

Police Special Investigator (1640)  
Task List 2018

1. Reviews, conducts, or participates in investigations into matters which potentially involve violations of legal code and/or Department policies by Department employees to determine compliance and make recommendations to the Board of Police Commissioners as necessary.
2. Reviews investigations of Categorical and Noncategorical Uses of Force to determine compliance with law and Department policy and make recommendations to the Board of Police Commissioners as necessary.
3. Conducts complaint investigations involving the Chief of Police to determine compliance and reviews internal complaint investigations of Department employees to evaluate the thoroughness of the investigation and the adjudication and make recommendations to the Board of Police Commissioners as necessary.
4. Plans and applies investigative strategies and approaches (e.g., determines resources needed and interviews to conduct) to determine compliance and make recommendations to the Board of Police Commissioners.
5. Interviews witnesses, complainants, informants, suspects, City employees, outside law enforcement officials, and members of the public to collect investigative information.
6. Obtains and analyzes evidence (e.g., testimonial, documentary, physical) from various sources (e.g., interviewees, personnel records, coroner reports, scientific evidence reports, systems of internal controls) to establish the extent and nature of violations being investigated.
7. Applies appropriate legal principles, personnel policies, procedures, and rules when conducting analyses of complex criminal and administrative police investigations.
8. Prepares oral presentations and written reports regarding investigative findings and related recommendations for the Board of Police Commissioners, Department, and public.
9. Examines complex criminal and administrative police investigations and prepares a written analysis of the investigations.
10. Acts as liaison for Department personnel, outside agencies, and members of the public making referrals to the Police Department or appropriate agency.

11. Meets with Police Department personnel and Police Commission members in order to keep them apprised of the status of investigations and special projects.
12. Responds to crime scenes involving Categorical Uses of Force by Police Department personnel to observe the scene and preliminary investigation and writes a brief summary for public posting.