

CLASS TITLE: Police Legal Officer II

CHARACTERISTICS OF THE CLASS: Under general supervision, reviews complaint register cases to ensure accuracy and completeness of investigations conducted by the Chicago Police Department's (CPD) Internal Affairs Division and Office of Professional Standards; and performs related duties as required.

EXAMPLES OF DUTIES: Assists in the preparation of initial case analysis and review of recommended charges for legal sufficiency; assists in the preparation of disciplinary cases to the Police Board wherein separation is sought; assists in the issuance of subpoenas for Police Board cases; drafts legally complete charges and specifications for separation cases; presents the CPD's case to the Police Board; replies to the case presented by the respondent; assists in the presentation of cases and represents the CPD before the Equal Employment Opportunity Commission; assists the Law Department in the preparation and presentation of litigation before state and federal courts in which the CPD is a party by preparing legal memoranda and various parts of trial and appellate briefs; conducts research projects as assigned by the Superintendent of Police.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Admission to the Illinois Bar and Career Service status as a sworn member of the Chicago Police Department supplemented by one year of legal experience.

Knowledge, Abilities and Skill. Considerable knowledge of criminal law, state statutes and municipal ordinances. Considerable knowledge of laws, legal methods and procedures relative to the Equal Employment Opportunity Commission and the Illinois Department of Human Rights. Considerable knowledge of CPD policies, operations and regulations.

Ability to prepare and present disciplinary cases to the Police Board. Ability to follow written and oral instructions involving legal processes. Ability to search legal records, statutes and ordinances and prepare reasonable and authoritative opinions on legal questions. Ability to exercise good judgment in evaluating situations and making decisions.

Considerable skill in the application of legal processes, practices and procedures. Considerable skill in interpreting court decisions and in applying them to legal issues.

October, 1991