ELECTRONIC MONITORING SERGEANT
POSTING ANNOUNCEMENT
Department of Community Corrections
Article Q Non-Merit Rank Promotion

Cook County Sheriff’s Office
Job Title: ELECTRONIC MONITORING SERGEANT

Summary
Under the direction of the Electronic Monitoring Lieutenant, responsible for ensuring Cook County Department of Corrections detainees who are participating in the Electronic Monitoring program are qualified to be enrolled and remain in the program; assists other agencies or Departments by monitoring the participants of the Electronic Monitoring program; supervises the work of staff assigned to the Cook County Department of Community Corrections Electronic Monitoring Unit, including Civilians and Investigators responsible for conducting activities relative to the Electronic Monitoring participants which include, on-site installation and minor repairs of monitoring equipment, field monitoring of participants, responding to participant violations, apprehension of violators and any other related assignments; maintains complete and current records of activities of assigned staff; investigates and detects violations of the laws of the State of Illinois; ensures Sheriffs’ Orders and the Cook County Department of Community Corrections, General Orders, policies and procedures are current and compliant with current laws and ordinances, making recommendations as needed.

All Vacancies in Sworn Non-Merit Rank Promotional Positions will be filled in accordance with this posting. If at any time during the Sworn Non-Merit Rank Promotion process an Applicant or Candidate declines the promotion, the Applicant or Candidate will be required to submit a To/From memorandum to the Director of Electronic Monitoring indicating that the Applicant or Candidate no longer wishes to be considered for the Sworn Non-Merit Rank Promotion. The Unit Director shall forward the memorandum to the HR Designee. Upon receipt of the memorandum, the Applicant or Candidate shall be deemed Not Qualified.

Available Shifts / Details
- 0700-1500/ 1500-2300/2300-0700 detail To Be Determined
- Number of positions to be determined

Minimum Qualifications:
(See the attached job description for a complete listing of position duties and responsibilities)

- Must successfully submit a completed internal application according to the application instructions below.
- Possession a High School diploma or General Education Development (G.E.D.) test certificate.
- Currently in and with Three (3) or more years’ experience as a Cook County Electronic Monitoring Investigator in the job classification of CS2 Investigator or currently in and with three (3) or more years’ experience in the job classification of Correctional Sergeant in the Cook County Department of Corrections or currently in and with Three (3) or more years’ experience as a Central Warrants Investigator in the job classification of IS2 Investigator.
- Possession of a valid Driver’s License with the ability to safely operate a motor vehicle.
Within the past twenty-four (24) months, must not have incurred two (2) or more Unpaid Unauthorized Activities, as defined in the SEAM Glossary, or eight (8) or more instances of Tardiness, not associated with Mitigating Circumstances. (See SEAM Article Q VI – G).

- Possession of a valid State of Illinois Firearms Owners Identification Card (F.O.I.D.)

- Deputized with the Cook County Sheriff’s Office and authorized to carry a weapon.

- Successful completion of the Physical Ability Test test prior to promotion to the position of Electronic Monitoring Sergeant in the Electronic Monitoring Unit.

- Must not have received department discipline resulting in suspension(s) of a total of four (4) or more days for a single infraction that has occurred with the previous eighteen (18) months.”(See SEAM Article B VI – F).

- Must submit to a formal interview consisting of personal attribute questions designed to evaluate if a Candidate possesses the necessary characteristics for the position of Electronic Monitoring Sergeant.

- Must submit to a two (2) part written exam consisting of a timed writing sample and operational questions. The operational questions are derived from Sheriff’s Orders, General Orders and other written policies and procedures.

Requirements:

- Required to be capable of working any shift assigned, including days, afternoons or midnights; must be capable of working Holidays and weekends; must be capable of working mandatory overtime, as required.

I. Selection Process

The following criteria will be utilized for Promotion Candidates to determine which Promotion Candidates will be selected for the Promotion and to rank them in order of their eligibility for selection:

- Physical Ability Test – Pass/Fail
- Attendance history from the previous 24 months – Must meet the requirements SEAM Article Q VI – G.
- Higher Education/Outside Training/Military Points – 10%
- Oral Interview Score – 30%
- Writing Sample – 30%
- Operational Questions – 30%

II. Application Instructions

- Internal applications will be available in the office of the Cook County Sheriff’s Bureau of Human Resources, South Campus Administrations Building 2 starting on 31 January 2019.

- The applicant must complete all sections of the Internal Application. Failure to complete all sections of the application will result in disqualification. Indicate the letters DNA (Does Not Apply) in sections that do not apply to you.
- Internal Application must include the applicant’s name, JDE, rank, star number and location of current assignment (shift & detail).

- Internal Applications will be accepted and time stamped in Cook County Sheriff’s Bureau of Human Resources, South Campus Administration Building 2, Room 118 on the following dates and times:

  Applications will be accepted Monday-Friday 0700-1600 hrs:
  Please note: Human Resources will be closed on 12 February 2019 for the Holiday.

- Internal Applications will not be accepted outside of the dates and times listed above.
- Applications will also be available on the Sheriff’s Website and/or Sheriff’s Net

Please note: the tentative date for the power test will be 05 March 2019 and a makeup date of 12 March 2019. Applicants must have the medical release and physical ability test waiver completed by this date. Successful applicants will be notified of the specifics regarding testing locations and times.

For further information regarding this Electronic Monitoring Sergeant posting, please refer to the Sheriff’s Employment Action Manual’s (SEAM) “Sworn Non-Merit Rank Promotions” procedure (Article Q), which is posted on the Sheriff’s website: www.cookcountysheriff.org.

Please be advised that this posting does not constitute a job description. The job duties and benefits of a electronic Monitoring Sergeant overviewed in this posting are subject to change.

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

<table>
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<tr>
<th>Printed Name:</th>
<th>Department Head or Designee’s Signature:</th>
<th>Date:</th>
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<tr>
<td>John Webb, Director- EMU</td>
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<td>1/30/2019</td>
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CC: Bureau Chief, Brad Curry
Executive Director, Community Corrections, Gregory Shields
Acting Executive Director HR, Matthew Burke
Assistant Executive Director, Community Corrections, Mizell Walls
Compliance Officer, CCSO, Robert Egan
Chief of Operations, DOC, Jeff Johnson
Director, Sheriff’s Training Institute, Marie Rangel
Chief Union Steward (AFSCME Sgts), Sgt. D. Foys
Chief Union Steward (Teamsters 700), Mark Robinson
Job Code:  5328  
Job Title:  Electronic Monitoring Sergeant  
Salary Grade:  18  
Department:  Department of Corrections / Electronic Monitoring Unit  

Characteristics of the Position

General Overview

Under the direction of the Electronic Monitoring Lieutenant, responsible for ensuring Cook County Department of Corrections detainees who are participating in the Electronic Monitoring program are qualified to be enrolled and remain in the program; assists other agencies or Departments by monitoring the participants of the Electronic Monitoring program; supervises the work of staff assigned to the Cook County Department of Corrections Electronic Monitoring Unit, including Civilians and Investigators responsible for conducting activities relative to the Electronic Monitoring participants which include, on-site installation and minor repairs of monitoring equipment, field monitoring of participants, responding to participant violations, apprehension of violators and any other related assignments; maintains complete and current records of activities of assigned staff; investigates and detects violations of the laws of the State of Illinois; ensures Sheriffs' Orders and the Cook County Department of Corrections, General Orders, policies and procedures are current and compliant with current laws and ordinances, making recommendations as needed.

Key Responsibilities and Duties

Prepares daily work schedules and maintains workload statistics and records; prepares reports; makes recommendations to improve operations and streamline work processes.

Maintains and retrieves information from various databases for participant information provided to the Electronic Monitoring staff and other Sheriff’s employees, as appropriate.

Ensures the on-site installations of monitoring equipment and repairs of minor equipment malfunctions are completed properly and in a timely manner.

Ensures the placement and monitoring of all participants, including the delivery of the participant to the designated residence, is completed following established protocols.

Coordinates the distribution of all electronic monitoring equipment, ensuring the equipment is accounted for and is handled appropriately.
Administers and monitors the placement or non-placement of participants, including the delivery of the participant to the designated residence or location, home visits, the response to interviews, interrogations, investigations, arrests and the preparation and completion of criminal and related reports and ensures established protocols are followed; recommends and authorizes participant’s re-incarceration for program rule violations.

Oversees the process and approval for participant movement and close monitoring outside the residence for purposes of medical, legal, work, school and/or other authorized activities, including ensuring that the participants are attending scheduled appointments for which permission was granted.

Audits and reviews participant files for accurate record keeping, including but not limited to, new arrests, court cases and background references; ensures program participants files are updated manually and electronically.

Maintains constant, ongoing open lines of communication with participant’s families.

Directs staff regarding specific assignments and destinations to determine the scope and emphasis of investigations; confers with other Supervisor’s as needed.

Coordinates and participates in investigations by locating and interviewing witnesses and other individuals, examining the premises of the deceased or the scene of the crime under investigation and by reviewing all pertinent records for further information.

Trains and instructs personnel in proper investigative techniques.

Oversees staff attendance; may administer counseling and progressive discipline when deemed necessary and in compliance with all collective bargaining units and Sheriff’s Orders.

Ensures staff and participants are in compliance with all Electronic Monitoring policies, procedures, rules and regulations.

Prepares and reviews reports of investigations of participants and/or equipment and, if necessary, re-investigates particular aspects of a case in order to clarify details pertinent to the investigation.

Oversees the communication with Cook County Department of Corrections, Cook County Clerk of the Circuit Court and other Department’s appropriate staff to identify discharges from the Electronic Monitoring program in order to prepare participants for discharge from the Cook County Department of Corrections and to advise of program participation; contacts the Cook County Department of Corrections RCDC and Records Divisions to process new participants.

Responsible for the appropriate notification to local law enforcement agencies of a participants status; responsible for the written and verbal notification to the Cook County Sheriff’s Central Warrants Unit and other appropriate agencies in the event a participant is deemed absent without leave (AWOL).
Interacts with Cook County State’s Attorney’s, Public Defenders, various police department personnel, the Judiciary and Sheriff’s Office representatives of other programs.

Oversees data analysis and other research.

Testifies before the Circuit Court, as required, to relate the results of investigative tasks and other Electronic Monitoring responsibilities.

May search deceased bodies for money and valuables, taking any money and/or valuable(s) into custody and recording any item taken into custody on an official property receipt with signatures of qualified witnesses; may examine bodies of deceased; may photograph the scene of death.

Responsible for the maintenance of security measures and procedures established for the control of participants and for the efficient and appropriate conduct of staff assigned to the Electronic Monitoring Unit.

Ensures Cook County Sheriff’s Orders and the Cook County Department of Corrections General Orders, policies and procedures are current and compliant with current laws and ordinances; researches current law enforcement policies and trends and recommends changes to update current Department of Corrections and Electronic Monitoring Unit procedures, rules and regulations.

Acts as a liaison to outside law enforcement agencies.

Responsible for the Vehicle Maintenance, Monthly Gas Usage and other reports.

**Knowledge, Skills and Abilities**

Thorough knowledge of all Cook County Sheriff’s Orders and Cook County Department of Corrections General Orders, with special emphasis on the Cook County Department of Corrections Electronic Monitoring and departmental written directives and special orders.

Thorough knowledge and understanding of labor contracts, Department policies, systems databases, operating procedures and equipment of both the Electronic Monitoring Unit and the Department of Corrections.

Thorough knowledge of all federal, state, and local laws and regulations and how they affect investigative activities, specifically as it pertains to electronic monitoring; knowledge of professional investigative techniques and methods, courtroom procedures and rules of evidence.

Systemic knowledge of the criminal justice system, including court policies and procedures; general knowledge of court testimony and related procedures.

Skill and proficiency in the protocol and communication procedures in the use of police radios.
Basic knowledge of the fundamentals of management with the ability to supervise, train and direct personnel in all Electronic Monitoring duties and responsibilities, including professional investigative competencies.

Thorough working knowledge of and the ability to review all report forms for accuracy and completion.

Knowledge of the geographic layout of Cook County with the ability to read, understand and utilize maps.

Complete and thorough knowledge of investigative methodology.

Knowledge and experience in handling and collecting both documentary and physical evidence.

Ability to effectively communicate, both orally and in writing.

Ability to exercise good judgment, discretion, initiative and resourcefulness in carrying out assignments; ensures that all sensitive and restricted information and materials are handled with discretion.

Ability to get along with others with tact and courtesy.

Thorough working knowledge of institutional security measures and procedures, ability to enforce and regulate these measures and procedures.

Alert in observing all security details and the movements of participants; ability to exercise independent judgment in relation to issues of the activities of participants.

Competency in performing highly specialized administrative work independently, including the composition of letters, memoranda and reports; skill in planning, developing and completing complex assignments with minimal direction; accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Thorough working knowledge of or the ability to quickly and effectively grasp and utilize the policies, protocols, systems, procedures and technical vernacular of the agency, department and County, as applicable to assigned duties and responsibilities.

Ability to effectively participate in staff meetings, internal audit interviews or other forums aimed at developing constructive ideas, observations, audit findings and recommendations.

Skill and ability to effectively perform and direct any or all clerical and secretarial, tasks, administrative tasks and operational tasks within the jurisdiction or area of authority designated.

A high level of accuracy and proficiency in the use of computers and related software, including programs designed to manage and generate information, reports, letters, etc, may be required.

A high level of skill and proficiency in maintaining work related records and evaluating the work activities and records of other staff engaged in related assignments.

Electronic Monitoring Sergeant
Skill and knowledge to complete all duties and tasks, as assigned.

**Minimum Qualifications**

Possession a High School diploma or General Education Development (G.E.D.) test certificate.

Three (3) or more years of professional supervisory work experience in law enforcement, community corrections or a corrections related organization.

Possession of a valid Driver’s License with the ability to safely operate a motor vehicle.

Possession of a valid State of Illinois Firearms Owners Identification Card (F.O.I.D.) with the ability to qualify with and carry a firearm.

Required to be capable of working any shift assigned, including days, afternoons or midnights; must be capable of working Holidays and weekends; must be capable of working mandatory overtime, as required.

**Preferred Qualifications**

Possession of a Bachelor’s degree from an accredited college or university.

Previous professional work experience in an electronic monitoring program.

Typing skills (twenty five (25) w.p.m. with 95% accuracy) and familiarity with computer keyboards and data inputting, clearly legible handwriting, and proficiency in spelling.

Proficiency in the use of Microsoft Word, Excel and/or Access.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

*The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.*
MEDICAL RELEASE FOR PHYSICAL AGILITY TEST

Date: ________________

To:    Marie Rangel, Director
       Cook County Sheriff's Bureau of Training & Education

From:  Doctor: ________________________________ M.D.

(Doctor, please PRINT your full name)

I hereby certify that the following individual:

_________________________ (First Name) ___________________________ (Last Name)
(MI)

was examined by me on __________ / __________ / 2019 and I have found that he/she is physically
(Month) (Day)
capable of participating in the Cook County Sheriff's Office Physical Agility Test. I certify that I have
reviewed the exercises that compose the Physical Agility Test presented to me by the individual named above.
I also certify that this individual is able to participate in vigorous physical exercise, with NO
RESTRICTIONS, including running one and one half (1 1/2) miles, completing up to twenty-four (24) sit-ups,
and completing a bench press with the score based on a ratio of weight pushed divided by body weight.

Signature: ________________________________ M.D.

Street Address: ____________________________

City, State and Zip Code: ____________________________

Telephone Number: ____________________________

Physician's License Number: ____________________________

Applicant: This form must be completed and signed by your personal physician (Doctor of Medicine)
and you must bring it with you on your scheduled Physical Agility Test date. Only this original form
will be accepted; no substitute forms, no faxes, no copies. Failure to follow these instructions will result
in your disqualification.

Note: Any false information, omissions or misrepresentations made on any documents submitted in this
interview process will result in immediate disqualification as a candidate for Correctional Officer to
Deputy Sheriff Training.
PHYSICAL AGILITY TEST RELEASE AND WAIVER

Date: _____________________________

To: Marie Rangel, Director
Cook County Sheriff’s Bureau of Training & Education

From: Applicant ____________________________________________
(Applicant, please PRINT your full name)

I understand that the Cook County Sheriff’s Office mandated Physical Agility Test, requires a degree of physical strength and agility and I recognize and acknowledge that there are certain risks of physical injury. As a participant in the Cook County Sheriff’s Office mandated Physical Agility Test, I agree to assume all risks and to release, remise and discharge the Cook County Sheriff’s Office, Cook County of Illinois, the Sheriff of Cook County, Moraine Valley Community College, and/or any of its employees and/or agents thereof from any and all claims, demands and liabilities to me, my family or heirs as the direct or indirect result of any and all injuries, death, losses and/or damages to my person or property, I may consider to have been caused or may arise as the result of participating in any and all activities connected with or associated with the Physical Agility Test, including any errors or omissions by either the Cook County Sheriff’s Office, its agents or employees, and/or any conditions or latent defects in and on the premises where the particular test is given; which are alleged to be the proximate cause of my injury.

I hereby affirm and declare that I have read all the foregoing terms, conditions and declarations and I fully understand and agree with them. In addition, I have reviewed the requirements of the Physical Agility Test and have discussed my physical ability to perform these tests with my physician.

Name: (Print) ____________________________________________

Signature: _____________________________________________

Date: _____________________________

YOU WILL NOT BE TESTED UNLESS YOUR SIGNATURE HAS BEEN NOTARIZED.
(If you do not know what a notary is, call our office when you receive this document. (708) 974-5700)

NOTARY:→

Applicant: This form must be completed in its entirety and you must bring it with you on your scheduled Physical Agility Test date. Failure to follow these instructions will result in your disqualification.

MORaine VALLEY COMMUNITY COLLEGE
9000 W. COLLEGE PKWY., BUILDING A140
PAlOS HILLS, IL 60465
TELEPHONE: (708) 974-5700