SENIORITY PLUS BID TRANSFER ANNOUNCEMENT
DEPARTMENT OF RE-ENTRY AND DIVERSION PROGRAMS

BOOT CAMP

BIDDING PERIODS
08 JULY 2011 – 0700 HOURS

TO

18 JULY 2011 – 0700 HOURS

Drill Instructor Positions

Summary
Drill Instructors perform the function of all phases of inmate supervision, care and custody. Responsible for facility security, various post operations and ancillary duties related to the Post Release Program of the Boot Camp. Drill Instructors are required to lead and supervise inmates in rigorous and demanding physical activities on a daily basis. Drill Instructors will be involved with extensive documentation of movement, progress and disciplinary actions as they relate to the inmate population. Drill staff must be prepared to work in an armed capacity as required. Additionally, Drill Instructors are also responsible for all other duties as assigned which may include:

- Instruct, lead, supervise and evaluate the progress of inmates during their confinement phase of the Boot Camp Program
- Conduct daily sessions of exercise and military drill and ceremony with inmates
- Maintain accurate records regarding inmate progress, noting deficiencies and recommending a course of action for improvement
- Ensure inmates observe facility rules and regulations
- Distribute all inmate mail
- Coordinate facility counts
- Coordinate inmate visitation
• Maintain appropriate logs
• Maintain familiarity with all post orders and assignments at the facility
• Ensure the fire and emergency evacuation plans are posted and observed
• Provide inmate workers with all necessary equipment and supplies
• Oversees, assists and coordinates movement of inmates both within and outside the facility
• Conducts searches of inmates, visitors, equipment and vehicles where appropriate
• Conduct facility inspections and all scheduled security checks.
• Observe and supervise all inmate meals.
• Report any unusual incidents or abnormalities to their immediate supervisor and document the same
• Make court appearance/testify in cases related to their duty
• Respond as part of an emergency response team if necessary
• Respond immediately and appropriately to the scene of an emergency, disaster or any major incident in the area of responsibility
• Communicate/cooperate with all other units within the Boot Camp program
• Operate vehicles and provide transport in accordance with department policies

Drill instructors will perform any other duties established for them by department orders or as directed by a superior or commanding officer.

Available Shifts/Details

Per the Collective Bargaining Agreement, the following Drill Instructor positions are open for bid in the Cook County Boot Camp. Any interested Correctional Officer who meets the criteria listed below may submit a bid.

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<tr>
<th>Shift</th>
<th>Number of Positions</th>
<th>Detail/Group</th>
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Minimum Qualifications- Applicants that fail to meet any one of the Minimum Qualifications listed below will be deemed Not Qualified.

• Must successfully submit a bid slip according to the Application Instructions below.
• One (1) year completed as a correctional officer for the Cook County Department of Corrections AND be on “active duty” status at the time of the interview. No officer that is on duty injury, disability leave, maternity leave or leave of absence shall be allowed to bid.
• Must pass a Physical Ability test (PAT) that consists of a 1.5 mile run, sit-ups and push-ups in accordance with the State of Illinois Standards. If the applicant is beyond the age range of 59 years old, he/she will be tested on the same level as a 59 year old.
• Must bring a completed Medical Release Packet and identification on the day of the scheduled PAT. Failure to do so will result in the applicant not being allowed to take the PAT. See page 5 for the PAT testing dates AND times.
• All applicants that successfully pass the PAT must submit a writing sample on a work related topic on the same day immediately following the PAT. The applicant will view a scenario involving an inmate(s) and be required to submit a handwritten incident report on what they viewed. The candidate will be graded on spelling, Grammar, content and legibility. Must receive a passing score of 12 out of 20 points.
• The bargaining unit member cannot have any Department or Office of Professional Review discipline sustained, resulting in a suspension of a total of four (4) or more days within the previous eighteen (18) months.
• In the event that the bargaining unit member has a pending disciplinary grievance that, if sustained, could result in a suspension of four (4) days or more within the previous eighteen (18) months, the Department Head/Designee of Boot Camp shall request that the grievance process be expedited.
• The bargaining unit member cannot, within the last twelve (12) months, have either:
  o three (3) or more instances of tardiness; or
  o six (6) or more instances of an Attendance Pattern; or
  o one (1) or more Unpaid Unauthorized Activities as defined in the glossary on the Sheriff’s website.
• Counseling for any rule infraction will not disqualify an applicant.
• Must submit to an entire criminal history investigation
• Must be authorized to carry a weapon by the Sheriff’s Office and posses a valid FOID
• Must possess a valid driver’s license and submit to an entire driver’s license abstract
• Must submit to an oral interview consisting of operational and personal attribute questions. The operational questions are derived from Sheriff’s Orders, General Orders and other written policies and procedures. Must pass the operational portion of the interview with a minimum score of 10 out of 21 points. The personal attribute questions are aimed to evaluate if a Candidate possesses the necessary characteristics for the position of Drill Instructor. Must pass the personal attribute portion of the interview with a minimum score of 30 out of 50 points.
Requirements

- Upon meeting the above qualifications, candidates must successfully complete an on-site 120-hour Impact Incarceration Training course conducted by the Cook County Boot Camp staff. The training is designed to provide the individual with a working knowledge of proper rehabilitation training techniques. Failure to successfully complete this course will result in being returned to an assignment in the Cook County Department of Corrections.

Once a candidate has been accepted and employed by the Cook County Boot Camp, the qualifications to remain on staff are as follows:

- Satisfactory quarterly performance reviews and annual performance evaluations from start date
- Complete and successfully pass a bi-annual physical fitness test that consists of the same criteria as the original physical fitness test for hire. If the employee fails the physical fitness test, a re-test is given within a ninety (90) day period. Failure upon re-test will result in a transfer to the Cook County Department of Corrections.

Application Instructions

Bid Slips, Medical Release Packets, NPCC Forms and PAT preparation information is available twenty-four (24) hours at:

Cook County Sheriff’s Boot Camp
Lieutenant’s Office/Administration Building
2801 South Rockwell
Chicago, IL 60608

- Bid slips must include the applicant’s name, J.D.E. or employee number, rank, star number and location of current assignment.
- Bid slips must be time stamped by Boot Camp Shift Commander within the timeframe listed on page 1.
- No Political Consideration Certification forms (NPCC) must be completed and submitted with each applicant’s bid slip.
PAT TESTING DATES

AUGUST 1 – 3, 2011

0800 HOURS

Be advised that the PAT and writing sample will take approximately four (4) hours to complete.

Selection Process

Candidates deemed qualified based on the Minimum Qualifications will be selected based on Seniority.

Additional information on the Seniority Plus Bid Transfer process is available on the Sheriff’s website at http://www.cookcountysheriff.org. Please refer to SEAM, article J.

The Cook County Sheriff’s Office prohibits all Unlawful Political Contacts and Unlawful Political Discrimination in all decisions related to any Employment Actions.

Signature: John Harrington, Director of Boot Camp