



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

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Bid/Job Announcement

## Supervising Investigator – COPA

General Investigations Unit and Special Victims Unit

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

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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

### 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

Supervises and directs the work of investigative staff engaged in investigating allegations of misconduct against members of the Chicago Police Department (CPD). The Supervising Investigator manages caseloads, and monitors and reviews the investigative process to ensure investigations of misconduct against members of the Chicago Police Department 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)

**Availability to work weekends is required**

Salary: \$109,140.00 (non-negotiable)

## 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
- Reviews case files prior to the closing of cases 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 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 monthly case reviews of investigative team members
- Evaluates investigative team members pursuant to COPA's performance evaluation system
- 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 and practice investigations; conducts pattern and 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
- Identifies areas of improvement to police department 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, 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 college or university with a Master's degree or higher, plus four (4) 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

**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.**

### **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 the on-call rotation in response to incidents requiring immediate investigation by the agency
- 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 Supervising Investigator – COPA

NOTE: Candidates must pass a background investigation, drug screen, and other pre-employment procedures as determined by the Civilian Office of Police Accountability.

## SELECTION REQUIREMENTS

This position requires applicants to complete an interview which will include a written exercise and/or a skills assessment test as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

Preference will be given to candidates possessing the following:

- Juris Doctorate from an accredited law school
- Post-graduate degree in Public Policy, Political Science, Social Science, Government or Law
- Previous work experience in a supervisory or managerial role
- Previous employment, on a full-time basis, by a local, state, or federal government oversight agency
- Previous employment, on a full-time basis, with a law enforcement agency as a sworn law enforcement officer
- Previous work experience prosecuting or defending felony criminal cases
- Previous experience in providing advocacy to victims of domestic and/or sexual violence or prosecuting or investigating allegations of domestic violence and/or sexual misconduct
- Five (5) or more years of work experience as an investigator

## 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.

**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 (5) years.

Application Instructions: Interested applicants should apply at the City of Chicago's application website: <https://chicago.taleo.net/careersection/100/jobdetail.ftl?job=416421>

**RESIDENCY REQUIREMENT:** 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.

**APPLICATION EVALUATION:** Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

**COMMITMENT TO DIVERSITY:** To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. *These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.* To learn more about our hiring practices [click here](#).

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.

Please note, all positions with the City of Chicago close promptly at 11:59 pm C.S.T. Applications for this position will be accepted from June 15 2026, until 11:59 pm CST on June 30, 2026. No exceptions will be made.

City of Chicago  
Brandon Johnson, Mayor