

SELECTIVE TRAINING

M.1 PURPOSE

This Sheriff's Employment Action Manual (SEAM) Article establishes the policy and procedures that govern the Cook County Sheriff's Office employment action for evaluating selective training opportunities. The goal is to identify and select the most qualified applicants for selective training opportunities within the Sheriff's Office.

M.2. POLICY

- (a) Cook County Sheriff's Office department heads will ensure that the procedures for selective training opportunities that have limited availability are followed according to the guidelines set forth in this article.
- (b) Selective initial trainings outlined in this Article include, but are not limited to:
 - 1. Canine officer certification for dual-reporting roles (see Article H for transferring into the Canine Unit);
 - 2. Field Training Officer certification;
 - 3. Commercial Driver's License certification (unless required as part of a job description);
 - 4. 40-Hour Juvenile Officer certification;
 - 5. ERT training;
 - 6. HBT training; or
 - 7. Any other related selective training that is requested by a department head and approved by the Director of Employment Actions and the Director of Compliance.
- (c) The respective Executive Office Chief and/or department head involved in this Article's process shall complete and sign the Training Application, which contains the No Political Consideration Certification (NPCC).

M.3 TRAINING OPPORTUNITY ANNOUNCEMENTS

- (a) The requesting department head will submit an Employment Action Form requesting to

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announce a selective training opportunity to the respective Executive Office Chief indicating the following:

1. The need for and description of the training opportunity;
 2. Number of training openings;
 3. Anticipated start date of the training; and
 4. Units within the respective department in which the training will be announced.
- (b) Upon approval by the respective Executive Office Chief, the requesting department head shall forward copies of the approved request to the Director of Compliance, Director of Employment Actions, Executive Director of the Training Academy, and Executive Director of Human Resources (HR).
- (c) The selective training posting should contain the type of training, date of training, minimum qualifications, application instructions and deadline, selection process, and standards of any additional requirements.

M.3.1 APPLICANT LIST

- (a) The Director of Employment Actions shall:
1. Within 10 days of the close of the selective training posting, create an applicant list.
 2. Send a copy of the Applicant List, and any updated list, to the Executive Director of HR, Director of Compliance, and requesting department head including the dates of the updates.
 3. Notify each applicant deemed “not qualified” at any appropriate time in the cycle.
 4. Document the reason for any “not qualified” determination on the Applicant List.
 5. Create and maintain a final list of qualified applicants in rank order after the applicable screenings and/or tests have been administered.
- (b) If, at any time during the selective training process, an applicant requests to decline the training opportunity, the applicant will be required to submit a To/From Memorandum to the respective department head indicating that they no longer wish to be considered for the selective training opportunity. The department head may deny the request for operational needs. All memorandums and final decisions should be forwarded to the Director of Employment Actions and Director of Compliance.

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M.3.2 SUBMISSION AND FINAL APPROVAL OF THE TRAINING APPLICATION

- (a) Following the selection process and approval of employees to attend a selective training, the requesting department head shall coordinate with the Executive Director of the Training Academy to determine whether to submit individual training applications for each employee attending the selective training or a single training application that includes the final Selective Training List for all employees approved to attend the selective training.

- (b) If approved, the requesting department head will have either the designated employee(s) each complete a training application, or they will complete a single application with the final Selective Training List attached and submit it through their chain of command. The application will be forwarded to the Executive Director of Training at least 30 days prior to the training start date. If less than 30 days, the requesting department head must obtain approval from the respective Executive Office Chief and a justification must be sent to the Executive Director of Training. The training application shall include:
 - 1. Name of employee (or attached final Selective Training List for multiple employees) approved to attend the selective training;
 - 2. Training course;
 - 3. Dates of training;
 - 4. Location of training;
 - 5. Cost of training (if conducted by an outside training group);
 - 6. SEAM Article compliance review justification;
 - 7. Justification for the emergency specialized training, if applicable; and
 - 8. Description of training course (e.g., brochure, website information).

- (c) The Executive Director of the Training Academy will authorize the submitted application if:
 - 1. The request is directly relevant to the purpose of the requesting department;
 - 2. The description of the requested outside training corresponds to the employees' current job duties; and
 - 3. Training Academy budget funds are available.

- (d) If the training is approved, the Training Academy shall make notification in writing to the

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affected employee and the requesting department head.

M.4 EVALUATION OF APPLICANTS

The evaluation of applicants for a selective training shall include the following:

- Discipline check
- Attendance check

Optional evaluation criteria, at the discretion of the requesting department, may include:

- Physical testing
- Interview
- Written operational examination
- Written sample evaluation
- Final background check

Refer to the applicable SEAM appendix for further rules concerning the respective SEAM processes identified above.

M.4.1 SCORING AND RANKING OF QUALIFIED APPLICANTS FOR SELECTIVE TRAINING

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

M.4.2 FINAL EVALUATION PROCESS AND IDENTIFICATION OF SELECTED APPLICANTS

- (a) Applicants will be selected for training according to their ranking on the Applicant List, from highest to lowest.
- (b) The Director of Employment Actions will conduct a final pending disciplinary check with OPR, the Director of Employee Discipline, and the selected applicant's current department. In the event of a pending discipline case within the selected applicant's current department or any suspension that may be disqualifying and cannot be addressed timely, the selected applicant shall be deemed "not qualified" and the next ranked applicant on the Applicant List shall be identified as a selected applicant for a potential selective training. In the event of a pending discipline case at OPR, the Executive Director of OPR shall make the decision whether or not to release the pending hold on the selective training opportunity based upon the facts of the case.

M.4.3 LIST MAINTENANCE

- (a) For record keeping purposes, the Director of Employment Actions will maintain the Applicant List, final Selective Training List and all other selective training documentation.

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- (b) The Director of Employment Actions shall utilize the same Applicant List, as amended, for subsequent selective trainings for the same unit or department for a period of up to two years from the start date of the first selective training, provided that the attendance records, and 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 selective training. Adjustments to the Applicant List will be made by the Director of Employment Actions based on the updated records, provided all such updates will be sent to the Director of Compliance.
- (c) If the Applicant List is exhausted prior to the end of its two-year period, upon the identification of a vacancy and funding, a new Applicant List shall be created via this Article and shall remain in effect for two years.

M.5 EMERGENCY SELECTIVE TRAINING ASSIGNMENT

- (a) Due to changes to the Training Academy budget, including re-appropriation or influx of funds; a previously closed course becoming available due to a cancellation or in increase in class size; a training that is needed by the Sheriff's Office that becomes available with little to no advanced notice; or the need to meet an unforeseen local, state, or federal mandate, assignment of personnel may be made by the requesting department head on an emergency basis for a selective training using the following criteria:
 - 1. Department or unit staffing requirements;
 - 2. Operational needs of the department/unit;
 - 3. Consistent high-quality performance based on Annual Performance Evaluation Review forms (if applicable);
 - 4. If the employee demonstrated prior ability to use acquired knowledge for the improvement of the Sheriff's Office;
 - 5. Relevancy to the employee's assignment or unit; or
 - 6. Necessity to perform the duties of the assignment.
- (b) The requesting department head shall verify in advance course availability (e.g., date, time, number of openings) and submit a memorandum indicating in detail the justifications outlined in this subsection, the change that precipitated the emergency and need to utilize this section, and the criteria used in this subsection to select the employees assigned to the training to their respective Executive Office Chief and the Chief of Staff for signature of approval.
- (c) Upon approval by the requesting department, a training application will be submitted in accordance with the process outlined in the subsection entitled Submission and Final

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Approval of the Training Application.

M.6 APPOINTMENT

The requesting department is responsible for notifications regarding selected applicants. The requesting department in coordination with the HR designee shall send written notification to the:

- (a) Applicable collective bargaining unit;
- (b) Director of Compliance;
- (c) Executive Director of the Training Academy; and
- (d) The department head and Executive Office Chief of the selected applicant's current department if it is different from the promoting department.
- (e) The notice will include the names of the selected applicants, the promotion effective date and the date, time and location to report.
- (f) At least five days' notice should be given.