

Code: **9195**
Public Safety Service
Police Service Group
Police General Duty Series

CLASS TITLE: **Coordinator of Operations-OPS**

CHARACTERISTICS OF THE CLASS: Under direction, the class supervises staff providing automation, administrative and clerical support to Office of Professional Standards (OPS) investigative staff and assists in planning and supervising the work of investigative teams; and performs related duties as required.

ESSENTIAL DUTIES: Oversees the intake of complaints and allegations from citizens against Police Department members to ensure proper registration; oversees the installation and maintenance of automation equipment and software applications to ensure proper functioning and availability to investigative and support staff; prepares work schedules for investigative, administrative and clerical staff to ensure adequate staffing on all shifts; reviews Chain of Command non-concurrence reports to determine whether investigative reports accurately reflect case file information and recommends further investigation if necessary; oversees and participates in the development and administration of in-service training programs for investigative staff and new hires; acts as a liaison between the Office of Professional Standards and other Police Department operating units, as well as state and federal law enforcement agencies regarding the status of investigations; oversees the collection and assembly of data for use in the preparation of statistical reports; evaluates work procedures and quality control standards, and recommends changes to improve efficiency and effectiveness; oversees the maintenance of records of investigations and the preparation of related reports; prepares the unit's annual budget.

RELATED DUTIES: Conducts periodic caseload audits to determine the number of open investigations and prepares summary reports.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree supplemented by five years of progressively responsible experience investigating allegations of excessive force, criminal or fraudulent activity, including two years of supervisory experience, or an equivalent combination of training and experience. A valid Illinois driver's license is required.

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. Considerable knowledge of departmental quality control standards. Considerable knowledge of supervisory and management theory and practices.

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CLASS TITLE: **Coordinator of Operations-OPS (Cont'd)**

Ability to manage quality control of investigative reports. Ability to coordinate the work of units involved in investigations, record-keeping, reporting and administrative support. Ability to enforce established investigative and reporting practices and standards.

Considerable skill in supervising investigations of allegations of police misconduct. Considerable skill in analyzing physical evidence. Considerable skill in preparing case reports. Excellent oral and written communication skills. Good management 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