



Code: 9006
Family: Public Safety
Service: Public Safety Service
Group: Police Service
Series: Police Administrative

CLASS TITLE: TACTICAL REVIEW SPECIALIST - CPD

CHARACTERISTICS OF THE CLASS

Under supervision, the class is assigned to the Tactical Review and Evaluation Division of the Chicago Police Department and reviews use of force incidents to determine whether the use of force conforms to department protocols in order to identify opportunities for improvement; and performs related duties as required

ESSENTIAL DUTIES

- Reviews Tactical Response Reports (TRR) documenting use of force incidents, such as foot pursuits, firearm pointing incidents, investigative stop, and search warrants
- Analyzes tactics, trainings, policies, and procedures and compares the facts of each incident with protocols which have been established by Department policy and training standards
- Utilizes various software to view, flag, and retain video and audio recorded with Department-issued recording devices
- Accesses CLEARNET system to obtain basic officer information and print out TRRs, arrest reports, and related case reports
- Identifies any patterns, trends, or emerging concerns relative to the use of force incidents
- Evaluates whether or not each reviewed incident was tactically sound and consistent with Department General Orders
- Drafts advisements or debriefing recommendation(s) for enhancements to existing department trainings or modifications to policies, tactics, equipment or Department practices and submits to commanding officer for final review
- Attends annual in-service trainings

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus five (5) years of work experience in law enforcement; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier)
- Computers and peripheral equipment (e.g., personal computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- use of force policies and police tactics
- *record keeping and report preparation methods, practices, and procedures

Some knowledge of:

- applicable computer software (i.e., COBAN, CLEARNET)

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- ADABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace

- INITIATIVE - Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2023