

## DETAIL

### C.1 POLICY

This article establishes a policy for the detail of Cook County Sheriff's Office employees covered by a collective bargaining agreement in order to carry out its responsibilities and duties as well as to respond to emergency conditions and operational needs, which call for immediate action and require the temporary assignment of such employees as the Sheriff's Office deems necessary. The Executive Director of HR will be responsible for maintaining a master list by department of all details to ensure that details do not go beyond 98 days (784 hours).

- (a) This article is applicable to all non-exempt sworn and civilian employees of the Sheriff's Office covered by an applicable collective bargaining agreement.
- (b) The Sheriff's Office respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the collective bargaining agreements 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 direct appointment non-exempt employees, if a collective bargaining agreement is in conflict with the language in the SEAM, the language in the agreement governs provided it does not permit or involve the use of political reasons or factors. If any provision in a collective bargaining agreement 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 collective bargaining agreement does not contain a specific procedure or is otherwise silent, the relevant procedure in the SEAM must be followed.

### C.2 PROCEDURE

#### C.2.1 INTERNAL DETAIL

A supervisor may verbally request an internal detail to the respective department head or the authorized designee. The respective department head or the authorized designee may approve an internal detail to fulfill the operational needs of the Department. Internal details may be a single

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block of time or intermittent (e.g., 20 hours per week).

- (a) Prior written notification of all internal details shall be made via memorandum to the following:
  - 1. Employee;
  - 2. Department;
  - 3. Respective Executive Office Chief;
  - 4. Executive Director of Human Resources (HR); and
  - 5. Compliance Officer.
  
- (b) The detail memorandum shall include the following:
  - 1. Name of the employee and JDE number;
  - 2. Department;
  - 3. Location of the internal detail;
  - 4. Schedule of hours and shift;
  - 5. Effective date of the internal detail; and
  - 6. End date of internal detail.
  
- (c) The internal detail under this article may not exceed 98 days or the maximum allowed by the member's collective bargaining agreement for a single block, or 784 hours for intermittent detail.
  
- (d) In the event that the duration of an internal detail will go beyond 98 days, the respective department head or the authorized designee will submit a memorandum as described in this subsection. The memorandum shall also include a description of the specific reason for the extension. Detail extensions are generally disfavored by the Sheriff's Office.
  
- (e) In no event will any internal detail extension exceed 98 days or 784 hours unless specifically permitted by the terms of any applicable collective bargaining agreement. Internal details under this article may only be extended once.
  
- (f) The respective department head or the authorized designee will be responsible for monitoring all internal details and to ensure that none exceeds the maximum 98 day (784

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hours) or 98 day (784 hour) extension period, as applicable.

(g) The respective department head or the authorized designee will assign a number and maintain an ongoing log of all internal details, including extensions, and submit a monthly internal detail list to the following individuals:

1. Respective Executive Office Chief
2. Executive Director of HR; and
3. Compliance Officer.

(h) The log will contain the following information:

1. Name of employee;
2. Original position/shift/detail;
3. New position/shift/detail;
4. Effective date;
5. Any extensions, if applicable; and
6. Return date.

#### C.2.2 EXTERNAL DETAILS

The respective department head or the authorized designee may request an external detail outside of his/her department based on operational needs. External details may be a single block of time or intermittent (e.g., 20 hours per week).

(a) The respective department head or the authorized designee will submit the request in writing to the respective Executive Office Chief indicating the need for the external detail.

(b) If approved, the requesting department head or the authorized designee shall distribute the approved memorandum to the following individuals:

1. Detailing department head;
2. Executive Director of HR;

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3. Respective Executive Office Chief; and
  4. Compliance Officer.
- (c) The detail memorandum shall include the following:
1. Name of the employee and JDE number;
  2. Employee's current department;
  3. Location of the external detail;
  4. Schedule of hours and shift;
  5. Effective date of the external detail; and
  6. End date of external detail.
- (d) The Executive Director of HR or the authorized designee will assign a number and maintain an ongoing log of all external details and submit a monthly detail list to the following:
1. Respective Executive Office Chief; and
  2. Compliance Officer.
- (e) The log will contain the following information:
1. Name of employee;
  2. Original position/shift/detail;
  3. New position/shift/detail;
  4. Effective date;
  5. Any extensions, if applicable; and
  6. Return date.

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- (f) The external detail is for the purpose of meeting operational needs only and it may not exceed 98 days or 784 hours.
- (g) In the event that the duration of the external detail will go beyond 98 days or 784 hours, a memorandum from the respective department head or the authorized designee requesting an extension will be forwarded to the respective Executive Office Chief. The memorandum shall include the reason for the detail extension.
- (h) The written request for an extension should be submitted as soon as practicable prior to the original external detail's end date and shall also include a description of the specific reason for the extension. The respective Executive Office Chief shall approve or deny all extension requests and the process in this subsection will be followed.
- (i) In no event will any external detail extension exceed 98 days (784 hours) unless specifically permitted by the terms of any applicable collective bargaining agreement. External details may only be extended once.
- (j) The Executive Director of HR, the respective department head or the authorized designee, and Compliance Officer will keep track of all external details to ensure that details do not go beyond 98 days (784 hours).

**C.2.3 EMERGENCY DETAIL**

- (a) An emergency detail shall be made at the determination of the Sheriff or the authorized designee or the respective Executive Office Chief based on operational needs.
- (b) Prior written request and/or notification is not required for an emergency detail.
- (c) Emergency details will remain in effect for the period of time the Sheriff or the authorized designee determines necessary at his/her discretion.

**C.2.4 END OF DETAIL**

At the conclusion of all details, the employee will be transferred to his/her previous department and the respective department head will forward a memorandum, which includes the detail end date to the employee's previous department head, as applicable, the Executive Director of HR and the Compliance Officer. The employee's assignment within the Department will be determined by the respective department head or the authorized designee based on the operational needs of the Department, however, the respective department head or the authorized designee will make an effort to assign the employee to his/her previous assignment.

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**C.3   DETAIL REPOSITORY**

HR shall be the central repository and maintain a list of all details throughout the Sheriff's Office. HR shall work with the respective Executive Office Chief, respective department head and the Compliance Officer to ensure the list is current, accurate and updated on a monthly basis.

**C.4   CERTIFICATION AND COMPLIANCE**

All memorandums relating to details shall include the No Political Consideration Certification (NPCC) language. The Compliance Officer may audit any detail process as he/she deems necessary.