

JOB ANNOUNCEMENT

Director of Investigations

Civilian Office of Police Accountability

Number of Positions: 1

Under general direction, directs an assigned investigative unit and/or investigative adjacent unit of the Civilian Office of Police Accountability (COPA), and performs related duties as required. May be assigned within the Investigations section or the Video Release and Transparency Unit.

ESSENTIAL DUTIES

- Directs investigations of complaints involving members of the Chicago Police Department.
- Manages the activities and processes related to COPA's complaint intake and/or transparency teams and other office personnel by communicating instructions to unit supervisors.
- Assigns complaints to investigative staff; monitors investigative activity and reviews selective case files and investigative reports to ensure objectivity and thoroughness.
- Contributes to the on-call rotation as a Lead Scene Manager for COPA's major incident response duties.
- Manages on-call rotation carried out by complaint intake staff to ensure that off-hour complaints are addressed timely and appropriately.
- Meets with supervisory staff and investigators to monitor the progress of investigations and ensure their timely completion.
- Reviews case files upon completion of preliminary investigation and/or prior to the closing of cases, including Final Summary Reports of investigation, to ensure that all appropriate investigatory steps have been taken and that the investigatory findings are consistent with the evidence gathered.
- May be assigned to conduct pending investigations of high profile or sensitive nature.
- May be responsible for drafting analytical determinations and proposed findings/investigative outcomes for inclusion in investigative reports.
- Assists in development and implementation of investigative training curriculum, policies, and procedures.
- Supports COPA's Consent Decree compliance efforts.
- Manages COPA's evidence liaison/coordination duties with respect to the Illinois State Police and the Chicago Police Department.
- Maintains open and effective communication with applicable Chicago Police Department units, outside law enforcement agencies, Illinois State Police, and Corporation Counsel to facilitate COPA investigations and advance the culture of policing.
- Meets with Cook County State's Attorney's Office, Federal Bureau of Investigation, United States Attorney's Office, and other prosecutorial agencies, as appropriate, for purposes of referring matters for criminal investigation and/or prosecution.
- May assist in drafting guidance, procedures, and policies affecting COPA's internal operations.
- Manages COPA's transparency obligations under the City's Video Release Policy, Freedom of Information Act, and Mayoral Executive Order on Body Worn Camera Requests.

- Evaluates team members pursuant to COPA's performance evaluation program.
- Performs research or specialized activities at the request of the Chief Administrator (or designee), as required.

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: 1615 W. Chicago Ave

Days: Monday - Friday

Hours: 9:00am to 5:00pm

THIS POSITION IS EXEMPT FROM CAREER SERVICE

Graduation from an accredited college or university with a Bachelor's degree, plus seven (7) 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, of which three (3) years are in a supervisory role related to the responsibilities of the position, **OR** Graduation from an American Bar Association (ABA) accredited law school, 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, of which three (3) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of training and experience 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

Selection Criteria

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preference will be given to candidates possessing the following:

1. Previous experience in the investigation, prosecution, or analysis of death investigations
2. Previous experience in and knowledge of the tenants of the Fourth Amendment
3. Direct experience investigating police misconduct, analyzing applicable legal standards (such as probable cause, reasonable articulable suspicion, preponderance, and clear and convincing) & drafting and/or reviewing investigative reports that include analytical determinations and findings/investigative outcomes
4. Previous experience managing, triaging, and assigning voluminous caseloads to personnel

Residency Requirement

All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

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

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 April 25, 2022, until 11:59 pm CST on May 09, 2022. No exceptions will be made.

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

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner