

## **TRANSFERS**

### **H.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.

### **H.2 POLICY**

(a) This Article covers non-bid transfers and seniority plus transfers. This Article includes the following transfers to the extent they are not governed by provisions of any collective bargaining agreement or any other department or agency as determined by the Chief of Staff.

(b) Non-bid transfers include:

1. Bureau of Information and Technology
  - Case Review
  - Sworn Field Technicians
2. Bureau of Gun Strategy and Investigations
3. Bureau of Strategic Operations
  - Department of Custodial Investigations
  - Strategic Operations Center
4. Canine Unit
5. Data Driven Strategy Initiatives Unit
6. Department of Corrections
  - Strategic Intelligence Unit
7. Fleet Management & Logistics
  - Accident Investigation Unit

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- Aerial Support Response Unit
- 8. Office of Professional Review
- 9. Police Department (specialized units):
  - Community Safety Team
  - Criminal Investigations Division
    - Detectives
    - Criminalistics Investigators
  - Fugitive Apprehension Task Force
  - Incident Command
  - Operational Support Division
    - Evidence and Recovered Property Section (ERPS)
  - Special Victims Division
    - Child Rescue Unit
    - Department of Revenue
    - Missing Persons Unit
    - Special Operations Unit
      - Animal Crimes Unit
      - Internet Crimes Against Children Unit (ICAC)
    - VICE Unit
  - Street Crimes Division
    - Fugitive Extradition and Transport
    - Gun Suppression Unit
    - Gun Tracing Unit
    - Opioid Unit
    - Street Crimes Suppression Unit
    - Tech Unit
  - Truck/Traffic Unit
- 10. Training Academy
- 11. Use of Force Review Unit
- (c) Seniority plus transfers include:
  - 1. Court Services Department
    - Civil Division
      - Civil Process Unit
      - Eviction Unit
      - Child Support Enforcement Unit

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2. Department of Corrections
    - Transportation Unit
    - Emergency Response Team (ERT)
  3. Electronic Monitoring
- (d) If an employee requests a transfer or return from a transfer under this Article, the employee must sign a No Political Consideration Certification (NCP) for the request to be considered.
- (e) 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).
- (f) The following processes shall be utilized for non-bid transfers (refer to the applicable appendix for rules governing each process):
1. Attendance check (required);
  2. Discipline check (required);
  3. Performance evaluation score (if required by a collective bargaining agreement);
  4. Education/Outside Training/Military Points (required);
  5. Physical testing (optional);
  6. Written operational examination (optional);
  7. Interview (optional);
  8. Other checks referenced in Appendix VIII (optional); and
  9. Final background check (required; refer to subsection entitled Final Evaluation Process and Identification of Selected Applicants).
- (g) The following process shall be utilized for seniority plus transfers (refer to the applicable appendix for rules governing each process):
1. Attendance check (required);
  2. Discipline check (required); and

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- 3. Physical testing (optional).
- (h) If an employee requests a transfer or return from a transfer under this Article, the employee must sign a No Political Consideration Certification (NPCC).

**H.3 TRANSFERS UNDER THIS ARTICLE**

**H.3.1 VERIFICATION OF VACANCIES AND FUNDING (IF APPLICABLE)**

- (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 the Budget Director.
- (e) The requesting department head in collaboration with the Director of Employment Actions shall prepare a Posting Announcement, which must include the following:
  - 1. General information;
  - 2. Tracking number;
  - 3. Title of position;
  - 4. Location of vacancy;
  - 5. Available shift(s), if applicable;
  - 6. Available day-off group(s), if applicable;
  - 7. Summary of position requirements;
  - 8. Minimum qualifications, including all evaluation processes as documented in this Article;
  - 9. Requirements (including any additional documents);

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10. Application instructions;
  11. Inclusion of optional testing criteria;
  12. Selection process; and
  13. Application period (i.e., start and end dates).
- (f) The Director of Employment Actions will ensure that the posting is published on SheriffNet and sent via email to all Sheriff's Office employees.
- (g) Applications must be submitted in accordance with the instructions outlined in the job posting and will be submitted to the Director of Employment Actions during the defined period of time indicated on the Posting Announcement. Any applications turned in after the deadline will be denied.

### H.3.2 APPLICANT LIST

- (a) Within 10 days of the close of the Posting Announcement, the Director of Employment Actions will create an Applicant List. The Applicant List will contain the name and JDE Number of all employees who submitted a timely application for the Transfer. A copy of the Applicant List will be forwarded to the Executive Director of HR and the Director of Compliance.
- (b) If an applicant is deemed "not qualified" at any point during the evaluation or selection processes, the Director of Employment Actions will make the notation of "not qualified" next to the applicant's name on the Applicant List. The reason for disqualification shall be documented on the Applicant List.
- (c) The Director of Employment Actions shall notify each applicant deemed "not qualified", pursuant to failure to meet the minimum qualifications, via e-mail, including the general reason for the disqualification. The Director of Employment Actions shall ensure that all reasons for disqualification are verified prior to sending the disqualification notices to applicants.
- (d) If at any time during the transfer process an applicant withdraws from the process or declines the transfer, the applicant will be required to send an email to the Director of Employment Actions at [ccso.employmentaction@ccsheriff.org](mailto:ccso.employmentaction@ccsheriff.org) indicating that they no longer wish to be considered for the transfer. Upon receipt of the memorandum, the applicant shall be deemed "not qualified" and the Director of Employment Actions shall document the reason for the disqualification on the Applicant List.
- (e) If an employee is on an approved leave, it is their responsibility to contact the Director of Employment Actions at [ccso.employmentaction@ccsheriff.org](mailto:ccso.employmentaction@ccsheriff.org) to

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advise the Sheriff's Office of their current duty status so that the applicant list can be updated to remain current. Upon return, the employee shall again notify the Director of Employment Actions.

**H.3.3 SCORING AND RANKING OF QUALIFIED APPLICANTS FOR NON-BID TRANSFERS**

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

**H.3.4 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.

As part of the final evaluation process, each applicant shall undergo the following checks:

- Discipline check;
- Attendance check;
- Criminal history check;
- FOID Card check; and
- Any other appropriate check as determined by the requesting department head.

**H.3.5 ACCEPTANCE OF TRANSFER**

- (a) The requesting department head shall make notification to each employee who has successfully completed the transfer process and has been approved to be transferred.
- (b) If an applicant rejects the transfer, the applicant shall notify the requesting department head, the Director of Employment Actions and the Director of Compliance via email.
  - 1. If the applicants rejects the transfer, they can request to be considered one additional time during the duration of the list.
- (c) Once a final acceptance list is determined, the requesting department head shall notify the Director of Employment Actions and the Director of Compliance.

**H.3.6 APPOINTMENT**

- (a) The Director of Employee Actions shall notify the applicant's original department head, the requesting department head and the Executive Director of HR and the appointed applicants of the following:
  - 1. Name(s) and JDE number(s) of the selected applicant(s);
  - 2. Transfer effective date (must be the beginning of a pay period);

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3. Date/time/location for applicant to report; and
  4. Applicable SEAM Article used for transfer.
- (b) The Director of Employment Actions will also ensure the appropriate collective bargaining representative(s) are notified in writing of the selected applicants for the transfer.
- (c) The final list of selected applicants(s) will also be posted on the SheriffNet.
- (d) If the requesting department head determines that a newly appointed selected applicant has failed to meet the requirements of the position as identified in the Posting Announcement, the requesting department head shall submit written notification to the employee's previous department head and the employee will be transferred back to their previous department. The requesting department head will also send written notification that includes the specific job-related reasons for their determination, to the Executive Director of HR, the Director of Employment Actions and the Director of Compliance.
- (e) In the event a newly appointed selected applicant wishes to return to their previous assignment, they will be required to submit written notification to the Director of Employment Actions (or through Department chain of command), which includes the date and the reason for return. The Director of Employment Actions will approve or deny the request based on the operational needs of the original Department. If the Director of Employment Actions approves the request, the selected applicant will be required to report to their original department head for assignment.
- (f) The Director of Employment Actions shall not disclose the final Applicant List to any person(s) other than the person(s) required pursuant to this Article.

### H.3.7 NOTIFICATION TO DISQUALIFIED APPLICANTS

The Director of Employment Actions shall send each applicant deemed "not qualified" pursuant to this Article a notification of disqualification letter via email including the general reason for disqualification (e.g., attendance, discipline). The Director of Employment Actions must ensure that the procedures are referenced in the notification.

### H.3.8 NOTIFICATION TO QUALIFIED, NOT SELECTED APPLICANTS

For all applicants that are deemed "qualified", however, not selected due to their rank on the Applicant List and the number of available positions, the Director of Employment Actions shall notify each applicant via email (using the Notification of Qualification Template Letter) and include the applicant's individual rank on the final Applicant List, the applicant's overall score, and the total number of ranked qualified applicants.

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**H.3.9 LIST MAINTENANCE**

- (a) For record keeping purposes, the Director of Employment Actions will maintain the Applicant List, final Transfer List and all other transfer documentation.
- (b) The Director of Employment Actions shall utilize the same Applicant List, as amended, for subsequent transfers for the same unit or department for a period of up to two years from the start date of the first transfer, 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 transfer. 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.

**H.4 CERTIFICATION OF TRANSFER PROCESS**

The Director of Employment Actions, panel members and all other members with material involvement with respect to screening, interviewing, testing and selecting applicants for a transfer process will complete and sign a No Political Consideration Certification (NPCC) affirming that all employment decisions and employment actions were made in accordance with the procedures set forth in this Article.