

POSTING ANNOUNCEMENT SBOTE-19-02**OFFICE OF THE COOK COUNTY SHERIFF
Sheriff's Bureau of Training & Education
Various Locations****TRAINING SUPERVISOR
SERGEANT****Summary**

The Cook County Sheriff's Bureau of Training & Education is committed to providing the highest standards of educational curricula and certified instructors. The Sheriff's Police, Court Services and Corrections Academies provide a diversity of training and instruction needed to support basic and advanced training courses by balancing classroom instruction with integrated practical exercises. The SBOTE is dedicated to promoting knowledge, ethical values and skills officers need in the environment they are called upon to preserve. The Bureau continues to maintain a commitment to law enforcement and ensures that training is ongoing and strives to project the highest levels of professionalism.

- Supervisors are also cross-trained and utilized as instructors for Recruit and In-Service Training for the Cook County Sheriff's Bureau of Training & Education in the following curriculum, but not limited to:
 - Physical Fitness Instructors
 - Firearms Instructors
 - Defensive Tactics, OC and Baton Instructors
 - Report Writing Instructors
 - Gangs Instructors
 - CPR/AED Instructors
 - Haz Mat
 - Use of Force
 - Recruit Coordinator
 - In-Service Coordinator
 - CDL Coordinator
 - C/O to P/O Coordinator

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 Sergeant and have been in the rank for a minimum of three (3) years with a minimum of ten (10) years total service.
- Within the previous eighteen (18) months, must not have incurred two (2) or more Unpaid Unauthorized Activities, eight (8) or more instances of Tardiness / Docked Time (0) which are not associated with any mitigating circumstances, or three (3) or more instances of an Attendance Pattern, in the past twelve (12) months. Suspected Unpaid Unauthorized Activity will be verified by Human Resources. Please refer to the definition of Unauthorized Activity in the Glossary of the Sheriff's Employment Action Manual, which is posted on the Sheriff's website.
- 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 and be in compliance with any and all city ordinances.
- Must own and maintain an on duty weapon meeting Sheriff's Office Requirements.

- 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 Training Instructor, 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.
- Must be subject to a background check, which will include a criminal background and driver's license abstract.
- 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.

Application Instructions

- Internal Applications will be available at the following locations:
 - Cook County Sheriff's Bureau of Training and Education at Moraine Valley Community College, 9000 W. College Pkwy., Palos Hills, IL Rm. A-157
 - The Sheriff's website: www.cookcountysheriff.org
- Applications must be submitted to the attention of the Director of the Cook County Sheriff's Bureau of Training and Education at Moraine Valley Community College, 9000 W. College Pkwy., Palos Hills, IL via email at marie.rangel@cookcountyil.gov or delivered in person to Building A, Room A214
- All sections of the Internal Application must be completed to include a current resume.
- All applications submitted will be time and date stamped at the Training Institute on the following dates/times:

Tuesday, October 22, 2019 through Tuesday, November 5, 2019 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.

Training Instructor requirements include but are not limited to the following:

- Have and maintain a complete Class A uniform (hat, coat, blouse etc.)
- Training Bureau uniforms must be purchased as well as Defensive Tactics/Physical Training attire
- Commit to three (3) years of service with the Training Institute
- Must be approved by the Illinois Law Enforcement Training and Standard Board as a certified instructor and complete an Instructor Development Course
- Flexible work schedule, must be willing to work all schedules and shifts to include days, evenings, weekends, examples but not limited to: 0600-1400, 0700-1500, 1100-1900, 1200-2000, 1500-2300, as well as travel to all areas within the Bureau of Training
- Must be willing to work in all types of weather both indoor and outdoor
- Must be able to travel for training within and out of the State of Illinois
- Must comply with Training Bureau policies and procedures

- Maintain a good physical condition, capable of performing job functions, examples but not limited to; Firearms Instructor, Defensive Tactics Instructor and/or Physical Training Instructor, Room / Office Set-Up, Storage and Record Keeping, Courier Duties as needed
- Twelve (12) month probationary period
- Must obtain a weapon qualification score of 86 or above during the probationary period

Preferred Qualifications

Candidates will receive 5% of their overall score for each of the preferred qualifications up to a maximum of 10%:

- Bachelors Degree or higher
- Military Service
- Paramedic / EMT Certified
- 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.
- FTO Training
- ERT Training
- Corrections Officer to Police Officer Training

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.

- Writing Exam Part 1 (Writing Sample) – 30%
- Writing Exam Part 2 (Operations) – 30%
- Oral Interview – 30%
- Higher Education/Outside Training/Military/EMT - 10%

Please note that the Bureau of Training Instructor position is a Transfer and not a Promotion.

For further information regarding the above process, please refer to the Non-Bid Transfer 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.