

**SENIORITY PLUS BID TRANSFER  
POSTING ANNOUNCEMENT  
CSD- SPBT-07-18**

**Cook County Sheriff's Office  
Court Services Department**

**Correctional Officer to Deputy Sheriff**

**Summary**

The Court Services Department provides security for all court facilities. Deputy Sheriffs have the responsibility of providing security for Judges and other court officials as well as jurors, handling prisoners, and screening all persons entering the courthouse to ensure that no illegal items or contraband are allowed into the secured facility. Other duties performed by Deputy Sheriffs include, but are not limited to, the service of summons, warrants, orders of protection, eviction orders, and all matters concerning Child Support Enforcement.

The Cook County Sheriff's Office will be offering the opportunity for a yet to be determined number of Merit Rank Correctional Officers to change their Merit Rank to Deputy Sheriff. Additional training will be required to meet the basic requirements for a Deputy Sheriff as set forth by the Cook County Sheriff's Bureau of Training and Education.

**Minimum Qualifications** – Applicants or Candidates that fail to meet any one of the minimum qualifications listed below will be deemed **NOT QUALIFIED**.

- Must currently hold the rank of Correctional Officer.
- Must be on active and paid-duty status.
- Must be in a full duty status with no restrictions.
- Must not be de-deputized or on duty-injury, disability, or a leave of absence.
  
- Must not have incurred any of the following:
  - i. Written disciplinary action for unauthorized absences or attendance violations within the last twenty-four (24) months, including violations of the Affirmative Attendance policy. If an employee wishing to transfer has a valid, pending grievance over an unauthorized absence or attendance violation that is the sole reason an employee is disqualified from the transfer process, the union may bring the grievance to an expedited 4<sup>th</sup> step hearing process and the Employer will hear it prior to making a decision about the employee's eligibility for the transfer. In the event the 4<sup>th</sup> step hearing officer denies the grievance; the union has the right to bring the grievance to expedited arbitration.
  - ii. Eight (8) or more instances of tardiness/dock time within the last 24 months.
  - iii. Four (4) or more days of Department or Office of Professional Review discipline sustained within the previous eighteen (18) months. In the case of a pending grievance or an open Office of Professional Review investigation in which the employee may receive a suspension of 4 days or more when concluded, or a suspension that would

bring the member's number of suspension days to 4 or more within the previous 18 months, the member may be permitted to continue the transfer process under the following circumstances: If the discipline ultimately imposed by the Department or the Office of Professional Review equals 4 or more days, or would bring the member's number of suspension days to 4 or more within the previous 18 months, the Sheriff's Office may terminate the transfer process for the employee or, in the event of a completed transfer, return the employee to their former position.

iv. The bargaining unit member must be authorized to carry a firearm by the Cook County Sheriff's Office; possess a valid Firearm Ownership Identification Card, and, while on duty, carry a firearm that meets the Sheriff's Orders.

v. The bargaining unit member will be subject a one-year probationary period. The Employer will only be able to transfer the employee back to CCDOC during this probationary period for just cause. The Union will have the right to arbitrate whether the employee was transferred back for just cause.

- Must possess a valid driver's license.
- Must be subject to a background check, which will include a criminal background and driver's license check.

**Requirements** – Any selected candidate that fails to meet the requirements will be returned to their original merit rank of Correctional Officer and returned to the Dept of Corrections.

- Must maintain compliance with Minimum Qualifications throughout bid and training process
- Must successfully complete four-week Deputy Sheriff training at Sheriff's Bureau of Training and Education.

### **Application Instructions-**

- The Bid form will be made available on the Sheriff's website: [www.cookcountysheriff.org](http://www.cookcountysheriff.org) under the "Employment" tab, at SheriffNet <https://cookcounty.sharepoint.com/sites/SheriffNet/> under the Corrections, Court Services, or Human Resources page, at the Chief of Courts Office located at 2650 S. California (1<sup>st</sup> floor) Chicago, Illinois 60608 , and at the Bureau of Human Resources (3026 S. California, Bldg 2., 1<sup>st</sup> Floor) .
- **The Bid form must be filled out completely and returned to the Deputy Chief of Courts Services Office – 2650 S. California, 1<sup>st</sup> floor, Chicago, Illinois 60608** - where it will be accepted and time-stamped. Submissions will be accepted during the following dates and times ONLY:

**05 Oct 18 through 26 Oct 2018  
between the hours of 0800-1700 Monday - Friday**

Bid forms will **not** be accepted outside of the dates and times listed above.

### **Selection Process**

All Candidates deemed QUALIFIED based on the minimum qualifications will then be ranked based on Seniority.

If two candidates have the same Seniority date the lower JDE number will take precedence.

**Additional Information**

All selected candidate for bidding, vacation choices, Etc. will have their seniority date adjusted to reflect their starting date within the Court Services Department.

The four-week training class will contain daily physical activity in addition to practical and classroom instruction. Any candidate who is unable to complete any portion of the training, classroom & practical instruction will be removed and sent back to their prior assignment. Any candidate who has more than two absences (including tardy for duty) will be removed and sent back to their prior assignment.

An Physical Agility Test (PAT) test will be conducted the first day after the completion of the required four-week deputy training class, at the Sheriff's Bureau of Training and Education, pursuant to arbitration award T14-053. All candidates will be required to pass the PAT (standards will be included with bid form packet.) If the candidate fails to pass the PAT they will be returned to their position in the Cook County Department of Corrections.

Must provide a Medical Release form completed by physician prior to taking the PAT. Medical Release forms **MUST** be signed by a Physician, notarized, and presented prior to the PAT.

**For further information regarding the above process, please refer to the Seniority Plus Bid Transfer procedure (Article J), which is posted on the Sheriff's website:**  
[www.cookcountysheriff.org](http://www.cookcountysheriff.org)