

Court Services Department
Eviction Unit - BID- CSD-SPBT-2021-01
Acknowledgement of Operational and Training Requirements

Applicant Name: _____

Applicant JDE: _____

Date: _____

Instructions: Carefully read each of the statements below and initial in the space provided. You are hereby acknowledging that you have been made aware of and understand expectations and operational and training requirements of the Eviction Unit. By initialing these statements, you understand that if you are awarded the Seniority Plus Bid Transfer to the Eviction Unit, you will be held to these standards and are willing to perform the responsibilities of the position, and will be unable to return to your original assignment without cause.

Initial Below:

1. The duties of a Deputy Sheriff assigned to the Eviction Unit is to enforce eviction orders by removing parties that are no longer in legal possession of a property as well as execute other orders of court regarding levies and replevins as well as, the execution of warrants, and body attachments. Additionally, as part of the Civil Division, Eviction Unit Deputy Sheriffs may be assigned to assist the Civil Process Unit to serve process on parties named in legal proceedings including protective orders.

1. – I understand and am willing to perform these duties: Initials: _____

2. The Eviction Unit operates five (5) days a week, Monday through Friday with Saturday and Sunday as the regular days off (RDOs) from 0700 – 1500 with various facilities reporting locations. There will be instances when you will be directed to work past 1500 hours or your shift and detail hours may be changed due to the processing of an arrest, warrant, involuntary committal, inventorying of property, critical incident, training, or any other assignment based on the operational needs of the Eviction Unit.

2. – I understand and am willing to perform these duties: Initials: _____

3. Deputy Sheriffs assigned to the Eviction Unit are required to successfully complete the 40-hour Crisis Intervention Training (CIT) course or be currently certified in CIT through the Bureau of Training and Education. Eviction Unit Deputy Sheriffs are required on a daily basis to utilize the crisis intervention techniques to deescalate intense situations and resolve disputes when possible.

3. – I understand and am willing to perform these duties: Initials: _____

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4. Deputy Sheriffs assigned to the Eviction Unit are required to pass a certification course when offered in less-lethal options, such as oleoresin capsicum spray (OC Spray), impact devices (ASP baton), and Conducted Energy Device (CED) or currently must be certified in these options.

4. – I understand and am willing to perform these duties: Initials: _____

5. Deputy Sheriffs assigned to the Eviction Unit are required to wear body armor, a full-duty belt, and body worn camera as prescribed by the Sheriff's Office Policies/Procedures at all times while in the field.

5. – I understand and am willing to perform these duties: Initials: _____

6. Deputy Sheriffs assigned to the Eviction Unit maybe required to attend training courses which are outside of normal working hours, RDOs, and reporting locations.

6.– I understand and am willing to perform these duties: Initials: _____

7. During the enforcement of any court order, a Deputy Sheriff assigned to the Eviction Unit will be required to carry and deploy various tools needed to force entry into a structure, such as, a halligan tool, breaching bar, bolt cutters, 35 lbs. ram, etc.

7. – I understand and am willing to perform these duties: Initials: _____

8. Deputy Sheriffs assigned to the Eviction Unit must possess a valid Firearm Owner's Identification Card (FOID) and a handgun which meets the regulations set forth by the Sheriff's Office for a primary duty handgun.

8. – I understand and am willing to perform these duties: Initials: _____

9. Deputy Sheriffs assigned to the Eviction Unit must be authorized to carry a handgun by the Sheriff's Office.

9. – I am authorized to carry a handgun by the Sheriff's Office: Initials: _____

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10. Deputy Sheriffs assigned to the Eviction Unit must be able to qualify with a primary duty handgun, in regular intervals as prescribed by the Sheriff's Office Training and Education Bureau.

10. – I understand and am willing to perform these duties: Initials: _____

11. Must possess a valid driver's license.

11. – I possess a valid driver's license: Initials: _____

Please note – The above listed operational and training requirements are not all inclusive. All Cook County Sheriff's Office policies, procedures, directives and Illinois Complied Statutes must be adhered to.

I certify that no Political Reasons or Factors were considered in any decision I made or action I took related 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.

Applicant Name (Print): _____ JDE: _____

Applicant Signature: _____ Date: _____