

(Today's Date) _____

Jonneida Davis, Chief of Hiring Oversight
Inspector General's Office
740 North Sedgwick Street
Suite 200
Chicago, Illinois 60654

Dear Ms. Davis:

I am reporting to you the following information pursuant to your request that you are advised of any inquiry or discussion with an Alderman, the Mayor's office, or any other elected official or political organization relating to the hiring, firing, promotion, or other preferential/detrimental job action of a particular candidate/employee for a City of Chicago Hiring Plan-Covered Position (Covered Position is any City Position other than an Exempt Position).

On _____, 20__ I was contacted by _____
or on behalf of _____, an Alderman, the Mayor's
office, an elected official or political organization,

_____ inquiring about

_____ recommending

_____ suggesting

_____ other (must describe)

the hiring, firing, promotion, or other preferential/detrimental job action of _____
_____, for the City of Chicago Hiring Plan-Covered Position
_____ of _____, in the Department of Police.

The substance of the inquiry/discussion was as follows:

The undersigned

_____ did not receive any written correspondence regarding this communication.

_____ did receive written correspondence regarding the above communication and
it is attached hereto.

Sincerely,

[Position]

cc: Commanding Officer, Office of Legal Affairs
Director, CPD-Human Resources Division
Director, Management & Labor Affairs Section