



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

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## Special Victims Investigator

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### ROLE SUMMARY

Under general supervision, conducts investigations of a complex and sensitive nature involving allegations of misconduct involving vulnerable populations by members of the Chicago Police Department (CPD); 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

Salary: Starting at \$82,500

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 notifications and conducts investigations of incidents involving allegations, often multi-layered, of sexual misconduct, domestic violence, and other incidents of abuse involving vulnerable individuals.
- Collects evidence (e.g., reports, medical records, videos, photographs) and identifies potential witnesses with information pertinent to allegations of misconduct.
- Interviews complainants, witnesses, and CPD members to gather facts to investigate incidents involving possible misconduct by department members.
- Conducts canvasses to locate witnesses and obtain relevant information and evidence.
- Maintains a working knowledge of CPD rules, policies, and directives.
- Drafts allegations of misconduct for supervisor review to ensure accuracy and consistency with agency standards.
- Prepares reports of investigation based on analysis of the evidence and makes preliminary recommendations regarding appropriate disciplinary action or other intervention that is appropriate based on the investigatory findings.
- Liaises and collaborates with other governmental agencies (i.e., law enforcement, prosecutorial, or social service agencies) conducting parallel investigations.

- Maintains documentation and information in agency databases to accurately document all investigative steps and report on investigative status.
- Obtains and reviews court documents in related civil and criminal matters to identify relevant information and statements made by CPD members and witnesses, as well as monitors progress of court proceedings.
- Consults and collaborates with attorneys to identify, assess, and address legal issues and develop investigative strategy.
- Collaborates with attorneys to prepare and present at police disciplinary arbitrations and Police Board hearings, including the assessment and development of litigation strategy, as well as testify in court, arbitration hearings and before the Police Board, as needed.
- Consults with attorneys, as needed, to review disciplinary charges prior to being presented to CPD members to ensure accuracy and consistency with investigatory findings.
- Collaborates with law enforcement agencies, the Cook County State's Attorney's Office and the U.S. Attorney's Office to prepare cases for criminal proceedings, as needed.

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 (3) 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 litigation experience related to domestic and/or sexual violence, including civil orders of protection and no contact and stalking orders, OR
- An equivalent combination of education, training, and experience related to advocacy for victims of abuse, exploitation, domestic and/or sexual violence (i.e., crisis intervention, safety planning, needs assessments, and support services related to orders of protection, housing, and medical needs), provided the minimum degree requirement is met.

#### **LICENSURE, CERTIFICATION, OR OTHER QUALIFICATIONS**

- A valid State of Illinois driver's license is required.
- Availability to work any duty watch is required.
- Availability to participate in an on-call rotation to respond to incidents involving sexual misconduct, domestic violence, and other incidents of abuse involving vulnerable individuals.