIL – Taking great care to ensure all aspects of work, no matter how small, are completed correctly and are free from errors (e.g., fully proofreading a document after every round of edits)
- *PROBLEM ANALYSIS – Analyzing problems by seeking out information; evaluating the importance, quality, and relevance of information; and considering alternative approaches and their implications (e.g., using prior learning or experience to understand a problem more thoroughly); this is not recognition of a problem or decision-making
- *COMMUNITY POLICING – Build strong community partnerships and positive interactions to effectively engage with the public in problem-solving techniques, which include the proactive identification and analysis of issues in order to develop solutions and evaluate outcomes
- *JUDGMENT/DECISION MAKING – Applying knowledge and reasoning to make prompt, rational, and effective decisions in both routine and emergency situations (e.g., being decisive when immediate action is required); can include ambiguous situations where there is incomplete information and unknown factors
- *STRATEGIC THINKING – Considering the “big picture” when planning, making decisions, and taking action; may include taking into consideration the organization's vision, objectives, and core values (e.g., developing a program to increase community engagement within the department)
- *SAFETY FOCUS/SITUATIONAL AWARENESS – Being observant of other people and situations, and remaining vigilant and alert to important changes in one's physical surroundings

and the behavior of others, so as to preserve the safety of one's self and/or others (e.g., anticipating hazards and risks based on observations of environmental elements and factors)

- MANAGING ACTIVITIES – Establishing and executing operational goals by effectively planning and prioritizing activities (e.g., identifying and directing resources efficiently and effectively to achieve objectives)
- INTERPERSONAL RELATIONS AND CONFLICT RESOLUTION – Building and maintaining positive relationships and rapport with others, while maintaining the necessary balance to ensure that critical objectives are met (e.g., demonstrating the appropriate amount of empathy based on the circumstances); includes being able to de-escalate and resolve interpersonal conflicts or misunderstandings
- *IMPARTIAL POLICING – Providing services equitably to all members of the public without bias and treating 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

Abilities

- *WRITTEN COMPREHENSION AND EXPRESSION – Ability to understand written language and use language in writing to communicate information or ideas to other people (e.g., reviewing written instructions and understanding how to proceed, documenting the details of an incident in a report). It involves understanding individual words as well as patterns of words (sentences and phrases), distinctions among words, and grammar and the ordering of words; and using the appropriate tone and language given the audience and situation
- *SELECTIVE ATTENTION/CONCENTRATION – Ability to complete a task in the presence of distraction or monotony; allows one to concentrate even when there is a good deal of distraction in the environment (e.g., filtering out the noise from a crowd of people when talking to other personnel at an emergency scene), as well as while performing repetitive and monotonous tasks
- *ORAL COMPREHENSION AND EXPRESSION – Ability to understand spoken language and use language orally to communicate information or ideas to other people (e.g., hearing oral instructions and understanding how to proceed, giving a presentation to a community group). It involves understanding individual words as well as patterns of words (sentences and phrases), distinctions among words, and grammar and the ordering of words; and using the appropriate tone, volume, and language given the audience and situation
- *TIME SHARING/MULTITASKING – Ability to pay attention to multiple sources of information simultaneously, in order to do multiple things at once (e.g., watching several busy streets simultaneously when directing traffic); a critical aspect of this ability is dealing with information that is coming rapidly from multiple sources while maintaining a safe environment
- *WORKING MEMORY – Ability to temporarily store and manage the information needed to perform the task at hand (e.g., retaining the details of an emergency situation to make a risk assessment); does not include the ability to memorize new information
- *DEDUCTIVE AND INDUCTIVE REASONING – Ability to apply general rules, regulations, or information to specific cases or to proceed from stated principles to logical conclusions (e.g., determining if an emergency occurred accidentally or intentionally) and the ability to find a rule

or concept that fits the situation (recognizing that the same pattern applies to a series of incidents or events); includes coming up with a logical explanation for a series of events that seem to be unrelated

- *INFORMATION ORDERING – Ability to apply rules to a situation to put information in the best or most appropriate sequence; rules or instructions must exist for the person to know the correct order of information (e.g., determining the proper order to interview witnesses to a crime)
- *FLUENCY OF IDEAS – Ability to produce many ideas about a given topic or situation and/or possible solutions to a problem (e.g., generating as many motives for a crime as possible); this concerns only the number of ideas, not the quality of those ideas
- *PROBLEM SENSITIVITY – Ability to recognize or identify the existence of problems (i.e., problem identification, not the ability to solve the problem); involves both the recognition of the problem as a whole and the elements of the problem (e.g., recognizing when a group of individuals is engaged in suspicious behavior)
- *VISUALIZATION – Ability to form mental images of people, objects, and/or situations; involves understanding how a person, object, and/or situation may look after undergoing a transformation or change (e.g., visualizing how a critical incident may have unfolded based on the evidence and information available)
- *TECHNOLOGICAL ORIENTATION – Ability to understand and operate the technology, including computer equipment and software applications, used to perform the job (e.g., understanding how to use required department computer systems)
- *MEMORIZATION – Ability to commit something to memory or retain new information that occurs as a routine part of a task or job (e.g., remembering the street names and business layouts in one's geographical assignment area); does not include the ability to memorize procedures or the memory of information that occurs out of the task situation
- *SPATIAL ORIENTATION/NAVIGATIONAL SKILLS – Ability to keep a clear idea of where you are within a given geographical space and to navigate to a specific location within that space (e.g., determining one's current position through the use of a map or based on the layout of an area)

Other Work Requirements

- *INTEGRITY/HONESTY – 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 community
- *ADHERENCE TO RULES AND REGULATIONS/ACCOUNTABILITY – Complying with and upholding the laws and established organizational rules and policies (e.g., holding others accountable to comply with rules, laws, and regulations)
- *CONSCIENTIOUSNESS/WORK ETHIC – Can be depended upon to reliably complete one's tasks and to fulfill one's duties and responsibilities while working independently or with minimal oversight (e.g., completing tasks and duties promptly and effectively)
- *TEAMWORK/COLLABORATION – Willing to adopt a positive, active role working collaboratively towards team objectives. This involves providing support to team members and offering practical strategies and solutions to the team to overcome challenges and problems (e.g., encouraging and motivating others to contribute to team goals)
- *STRESS TOLERANCE/RESILIENCE – Maintaining emotional stability and composure during stressful situations; includes having a high tolerance for frustrating experiences and being able

CLASS TITLE: POLICE OFFICER (ASSIGNED AS DETECTIVE)

to respond calmly and professionally when under pressure (e.g., persevering to overcome negative situations and adversity)

- *DRIVE FOR EXCELLENCE/CONTINUOUS LEARNING & IMPROVEMENT – Maintaining high standards for one’s work and demonstrating dedication to one’s ongoing professional development (e.g., actively setting goals and striving towards goal attainment)
- *ADAPTABILITY/FLEXIBILITY – Modifying one’s behavior to best meet the demands of a given situation such as changes in the environment, changes in working/living conditions (e.g., performing effectively in situations that are novel, ambiguous, or routine)
- *RESPECT FOR DIVERSITY/CULTURAL SENSITIVITY – Being respectful and sensitive to individuals of diverse backgrounds, cultures, and perspectives (e.g., interacting with others in a fair and respectful manner)
- *IMPULSE CONTROL/ANGER MANAGEMENT – Maintaining control of one’s behavior and exhibiting appropriate responses when faced with emotionally stimulating situations (e.g., responding in a professional manner when insulted, offended, or taunted by others)
- *PRESENCE – Being persuasive and engaging, commanding the respect of others, and speaking up or taking a stand even if others might disagree or disapprove (e.g., standing by an unpopular decision if one believes it is a good decision)
- *EMOTIONAL SELF-AWARENESS – Being aware of one’s present state of emotion and how it is perceived by others (e.g., understanding how others may perceive one’s emotional responses)
- *ORGANIZATIONAL COMMITMENT/RESPECT – Showing allegiance to one’s employing organization’s core values and mission (e.g., demonstrating positive regard for the organization when communicating with others); involves displaying respect for the chain-of-command and leadership directives
- *OPENNESS TO EXPERIENCES – Being receptive to and seeking new experiences, whether they involve new approaches, activities, situations, and/or people (e.g., being curious about how things work and why people do what they do)
- *INNOVATION/CREATIVITY – Producing unique or clever responses to a given topic or situation (e.g., using existing software to address a new problem); involves the ability to improvise more effective solutions in a variety of situations
- *OPTIMISM – Being able to adopt and maintain a positive outlook toward current and future situations (e.g., believing that growth and learning can come from troubling situations)

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
Previously updated: February, 2016, February, 2023
Current version: October, 2023