



Major Case Specialist

ROLE SUMMARY

Under direction, functions as lead investigator in sworn police officer-involved death investigations as defined by the Police and Community Relations Improvement Act. Investigates allegations of excessive force or official misconduct against members of the Chicago Police Department (CPD), including cases involving serious injury, multiple complaints, and shooting incidents, 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 (call out, as needed)

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

- Directs the work of the investigative staff on major case investigations.
- Responds to the scene of incidents resulting in death or serious injury to a non-CPD member and coordinates and conducts investigative activities related to such incidents, as required.
- Monitors and directs on-scene activities of CPD evidence technicians for officer-involved death investigations and investigations involving the discharge of a weapon by a CPD member, as required.
- 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 incidents, including 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.
- Updates and maintains case management records to report on status of investigations.
- Maintains comprehensive, organized case files and manages documents pursuant to all legal rules.
- 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 department members and witnesses.
- Consults and collaborates with Legal staff as needed to identify, assess, and address legal issues.
- Collaborates with attorneys to prepare and present at police disciplinary arbitrations and police board hearings, including the assessment and development of litigation strategy.
- 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 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.
- Identifies areas of improvement to police department tactics and training based on information obtained through investigations.
- Prepares reports of investigation based on analysis of the evidence in light of the legal framework 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 four years of work experience conducting investigations (criminal, civil or fact finding), with at least two of the four conducting misconduct 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 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.
- Availability to participate in the on-call rotation.

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.