

Court Services Department
Civil Process Unit – BID – CSD-SPBT-2021-03
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 the expectations, operational, and training requirements of the Civil Process Unit. By initialing these statements, you understand that if you are awarded the Seniority Plus Bid Transfer to the Civil Process Unit, you will be held to these standards and will be unable to return to your original assignment without cause.

Initial Below:

1. The duties of Deputy Sheriffs assigned to the Civil Process Unit is the service of all court process filed with the Cook County Sheriff's Office. Deputy Sheriffs will be assigned to serve process on parties named in legal proceedings as well as the service of protective orders, the execution of warrants, and civil body attachments. However, as part of the Civil Division, Civil Process Unit Deputy Sheriffs may be assigned to assist the Eviction Unit to execute eviction orders, levies, and replevins.

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

2. The Civil Process Unit operates seven (7) days a week. A Deputy Sheriff will be assigned to five (5) consecutive eight (8) hour days with two consecutive regular days off. Shift and RDO availability will be based on seniority or operational need of the department at time the Seniority Plus Transfer Bid is awarded. Civil Process Unit has three (3) regular days off (RDOs) groups Friday/Saturday, Saturday/Sunday, and Sunday/Monday. I have read the shifts and assignments listed in the job posting and understand there will be instances when working past assigned hours, assigned shifts, details or work locations 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 department.

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

3. Deputy Sheriffs assigned to the Civil Process 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. Civil Process Unit Deputy Sheriffs are required to utilize the crisis intervention techniques to deescalate intense situations to resolve disputes whenever possible on a regular basis.

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

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4. Deputy Sheriffs assigned to the Civil Process 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 must be currently certified in these options.

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

5. Deputy Sheriffs assigned to the Civil Process Unit are required to wear body armor, 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 Civil Process Unit may be 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. Deputy Sheriffs assigned to the Civil Process Unit will be required to drive a vehicle for their entire shift. During their tour, Deputy Sheriffs will get in/out of their vehicle, making regular stops for service of court orders which may exceed 30 addresses daily.

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

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

8. – I understand and possess the required criteria: Initials: _____

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

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

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10. Deputy Sheriffs assigned to the Civil Process Unit must be able to qualify with 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: _____