

CLASS TITLE: Police Agent

CHARACTERISTICS OF THE CLASS: Under general supervision, conducts specialized and confidential investigations concerned with allegations and accusations against Chicago Police Department members; and performs related duties as required.

EXAMPLES OF DUTIES: Performs all functions involving the investigation and evidence gathering process; takes written statements, conducts interviews and canvasses for witnesses and victims; uncovers, secures, processes and evaluates physical evidence relating to matters under investigation; coordinates the investigations with other governmental agencies as required; confronts the accused department member with the allegation(s) after completion of the evidence gathering process; ensures the rights of accused members as guaranteed by the Chicago Police Department order or prevailing union contract(s); upon completion of the investigation of allegation(s), evaluates evidence and makes appropriate finding; makes recommendations for disciplinary action as warranted in cases of sustained allegations.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Career Service status as a Police Officer with the Chicago Police Department supplemented by two years of experience in law enforcement work and one year of experience in conducting investigations of criminal or fraudulent activity.

Knowledge, Abilities and Skill. Considerable knowledge of modern investigative practices and procedures. Considerable knowledge of behavior which constitutes employee misconduct. Considerable knowledge of strategies used in analyzing and solving problems.

Ability to conduct confidential personal interviews and evaluate information in an analytical, objective manner. Ability to maintain confidentiality of investigations and information collected. Ability to communicate effectively both orally and in writing.

Considerable skill in the application of modern investigative and interviewing methods. Considerable skill in the application of the practice, methods and techniques of surveillance. Working skill in dealing courteously with others.

November, 1991