

**Cook County Department of Corrections
Correctional Lieutenant Specialized Administrative Vacancy
RTC/Classification**

Posting Date: October 29, 2018

Summary

The Cook County Department of Corrections is seeking Correctional Lieutenants from the Cook County Department of Corrections for assignment to the RTC/Classification Unit. Correctional Lieutenants are responsible for the day to day operations and management of the RTC/Classification Unit.

Correctional Lieutenants duties include, but are not limited to:

- Shift Commander to the Classification Unit
- Conduct Shift Room Briefings
- Monitoring the Daily Housing Management of the Department
- Review of all (including, but not limited to) court paperwork, warrants, extraditions, writs, detainers, mental health remands, as it pertains to the initial classification and housing of newly admitted inmates
- The review and trouble-shooting of ambiguous paperwork and court orders
- Write and prepares daily activity reports and logs
- Monitors and schedules all SMU movement
- Testify in court proceedings in relation to court paperwork, discharges and other related matters
- Review and participates and takes a management role in Coordinated Releases.
- Review Clerks Terminal for case comparison and trouble shooting.
- Review the CCDOC Discharge Tracker to ascertain housing openings
- Review the Lobby Discharge Logbook to assess housing openings
- Review the daily EM/SFFP discharge log to assess housing.
- Review the Court Discharge Logbook to assess housing openings.
- Prepare reports in the various software programs (MS Word, Access, Excel, etc.)
- Review ICLEAR reports to ensure correct Classification procedures are met.
- Review LEADS reports to ensure correct Classification procedures are met
- Work with the RCDC Discharge Unit and fill in as needed.
- Work with the RCDC Unit and assist as needed.
- Perform other related job duties as assigned.

Available Shifts/Details

RTC/CLASSIFICATION

DIVISION/UNIT	SHIFT	DETAIL	STATUS
RTC/CLASSIFICATION	0600-1400	2	Vacancy
RTC/CLASSIFICATION	1400-2200	7	Vacancy

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 Lieutenant with the Cook County Department of Corrections
- Must have worked in RCDC and/or Records as a supervisor within the past 7 years
- Must successfully submit a completed Bid Slip and attach a resume according to the Bid Instructions listed below
- Must be in an active duty status at the time of the bid

Requirements – A candidate that fails to meet the position requirements will be returned to his or her bided assignment. These requirements include but are not limited to the following:

- Must have problem solving skills to manage the daily population and provide solutions/changes to the facility to maximize efficiency and minimize the number of open housing units
- Must be familiar with all department policies and have working knowledge of policies pertaining to inmates housing, especially but not limited to the following: 309-Classification, 606-Inmate ID Cards, 702-Inmate Reception and Intake, 704-Inmate Discipline Procedure, 708-Inmate Classification, 720-Protective Custody, and 1215-Inmate Work Program.
- Must be familiar with Divisional Housing and able to identify its' classification and which type of inmates can be housed there.
- Must have a working knowledge of the jail management system (CCOMS), with experience in facilities management and Offender Management portions. Ability to navigate the system, enter/export information, and utilize the advanced find portion of the system.
- Must have working knowledge of the department's Medical and Mental health housing, Levels (P4, P3, P2, M4, M3, M2, DETOX, ETC...) and ability to maintain appropriate housing based on the various level of care.
- Must be familiar with Inmate Discipline, the hearing board proceedings and managing the SMU time calculations and tracking procedures.
- Must be familiar with Policy 720 – Protective Custody and how to investigate request, collaborate with Specialty Class and Housing Team (SCHT) and SIU investigators to determine the housing of detainees with possible threats to personal safety. Responsible for maintaining records for all protective custody requests and monitor the population for violations of the signed agreement
- Must have a working knowledge of the department's security classification tool and how it is utilized.
- Must understand the departments inmate worker criteria, with ability to identify qualified workers within the CCDOC
- Must wear designated department uniform unless otherwise directed by the Department Head/Designee
- Must maintain Minimum Qualifications listed in this Posting Announcement
- Must be LEADS Certified. (within 30 days of transfer)
- Must be familiar with CPD Clear
- Must be familiar with Clerks Terminal/Passport
- Must be familiar with CQH (BOI response, LEADs, NCIC, III (Interstate Identification Index))
- Must be familiar with Detainee Classification procedures
- Must be familiar with the CCDOC Intake processes

Bid Instructions:

- Candidates must complete all sections of the Bid Slip
- Candidates must submit a resume with their Bid Slip
- Bid Slips/Resumes will be accepted and time stamped between 0700-1500 hrs., Monday through Friday, beginning Monday, Oct. 29, 2018 through Friday, Nov. 9, 2018 at:

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

Bid Slips/Resumes will not be accepted outside of the dates and times listed above.

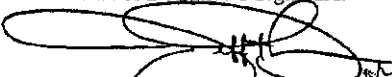
- Any Correctional Lieutenant that fails to submit a fully completed bid slip(s) will not be considered for the Specialized Administration Vacancy Bid opportunity.
- Pursuant to Policy 101 Conduct, section 101.5.7 (g), no Correctional Lieutenant shall bid to a vacancy in which he/she would directly supervise any family relative or be directly supervised by any family relative.
- Any Correctional Lieutenant 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 Friday, November 9, 2018.

Selection Process

All candidates deemed qualified based on the Minimum Qualification will be ranked based on seniority. The top candidates will be selected for the Correctional Lieutenant positions within the RTC/Classification Unit.

Please note that the above listed position is a transfer, not a promotion.

For further information regarding the above process, please refer to the AFSCME Local 2226 Collective Bargaining Agreement, Article III, Section 3.2, Article V, Section 5.6, and SEAM Article J, Seniority Plus Bid Transfer procedure, which is posted on the Sheriff's website: www.cookcountysheriff.org

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		10/29/2018



**COOK COUNTY DEPARTMENT OF CORRECTIONS
MEMORANDUM**

TO: All Interested Correctional Lieutenants	DATE: October 29, 2018
FROM: Jeff Johnsen, Chief of Operations	
SUBJECT: Lieutenants Specialized Administration Vacancy Bid – October 2018	

Posting Date: October 29, 2018

Divisional and Internet Posting Including Information of Position and Status

Tracking Number: CCDOC-2018-007 – Specialized Administration Vacancy Bid

Pursuant to Article III Section 3.2 B and Articles V Section 5.6 of the Collective Bargaining Agreement, as well as Article J – Seniority Plus Bid Transfer of the Sheriff's Employment Action Manual, the following positions are open for recognized vacancy bidding for one (1) cycle.

Bidding Instructions:

1. One (1) standard bid slip will be utilized for bidding all positions open and recognized for vacancy bidding. Candidates must submit a resume with their bid slip. 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) will be available and accepted from the hours of 0700 – 1500, Monday through Friday, beginning Monday, October 29, 2018 and concluding on Friday, November 9, 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. 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.

5. Any Correctional Lieutenant that fails to submit a fully completed bid slip(s) will not be considered for the Specialized Administration Vacancy Bid opportunity.
6. Pursuant to Policy 101 Conduct, section 101.5.7 (g), no Correctional Lieutenant shall bid to a vacancy in which he/she would directly supervise any family relative or be directly supervised by any family relative.
7. Any Correctional Lieutenant 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 Friday, November 9, 2018.

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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		10/29/2018

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
Lt. C. Luna, Chief Union Steward (AFSCME-Lts.)
File

