

**POSTING ANNOUNCEMENT  
CCSPD-10-01**

**OFFICE OF THE COOK COUNTY SHERIFF  
Cook County Sheriff's Police Department  
Headquarters – Maywood**

**DETECTIVE**

**Summary**

A Detective at the Cook County Sheriff's Police Department is responsible for the investigation of misdemeanor and felony offenses that occur in Cook County. The duties include, but are not limited to:

- Preparation and submission of detailed written report accurately summarizing the evidence accumulated and the statements of victims, witnesses and suspects.
- Conduct physical examinations of deceased individuals and crime scenes to determine if death was attributed to a criminal act. Attend and provide information to forensic pathologists during post-mortem examinations;
- Interview victims, witnesses and suspects in the course of criminal investigations and accurately document the substance of the interviews
- Provide courtroom testimony and evidence in criminal proceedings.

**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 application according to the Application Instructions below.
- Minimum of two (2) years as a Police Officer with the Cook County Sheriff's Police Department.
- Must possess 40% cumulative medical time, unless there are mitigating circumstances that are verified by Personnel. Mitigating circumstances include 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 a 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. Counseling will not disqualify an Applicant.
- Must be authorized to carry a weapon by the Sheriff's Office and possess a valid FOID.
- 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 are aimed to evaluate if a Candidate possesses the necessary characteristics for the position of Detective.
- Must submit to a writing sample prior to interview. Must receive minimum passing score of 15 out of 20 points.
- Must provide a work sample such as a case report at the time of interview. Must receive a minimum passing score of 10 out of 20 points.
- Must possess a valid driver's license.

- Will be subject to a background check, which will include a criminal background, financial background and driver's license verification.

### **Application Instructions**

- Internal Applications will be available at the Office of the Chief of Police at CCSPD Police Headquarters and on the Sheriff's website.
- Must complete all sections of the Internal Application.
- Internal Applications will be accepted and time stamped at the Office of the Chief of Police at CCSPD Police Headquarters on the following dates/times:

**Friday April 23, 2010 through May 7, 2010 between the hours of 0800-1600**

- Internal 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 8 points (total) to be added to their total score, provided that the Candidates received a minimum passing scores on the writing sample and work sample. (Candidate will be required to show documentation for the applicable qualifications listed below at time of interview).

- Degree from an accredited college or university.
- Honorable Discharge or active reservist in the U.S. Military.

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

Detective requirements include but are not limited to the following:

- Working knowledge of Illinois Criminal and Traffic Related Statutes.
- Be available for duty for Task Force activations on off-duty hours and days off.
- Efficiently and independently work multiple cases while maintaining a case load.
- Must successfully complete a ten week Field Training Officer program.

### **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 – 15% of total score
- Work Sample – 15% of total score
- Interview / Operations – 30% of total score
- Interview / Personal Attributes – 40% of total score
- Preferred Qualifications – Additional 8 points added to total score if applicable.

The top two (2) Candidates will be selected in rank order for the position of Detective.

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