



Evidence Specialist

ROLE SUMMARY

Under general supervision, this position with the Civilian Office of Police Accountability (COPA) serves as COPA's subject matter expert in charge of coordinating the collection, evaluation and analysis of evidence in cases of police incidences that fall within COPA's jurisdiction; guides law enforcement forensic technicians in the appropriate collection, handling and processing of physical evidence required for COPA's administrative investigations; verifies that evidence collected meets legal requirements, and that examination results of evidence are concluded in a timely manner; 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 (with on-call rotation availability)

Salary: Starting at \$59,184

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

- Responds to the scene of incidents under the agency's jurisdiction to assist in the oversight of evidence collection.
- Advises investigators on how, when and what evidence items should be processed.
- Coordinates with the Chicago Police Department (CPD) and other law enforcement and prosecutorial partners regarding the collection and processing of evidence.
- Monitors and reports on the status of forensic testing by the agency's external partners.
- Assists investigators in the interpretation of forensic testing reports and analyses.
- Works with the administrative staff to identify external sources for forensic testing and analysis, as needed.
- Collaborates with investigators to identify forensic or other evidentiary analysis that will support investigative needs.
- Observes and reports on forensic testing and analyses (such as autopsies).

- Assists investigators and administrators in preparing documentation (e.g., plats, summary charts, photo arrays) related to crime scene processing and forensic analysis for inclusion in agency reports.
- Assists attorneys in preparing litigation materials related to crime scene processing and forensic analysis.

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 three years of work experience in the collection, analysis or evaluating physical evidence, or an equivalent combination of 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.

"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.