



Investigator

ROLE SUMMARY

Under general supervision, investigates allegations of misconduct against members of the Chicago Police Department (CPD), including incidents involving excessive force, domestic violence, sexual misconduct, coercion, and verbal abuse, search and seizure violations, including incidents involving death or serious injury to a member of the public, and other investigations of certain conduct of members of CPD, and performs related duties as required.

Location: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622

Days: Monday - Friday

Hours: 9:00am to 5:00pm

This position is covered by the collective bargaining agreement between the City of Chicago and the American Federation of State, County and Municipal Employees (AFSCME) and is in the career service.

ESSENTIAL DUTIES

- Interviews complainants, witnesses, and CPD members to gather facts to investigate incidents involving possible misconduct by CPD members.
- Conducts canvasses at the location of the incident to locate witnesses, obtain relevant information and evidence.
- Obtains and analyzes reports related to the incident, including medical reports and reports related to forensic and scientific analysis.
- Maintains working knowledge of CPD rules, policies, and directives.
- Prepares reports of investigative activities conducted to document the investigative process.
- Maintains documentation and information in agency databases to accurately document all investigative steps and report on investigative status.
- Assists Major Case Specialists in conducting complex investigations, as required.
- Collaborates with attorneys in drafting of disciplinary charges.

- Obtains and reviews court documents in related civil and criminal matters to identify relevant information and statements made by CPD members and witnesses, as well as monitors progress of court proceedings.
- Consults and collaborates with attorneys as needed to identify, assess, and address legal issues and develop investigative strategy.
- Collaborates with attorneys to prepare and present at police disciplinary arbitrations, and Police Board hearings, including the assessment and development of litigation strategy, as well as testify in court, arbitration hearings and before the Police Board, as needed.
- Consults with attorneys to review disciplinary charges prior to being presented to CPD 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 or practice investigations; conducts pattern or practice investigations at direction of management.
- 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, as needed.
- Identifies areas of improvement to police CPD tactics and training based on information obtained through investigations.
- Monitors cases as they proceed through the disciplinary system to ensure timely completion.
- Prepares reports of investigation based on analysis of the evidence and makes preliminary recommendations regarding appropriate disciplinary action or other intervention that is appropriate based on the investigatory findings.

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

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree, 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 graduation from an accredited law school; or an equivalent combination of education, training and experience, provided the minimum degree requirement is met.

“Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

- A valid State of Illinois driver’s license is required.
- Availability to work any duty watch is required.

Per City of Chicago Municipal Ordinance 2-78-120, no investigator employed by COPA shall be a current or former sworn member of CPD within the last five years.