

**NON-BID TRANSFER
POSTING ANNOUNCEMENT FOR CORRECTIONAL OFFICERS
CCDOC-SIU-2019-002
Strategic Intelligence Unit
INVESTIGATOR**

Summary

The Strategic Intelligence Unit is seeking Correctional Officers from the Cook County Department of Corrections (CCDOC) for assignment to the CCDOC Strategic Intelligence Unit as Investigators. The CCDOC Strategic Intelligence Unit is responsible for gathering intelligence within the CCDOC.

The CCDOC Strategic Intelligence Unit Investigator's duties include, but are not limited to:

- Gang related investigations within all Divisions of the jail system
- Acquiring and maintaining sources of information
- Surveillance and monitoring surveillance equipment.
- Preparation and submission of detailed typed reports accurately summarizing the evidence recovered and the statements of victims, witnesses and suspects
- Provide courtroom testimony and evidence in criminal proceedings.
- Determine the identification of individuals involved in the commission of criminal acts within the scope of assigned criminal investigations.
- Comprehensive collaboration of CCSO data and external data sources for purposes of criminal investigation, combating gang/narcotics activity and the elimination of chronic crime throughout Cook County.
- Efficiently and independently work multiple cases and cooperate with outside law enforcement agencies.

Available Shifts / Details

- 0800-1600 hrs. & 1400-2200 hrs./ multiple details
- Due to the 24/7 operation of the Cook County Sheriff's Office, flexibility to change hours and days off as needed by the Sheriff's Office is required. Opportunity for overtime is highly unlikely.

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 a completed Internal Application according to the Application Instructions below.
- Must be in an active duty status at the time of application.
- Must currently hold the rank of Deputy Sheriff with the Cook County Department of Corrections with a minimum of three (3) years in that rank.
- Must submit to an oral interview consisting of job related and personal attribute questions. The personal attribute questions are aimed to evaluate if a candidate possesses the necessary characteristics to work with the Strategic Intelligence Unit.
- Must submit to a two-part written exam consisting of a writing sample and operational questions.
- 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 possess a valid driver's license.
- Must meet attendance requirements as stated in SEAM Article H.J.1.2.3.4
- Must meet discipline requirements as stated in SEAM Article H.III.I
- Must consent to and pass a financial background check as stated in SEAM Article H.III.S.6.

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

- Must be flexible to change hours and days off as needed by the Sheriff's Office.
- Must wear designated appropriate dress attire unless otherwise directed by the Department Head/Designee.
- Must maintain Minimum Qualifications listed in this Posting Announcement.
- Must successfully complete the intelligence and investigations training program.
- Must complete a one-year probation within the position of SIU Investigator.

Application Instructions

- Internal Applications are available on the Sheriff's Office's website:
<https://cookcounty.sharepoint.com/sites/SheriffNet/departments/hr/SiteAssets/Internal%20Application.pdf>.
- Applicants are strongly encouraged to utilize the electronic Internal Application and submit this document through e-mail to CCSO.Transfer@cookcountyil.gov with the subject SIU Investigator-2019-002.
- Applications are also available at the Bureau of Human Resources located at 3026 S. California, Building #2, 1st Floor, Monday through Friday between 0800 and 1600 hours.
- Candidates must complete all sections of the Internal Application.
- Candidates may submit a resume with their Internal Application if they choose.
- Internal Applications that are physically submitted will be accepted and time stamped at the Bureau of Human Resources between 0800 and 1600 hours, Monday through Friday.

Start Date: Monday, October 14, 2019/ End Date: Friday, October 25, 2019
0800 – 1600 hrs. Monday through Friday

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

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. In the event of a tie score, the Candidate with the most seniority shall receive the higher rank.

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|----------------------------------------------|----------------------------|
| • Writing Exam Part 1(Writing Sample) | -30% |
| • Writing Exam Part 2 (Operations) | -30% |
| • Oral Interview | -30% |
| • Higher/Education/Outside Training/Military | -10% |
| | <u>Total = 100%</u> |

The top Candidates will be selected for CCDOC Investigator positions within the Strategic Intelligence Unit.

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

For further information regarding the above process, please refer to the Non-Bid Transfers procedure (Article H), 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.