



Supervising Investigator

ROLE SUMMARY

A Civilian Office of Police Accountability (COPA) Supervising Investigator directs and manages the work of investigative staff engaged in investigating allegations of misconduct against members of the Chicago Police Department (CPD). The Supervising Investigator also manages caseloads and monitors and reviews the investigative process to ensure investigations of misconduct against members of CPD are performed with integrity and timeliness, 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 \$97,260

ESSENTIAL DUTIES

- Reviews incoming complaints, allegations and notifications and assigns cases to investigative staff based on complexity of investigation, investigative staff competencies, and operational efficiencies.
- Monitors and reviews investigatory activities of assigned team members to ensure investigations are conducted in a timely manner and are consistent with internal policies, procedures, and applicable law.
- Liaises with the Cook County State's Attorney's Office and U.S. Attorney's office, as needed.
- Reviews case files prior to closure to ensure that all appropriate investigatory steps have been taken and that the investigatory findings are consistent with the evidence gathered.
- Supervises and reviews the drafting of investigative reports to ensure accuracy and timeliness.
- Trains investigative staff on investigative techniques, reporting methods, and internal policies and procedures.
- Provides guidance to investigative team members on complex issues that arise in investigations.

- Provides testimony at criminal, administrative and arbitration proceedings, as needed.
- Supervises and reviews the drafting of final summary reports.
- Reviews and contributes to preliminary disciplinary recommendations.
- Uses case management tools to ensure that case files of team members are maintained properly, and to ensure that operational timeliness goals are met consistently.
- Supervises investigators and collaborates with data analysts on pattern or practice investigations to ensure thoroughness, accuracy, and timeliness.
- Conducts case reviews of investigative team members.
- Evaluates investigative team members pursuant to COPA's performance evaluation program.
- Participates in the on-call rotation for reporting to the scene of officer-involved weapons discharge incidents or police custody incidents.
- Recommends revisions to police collective bargaining agreements for the purpose of improving the quality, efficiency, and transparency of investigations.
- 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 or practice investigations; conducts pattern or practice investigations.
- 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 CPD tactics and training based on information obtained through investigations.
- Makes recommendations to the Chief Administrator regarding the appropriate discipline or other remedial measures 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 or related university, plus five (5) 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, 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 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.

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.