



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY  
INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

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## Supervising Investigator

### Special Victims Unit and General Investigations Unit

Job Announcement

Number of Positions: 1 (Additional vacancies possible pending budget approval)

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#### WORKING WITH THE CIVILIAN OFFICE OF POLICE ACCOUNTABILITY (COPA)

The mission of COPA is to:

- provide a just and efficient means to fairly and timely conduct investigations within our jurisdiction.
- determine whether allegations of police misconduct are well-founded.
- identify and address patterns of police misconduct; and
- make policy recommendations to improve the Chicago Police Department, thereby reducing incident of police misconduct.

#### ROLE SUMMARY

A COPA Supervising Investigator directs and manages the work of investigative staff engaged in investigating allegations of misconduct against members of the Chicago Police Department (CPD). The Supervising Investigator also manages caseloads and monitors and reviews the investigative process to ensure investigations of misconduct against members of the Chicago Police Department are performed with integrity and timeliness, and performs related duties as required.

#### ESSENTIAL DUTIES

- Reviews incoming complaints, allegations and notifications and assigns cases to investigative staff based on complexity of investigation, investigative staff competencies, and operational efficiencies
- Monitors and reviews investigatory activities of assigned team members to ensure investigations are conducted in a timely manner and are consistent with internal policies, procedures, and applicable law
- Liaises with Cook County State's Attorney's Office and U.S. Attorney's office, as needed

- Reviews case files 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
- Supervises and reviews the drafting of investigative reports to ensure accuracy and timeliness
- Trains investigative staff on investigative techniques, reporting methods and internal policies and procedures
- Provides guidance to investigative team members on complex issues that arise in investigations
- Provides testimony at criminal, administrative and arbitration proceedings as needed
- Supervises and reviews the drafting of summary reports
- Reviews and contributes to preliminary disciplinary recommendations
- Uses case management tools to ensure that case files of team members are maintained properly, and to ensure that operational timeliness goals are met consistently
- Supervises investigators and collaborates with Data Analysts on pattern or practice investigations to ensure thoroughness, accuracy, and timeliness
- Conducts semi-annual case reviews of investigative team members
- Evaluates investigative team members pursuant to COPA's performance evaluation system
- Participates in the on-call rotation for reporting to the scene of officer-involved weapons discharge incidents or police custody incidents
- Recommends revisions to police collective bargaining agreements for the purpose of improving the quality, efficiency, and transparency of investigations
- Consults with attorneys to review disciplinary charges prior to being presented to department members to ensure accuracy and consistency with investigatory findings
- Maintains contact with CPD detectives to stay apprised of investigative developments in related criminal investigations
- Identifies and reports on opportunities for pattern and practice investigations; conducts pattern and practice investigations
- Testifies in court, arbitration hearings and before the Police Board as needed
- Collaborates with the Cook County State's Attorney's Office and the U.S. Attorney's Office to prepare cases for criminal proceedings
- Identifies areas of improvement to police department tactics and training based on information obtained through investigations
- Makes recommendations to the Chief Administrator regarding the appropriate discipline or other remedial measures based on the investigatory findings

The list of essential duties is not intended to be exhaustive; there may be other duties that are essential.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622  
Days: Monday – Friday (availability to work weekends is required)  
Hours: 9:00am to 5:00pm (with on-call rotation availability)  
Salary: \$103,176.00

This position is exempt from the Career Service

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree or related university, PLUS five (5) 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; **OR** graduation from an accredited law school, PLUS two (2) 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; 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
- Availability to participate in the on-call rotation in response to incidents requiring immediate investigation by the agency
- Commitment to neutral civilian oversight
- Certification
  - Certified by the Illinois Law Enforcement Training Standards Board as a Lead Homicide Investigator, or similar training approved by the Illinois Law Enforcement Training Standards Board or the Department of State Police, or similar training provided at an Illinois Law Enforcement Training Standards Board certified school, or
  - Is willing to undergo such training within six months of hire to maintain position as a Supervising Investigator – COPA

**NOTE: Per City of Chicago Municipal Ordinance #2-78-120, no investigator employed by the COPA Office shall be a current or former sworn member of the Chicago Police Department within the last five (5) years.**

## SELECTION REQUIREMENTS

This position requires applicants to successfully complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the interview will be selected.

Preference will be given to candidates possessing the following:

- Previous experience employed on a full-time basis by a local, state, or federal government oversight agency
- Previous employment, on a full-time basis, with a law enforcement agency as a sworn law enforcement officer
- Previous work experience prosecuting felony criminal cases
- Previous experience in providing advocacy to victims of domestic violence or prosecuting or investigating allegations of domestic violence and/or sexual misconduct
- 2 years of previous experience supervising one or more lawyers or investigators
- 5 or more years of work experience as an investigator.
- Ability to fluently read, write and speak any language other than English

## ABOUT YOU:

COPA is seeking candidates with a strong focus on the following values:

- *Integrity*: Maintaining a commitment to honesty, personal responsibility, excellence, and utmost professionalism in the work performed by COPA and in all internal and external interactions. This includes a commitment to identifying and dismantling discriminatory systems and culture within COPA, the Chicago Police Department, and the community.
- *Transparency*: Promoting the sharing of information about the work of COPA internally and externally in a manner not in conflict with City and COPA policy, such that the public trust in the mission of COPA is established and maintained. This includes a commitment to cultivating a respectful work environment and team building to ensure effective communication that furthers common goals.
- *Independence*: Conducting the business of COPA in a manner that is objective and free from political or other outside influences, such that the public trust in the mission and work of COPA is established and maintained. This includes a commitment to informed decision making and continual efforts to improve processes and systems to further the mission of COPA.
- *Timeliness*: Conducting the business of COPA in a manner that promotes timely and fair resolution to all matters.

**Application Evaluation:** Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Candidates who meet the minimum qualifications will be placed on an eligibility list in lottery order. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**Education & Employment Requirements and Verification:** You must provide information about your educational background and work experience including job titles, dates of employment (month/year), and specific job duties on your resume and/or application as it relates to the qualifications of the position for which you are applying. 'Acting Up' cannot be considered for current City employees. Please attach all applicable transcripts, diplomas, licenses, and/or certificates as outlined on the job posting for the position you are applying for. The initial evaluation will be based on information provided and documents submitted with the application. Applications must be submitted by the individual applicant. Employment applications lacking the required documentation will not be considered. For information regarding the required attachments, please review the description section of the job posting. Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history. If you have received your degree internationally, you will be required to provide a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

**COMMITMENT TO DIVERSITY:** To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications to be referred to departments for consideration. *Hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*

To honor the commitment of our veterans, the City of Chicago has amended city ordinance 2-74-020 to bolster the hiring preference for individuals who have served in the United States Armed Forces and were discharged or released therefrom under Honorable Discharge or General Discharge (Under Honorable Conditions). The City of Chicago further recognizes an individual who has completed the term of their initial contract as a Reservist or member of the National Guard and is actively serving in good standing. Veterans who claim Veteran's preference must submit the following at the time of onboarding: DD214, Certificate of Release or Discharge from Active Duty that must show the Veterans' character of service upon discharge. If an individual is still in the Reserve or National Guard, a letter from the Commanding Officer, Unit Representative, or Personnel Staff Officer (S-1) stating the individual is serving in "good standing" and has completed their first term of their initial contract. In order to receive the

veterans preference, candidates must answer “yes” to the question on the online application that asks, “Have you been discharged or released therefrom the United States Armed Forces under Honorable Discharge or General Discharge (Under Honorable Conditions) OR have you completed the term of your initial contract as a Reservist or member of the National Guard and are actively serving in good standing AND do you wish to be considered for a Veteran’s preference in hiring with the understanding that you must provide required documentation at the onboarding stage AND if you cannot produce the required verification your conditional offer may be revoked?” In addition, you must provide documentation to verify your military service at the time of on-boarding. Veterans who claim Veteran’s preference must submit the following at the time of onboarding: DD214, Certificate of Release or Discharge from Active Duty that must show the Veterans’ character of service upon discharge. If an individual is still in the Reserve or National Guard, a letter from the Commanding Officer, Unit Representative, or Personnel Staff Officer (S-1) stating the individual is serving in “good standing” and has completed their first term of their initial contract. If an individual indicates they are a veteran but fails to provide required documentation at the time of onboarding the conditional offer of employment may be rescinded.

To promote the social and economic well-being of residents in socio-economically disadvantaged areas which are disproportionately impacted by low household income, high poverty and high levels of unemployment, the City of Chicago has amended city ordinance 2-74-075 to include a hiring preference for residents of socioeconomically disadvantaged areas. Under section 2-92-390 of the municipal code, the Commissioner of Planning and Development is authorized to designate socioeconomically disadvantaged areas. These designations will be used to provide residents from within these areas a hiring preference. Unless otherwise prohibited by the hiring plan, collective bargaining agreement or federal state or local law and subject to the availability of eligible applicants, each referral list for a covered position shall include 25% of eligible applicants who are residents of socioeconomically disadvantaged areas.

**FAIR CHANCE HIRING EMPLOYER:** The City of Chicago is committed to being a Fair Chance Hiring employer. We value applicants with diverse experiences, including those who have had prior contact with the criminal legal system. Having a criminal history, including prior incarceration, arrest(s), and/or conviction(s) does not automatically disqualify you from employment with the City of Chicago.

If you receive a conditional offer of employment, the City will conduct a background check. The resulting report will be used to conduct an individualized assessment to determine if the nature of any prior conviction conflicts with the specific duties and responsibilities of the job for which you have been selected. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances.

**Employee Vaccination Requirement:** City of Chicago employees must, as a condition of employment, be fully vaccinated against COVID-19 effective October 15, 2021. This Policy applies to all City employees. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable City processes. For more information on the vaccine policy please

visit: [https://www.chicago.gov/city/en/depts/dhr/supp\\_info/city-of-chicago-employee-vaccination-policy.html](https://www.chicago.gov/city/en/depts/dhr/supp_info/city-of-chicago-employee-vaccination-policy.html)

**Reasonable Accommodation:** If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.

**Salary and Benefit Information:** For more information regarding compensation with the City of Chicago, please visit:

[https://www.chicago.gov/content/dam/city/depts/dhr/supp\\_info/JobClassification/2023\\_2024\\_Classification\\_and\\_Pay\\_Plan.pdf](https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2023_2024_Classification_and_Pay_Plan.pdf)

For more information regarding benefits please visit:

<https://www.chicago.gov/city/en/depts/fin/benefits-office.html>

All references to political sponsorship or recommendations must be omitted from all application materials submitted for City employment.

The City is an Equal Employment Opportunity and Military Friendly Employer.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City Chicago Municipal Code. Proof of residency will be required.

All positions with the City of Chicago close promptly at 11:59 pm CDT. Applications for this position will be accepted from August 30, 2024, until 11:59 pm CDT on September 13, 2024. No exceptions will be made.

Brandon Johnson, Mayor