

ARTICLE D

SPECIALIZED DETAIL

I. Policy

- A. The process in this Article is applicable to the Jail Diversion and Crime Prevention DUI and Distracted Driving Detail and any other Specialized Detail as determined by the Sheriff or his or her Designee. It is the responsibility of the Department Head/Designee to ensure that all Specialized Detail processes are conducted in accordance with the following policies and procedures.

- B. The Sheriff respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, *et seq.*, as amended, and the Employment Plan and the Sheriff's Employment Action Manual (SEAM) will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the Employment Plan or SEAM, the language in the CBA governs provided it does not permit or involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff's Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the Sheriff's Employment Plan and SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the Employment Plan or SEAM must be followed.

II. Enclosure

Refer to Appendix.

III. Procedures

- A. The Department Head/Designee will submit a written request for a Specialized Detail(s) to the Chief of Staff, which will include the following:
 - 1. Need for Specialized Detail(s) and the reason;
 - 2. Number of employees needed for each Specialized Detail Rotation;

3. Anticipated start date of the first Specialized Detail Rotation; and
 4. Department(s) in which the Specialized Detail will be posted.
- B. Upon approval by the Chief of Staff/Designee the Department Head/Designee shall forward copies of the approved request to the Compliance Officer and the Director of Personnel.
- C. Posting
 1. The Department Head/Designee shall prepare a Specialized Detail Announcement, which must include:
 - a. General Information;
 - i. Tracking Number;
 - ii. Specialized Detail Title;
 - iii. Location;
 - iv. Available shift(s) (if applicable); and
 - v. Available day-off group(s) (if applicable)
 - b. Summary;
 - c. Minimum Qualifications;
 - d. Preferred Qualifications;
 - e. Requirements;
 - f. Application Instructions; and
 - g. Selection Process.
 2. The Department Head/Designee shall assign a tracking number to the Specialized Detail Announcement and ensure that the Specialized Detail Announcement has been received and posted at each place where individuals may make application pursuant to this Article D, Section III.A.4 and on the Sheriff's Office website. The Department Head/Designee will also send a copy of the Specialized Detail Announcement to the Director of Personnel and the Compliance Officer.

3. Applications will be made available at each location where the employee may make application pursuant to Article D, Section III.A.4 and on the Sheriff's website. Applications will be accepted by the Department Head/Designee during the defined period of time indicated on the Specialized Detail Announcement. All applications must be time and date stamped upon receipt by the Department Head/Designee. Any applications turned in after the defined time period will be denied. Employees may also submit resumes with their applications.

D. Applicant List

1. Within 10 days of the close of the posting, the Department Head/Designee will create an Applicant List containing the names of all employees who submitted a timely application for the Specialized Detail. A copy of the Applicant List including the date will be forwarded to the Compliance Officer.
2. Throughout the evaluation and selection processes, if an Applicant is deemed Not Qualified, the Department Head/Designee 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.
3. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to failure to meet the Minimum Qualification via memorandum or certified letter including the general reason for disqualification. The Department Head/Designee will ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.
4. If at any time during the Specialized Detail process an Applicant or Candidate declines the Specialized Detail, the Applicant or Candidate will be required to submit a memorandum to the Department Head/Designee indicating that the Applicant or Candidate no longer wishes to be considered for the Specialized Detail. Upon receipt of the memorandum, the Applicant or Candidate shall be deemed Not Qualified.

E. Initial Evaluation Process

The Department Head/Designee shall evaluate each Applicant or Candidate based on the following factors:

1. Attendance: The Department Head/Designee will forward the Applicant List to the Director of Personnel or his or her Designee and the

Compliance Officer, along with a written request for a copy of the timecards from the previous 18 months and the Seniority dates for each Applicant listed on the Applicant List from his or her respective Personnel office.

- a. Timecards from Previous 18 Months: The Department Head/Designee shall thoroughly review each Applicant's timecards received from Personnel pursuant to this Article D, Section III.E.1 to determine if the Applicant has incurred one (1) or more of the Unpaid Unauthorized Activities identified in this Article D, Section III.E.1.a.i-x, three (3) or more instances of Tardiness identified in this Article D, Section III.E.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article D, Section III.E.1.a.xiii, which are not associated with any Mitigating Circumstances:
 - i. No Sick Time (NST/0)
 - ii. Absent Late Call (ALC/0)
 - iii. Absent No Call (ANC/0)
 - iv. No Vacation Time (NVT/0)
 - v. No Personal Time (NPT/0)
 - vi. No Compensatory Time (NCET/0)
 - vii. No Holiday Time (H/0)
 - viii. Unauthorized FMLA (0/FMLA Unauthorized)
 - ix. Unauthorized IOD (IOD/Unauthorized)
 - x. Proof Status (0/Proof)
 - xi. Tardiness Docked Time (O)
 - xii. Attendance Pattern

- b. If the Department Head/Designee determines that within the previous 18 months the Applicant has incurred one (1) or more of the Unpaid Unauthorized Activities identified in this Article D, Section III.E.1.a.i-x, three (3) or more instances of Tardiness identified in this Article D, Section III.E.1.a.xi and xii, or six (6) or more instances of an Attendance Pattern identified in this Article

D, Section III.E.1.a.xiii, he or she will forward the suspected Unpaid Unauthorized Activities to the Director of Personnel/Designee for verification (in writing).

- c. If the Director of Personnel gives written verification that a violation pursuant to Article D, Section III.E.1.a exists, the Candidate shall be deemed Not Qualified and will not be interviewed for the Specialized Detail opportunity.
- d. The Department Head/Designee will ensure that this Article D, Sections III.E.1.a and c are included as Minimum Qualifications in the Specialized Detail Announcement.

2. Disciplinary history

- a. The Department Head/Designee will submit a written request, with a copy to the Compliance Officer, for a copy of the disciplinary history from the previous 18 months of each Applicant listed on the Applicant List from the Office of Professional Review (“OPR”). Additionally, the Department Head/Designee shall request disciplinary history from the previous 18 months including the status of all cases that have not been fully adjudicated through the appeals process from the Candidates’ original Department Head/Designee. The requests will identify the names of each Applicant and the reason for the request, and such history will be taken into consideration in evaluating whether an Applicant is Qualified.
- b. If the detailing Department Head/Designee identifies a difference between the OPR discipline history and the Candidate’s original Department’s discipline history, the Department Head/Designee shall forward both documents to original Department Head/Designee requesting clarification as to each difference. The original Department Head/Designee shall promptly respond to the request in writing. To the extent the discrepancy cannot be resolved between the Department Head/Designees, the Compliance Officer will be consulted and will make a recommendation to resolve the matter.
- c. An Applicant shall be deemed Not Qualified if he or she has received Discipline from his or her original Department or from OPR resulting in a suspension(s) of a total of four (4) or more days for a single infraction that occurred within the previous 18 months. The Department Head/Designee is permitted to reduce the number of suspension days allowed including zero (0) and increase the number of months/years as long as such standard is included in the

Specialized Detail Announcement. If the Department Head/Designee wishes to increase the discipline standard, he or she must submit a written request including justification to increase the standard to the Compliance Officer prior to posting. Approval by the Compliance Officer is required.

- d. Written reprimands for minor infractions such as tardiness may disqualify a Candidate, but it is not automatic.
- e. An Applicant shall be deemed Not Qualified if he or she is De-Deputized at the time of appointment.
- f. In the event an Applicant has a Pending Disciplinary Case, the Department Head/Designee will submit a request to the Executive Director of the OPR to expedite the process and reach a conclusion as soon as possible. Applicants with open disciplinary cases may continue through the evaluation process, but no Applicants will be considered qualified for the Employment Action until final resolution of the case or if the Executive Director of OPR releases the pending hold on the Employment Action based upon the facts of the disciplinary case.

- 3. The names of all Applicants who are not eliminated as Not Qualified pursuant to this Article D, Section III.E.1-2 as described above shall remain on the Applicant List and be considered Candidates.
- 4. The names of all Applicants deemed Not Qualified after the procedures in Article D, Section III.E.1-2 as described above shall remain on the Applicant List and a notation of "Not Qualified" shall be placed next to their names. The general reason of disqualification, such as attendance, discipline, etc. shall be documented on the Applicant List. All attendance and disciplinary records received and reviewed by the Department Head/Designee will be maintained in the Candidate's detail file.
- 5. At this time, the Applicant List (including the notations and the date) shall be forwarded to the Compliance Officer.

F. Interviews for Specialized Details (Optional)

Interviews for Specialized Details are optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects not to conduct interviews, he or she must notify the Compliance Officer prior to posting for review and approval of the decision. If the Department Head/Designee elects to conduct interviews, only Candidates who are deemed Qualified pursuant to this

Article D, Section III.E.1-2 will be notified to report for an interview. The following procedure will be followed for setting up interviews of Candidates:

1. The Department Head/Designee shall send a memorandum to the Candidate's current Department Head/Designee, which shall include the following information:
 - a. Name of the Candidate;
 - b. Date, time and location he or she will be expected to report for the interview;
 - c. Interview attire; and
 - d. The specific documents/credentials/degrees/certificates the Candidate will be required to present at the interview.
2. The current Department Head/Designee will direct the Candidate to pick up the interview notice in the Department Head's/Designee's office in person, and the Candidate will be required to sign a copy of the notification confirming its receipt. The current Department Head/Designee will maintain documentation that each Candidate was notified. The original signed notification shall be forwarded to the hosting Department Head/Designee.
3. A Candidate who is on an authorized leave of absence such as Ordinary Disability, Duty Disability, Maternity/Paternity or Military Leave, may choose to be interviewed while on leave, and the Candidate's current Department Head/Designee shall notify such Candidate via telephone and the information will be logged.
4. If a Candidate is unable to return to work from an authorized leave prior to the start of the Specialized Detail Rotation, the Candidate may still be selected for the Detail Pool, provided the Candidate meets all of the requirements in this Article D.
5. The Department Head/Designee will notify the Compliance Officer in writing of the final schedule of interviews at least 48 hours in advance.
6. In the event a Candidate fails to appear for the scheduled interview, test, writing sample and/or work sample, the Candidate shall have the opportunity to submit a written appeal including a detailed explanation to the Compliance Officer within 48 hours of the originally scheduled date. If the Compliance Officer receives an appeal from the Candidate, the Compliance Officer shall request a memorandum from the detailing Department Head/Designee indicating the circumstances regarding the

failure to appear. The Compliance Officer shall approve or deny the appeal and submit the findings to the detailing Department Head/Designee and the Candidate. If the appeal is approved, the interview or test shall be rescheduled. If a timely appeal is not submitted or the appeal is denied, the Candidate shall be deemed Not Qualified, and the Department Head/Designee 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.

G. Interview Panels (if applicable)

The following procedures will be followed when setting up interview panels:

1. All Specialized Detail interviews shall be conducted by a panel(s) of three (3) members of the Sheriff's Office. Two (2) members shall be determined by the Department Head and one member shall be determined by the Chief of Staff/Designee. The panel members must be of a higher rank than the Candidates being interviewed. No Sheriff's employee may participate in or observe an interview without first receiving interview training as described in the Employment Plan.
2. Panel members' duties include, but are not limited to, asking questions, scoring Candidates, and completing the Candidate Interview Evaluation Form, including a No Political Consideration Certification, at the conclusion of the interview. At least one panel member will be responsible for verifying each Candidate's identification at the start of the interview by checking the Candidate's Sheriff's Identification Card.
3. The Department Head/Designee shall assign substitute panel member(s) to be on-call in the event of a designated panel member's absence or a Conflict of Interest.
4. In the event of a Conflict of Interest prior to or during the interview, the panel member shall notify the Compliance Officer and the other members of the panel prior to the interview or as soon as possible that a Conflict of Interest exists and that a substitution is needed. The panel member will then leave the interview room and will not participate in the interview or the Selection Process for that Candidate. The substitute panel member shall be contacted to replace the panel member. The substitute panel member shall assume the panel member's duties (ask questions, scoring, etc.) and will complete the Candidate Interview Evaluation Form including the No Political Consideration Certification (NPCC) at the conclusion of the interview.

5. Upon conclusion of the interview and any discussion regarding the Candidate, the panel member will be notified to return to the interview room to replace the substitute panel member and resume interviews.
6. The Compliance Officer may attend and monitor any of the interviews, but he or she will not be included as a member of the interview panel.

H. Writing Samples (Optional)

Writing samples for Specialized Details are optional at the discretion of the Department Head/Designee. If the Department Head/Designee elects to incorporate a writing sample into the evaluation process, the following procedures will apply:

1. Prior to the interviews, all Candidates will be required to write a one-page memorandum on a work-related topic that has been issued and authorized by the Department Head/Designee and approved by the Compliance Officer. The page or word limit of the writing sample will be determined by the Department Head/Designee. Only writing sample topics that are issued and authorized by the Department Head/Designee and approved by the Compliance Officer shall be utilized. The Department Head/Designee shall also determine a time limit for completion of the writing sample. The Department Head/Designee shall ensure that the length and time limit of the work sample are the same for each Candidate.
2. If due to operational concerns, the Candidates cannot complete the writing samples at the same time or on the same date, the Department Head/Designee shall schedule multiple times for the writing samples. If writing samples are spread over an entire day, the Department Head/Designee shall use different writing sample topics at different points of the day to ensure the integrity of the writing sample test. If writing samples are spread over multiple days, the Department Head/Designee shall use different writing sample topics for each day to ensure the integrity of the writing sample test.
3. The Department Head/Designee will assign a monitor to oversee the process to assure that all Candidates complete their writing samples at the same time on their interview date and within the designated time period. The monitor will also log the start and end times and ensure that no Selective Training Candidate is allowed to go over the time limit. The monitor will check the Candidate's Sheriff's Identification Card and instruct the Candidates to identify themselves on the memorandum by JDE or employee number. Memorandums will not be accepted if the memorandum contains the Candidates' name (either printed or signed) anywhere on the document. The monitor will also ensure that the samples

are completed without assistance or outside resource materials other than a department issued dictionary, which the monitor will assure is available to all Candidates.

4. At the conclusion of the allotted time, the monitor will collect the writing samples and submit them to the Department Head/Designee.
5. All writing samples will be scored by the Department Head/Designee(s) utilizing the Candidate Writing Sample Evaluation Form (see Appendix, Tab ___) to evaluate the Candidates' writing samples based on relevant criteria including (spelling, grammar, legibility and content). The rankings for each category are: (a) Below Average – 1 point; (b) Average – 3 points; and (c) Above Average – 5 points. The Department Head/Designee will make every effort to score the Writing Samples consistently and objectively. The Compliance Officer may oversee the scoring process.
6. The Department Head/Designee shall forward the scored Candidate Writing Sample Evaluation Forms and Applicant List to the Director of Personnel. The Director of Personnel/Designee will compare the Candidates' JDE or employee number to the Candidates' name and note each individual score next to the respective name on the Applicant List and return the completed Applicant List to the Department Head/Designee. The Compliance Officer may oversee the process.

I. Work Samples (Optional)

1. Work samples, such as case reports or incidents reports are optional at the discretion of the Department Head/Designee. Work samples must be official reports or documents of the Sheriff's Office. If the Department Head/Designee elects to incorporate a work sample into the evaluation process, the writing sample is also required and each Candidate shall be notified of the work sample requirement in the interview notice along with specific instructions.
2. Prior to completing the writing sample, the Candidate will be instructed to submit two (2) copies of a work sample to the monitor.
3. The monitor will verify that the copies are identical and will edit out the Candidates' name anywhere it appears on the document and replace the name with the Candidate's JDE or employee number. If the Candidate writes his/her name on the work sample, the monitor will make every effort to ensure that the name is not legible and that only the JDE or employee number remains to identify the Candidate.

4. The edited copy will be attached to the Candidate's writing sample and submitted to the Department Head/Designee, and the procedures in this Article D, Section III.H.5-6 will be followed. The monitor will submit the non-edited work sample copies to the Compliance Officer.

J. Interview Questions (if applicable)

The following procedures will be followed for interviewing Candidates for the Specialized Detail:

1. At least five (5) interview questions will be created by the Department Head/Designee. Only interview questions that are issued and authorized by the Department Head/Designee shall be utilized. The Compliance Officer will be given the opportunity to review all interview questions to ensure they are job-related and appropriate.
2. The interview questions will be related to job knowledge and/or personal attributes and will be designed to elicit information relevant to determining whether the Candidate possesses the skills and characteristics necessary to work in the Specialized Detail.
3. The Department Head/Designee will make every effort to conduct all Interviews on the same day. However, if operational concerns do not permit same-day interviews and multiple days of interviews are required, an appropriate number of questions will be drafted to permit a rotation of questions to ensure the integrity of the interview process.
4. All Candidates interviewed will be asked to respond to each of the approved interview questions. Additional follow-up questions are permitted and encouraged and may include questions pertaining to the Candidates' resume (if applicable), provided they are related to a determination of the Candidates' suitability for the Specialized Detail for which he or she is applying.
5. Responses to interview questions shall be scored utilizing the Candidate Evaluation Form. The Department Head/Designee will determine a minimum of 10 categories for the Candidate Evaluation Form that will encompass the job knowledge and/or characteristics necessary for the respective Specialized Detail. The Department Head/Designee will take steps to ensure that the questions relate to each of the categories indicated in the Candidate Evaluation Form. The Department Head/Designee will also ensure that the Candidate Evaluation Form is consistent for each Candidate in a given Specialized Detail process. At least one of the personal attribute questions may pertain to discipline history at the discretion of the Department Head/Designee. If the Department Head/Designee elects to include a question(s) pertaining to discipline

history during the interview, the question(s) must be consistent for each Candidate being interviewed for the Specialized Detail opportunity.

6. At the conclusion of each interview, each panel member will perform the following procedure to score each Candidate:
 - i. independently and personally complete the Candidate Evaluation Form for each Candidate; and
 - ii. total the personal attribute points on the Candidate Evaluation Form.
7. All completed Candidate Evaluation Forms shall be forwarded to the Department Head/Designee.

K. Acknowledgement

1. At the conclusion of each interview, the Candidate will be asked to sign and date the Specialized Detail Announcement acknowledging that he or she has read and understands all information pertaining to the Specialized Detail.
2. If the Candidate refuses to sign the Specialized Detail Announcement, a notation will be made on the Specialized Detail Announcement and each of the panel members will initial next to the notation. The Candidate will be automatically deemed Not Qualified.

L. Ranking of Qualified Candidates

1. If the Department Head/Designee elects not to interview Applicants as provided in Article D, Section F above, he or she will sort the Applicant List to rank all Qualified Applicants in order of Seniority and denote as them as Candidates. All Not Qualified Applicants will be placed at the bottom of the list.
2. If interviews are conducted, Candidates deemed Qualified will be ranked and included on the Applicant List as follows:
 - a. Upon conclusion of all interviews, the Department Head/Designee shall update the Applicant List numerically ranking all Qualified Candidates from Highest Qualified (the first position) to Least Qualified (the last position) according to the total number of points obtained from the following categories:
 - i. Writing Sample (if applicable) – points determined by Department Head/Designee and included on Specialized

Detail Announcement. The Writing Sample is worth 15% of a Candidate's total score.

- ii. Work Sample (if applicable) – points determined by Department Head/Designee and included on Specialized Detail Announcement. The Work Sample is worth 15% of a Candidate's total score.
 - iii. Oral Interview - Candidate Evaluation Form (3 panel members) - points determined by Department Head/Designee and included on Specialized (Detail Announcement). The Oral Interview is 70% of a Candidate's total score. If a Writing Sample is not utilized, the Oral Interview is worth 100% of a Candidate's total score.
 - iv. Preferred Qualifications – (additional points determined by Department Head and included on Specialized Detail Announcement). Preferred Qualifications must be verified by the Department Head/Designee and documentation must be attached to the Candidate Interview Evaluation Form. The Preferred Qualification points may not exceed 10% of the total possible number of points a Candidate may receive.
- b. If one or more categories in this Article D, Section III.L.2.a.i-iv. do not apply, the percentage values will be added equally to all categories that do apply. If the percentage points assigned to the non-applicable categories cannot be distributed equally, the percentage points will be distributed to all other applicable categories to the extent they can be distributed equally. The remaining percentage points will be distributed to an applicable category at the Department Head/Designee's discretion. The Department Head/Designee shall ensure that the categories and percentages pursuant to Article D, Section III.L are indicated in the Selection section of the Specialized Detail Announcement.
 - c. The Department Head/Designee shall ensure that the point values for the best possible scores pursuant to this Article D, Section III.L.2. are listed in the Specialized Detail Announcement.
 - d. If more than one Candidate receives the same score, they will be placed on the Applicant List in order of Seniority.
 - e. If more than one Candidate receives the same score and/or has the same Seniority date, they will be placed on the Applicant List in

order of their employee number if the JDE number does not exist. The Candidate with the lowest employee number will be placed first.

3. All Candidates deemed Qualified based on the standards listed in the Minimum Qualifications section of the Specialized Detail Announcement shall remain on the Applicant List in numerically ranked order. All Candidates deemed Not Qualified based on the standards listed in the Minimum Qualifications sections of the Posting Announcement shall remain on the bottom of the Applicant List and a notation of Not Qualified along with the general reason for disqualification shall be placed next to their name.
4. A copy of the updated Applicant List, along with all related tests and scores, shall be forwarded to the Compliance Officer for review.

M. Final Evaluation Process and Identification of Selected Candidates

1. The Department Head/Designee will select Candidates from the Applicant List to be included in the Detail Pool. The number of Selected Candidates in any Detail Pool will be based on "X" times the number of approved openings in a given Specialized Detail Rotation and will be selected from the Applicant List in rank order or in order of Seniority, as applicable, pursuant to this Article D, Section III.L. above. The value of "X" must be a number of at least two (2) and will be determined by the Department Head/Designee based on the number of Specialized Detail openings and rotations. The individuals selected for the Detail Pool will be referred to as Selected Candidates.
2. The Department Head/Designee will submit a memorandum to the Director of the OPR requesting copies of the entire criminal histories for all Selected Candidates. Each will be evaluated individually, and any Selected Candidate with a criminal conviction involving a crime that reflects negatively on the Candidate's character, honesty or integrity will be deemed Not Qualified, and the next Qualified Candidate(s) on the Applicant List shall be selected and added to the Detail Pool pursuant to section III.L.
3. The Department Head/Designee will conduct a final pending disciplinary check with OPR and the Selected Candidate's respective Department. In the event of a Pending Discipline Case within the Selected Candidate's respective Department, the Selected Candidate shall be deemed Not Qualified and the next ranked Candidate on the Applicant List shall be identified as a Selected Candidate for a potential Specialized Detail. 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 Specialized Detail based upon the facts of the case.

4. If the Specialized Detail requires the employee to possess a valid driver's license, the requirement must be stated in the Specialized Detail Announcement and the following procedure will be followed:

The Department Head/Designee will request a current Driver's License Abstract for each of the Selected Candidates. Any Selected Candidate who in the previous 10 years (i) had his or her driver's license suspended for a serious violation or revoked at any time; (ii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving an alcohol related offense or an offense involving controlled substances; or (iii) has been convicted of or pled guilty or *nolo contendere* to a traffic violation involving serious injury or death will be deemed Not Qualified, and the next Qualified Candidate(s) on the Applicant List shall be selected and added to the Detail Pool pursuant to section III.L.

5. FOID and Weapons Qualification (if applicable)

If the Specialized Detail requires a current weapons qualification, the Department Head/Designee will verify from the Sheriff's Personnel Department that the Applicant has a valid FOID and a current weapons qualification. In the event that an Applicant is Not Authorized to Carry a Weapon as a result of the FOID and weapons qualification requirement the Applicant will be deemed Not Qualified.

6. The Department Head/Designee may institute further background checks as he/she deems appropriate such as but not limited to credit and financial checks, polygraph examination and home checks, based on specific special considerations related to the job and the Department. If the Department Head/Designee requires additional background checks, he or she must request approval from the Compliance Officer and such background checks and specific standards must be clearly identified in the Specialized Detail Announcement and must be conducted for all Selected Candidates.
7. The Department Head/Designee shall ensure that the next ranked Candidates in the Detail Pool are processed pursuant to this Article D, Section III.M.2-6.
8. The Department Head/Designee shall forward the final list of the Detail Pool to the Chief of Staff for approval and forward a copy to the Compliance Officer.

N. Specialized Detail Rotation and Appointment

1. The Department Head/Designee shall select from the approved Detail Pool for each Specialized Detail Rotation based Rotating Seniority. If the Department Head/Designee determines that a Specialized Detail Rotation will inhibit Sheriff's Office operations, he or she will submit a request to the Compliance Officer to deviate from Rotating Seniority, including the reasons for such request. The Department Head/Designee must obtain approval from the Compliance Officer.
2. After the Department Head/Designee determines which employees from the Detail Pool will be assigned to the Specialized Detail Rotation, he or she will submit a memorandum to the selected employee's Department Head/Designee, with a copy to the Compliance Officer and Director of Personnel, with the following Specialized Detail information:
 - a. Start date;
 - b. Location to report;
 - c. Time to report; and
 - d. Anticipated end date.
3. The Department Head/Designee shall notify each Candidate deemed Not Qualified pursuant to this Article D, Section III.M via memorandum or certified letter including the general reason for disqualification. The Department Head/Designee must ensure that the procedures are referenced in the memorandum. The Department Head/Designee shall ensure receipt of the notification.

O. Duration of Specialized Detail and Return to Assignment

1. The duration of each Specialized Detail Rotation shall be for a period of up to 90 consecutive days with a maximum extension of another 90 days. In the event that the Department Head/Designee wishes to seek such an extension, the following procedures will be followed:
 - a. A memorandum from the Department Head/Designee requesting an extension will be forwarded to the Director of Administration or designee and the Compliance Officer. The memorandum shall describe in detail the reason for the requested extension of the Specialized Detail.
 - b. The request for an extension must be submitted at least ten (10) working days prior to the end of the employee's detail or as soon as foreseeable. The Chief of Staff/Designee shall approve or deny in writing all extension requests.

- c. If approved, the Department Head/Designee will notify the Director of Personnel and the Compliance Officer. The Specialized Detail extension will not exceed 90 days unless otherwise specifically permitted by any applicable CBA.
 - d. The hosting Department Head/Designee shall keep track of all Specialized Details to ensure that a Detail(s) does not go beyond 90 days or 180 days, as applicable.
 2. At the end of each Specialized Detail Rotation, each Detailed employee shall be returned to his or her original Department and the Department Head/Designee of that Department will determine the assignment to be given to him or her based the Department's Operational Needs. The Department Head/Designee shall make an effort to return him or her to his or her previous assignment.
- P. Applicant List Maintenance and Replacement Candidates
 1. The Department Head/Designee will maintain the Applicant List, as amended, and all other Specialized Detail selection and evaluation documentation.
 2. The Department Head/Designee shall utilize the same Applicant List, as amended, for subsequent Specialized Detail Rotations, for a period of up to two (2) years from the start date of the first Specialized Detail Rotation, provided that the attendance records, disciplinary history, driving records and criminal history will be updated, requested, reviewed and taken into consideration prior to the selection for each Specialized Detail Rotation. Adjustments to the Applicant List will be made by the Department Head/Designee based on the updated records; provided all such updates will be sent to the Compliance Officer.
 3. In the event that the Department Head/Designee determines that a newly-detailed employee fails to perform at an acceptable level and does not meet the requirements of the detail as indicated in the Detail Requirements section of the Specialized Detail Announcement, he or she will be returned to his or her previous assignment. The Department Head/ Designee must submit written notification to the employee's original Department Head/Designee. The Department Head/Designee will also submit written notification, which includes a description of the reason(s) the employee was found unacceptable, to the Director of Personnel/Designee and the Compliance Officer.

4. If at any time an employee in the Detail Pool is deemed Not Qualified based on updated information pursuant to the requirements in this Article, the next Candidate in the Detail Pool based on Rotating Seniority shall be appointed as a replacement pursuant to this Article D, Section III-N.
5. If at any time an employee in the Detail Pool voluntarily wishes to end the Detail, the Department Head/Designee will require the employee to submit a memorandum stating that he or she wishes to end the Detail and the reason. Based on Operational Needs, the Department Head/Designee shall approve or deny the request. If the request is approved, the Department Head/Designee shall submit a memorandum to the original Department Head with the end date of the Detail and the next Candidate in the Detail Pool based on Rotating Seniority shall be appointed as a replacement.
6. Prior to the two (2) year period from the start of the first Specialized Detail Rotation, the process in this Article shall be repeated and new documentation pertaining to applicant evaluation and rankings shall be obtained and utilized.

Q. Certification of Specialized Detail Process

1. The Department Head/Designee, panel members and all other individuals with material involvement with respect to screening, interviewing, testing and selecting Applicants or Candidates for the Specialized Detail process will complete and sign a No Political Consideration Certification (NPCC) on all lists, and Specialized Detail documentation affirming that all decisions and Employment Actions were made in accordance with the procedures set forth in this order and the Employment Plan.
2. All Candidates will complete and sign an Applicant Certification, which is located on the Internal Application in order to be considered for the Specialized Detail opportunity.