



**SENIORITY PLUS BID TRANSFER ANNOUNCEMENT**  
**COOK COUNTY SHERIFF'S OFFICE DEPARTMENT OF COMMUNITY CORRECTIONS**  
**ELECTRONIC MONITORING UNIT**  
**(DCC-2021-002)**  
**Electronic Monitoring Investigator (CS2)**

**Summary**

The Department of Community Corrections Electronic Monitoring Unit is seeking to create an eligibility list for several vacancies within the unit under the job classification of CS2 Investigator. The Cook County Sheriff's Office Electronic Monitoring (EM) Program is a pre-trial and short-term sentenced monitoring program created to ease overcrowding in the Cook County Department of Corrections. Since its inception in 1989, more than 250,000 persons have been monitored through the Electronic Monitoring Unit (EMU). The EM Program is utilized as a community-based alternative incarceration concept that allows defendants to remain in the community instead of being incarcerated in the County Jail. The average daily population of this program is well over 3600 which is larger than any jail division.

**The duties of an Electronic Monitoring Unit Investigator include, but are not limited to:**

- Achieving Departmental mission and goals.
- Interviewing EM Program Participants prior to and after program placement.
- Performing background screening on EM Program Participants.
- Accurately completing all forms and case reports using clear and articulate language.
- Becoming familiar with all General Orders, Special Orders, Directives, Policies and Procedures, and Rules and Regulations that pertain to the EMU.
- Monitor, prepare, and process reports on EM Program Participants found in violation of EMU Rules and Regulations.
- Effectively operating various criminal databases on a routine basis including LEADS, I- Clear, Protocol, CCOMS, and Sheriff's CAD system.
- Performing and executing arrests and re-incarcerations of program violators including processing arrests and serving arrest warrants.
- Initiating investigations in situations or occurrences where participants of the EM Program attempt to defeat or circumvent the monitoring system or rules.
- Appraising EM Supervisors on the conditions and/or problems regarding unit operations.
- Responding to all correspondence, e-mail or written, and telephone calls received.
- Operating a Cook County Sheriff's Office marked vehicle in a safe and secure manner throughout the entire county including inclement weather.
- Reading and interpreting court communication paperwork.
- Following and complying with direct orders as instructed by the Sheriff, EM Director, EM Command Staff or designee.

**Available Shifts / Details**

- TBD (Note: Successful applicants will be assigned to the first or third watch until the next EM In-house Unit bid.)

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

- Must successfully submit a complete and legible Bid form.
- Must currently hold the merit rank of Correctional Officer at the Cook County Department of Corrections.
- Must not have been suspended for more than five (5) days during the previous twelve month period.
- Must possess a valid Illinois Driver's License.
- Submit to and pass a formal interview with a score of at least 70%.
- Successfully complete a mandatory drug test and background investigation.
- Successfully complete and pass a Physical Ability Test (Standards are attached).

- Must be authorized to carry a weapon by the Sheriff's Office and possess a valid FOID.
- Must pass a background check, which will include a criminal background check and a Driver's License Abstract.
- Must comply with the Discipline requirements of Article J Section III F regarding Disciplinary Standards.

Must comply with the Attendance requirements of Article J Section III G 3 and 4 regarding Unpaid Unauthorized Activities and Tardiness.

- Must be in an active duty status at the time of the bid.

**Requirements** – A candidate that fails to meet the position requirements will be returned to his or her original assignment. EM Investigator requirements include but are not limited to the following:

- Must wear and or carry designated appropriate uniform attire which includes but is not limited to a firearm, Taser, Peacekeeper baton, OC Spray, portable radio, Mobile Data Terminal, and ballistic vest.
- Must maintain Minimum Qualifications listed in this Posting Announcement.
- Must successfully pass the *Correctional officer to Police Officer transfer Course – Law Enforcement Officer State Certification* or to be able to pass all prescribed standards set forth by the Sheriff's Training Institute when the availability of said CO to PO course exists.
- Must successfully complete an eight-week training course after appointment.

### **Bid Instructions**

- Bid forms are 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 "CCSO Bid Sheet Fillable" link (<https://cookcounty.sharepoint.com/sites/SheriffNet/departments/hr/SiteAssets/CCSO%20BID%20SHEET%20pdf%20fillable%20%28002%29.pdf>).
  - The Sheriff's Website at <https://www.cookcountysheriff.org>.
- Please complete and submit your Bid form to the Department of Human Resources at [ccso.transfer@cookcountyil.gov](mailto:ccso.transfer@cookcountyil.gov)
- Bid forms will be accepted ELECTRONICALLY ONLY between the following dates and times:

***Start Date: 8:00 am 18 January 2021 – End Date: 4:00 pm 29 January 2021***

### **Selection Process**

Applicants will be scheduled for the Physical Ability Test (PAT) (Requirements Attached) and those who successfully pass will be notified of additional testing requirements and dates. The attached PAT Test Release and Waiver and PAT Medical Release for Physical Ability Test form must be completed and turned in on the day of the PAT Test.

For further information regarding the above process, kindly refer to Article XIV – Job Posting and Transfers, Section 14.3 - Posting of Vacancies and Bidding, I DOC, C. Special Assignments of the Collective Bargaining Agreements and consistent with Article J – Seniority Plus Bid Transfer of Sheriff's Employment Action Manual, which is posted on the Cook County Sheriff's website: [www.cookcountysheriff.org](http://www.cookcountysheriff.org).

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.

Printed Name: Department Head or Designee's Signature: Date: Carmen Ruffin, Director- EMU 2 March 2020

CC: Bureau Chief, Brad Curry  
 Executive Director, CCDOC Operations, Michael Miller  
 Executive Director, Sheriff's Training Institute, Marie Rangel Assistant  
 Executive Director, Community Corrections, Carmen Ruffin Interim  
 Executive Director, Human Resources, Matt Burke  
 Director of Employment Actions, Ngozi C. Okorafor  
 Compliance Officer CCSO, Elizabeth Oplawski  
 Chief Union Steward (Teamsters 700) Anthony McGee  
 Attachments: PAT Requirements  
 PAT Test Release and Waiver  
 PAT Medical Release for Physical Ability Test Form