



**COOK COUNTY DEPARTMENT OF CORRECTIONS
MEMORANDUM**

TO: All Interested Correctional Sergeants	DATE: October 26, 2018
FROM: Jeff Johnsen, Chief of Operations	
SUBJECT: Sergeants Straight Seniority Bid Transfer – October 2018 (Cycle 2)	

Posting Date: October 26, 2018
Divisional and Internet Posting Including Information of Current Position and Status
Tracking Number: CCDOC-2018-005 – Sergeants Straight Seniority Bid Transfer Cycle 2

Pursuant to Article V – Job Posting and Transfers of the Collective Bargaining Agreement and Article K – Straight Seniority Bid Transfer of the Sheriff's Employment Action Manual, the following positions are open for recognized vacancy bidding for two (2) cycles.

Bidding Instructions:

1. One (1) standard bid slip will be utilized for bidding all positions open and recognized for vacancy bidding. If applicable, certain units within the Cook County Department of Corrections may require an applicant to meet specific requirements necessary for obtaining that position. Any posting containing requirements for bidding a specific position will state the requirements.
2. Bid slip(s) for **Cycle 2** will only be available and accepted between the hours of 0700-1500, beginning Friday, October 26, 2018 and concluding on Thursday, November 8, 2018 at:

Cook County Department of Corrections
Administrative Reports Office
Division V, First Floor, (Dock Area)
2700 South California
Chicago, Illinois 60608

3. Bid slip(s) will not be accepted outside of the dates and times listed above.
4. If applicable, certain units within the Cook County Department of Corrections may require an employee to meet specific requirements necessary for obtaining that position. Any posting containing requirements for bidding a specific position will state the requirements.
 - Within this posting, any employee wishing to bid to a position in External Operations must meet the following requirements, which **must be produced at the time of bidding* and verified prior to awarding assignment:**
 - I. Must be in a deputized status;
 - II. Must be in possession of a current and valid Firearm Owners Identification Card; and
 - III. Must be in possession of a current and valid Driver's License.

**Clear photocopies of Deputy Card (displaying deputized status), current and valid Firearm Owners Identification Card and current and valid Driver's License (including the certificate of extension sticker, if necessary).*

Sergeants Straight Seniority Bid Transfer – October 2018
CCDOC-2018-005 – Straight Seniority Bid Transfer Cycle 2
Internal and Internet Posting Including Available Positions, Shifts and Details

5. Bid slip(s) must be completed and include the following:
 - The date completing the bid slip(s);
 - Name (Last, First, MI);
 - Star Number;
 - JDE Number;
 - Deputy Status;
 - Rank/Title;
 - Seniority Date;
 - Gender (for BFOQ positions);
 - FOID, including expiration date, if applicable;
 - Driver's License Number, including expiration date, if applicable;
 - Current Division or Work Assignment;
 - Present Shift;
 - Present Detail;
 - List each position being bid for: including: shift, detail and choice order for the position;
 - Signature; and
 - No Political Consideration Certification.
6. Any Correctional Sergeant that fails to submit a fully completed bid slip(s) will not be considered for the Straight Seniority Bid opportunity.
7. Pursuant to Policy 101 Conduct, section 101.5.7 (g), no Correctional Sergeant shall bid to a vacancy in which he/she would directly supervise any family relative or be directly supervised by any family relative. In the event that a Correctional Sergeant is awarded such a vacancy in error, he/she shall be transferred to a vacancy of his/her choosing that would have been otherwise attainable based on seniority.
8. Any Correctional Sergeant that wishes to rescind a fully completed bid slip(s) must do so by reporting in person to the Administrative Reports Office, by the close of the bid, 1500 hours on Thursday, November 8, 2018.

For further information regarding the above process, please refer to Article K – Straight Seniority Bid Transfer of the Sheriff's Employment Action Manual, which is posted on the Cook County Sheriff's website: www.cookcountysheriff.org

DIVISION SIX

DIVISION	SHIFT	DETAIL	STATUS
Six	2300-0700	4	Vacancy
Six	2300-0700	5	Vacancy

DIVISION	SHIFT	DETAIL	STATUS
Six	0700-1500	1	Vacancy
Six	0700-1500	5	Vacancy

DIVISION	SHIFT	DETAIL	STATUS
Six	1500-2300	4	Vacancy

RTU

DIVISION	SHIFT	DETAIL	STATUS
RTU	1500-2300	4	Vacancy

DIVISION ELEVEN

DIVISION	SHIFT	DETAIL	STATUS
Eleven	2300-0700	3	Vacancy

DIVISION	SHIFT	DETAIL	STATUS
Eleven	0700-1500	6	Vacancy

DIVISION	SHIFT	DETAIL	STATUS
Eleven	1500-2300	6	Vacancy

CENTRAL KITCHEN

DIVISION	SHIFT	DETAIL	STATUS
Central Kitchen	1500-2300	2	Vacancy

EXTERNAL OPERATIONS


* **APPLICANT MUST MEET ALL OF THE FOLLOWING REQUIREMENTS FOR BIDDING ANY OF THE FOLLOWING POSITIONS WITHIN EXTERNAL OPERATIONS OR TRANSPORTATION:**

1. **MUST BE IN DEPUTIZED STATUS;**
2. **MUST BE IN POSSESSION OF A CURRENT AND VALID FIREARM'S OWNERS IDENTIFICATION CARD; AND**
3. **MUST BE IN POSSESSION OF A CURRENT AND VALID DRIVER'S LICENSE.**

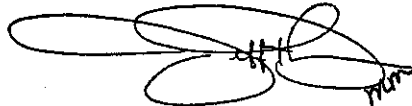
EXTERNAL OPERATIONS

DIVISION	SHIFT	DETAIL	STATUS
EXOPS	0600-1400	3	Vacancy

DIVISION	SHIFT	DETAIL	STATUS
EXOPS	1400-2200	7	Vacancy

I certify, that no political reasons or factors were considered in any decision I made or action I took relating to this employment action. Further, I do not know of, or have any reason to believe that, anyone else considered or took action based on political reasons or factors with respect to this employment action.		
Printed Name:	Department Head or Designee's Signature:	Date:
Jeff Johnsen, Chief of Operations		10/26/2018

SIGNATURE:



Cc: All CCDOC Assistant Executive Directors
All CCDOC Superintendents
Marie Rangel, Director, Bureau of Training and Education
Matthew Burke, Interim Executive Director, Human Resources
Robert Egan, Compliance Officer CCSO
Sgt. R. Boutte, Chief Union Steward (AFSCME - Sgts)
File