



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

Student Intern (Legal)

Job Announcement

Number of Positions: 1

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 incidents of police misconduct.

ROLE SUMMARY

Under the supervision of a Sr. Litigation Counsel, the COPA Legal Intern will be assigned to assist the legal staff on a variety of projects in conjunction with operational activities. This may include providing assistance to the legal staff with:

ESSENTIAL DUTIES

- assisting investigators in preparing for civilian and officer statements;
- researching parallel civil and criminal litigation;
- researching relevant case law and applying it to the investigations by drafting legal analysis and conclusion for the investigations; and
- preparing responses to information requests received by the department (including responses to FOIA requests).

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

Days: Monday - Friday

Hours: 9:00am to 5:00pm

Salary: \$15.80/Hour

THIS IS A TEMPORARY POSTION

MINIMUM QUALIFICATIONS

Must be a student in good academic standing currently enrolled in an accredited college, university, or law school. Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

- Students must maintain the required GPA throughout the duration of their employment/internship.
- Student must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of internship, except for academic breaks, i.e., summer.
- **NOTE: At the time of application, you must attach a copy of your transcripts, a 5–7-page writing sample, and a resume for your application to be considered complete.**

SELECTION CRITERIA

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

Preference will be given to candidates possessing the following:

- Are a candidate for a Juris Doctorate degree.
- Knowledge of local, state, and federal laws, ordinances, statutes, and court decisions relating to municipal operation.
- Are currently or have already taken courses in Evidence, Constitutional Law, and Civil & Criminal Procedure.
- Are familiar with methods and techniques of legal research.

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.

All employees of the City 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 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.

All positions with the City of Chicago close promptly at 11:59 pm CDT. Applications for this position will be accepted from April 22, 2024, until 11:59 pm CDT on May 06, 2024. No exceptions will be made.