

SWORN RANK PROMOTIONAL PROCEDURES

B.1 PURPOSE

This SEAM Article establishes the policy and procedures that govern the Cook County Sheriff's Office employment action and are a reiteration of standing practice, which prevents any political influence on the process.

The purpose of this Article is to identify and select the most qualified applicants for both sworn merit-rank and sworn non-merit rank positions, excluding direct appointments, within the Court Services Department, Office of Professional Review (OPR), Sheriff's Police Department, the Department of Corrections, and the Department of Community Corrections.

B.2 POLICY

- (a) It is the policy of the Cook County Sheriff's Office to ensure that a department's right to promote, pursuant to the promotion provisions in this Article, will be based upon a department's operational and/or public safety needs. The promotional process will not be based upon political reasons or other unlawful factors.
- (b) The Department of Human Resources (HR) in collaboration with the respective department head will guide the promotional process and assure that selection and advancement will be determined solely on the basis of ability, knowledge, and skills in compliance with this process, which assures that all receive equal opportunity.
- (c) The Sheriff's Office Director of Compliance shall monitor all steps of the promotional process as outlined in this Article.
- (d) The respective Executive Office Chief and/or department head involved in this Article's process shall complete and sign a No Political Consideration Certification (NPCC).
- (e) If an employee requests a return to their prior position, the employee must sign a NPCC.

B.3 CERTIFICATION FOR SWORN MERIT-RANK PROMOTIONS

Every two years or more often, if necessary, the Sheriff's Merit Board may conduct testing to qualify applicants for promotion. The Sheriff's Office may request that the Merit Board schedule promotional tests due to operational needs.

- (a) Pursuant to the Merit Board's own rules and regulations, the Board will generate a Merit Board Promotional Certification List for Court Services Sergeants and Lieutenants, Department of Corrections Sergeants and Lieutenants, and Sheriff's Police Department

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Police Officers, Sergeants, and Lieutenants that lists those applicants who are certified for promotion and will provide this list to HR.

B.4 INITIATION OF THE PROMOTIONAL PROCEDURE

B.4.1 REQUEST TO BEGIN PROMOTIONAL PROCESS

- (a) The respective department head shall submit a written request to the respective Executive Office Chief to begin the promotional process upon:
 - 1. Issuance of the Merit Board Promotional Certification List for merit-rank promotions; or
 - 2. Operational need for promoting into non-merit-rank positions (i.e., OPR, EM).
- (b) The respective Executive Office Chief shall approve or deny the request and provide notice to the Executive Director of HR and the Director of Compliance.

B.4.2 VERIFICATION OF FUNDING

- (a) The requesting department head will submit a completed Employment Action Form, including a check of available funding/positions, to the respective Executive Office Chief.
- (b) The completed/approved form shall then be sent to the Executive Director of Human Resources (HR).
- (c) The Executive Director of HR shall confirm with the Budget Director the available funding and number of positions.
- (d) The Chief of Staff shall be notified of the approved Employment Action Form, and the requesting department head shall forward copies of the approved request to the Director of Compliance, the Executive Director of HR, the Director of Employment Actions, and Budget Director.

B.4.3 PROMOTION ANNOUNCEMENT/POSTING

- (a) The HR designee shall consult with the promoting department head and prepare a Promotion Announcement, which must include the following:
 - 1. Employment action;
 - 2. Tracking number;
 - 3. Title;

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4. Location;
 5. Available shift(s) (if applicable);
 6. Available day-off group(s) (if applicable);
 7. Application Instructions (if applicable);
 8. Qualifications and requirements;
 9. Selection process; and
 10. Application period (start and end dates), if applicable.
- (b) The HR designee shall ensure that an accurate job description exists or is created and approved by the Executive Director of HR.
- (c) The HR designee will work with the department head to finalize the promotion announcement, and once finalized, ensure it is posted on SheriffNet.

B.4.4 CREATION OF THE PROMOTIONAL APPLICANT LIST

- (a) If the promotion is pursuant to the Merit Board Promotional Certification List, the authorized HR designee shall create the Promotional Applicant List (Applicant List) (in the form of an excel spreadsheet), which shall contain the names of those individuals listed, in alphabetical order, including JDE number, on the Merit Board Promotional Certification List.
- (b) If the promotion is pursuant to a posting, the HR designee will, within 10 days of the close of the posting, create an Applicant List containing the names of all employees who submitted a timely and complete application for the Sworn Non-Merit Rank Promotion. A copy of the Applicant List including the date will be forwarded to the Director of Compliance.
- (c) The Applicant List is a working document which will be maintained and updated at each stage of the promotional process.

B.5 REQUIREMENTS OF PROMOTIONAL APPLICANTS

- (a) HR shall oversee the review of disqualification factors noted throughout this Article.
- (b) The following individual performance-related information (refer to the applicable SEAM appendix for further rules concerning the respective SEAM process identified) are

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required will be reviewed and assessed uniformly and consistently for each applicant in determining whether they are qualified for the promotion:

1. Discipline history;
2. Attendance history;
3. Criminal history;
4. Driving record/valid driver's license; and
5. FOID and weapons qualification.

Note - Applicants for promotion to Sheriff's Police Department police officer, sergeant, or lieutenant must possess a valid driver's license. Applicants without a valid driver's license will be deemed "not qualified".

- (c) Any applicant who fails to meet minimum standards for each of the individual performance criteria will be considered "disqualified", however, they will remain on the Applicant List, and the reason for disqualification will be documented next to their respective name.
- (d) A disqualification may occur at any point in the promotional process.
- (e) The HR designee shall notify each applicant, deemed "not qualified" and shall copy the Director of Employment Actions and the Director of Compliance.
- (f) HR shall ensure there is a period of at least 14 calendar days between the date the notice of disqualification letters and any notices for subsequent processes (e.g., interview, written examination) are disseminated. The HR designee shall send a copy of each letter to the Director of Compliance and the Director of Employment Actions.
- (g) In the event the applicant is disqualified due to an attendance violation or discipline, the applicant may appeal the disqualification by contacting the Director of Compliance in writing and submitting any supporting documentation within seven calendar days of the date specified on their disqualification letter. Any reversal of the applicant status must be supported by documentation.
 1. The Director of Compliance shall contact Payroll, HR, the Legal Department and/or OPR as soon as practicable. The final determination should be made as soon as practicable.
 2. Appeals must be based on an error, not attributable to the applicant, or an error

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that has already been corrected pursuant to Sheriff's Office policy.

3. If the applicant is deemed "qualified" after the appeal, the Director of Compliance will submit their findings in writing to the applicant, the Director of Employment Actions and the Executive Director of HR via email.
- (h) The Applicant List will be corrected to reflect the reversal of the dismissal and the HR designee shall ensure that the applicant is permitted to continue through the promotional process.

B.5.1 REQUIRED TESTING FOR SPECIFIC PROMOTIONAL POSITIONS

Notification to applicant for scheduling of interviews, written examinations, physical testing and other required processes will be done in accordance with operational needs.

Following the completion of the review process outlined in the section titled Requirements of Promotional Applicants, any applicant deemed "qualified" shall be tested as follows (these requirements shall be outlined in the Promotional Announcement); refer to the applicable SEAM appendix for further rules concerning the respective SEAM process identified for each promotion:

(a) SHERIFF'S POLICE OFFICER

- Pre-Power Test
- Written Examination
- Interview
- POWER Test
- Psychological Test

(b) COURTS/CORRECTIONS/POLICE SERGEANTS AND LIEUTENANTS

- Written Examination
- Interview

(c) EM SERGEANTS

- Physical Ability Test
- Writing Sample Evaluation
- Written Examination
- Interview

(d) OPR SENIOR INVESTIGATOR

- Interview

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- Writing Sample Evaluation

The requesting department head may choose to add additional SEAM processes as an evaluation tool at their discretion, which must be included in the Promotional Announcement.

B.5.2 SCORING AND RANKING PROMOTIONAL APPLICANTS

The scoring and ranking of promotional applicants will be done in accordance with Appendix X – Scoring and Ranking of Qualified Applicants.

B.6 FINAL EVALUATION PROCESS AND IDENTIFICATION OF SELECTED APPLICANTS

The final evaluation process and identification of selected applicants will be done in accordance with Appendix XII – Final Evaluation Process/Selected Applicants.

- (a) Each selected applicant shall be required to have a final evaluation conducted prior to appointment. The final evaluation shall consist of, at a minimum, a re-check of the performance-related information outlined in the section entitled Requirements of Promotional Applicants (i.e., disciplinary history check, attendance history check, background check, driver's license check, FOID card check).

B.7 APPOINTMENT

- (a) The respective department head, upon receiving final approval of the final Applicant List, shall submit a completed Employment Action Form to the Executive Director of HR and the Director of Compliance.
 - 1. The form must include the names of the highest ranked selected applicants.
 - 2. The form or attached memorandum must be signed by the respective Executive Office Chief.
- (b) Prior to the effective date of the appointment, each selected applicant shall be required to take a mandatory drug test.
 - 1. All selected applicants must comply with a mandatory drug test.
 - 2. If a selected applicant fails the mandatory drug test, fails to report for the mandatory drug test as instructed or declines to attend the mandatory drug test, they will be deemed "not qualified" and subject to discipline. The next ranked applicant shall be identified as a selected applicant, subject to the same background checks and screening.

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- (c) The promoting department is responsible for notifications regarding selected applicants. The promoting department in coordination with the HR designee shall send written notification to the:
 - 1. Applicable collective bargaining unit;
 - 2. Director of Compliance; and
 - 3. The department head and Executive Office Chief of the selected applicant's current department if it is different from the promoting department.
 - 4. The notice will include the names of the selected applicants, the promotion effective date and the date, time and location to report.
 - 5. At least five days' notice should be given.

- (d) The HR designee will additionally post a memorandum listing all selected applicants identified by either name or JDE number on the SheriffNet.

- (e) Each applicant deemed "not qualified" will be sent a Notification of Disqualification Letter to the applicant's department email address.
 - 1. The letter will include a general reason for disqualification.
 - 2. The letter will reference the applicable SEAM article.
 - 3. The HR designee shall ensure receipt of the notification.

- (f) Each applicant deemed qualified will be sent a Notification of Qualification Letter. The letter will include:
 - 1. The applicant's individual rank on the final Applicant List;
 - 2. The total number of ranked qualified applicants; and
 - 3. The applicant's individual final score.

- (g) The Executive Director of HR shall submit credentials with the newly appointed merit rank to the respective department on the first day of the appointment.

- (h) The respective department head will be responsible for distributing new credentials and collecting and returning of credentials to HR.

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- (i) Selected applicants promoted to the Sheriff's Police Department will be issued new credentials on the first day they attend the Training Academy, which identify them as police recruits that are not authorized to carry a firearm.
- (j) The Executive Director of the Training Academy shall be responsible for collecting and returning all previously issued credentials to HR.

B.7.1 PROBATIONARY PERIOD

- (a) Newly appointed selected applicants shall be in a probationary status for a period of one year of active duty in that rank from the date of appointment.
- (b) In the event that a selected applicant wishes to return to their previous merit rank during the probationary period, they will be required to:
 - 1. Submit a signed To-From Memorandum to the respective department head, which includes the date and reason for the return; and
 - 2. Forward the To-From Memorandum to the Executive Director of HR and the original department head.
- (c) In the event that the immediate supervisor and the respective department head agree that the selected applicant has failed to meet the requirements of the position, the respective department head shall notify the Executive Director HR, the Chief of Staff, and the Chief Administrative Officer via written memorandum to request that the affected employee return to the previous merit rank.
 - 1. The specific reason for the demotion must be documented and signed off on by the respective department head and the immediate supervisor.
- (d) In the event a selected applicant requests to return to their previous merit rank during the during the probationary period, they may be eligible to return to their previous department if a position is available and no potential disciplinary action requires Merit Board action.
 - 1. The respective department head of that department will determine the applicant's assignment based on the department's operational needs.
 - 2. If the applicant's previous position is filled, the respective department head may assign the applicant to the next available lower merit rank during the interim until an opening becomes available.
- (e) Prior to any return, the respective department head shall inquire with OPR for any pending investigations involving the selected applicant for conduct while serving in the

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probationary period. If pending investigations exist, the selected applicant shall not be returned to their previous merit rank until the respective department head consults with the General Counsel.

B.8 APPLICANT LIST MAINTENANCE

- (a) For Applicant Lists created from the Merit Board Promotional Certification List, the Executive Director of HR and the respective department head shall maintain the Applicant List, final Applicant List and all other promotional documentation for the duration of the Merit Board certification period.
- (b) So long as the applicant's Merit Board certification remains valid, the respective department will utilize the same lists as long as the list remains valid.
 - 1. The HR designee will update attendance records, disciplinary and criminal history and driving records should the list be called into use for a subsequent promotional cycle.
 - 2. The HR designee will send copies of updated lists to The Director of Compliance.
 - 3. No documentation pertaining to interviews or rankings from previous promotional processes shall be utilized after the expiration of a Merit Board Eligibility List.
- (c) For applicant lists created pursuant to a Promotional Posting, the Director of Employment Actions will maintain the Applicant List, final Promotion List and all other documentation for record keeping purposes.
- (c) The Director of Employment Actions shall utilize the same Applicant List, as amended, for subsequent promotions for the same unit or department for a period of up to two years from the start date of the promotion, provided that the attendance records, disciplinary history, driving records, criminal history will be updated, requested, reviewed and taken into consideration prior to the selection of any selected applicant for a promotion. Adjustments to the List will be made by the Director of Employment Actions based on the updated records and provided all such updates will be sent to the Director of Compliance.
- (d) If the initial Applicant List is exhausted, or nearly exhausted, prior to the end of its two-year period, upon the identification of funding, a new Applicant List shall be created via this Article and shall remain in effect for two years from the posting closure date. The initial Applicant List must be exhausted prior to using the new Applicant List.
- (e) The HR designee, promoting department head, panel members and all other individuals involved in any aspect of the promotional process will complete and sign an NPCC on all lists, and promotional documentation affirming that all promotional decisions were made in accordance with the procedures set forth in this article and SEAM.

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- (f) All applicants will complete and sign a NPCC affirming that all employment decisions were made in accordance with the procedures set forth in this Article and SEAM.