

Cook County Sheriff's Office

**Job Title: ELECTRONIC MONITORING SERGEANT
POSTING ANNOUNCEMENT
Department of Community Corrections
Article Q Non-Merit Rank Promotion**

Summary

Under the direction of the Electronic Monitoring Lieutenant, Electronic Monitoring Unit Sergeants are responsible for ensuring Cook County Department of Corrections detainees who are participating in the Electronic Monitoring program are qualified to be enrolled and remain in the program. In addition, the EM Sergeant assists other agencies or Departments by monitoring the participants of the Electronic Monitoring program; supervises the work of staff assigned to the Cook County Department of Community Corrections Electronic Monitoring Unit, including Civilians and Investigators responsible for conducting activities relative to the Electronic Monitoring participants which includes, on-site installation and minor repairs of monitoring equipment, field monitoring of participants, responding to participant violations, apprehending violators, and any other related assignments. The EM Sergeants also maintain complete and current records of activities of assigned staff; investigate and detect violations of the laws of the State of Illinois; ensure Sheriffs' Orders, Cook County Department of Community Corrections General Orders, and Lexipol policies and procedures are current and compliant with current laws and ordinances, making recommendations as needed.

All Vacancies in Sworn Non-Merit Rank Promotional Positions will be filled in accordance with this posting and SEAM Article Q. If at any time during the Sworn Non-Merit Rank Promotion process an Applicant or Candidate declines the promotion, the Applicant or Candidate will be required to submit a To/From memorandum to the Director of Electronic Monitoring indicating that the Applicant or Candidate no longer wishes to be considered for the Sworn Non-Merit Rank Promotion. The Director shall forward the memorandum to the HR Designee. Upon receipt of the memorandum, the Applicant or Candidate shall be deemed Not Qualified.

Available Shifts/Details

- 0700-1500; 1500-2300; 2300-0700 Detail – To Be Determined
- Number of positions To Be Determined

Minimum Qualifications:

(See the attached job description for a complete listing of position duties and responsibilities)

- Must successfully submit a completed Employment Action Internal Application according to the application instructions below.
- Possess a High School diploma or General Education Development (G.E.D.) test certificate, or higher level of education.
- Possess one of the following levels of CCSO experience:
 - Currently in and with one (1) or more years' active experience as a Cook County Electronic Monitoring Investigator in the job classification of CS2 Investigator;
 - Currently in and with one (1) or more years' active experience in the job classification of Correctional Sergeant in the Cook County Department of Corrections;
 - Currently in and with one (1) or more years' active experience as a Court Services Sergeant

in the Courts Services Division.

- Possess a valid Driver's License with the ability to safely operate a motor vehicle.
- Disciplinary History Review consistent with the criteria identified in **SEAM Article B***
- Attendance Review consistent with the criteria identified in **SEAM Article B***
- Possess a valid State of Illinois Firearms Owners Identification Card (F.O.I.D.)
- Deputized with the Cook County Sheriff's Office and authorized to carry a weapon.
- Successful completion of the Physical Ability Test prior to promotion to the position of Electronic Monitoring Sergeant in the Electronic Monitoring Unit.
- Must submit to a formal interview consisting of personal attribute questions designed to evaluate if a Candidate possesses the necessary characteristics for the position of Electronic Monitoring Sergeant.
- Must submit to a two (2) part written exam consisting of a timed writing sample and an operational test. The operational questions are derived from Sheriff s Orders, General Orders, and other written policies and procedures.

Requirements:

- Capable of working any shift assigned, including days, afternoons, or midnights; must be capable of working Holidays and weekends; must be capable of working mandatory overtime, as required.
- One (1) year probationary period – to include attendance and job proficiency.

I. Selection Process

The following criteria will be utilized for Promotion Candidates to determine which Promotion Candidates will be selected for the Promotion and to rank them in order of their eligibility for selection:

- Physical Ability Test - Pass/Fail
- Attendance History - **PLEASE REFER TO SEAM ARTICLE B.6.4** for evaluation criteria
- Discipline History – **PLEASE REFER TO SEAM ARTICLE B.6.3** for evaluation criteria
- Additional Areas of Assessment

Area of Assessment	Possible	Weighting
Higher Education, Military, Outside Training, Field Training Participation (CCDOC only)	100	20%
Operational Exam	100	20%
Writing Sample	100	20%
Oral Interview	100	40%

II. Application Instructions

The Employment Action Internal Application is available electronically at

- SheriffNet Site at <https://cookcounty.sharepoint.com/sites/SheriffNet/>. Visit the “Human Resources” link and then the “HR Forms & Processes” link. Click on the “Employment Action: Internal Application” link.
- The Sheriff's Website at <https://www.cookcountysheriff.org>.
- The Employment Action Internal Application must include the applicant's First and Last Names, JDE Number, Rank, and Star Number and Position Applying For.
- Please complete and submit the Employment Action Internal Application electronically to the Department of Human Resources at ccso.transfer@cookcountyil.gov.
- The Employment Action Internal Applications will be accepted **ELECTRONICALLY ONLY** between the following dates and times:

Applications will be accepted beginning and ending on the dates and times below.

START DATE: January 11, 2021_ 0800 hrs. END DATE: January 22, 2021 1600 hrs.

- Employment Action Internal Applications will not be accepted outside of the dates and times listed above and will be affixed with electronic date/time submission data.

Please note: The Tentative Date for the PAT Test and the Makeup Date of for the PAT Test are being finalized at present. Applicants must have the Medical Release and PAT Test Waiver completed by a specified date that will be shared with applicants shortly. Successful applicants will be notified of the specifics regarding testing locations and times.

For further information regarding this Electronic Monitoring Sergeant posting please refer to the Sheriff's Employment Action Manual's (SEAM) "Sworn Non-Merit Rank Promotions" procedure (Article Q), or SEAM Article B (as indicated) which are posted on the Sheriff' s website: www.cookcountysheriff.org.

Please be advised that this posting does not constitute a job description. The job duties and benefits of an Electronic Monitoring Sergeant summarized in this posting are subject to change.

The Cook County Sheriff's Office prohibits all Unlawful Political Contacts and Unlawful Political Discrimination in all decisions related to this or any Employment Action.

I certify that no political reasons or factors were considered in any decision I made or action I took relating to this employment action. Further, I do not know of, or have any reason to believe that anyone else considered or took action based on political reasons or factors with respect to this employment action.

Carmen Ruffin, Assistant Executive Director, Department of Community Corrections

CC: Chief of Staff, Brad Curry
Executive Director – Human Resources, Matthew Burke
Director of Employment Actions, Ngozi C. Okorafor
Compliance Officer, Elizabeth Oplawski