

ASSESSMENT DIMENSIONS FOR DETECTIVE

This section describes the assessment dimensions that are to be used to evaluate candidates as part of the Detective Merit Selection Process. Definitions for each assessment dimension are provided on the following pages. To determine the dimensions, CPD subject matter experts rated a number of skills, abilities, and personal characteristics important to carrying out the responsibilities of Detectives. From these ratings, a number of possible dimensions were identified. These dimensions were then reviewed by senior members of the Department who reviewed the dimensions and their definitions, combined some dimensions, and designated a subset of seven final dimensions as critical to performing the job of Detective and relevant for evaluation as part of the Merit Selection Process. The resulting assessment dimensions are:

1. Adaptability
2. Attention to Detail and Observation
3. Analytical Thinking and Decision Making
4. Initiative
5. Oral Communication and Investigative Interviewing
6. Persistence and Patience
7. Personal Integrity, Dependability, Professional Orientation and Commitment

These dimensions are defined in the following table.

DETECTIVE MERIT ASSESSMENT DIMENSIONS

Adaptability	Demonstrating a flexible, changeable approach in response to shifting priorities or ambiguous work situations; switching to different tasks or applying different methods to meet changing schedules or other circumstances; redirecting attention to accomplish tasks after interruptions (e.g., change in status regarding urgency of a case, availability of witnesses, receipt of new information, shift changes due to manpower needs).
Attention to Detail and Observation	Giving careful attention to the details of one's work; being thorough and making sure nothing is left undone; ensuring that appropriate quality checks are done to prevent errors or mistakes (e.g., checking reports for accuracy and completeness, ensuring appropriate procedures are followed, completing and reviewing forms, gathering evidence at a scene, conducting thorough preliminary investigations); carefully observing and recognizing events and circumstances taking place; noting others' actions and demeanor in order to evaluate behavior and credibility (e.g., conducting surveillance activities, crime scene processing, searching for missing persons, interrogating suspects).
Analytical Thinking and Decision Making	Systematically collecting and analyzing the full range of information necessary to solve problems; applying knowledge and experience to select, organize, and logically process relevant information and draw reasonable conclusions; evaluating and comparing information to identify conflicts with existing information; recognizing facts or information that is incomplete or ambiguous (e.g., comparing objects, interviews, or other pieces of information collected; detecting consistencies and inconsistencies between statements; determining facts of a particular case; recognizing a pattern across a series of events; evaluating conflicting information from witnesses, offenders, or victims; formulating and testing theories); taking appropriate and timely actions given the information known, even under conditions of uncertainty; assessing and managing risks and likely outcomes of various actions.
Initiative	Anticipating or recognizing a need and taking action; actively influencing events rather than demonstrating passive acceptance of the outcome; initiating or coordinating activities to address situations in which no one has direct or assigned responsibility; following through on assignments without prompting.

Oral Communication and Investigative Interviewing	Expressing, or communicating information, thoughts, ideas, instructions, or descriptions verbally so that others will understand; listening carefully when others are speaking and asking questions as necessary to clarify points; communicating in a manner that is sensitive to the feelings, thoughts, and motives of others (e.g., cooperating and coordinating actions with others, responding to inquiries courteously); sharing information with coworkers; effectively obtaining information from witnesses, victims, offenders, and other relevant individuals (e.g., changing interview style to communicate effectively and obtain information; interpreting, evaluating, and summarizing information obtained from individuals interviewed, reconciling information obtained from others with observations).
Persistence and Patience	Staying with a task or assignment, despite obstacles or lack of enthusiasm, until it is completed or it is no longer reasonably attainable; tolerating periods of inactivity or delay (e.g., following up on all leads to close a case, waiting for new details or a break before continuing investigation, maintaining awareness of facts or missing information during lulls in activity, waiting for call backs from complainants or for arrival of responsible parties to release juvenile detainees).
Personal Integrity, Dependability, Professional Orientation and Commitment	Setting high standards for personal job performance and working hard to achieve them with minimal supervision required; maintaining a good attendance record and arriving promptly and prepared for work; following Department policies and regulations and supporting their intent and value; building trust and credibility with others through demonstrated commitment to personal values; accepting responsibility for one's own decisions and actions in the face of challenge or adversity; demonstrating positive regard for one's career and profession.

TASKS LINKED TO DIMENSIONS FOR DETECTIVE

This section provides information detailing how the assessment dimensions are relevant to the job of Detective. The tasks listed on the following pages were identified in the Detective job analysis as critical for performance in the Detective assignments (i.e., Property Crimes, Violent Crimes, Special Victims). These tasks are linked to the Merit assessment dimensions to demonstrate that the dimensions being used are relevant for selection into Detective positions. The linkages were made by CPD subject matter experts (e.g., incumbent Detectives) who evaluated the relevance of each assessment dimension to the performance of each critical task. Keep in mind that these tasks are derived from the Detective job analysis (not the Police Officer job).

DETECTIVE: EXAMPLE LINKED TASKS

Adaptability
<ul style="list-style-type: none">• Respond to field assignments to conduct immediate investigations of violent, property, and other crimes that happen during tour of duty, including responding to complaints or requests (e.g., Hot Line faxes regarding child abuse/neglect, identity theft, check fraud, etc.).• Receive and review Handouts (written or electronic notification) of cases assigned for follow-up investigation.• Communicate with police personnel in other work units within the Department (e.g., Crime Lab, Narcotics, Extradition Unit, Fugitive Task Force, Child Advocacy Center, Gang Specialists, Tech Lab, etc.) to share intelligence, update status of investigations, coordinate activities, and make or respond to requests for services or information.• Communicate with federal, state, or local agency personnel (e.g., Customs, FBI Task Force, RCFL, DCFS, Juvenile Court Advocacy Center, Illinois State Police, Secretary of State, Medical Examiner's Office, other municipal police agencies, etc.) to exchange information, coordinate activities, and make or respond to requests.• Schedule and coordinate with specialists needed to conduct specialized investigative activities (e.g., polygraphs, preparation of composite drawings, victim sensitive interviews, etc.).

Attention to Detail and Observation

- Compile or develop files of various types of information (e.g., Modus Operandi/Crime Pattern files, Investigative Alerts, Felony files, Domestic Violence files, etc.), as appropriate.
- Review case reports prepared related to assigned cases for accuracy and completeness.
- Evaluate crime scenes or sites of Search Warrant executions and coordinate the collection and preservation of evidence, including directing Evidence Technician/Crime Lab personnel at the scene (e.g., DNA evidence, photographs, fingerprints, etc.).
- Examine victim and offender for wounds and identification, including examination of victim's and offender's clothing.
- Review telephone records to identify individuals communicating with suspects or victims, including deciphering tower locations.

Analytical Thinking and Decision Making

- Develop investigative strategies for interviews, investigations, collection of evidence, etc.
- Review and analyze information contained in paper files and computerized databases to identify crime patterns, possible offenders, distinct problems, similarities across criminal cases and across geographical boundaries, etc.
- Evaluate reports related to assigned cases to determine the nature of the case (i.e., whether a crime has occurred), schedule investigation activities, establish criminal culpability or conspiracy, etc.
- Determine status of cases (e.g., open, closed, suspended, unfounded, progress, etc.) based on investigation and information available and reclassify case reports, as required, using information obtained from investigation.
- Review evidence and details of a crime to develop and evaluate theories and draw conclusions concerning the crime, motives, and possible individuals involved.
- Determine validity of allegations and assess credibility of individuals (e.g., verifying, comparing, and analyzing accounts of witnesses, victims, and offenders in relation to evidence gathered, checking alibis, determining validity of orders of protection or custody orders, etc.).

Initiative

- Take charge of investigations at crime scenes and ensure the crime scene is secured by Patrol officers.
- Follow up leads provided by witnesses and other relevant individuals (e.g., informants) or records or evidence (e.g., CODIS, AFIS, IBIS, DNA).
- Review various sources of information needed to identify and contact individuals and/or develop possible leads (e.g., Secretary of State, CHA, previous addresses, name checks and aliases, voter registration logs, gun registration, outstanding warrants, citations issued in area of crime, licensed premise checks, title searches, inmate records, utility checks, Field Contact Cards, post office records, currency exchanges, pawn shops, traffic records, etc.).

Oral Communication and Investigative Interviewing

- Communicate with individuals involved in cases (e.g., victims, complainants, witnesses, etc.) to provide information about their cases (e.g., status, process of handling cases, court dates, etc.) and assistance programs, as needed (e.g., victim/witness program, relocation program, etc.).
- Communicate with partner, supervisor, team members, and other individuals working jointly on cases, regarding investigative activities, progress, and results.
- Present evidence and facts of cases to Assistant State's Attorney during felony review and pre-trial conferences.
- Conduct interviews (in the field, in person follow up, or over the telephone) with complainants, victims, witnesses, offenders, and other individuals who may provide information that is potentially relevant to obtain facts concerning cases.
- Conduct interviews with juveniles according to rules and regulations.
- Conduct interrogations of suspects to gather background information, possible alibis, gang affiliation, admission of guilt, implication of offenders, etc., including video-taping for certain crimes.
- Re-interview witnesses and/or interview individuals identified by witnesses to determine veracity of witness statements.

Persistence and Patience

- Reevaluate and revise theories as new evidence or facts are revealed during the progress of an investigation.
- Confer with Assistant State's Attorney for Felony Review to determine proper charges for offenders, additional information needed, further investigative actions to be taken, etc.
- Read and review case files in preparation for court appearances.
- Testify in court or before the grand jury, as requested or required, to present evidence regarding cases.

<p>Personal Integrity, Dependability, Professional Orientation and Commitment</p>
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| <ul style="list-style-type: none">• Investigate police-related shootings (i.e., shots fired at or by police officers) and participate in Department review of the incident.• Detain arrestees for investigative purposes within legal and Departmental guidelines (e.g., 48-hour rule, juvenile detention time limits, etc.).• Process adults and juvenile offenders following appropriate guidelines.• Request and process legal authorization (e.g., Search Warrants, subpoena, consent to search) prior to collection of evidence, as required. |
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