

SELECTIVE TRAINING ANNOUNCEMENT DOC-2020-01

OFFICE OF THE COOK COUNTY SHERIFF SEAM Article M

HONOR GUARD

Summary

The Cook County Sheriff's Office is seeking highly motivated, dedicated, and professional Sworn personnel to become part of the Honor Guard. This team will be charged with the administration of all honors for Line of Duty and Active Duty deaths of Sheriff's Office staff members, or as otherwise requested.

This selection is voluntary and members of this team will not accrue overtime for the hours spent training and preparing or serving as part of the Honor Guard.

Please note -if you have previously applied for this training opportunity in response to the earlier Selective Training Announcement, there is no need to submit an additional job application. Prior job applications will be processed along with the job applications received in response to this Selective Training Announcement.

Expectations

- Ability to perform duties and responsibilities outlined in the Honor Guard sections of Lexipol Orders 159 and 160.
- Ability to remain highly professional at all times while dealing with the general public at designated services in which the Honor Guard is utilized.
- Ability to maintain an exemplary conduct and appearance while executing prescribed duties.

Available Shifts / Details

- The Honor Guard team will be deployed on a strictly voluntary basis, and as needed.

Minimum Qualifications – Applicants or Candidates that fail to meet any one of the Minimum Qualifications listed below will be deemed Not Qualified.

- Must submit an Internal Application according to the application instructions of this Selective Training Announcement.
- Must submit to an Oral Panel Interview consisting of personal attribute questions. The personal attribute questions are designed to evaluate whether a candidate possesses the necessary characteristics for the position of Honor Guard team member.
- Must currently hold a sworn merit rank within the Sheriff's Office for a combined minimum of three (3) years.
- Must be on active and full duty status with no physical restrictions at the time of application.

- Must not be de-deputized or on duty-injury, disability, or a leave of absence.
- Must not have received Department or OPR discipline resulting in suspensions of a total of three (3) or more days for one or multiple infractions that occurred within the past eighteen (18) months.
- Must possess a valid driver's license.
- Must possess a valid Firearm's Owners Identification Card.
- Must have the ability to work every/any assignment covered by the team.
- Have and maintain a complete Class A uniform (hat, blouse, coat, etc.).
- Commit to two (2) years of service within the Honor Guard team.
- Must be willing to work in all types of weather conditions, both indoor and outdoor.
- Must maintain good physical condition in order to perform job functions of the assignment, e.g. standing watch for up to 2 hours during Honor Guard duties and assignments.

Preferred Qualifications

- Prior military service
- Prior Honor Guard experience

Application Instructions

- Internal Applications will be available at the following locations:
 - The Sheriff's website: www.cookcountysheriff.org
 - SheriffNet
- Applications must be submitted to the attention of **Director Michael Brady**, Cook County Sheriff's Bureau of Education and Training, via email at michael.brady@cookcountyil.gov.
- All sections of the Internal Application must be completed and include a current resume.
- Applicants must provide a Certification of Physical Fitness form (copy attached to this posting) completed in its entirety, and executed by a Physician or Physician's Assistant including:
 - Patient Name
 - Date
 - Medical provider's signature
 - Printed name address, phone number and license number of the medical provider.
- Applications may be submitted on a twenty-four (24) hour basis:

Starting-0800 hours Friday, June 26, 2020
Ending 1700 hours Friday, July 10, 2020.
- Applications will **not** be accepted outside of the dates, times, and manner 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:

- Oral Interview – 90%
- Preferred Qualifications – 10%
 - Military Service – 20 points
 - Prior Honor Guard Service – 20 points

The first (1st) through thirtieth (30th) ranked Candidates will be selected to serve as Honor Guard members. 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 candidates will be ranked by JDE number.

The rank list will be valid for two (2) years from the date of posting. In the event members need to be replaced, they will be selected from the rank list. If the members on the list are exhausted in less than two years' time, a new selection process may be posted.

Please note that the Honor Guard position is a Selective Training Opportunity not a Promotion.

For further information regarding the above process, please refer to the Selective Training procedures (SEAM Article M), 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.