



BID/JOB ANNOUNCEMENT

Major Case Specialist

Civilian Office of Police Accountability (COPA)

Number of Positions: 3 (Additional vacancies possible pending budget approval)

This position is open to the public and all current city employees covered under the City's Collective Bargaining Agreement with AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME) – BARGAINING UNIT 1, 3, 4 & 5. Only employees in City job titles in this bargaining unit are eligible to bid.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ftl?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION

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, including cases involving serious injury, multiple complaints, and shooting incidents, and performs related duties as required

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-department member and coordinates and conducts investigative activities related to such incidents as required
- Monitors and directs on-scene activities of department evidence technicians for officer-involved death investigations and investigations involving the discharge of a weapon by a department member, as required
- Interviews complainants, witnesses, and department members to gather facts in order to investigate incidents involving possible misconduct by department 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 reports related to forensic and scientific analysis
- Maintains working knowledge of department rules, policies, and general orders
- Prepares reports of investigation activities conducted to document 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

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.*

Location: COPA

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

Days: Monday - Friday

Hours: 9:00am - 5:00pm (call out, as needed)

THIS POSITION IS IN THE CAREER SERVICE

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's degree, plus four (4) years of work experience conducting investigations (criminal, civil or fact finding), with at least two (2) of the four (4) 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.

- 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 for officer-involved death investigations.
- 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 in order to maintain position as a Major Case Specialist
 - Post-graduate degree in Public Policy, Political Science, Social Science, Government or Law, preferred

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 years.

SELECTION REQUIREMENTS

This position requires applicants to successfully pass a skills assessment test and complete an interview, which will include a written exercise. Test results will be sent out by the Department of Human Resources after test results have been compiled and analyzed. Applicants who receive a passing score on the test will be selected to interview. The interviewed candidate(s) receiving a passing score on the test and possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral interview and written exercise, will be selected for hire.

Preference will be given to candidates possessing the following:

- A Juris Doctorate from an ABA accredited law school
- Previous professional experience with a federal, state, or local law enforcement agency as a sworn law enforcement officer
- Previous professional experience investigating incidents involving death or serious injury
- Trained or certified by an accredited body as a Lead Homicide Investigator
- Previous full-time employment with a local, state, or federal oversight agency
- Previous professional experience conducting investigations of employee misconduct or criminal conduct for either a government entity or a business entity that is not a retail establishment
- Previous professional experience prosecuting or defending felony criminal cases

- Able to read, write and speak any language other than English fluently

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

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

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner

Applications for this position will be accepted until 11:59 pm CDT on November 19, 2021