



Job Code: 7740
Grade: 18
HCWR: N

Job Title
Sergeant/Investigator Stroger

Department
Security

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Sergeant/Investigator Stroger will be assigned to Investigative Division and will be responsible for ensuring the proper investigation of any individual, group or organization reasonably believed to be engaging in criminal activity, or violation of Cook County Hospital Policy. The Sergeant/Investigator Stroger will gather, evaluate and disseminates this information in accordance with Department Directives, Constitutional Protections and Statutory requirements. Coordinates the efforts of its unit towards completing thorough and unified investigations. Additional responsibilities will include, but are not limited to, the apprehension of offenders, assisting in preparation of court cases and providing information on department personnel in matters of criminal offenses.

Typical Duties

- Documents and reports all safety violations observed upon the Hospital complex
- Receives and reviews general case reports of criminal offenses to evaluate and analyze for adopting an effective method for investigation of the offense
- Conducts follow-up investigation of crimes, when an offense is directed against persons and property to determine the nature and means used to commit the offense. Responsible for the Investigation of felonies, selected misdemeanors and other serious incidents, which may be assigned to the Investigative Division by policy or through special instructions of the Director of the Hospital Police Department
- Collects on-scene evidence for delivery to the State Crime Lab for scientific analysis
- Conducts criminal record background investigations for persons arrested for criminal offenses and/or persons believed to committing criminal offenses
- Conducts surveillances of areas where reported thefts have occurred/occurring
- Maintains liaisons and/or working relationships with other Hospital Security and/or other law enforcement agencies
- Investigates all major complaints, with recommendations to the Director of Hospital Police . Conducts General Order Investigations of complaints against members of the Hospital Police Department
- Conducts interviews with complainants and offenders concerning criminal offenses and violations of Cook County Health policies
- Develops General case reports relating to criminal acts
- Provides accurate reports in a concise and informative manner
- Communicates effectively with a wide variety of individuals in order to obtain information
- Exercises the ability to understand and obey orders and functions within the guidelines, rules and regulations governing Cook County employees
- Analyzes incidents and other reports in order to examine patterns of deficiencies in security, with recommendations and suggestions to the Director of Hospital Police



Typical Duties

- Makes court appearances against persons arrested for criminal offenses
- Appears at administrative hearings against employees cited for violations of County and/or Hospital rules, regulations and practices
- Attend meetings, seminars, in-service training sessions, and other activities relating to more adequate performance of security/police functions
- Maintains knowledge of Federal and State Statutes, City Ordinances, Security and Law Enforcement Policies, practices and procedures
- Maintains knowledge of criminal investigation methods and techniques in order to perform criminal investigations at an acceptable level

Minimum Qualifications

- High School Diploma or GED Certificate
- Must be a Certified Police Officer
- Two (2) years of experience as a Hospital Security Officer II
- Valid Driver's License

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Federal and State Statutes, City Ordinances, Security and Law Enforcement Policies, Practices and Procedures.
- Knowledge of criminal investigation methods and techniques in order to perform criminal investigations at an acceptable level.
- Ability to supervise and coordinate activities of security personnel.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.