

COOK COUNTY SHERIFF'S MERIT BOARD



RULES AND REGULATIONS

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***COOK COUNTY SHERIFF'S MERIT BOARD
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Board Member

PATRICK M. BRADY

Board Member

THOMAS J. DART
Sheriff of Cook County, Illinois



Rosemarie Nolan
Executive Director
Sheriff's Merit Board

INTRODUCTION

The Cook County Sheriff's Merit Board, consisting of nine (9) members, was established in conformance with the provisions of Chapter 55 of the Illinois Compiled Statutes. The Board by virtue of the authority vested in them by Statute may conduct test(s) which may consist of a written examination, physical ability test and any other examination or process the Merit Board deems necessary to establish a Certified Roster of Applicants for the positions of Correctional Officer and Deputy Sheriff. The Merit Board further conducts promotional examinations for positions within the Cook County Sheriff's Police Department, Cook County Department of Corrections and the Cook County Court Services Department. Those qualifying for consideration for promotion in these Departments are certified and referred to the Sheriff who upon further review will affect the actual hiring and promotion of individuals as needed from the Certified Roster of Applicants. The Board has statutory authority to conduct hearings on disciplinary matters involving Police Officers, Police Sergeants, Police Lieutenants, Correctional Officers, Correctional Sergeants, Correctional Lieutenants, Correctional Captains, Deputy Sheriffs, Deputy Sergeants and Deputy Lieutenants subsequent to their one (1) year probationary period. The Board's jurisdiction applies when the Sheriff files written charges requesting disciplinary suspension in excess of thirty (30) days, demotion in rank or separation from service.

The Merit System affords Employees of the Cook County Sheriff's Office certified, tenured status. It gives the Board discretionary rights to select and conduct tests for Applicants as well as establish requisites of education, training, and experience. The Board is empowered to change, modify or replace these provisions by Resolution on majority vote of the Board.

CHAPTER 55

ILLINOIS COMPILED STATUTES

DIVISION 3-7

(A)

ADMINISTRATIVE PROCEDURES

RULES AND REGULATIONS

COOK COUNTY SHERIFF'S MERIT BOARD

October, 2015

Chicago, Illinois

County of Cook

(B)

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ARTICLE I

ADMINISTRATIVE MATTERS

A. **Officers and Employees**

The Merit Board, its staff and records will be maintained in an office in the City of Chicago, Illinois.

B. **Confidential Matters of the Board**

The files of the Board relating to all personnel matters of the Cook County Sheriff's Police Department, the Cook County Department of Corrections and/or the Cook County Sheriff's Court Services Department will be deemed confidential.

C. **Regular Meetings of the Board**

A Regular Meeting of the Board will be held at its office in Chicago, Illinois, on the *third* Thursday in January, April, July and October. All meetings will be conducted under the provisions of the Illinois Open Meetings Act. The Board may postpone the Quarterly Meeting to an alternate date as decided by the Chairman, but no later than the last day of the same month.

D. **Special Meetings of the Board**

A Special Meeting of the Board may be requested by the Chairman or any three (3) Board Members specifying the date, time and place of such meeting at least five (5) days before the date thereof.

E. **Quorum**

A quorum consisting of at least forty percent (40 %) of the Board is mandated by Statute to conduct any and all business of the Board.

F. **Voting**

On all matters, the concurrence of at least five (5) members of the Board or majority whichever is relevant shall be necessary to render a decision. Any such decision will constitute a decision of the entire board.

G. Change in Procedures, Rules and Regulations

The Board at any meeting may amend, adopt or rescind any Procedure, Rule and/or Regulation; provided, however, that written notice will be given to each Board Member of any proposed amendment, adoption or recession of any such Procedure, Rule or Regulation. Amendment, adoption and/or rescission will be by Board Resolution.

H. Officers of the Board

The Officers of the Board will consist of a Chairman, Vice-Chairman, and Secretary.

The Chairman will preside at all meetings and will perform all duties required of him by these Procedures, Rules and Regulations.

The Vice-Chairman will preside at meetings in the absence of the Chairman.

The Secretary will keep or direct to be kept the minutes and records of the Board.

The term of each Officer will be for the tenure prescribed in 55 ILCS 5/3-7002.

I. Minutes and Records

The Board will keep and maintain written records of Board meetings. The actions and decisions of the Board will be maintained in these records. Pursuant to PA 93-523 closed *meetings* will be audio recorded. Public Act 97-0504 mandates that all members of a public body take the Illinois electronic FOIA/OMA electronic training. The member is required to provide the public body (*Board*) with a certificate of completion of training.

J. Personnel Matters

The Board will be advised in writing by the Sheriff's Bureau of Human Resources Office of all appointments and promotions to all positions in the Cook County Sheriff's Police Department, Cook County Department of Corrections and Cook County Court Services Department. The Board will further be advised in writing of all separations, i.e. resignation, termination, retirement, deceased, and leave of absences identifying individually, those for the benefit of the Sheriff and those for the personal benefit of the employee.

K. Assistance to Other Governmental Agencies

The Board *may* provide requesting governmental agencies having duties similar to the Sheriff's Merit Board, information, specialized or technical assistance requested by such agencies. Reciprocity and mutual benefit may be considered and that such information or assistance will not adversely affect the operations of the Sheriff's Department, Merit Board or its staff. Compliance with personnel privacy provisions, both those mandated by law and those established by labor contracts will be strictly adhered to.

ARTICLE II

ENTRY LEVEL APPLICATION PROCESS

A. Application Availability

Application distribution and Job Opportunity posting periods will be prescribed by the Board.

B. Applicant Requirements

Applicants will be required to state or provide the following:

1. Position Desired
2. Applicants Legal Name
3. Home Address, Telephone Number, Cell Number and Email Address
4. Social Security Number
5. Date of Birth and Age at Time of Application
6. United States Citizenship information
7. Gender
8. High School / G.E.D. or advanced education with a minimum 60 credit hours.
9. Summary of criminal convictions, if any
10. Credit Card in the amount of \$25.00 payable to the Cook County Collector
11. Valid Driver's License, acceptable to the Board
12. The Sheriff's Merit Board may provide a waiver of the filing fee for United States Military Veterans as described in Article III D 1 or those applicants who demonstrate financial hardship to the satisfaction of the Board. The Board decision is final.
13. Possess a Valid Illinois Firearms Owner's Identification Card (F.O.I.D.) or qualify to obtain an F.O.I.D. Card prior to being Certified by the Sheriff's Merit Board.

The above provisions must adhere to the mandates of the Board. Any suspensions or revocations of required documents may result in the rejection of an application or decertification by the Board. It will be incumbent upon the applicant to have required document(s) available to the Board as requested during the application process.

C. Application Standards

Applications may not be rejected due to inadvertent omissions, deficiencies or intentional misrepresentations that may be corrected during the certification process.

ARTICLE III

APPOINTMENT STANDARDS

A. Standards for Appointment to the Cook County Sheriff's Police Department

Applicants for appointment to the position of Police Officer in the Cook County Sheriff's Police Department, in addition to meeting the standards prescribed in the Illinois Compiled Statutes, Chapter 55 Division 3-7 Section 5/3 -7008 Applicants must also:

1. Be a *Certified* Sworn Member who has served/completed one (1) year of service with the Cook County Sheriff's Office at the time of the promotional examination for the position of Police Officer.
2. Possess a minimum of (60) credit hours or an Associate Degree from an accredited college or university acceptable to the Board at the time of the promotional examination for the position of Police Officer or;
3. Possess a minimum of two (2) years of Honorable Active Military Duty in the United States Military acceptable to the Board at the time of the promotional examination for the position of Police Officer.
4. Be in good physical condition through the meeting of current fitness standards and successfully passing written, physical, and other tests and examinations as shall be prescribed by the Board, or required by Illinois State Law.
5. Possess such prerequisites of training, education and experience and meet such standards of intelligence, reasoning and judgment as the Board shall from time to time prescribe.
6. Be subject to a thorough investigation of background, reputation and character if so required by the Board.
7. be acceptable to the Board after oral interview, if so required by the Board.

B. Intergovernmental Agreements

Intergovernmental Agreements between the Cook County Sheriff's Office and a local governmental unit or municipal corporation in the State of Illinois authorized by the Sheriff may allow for consideration to be given by the Merit Board to Certify entry level Police Officers that are certified as a Law Enforcement Officer by Illinois Law Enforcement Training Standards Board (50 ILCS 705) Illinois Police Training Act).

The Merit Board may conduct tests for whom the Sheriff requests in writing that such tests be completed which may consist of criminal background investigation, written examinations, physical ability test, and any other examination or process the Merit Board deems necessary to establish a Certified Roster of Applicants for the positions of entry level Police Officer.

Those qualifying for consideration for entry level Police Officer positions are certified and referred to the Sheriff who upon further review will affect the actual hiring of individuals as needed from the Certified Roster of Applicants. The Sheriff's Office will ensure that all other Illinois Law Enforcement Training Standards Board requirements are met.

C. Standards for Appointment to the Cook County Department of Corrections

Applicants for appointment to the position of Correctional Officer in the Cook County Department of Corrections in addition to meeting the standards prescribed by the Illinois Compiled Statutes, Chapter 55 Division 3-7. Applicants must also:

- 1. Be no younger than twenty-one (21) years of age at the time their application is received by the Board or twenty (20) years of age and complies with the educational mandates established in 55 ILCS 5/3-7008. Applicants twenty (20) years of age must have successfully completed sixty (60) college credit hours in general education coursework or an Associate Degree from an accredited College or University.**
- 2. Required Academic Credentials:**
 - a. Possess credentials acceptable to the Board which represent that the applicant is a High School graduate or possesses an equivalent General Education Degree (G.E.D) or alternatively a minimum of sixty (60) credit hours in general coursework or an Associate Degree from an accredited College or University.**
 - b. Applicants presenting documents issued by a *foreign nation* are required to submit supporting documentation acceptable to the Board from an agency authorized to confirm the validity of such documents.**
- 3. Be able to attain a passing score set by the Board for the current entry level examination.**
- 4. Be in good physical condition through the meeting of current fitness standards and successfully passing written, physical and other tests and examinations as may be prescribed by the Board, or required by Illinois State Law.**
- 5. Possess such prerequisites of training, education and experience and meet such standards of intelligence, reasoning and judgment as the Board may from time to time prescribe.**
- 6. Be acceptable to the Board following a thorough investigation of background, reputation and character.**
- 7. Be acceptable to the Board after oral interview, if so required by the Board.**

D. Standards for appointment to the Cook County Court Services Department

Applicants for Appointment to the position of Deputy Sheriff in the Cook County Court Services Department in addition to meeting the standards prescribed by the Illinois Compiled Statutes, Chapter 55 Division 3-7 Applicants must also:

- 1. Be no younger than twenty (21) years of age at the time their application is received by the Board or twenty (20) years of age and complies with the educational mandates prescribed in 55 ILCS 5/3-7008. Applicants twenty (20) years of age must have successfully completed sixty (60) college credit hours in general education coursework or an Associate Degree from an accredited College or University.**

2. **Required Academic Credentials:**
 - a. Possess credentials acceptable to the Board which represent that the applicant is a High School graduate or possesses an equivalent G.E.D. or alternatively a minimum of sixty (60) credit hours in general education course work or an Associate Degree from an accredited College or University.
 - b. Applicants presenting documents issued by a *foreign nation* are required to submit supporting documentation acceptable to the Board from an agency authorized to confirm the validity of such documents.
3. Be able to attain a passing score set by the Board for the current entry level examination.
4. Be in good physical condition through the meeting of current fitness standards and successfully pass written, physical and other tests and examinations as may be prescribed by the Board, or required by Illinois State Law.
5. Possess such prerequisites of training, education and experience and meet such standards of intelligence, reasoning and judgment as the Board may from time to time prescribe.
6. Be acceptable to the Board following a thorough investigation of background, reputation and character.
7. Be acceptable to the Board after oral interview, if so required by the Board.

E. **Veteran's Preference for Appointment**

Applicants for appointment to the Cook County Department of Corrections and/or the Cook County Sheriff's Court Services Department who have served Honorably in the Military Services of the United States of America for two (2) years of active duty, may file with their applicant *Personal History Questionnaire* a copy of their Honorable Service form (DD 214) or any other confirmable document acceptable to the Board to be considered for Veteran Preference. The Board will apprise the Sheriff's Bureau of Human Resources Office of those Applicants Certified by the Board who have proven Honorable Service in the Armed Forces of the United States. The Board will suggest that Military Veterans who have been Certified by the Board and successfully complete further review by the Sheriff's Bureau of Human Resources Office compose ten percent (10%) of the hired Applicants.

1. Any Military Veteran having served Honorably in the Military Services of the United States of America who applies for a position with the Cook County Sheriff's Department within ninety (90) days of release from duty will upon presentation of document (s) i.e. DD 214 acceptable to the Board will have the \$25.00 application fee waived.

F. Applicants/Personnel Recalled to Active Military Duty

Applicants who have been Certified and/or have applied for entry level positions as a Correctional Officer or Deputy Sheriff that have been recalled to Active Military Duty Status in the United States Military will have the term that they are so activated held in abeyance for purposes of the term of their Certification period.

Sheriff's personnel who have been Certified for promotion and/or have applied for Merit Board promotional examinations who have missed examinations due to recall to Active Military Duty Status in the United States Military will be given the opportunity to take any missed examination(s) upon their return. Candidates may be tested only if the current certification period has not expired.

Certified Military Documents acceptable to the Board, i.e.: orders to report for active duty and orders terminating the active duty status must be presented to the Board within the period of time prescribed by Title 38, United States Code, Chapter 43, for consideration. Sheriff's personnel who have notified the Sheriff's Bureau of Human Resources Office of their Active Military Duty Status and have been on a Military Leave of Absence will only be required to submit to the Board documents substantiating their active duty Military status.

G. Standards for Appointment Certification.

Upon completion of the written examination, physical ability test, background investigation and any other testing mandated by the Board; Applicants who have been found to possess the prescribed requisites for certification will be so informed by the Board.

Thereafter, the Board may conduct oral interviews of Applicants as necessary and will certify alphabetically to the Sheriff those Applicants deemed by the Board to be qualified for appointment consideration. When an eligible Applicant's name has remained on the eligibility list for two (2) years, it will be stricken from the register and canceled. An Applicant certified for appointment that declines to accept appointment will be deemed to have withdrawn from their Merit Board Certified Status.

H. Physical Ability Test.

The Merit Board will cause to be administered a Physical Ability Test to all Applicants who successfully complete the written examination. The Physical Ability Test as developed and administered by the Sheriff's Training Institute is intended to screen and identify Applicant(s) having the physical ability and endurance to address the challenges presented in pre appointment training. The Physical Ability Test currently consists of the following three (3) physical requirements.

1. One (1) Minute Sit Up Test (24 bent leg sit ups)
2. One (1) Repetition Maximum Bench Press (52% of total body weight)
3. One and a Half (1.5) Mile Run (16.52 minutes)

I. Applicant Notification

Applicants will be notified of Certification/Rejection status in writing. Applicants rejected during the Merit Board certification process or Cook County Sheriff's Office hiring process may elect to reapply for certification.

J. Applicant Certification Change

All non-hired Applicants will be allowed to change their certification category, i.e., Deputy Sheriff to Correctional Officer or the reverse once during the processing of the application or two (2) year term of the certification as prescribed above. Applicants requesting a certification change will submit a written request to the Sheriff's Merit Board stating the reason for the certification change. If acceptable to the Board the certification change can be implemented on the authority of one (1) Board member.

In the event that a change in certification category does occur, the original certification date will be used in computing the two (2) year certification expiration date.

K. Review

The Board will review its certification process annually.

1. The Board will assure the certification process is valid and applicable to the respective needs of the various Cook County Sheriff's Departments.
2. The Board will check for adverse impact and take appropriate measures to correct if necessary.
3. The Board will retain all records for a minimum of three (3) years in conformance with the Illinois Public Records Act.
4. Records and materials deemed expendable will be disposed of by burning or shredding, monitored by at least one (1) Board Member or designee.

ARTICLE IV

CLASSIFICATION OF RANKS

A. Cook County Sheriff's Police Department

- 1. Police Lieutenant**
- 2. Police Sergeant**
- 3. Police Officer**
- 4. Individuals serving in positions outside the above classified ranks will be exempt from merit classification.**

B. Cook County Department of Corrections

- 1. Correctional Captain**
- 2. Correctional Lieutenant**
- 3. Correctional Sergeant**
- 4. Correctional Officer**
- 5. Individuals serving in positions outside the above classified ranks will be exempt from merit classification.**

C. Cook County Sheriff's Court Services Department

- 1. Deputy Lieutenant**
- 2. Deputy Sergeant**
- 3. Deputy Sheriff**
- 4. Individuals serving in positions outside the above classified ranks will be exempt from merit classification.**

ARTICLE V

PROMOTIONAL STANDARDS

A. Standards for Promotion in the Cook County Sheriff's Police Department

1. To be eligible for the Police Officer examination:

- a. must have served/completed a minimum of one (1) year of service as a Merit Board Certified Sworn Member with the Cook County Sheriff's Office at the time of the promotional examination.
- b. must not be on leave of absence unless such leave of absence is for the benefit of the Sheriff of Cook County.
- c. must not be under suspension by order of the Board at the time of the promotional examination.

2. Examination

- a. A written promotional examination will be given by the Board no less frequently than every two (2) years for each rank. Notice of an exhausted list of Certified Candidates by the Cook County Sheriff may be cause to conduct an examination prior to the two (2) year certification period.
- b. All promotional examinations will be prepared to ensure that they are job related and in compliance with all Federal and State Statutes and any other applicable law.
- c. A bibliography of study materials used in the formulation of all promotional examinations will be provided to Candidates to assist them in preparing for the promotional examination.
- d. Candidates will receive a Promotional Announcement prior to the written promotional examination which will include the date, time and location relating to all elements of the process.
- e. Requests for inspection, appeals or exceptions to the promotional examination or process will be made in writing directly to the Board who has the authority for final determination of all appeals. The requests will thoroughly relate the concern of the requestor(s).
- f. Any employee on written request approved by the Executive Director or designee will be permitted to examine their written promotional examinations.

3. Compiling Scores for Each Promotional Examination

Promotional Examination Scores for all ranks within the Sheriff's Police Department will be based entirely on the results of the written promotional examination administered for each respective position.

4. Certification Process

- a. Candidates must have taken and passed the written promotional examination for the respective rank offered by the Merit Board. The Board will determine the passing grade on each examination.
- b. The Board or any member thereof may conduct oral interviews of qualified Candidates. The Board will submit to the Cook County Sheriff a list of those officers found to be certified for promotion to the next respective rank.
- c. The Board may certify for promotion more or fewer Candidates than there are vacancies existing in the various ranks.
- d. Certification lists will be published alphabetically.

5. Duration of Certified Promotional Lists

A certified list to the Cook County Sheriff will remain in force for two (2) years from the date of certification or until a new list is available.

B. Standards for Promotion in the Cook County Department of Corrections

1. To be eligible for examination an Officer:

- a. must have served/completed a minimum of one (1) year of service in the next immediate lower rank in the Cook County Department of Corrections at the time of the promotional examination.
- b. must not be on leave of absence unless such leave of absence is for the benefit of the Sheriff of Cook County.
- c. must not be under suspension by order of the Board at the time of the promotional examination.

2. Examination

- a. A written promotional examination will be given by the Board no less frequently than every two (2) years for each rank. Notice of an exhausted list of Certified Candidates by the Cook County Sheriff may be cause to conduct a promotional examination prior to two (2) years.
- b. All promotional examinations will be prepared to ensure that they are job related and in compliance with all Federal and State Statutes and any other applicable law.
- c. A bibliography of reading materials used in the formulation of the examination will be provided to Candidates to assist them in preparing for the examination.

- d. **Candidates will receive a Promotional Announcement prior to the written promotional examination which will include the date, times and location relating to all elements of the process.**
- e. **Requests for inspection, appeals or exceptions to the promotional examination or process will be made in writing directly to the Board who has the authority for final determination of all appeals. The requests will thoroughly relate the concern of the requestor(s).**
- f. **Any employee on written request approved by the Executive Director or designee will be permitted to examine their written examination.**

3. Compiling Scores for Each Promotional Examination

Promotional examination scores for all ranks within the Cook County Department of Corrections will be based entirely on the results of the written promotional examination administered for each respective position.

4. Certification Process

- a. **Candidates must have taken and passed the promotional examination for the respective rank offered by the Board. The Board will determine the passing grade on each examination.**
- b. **The Board or any member thereof may conduct oral interviews of qualified Candidates. The Board will certify to the Cook County Sheriff those officers found to be certified for promotion to the next respective rank.**
- c. **The Board may certify for promotion more or fewer Candidates than there are vacancies existing in the various ranks.**
- d. **Certification lists will be published alphabetically.**

5. Duration of Certified Promotional Lists

A certified list provided to the Cook County Sheriff will remain in force for two (2) years from the date of certification, or until a new list is available.

C. Standards for Promotion in the Cook County Sheriff's Court Services Department

1. To be eligible for examination an Officer:

- a. **must have served/completed a minimum of one (1) year of service in the next immediate lower rank in the Cook County Sheriff's Court Services Department at the time of the promotional examination.**
- b. **must not be on leave of absence unless such leave of absence is for the benefit of the Sheriff of Cook County.**
- c. **must not be under suspension by order of the Board at the time of promotional examination.**

2. Examination

- a. A written promotional examination will be given by the Board no less frequently than every two (2) years in each rank. Notice of an exhausted list of Certified Candidates by the Cook County Sheriff may be cause to conduct an examination prior to two (2) years.**
- b. All promotional examinations will be prepared to ensure that they are job related and in compliance with all Federal and State Statutes and Cook County Ordinances.**
- c. A bibliography of reading materials used in the formulation of the examination will be provided to candidates to assist them in preparing for the examination.**
- d. Candidates will receive a Promotional Announcement prior to the written promotional examination which will include the date, times and location relating to all elements of the process.**
- e. Requests for inspection, appeals or exceptions to the examination or process will be made in writing directly to the Board who has the authority for final determination of all appeals. The requests will thoroughly relate the concern of the requestor(s).**
- f. Any employee on written request approved by the Executive Director or designee will be permitted to examine their respective examinations.**

3. Compiling Scores for Each Promotional Examination

Promotional Examination Scores for all ranks within the Court Services Department will be based entirely on the results of the written examination administered for each respective position.

4. Certification Process

- a. Candidates must have taken and passed the promotional examination for the respective rank offered by the Board. The Board will determine the passing grade on each examination.**
- b. The Board or any member thereof may conduct oral interviews of qualified Candidates. The Board will certify to the Sheriff those officers found to be qualified for promotion to the next respective rank.**
- c. The Board may certify for promotion more or fewer Candidates than there are vacancies existing in the various ranks.**
- d. Certification lists will be published alphabetically.**

5. Duration of Certified Promotional Lists.

A certified list to the Cook County Sheriff will remain in force for two (2) years from the date of certification, or until a new list is available.

D. Probationary Period.

The probationary period for Merit Board appointed Cook County Sheriff's Police Officers, Police Sergeants, Police Lieutenants, Correctional Officers, Correctional Sergeants, Correctional Lieutenants, Correctional Captains, Deputy Sheriffs, Deputy Sergeants and Deputy Lieutenants will be for one (1) year from the date of appointment to the respective position.

E. Annual Evaluation.

The entry level and promotional process will be evaluated on an annual basis and revised, if the Board so rules.

ARTICLE VI

RESIGNATIONS / REINSTATEMENTS / CERTIFICATION CHANGE

- A. Any Police Officer, Police Sergeant, Police Lieutenant, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain, Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant who resigns from the Cook County Sheriff's Office for any reason will not be reinstated.**
- B. Should a former Police Officer, Police Sergeant, Police Lieutenant, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain or Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant desire to be reinstated with the Cook County Sheriff's Department they must reapply and take the requisite examinations being administered at the time of application and meet the basic requirements for appointment as a Correctional Officer in the Cook County Department of Corrections or as a Deputy Sheriff in the Court Services Department as directed by the Sheriff's Merit Board.**
- C. Any person who is employed as a Deputy Sheriff or Correctional Officer will not be allowed to change their certification category unless:**
- 1. A written request is made to the Sheriff's Merit Board explaining the need for the change. Board approval of the requested change will result in the Certification in the prior position being rescinded.**
 - a. Certification change requires the approval of five (5) members or a majority, whichever is relevant of the Board Members. When a Certification change is approved by the Board the member will not be subject to a new probationary period.**
 - b. Approval of the requested Certification change may subject the requester to further training as mandated by the Board or the Sheriff's Department of Personnel.**

ARTICLE VII

LEAVE OF ABSENCE

Leaves of absence without pay may be granted to any member of the Cook County Sheriff's Police Department, Cook County Department of Corrections, or Cook County Sheriff's Court Services Department irrespective of rank. The leave will be from the position and rank they hold at the time the leave is granted. Upon termination of the leave, the officer will be returned to the same rank they held at the time the leave was granted provided a vacancy still exists. Leaves of absence will not be granted to any Cook County Sheriff's Police Officer, Police Sergeant, Police Lieutenant, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain, Deputy Sheriff, Deputy Sergeant, and Deputy Lieutenant who has not completed their probationary period.

All leaves of absence, except for military service, will be for one (1) year or less, with the privilege of reapplying for a new leave of absence at the expiration of the first. Leaves of absence will be granted by the Sheriff, with notification to the Board. An officer on leave of absence who accepts a position other than that for which the leave is granted, without written approval of the Sheriff, will be deemed to have resigned. An officer who fails to return to their position following the granted leave or fails to request and be granted a new leave of absence before the expiration of the first leave will be deemed to have resigned.

Leaves of absence without pay may be granted for the following reasons and purposes:

- 1. Illness of an employee properly certified by a physician acceptable to the Sheriff and the Board. However, the Board may require a member who has applied for such leave to submit to a physical examination by a physician of the Board's choosing.**
- 2. Required active duty in the military service of the United States of America, upon presentation of confirmed military documentation acceptable to the Board.**
- 3. Training in an institute of higher learning, when approved by the Sheriff and the Board.**
- 4. Other reasons acceptable to the Sheriff and the Board.**

ARTICLE VIII

DISCIPLINARY MEASURES

A. By the Sheriff

1. The Sheriff or designated representative, without filing charges with the Board, may suspend for any reasonable period of time not to exceed thirty (30) days any Police Officer, Police Sergeant, Police Lieutenant of the Cook County Sheriff's Police Department, any Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain of the Cook County Department of Corrections or any Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant of the Cook County Sheriff's Court Services Department for infractions of the Rules and Regulations. Such suspension may be ordered only if the employee has had an opportunity to respond to the Sheriff's decision.
2. The Sheriff or designated representative, without filing charges with the Board, may take reasonable disciplinary measures for infractions of the Rules and Regulations in addition to, or in place of, suspension.
3. The Sheriff or designated representative, may recommend separation, demotion or suspension for a period of time in excess of thirty (30) days of any Police Officer, Police Sergeant, Police Lieutenant of the Cook County Sheriff's Police Department or any Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain of the Cook County Department of Corrections or any Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant of the Court Services Department. However, charges against such person must be filed with the Board.
4. Nothing within this Article will be considered a limitation on the Sheriff's authority to file charges against any Police Officer, Police Sergeant, Police Lieutenant of the Cook County Sheriff's Police Department, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain of the Cook County Department of Corrections, or Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant of the Cook County Sheriff's Court Services Department for infractions of the Rules and Regulations.

B. By the Board

The Board, after hearing written charges pursuant to their authority in Chapter 55 of the Illinois Compiled Statutes, may upon the finding of the charges being proven order any of the following disciplinary measures as prescribed in 55 ILCS 5/3-7012.

1. Separation.
2. Reduction in rank.
3. Suspension for a period not to exceed a total of one hundred and eighty (180) days.
4. Or any other such sanctions prescribed by the Rules and Regulations of the Board which in the opinion of the members thereof the offense(s) may merit.

ARTICLE IX

DISCIPLINARY PROCEDURES

A. Complaints

In all cases where the Sheriff desires to discipline a Police Officer, Police Sergeant, Police Lieutenant of the Cook County Sheriff's Police Department, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain of the Cook County Department of Corrections, or Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant of the Cook County Sheriff's Court Services Department beyond the measures prescribed by Article VIII, Section A of these Rules and Regulations (except in the case of probationary employees), the Sheriff will file with the Board a written Complaint, setting forth a plain and concise statement of the facts upon which the Complaint is based and the specific section or sections of these Rules and Regulations which the employee is charged with violating.

B. Notification of Hearing

1. On receipt of a Complaint from the Sheriff, the Board will send a letter to the named employee enclosing a copy of the Complaint. The letter will advise of the filing of the complaint, the charges contained in the Complaint and the time and place of the hearing therefore. Said letter will constitute no less than ten (10) days' notice to the named employee. The letter will be sent by registered or certified mail, return receipt requested to the residence address on record of the accused employee. Delivery of the letter to the respondent's residence, as affirmed by the return receipt, will constitute service of the complaint on the accused employee. If service by registered or certified mail is not effectuated, the Board may provide for alternative methods of service.
2. A copy of the respondent's letter will be mailed to the Sheriff and will constitute notice to the Sheriff of the time and place of the hearing on the Complaint.

C. Scheduling Order

1. At the preliminary hearing, the hearing officer shall enter, with the assistance of the parties:
 - a. Dates of completion of any pre-hearing discovery, including document production and written discovery response.
2. Disclosure of expert witnesses shall be consistent with Illinois Supreme Court Rule 213(f) within thirty (30) days of hearing.

D. Respondent

1. Upon receipt of the Complaint, the individual named in the Complaint will have twenty-eight (28) days in which to file an answer or otherwise plead.
2. The individual named in the Complaint will serve one (1) copy of such answer or other pleading(s) to both the Sheriff and the Merit Board.

E. Hearings

- 1. The Board, or any member thereof, will hear the case and receive the evidence thereto. All hearings will be public.**
- 2. At the time and place of the hearing, the Sheriff and the named employee may be represented by counsel.**
- 3. At any Hearing before the Merit Board, the Sheriff's Office may designate an individual to serve as its designated representative to be present throughout the hearing. Such individual may be a witness in the proceeding and their identity must be made known prior to commencement of any hearing on the merits.**
- 4. All proceedings before the Board will be recorded by a Court Reporter.**
- 5. The record of hearings will not be transcribed by the Court Reporter unless requested by the Board or by any party interested in the hearing. The cost of the transcript will be by the responsibility of the person requesting it.**
- 6. All witnesses will be sworn by any member of the Board, by another employee of the Board or by the court reporter prior to testifying.**
- 7. The Board or any member thereof will first hear the evidence and witnesses supporting the charges which have been made. Thereafter, the named employee may present and examine the evidence and present witnesses whom they desire the Board to hear. All parties will have the right to cross-examine witnesses presented by the opposite party. The Board will have the right to examine and to recall witnesses.**

F. Decisions on Charges

- 1. If the case is heard by one Merit Board Member, the entire Board will review the evidence and the hearing transcript. The Board will then make its findings and determine its order. The findings and order of the Board will then be mailed to the accused employee by registered or certified mail return receipt requested. A copy of the notice will be mailed to the Sheriff.**
- 2. If the conclusion of the Board results in separation, the following information will be provided to the accused employee:**
 - a. A statement citing the reason for separation;**
 - b. The effective date of separation.**
- 3. No motions or memo of request for reconsideration will be accepted subsequent to the Board's Final Decision.**
- 4. Filing time for administrative review actions will be calculated from the date of service of the Board's Final Decision, i.e. thirty-five (35) days, pursuant to provisions of the Administrative Review Law.**

G. Subpoenas

- 1. The Sheriff and the named employee or their respective counsel, may at any time before the hearing, apply to the Board for subpoenas directed to specific persons requiring their appearance at the hearing, and if necessary requiring them to produce at the hearing books, papers, records and such other things that may be relevant to the hearing. The application will specify the names and addresses of the persons to be subpoenaed and the documents and things which they are required to produce. The subpoenas will be issued upon proper application to the Board.**
- 2. Subpoenas issued by the Board may be served by an adult person designated by the party requesting the subpoenas. Subpoenas will not be issued for anyone residing outside the State of Illinois.**

H. Interrogatories/Depositions/Pre-Trial Memorandum

- 1. Each party appearing before the Board for administrative hearings will be allowed to propound a maximum of twenty (20) interrogatories. Any and all subsections will be included in tabulating the maximum number allowed.**
- 2. The hearing officer, will have the sole authority to allow supplemental interrogatories.**
- 3. No depositions will be allowed.**
- 4. Each party will be allowed to make a reasonable request to produce documents. The latitude of reasonableness will be determined at the discretion of the hearing officer.**
- 5. The hearing officer may request each party to submit a request to admit facts, to facilitate judicial economy.**
- 6. A pre-trial memorandum will be filed by each party at least seven (7) days prior to the hearing date.**
- 7. The hearing officer may request proposed findings of facts and conclusions of law at the conclusion of each hearing.**
- 8. Unless otherwise excused by the hearing officer, all parties must appear either in person or through counsel on each date the matter is set for hearing. Failure to appear as set forth may result in dismissal of charges or a finding of default.**

I. Filing of Papers

All papers may be filed with the Board by mailing them to the Cook County Sheriff's Merit Board at its address in Chicago, Illinois. All papers may also be filed by delivering the same to the Board's office in Chicago, Illinois personally or by messenger. In the event any paper is delivered personally or by messenger, for the purpose of these Procedures, Rules and Regulations, the filing date of any paper will be the date it was received in the Board's office. In the event any paper is forwarded by mail, then the filing date will be the date which is postmarked on the envelope containing such paper.

J. Forms of Papers

1. All papers filed in any proceeding will be type written or printed and will be on one side of the paper only.
2. If typewritten, the lines will be double spaced except that long quotations may be single spaced and indented.
3. All papers will not be any larger than eight and one half (8.5) inches by eleven (11) inches and will have margins of not less than one (1) inch.
4. The original of all papers filed will be signed in ink by the party filing the papers or by their designated counsel.
5. If papers are filed by an attorney, their name and address will appear thereon.

K. Continuances

1. All records of the Merit Board will include a summary of the procedural history of the case, setting forth each date the parties appeared before the Merit Board and the reason for each continuance according to the following designations:

BA	-	By Agreement
MR	-	Motion Respondent
MS	-	Motion Sheriff
OC	-	Order of the Commissioner

2. In any proceeding before the Merit Board, a continuance from the first date on which the Respondent is required to appear before the Merit Board to the Merit Board's next available date will be designated as Order of the Commissioner (OC).
3. In any proceeding before the Merit Board, continuances for the purpose of obtaining discovery and/or from scheduled trial dates will be designated as:

BA	-	By Agreement
MR	-	Motion Respondent
MS	-	Motion Sheriff
OC	-	Order of the Commissioner

Whichever, in the discretion of the Merit Board or any member thereof is appropriate. All reasonable requests for discovery must be complied with. For purposes of this section compliance must occur within thirty-five (35) days of the request for discovery. Failure of a respondent to comply in a timely manner with a reasonable discovery request will result in the continuance being charged to the responding party.

ARTICLE X

RULES AND REGULATIONS FOR THE CONDUCT OF MERIT EMPLOYEES OF THE COOK COUNTY SHERIFF'S OFFICE

Any Police Officer, Police Sergeant, Police Lieutenant of the Cook County Sheriff's Police Department, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain of the Cook County Department of Corrections or Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant of the Cook County Sheriff's Court Services Department who will be found in violation of any of the following will be subject to disciplinary action by the Sheriff and the Merit Board.

No Police Officer, Police Sergeant, Police Lieutenant of the Cook County Sheriff's Police Department, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain of the Cook County Department of Corrections or Deputy Sheriff, Deputy Sergeant, Deputy Lieutenant of the Cook County Sheriff's Court Services Department will:

- 1. Violate any Law or Statute of any State or of the United States of America.**
- 2. Violate any Ordinance of any County or Municipal Government.**
- 3. Violate any of the Sheriff's Executive Orders, General Orders, Special Orders, Directives, Rules and Regulations of the Cook County Sheriff's Department or Cook County Sheriff's Merit Board Rules and Regulations.**
- 4. Fail to immediately notify in writing the appropriate Department of the Cook County Sheriff's Office, of a change of name, residence and/or phone number.**
- 5. Have provided false or misleading information during the hiring process or disciplinary process.**
- 6. Have applied or been hired by the Sheriff's Department without having complied with all the standards for application, certification and appointment required by State Statute, the Cook County Sheriff's Merit Board and any other such Law or Regulation at the time of application.**

