

**NON-BID TRANSFER ANNOUNCEMENT  
SEAM ARTICLE H  
COOK COUNTY SHERIFF'S OFFICE  
USE OF FORCE REVIEW UNIT  
UFRU-2019-01**

**Summary**

The Use of Force Review Unit (UFRU) is seeking eligible sworn Cook County Sheriff's Office (CCSO) employees for assignment. The UFRU receives, reviews, and evaluates every CCSO use of force incident reported or otherwise brought to the attention of UFRU. The unit evaluates data and trends surrounding uses of force and develops solutions to potential deficiencies in the application, training, and reporting of use of force incidents. The selected staff member shall be responsible for reviewing and evaluating all documentation surrounding a use of force incident to ensure legal compliance and adherence to CCSO policy and procedure. The selected staff member will also conduct training and shall have appropriate skill and experience as an instructor. Excellent communication, reading comprehension, writing, analytic, organizational, and computer skills are critical and will be utilized on a daily basis. Individuals assigned to UFRU must be able to perform all functions as indicated above and other duties as assigned.

**Available Shift**

- South Campus / Detail 1
  - Eight hour shifts to be determined based on staffing requirements
  - Be advised: Initial training hours may include temporary 0700-1500 shifts

**Minimum Qualifications** – Applicants who fail to meet any one of the minimum qualifications listed below will be deemed not qualified.

- Must successfully submit application according to the Application Instructions of this posting.
- Must be in an active duty status at time of application.
- Must currently hold the merit rank of, but no higher than, Court Deputy, Correctional Officer, or Sheriff's Police Officer and have been in the rank for a minimum of two years.
- Must be authorized by the CCSO to carry a firearm and possess a valid FOID.
- Must possess a valid driver's license.
- Must meet the discipline requirements as stated in SEAM Article H, III, J.
- Must meet attendance requirements as stated in SEAM Article H, III, I.
- Must submit to a timed written exam consisting of operational questions derived from CCSO policy and procedure.
- Must submit to a timed writing sample on a work related topic.
- Must submit to an oral interview consisting of personal attribute questions aimed to evaluate if a candidate possesses the necessary characteristics for this assignment.

**Requirements** – Any selected candidate who fails to meet the following position requirements will be returned to their original assignment. These requirements include, but are not limited to, the following:

- Must meet and maintain the minimum qualifications listed in this announcement.
- Must successfully complete specific training that is associated with this assignment.
- Must possess experience and/or skill as an instructor.
- Must be flexible to change hours and potentially days off as needed by the Sheriff's Office.
- Must wear designated appropriate dress attire unless otherwise directed by the Department Head/Designee.
- Must have or acquire a strong proficiency in necessary computer skills (data collection, Microsoft Office Suite).

- Must complete a probationary period of six months by demonstrating sufficient competence in Requirements outlined in this section.

**Application Instructions**

Internal Applications are available in the following locations:

- Sheriff’s Website (SheriffNet>Departments>Human Resources>HR Forms Page)
- Human Resources Office, South Campus Building 2, 1st Floor (0800-1600 Monday-Friday)

Applications must be submitted to the Human Resources Office via email at [CCSO.Transfer@cookcountyil.gov](mailto:CCSO.Transfer@cookcountyil.gov) with the subject UFRU 2019-01 or in person at South Campus, Building 2, 1st Floor.

- Applications will not be accepted outside of the dates and times listed.
- All fields on the application must be fully completed (indicate N/A if a field does not apply).
- Applications will be time stamped automatically if submitted electronically; or physically at the Human Resources Bureau located in South Campus, Building 2; during the following dates/times:

**November 4, 2019 – November 15, 2019**

**Hours for in-person submission of applications: 0800-1600 Monday-Friday**

**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.

- |   |                    |
|---|--------------------|
| • Attendance – Previous 24 months             | 30% of total score |
| • Writing Exam Part 1 (Writing Sample)        | 20% of total score |
| • Writing Exam Part 2 (Operational Questions) | 20% of total score |
| • Oral Interview                              | 20% of total score |
| • Higher Education/Outside Training/Military* | 10% of total score |

\*See SEAM Article H, Section III, L for requirements in these areas. Candidates must produce the proper documents at the Oral Interview.

Candidates will be selected in rank order for this assignment, based on the number of approved vacancies to be filled.

Note: This position is a Non-Bid Transfer, 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](http://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.*