

Police Special Investigator (1640)  
Task List

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 and the adjudication of the investigation and makes recommendations to the Board of Police Commissioners as necessary.
4. Plans and applies strategies and approaches (e.g., determines resources needed and interviews to be conducted) to determine compliance or assess department practices in order to 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 potential violations and/or systemic issues within the Department.
7. Applies appropriate legal principles, personnel policies, procedures, and rules when conducting analyses of complex criminal and administrative police investigations and reviews of Department policies and practices.
8. Prepares oral presentations and written reports regarding findings of reviews and investigations and related recommendations for the Board of Police Commissioners, the Department, and the public.
9. Examines complex criminal and administrative police investigations and prepares a written analysis of the investigations.
10. Acts as liaison with Department personnel, outside agencies, and members of the public making referrals to the Department or appropriate agency.

11. Meets with Department personnel and members of the Board of Police Commissioners in order to keep them apprised of the status of investigations, reports, and other projects.
12. Responds to crime scenes involving Categorical Uses of Force by the Department personnel to observe the scene and the preliminary investigation, and writes a brief summary for circulation as appropriate.