

SWORN NON-MERIT RANK PROMOTION

PROMOTION ANNOUNCEMENT

DOC-10-01

Department of Corrections Chief

Summary

The Chief assigned to the Department of Corrections is under immediate direction of the Divisional Superintendent. The Chief supervises and directs the entire security force in the Division/Unit, implements and maintains programs conducive to the security and rehabilitative needs of inmates, interprets division/unit policies, rules and procedures to subordinate staff, performs security inspections, assists in staff development and prepares and signs performance evaluations. The Chief is also responsible for all aspects of the centralized Roster Management in the Division/Unit.

The duties include, but are not limited to:

- Supervise and monitor the master roster by reviewing all monthly and daily rosters submitted; review and update all post descriptions maintain current post analysis; ensure that supervisory subordinate staff is properly trained in Roster Management procedures.
- Supervise personnel engaged in security, safety, sanitary, disciplinary and custodial measures within the facility; review work and assign duties to subordinates. Prepare and sign performance evaluations, recommend disciplinary action or refer employees for discipline.
- Explain and enforce rules and policies to line supervisors and subordinates; administers provision of applicable bargaining unit contracts; hears and adjust grievance as required; provides guidance, direction and training to staff in the completion of their duties.
- Closely monitor the use of overtime to ensure that only authorized overtime is approved and ensure that accurate overtime charts are maintained by Shift Commander.
- Conduct daily inspections of all operations of the Division/Unit; ensure inspections are conducted on non-business hours, and weekends and holidays; conducts system checks.
- Conduct monthly staff meetings, apprising supervisors of changes in policies and procedure and attends staff meetings as directed.
- Ensure that random searches are conducted throughout the Division/Unit. Ensure that accurate logbooks are maintained on the searches.
- Ensure searches of employees and visitors on a random basis.
- Ensure all logbooks are maintained and reviewed.
- Ensure that radio control and security equipment is in adequate supply.

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 a completed Internal Application according to the Application Instructions below.
- Must currently hold the merit rank of Correctional Lieutenant or higher rank at the Cook County Department of Corrections with a minimum of three (3) years in that rank or higher.
- Must possess 10 years work experience in a law enforcement agency.
- Within the previous 18 months, must not have incurred one (1) or more Unpaid Unauthorized Activities, three (3) or more instances of Tardiness or six (6) or more instances of an Attendance Pattern, which are not associated with any Mitigating Circumstances. Suspected Unpaid Unauthorized Activity will be verified by Personnel. Please refer to the definition of Unauthorized Activity in the Glossary of the Sheriff's Employment Action Manual, which is posted on the Sheriff's website.

- Must not have received department 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 submit to a video writing sample prior to interview.
- 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 Chief at the Department of Corrections.
- Must possess a valid driver's license.
- Must be authorized to carry a weapon by the Sheriff's Office and possess a valid FOID.
- Will be subject to a background check, which will include a criminal background check and a driver's license abstract.
- Must be in an active duty status at the time of application.

Application Instructions

- Internal Applications will be available at the Department of Corrections Personnel Office Division V and on the Sheriff's website www.cookcountysheriff.org.
- Must complete all sections of the Internal Application.
- Internal Applications will be accepted and time stamped at the Department of Corrections Personnel Division V on the following dates and times:

**August 11, 2010 through August 24, 2010
8:00 a.m. – 4:00 p.m. Monday through Friday**

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

Selection Process

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

- In-Service Training Score (previous 2 final exam scores added together): 6% of total score
- Attendance History - Percentage of unused medical time for:
 - (1) Career History: 16% of total score
 - (2) Previous 18 months: 25% of total score
- Writing Sample – 21% of total score
- Promotional Interview
 - (1) Operational Questions: 16% of total score
 - (2) Personal Attribute Questions: 16% of total score

The top three (3) Candidates will be selected in rank order for the position of Chief.

For further information regarding the above process, please refer to the Sworn Non-Merit Rank Promotion procedure (Article Q), which is posted on the Sheriff's website: www.cookcountysheriff.org

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