

CLASS TITLE: **Investigator-OPS III**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises and participates in the investigation of allegations of excessive force or official misconduct against members of the Chicago Police Department, including cases involving serious injury and multiple complaints; and performs related duties as required.

ESSENTIAL DUTIES: Functions as a team leader to assist subordinate personnel in the investigation of unusual or complex cases; performs field supervisory duties in the absence of a higher-level Investigator; reviews investigation reports prepared by lower level staff, ensuring compliance with established investigative procedures and standards; interviews difficult or uncooperative complainants, witnesses, detectives and the accused to obtain relevant case information; follows up on leads to discover additional information regarding allegations; performs preliminary investigations immediately after shooting incidents, and conducts follow-up investigations; prepares written records of individual accounts of the incident under investigation; obtains and analyzes physical evidence and complex technical reports from the Police Department's crime lab and the medical examiner's office to incorporate into the investigation; assists other investigators with problems, new investigative methods and information sources; prepares reports summarizing investigative findings and recommending disciplinary action, if appropriate; provides testimony at criminal, administrative or arbitration proceedings against departmental personnel; in cases where suspension is recommended, prepares and presents cases to the Complaint Review Panel for consideration; prepares work activity reports.

RELATED DUTIES: Assists in training and providing guidance to lower level staff; maintains records of investigations, correspondence and related case documentation.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by two years of progressively responsible experience investigating allegations of excessive force, criminal or fraudulent activity, or an equivalent combination of training and experience. A valid Illinois driver's license is required, as well as the availability to work any duty watch.

Knowledge, Abilities and Skill. Considerable knowledge of investigative and interview techniques. Considerable knowledge of methods for gathering evidence and building cases. Considerable knowledge of police behavior that constitutes excessive force, verbal abuse or official misconduct. Some knowledge of supervisory and management theory and practices.

CLASS TITLE: **Investigator-OPS III (Cont'd)**

Ability to supervise the work of subordinates. Ability to lead investigations and oversee the preparation of summary reports. Ability to investigate complex cases and prepare accurate, valid analytical reports. Ability to recommend appropriate disciplinary measures in instances where charges of official misconduct are sustained.

Skill in investigating allegations of police misconduct. Good skill in interviewing witnesses. Good skill in analyzing physical evidence. Good oral and written communication skills. Good interpersonal skills.

Physical Requirements. Ability to access locations where shootings or alleged misconduct occurred.

Working Conditions. General office environment and sites where shootings or alleged misconduct occurred. Occasional exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment including personal computers. Motor vehicles.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003
City of Chicago
Department of Personnel