

**SEAM ARTICLE M
SELECTIVE TRAINING ANNOUNCEMENT**

Sheriff's Bureau of Training & Education

**FIELD TRAINING OFFICER
COURT SERVICES**

POSTING Start Date: Monday, November 18, 2019

End Date: Friday, November 29, 2019.

CANDIDATES THAT HAVE PREVIOUSLY SUBMITTED AN APPLICATION FOR SBOTE 18-03 WILL NOT BE REQUIRED TO RESUBMIT AN APPLICATION.

Summary

The Cook County Sheriff's Office (CCSO) Bureau of Training & Education 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 (FTP) whose primary function is to train probationary deputy sheriffs (PDS) on the knowledge, skills, and professional attributes needed to perform the duties of a Deputy Sheriff within the Court Services Department (Courts). The FTOs will supplement the training on Court Service policies, procedures and practices that PDS received in the Training Academy in order to prepare the PDS for working in the Court environment (including External Court Functions). The FTO shall continuously provide recommendations for improving the performance of a PDS and/or correcting observed areas in need of improvement. The FTO will be responsible for conducting daily audits and reviews to ensure that all PDS under their supervision are properly progressing in their understanding of the job and properly responding to recommendations for addressing areas of improvement. FTOs are expected to have superior knowledge of Court Services 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 PDS. The benefits of being an FTO include but are not limited to:

- FTOs will receive one (1) hour pay or time for each FULL day (8 hours) assigned and working with assigned PDS. If in any way, eight (8) hours is not worked, the FTO will not be eligible to receive the one (1) hour Pay.
- FTOs will receive a specialty Field Training Officer patch/insignia.
- FTOs 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
- FTO's will receive extra percentage points for the Sergeant Promotional Process

Available Shifts / Details

- A FTO may be assigned to a PDS for up to twelve (12) weeks. Due to the rotation of shifts and operations of the CCSO, flexibility to change hours, days off, and location as

needed by the CCSO is required throughout the duration of the twelve (12) week training.

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 Deputy Sheriff in Courts only and have been in the rank for a minimum of three (3) years.
- Must be authorized to carry a weapon by the CCSO, possess a valid FOID Card, and be in compliance with any and all city ordinances.
- Must own and maintain an authorized firearm meeting CCSO regulations.
- Must submit to an oral interview consisting of introductory and personal attribute questions. The personal attribute questions are aimed to evaluate if a Candidate possesses the necessary characteristics for the position of FTO, including but not limited to verbal communication skills.
- Must submit to a written exam.
- Must possess a valid driver's license.

Application Instructions

- Internal Applications will be available by following the link:

<https://cookcounty.sharepoint.com/sites/SheriffNet/departments/hr/SiteAssets/Employment%20Action%20Internal%20Application.pdf>

or by going to SheriffNet and searching “Employment Action Internal Application” and clicking on the document entitled “Employment Action Internal Application.”

- Applications must be submitted via email to the attention of the CCSO Court Services’ Manager of Training and Compliance, Russell Blanchard at:

Russell.Blanchard@cookcountyil.gov

- The Subject Line of the email must contain the following or it will not be accepted:
 - **FTO Court Services’ Application: (Your Name and JDE)**
- All sections of the Internal Application must be completed, or it will not be accepted.
- All applications submitted will be time and date stamped based on the time and date the email was sent. It is the responsibility of the applicant to confirm the email is in their “sent” box and was sent to the proper recipient.
- Applications will **not** be accepted after 11:59PM on November 29, 2019

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Requirements - A Candidate that fails to meet the requirements of the position will be returned to his or her original assignment. FTO requirements include but are not limited to the following:

- If selected, must complete the FTO program.
- Have and maintain a clean and pressed complete Class A uniform (hat, coat, blouse, etc.).
- Must be flexible to change hours, shifts, and days off as needed.
- Undergo and pass regular performance evaluations.
- Must not miss two (2) consecutive FTO details, unless approved by Executive Director/Designee.
- Must maintain a positive attitude at all times and work continuously to advance the missions of the CCSO and the development of PDS.
- Must follow the Attendance Policy and all other policies and procedures of the FTP

Preferred Qualifications

- Associates degree or higher from an accredited college or university. Must be supported by official transcripts.
- Relevant Outside Training of 40 hours or more, CCSO Advanced Mental Health Training, and/or CIT Training. Must provide a copy of applicable certification(s)
- Military Service, as evidenced by DD214's or recent orders.
- Following SEAM Article B, VII, Section I, if seeking credit towards scoring for higher education, CCSO CIT or Advanced Mental Health Training, relevant outside training, and/or military credit, candidates must provide the applicable documentation at the time of the interview or it will not be counted. Copies of the documentation will be made and returned to the applicant.

Selection Process

All Candidates that submit applications will be screened initially using screening criteria in SEAM Article B for Attendance and Discipline and other applicable rules in SEAM Article M. All Candidates deemed qualified will be ranked based on their total point score, obtained from the categories below. The first thirty-five (35) 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.

- Written Exam (Operations and possible Writing Sample) – 40%
- Oral Interview – 40%
- Preferred Qualifications -- 20%. Points will be awarded in accordance with SEAM Article B. CCSO CIT or Advanced Mental Health Training will be counted the same as relevant external trainings for purposes of this Posting, i.e., a candidate may receive up to 20 points if they received either, but a maximum of 20 points can be earned regardless of the number of trainings completed.

Assignment to the FTP will be based on operational needs in the various work locations and the number of PDS's.

Please note that the Field Training Officer Program position is a Selective Training Opportunity not a Promotion. Selected Candidates may be removed at any point for cause, for not meeting expectations, or for operational needs.

For further information regarding the above process, please refer to the SEAM – Article M - Selective Training procedure, which is posted on the Sheriff’s Office website: www.cookcountysheriff.org or email Ngozi Okorafor, Director of Employment Actions, at Ngozi.Okorafor@cookcountyil.gov

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