

Code: **9184**
Public Safety Service
Police Service Group
Police General Duty Series

CLASS TITLE: **Supervising Investigator-OPS**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class supervises staff engaged in the investigation of allegations of excessive force or official misconduct against members of the Chicago Police Department; and performs related duties as required.

ESSENTIAL DUTIES: Reviews complaints and allegations and assigns cases to investigative staff; monitors cases assigned to staff ensuring investigations are timely and comply with established quality control standards; reviews investigation reports prepared by staff, ensuring compliance with established investigative procedures and standards; performs preliminary investigations immediately after shooting incidents, and assigns and oversees follow-up investigations performed by staff; oversees the preparation of reports of individual accounts of the incident under investigation; oversees the analysis of physical evidence and technical reports from the Police Department's crime lab and the medical examiner's office performed by staff; trains staff in investigative techniques, reporting methods and departmental policies and procedures; advises investigators on interviewing problem witnesses, effective investigative methods and useful information sources; supervises the preparation of investigative summary reports and approves recommendations for disciplinary action; provides testimony at criminal, administrative or arbitration proceedings against departmental personnel; oversees the preparation and presentation of cases recommending suspension to the Complaint Review Panel; oversees the preparation of unit work activity reports.

RELATED DUTIES: Participates in investigations as necessary.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by four years of 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. Good knowledge of departmental quality control standards. Considerable knowledge of supervisory and management theory and practices.

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

Ability to supervise staff. Ability to discern the accuracy and validity of information contained in summary reports. Ability to recommend appropriate disciplinary measures in instances where charges of official misconduct are sustained. Ability to establish and implement quality control measures. Ability to develop work procedures.

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

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