

ARTICLE C

DETAIL

I. Policy

- A. The Sheriff's Office establishes a policy for the detail of its union and non-union employees in order to carry out its responsibilities and duties as well as to respond to emergency conditions or other circumstances beyond the control of the Department, which call for immediate action and require the temporary assignment of such employees as the Department deems necessary.
- B. This Article (C) is applicable to all Non-exempt Sworn and Civilian employees in the Sheriff's Office.
- C. The Sheriff respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, *et seq.*, as amended, and the Employment Plan and the Sheriff's Employment Action Manual (SEAM) will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the Employment Plan or SEAM, the language in the CBA governs provided it does not permit or involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff's Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the Sheriff's Employment Plan and SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the Employment Plan or SEAM must be followed.

II. Procedure:

A. Internal Detail

A supervisor may verbally request an Internal Detail to the Department Head/Designee. The Department Head/Designee may approve an Internal Detail to fulfill the Operational Needs of a Department.

- 1. Prior written notification of all Internal Details will be made via memorandum to the following:
 - a. Employee;

- b. Department;
 - c. Director of Personnel/Designee; and
 - d. Compliance Officer.
2. The Detail memorandum shall include the following:
 - a. Name of the employee(s) and JDE number;
 - b. Department;
 - c. Location of the Internal Detail;
 - d. Effective date of the Internal Detail; and
 - e. End date of Internal Detail.
3. The Internal Detail is for the purpose of meeting Operational Needs only, and may not exceed 90 days.
4. In the event that the duration of an Internal Detail will go beyond 90 days, the Department Head/Designee will submit a memorandum as described in Article C, Section II.A.1-2. The memorandum will be submitted at least 10 working days prior to the original Internal Detail's 90 day end date and shall also include a description of the specific reason for the extension. In the event the request is submitted less than 10 days before the Internal Detail's end date, the Department Head/Designee shall include in the written request a request to waive the 10 day rule and such request shall be either be approved or denied by the detailed employee's original Department Head/Designee and the Chief of Staff/Designee (signatures required). Detail extensions are disfavored by the Sheriff's Office.
5. In no event will any Internal Detail extension exceed 90 days unless specifically permitted by the terms of any applicable CBA. Internal Details may only be extended once.
6. The Department Head/Designee will be responsible for monitoring all Internal Details to ensure that none exceeds the maximum 90 day or 90 day extension period, as applicable.
7. The Department Head/Designee will assign a number and maintain an ongoing log of all Internal Details, including extensions, and submit a monthly Internal Detail list to the following individuals:

- a. Chief of Staff;
- b. Director of Personnel;
- c. Executive Director of OPR; and
- d. Compliance Officer.

8. The log will contain the following information:

- a. Name of Employee;
- b. Original Position/Shift/Detail;
- c. New Position/Shift/Detail;
- d. Effective Date;
- e. Any extensions (if applicable); and
- f. Return Date.

B. External Details

The Department Head/Designee may request an External Detail outside of his or her Department based on Operational Needs.

1. The Department Head/Designee will submit the request in writing to the Chief of Staff indicating the need for the External Detail and attach a Request to Hire/Fill Vacant Position(s) form (RTH). The request must be submitted at least 10 working days before the proposed start date of the External Detail. In the event the request is submitted less than 10 days before the proposed start date, the Department Head/Designee shall include in the written request a request to waive the 10 day rule and such request shall be either approved or denied by the detailed employee's original Department Head/Designee and the Chief of Staff/Designee (signatures required).
2. If approved, the Chief of Staff or his or her Designee will forward the RTH to the Director of Personnel. If not approved, the Chief of Staff/Designee will return the RTH to the Department Head/Designee.
3. The Director of Personnel/Designee will provide written notification of the approved External Detail via memorandum to the following:
 - a. Employee;

- b. Department Head (previous and new);
 - c. Respective Personnel Manager (previous and new);
 - d. Compliance Officer;
 - e. Executive Director of OPR; and
 - f. Chief of Staff.
4. The Detail memorandum shall include the following:
 - a. Name of the employee(s) and JDE number;
 - b. Employee's current Department;
 - c. Location of the External Detail;
 - d. Effective date of the External Detail; and
 - e. End date of External Detail.
 5. The Director of Personnel/Designee will assign a number and maintain an ongoing log of all External Details and submit a monthly detail list to the following:
 - a. Chief of Staff;
 - b. Compliance Officer; and
 - c. Executive Director of OPR.
 6. The log will contain the following information:
 - a. Name of Employee;
 - b. Original Position/Shift/Detail;
 - c. New Position/Shift/Detail;
 - d. Effective Date;
 - e. Any extensions (if applicable); and

f. Return Date.

7. The External Detail is for the purpose of meeting Operational Needs only, and it may not exceed 90 days.
8. The Department Head/Designee of the Department to which the employee is detailed will keep track of all External Details in his or her Department to ensure that it does not go beyond 90 days.
9. In the event that the duration of the External Detail will go beyond 90 days, a memorandum from the Department Head/Designee requesting an extension will be forwarded to the Chief of Staff. The memorandum shall include the reason for the detail extension.
10. The written request will be submitted at least 10 working days prior to the original External Detail's 90 day end date and shall also include a description of the specific reason for the extension. The Chief of Staff shall approve or deny all extension requests and the process in Article C, Section II, B, 2-7 will be followed. In the event the request is submitted less than 10 days before the External Detail's end date, the Department Head/Designee shall include in the written request a request to waive the 10 day rule and such request shall either be approved or denied by the detailed employee's original Department Head/Designee and the Chief of Staff/Designee (signatures required). Detail extensions are disfavored by the Sheriff's Office.
11. In no event will any External Detail extension exceed 90 days unless specifically permitted by the terms of any applicable CBA. External Details may only be extended once.
12. The Director of Personnel and the Department Head/Designee will keep track of all External Details to ensure that a detail(s) will not go beyond 90 days.

C. Emergency Detail

1. An Emergency Detail will be made at the determination of the Sheriff or Designee, or Department Head/Designee based on Operational Needs.
2. Prior written request and/or notification is not required for an Emergency Detail.
3. Emergency Details will remain in effect for the period of time the Sheriff/Designee shall determine necessary in his or her discretion.

D. End of Detail

At the conclusion of all Details, the employee will be transferred to his or her previous Department and the Department Head will forward a memorandum, which includes the Detail end date to the employee's previous Department Head (as applicable), the Director of Personnel, the Compliance Officer and the Executive Director of OPR. The employee's assignment within the Department will be determined by the Department Head/Designee based on the Operational Needs of the Department, however, the respective Department Head/Designee will make an effort to assign the employee to his or her previous assignment.

E. Certification and Compliance

All memorandums relating to Details shall include the NPCC Language. The Compliance Officer may audit any detail process as he or she deems necessary.