

**ARTICLE D**

**SPECIALIZED DETAIL**

I. Policy

- A. The process in this Article is applicable to the DUI and Distracted Driving Specialized Detail, Sheriff's Inspections Unit (SIU) Specialized Detail, the Office of Professional Review (OPR) Specialized Detail and any other Specialized Detail as determined by the Sheriff or his or her Designee. It is the responsibility of the Department Head/Designee to ensure that all Specialized Detail processes are conducted in accordance with the following policies and procedures.
- B. The Sheriff's Office respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs 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 Sheriff's Employment Action Manual (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. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the SEAM, the language in the CBA governs provided it does not permit or involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff's Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the SEAM must be followed.
- C. This Article D from time to time refers to procedures in Article B Merit Rank Promotions. For any references to follow procedures in Article B, the Department Head/Designee shall assume the role of the HR Designee and any reference to "Promotion Candidate" shall be considered "Candidate" for the purpose of the Specialized Detail process.

II. Enclosure

Refer to Appendix.

III. Procedures

- A. The Department Head/Designee will submit a written request for a Specialized Detail(s) to the applicable Bureau Chief. The written request must include an approval signature line and the following information:
  - 1. Need for Specialized Detail(s) and the reason;
  - 2. Number of employees needed for each Specialized Detail Rotation;
  - 3. Anticipated start date of the first Specialized Detail Rotation; and
  - 4. Department(s) in which the Specialized Detail will be posted.
  
- B. Upon approval by the Bureau Chief/Designee the Department Head/Designee shall forward copies of the approved request to the Compliance Officer and the Director of Personnel.
  
- C. For the Specialized Details to OPR and SIU, the respective department heads may coordinate to conduct one process with approval from the Bureau Chief/Designee. The selection process must be clearly explained in the posting. The department/unit heads shall coordinate all steps of the process.
  
- D. Posting
  - 1. The Department Head/Designee shall prepare a Specialized Detail Announcement, which must include:
    - a. General Information;
      - i. Tracking Number;
      - ii. Specialized Detail Title;
      - iii. Location;
      - iv. Available shift(s) (if applicable); and
      - v. Available day-off group(s) (if applicable)
    - b. Summary;
    - c. Minimum Qualifications;
    - e. Requirements;
    - f. Application Instructions; and

g. Selection Process.

2. The Department Head/Designee shall assign a tracking number to the Specialized Detail Announcement and ensure that the Specialized Detail Announcement has been received and posted at each place where individuals may make application pursuant to this Article D, Section III.A.4 and on the Sheriff's Office website. The Department Head/Designee will also send a copy of the Specialized Detail Announcement to the Director of Personnel and the Compliance Officer.
3. Applications will be made available at each location where the employee may make application pursuant to Article D, Section III.A.4 and on the Sheriff's website. Applications will be accepted by the Department Head/Designee during the defined period of time indicated on the Specialized Detail Announcement. All applications must be time and date stamped upon receipt by the Department Head/Designee. Any applications turned in after the defined time period will be denied. Employees may also submit resumes with their applications.

D. Applicant List

1. Within 10 days of the close of the posting, the Department Head/Designee will create an Applicant List containing the names of all employees who submitted a timely application for the Specialized Detail. A copy of the Applicant List including the date will be forwarded to the Compliance Officer.
2. Throughout the evaluation and selection processes, if an Applicant is deemed Not Qualified, the Department Head/Designee will make the notation of "Not Qualified" next to the Applicant's name on the Applicant List. The reason for disqualification shall be documented on the Applicant List.
3. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to failure to meet the Minimum Qualification via certified letter or email including the general reason for disqualification. The Department Head/Designee will ensure that the procedures are referenced in the letter/email. The Department Head/Designee shall ensure receipt of the notification.
4. If at any time during the Specialized Detail process an Applicant or Candidate declines the Specialized Detail, the Applicant or Candidate will be required to submit a memorandum to the Department Head/Designee indicating that the Applicant or Candidate no longer wishes to be

considered for the Specialized Detail. Upon receipt of the memorandum, the Applicant or Candidate shall be deemed Not Qualified.

E. Preferred Qualifications (Optional)

Preferred Qualifications are optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects to assign points for preferred qualifications, the specific criteria must be included in the Specialized Detail Announcement – Selection Process section. The total possible number of points for preferred qualifications must add up to 100 points. The Department Head/Designee shall follow the procedures in SEAM Article B, Section I shall be followed.

F. Attendance and Discipline Screening

The Department Head/Designee shall follow the procedures in SEAM Article B, Section VII.E-G.

G. Interviews (Optional)

Interviews for Specialized Details are optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects to conduct interviews, such requirement must be indicated in the Specialized Detail Announcement.

H. Scheduling Interviews for Specialized Details (if applicable)

If the Department Head/Designee elects to conduct interviews, only Candidates who are deemed Qualified will be notified to report for an interview. The Department Head/Designee shall follow the procedures in SEAM Article B, section VII.J with the exception of any reference to the Merit Board Eligibility List and with the exception of Section VII.J.5-6. Candidates must be in an active duty status to receive an interview.

I. Written Exam (Optional)

1. A Written Exam for Specialized Details is optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects to conduct a Written Exam, such requirement must be indicated in the Specialized Detail Announcement.
2. The Department Head/Designee shall follow the procedures in SEAM Article B, Section VII.K.2 and 3.

J. Oral Interview Panels (if applicable)

The following procedures will be followed when setting up interview panels:

1. All Specialized Detail interviews shall be conducted by a panel(s) of three (3) members of the Sheriff's Office. Two (2) members shall be determined by the Department Head and one member shall be determined by the applicable Bureau Chief or Undersheriff/Designee as applicable. The panel members must be of a higher rank than the Candidates being interviewed. No Sheriff's employee may participate in or observe an interview without first receiving interview training as described in SEAM.
2. Panel members' duties include, but are not limited to, asking questions, scoring Candidates, and completing the Candidate Interview Evaluation Form, including a No Political Consideration Certification and the Writing Sample Evaluation Form (if applicable), at the conclusion of the interview. At least one panel member will be responsible for verifying each Candidate's identification at the start of the interview by checking the Candidate's Sheriff's Identification Card and collecting and making copies of all documentation for placement into the Candidates' file.
3. The Department Head/Designee shall assign substitute panel member(s) to be on-call in the event of a designated panel member's absence or a Conflict of Interest.
4. In the event of a Conflict of Interest prior to or during the interview, the panel member shall notify the Compliance Officer and the other members of the panel prior to the interview or as soon as possible that a Conflict of Interest exists and that a substitution is needed. The panel member will then leave the interview room and will not participate in the interview or the Selection Process for that Candidate. The substitute panel member shall be contacted to replace the panel member. The substitute panel member shall assume the panel member's duties (ask questions, scoring, etc.) and will complete the Candidate Interview Evaluation Form including the No Political Consideration Certification (NPCC) at the conclusion of the interview.
5. Upon conclusion of the interview and any discussion regarding the Candidate, the panel member will be notified to return to the interview room to replace the substitute panel member and resume interviews.
6. The Compliance Officer may attend and monitor any of the interviews, but he or she will not be included as a member of the interview panel.

K. Oral Interview Questions (if applicable)

The Department Head/Designee shall follow the procedures in Article B, Section VII.M.

L. Acknowledgement

1. At the conclusion of each interview, the Candidate will be asked to sign and date the Specialized Detail Announcement acknowledging that he or she has read and understands all information pertaining to the Specialized Detail.
2. If the Candidate refuses to sign the Specialized Detail Announcement, a notation will be made on the Specialized Detail Announcement and each of the panel members will initial next to the notation. The Candidate will be automatically deemed Not Qualified.

M. Scoring and Ranking of Qualified Candidates

1. If interviews are conducted, Candidates deemed Qualified will be ranked and included on the Applicant List as follows:
  - a. Upon conclusion of all interviews, the Department Head/Designee shall update the Applicant List numerically ranking all Qualified Candidates from Highest Qualified (the first position) to Least Qualified (the last position) according to the total number of points obtained from the following categories:
    - i. Attendance – 30% of total score;
    - ii. Written Exam (if applicable) – 30% of total score
    - iii. Oral Interview (if applicable) – 30% of total score
    - iv. Preferred Qualifications (if applicable) – 10% of total score
  - b. If one or more categories in this Article D, Section III.M.2 do not apply, the percentage values will be added equally to all categories that do apply. If the percentage points assigned to the non-applicable categories cannot be distributed equally, the percentage points will be distributed to all other applicable categories to the extent they can be distributed equally. The remaining percentage points will be distributed to an applicable category at the Department Head/Designee's discretion. The Department Head/Designee shall ensure that the categories and percentages pursuant to Article D, Section III.M are indicated in the Selection section of the Specialized Detail Announcement.
  - c. The Department Head/Designee shall ensure that the point values for the best possible scores pursuant to this Article D, Section III.M.1. are listed in the Specialized Detail Announcement.

- d. If more than one Candidate receives the same score, they 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, they will be placed on the Applicant List in order of their employee number if the JDE number does not exist. The Candidate with the lowest employee number will be placed first.
2. All Candidates deemed Qualified based on the standards listed in the Minimum Qualifications section of the Specialized Detail 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 their name.
  3. A copy of the updated Applicant List, along with all related tests and scores, shall be forwarded to the Compliance Officer for review.

N. Final Evaluation Process and Identification of Selected Candidates

1. All Qualified Candidates on the Applicant List shall be listed in rank order pursuant to Section M.
2. The Department Head/Designee will then select Qualified Candidates from the Applicant List to be included in the Detail Pool. The number of Selected Candidates in any Detail Pool will be based on "X" times the number of approved openings in a given Specialized Detail Rotation and will be selected from the Applicant List in rank order or in order of Seniority, as applicable, pursuant to this Article D, Section III.M. above. The value of "X" must be a number of at least two (2) and will be determined by the Department Head/Designee based on the number of Specialized Detail openings and rotations. For example: if there are a total of 50 Qualified Candidates on the Applicant List and there are 5 openings for a given detail, the Department Head/Designee may select at least the top ranked 10 Qualified Candidates for the Detail Pool. The Department Head/Designee may increase the pool as he/she deems necessary.
3. The individuals selected for the Detail Pool will be referred to as Selected Candidates.
2. The Department Head/Designee will submit a memorandum to the Director of the OPR requesting copies of the entire criminal histories for

all Selected Candidates. Each will be evaluated individually, and any Selected Candidate with a criminal conviction involving a crime that reflects negatively on the Candidate's character, honesty or integrity will be deemed Not Qualified, and the next Qualified Candidate(s) on the Applicant List shall be selected and added to the Detail Pool.

3. The Department Head/Designee will conduct a final pending disciplinary check with OPR and the Selected Candidate's respective Department. In the event of a Pending Discipline Case within the Selected Candidate's respective Department, 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 Specialized Detail. 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 Specialized Detail based upon the facts of the case.
4. If the Specialized Detail requires the employee to possess a valid driver's license, the requirement must be stated in the Specialized Detail Announcement and the following procedure will be followed:

The Department Head/Designee will request a current Driver's License Abstract for each of the Selected Candidates. Any Selected Candidate who in the previous 10 years (i) had his or her driver's license suspended for a serious violation or revoked at any time; (ii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving an alcohol related offense or an offense involving controlled substances; or (iii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving serious injury or death will be deemed Not Qualified, and the next Qualified Candidate(s) on the Applicant List shall be selected and added to the Detail Pool pursuant to section III.L.

5. FOID and Weapons Qualification (if applicable)

If the Specialized Detail requires a current weapons qualification, the Department Head/Designee will verify from the Sheriff's Personnel Department that the Applicant has a valid FOID and a current weapons qualification. In the event that an Applicant is Not Authorized to Carry a Weapon as a result of the FOID and weapons qualification requirement the Applicant will be deemed Not Qualified.

6. The Department Head/Designee may institute further background checks as he/she deems appropriate such as but not limited to credit and financial checks, polygraph examination and home checks, based on specific special considerations related to the job and the Department. If the Department Head/Designee requires additional background checks, he or she must request approval from the Compliance Officer and such background checks and specific standards must be clearly identified in the



Specialized Detail Announcement and must be conducted for all Selected Candidates.

7. The Department Head/Designee shall ensure that the next ranked Candidates in the Detail Pool are processed pursuant to this Article D, Section III.N.2-6.
8. The Department Head/Designee shall forward the final list of the Detail Pool to the Bureau Chief or Undersheriff/Designee for approval and forward a copy to the Compliance Officer.

O. Specialized Detail Rotation and Appointment

1. The Department Head/Designee shall send all Selected Candidates written notification (via email or certified letter) indicating that they have been selected for the Detail Pool and may be notified to report for a detail rotation within the two year period until expiration of the Applicant List (see Section Q.2 below).
2. The Department Head/Designee shall select from the approved Detail Pool for each Specialized Detail Rotation based Rotating Seniority. If the Department Head/Designee determines that a Specialized Detail Rotation will inhibit Sheriff's Office operations, he or she will submit a request to the Compliance Officer to deviate from Rotating Seniority, including the reasons for such request. The Department Head/Designee must obtain approval from the Compliance Officer.
3. For a combined process (OPR and SIU Specialized Detail), selection for the Specialized Detail Rotation will be first based on Seniority and then the Candidate's preference will be taken into consideration as to which unit (OPR or SIU). Note: The Candidates' preference will be taken into consideration only if the Operational Needs of both units permit.
4. After the Department Head/Designee determines which employees from the Detail Pool will be assigned to the Specialized Detail Rotation, he or she will submit a memorandum to the selected employee's Department Head/Designee, with a copy to the Compliance Officer and Director of Personnel, with the following Specialized Detail information:
  - a. Start date;
  - b. Location to report;
  - c. Time to report; and
  - d. Anticipated end date.

5. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to this Article D, Section III.N via email or certified letter including the general reason for disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.

P. Duration of Specialized Detail and Return to Assignment

1. The duration of each Specialized Detail Rotation shall be for a period of up to 90 consecutive days with a maximum extension of another 90 days. In the event that the Department Head/Designee wishes to seek such an extension, the following procedures will be followed:
  - a. A memorandum from the Department Head/Designee requesting an extension will be forwarded to the Bureau Chief and the Compliance Officer. The memorandum shall describe in detail the reason for the requested extension of the Specialized Detail.
  - b. The request for an extension must be submitted at least ten (10) working days prior to the end of the employee's detail or as soon as foreseeable. The Bureau Chief/Designee shall approve or deny in writing all extension requests.
  - c. If approved, the Department Head/Designee will notify the Director of Personnel and the Compliance Officer. The Specialized Detail extension will not exceed 90 days unless otherwise specifically permitted by any applicable CBA.
  - d. The hosting Department Head/Designee shall keep track of all Specialized Details to ensure that a Detail(s) does not go beyond 90 days or 180 days, as applicable.
2. At the end of each Specialized Detail Rotation, each Detailed employee shall be returned to his or her original Department and the Department Head/Designee of that Department will determine the assignment to be given to him or her based the Department's Operational Needs. The Department Head/Designee shall make an effort to return him or her to his or her previous assignment.

Q. Applicant List Maintenance and Replacement Candidates

1. The Department Head/Designee will maintain the Applicant List, as amended, and all other Specialized Detail selection and evaluation documentation.
2. The Department Head/Designee shall utilize the same Detail Pool, as amended, for subsequent Specialized Detail Rotations, for a period of up to two (2) years from the start date of the first Specialized Detail Rotation, provided that the attendance records, disciplinary history, driving records and criminal history will be updated, requested, reviewed and taken into consideration prior to the selection for each Specialized Detail Rotation. Adjustments to the Applicant List will be made by the Department Head/Designee based on the updated records; provided all such updates will be sent to the Compliance Officer.
3. In the event that the Department Head/Designee determines that a newly-detailed employee fails to perform at an acceptable level and does not meet the requirements of the detail as indicated in the Detail Requirements section of the Specialized Detail Announcement, he or she will be returned to his or her previous assignment. The Department Head/ Designee must submit written notification to the employee's original Department Head/Designee. The Department Head/Designee will also submit written notification, which includes a description of the reason(s) the employee was found unacceptable, to the Director of Personnel/Designee and the Compliance Officer.
4. If at any time an employee in the Detail Pool is deemed Not Qualified based on updated information pursuant to the requirements in this Article, the next Candidate in the Detail Pool based on Rotating Seniority shall be appointed as a replacement pursuant to this Article D, Section III-N.
5. If at any time an employee in the Detail Pool voluntarily wishes to end the Detail, the Department Head/Designee will require the employee to submit a memorandum stating that he or she wishes to end the Detail and the reason. Based on Operational Needs, the Department Head/Designee shall approve or deny the request. If the request is approved, the Department Head/Designee shall submit a memorandum to the original Department Head with the end date of the Detail and the next Candidate in the Detail Pool based on Rotating Seniority shall be appointed as a replacement.
6. Prior to the two (2) year period as applicable from the start of the first Specialized Detail Rotation, the process in this Article shall be repeated and new documentation pertaining to applicant evaluation and rankings shall be obtained and utilized.

R. Certification of Specialized Detail Process

1. The Department Head/Designee, panel members and all other individuals with material involvement with respect to screening, interviewing, testing and selecting Applicants or Candidates for the Specialized Detail process will complete and sign a No Political Consideration Certification (NPCC) on all lists, and Specialized Detail documentation affirming that all decisions and Employment Actions were made in accordance with the procedures set forth in this order and the Employment Plan.
2. All Candidates will complete and sign an Applicant Certification, which is located on the Internal Application in order to be considered for the Specialized Detail opportunity.