

COOK COUNTY SHERIFF'S OFFICE



Job Code: 5328
Job Title: Electronic Monitoring Sergeant
Salary Grade: 18
Department: Department of Corrections / Electronic Monitoring Unit

Characteristics of the Position

General Overview

Under the direction of the Electronic Monitoring Lieutenant, 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; 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 Corrections Electronic Monitoring Unit, including Civilians and Investigators responsible for conducting activities relative to the Electronic Monitoring participants which include, on-site installation and minor repairs of monitoring equipment, field monitoring of participants, responding to participant violations, apprehension of violators and any other related assignments; maintains complete and current records of activities of assigned staff; investigates and detects violations of the laws of the State of Illinois; ensures Sheriffs' Orders and the Cook County Department of Corrections, General Orders, policies and procedures are current and compliant with current laws and ordinances, making recommendations as needed.

Key Responsibilities and Duties

Prepares daily work schedules and maintains workload statistics and records; prepares reports; makes recommendations to improve operations and streamline work processes.

Maintains and retrieves information from various databases for participant information provided to the Electronic Monitoring staff and other Sheriff's employees, as appropriate.

Ensures the on-site installations of monitoring equipment and repairs of minor equipment malfunctions are completed properly and in a timely manner.

Ensures the placement and monitoring of all participants, including the delivery of the participant to the designated residence, is completed following established protocols.

Coordinates the distribution of all electronic monitoring equipment, ensuring the equipment is accounted for and is handled appropriately.

Administers and monitors the placement or non-placement of participants, including the delivery of the participant to the designated residence or location, home visits, the response to interviews, interrogations, investigations, arrests and the preparation and completion of criminal and related reports and ensures established protocols are followed; recommends and authorizes participant's re-incarceration for program rule violations.

Oversees the process and approval for participant movement and close monitoring outside the residence for purposes of medical, legal, work, school and/or other authorized activities, including ensuring that the participants are attending scheduled appointments for which permission was granted.

Audits and reviews participant files for accurate record keeping, including but not limited to, new arrests, court cases and background references; ensures program participants files are updated manually and electronically.

Maintains constant, ongoing open lines of communication with participant's families.

Directs staff regarding specific assignments and destinations to determine the scope and emphasis of investigations; confers with other Supervisor's as needed.

Coordinates and participates in investigations by locating and interviewing witnesses and other individuals, examining the premises of the deceased or the scene of the crime under investigation and by reviewing all pertinent records for further information.

Trains and instructs personnel in proper investigative techniques.

Oversees staff attendance; may administer counseling and progressive discipline when deemed necessary and in compliance with all collective bargaining units and Sheriff's Orders.

Ensures staff and participants are in compliance with all Electronic Monitoring policies, procedures, rules, and regulations.

Prepares and reviews reports of investigations of participants and/or equipment and, if necessary, re-investigates particular aspects of a case in order to clarify details pertinent to the investigation.

Oversees the communication with Cook County Department of Corrections, Cook County Clerk of the Circuit Court, and other Department's appropriate staff to identify discharges from the Electronic Monitoring program in order to prepare participants for discharge from the Cook County Department of Corrections and to advise of program participation; contacts the Cook County Department of Corrections RCDC and Records Divisions to process new participants.

Responsible for the appropriate notification to local law enforcement agencies of a participant's status; responsible for the written and verbal notification to the Cook County Sheriff's Central Warrants Unit and other appropriate agencies in the event a participant is deemed absent without leave (AWOL).

Interacts with Cook County State's Attorney's, Public Defenders, various police department personnel, the Judiciary and Sheriff's Office representatives of other programs.

Oversees data analysis and other research.

Testifies before the Circuit Court, as required, to relate the results of investigative tasks and other Electronic Monitoring responsibilities.

May search deceased bodies for money and valuables, taking any money and/or valuable(s) into custody and recording any item taken into custody on an official property receipt with signatures of qualified witnesses; may examine bodies of deceased; may photograph the scene of death.

Responsible for the maintenance of security measures and procedures established for the control of participants and for the efficient and appropriate conduct of staff assigned to the Electronic Monitoring Unit.

Ensures Cook County Sheriff's Orders and the Cook County Department of Corrections General Orders, policies and procedures are current and compliant with current laws and ordinances; research current law enforcement policies and trends and recommends changes to update current Department of Corrections and Electronic Monitoring Unit procedures, rules, and regulations.

Acts as a liaison to outside law enforcement agencies.

Responsible for the Vehicle Maintenance, Monthly Gas Usage, and other reports.

Knowledge, Skills and Abilities

Thorough knowledge of all Cook County Sheriff's Orders and Cook County Department of Corrections General Orders, with special emphasis on the Cook County Department of Corrections Electronic Monitoring and departmental written directives and special orders.

Thorough knowledge and understanding of labor contracts, Department policies, systems databases, operating procedures, and equipment of both the Electronic Monitoring Unit and the Department of Corrections.

Thorough knowledge of all federal, state, and local laws and regulations and how they affect investigative activities, specifically as it pertains to Electronic Monitoring, knowledge of professional investigative techniques and methods, courtroom procedures and rules of evidence.

Systemic knowledge of the criminal justice system, including court policies and procedures; general knowledge of court testimony and related procedures.

Skill and proficiency in the protocol and communication procedures in the use of police radios.

Basic knowledge of the fundamentals of management with the ability to supervise, train and direct personnel in all Electronic Monitoring duties and responsibilities, including professional investigative competencies.

Thorough working knowledge of and the ability to review all report forms for accuracy and completion.

Knowledge of the geographic layout of Cook County with the ability to read, understand and utilize maps.

Complete and thorough knowledge of investigative methodology.

Knowledge and experience in handling and collecting both documentary and physical evidence.

Ability to effectively communicate, both orally and in writing.

Ability to exercise good judgment, discretion, initiative, and resourcefulness in caring out assignments; ensures that all sensitive and restricted information and materials are handled with discretion.

Ability to get along with others with tact and courtesy.

Thorough working knowledge of institutional security measures and procedures, ability to enforce and regulate these measures and procedures.

Alert in observing all security details and the movements of participants; ability to exercise independent judgment in relation to issues of the activities of participants.

Competency in performing highly specialized administrative work independently, including the composition of letters, memorandums, and reports; skill in planning, developing, and completing complex assignments with minimal direction; accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Thorough working knowledge of or the ability to quickly and effectively grasp and utilize the policies, protocols, systems, procedures and technical vernacular of the agency, department, and County, as applicable to assigned duties and responsibilities.

Ability to effectively participate in staff meetings, internal audit interviews or other forums aimed at developing constructive ideas, observations, audit findings and recommendations.

Skill and ability to effectively perform and direct any or all clerical and secretarial, tasks, administrative tasks and operational tasks within the jurisdiction or area of authority designated.

A high level of accuracy and proficiency in the use of computers and related software, including programs designed to manage and generate information, reports, letters, etc., may be required.

A high level of skill and proficiency in maintaining work related records and evaluating the work activities and records of other staff engaged in related assignments.

Skill and knowledge to complete all duties and tasks, as assigned.

Minimum Qualifications

Possession a High School Diploma or General Education Development (G.E.D.) test certificate.

One (1) or more years of professional supervisory work experience in law enforcement, community corrections or a correction related organization.

Possession of a valid Driver's License with the ability to safely operate a motor vehicle.

Possession of a valid State of Illinois Firearms Owners Identification Card (F.O.I.D.) with the ability to qualify with and carry a firearm.

Required to be 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.

Preferred Qualifications

Possession of a Bachelor's Degree from an accredited college or university. Previous professional work experience in an

Electronic Monitoring program.

Typing skills (twenty-five (25) w.p.m. with 95% accuracy) and familiarity with computer keyboards and data inputting, clearly legible handwriting, and proficiency in spelling.

Proficiency in the use of Microsoft Word, Excel and/or Access.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.