Special Management Team Pilot Project
Specialized Detail
ANNOUNCEMENT CCDOC-2017-01
Cook County Sheriff’s Office
Department of Corrections
Special Management Team

Summary
The CCDOC is seeking highly motivated, dedicated, and professional Correctional Deputies to become part of the Special Management Team (SMT) Pilot Program. This team of officers will be responsible for managing the Special Management Units in Division 9, which generally consists of 4 tiers. Teams of 3-5 officers working a 12 hour shift will be responsible for managing a tier during the day shift when most of the activity occurs, and 2 officers will be responsible for managing a tier during the night shift. The chain of command for the SMT will be different than the rest of Division 9.

This pilot will last up to 180 days and be evaluated on an ongoing basis to determine the level of its success. The primary goals of the Special Management Units are 1) to provide a structured and security-focused setting for detainees found guilty of violating CCDOC rules and regulations and 2), by providing such a setting, limit the opportunity to continue to break CCDOC Rules and Regulations, especially those rules that promote the safety of staff and the CCDOC. Detainees in the Special Management Units have limited access to phone time, visits, supplies, and commissary. The detainees generally have access to at least 3 hours of out of cell time per day.

All successful candidates may be given an opportunity to work this pilot project. Selected staff will keep their bid assignments in the event their time in the Pilot Program is discontinued. At any time, CCDOC has the option to return an employee to his/her originally bidded spot for failure to adhere to the expectations and requirements.

Expectations
- Perform all duties and responsibilities outlined in the Correctional Officer job description
- Remain highly professional at all times even when dealing with problematic, disrespectful, and potentially violent detainees
- Ensure each detainee has at least 3 hours out of cell time made available to them every day
- Ensure each detainee is properly secured at all times while outside of the cell
- Strictly enforce all security regulations on the units and during movement, including proper, regular, and thorough searches of detainees, their cells, and belongings; prohibiting all objects not expressly allowed; enforcing all sanctions such as limitations on phone calls, etc.
- Ensure each detainee is provided basic hygiene supplies and other permitted rights and privileges
- Provide Direct Supervision of your assigned unit by remaining on the tier with other Team members
- Engage and communicate with the detainees constantly, positively, and professionally; emulate positive behaviors
- Work with the Special Management Team to ensure detainee property is secured and well accounted for while the detainee is in the SMU
- Provide a safe and secure environment for any programming and medical and mental health care that is offered
- Treat colleagues and supervisors respectfully and professionally and promote a positive working environment
- Maintain exemplary attendance during the Pilot Program

Available Shifts / Details (subject to change)
- Officers will work 12-hour shifts, from 8am to 8pm or 8PM to 8AM, 7 days per pay period.
- Initially the schedule for the pay period will be 4 days on, 3 days off, 3 days on, 4 days off (or vice versa for the opposite group). See attached calendar
- Generally, on the 8AM to 8PM shift, there will be two groups of 24 officers (48 total), with 3 off each shift; on the 8PM to 8AM shift, two groups of 10-15 officers (20-30 total), with 2-3 off each shift.
Benefits

- Working with a focused team to achieve the critical goal of improving staff safety
- 12 hour shift schedule allows for more days off during a pay period and a regular piece of the weekend
- Automatic eligibility for 4 hours of compensatory time per pay period of the detail; can only be earned as CE time
- Flexibility in exchanging days off with officers from the opposite group or shift if it can be done without any operational or overtime impact
- Specialized equipment and additional training opportunities, such as O/C and Taser certification

Minimum Qualifications - Applicants that fail to meet any one of the minimum qualifications listed below will be deemed not qualified.

- Must successfully submit an application according to the Application Instructions of this posting.
- Must be in an active duty status and hold the rank of Correctional Deputy or Drill Instructor at time of application.
- At least 5 years in the merit rank of Correctional Deputy. (any officer from the class that began in February of 2012 is eligible)
- Must possess a valid driver’s license.
- Must not have any ARU violations in the last 12 months, i.e., unauthorized absences (as stated in SEAM Article J, Section III-G).
- Must not have 5 or more days of suspension in the last 18 months.

Preferred Qualifications

- Copy of ERT training certificate to be submitted at the time of application
- Military experience verified by copy of a DD214 discharge to be submitted at time of application
- Memorandum from Executive Director’s Office verifying assignment as a Drill Instructor in VRIC and start date in specialty unit

Requirements - A candidate that fails to meet the transfer requirements will be returned to his or her original assignment. These requirements include, but are not limited to, the following:

- Must meet the expectations and maintain the minimum qualifications listed in this Posting Announcement
- Officers in the Pilot will earn 12 hours of holiday time for each CBA recognized holiday that falls during the Pilot Period. All other benefit time and pay will be earned as prescribed in the collective bargaining agreement.
- In the event an officer works on a designated holiday, he or she will receive compensation consistent with the rules of the CBA.
- Selected staff must attend roll call 15 minutes prior to the shift
- All days off are in 12 hour increments
- In the event there is a staffing conflict caused by previous vacation picks that cannot be resolved by temporarily or permanently changing Groups or Shifts, the officer(s) with the most seniority will retain their vacation picks
- A one hour lunch break and a 15 minute break will be provided each shift, or else the CBA’s lunch premium rules will be applied.
- Medical and FMLA call ins need to be made first to the designated Special Management Team Leader and then to the Medical Call In Unit
- Call ins have to be done 2 hours in advance of the shift
- For this Unit only, on scheduled work days, selected officers will be allowed to work overtime either 4 hours before or after their shift, but not both, i.e., cannot work more than 16 hours in a row. There are no other overtime restrictions other than those imposed by the CBA for working overtime on regular days off.

Application Instructions

- Internal Applications are available on the Sheriff’s website: www.cookcountysheriff.org.
• Applications are also available at the Bureau of Human Resources located at 3026 S. California, Building #2, 1st Floor, Monday through Friday between 0800 and 1600 hours.
• Candidates must complete all sections of the Internal Application.
• Candidates must provide all upcoming dates of previously approved vacation days as part of their application
• Internal Applications will be accepted and time stamped at the Bureau of Human Resources between 0800 and 1600 hours, Monday through Friday.

Start Date: February 10, 2017                      End Date: February 27, 2017

• Internal Applications will not be accepted outside of the dates listed above.

Selection Process

All candidates deemed qualified will be placed on the eligibility list in the following order based on seniority:
  1. Candidates who meet the minimum qualifications and all the preferred qualifications;
  2. Candidates who meet the minimum qualifications and two of the preferred qualifications;
  3. Candidates who meet the minimum qualifications and one of the preferred qualifications;
  4. Candidates who meet the minimum qualifications.

Note: This position is a detail, not a Promotion. The Employer reserves the right to schedule those placed on the eligibility list in a manner that avoids a significant disruption to the operations or staffing patterns of a particular division or unit. The terms and conditions applicable to the Pilot Program and period are non-precedent setting.

If you have any questions regarding this posting please email Lisa Garza at lisa.garza@cookcountyil.gov.

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

All information in this document is subject to change.
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