

SELECTIVE TRAINING ANNOUNCEMENT SBOTE-18-03**OFFICE OF THE COOK COUNTY SHERIFF
Sheriff's Bureau of Training & Education****FIELD TRAINING OFFICER****Summary**

The Cook County Sheriff's Bureau of Training is committed to providing the highest standards of educational curricula and certified instructors. The Field Training Officer (FTO) will be part of a team of trainers in the Field Training Program whose primary function is to train probationary officers on the knowledge, skills and professional attributes needed to perform the duties of a Correctional Officer. The FTO will supplement the training on correctional policies, procedures and practices that probationary correction officers (PCOs) received in the Training Academy in order to prepare the PCO for working in the correctional environment (which includes External Operations). The FTO shall continuously provide recommendations for improving the performance of PCOs and / or correcting observed areas of improvement. The FTO will be responsible for conducting daily audits and reviews to ensure that PCOs under their supervision are properly progressing in their understanding of the job and properly responding to recommendation for addressing areas of improvement. FTOs are expected to have superior knowledge of CCDOC Policies and procedures. The FTO must be able to perform all required job duties and functions while maintaining a positive and professional relationship with the PCOs. The benefits of being an FTO include but are not limited to:

- FTO will receive one (1) hour pay each FULL day (8 hours) assigned and working with assigned probationary officer(s). If in any way, eight (8) hours is not worked, the FTO will not be eligible to receive the one (1) hour Pay.
- FTO will receive a specialty Field Training Officer patch.
- FTO will receive leadership training and other career development training
- FTOs may be utilized as supplemental Training Instructors to assist with Bureau of Training & Education operational needs
- FTO's will receive extra percentage points for Bureau of Training & Education Training Instructor Postings

Available Shifts / Details

- An FTO will be assigned to a probationary officer for six (6) weeks and will work a shift on Detail 7. Due to the rotation of shifts and operations of the Cook County Sheriff's Office, flexibility to change hours and days off as needed by the Sheriff's Office is required throughout the duration of the six (6) week training. FTO's are required to work one week on each shift during the six (6) week cycle.

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 Internal Application according to the Internal Application Instructions below.
- Must be in an active duty status at time of application.
- Must currently hold the merit rank of Correctional Officer and have been in the rank for a minimum of three (3) years.
- Must not have received Department or OPR discipline resulting in a suspension(s) of a total of four (4) or more days for a single infraction that occurred within the past eighteen (18) months. Written reprimands for

minor infractions such as tardiness may disqualify an applicant, but it is not automatic. Counseling will not disqualify an Applicant.

- Must be authorized to carry a weapon by the Sheriff's Office, possess a valid FOID Card and be in compliance with any and all city ordinances.
- Must own and maintain an on duty weapon meeting Sheriff's Office Regulations.
- Must submit to an oral interview consisting personal attribute questions. The personal attribute questions are aimed to evaluate if a Candidate possesses the necessary characteristics for the position of Field Training Officer, including but not limited to oral communication skills.
- Must submit to a two (2) part written exam consisting of a writing sample and operational questions.
- Must possess a valid driver's license.

Application Instructions

- Internal Applications will be available at the following locations:
 - Cook County Sheriff's Bureau of Training at Moraine Valley Community College, 9000 W. College Pkwy., Palos Hills, IL Rm. A-140
 - The Sheriff's website: www.cookcountysheriff.org
- Applications must be submitted to the attention of Director, Marie Rangel, of the Cook County Sheriff's Bureau of Training at Moraine Valley Community College, 9000 W. College Pkwy., Room A140, Palos Hills, IL, in person or via email at marie.rangel@cookcountyil.gov.
- All sections of the Internal Application must be completed and include a current resume.
- All applications submitted will be time and date stamped at the Bureau of Training on the following dates/times:

Tuesday, October 2, 2018 through Tuesday, October 16, 2018 between the hours of 0800-1600

- Applications will **not** be accepted outside of the dates and times listed above.

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

Field Training Officer requirements include but are not limited to the following:

- Have and maintain a clean and pressed complete Class A uniform (hat, coat, blouse, etc.)
- Must wear and maintain a clean and pressed Class B Uniform
- Must be flexible to change hours, shifts and days off as needed by the Sheriff's Office
- Twelve (12) month probationary period
- Will be required to undergo and pass a quarterly performance evaluation
- Must not miss two (2) consecutive FTO details, unless approved by Executive Director/Designee
- Must follow the Attendance Policy and All other Policies and Procedures of the Field Training Program

Preferred Qualifications

- College credits and or degree from an accredited college or university. Must provide an original copy of the degree or original transcripts
- Advanced Mental Health and or CIT Training, must provide a copy of the certification
- Military Service
- Pursuant to SEAM Article B, VII, Section I, if applying for higher education, outside training or military credit, candidates must provide originals of the applicable documentation except for DD214's (i.e. original degree or original official transcripts, original training certificates and/or copies of DD214 documentation) for verification at the time of the interview. They will be copied and returned to the applicant.

Selection Process

All Candidates deemed Qualified based on the Minimum Qualifications will be ranked based on their total point score, obtained from the following categories. The first 25 Candidates will be selected to participate in the Field Training Officer Program. In the event of a tie score, the Candidate with the most seniority shall receive the higher rank. If two or more share the same seniority date, the officer with the lower Employee Number /will be selected first.

- Writing Exam Part 1 (Writing Sample) – 35%
- Writing Exam Part 2 (Operations) – 35%
- Oral Interview – 20%
- Preferred Qualifications- for each Preferred Qualification provided candidates will earn 3.3% up to a maximum total of 10%

The first (1st) through twenty fifth (25th) ranked Candidates will be selected for the Field Training Officer Program.

Please note that the Field Training Officer Program position is a Selective Training Opportunity not a Promotion.

For further information regarding the above process, please refer to the Selective Training procedure (Article M), which is posted on the Sheriff's website: www.cookcountysheriff.org.

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