

SELECTIVE TRAINING

M.1 PURPOSE

This Sheriff's Employment Action Manual (SEAM) Article establishes the policy and procedures that govern the Cook County Sheriff's Office process for evaluating selective training opportunities. The goal is to identify and select the most qualified candidates for selective training opportunities within the Sheriff's Office.

M.2. POLICY

- (a) Cook County Sheriff's Office department heads or their authorized designees will ensure that the procedures for selective training opportunities that have limited availability are followed according to the guidelines set forth in this article.
- (b) The Sheriff's Office respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the collective bargaining agreements (CBA) it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, et seq., as amended, and the SEAM will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. If the collective bargaining agreement does not contain a specific procedure or is otherwise silent, the relevant procedure in the SEAM must be followed.

M.3 TRAINING OPPORTUNITY ANNOUNCEMENTS

- (a) The respective department head will submit a written request to announce a training opportunity (e.g. Field Training Officers, Firearms Instructors) to the respective Executive Office Chief indicating the following:
 - 1. The need for and description of the training opportunity;
 - 2. Number of training openings;
 - 3. Anticipated start date of the training; and
 - 4. Units within the respective department in which the training will be announced.
- (b) Upon approval by the respective Executive Office Chief, the respective department head shall forward copies of the approved request to the Compliance Officer, Executive Director of the Training Academy, and the Executive Director of Human Resources (HR).

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- (c) The selective training posting should contain the type of training, date of training, minimum qualifications, application instructions and deadline, selection process, and the standards of any additional requirements.

M.3.1 APPLICANT LIST

- (a) The respective department head shall:
 - 1. Within 10 days of the close of the selective training posting, create an applicant list.
 - 2. A copy of the applicant list, and any updated list, will be forwarded to the Executive Director of HR and the Compliance Officer, including the dates of the updates.
 - 3. Notify each candidate deemed “not qualified” at any appropriate time in the cycle.
 - 4. The reason for any “not qualified” determination shall be documented on the applicant list.
 - 5. Create and maintain a final list of qualified applicants in rank order after the applicable screenings and/or tests have been administered
- (b) If, at any time during the selective training process, a candidate requests to decline the training opportunity, the candidate will be required to submit a To/From Memorandum to the respective department head indicating that he/she no longer wishes to be considered for the selective training opportunity. The department head may deny the request for operational needs. If the department head accepts the request, then the candidate shall be deemed “not qualified” for the remainder of the period in which the applicant list is valid, or may not apply for any new selective training opportunity that may arise within twelve months of the date that the applicant declines the training opportunity.

M.3.2 EVALUATION OF CANDIDATES

The training posting will set forth the specific criteria upon which the candidates will be evaluated, and may include the following:

- (a) Physical ability test (Refer to SEAM Article B, Physical Ability Testing section) (optional).
- (b) Attendance (refer to SEAM Article B, Attendance Section).
- (c) Disciplinary history (refer to SEAM Article B, Disciplinary Section).

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M.3.3 WRITTEN/OPERATIONAL EXAMINATIONS (IF APPLICABLE)

- (a) The respective department head may require all candidates not eliminated pursuant to the Evaluation of Candidates subsection to complete written operational examinations to be considered “qualified” for any selective training opportunity. If a written examination is applicable, refer to SEAM Article B, written examination section.
- (b) Additional written or operational examinations may be required for selective training at the determination of the respective department head. The respective department head must establish the examination process in advance of the employment action and forward the documented process and all examination information to the Executive Director of HR and the Compliance Officer for approval at least 72 hours prior to administering.

M.3.4 INTERVIEWS

Oral panel interviews are optional and at the discretion of the respective department head. If the respective department head elects to conduct interviews, only candidates that are deemed “qualified” after the initial evaluation process will be notified to report for an interview (refer to SEAM Article B, Oral Interview and Oral Interview Panel sections).

- (a) Candidate must be in an active duty status in order to be deemed “qualified” for the selective training, however if a candidate who is on an authorized leave of absence (e.g., ordinary disability, duty disability, maternity/paternity leave, military leave) may choose to be interviewed while on leave, and shall be notified by telephone and document the notification on the applicant list. If a candidate is unable to return to work from an authorized leave prior to the start of the selective training rotation, the candidate may still be selected for the training pool, provided the candidate meets all of the requirements in this article upon their return.
- (b) The respective department head shall notify the Executive Director of HR and the Compliance Officer in writing of the final schedule of interviews at least 48 hours in advance.
- (c) In the event a candidate fails to appear for the scheduled interview, test, written operational examination, or other applicable examination, the candidate shall have the opportunity to submit a written appeal to the Compliance Officer within 48 hours of the originally scheduled date. The Compliance Officer shall approve or deny the appeal and notify the respective department head. The reason for “not qualified” determination shall be documented on the applicant list and the applicant will not be eligible for selective training until a new selective training opportunity is posted.

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M.3.5 RANKING OF QUALIFIED CANDIDATES

- (a) Upon conclusion of all oral panel interviews, written operational examinations, and other applicable examinations and evaluations, the respective department head shall update the applicant list, ranking all candidates from most qualified (number one position) to least qualified (the last position) according to the total number of allocated points and percentages indicated in the posting for the following categories:
1. Oral Panel Interview (optional)
 2. Written Operational Examination (optional)
 3. Writing Sample (optional)
 4. Preferred Qualifications (optional) - Examples include but are not limited to educational degrees, prior or active military service, relevant past work experience, relevant external training certificates, or authorized internal awards or commendations.

The respective department head shall include the specific requirements for the preferred qualifications on the Posting Announcement. Preferred qualifications must be verified by the respective Executive Office Chief and department head and documentation must be attached to the Candidate Oral Interview Evaluation Form or by some other reasonable, consistent, and transparent means approved by the Compliance Officer in the event an oral interview is not conducted.

- (b) If one or more categories identified in this subsection above do not apply, the percentage values will be added equitably to the categories that do apply. The respective department head shall ensure that the categories and percentages pursuant to this subsection are indicated in the selection section of the Posting Announcement.
- (c) The respective department head shall total all scores pursuant to this subsection utilizing a score sheet, which is tailored to the applicable selective training process outlined in this article. The respective department head shall assign a designee to proof the completed score sheet, which will include the No Political Consideration Certificate (NPCC) language. Both scorers shall sign the score sheet. The scoring process identified in this subsection must be consistent for each candidate.
- (d) If more than one candidate receives the same score, the candidates will be placed on the applicant list in order of seniority.
- (e) If more than one candidate receives the same score and/or has the same seniority date, the candidates will be placed on the applicant list in order of JDE numbers. The candidate with the lowest JDE number will be placed first.

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- (f) All candidates deemed “qualified” based on the standards listed in the minimum qualifications section of the Posting Announcement shall remain on the applicant list in numerically ranked order. All candidates deemed “not qualified” based on the standards listed in the minimum qualifications sections of the Posting Announcement shall remain on the bottom of the applicant list and a notation of “not qualified,” along with the general reason for disqualification, shall be placed next to the candidate’s name.
- (g) A copy of the updated applicant list, along with all related tests and scores, shall be forwarded to the Compliance Officer for review.

M.3.6 FINAL EVALUATION PROCESS AND IDENTIFICATION OF SELECTED CANDIDATES

- (a) Candidates will be selected for training according to their ranking on the applicant list, from highest to lowest.
- (b) The respective department head will conduct a final pending disciplinary check with OPR, the Director of Employee Discipline, and the selected candidate’s current department. In the event of a pending discipline case within the selected candidate’s current department or any suspension that may be disqualifying and cannot be addressed timely, the selected candidate shall be deemed “not qualified” and the next ranked candidate on the applicant list shall be identified as a selected candidate for a potential selective training. In the event of a pending discipline case at OPR, the Executive Director of OPR shall make the decision whether or not to release the pending hold on the selective training opportunity based upon the facts of the case.

M.3.7 APPLICANT LIST MAINTENANCE AND REPLACEMENT CREDENTIALS

- (a) The respective department head shall utilize the same applicant list, as amended, for subsequent selective training rotations, for a period of up to one year from the start date of the first selective training, provided that the attendance records and disciplinary history are updated and reviewed and taken into consideration prior to the selection for each selective training rotation. Adjustments to the applicant list will be made by the respective department head based on the updated records. All such updates will be sent to the Compliance Officer.
- (b) If at any time an employee in the training pool is deemed “not qualified” based on updated information pursuant to the requirements in this article, the next ranked candidate on the final training list, shall be appointed as a replacement pursuant to the Final Evaluation Process and Identification of Selected Candidates subsection, if applicable.
- (c) Prior to the one-year period from the start of the first training, the process in this article shall be repeated and new documentation pertaining to applicant evaluation and rankings shall be obtained and utilized.