

# COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 6425  
Job Title: Chief of Executive Protection  
Salary Grade: 24  
Bureau: Office of the President  
Department: Homeland Security and Emergency Management  
Dept. Budget No. 265  
Position I.D. 1400734  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

In coordination with the Department of Homeland Security & Emergency Management (DHSEM) Executive Director and the Deputy Director of Operations, the Chief of Executive Protection is responsible for determining and providing the physical protection for the Cook County Board President. Ensures the Cook County Board President is able to carry out his or her official duties safely and securely. Develops, assigns, coordinates and assists in determining security operations, security strategy and security policy for the Cook County Board President, which includes providing the daily assignments of the Security Specialist Operator(s). Plans, directs and supervises other members of a protective detail in day-to-day security operations. Ensures subordinate DHSEM personnel are in compliance with all local, state and federal laws, including the possession of valid driver's license and Firearm Owners Identification (FOID) card and current firearms qualification. Determines and oversees the training and supervision of security personnel and determines parameters for formal and on-the-job training. Performs other duties as assigned.

### **Key Responsibilities and Duties**

Develops, assigns, coordinates and assists in determining security operations, strategy and policy for the Cook County Board President, which includes providing the daily assignments of the Security Specialist Operator.

Provides resolution of difficult or unusual problems which may involve changes in schedules or assignments for subordinate personnel.

Handles subordinate employee disciplinary measures or other actions of an administrative nature.

Oversees the training and supervision of security personnel and provides arrangements and determines parameters for formal and on-the-job training.

Ensures all DHSEM subordinate personnel are in compliance with all local, state and federal laws, including the possession of valid driver's license and Firearm Owners Identification Card and current firearms qualification.

Acts as the lead member of a protective detail and assigns security personnel to the Cook County Board President to ensure his/her physical safety at all times.

Responsible for determining the transportation for the Cook County Board President and drives the lead County vehicle, the Cook County President's vehicle or any follow-up vehicle, as required to ensure safety. Follows all local and state laws in the operation of a motor vehicle.

Provides security coverage, as required, at the Cook County Board President's private residence.

Reviews and assesses information relevant to the assigned protective operation to anticipate problems or incidents.

Oversees and serves as a member of an Advance Team that plans and coordinates protective operations.

Conducts site surveys to assess factors affecting the protective environment of sites to be visited.

Cooperates with and assists all law enforcements agencies as needed.

Participates in regular or emergency inspections and provides assistance to resolve security problems involving subordinate personnel.

### **Knowledge, Skills and Abilities**

Knowledge of federal, state, county and municipal laws, statues, regulations, ordinances, policies governing law enforcement, especially with regards to laws governing protecting dignitaries, and government officials.

Ability to supervise, train and direct subordinate personnel. Ability to exercise discretion, initiative and resourcefulness in carrying out assignments.

Skill in driving and maneuvering a motor vehicle defensively or evasively in a variety of situations.

Ability to perform physical demands which may include, but are not limited to, walking, running, standing, sitting, squatting, kneeling, climbing stairs, quickly entering and exiting various vehicles and enduring inclement weather, excessive cold or heat.

Familiarity with and physically capable of performing defensive tactics.

Capable of carrying and maintaining the requisite level of skill in the use of a firearm and/or other specialized equipment required in the protective operation; maintain compliance in all local, state and federal laws for the possession and use of firearms.

Skill in handling stressful situations with the ability to deal with aggressive people.

Considerable knowledge of protective and observational techniques.

Ability to work well under pressure and attend to detail.

Excellent observational skills with the capability of assessing suspicious characters, movements and dangerous situations.

Aptitude to approach situations with common sense and practicality.

Ability to work flexible shifts and must be able to work on call 24/7 including weekends and holidays.

Capable of handling threats or ambush situations. Ability to recognize situations requiring notification to a law enforcement agency.

Knowledge of procedures and protocol to maintain any evidence required in any subsequent investigation conducted by a law enforcement agency.

Ability to work 24/7 including weekends and holidays.

### **Minimum Qualifications**

Possession a High School Diploma or General Education Development (GED) certificate and completion of sixty (60) semester credit hours from an accredited college or university **SUPPLEMENTED WITH** five (5) years' full-time law enforcement work experience.

**-OR-**

Possession a High School Diploma or General Education Development (GED) certificate **SUPPLEMENTED WITH** four (4) years' continuous full-time active military service in the armed forces of the United States.

Two (2) years' full-time work experience supervising law enforcement personnel.

Ability to successfully complete the curriculum for the Protective Service Operator Training Program and Physical Security Training Program conducted by the Federal Law Enforcement Training Center **within one (1) year of start date**.

Successful completion of the Emergency Medical and Law Enforcement Physical Defensive Measures Training as specified by DHSEM **upon initial employment**.

Possession of a current valid driver's license.

Possession of a valid Firearms Owners Identification (FOID) card and current firearms qualification validated through an approved firearms course and firearms qualification certification.

Must be certified as a full time peace officer by the Illinois Law Enforcement Training and Standards Board (ILETSB) or have the ability to successfully complete a waiver and/or minimum training as determined by ILETBSB for the same based on prior employment as a sworn law enforcement officer in another state or federal law enforcement officer, who left their former position in good standing.

Must be available to work 24 hours a day/7 days a week including weekends and holidays as assigned.

### **Preferred Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree, preferably in Criminal Justice, or a related field, and a minimum of three (3) years full time law enforcement experience or active duty military experience and/or a minimum of two (2) years supervisory experience, or a combination of education and experience.

Graduation from an accredited college or university with a Master's Degree, preferably in Criminal Justice, or a related field, and/or minimum of two (2) years full time law enforcement experience or active duty military experience and/or a minimum of one (1) year supervisory experience, or a combination of education and experience.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**