

POSTING ANNOUNCEMENT (CIU-10-01)

**OFFICE OF THE COOK COUNTY SHERIFF
Criminal Intelligence Unit
3026 S. California Avenue Building #5**

CIU INVESTIGATOR

Summary

A CIU Investigator assigned to the Criminal Intelligence Unit is responsible for the gathering and dissemination of intelligence for the purpose of preventing violence to both staff and inmates and preventing criminal incidents within the jail compound. The duties include, but are not limited to:

- Gang related criminal investigations within all Divisions of the jail system.
- Interviewing criminal gang members and sources of information.
- Accurate and complete report writing.
- Gathering and processing of physical evidence.
- Court testimony.
- Assisting in the preparation of court documents (search warrants, criminal complaints, COH's etc.)
- Surveillance and monitoring surveillance equipment.
- Presenting concise, clear and accurate verbal reports.
- Ability to work various hours and assignments including off duty and day off call backs as required.
- Efficiently and independently work multiple cases.
- Any other duties assigned by the Executive Director.

Minimum Qualifications – Applicants or Candidates that fail to meet any one of the Minimum Qualifications listed below will be deemed Not Qualified.

- Must successfully submit an Internal Application according to the Application Instructions below.
- Must currently hold the rank of Correctional Officer at the Cook County Department of Corrections with a minimum of four (4) years in that rank.
- Must possess 40% cumulative medical time, unless there are mitigating circumstances that are verified by Personnel. Mitigating circumstances include, but are not limited to Ordinary Disability, Duty Injury, FMLA, Maternity/Paternity Leave, Military Leave, Leave of Absence and Block(s) of Medical Time, which is defined as the use of 40 consecutive hours of medical time, the need for which has been substantiated by an approved Cook County Medical Release and Return to Duty Authorization form by the Director of Personnel or designee.
- Must not have received Department or OPR discipline resulting in suspension(s) of a total of four (4) or more days within the previous eighteen (18) months. Written reprimands for minor infractions such as tardiness may disqualify an applicant, but it is not automatic. Counseling will not disqualify an applicant.
- Must be authorized to carry a weapon by the Sheriff's Office and possess a valid FOID.
- Must be in an active duty status at the time of application.
- 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. The personal attribute questions aimed to evaluate if a Candidate possesses the necessary characteristics for the position of CIU Investigator.
- Must submit to a writing sample prior to interview. Must receive minimum passing score of 15 out of 20 points.

- Must not have been on proof status within the past eighteen (18) months.
- Must possess a valid driver's license.
- Will be subject to a background check, which will include a criminal and financial background check and a driver's license abstract.
- Resume will be required at time of interview.

Application Instructions

- Internal Applications will be available at the Sheriff's Office Personnel Department Room 702 Daley Center, Criminal Intelligence Unit, Department of Corrections Personnel Division 5 and on the Sheriff's website www.cookcountysheriff.org.
- Must complete all sections of Internal Application.
- Internal Applications will be accepted and time stamped at the Criminal Intelligence Office 3026 S. California Avenue Building #5 Room 203 on the following dates/times:

Friday April 23, 2010 through May 7, 2010 between the hours of 0800-1700

- Applications will **not** be accepted outside of the dates and times listed above.

Preferred Qualifications – Candidates that possess one or more of the preferred qualifications below will receive an additional 5 points (total) added to their total score, provided that the Candidates received a minimum passing score on the writing sample. (Candidates will be required to show documentation for all applicable qualifications listed below at time of interview).

- Degree from an accredited college or university.
- Training certificate in subject matter pertaining to law enforcement.
- Honorable discharge from the United States Military or current active reservist

Requirements - A Candidate that fails to meet the requirements listed below will be returned to his or her original assignment.

- Mandatory drug testing upon entering, random drug testing during and mandatory drug testing upon leaving the unit. This is in addition to the Sheriff's Drug Workplace Policy.

Selection Process

All candidates deemed Qualified based on the Minimum Qualifications will be ranked based on their total point score obtained from the following:

- Writing Sample – 20% of total score
- Interview / Operations – 35% of total score
- Interview / Personal Attributes – 45% of total score
- Preferred Qualifications – Additional 5 points added to total score of applicable.

The top five (5) Candidates will be selected in rank order for the position of CIU Investigator.

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