

## City of Chicago Office of the Inspector General

### JOB SPECIFICATION

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Chicago is the nation's third largest city with a population of nearly three million people; the City employs more than 35,000 people, including more than 14,000 members of the Chicago Police Department (CPD). Chicago's Office of Inspector General (OIG) is one of the nation's premier independent municipal oversight bodies with statutory responsibility to promote economy, effectiveness, efficiency and integrity in City operations. In October 2016, the City of Chicago enacted legislation<sup>1</sup> establishing the Deputy Inspector General for Public Safety within OIG, dedicated to the oversight of police as well as the police accountability system in Chicago. The primary goals of OIG's Public Safety section are to enhance the effectiveness of CPD, the Civilian Office of Police Accountability (COPA), and the Chicago Police Board; to increase public safety, promote constitutional policing practices that safeguard individual civil liberties and civil rights; and ensure the accountability of the police force, thus building stronger police-community relations. These goals are pursued as part of the broader OIG mission.

To achieve its goals, the Public Safety section provides rigorous, independent, qualitative and quantitative analysis of CPD, COPA, and the Chicago Police Board through inspections, evaluations and reviews conducted in accordance with the *Principles and Standards for Offices of Inspector General* issued by the Association of Inspectors General (Green Book), and publishes reports containing findings and recommendations for improvements and reforms.

OIG oversight functions, in addition to the dedicated Public Safety function, also include an Investigations section conducting criminal and administrative investigations, an Audit and Program Review section conducting performance audits in accord with Generally Accepted Government Auditing Standards (Yellow Book), and a Center on Information Technology and Analytics providing analytical and infrastructure support for OIG's work. These functions are carried out by a staff of 107 employees with a wide array of professional skills and experience and with an annual operating budget of approximately \$9.8 million.

OIG's jurisdiction extends to most operations and personnel of Chicago City government, including elected and appointed officers of the City and City Council, City employees, licensees, specified sister agencies, and contractors, subcontractors, and business entities seeking to do business with the City of Chicago.

### POSITION

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**TITLE:** Deputy Inspector General for Public Safety

**LOCATION:** Employees must be a resident of the City of Chicago upon commencement of employment, with a limited (three month) exception available through a formal residency waiver procedure. Proof of residency is required at the commencement of employment or the end of an approved waiver period, per Section 2-152-340 of the Municipal Code of Chicago.

**DUTIES:**

- Provide the strategic vision, objectives, and plan for the Public Safety section to achieve its mission, meet its statutorily mandated duties, and exercise its powers to maximize the impact of its resources
- Direct the management team (constituted of three unit chiefs), an associate general counsel, a staff of 14 dedicated performance analysts and investigative analysts, and administrative personnel to ensure effective oversight of the police and the police accountability system
- Oversee and direct inspections, evaluations, and reviews of operations, policies, procedures, and practices of CPD, COPA, and the Police Board to

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<sup>1</sup> OIG's complete, current ordinance can be found here: <https://igchicago.org/wp-content/uploads/2020/01/MCC-2-56-OIG-Ordinance-1-22-2020.pdf>.

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increase public safety, promote constitutional policing practices that safeguard individual civil liberties, and increase the public's confidence in the police force

- Analyze and evaluate the results of COPA and CPD disciplinary matters—including individual investigations and data sets representing multiple investigations—to identify trends and make recommendations to inform and improve future investigations to ensure they are complete, thorough, objective, and fair
- Make appropriate recommendations to the Superintendent and other relevant City departments and agencies relating to police and police accountability operations, policies, programs, and practices
- Issue written reports of inspection, evaluation, and review findings and recommendations, as well as an annual report that summarizes inquiries conducted and recommendations adopted during the prior calendar year. All reports shall present factual data accurately, fairly, and objectively
- Provide counsel and guidance to the Inspector General and other members of OIG senior management on any police and police accountability oversight issues
- Work in close collaboration and consultation with other OIG senior management to achieve strategic and operational objectives and to ensure that initiatives of the Public Safety section have sufficient resources to fulfill objectives
- Serve among the IG's senior advisors and assist with strategic decisions and planning related to all matters impacting the mission of the office
- Serve as a liaison for the office on police and police accountability oversight matters with elected and appointed officials, police and criminal justice stakeholders, community organizations, and residents
- Address community groups and inform the public on the mission, policies, and ongoing operations and work of the team

Additional details about duties and responsibilities are outlined in OIG's ordinance (see footnote on previous page).

### MINIMUM QUALIFICATIONS

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- EXPERIENCE: Six years of experience, including at least two years of management experience or equivalent, in: (a) corporate and/or governmental auditing or investigations, (b) government oversight, and/or (c) criminal or civil rights law
- EDUCATION: Graduate degree in a relevant field
- EXCLUSIONS: By ordinance, the Deputy Inspector General for Public Safety cannot be a current or former employee of the Chicago Police Department, Independent Police Review Authority, Civilian Office of Police Accountability, or Police Board.

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### PREFERRED QUALIFICATIONS

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**Education:** Graduation from an ABA accredited law school with a juris doctorate degree

**Legal:** Experience in a legal practice, research, policy, or advocacy setting relating to policing and community-police relations from a criminal justice, law enforcement, or civil rights perspective

**Government Oversight:** Experience in government oversight—with particular preference for experience relating to law enforcement oversight including investigations or inquiries pertaining to field and administrative operations, policies, and practices for effective constitutional policing and community-police relations

**Leadership:** A demonstrated record for integrity, professionalism, sound judgement, and leadership. Candidates who have shown a forward-thinking and motivational approach to leadership will be prioritized

**Management:** Knowledge of organization and management practices and methods, including goal setting, program development and implementation, employee supervision, personnel management, employee relations, team building, budget development and financial management

**Collaboration:** Experience collaborating with senior executives, staff, and diverse groups/individuals to achieve goals

**Cultural sensitivity:** Knowledge of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations; awareness and consciousness of diversity, inclusion, and equity challenges across communities, but especially for under-served and under-represented community members

**Community relations:** Experience in community relations and outreach with the demonstrated ability to build strong, yet independent working relationships with diverse constituents and community representatives

**Audit:** Experience ensuring compliance with established internal control procedures by examining records, reports, operating practices, and documentation; communicating audit findings/recommendations through written reports

**Data analysis:** Experience in conducting or supervising the analysis and interpretation of large and/or complex data sets

### OTHER

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**TERM:** The Deputy Inspector General for Public Safety term shall commence upon their approval by the City Council and shall continue for the remaining term of the Inspector General. The Deputy Inspector General may be removed only for cause in accordance with Section 2-56-280 of the ordinance.

**ANNUAL SALARY:** \$136,968 - \$151,320

**INSTRUCTIONS:** To apply for this job, do NOT use the City of Chicago online application. Please send a résumé and cover letter to [PublicSafetyDIG@gmail.com](mailto:PublicSafetyDIG@gmail.com).

**DEADLINE:** Applications will be accepted until the position is filled, with a rolling evaluation and selection process commencing on March 6, 2020.

## **City of Chicago Office of the Inspector General**

### **WE VALUE DIVERSITY**

The Office of the Inspector General (OIG) is an equal opportunity employer.

OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.