

# Office of Inspector General

## Chicago Park District

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### 2015 SECOND QUARTER REPORT

#### I. EMPLOYEE MISCONDUCT

##### A. THEFT OF CASH FROM PARK PATRONS

###### 1. *Theft of \$150 by a CPD Attendant (15-027)*

A patron gave \$150 cash to a CPD employee as a deposit for a room rental. The employee had the patron sign a document for the deposit. The CPD employee also signed the document.

The patron's \$150 was never entered in CPD's database. The patron gave the OIG a copy of the room rental form with the signatures on it. The rental form stated that the patron paid a \$150 deposit.

In his first OIG interview, the CPD employee denied that he received any money from the patron. The employee stated that the rental form was just informational (not a receipt) and he denied that he signed it.

During a second interview, however, the OIG confronted the employee with the rental form and another document bearing his signature (for comparison). At that point, the employee retracted his denial and said that he "possibly could have signed" the rental form.

On April 28, 2015, the OIG recommended that Management issue appropriate disciplinary measures to the CPD employee.

CPD's response is pending.

###### 2. *Theft of \$300 by a Physical Instructor (15-017)*

A CPD physical instructor took \$300 in cash from a patron during open gym registration but he did not issue a receipt to the patron. Further, the employee never recorded the transaction in CPD's database.

The employee admitted to the OIG that he took the money from the patron without recording it or issuing a receipt. The employee claimed, however, that he put the money in the envelope and kept it in his desk. He said that the patron never returned to the park or spoke with him after dropping off the money.

The OIG, however, obtained text messages between the employee and the patron discussing the \$300. The employee never mentioned in those communications that he

had the money at his desk. Rather, he wrote the patron that he was “trying to get it all back,” “I’m working on it,” and the “city drags” on returning the money. There was no envelope containing money in the employee’s desk on the date of his OIG interview.

The investigation also revealed that the employee overcharged the patron by \$10 for each participant’s open gym registration.

On May 18, 2015, the OIG recommended that Management impose appropriate disciplinary measures.

CPD’s response is pending.

#### **B. RESIDENCY VIOLATION (15-001)**

An OIG residency investigation determined that a CPD employee resided in Cicero, Illinois in violation of CPD’s requirement that employees reside in Chicago.

The employee resigned after the OIG interviewed him about his residency.

The OIG recommended that the employee’s file reflect the residency violation and that it be considered in the event he should apply for a job at Chicago Park District again.

#### **C. CPD EMPLOYEE ACCEPTING CASH ON-DUTY TO GIVE PRIVATE LESSONS (15-016)**

A CPD patron paid \$40 to an activities director to give her son a basketball lesson at a CPD facility. The CPD employee admitted that he accepted the money from the patron to act as a personal trainer for the patron’s son. The employee also admitted that he was on duty at the time this happened. The employee returned the money to the patron when his supervisor confronted him about accepting it.

The Park District Code states that a CPD employee “shall refuse any compensation offered” from a park patron to perform services that are included in his or her scope of employment. (Section VIII, C).

On April 8, the OIG recommended that Management impose appropriate disciplinary measures.

CPD’s response is pending.

## **II. REVIEW REPORTED TO THE BOARD IN Q2 2015**

The OIG initiated a review of CPD gasoline usage (gas cans filled by employees) for the period spanning November 2014 to March 2015. Two previous OIG investigations

that found unauthorized gas usage resulted in the discharge of several employees and CPD strengthening its internal controls.

As shown in the chart below, the OIG found that gas can usage was significantly reduced for the 2014-15 winter season over the same period in 2011-12. Both winters experienced similar weather conditions:

**Gasoline Consumed During Winter Season**

2011-12	2014-15
3,014 gal.	985 gal.

The OIG also reviewed individual gasoline transactions for the 2014-15 winter season. The OIG did not detect any patterns of misconduct, waste or abuse. No control deficiencies were noted.

**III. SECOND QUARTER 2015 INVESTIGATIONS INFORMATION**

**Investigations Caseload by Quarter**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Cases Initiated	40	30		
Investigations Completed <sup>◇</sup>	51	11		
Cases Pending	17	36		

◇ Includes carry-over from previous quarter.

**Nature of Allegations**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Misconduct	21	15		
Waste	0	0		
Abuse	4	1		
Other <sup>◇</sup>	15	14		

◇ (Assists, verifications, etc.)

**Method of Contact for Investigations Initiated**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Telephone	3	5		
Email	2	2		
Walk-in	31	19		
Other	4	4		

**Investigated Parties**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Officers/Managers	0	0		
Agents/Contractors	0	2		
Employees	25	26		
Other◊	15	0		
Unknown	0	2		

◊ Process reviews (rather than investigations of individuals)

**Cases Pending Over Six Months**

None

**IV. HOTLINE STATISTICS**

**Nature of Allegations**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Misconduct	3	13		
Waste	0	0		
Abuse	2	2		
Referrals to Management	98	157		
Referral to Outside Agcy.	—	25		
Information Request	—	18		
Other	55	13		

<b>Affiliation of Contacting Party</b>				
	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>
Manager/Employee	3	10		
Patron	87	153		
Citizen	49	52		
Law Enforcement	1	0		
Other/Unknown	18	8		

## **V. COMPLIANCE MONITORING ACTIVITY**

In 2013, the OIG began monitoring CPD activity related to hiring, promotion and other personnel actions to ensure that those activities were not based on political reasons or factors. The scope of the OIG's activity expanded in 2014 due (in part) to an agreement between CPD and the plaintiff's attorneys in the *Shakman* litigation. While some monitoring activities such as interview monitoring and file review were conducted in 2014, other activities (e.g., reviewing appointments, acting up appointments, and bidder's lists) started in the first quarter of 2015.

The OIG, as Compliance Monitor, will report on its compliance monitoring in each of its quarterly reports.

### **A. HIRING OVERSIGHT INVESTIGATIONS (CM 15-003, 15-004, 15-005)**

The OIG initiated three investigations based on referral information that CPD employees were engaged in political activity. The investigations were closed for lack of evidence that any of the employees engaged in political activity while at work.

### **B. COMPLIANCE MONITORING — REVIEWS**

#### *1. Review of Laborer Hiring (CM 15-006)*

The OIG received a complaint that candidates for CPD laborer openings demonstrated a lack of understanding of what the position entailed. Although the allegations were not specific, the OIG opened a review of the hiring process of laborers.

OIG found that management had already identified a need to improve the quality of the selected laborer candidates. In 2014, new hiring procedures for laborers were instituted, which included a field test that had candidates fill out inspections sheets

for vehicles and machinery used by full-time laborers on a daily basis. The candidates were also scored based on their responses to interview questions. The OIG's review of the interview questions found that the correlated to the job description and probed the candidates' prior experiences.

The OIG made no recommendations to management based upon its review but will continue to monitor the hiring sequence and will perform a review after the selected candidates are hired.

## *2. Monitoring Contacts by Hiring Departments*

The OIG is required to review all reported or discovered instances where hiring departments contacted Human Resources to lobby for or advocate on behalf of actual or potential applicants or bidders for covered positions or to request that specific individuals be added to any referral or eligibility list except as permitted in the employment plan.

The Park District did not report any contacts by hiring departments for the period of April through June 2015.

## *3. Review of Exemptions*

The OIG is to review CPD's adherence to exemption requirements and exempt lists, as well as the propriety of exempt list modifications.

The OIG did not receive any notice of exempt list modifications for the period of April through June 2015.

## *4. Review of Senior Management Hires*

The OIG is required to review hires using the Senior Manager Hiring Process.

The Park District did not report any Senior Manager hires during the second quarter of 2015.

## *5. Review of Written Rationales*

The OIG reviews written rationales when no consensus selection (no candidate selected) was reached during a consensus meeting.

There were no written rationales in the second quarter of 2015.

## *6. Review of Emergency Appointments*

The OIG is to review circumstances and written justifications for any emergency hires made pursuant to the Personnel Rules of the CPD Code.

The Park District did not report any emergency appointments for the months of April through June 2015.

#### *7. Review of "Acting Up" Activity*

The OIG is to review all circumstances where employees are "acting up" (directing or permitted to perform substantially all of the duties as a higher-paid classification).

CPD reported the following instances of employees "acting up" in the second quarter of 2015:

- One exempt employee is acting up as Deputy Director of Human Resources
- One exempt employee is acting up as Treasurer
- Three Floriculturists Cl 1 are acting up as Foremen
- A Recreation Leader is acting up as Physical Instructor
- 24 Laborers are acting up as Seasonal Foremen

#### **C. COMPLIANCE MONITORING — AUDITS**

##### *1. Review of Notices of Job Opportunities*

The OIG audits modifications to minimum requirements and screening and hiring criteria and modifications of class specifications, minimum requirements, or screening and hiring criteria.

During the second quarter, the OIG monitored the posting of 11 positions and found that the job descriptions and offerings were posted for the stated periods.

##### *2. Review of Qualified Applicants/Bidders Lists*

The OIG audits the lists of applicants/bidders who meet the predetermined minimum qualifications for the position (as generated by HR).

In the second quarter of 2015, the OIG reviewed the qualified applicants list for eight positions and made the following observations:

- A candidate's forms were in the hiring packet, but the applicant's name was not on the qualified applicant list. The OIG learned that this applicant was a returning seasonal employee, therefore, no interview was necessary. However, the candidate's information was left in the packet to reflect his application for the position.

- A candidate's scores were incorrectly tabulated, making him ineligible for the position. OIG recommended that the candidate be offered the position. HR offered the position to the candidate.
- A candidate was deemed ineligible because of a criminal background. OIG notified HR that the nature of the conviction was not an automatic exclusion per CPD policy. The OIG recommended that the candidate be offered the position.

### *3. Review of Candidate Testing*

In the second quarter of 2015, the OIG reviewed candidate test administration and scoring for tests administered to new and returning Lifeguard positions. There were no issues detected.

### *4. Review and Monitoring of Hiring Sequences*

The OIG monitored and reviewed 25 hiring sequences during the second quarter of 2015. In one review, the OIG discovered that the final candidate ranking form was missing from the file. HR provided the form. In another review, the OIG observed that the interview forms did not have signature lines for interviewers. The OIG requested that HR have interviewers sign forms and that forms be amended to include signature lines.

### *5. Review of Hiring Certifications*

The OIG audits certifications wherein interviewers attest that no political reasons or factors were taken into account.

In the second quarter of 2015, the OIG reviewed hiring certifications for eight sets of interviews and detected no issues.

### *6. Arbitrations and Grievances*

The OIG audits all arbitration and grievances involving hiring, promotions, transfers or involving allegations of unlawful political discrimination.

CPD did not report any of these circumstances for the second quarter of 2015.

## **COMPLIANCE MONITORING ACTIVITY—SECOND QUARTER 2015**

### **MONITORING ACTIVITY**

In 2013, the Office of Inspector General began monitoring CPD activity related to hiring, promotion and other personnel actions. The scope of activity expanded in 2014 due, in part, to an agreement reached with the plaintiff's attorneys in the Shakman litigation. While some activities such as interview monitoring and file review were conducted in 2014, other activity (e.g., reviews of appointments, acting up, bidder's lists) commenced in the first quarter of 2015.

The OIG, as Compliance Monitor, will report on its activities each quarter.

### **HOTLINE ACTIVITY**

The OIG directly receives calls made to CPD's Shakman Tip Line: (312) 742-7423. In the second quarter, one call reporting possible unauthorized use of a baseball field was received on the Tip Line.

### **INVESTIGATIONS**

	<b>FIRST QUARTER</b>	<b>SECOND QUARTER</b>	<b>THIRD QUARTER</b>	<b>FOURTH QUARTER</b>
Complaints Received	0	0	--	--
Investigations Completed	0	0	--	--
Cases Pending (includes carryover from previous quarter)	0	0	--	--

### **REVIEWS**

### **CONTACTS BY HIRING DEPARTMENTS**

The OIG is required to review all reported or discovered instances where hiring departments contacted Human Resources to lobby for or advocate on behalf of actual or potential applicants or bidders or to request that specific individuals be added to any referral or eligibility list except as permitted in the employment plan.

The Park District did not report any contacts by hiring departments for the period of April through June 2015.

### **EXEMPTIONS**

The OIG is to review CPD's adherence to exemption requirements and exempt lists, as well as review the propriety of exempt list modifications.

The OIG did not receive any notice of exempt list modifications for the period of April through June 2015.

As Compliance Monitor, the OIG reviews every job opportunity prior to posting to certify that the position is Shakman-covered or Shakman-exempt. From April through June 2015, the OIG reviewed and certified that all postings were Shakman-exempt.

### **SENIOR MANAGER HIRES**

The OIG is required to review hires using the Senior Manager hire process.

The OIG reviewed the following hires for the period of April through June 2015.

POSITION	DATE OF HIRE/PROMOTION		FINDINGS
Timothy King	3/15	Appointed as General Counsel	Exempt position
George Smyrniotis	3/15	Appointed as Deputy General Counsel	Exempt position

### **REVIEW OF WRITTEN RATIONALES**

The OIG reviews written rationales when no consensus selection (no candidate selected) was reached during a consensus meeting.

No activity reported for March 2015.

Open matters from prior reports

POSITION	SUMMARY OF ACTIVITY	FINDINGS/RECOMMENDATIONS	RESPONSE/RESOLUTION
Special Recreation Instructor 1782	Manager asked to have position reposted after only 1 candidate was selected and the candidate failed the background check. No other candidates had qualifying scores	Information regarding the candidate's criminal background check not in file. The OIG requested the information and recommended that the information be placed in the files going forward.	Human Resources cannot place criminal background information in employees' hiring documents. That information is kept in a separate file, to which only a few HR staff have access.
Special Recreation Leader- Marquette Park	Management requested to repost the position after the only qualified candidate declined the job.	Review in progress	Review completed, and the position was reposted and filled.
Special Recreation Leader- Loyola Park	Management seeks to repost the position after none of the candidates scored high enough to qualify for the position.	Review in progress	Review completed, and the position was reposted and filled.
Special Recreation Intern	Management seeks to repost the position after none of the candidates scored high enough to qualify for the position.	Review in progress	Review completed, and the position was reposted and filled.
Inclusion Aides—Hourly and Seasonal	CPD seeks to fill 13 open positions. Only 3 candidates qualified. Management seeks to repost the position to fill the remaining positions.	Review in progress	Review completed, and the position was reposted and filled.

## EMERGENCY APPOINTMENTS

The OIG is to review circumstances and written justifications for any emergency hires made pursuant to the Personnel Rules of the CPD code.

The Park district did not report any emergency appointments for the period of April 2015 through June 2015.

## ACTING UP

The OIG is to review all circumstances where employees are “acting up” (directed or permitted to perform substantially all of the duties as a higher-paid classification).

The CPD reported the following instances of acting up for the period of April 2015 through June 2015.

NAME/POSITION	DATE OF APPOINTMENT	DURATION	RATIONALE	FINDINGS/RESOLUTION
Laborer	4/23/15	4/23/15 to 10/21/15	Pursuant to their collective bargaining agreement, twenty-four laborers are acting up to Seasonal Labor Foreman to supervise additional seasonal staff.	Seasonal Labor Foremen will return to previous positions following the departure of seasonal staff.
Floriculturist	4/23/15	4/23/15 to 10/21/15	Pursuant to their collective bargaining agreement, three floriculturists are acting up to Seasonal Foreman to supervise additional seasonal staff.	Seasonal Foremen will return to previous positions following the departure of seasonal staff.
Gavin Crowley	12/2/14	2/16/15 to 4/8/15	Floriculturist supervisors left CPD. Three employees needed to act up until positions filled.	Interviews conducted on 2/18/15. Employee to continue to act up until position filled. Four positions filled 4/12/15. Crowley received promotion.

Victor Amo	12/18/14	2/16/15 to 4/8/15	Floriculturist supervisors left CPD. Three employees needed to act up until positions filled.	Interviews conducted on 2/18/15. Employee to continue to act up until position filled. Four positions filled 4/12/15. Amo received promotion.
Linda Allen	12/18/14	2/16/15 to 4/8/15	Floriculturist supervisors left CPD. Three employees needed to act up until positions filled.	Interviews conducted on 2/18/15. Employee to continue to act up until position filled. Four positions filled 4/12/15. Allen received promotion.

**COMPLIANCE MONITORING - AUDITS**

**NOTICE OF JOB OPPORTUNITIES**

The OIG is to audit modifications to minimum requirements and screening and hiring criteria and modifications of class specifications, minimum requirements, or screening and hiring criteria.

During the second quarter, the OIG monitored the posting of 11 positions and found that the job descriptions and offerings were posted for the stated periods.

POSITION	ACTIVITY	ISSUES DETECTED	FINDINGS/RESOLUTION
Program and Event Coordinator 2019	Monitored posting times and verified that position description was posted on-line	None	Compliant

Attendant 2054	Monitored posting times and verified that position description was posted on-line	None	Compliant
Intern-Movies in the Park 2018	Monitored posting times and verified that position description was posted on-line	None	Compliant
Intern- TRACE 2070	Monitored posting times and verified that position description was posted on-line	None	Compliant
Senior Lifeguard 1856	Monitored posting times and verified that position description was posted on-line	None	Compliant
Program Facilitator-Arts and Culture 1080	Monitored posting times and verified that position description was posted on-line	None	Compliant
Program and Event Coordinator 2082	Monitored posting times and verified that position description was posted on-line	None	Compliant
Architectura l Iron Worker 2083	Monitored posting times and verified that position description was posted on-line	None	Compliant
Administrati ve Intern 2093	Monitored posting times and verified that position description was posted on-line	None	Compliant

Attendant 2096	Monitored posting times and verified that position description was posted on-line	None	Compliant
Attendant 2101	Monitored posting times and verified that position description was posted on-line	None	Compliant

**QUALIFIED APPLICANTS/BIDDERS LISTS**

The OIG is to audit the lists of applicants/bidders who meet the predetermined minimum qualifications for the position that are generated by HR.

POSITION	DATE OF INTERVIEWS	ISSUE DETECTED	FINDINGS/RESOLUTION
Activities Instructor III 1803	2/27/15	One candidate's forms were in packet but he was not on the list.	During interview, the team found that applicant was a returning seasonal employee so no interview was needed. His information was left in file to reflect his interview.
Special Recreation Instructor 1783	1/20/15	The scores for one candidate were incorrectly tabulated which made him ineligible for job.	HR had reposted the position after all candidates were rejected. HR notified of scoring error. OIG recommended that candidate be offered the position. HR offered the position to the candidate. Candidate being processed.

Special Recreation Instructor 1782	1/20/15	One candidate deemed ineligible because of criminal background.	OIG notified HR that the nature of the conviction was not an automatic exclusion per CPD policy. The OIG recommended that the candidate be offered the position. The candidate was offered and accepted the position.
Senior Landscape Technician 1771	1/15/15	None	None
Regional Security Manager 1832	2/6/15	None	None
Activities Instructor 1982	4/6/15	None	None
Music Instructor 1980	4/14/15	None	None

Floriculturist 1857	2/18/15 and 3/4/15	None	None
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**TESTING**

The OIG is to audit test administration and scoring.

The OIG reviewed testing procedures and scores for tests administered to new and returning lifeguards. No errors or issues were noted.

POSITION	ACTIVITY	DATE	ISSUES DETECTED	FINDINGS/RESOLUTION
Lifeguard (new)	Skills testing	4-4-15 (165 tested)	None	None
Lifeguard (returning)	Skills testing	4-26-15 (37 tested)	None	None
Lifeguard	Skills testing	5-23-15 (120 tested)	None	None

**HIRING SEQUENCES**

The OIG is required to audit 20% of the hiring sequences for employees hired for full-time positions and 5% of all sequences for seasonal or part-time hires.

During the second quarter, the OIG reviewed 27 hiring sequences and found some clerical errors in the paperwork. These errors were reported to management and corrected.

POSITION	ACTIVITY	ISSUES DETECTED	FINDINGS/RESOLUTION
Recreation Leader 18991906, 1927, 1946, 1986	Interview monitoring	None	None
Intern-Baseball 1961	Interview monitoring	None	None

Intern-Volleyball 1962	Interview monitoring	None	None
Recreation Leader	Interview monitoring	None	None
Attendant 2008	Interview monitoring	None	None
Art Instructor 1968	Interview monitoring	None	None
Music Instructor 1980	Interview monitoring	None	None
Aquatic Training Specialist 1933	Interview monitoring	None	None
Natatorium Instructor 1947	Interview monitoring	None	None
Sports 37 1963	Interview monitoring	None	None
Gymnastics Instructor 2067	Interview monitoring	None	None
Lifeguard Training Academy (Former employees)	Observed CPD staff checking certifications and conducting swim tests. Observed refresher presentation on policies and procedures.	None	None
Seasonal Attendant Processing	Observed CPD staff conduct mass processing of seasonal hires: employment forms, drug testing, union processing etc.	None	None
Activities Instructor 1982	Job sequence review 4/6/15	None	None

Music Instructor 1980	Job sequence review 4/14/15	Final ranking form missing from file	Human Resources (HR) provided the form.
Floriculturist 1857	Job sequence review 2/18/15 and 3/4/15	Interview forms did not have line for signatures.	OIG requested that HR have interviewers sign forms and that forms be amended to include signature line for future use.
Physical Instructor 2098	Interview monitoring 5/22/15 and 5/29/15	None	None
Intern 2013	Interview monitoring 5/20/15	None	None
Drama Instructor 2014	Interview monitoring 5/20/15	None	None
Inclusion Aide 2063	Interview monitoring 5/13/15	None	None
Special Recreation Leader 1915	Interview monitoring 5/13/15	None	None
Program and Event Coordinator 2055	Interview monitoring 5/11/15	None	None
Summer Recreation Leader	Candidate processing (400 candidates observed) 5/9/15	None	None
Recreation	Interview monitoring	None	None

Leader 1809	5/8/15		
Gymnastics Coach	Interview monitoring 5/8/15	None	None
Attendant	Candidate processing (70 candidates observed) 5/7/15	None	None
Intern Monitors – Summer Food Program 1934	Interview monitoring 6/22/15	None	None

Open matters from prior reports

POSITION	DATE OF INTERVIEW	ACTIVITY	ISSUES DETECTED	FINDINGS/RESOLUTION
Special Recreation Instructor 1782	2/10/15	File review	One certification issue noted. Information regarding criminal background of rejected candidate not in file.	HR was notified. The candidate was offered and accepted the position.

**HIRING CERTIFICATIONS**

The OIG is to audit certifications attesting that no political reasons or factors or improper considerations were taken into account. During the second quarter, the OIG reviewed the hiring certifications for eight sets of interviews. In each set, the certifications were in the file and complete.

POSITION	DATE OF CERT.	CERTIFICATIONS IN FILE AND COMPLETE?	FINDINGS/RESOLUTION
Activities Instructor III 1803	2/27/15	Yes	None
Special Recreation Instructor 1783	1/20/15	Yes	None
Special Recreation Instructor 1782	1/20/15	Yes	None
Senior Landscape Technician 1771	1/15/15	Yes	None
Regional Security Manager 1832	2/6/15	Yes	None
Activities Instructor 1982	4/6/15	Yes	None
Music Instructor 1980	4/14/15	Yes	None
Floriculturist 1857	2/18/15 and 3/4/15	Yes	None

### **ARBITRATIONS AND GRIEVANCES**

The OIG is to audit all arbitration and grievances involving hiring, promotions, or transfers involving allegations of unlawful political discrimination.

The Park District did not report any of these circumstances for the period of April through June 2015.

### **INVESTIGATIONS**

Laborer Hiring Complaint

Human Resources forwarded an anonymous complaint to the OIG which alleged numerous, yet nonspecific workplace issues—most of which were managerial or union issues. The complainant stated that he/she believed the quality of the workforce was poor and opined that it could be attributed to the fault of the interviewers or the interview questions. The OIG opened an investigation into this allegation.

The OIG found that management had already identified a need to improve the quality of the selected laborer candidates. In 2014, new hiring procedures for laborers were instituted, which included a field test that accounted for 25% of the applicants’ final scores. The test had candidates fill out inspections sheets for a riding mower, and truck and hitch, both of which were used daily by seasonal and full time laborers. The interview accounted for the other 75% of the score. The OIG reviewed the interview questions and found that they correlated to the job description and probed the candidates’ prior experiences. (Note: The OIG had previously reviewed the test and scoring of the laborers field test and submitted its findings to management. See March 2015 Compliance Monitoring Report.)

The OIG had no recommendations in this matter. A hiring sequence review will be performed after candidate selection is completed.

**OTHER ACTIVITY**

ACTIVITY TYPE	SUMMARY OF ACTIVITY	ISSUES NOTED/RESOLUTION
Outreach-Department of Natural Resources	Presented information re compliance monitoring activity by OIG to landscape crews on 4/13, 4/20 and 4/21 (150 attendees). Distributed compliance monitoring posters.	None
Outreach—Regional Meetings	Presented information re compliance monitoring activity by OIG at seasonal regional meetings on 4/15, 4/21 and 4/22 (250 attendees). Distributed compliance monitoring posters.	None
Drafted proposed amendments to Employment Plan	Collaborated with HR Director Simpkins and counsel on amendments to Plan	The amendments were approved by the Personnel Board at the May meeting.

Open matters from prior reports

ACTIVITY TYPE	SUMMARY OF ACTIVITY	ISSUES NOTED/RESOLUTION
Add position of Compliance Monitor to OIG staff	Proposed changes to 2015 budget	Existing OIG staff is currently fulfilling the duties of Compliance Monitor and will continue to do so. Outside counsel has been engaged to assist.

## 2015 THIRD QUARTER REPORT

### I. EMPLOYEE MISCONDUCT

#### A. EMPLOYEE TERMINATED FOLLOWING CONVICTION FOR DOMESTIC BATTERY AND RESISTING ARREST (14-079)

A CPD employee was arrested on May 6, 2014 after police officers observed him physically abusing his girlfriend. He was charged with domestic battery with bodily harm and also for resisting arrest. On May 21, 2014, he pled guilty to the domestic battery charge. Almost a year later, on March 26, 2015, he pled guilty to the charge of resisting arrest.

The OIG recommended that management issue appropriate discipline. Management terminated the employee in August 2015.

#### B. EMPLOYEE RESIDENCY VIOLATIONS

The Chicago Park District Code includes the employee residency requirement which, among other things, states the following:

No person shall be appointed to any office or position of employment in the Park District unless that person ... (a) resides on a full-time basis within the City of Chicago ...”

CPD Code, Ch. 5, § C. 1. (a)

##### 1. *OIG Case # 15-003*

An OIG residency investigation determined that a CPD employee resided in South Holland, Illinois.

The OIG recommended that management issue appropriate discipline. On August 18, 2015, the employee was terminated.

##### 2. *OIG Case # 15-066*

An OIG residency investigation revealed that a CPD Laborer was living in Broadview, Illinois.

Following his interview with the OIG, at which time the Laborer was confronted with evidence that he was in violation of the residency requirement, the Laborer resigned from CPD employment.

The OIG would have recommended that management terminate the employee had he not resigned during the investigation. Therefore, the OIG recommended that management place a copy of its findings in the employee's file should he again seek employment at CPD. CPD's response is pending.

**C. CPD EMPLOYEE SELLING UNAUTHORIZED CONCESSIONS AT PARK (15-072)**

An OIG investigation revealed that, without authorization from CPD, an employee was operating his own concession, selling candy and snacks. The investigation further revealed that the employee's supervisor was aware of her subordinate's operation. The employee stated that he was selling the items as part of a fundraiser.

Chapter 9 of the Chicago Park District Code states that park concessionaires must have permits:

No person shall operate a business or offer for sale any food, beverage ... on any property owned and controlled by the Park District without having first obtained a Concession Permit in accordance with the provisions of this Code or otherwise having received written authorization from the General Superintendent or the Board.

CPD Code, Ch. 9, § B. 1(a).

Further, CPD's Code of Conduct prohibits employees from providing "unauthorized services" for the "benefit of persons or entities other than the Park District or its patrons."

The OIG recommended appropriate discipline for the employee and his supervisor. CPD's response is pending.

**II. THIRD QUARTER 2015 INVESTIGATIONS INFORMATION**

<b>Investigations Caseload by Quarter</b>				
	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>
Cases Initiated	40	30	15	
Investigations Completed	51	11	14	
Cases Pending <sup>◇</sup>	17	36	37	

<sup>◇</sup> Includes carry-over from previous quarter.

**Nature of Allegations**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Misconduct	21	15	9	
Abuse	4	1	1	
Other <sup>◇</sup>	15	14	5	

<sup>◇</sup> (Assists, verifications, etc.)

**Method of Contact for Investigations Initiated**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Telephone	3	5	4	
Email	2	2	2	
Walk-in	31	19	6	
Other	4	4	3	

**Investigated Parties**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Officers/Managers	0	0	0	
Agents/Contractors	0	2	1	
Employees	25	26	11	
Other <sup>◇</sup>	15	0	2	
Unknown	0	2	1	

<sup>◇</sup> Process reviews (as distinct from investigations of individuals)

**Cases Pending Over Six Months**

None

**III. HOTLINE STATISTICS**

**Nature of Allegations**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Misconduct	3	13	23	
Abuse	2	2	2	
Management Issues (referred)	98	157	117	
Referral to Outside Agcy.	—	25	0	
Information Request	—	18	14	
Other	55	13	33	

**Affiliation of Contacting Party**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Manager/Employee	3	10	12	
Patron	87	153	117	
Citizen	49	52	72	
Law Enforcement	1	0	2	
Other/Unknown	18	8	4	

**IV. COMPLIANCE MONITORING ACTIVITY**

In 2013, the OIG began monitoring CPD activity related to hiring, promotion and other personnel actions to ensure that those activities were not based on political reasons or factors. The scope of the OIG’s activity expanded in 2014 due (in part) to an agreement between CPD and the plaintiff’s attorneys in the *Shakman* litigation. While some activities such as interview monitoring and file review were conducted in 2014, other activities (e.g., reviewing appointments, acting up appointments, and bidder’s lists) started in the first quarter of 2015.

The OIG reports on its compliance monitoring activities in each its quarterly reports.

## **A. HIRING OVERSIGHT INVESTIGATIONS**

There were no hiring oversight investigations initiated during the third quarter of 2015.

## **B. MONITORING CONTACTS BY HIRING DEPARTMENTS**

The OIG is required to review all reported or discovered instances where hiring departments contacted Human Resources to lobby for or advocate on behalf of actual or potential applicants or bidders for covered positions or to request that specific individuals be added to any referral or eligibility list except as permitted in the employment plan.

Human Resources did not report any contacts by hiring departments for the third quarter of 2015.

### *1. Review of Exemptions*

The OIG is to review CPD's adherence to exemption requirements and exempt lists, as well as the propriety of exempt list modifications.

The OIG did not receive any notice of exempt list modifications for the period of July through September 2015.

### *2. Review of Senior Management Hires*

The OIG is required to review hires using the Senior Manager Hiring Process.

The Park District did not report any Senior Manager hires during the third quarter of 2015.

### *3. Review of Written Rationales*

The OIG reviews written rationales when no consensus selection (no candidate selected) was reached during a consensus meeting.

In September 2015, the OIG reviewed two written rationales for a "no consensus" finding for Special Recreation Leader position vacancies at two parks: Marquette Park and Kosciuszko Park. For each opening, a candidate was chosen following the consensus meetings. However, the selected candidates declined the positions after receiving offers of employment. And, in each case, there was no second qualified candidate to whom CPD could offer the job. Therefore, the program manager requested to have the two positions reposted.

The OIG verified that the top candidate for each position was in fact offered employment as a Special Recreation Leader and declined the position. The OIG also

verified that the other candidates' interview scores were not high enough to qualify them for hire.

Note: The consensus letters for one of the vacancies stated that the candidate declined the position because she was unwilling to satisfy her indebtedness to the City of Chicago. The candidate confirmed to the OIG that she was offered and declined the position. She stated, however, that the reason she declined the position had to do with her schedule and not because of indebtedness.

#### *4. Review of Emergency Appointments*

The OIG is to review circumstances and written justifications for any emergency hires made pursuant to the Personnel Rules of the CPD Code.

There were no emergency appointments in the third quarter of 2015.

#### *5. Review of "Acting Up" Activity*

The OIG is to review all circumstances where employees are "acting up" (performing all or substantially all of the duties of an employee in a higher-paid classification).

CPD reported the following instances of employees "acting up" through the end of 3Q 2015:

- One employee is acting up as Deputy Director of Human Resources
- One employee is acting up as Treasurer.
- Three Floriculturists Cl 1 are acting up as Foremen
- 17 Laborers are acting up as Seasonal Foremen

### **C. COMPLIANCE MONITORING — AUDITS**

#### *1. Review of Notices of Job Opportunities*

The OIG audits modifications to minimum requirements and screening and hiring criteria and modifications of class specifications, minimum requirements, or screening and hiring criteria.

During the third quarter, the OIG noted the following:

- A Program & Event Facilitator posting on CPD's website had a closing date of fewer than 14 days. CPD corrected the closing date.
- A Music Instructor posting on CPD's website had a closing date of fewer than 14 days. CPD corrected the closing date.

*2. Review of Qualified Applicants/Bidders Lists*

The OIG audits the lists of applicants/bidders who meet the predetermined minimum qualifications for the position (as generated by HR).

In the third quarter of 2015, the OIG reviewed the applicants/bidders for positions in September 2015.

*3. Review of Candidate Testing*

No activity in the third quarter of 2015.

*4. Review and Monitoring of Hiring Sequences*

No activity in the third quarter of 2015.

*5. Review of Hiring Certifications*

The OIG audits certifications wherein interviewers attest that no political reasons or factors were taken into account.

In the third quarter of 2015, the OIG reviewed hiring certifications for two sets of interviews and detected no issues.

*6. Arbitrations and Grievances*

The OIG audits all arbitration and grievances involving hiring, promotions, transfers or involving allegations of unlawful political discrimination.

CPD did not report any of these circumstances in the third quarter of 2015.

# COMPLIANCE MONITORING ACTIVITY—September 2015

## REVIEWS

**CONTACTS BY HIRING DEPARTMENTS**—review of all reported or discovered instances where hiring departments contacted Human Resources to lobby for or advocate on behalf of actual or potential applicants or bidders or requests that specific individuals be added to any referral or eligibility list.

No activity reported for September 2015.

**EXEMPTIONS**—review CPD’s adherence to Shakman-exemption requirements and exempt lists, as well as review the propriety of exempt list modifications.

No activity reported for September 2015.

**SENIOR MANAGER HIRES**—review hires using the Senior Manager hire process

POSTION	DATE OF HIRE	SUMMARY OF ACTIVITY	FINDINGS
None in September 2015			

**REVIEW OF WRITTEN RATIONALES (WHERE NO CONSENSUS REACHED)** —review written rationales where there was no consensus selection (no candidate selected) at a consensus meeting (hiring meeting).

In September 2015, the OIG reviewed two written rationales for a “no consensus” finding for Special Recreation Leader position vacancies at two parks: Marquette Park and Kosciuszko Park. For each opening, a candidate was chosen following the consensus meetings. However, the selected candidates declined the positions after receiving an offer of employment. And, in each case, there was no second qualified candidate to whom CPD could offer the job. Therefore, the program manager requested to have the two positions reposted.

The OIG verified that the two top candidates were in fact offered employment as Special Recreation Leaders and declined the position.

Note: The consensus letters for one of the vacancies stated that the candidate declined the position because she was unwilling to satisfy her indebtedness to the City of Chicago. The candidate confirmed to the OIG that she was offered and declined the position. She stated, however, that the reason she declined the position had to do with her schedule and not because of indebtedness.

**EMERGENCY APPOINTMENTS**—review circumstances and written justifications for any emergency hires.

No activity reported for September 2015.

**ACTING UP**—review of all circumstances where employees are “acting up” (directed or permitted to perform substantially all of the duties as a higher-paid classification)

No new occurrences of “acting up” beginning in September 2015.

**CERTIFICATION OF SHAKMAN-PROTECTED POSITIONS (VACANCY APPROVALS)**

ACTION	MONTHLY TOTAL	# CERTIFIED AS SHAKMAN-PROTECTED	FINDINGS
Review of Vacancy Notifications	58	100%	None

## **AUDITS**

**NOTICE OF JOB OPPORTUNITIES**—audit modifications to minimum requirements and screening and hiring criteria and modifications of class specifications, minimum requirements, or screening and hiring criteria.

1. A Program & Event Facilitator position on CPD’s website had a closing date of fewer than 14 days. CPD corrected the closing date.
2. A Music Instructor position on CPD’s website had a closing date of fewer than 14 days. CPD corrected the closing date.

**QUALIFIED APPLICANTS/BIDDERS LISTS**—audit the lists of applicants/bidders who meet the predetermined minimum qualifications for the position that are generated by HR.

The OIG reviewed the applicants/bidders list for two Special Recreation Leader position openings in September 2015.

**TESTING**—Audit test administration and scoring.

No activity in September 2015.

**HIRING SEQUENCES**—audit 20% of the hiring sequences for employees hired for full-time positions and 5% of all sequences for seasonal or part-time hires.

POSITION	DATE OF INTERVIEWS	LOCATION	NOTES
Special Rec. Instructor	09/03/15	Washington Park	14 of 14 interviews observed (22 scheduled). No issues noted.
Program & Event Facilitator	09/03/15	Washington Park	8 of 8 interviews observed (13 scheduled). No issues noted.

Special Rec. Leader	09/03/15	Washington Park	2 of 2 interviews observed (10 scheduled). No issues noted.
Park Supervisor	09/11/15	Tarkington Park	19 of 19 interviews observed (21 scheduled). No issues noted.
Press Office Secretary	09/22/15	Ass't Press Sec'y	2 of 2 interviews observed (8 scheduled). No issues noted.
Financial Analyst	09/23/15	Main Admin.	7 of 7 interviews observed (10 interviews scheduled).
Activities Instructor II (Boxing)	9/23/15	Portage Park	2 of 2 interviews observed. No issues noted.
Activities Instructor II (Boxing)	09/28/15	Fosco Park	8 of 8 interviews observed (10 scheduled). No issues noted.

**HIRING CERTIFICATIONS**—audit certifications attesting that no political reasons or factors or improper considerations were taken into account.

No activity in September 2015.

**ARBITRATIONS AND GRIEVANCES**—audit all arbitration and grievances involving hiring, promotions, or transfers involving allegations of unlawful political discrimination.

In September 2015, the OIG reviewed hiring certifications for two sets of interviews and detected no issues.

**OTHER ACTIVITY**

ACTIVITY TYPE	SUMMARY OF ACTIVITY	ISSUES NOTED/RESOLUTION
<i>Shakman</i> Training	District-wide online hiring oversight training for (1) all remaining CPD employees and (2) Board Members substantially completed in September 2015.	

**Office of Inspector General**  
**Chicago Park District**  
**Will Fletcher, Inspector General**

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2015 ANNUAL REPORT

Greetings,

I am pleased to report that 2015 marked a period of success and significant transition for the OIG and left it poised to continue serving the Park District, its patrons, and the residents of Chicago in its critical investigative and compliance oversight functions. Attached is a summary of significant reports and investigations made by the OIG in 2015.

In a major positive development, the U.S. District Court released the Park District from the *Shakman* consent decrees in December 2015. For nearly thirty years, the Park District has voluntarily complied with the *Shakman* decrees, which prohibit the consideration of political factors or affiliation in employment decisions. While other local and county government agencies have been party to the *Shakman* decrees, the Park District was the only entity that proactively instituted procedures and oversight without the assistance of a third-party to monitor its compliance with the decrees. The Park District's self-monitoring not only spared Chicago's residents the cost of an outside monitor, but created within the Park District a culture of compliance with the spirit of fair and transparent hiring practices. Upon dismissing the Park District from the *Shakman* litigation, the Court specifically noted that the Park District has established a robust and effective hiring oversight function. The OIG is charged with the Park District's continued hiring oversight duties under the terms of its Employment Plan.

The OIG reflects the conviction that the Board of Directors and Park District management have in the OIG's mission of oversight and the promotion of efficiency and transparency at the Park District. Most significantly, however, the OIG's success to date is attributable to the tireless work of Alison Perona, the Park District's first inspector general, who left the office in May 2015. I wish to personally thank Alison for establishing an inspector general's office with strong investigative and oversight capacities that also enjoys the great advantage of working collaboratively with Park District management. Finally, I wish to thank former Board President Bryan Traubert who last July nominated me to succeed Alison as inspector general.

Sincerely,

Will Fletcher  
Inspector General

## **I. INVESTIGATION OF A MAJOR PARK DISTRICT CONCESSION AWARD**

### **A. EVALUATION COMMITTEE PULLED ITS ORIGINAL RECOMMENDATION TO THE PARK DISTRICT BOARD TO ACCEPT AN OFFER THAT WAS SUBMITTED AFTER THE DEADLINE AND THAT WAS ALSO INCOMPLETE**

An OIG investigation found errors and other concerning issues with the Park District's administration of a 2015 concession opportunity and evaluation process. After a Park District evaluation committee unanimously selected Candidate A to win a major concession award, its recommendation to the Board was pulled from an upcoming Board meeting agenda. The following month, the second-place candidate for the concession, Candidate B, submitted an apparently unsolicited new bid that leapfrogged the financial terms of Candidate A's offer (under the Park District's rules, the financial terms of concession bids are not publicly unsealed prior to the concession award). Although the deadline for the finalists to submit their "best and final" offers had passed, the evaluation committee re-opened the bidding to the finalists and recommended that the Board accept Candidate B's new offer. The Board's vote on the recommendation was tabled pending the outcome of the OIG's investigation.

The investigation also found that Candidate B's application for the concession was incomplete and not fully responsive to the Park District's evaluation criteria. For example, the Park District's application screening controls did not detect that Candidate B failed to submit a required economic disclosure statement, which made its application defective. Compounding the error, the Park District inadvertently reported in a letter to the Board that Candidate B had submitted the statement.

### **B. CANDIDATE B'S PRIOR EXPERIENCE AS A CONCESSIONAIRE WAS RELEVANT BUT NOT CONSIDERED BY THE EVALUATION COMMITTEE**

In 2011 and 2012, Candidate B ran a smaller-scale concession at the same site as the 2015 concession opportunity. Park District employees and the Park District's third-party concession manager described Candidate B's performance as substandard and unacceptable in nearly all phases of its operation. Representatives from the third-party management company stated that they "fired" Candidate B from operating a concession at the site. However, the fact that Candidate B was previously a concessionaire at the site was not communicated to the full evaluation committee when it was considering applicants for the major concession award in 2014-15.

**C. A PRIOR PARK DISTRICT MANAGEMENT TEAM ATTEMPTED TO IMPROPERLY  
AWARD CANDIDATE B A 20-YEAR DEAL IN 2011.**

The investigation also found that, in early 2011, two former senior Park District managers and personal acquaintances of Candidate B, gave Candidate B a 20-year concession agreement at the site without obtaining the required approval of the Park District Board. Park District rules specify that concession agreements with a term of five years or longer may be approved only by a vote of the Board. A new Park District leadership team terminated the agreement before it took effect.

**D. FINDINGS AND RECOMMENDATIONS**

*1. Recommendations for the Concession Opportunity*

The investigation was completed in the fourth quarter of 2015. The OIG recommended that the Park District consider taking one of the following three actions with respect to the concession opportunity (in no order of preference): 1. Post a new notice of concession availability; 2. Award the concession to Candidate A, the original selection of the evaluation committee; or 3. Direct the evaluation committee to re-evaluate the finalists' applications in light of their respective performances as Park District concessionaires and a side-by-side comparison of the financial terms of their offers.

- Management's Response: The Park District published a new concession opportunity for the site that was open to all interested bidders.

*2. Institute Specific Rules for "Best and Final" Concession Award Offers*

The investigation uncovered no evidence that any Park District employees involved with the 2015 concession award intentionally gamed the concession award process to favor Candidate B. Rather, the evaluation committee pulled its recommendation for Candidate A and later submitted a recommendation for Candidate B because its members believed the financial terms of the late offer were more advantageous to the Park District. The decision to accept Candidate B's offer after the deadline for "best and final" offers, however, raised obvious concerns about the reliability of the concession award process from the perspective of would-be concessionaires.

- Management's Response: The Park District will re-evaluate its "best and final" guidelines for concession opportunities. Revisions to the guidelines may or may not be formally adopted into the Chicago Park District Code.

### 3. *Maintain Accurate Controls*

The OIG recommended that the Park District establish and maintain controls that ensure for the accurate tracking of responses and materials from concession applicants.

- Management's Response: the Park District will institute any necessary changes to ensure that adequate controls are in place.

### 4. *Appropriate Discipline*

One of the two managers responsible for giving Candidate B a 20-year contract in 2011 without Board approval is still a Park District employee. The OIG recommended appropriate discipline.

- Management's Response: The Park District gave the employee a verbal warning.

## II. OTHER INVESTIGATIONS

The following summaries address investigations that concluded in the fourth quarter of 2015 as well as updates to previously-reported investigations.

### A. FOURTH QUARTER 2015

#### 1. *Time Falsification Investigation – Seasonal Lifeguard*

An OIG investigation established that a Seasonal Lifeguard, who was also an employee at the City Colleges of Chicago, falsified times records to claim that he was on duty at the Park District when he was at his other job.

The OIG recommended that the employee be designated “do not rehire” by the Park District. Management's response is pending.

#### 2. *Resignation Under Inquiry – Lifeguard*

A Park District Lifeguard resigned while under investigation for failure to come to work. The Lifeguard stated that he was unable to return to work until a domestic issue was resolved. The Park District's Human Resources department made several attempts to contact the Lifeguard with no success. The Lifeguard finally e-mailed his resignation, effective immediately.

The Lifeguard alluded to the nature of the domestic issue which prompted the OIG to conduct a criminal background check of the Lifeguard. The background check revealed only minor traffic violations.

The OIG recommended that the Lifeguard's resignation be characterized as "resigned under inquiry." Management's response is pending.

### *3. Residency Investigation – Gymnastics Instructor*

An OIG investigation established that a Gymnastics Instructor violated the Park District's requirement that its employees must live in Chicago. The documentary evidence and multiple surveillances established that the Gymnastics Instructor lived in the suburbs in a house that he/she purchased in 2003.

Multiple surveillances related to the residency investigation also revealed that the Gymnastics Instructor falsified his/her time.

The OIG recommended that the Park District terminate the Gymnastic Instructor. The Park District terminated the employee.

## **B. UPDATES TO PREVIOUSLY-REPORTED INVESTIGATIONS**

### *1. Theft of \$150 by a CPD Attendant*

A patron gave \$150 cash to a CPD employee as a deposit for a room rental. The employee had the patron sign a document for the deposit. The CPD employee also signed the document.

The patron's \$150 was never entered in CPD's database. The patron gave the OIG a copy of the room rental form with the signatures on it. The rental form stated that the patron paid a \$150 deposit.

In his first OIG interview, the CPD employee denied that he received any money from the patron. The employee stated that the rental form was just informational (not a receipt) and he denied that he signed it.

During a second interview, however, the OIG confronted the employee with the rental form and another document bearing his signature (for comparison). At that point, the employee retracted his denial and said that he "possibly could have signed" the rental form.

The OIG recommended appropriate discipline for the employee. The employee received a three-day suspension.

### *2. Theft of \$300 by a Physical Instructor*

A CPD Physical Instructor took \$300 in cash from a patron during open gym registration but did not issue a receipt to the patron. Further, the Physical Instructor never recorded the transaction in CPD's payment database.

The Physical Instructor admitted taking the money from the patron without recording it or issuing a receipt. The Physical Instructor claimed, however, that he/she put the money in the envelope and kept it in his/her desk. The Physical Instructor said that the patron never returned to the park or made contact after dropping off the money.

The OIG, however, obtained text messages between the Physical Instructor and the patron discussing the \$300. The Physical Instructor never mentioned in those communications that the money was placed in his/her desk. Rather, the Physical Instructor wrote the patron that he/she was “trying to get it all back,” “I’m working on it,” and the “city drags” on returning the money. There was no envelope containing money in the Physical Instructor’s desk on the date of his/her OIG interview.

The investigation also revealed that the Physical Instructor overcharged the patron by \$10 for each participant’s open gym registration.

The OIG recommended appropriate disciplinary measures. The Park District terminated the employee.

### *3. Misuse of Paid Leave Time — Engineer*

An OIG investigation revealed that an Engineer took paid sick time for the purpose of going to court and pleading guilty to a misdemeanor charge of Resisting a Peace Officer. The Park District’s policy states that sick leave can be used only for “illness, disability or injury.”

The OIG recommended appropriate discipline. The Park District suspended the Engineer for three days.

### *4. Unauthorized Use of a Park District Vehicle — Engineer*

An OIG investigation found that an Engineer used a Park District front loader to remove snow from the area near his/her residence. The Engineer admitted to the OIG that he/she used the Park District equipment to remove the snow. The Engineer said that he/she used the front loader to assist neighbors. The investigation did not establish that the Engineer was compensated for removing snow from his/her neighbors’ property.

The OIG recommended appropriate discipline. The Park District has initiated suspension proceedings.

*5. Residency Investigation — Lifeguard*

The OIG initiated a residency investigation of a Park District Lifeguard whose Chicago address of record was discovered to be an abandoned gas station. The Lifeguard told the OIG that he/she made a clerical error when reporting his Chicago address to the Park District. A follow-up inquiry by the OIG found that the Lifeguard never updated his/her address after being directed to do so twice.

The OIG recommended appropriate discipline for failing to cooperate and for a possible residency violation. The Park District terminated the Lifeguard and placed his/her name on the District’s “do not rehire” list.

**III. 2015 INVESTIGATIONS INFORMATION**

**Investigations Caseload by Quarter**

	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>	<b>2015 Total</b>
Cases Initiated	40	30	15	21	<b>106</b>
Investigations Completed	51	11	14	20	<b>96</b>
Cases Pending <sup>◇</sup>	17	36	37	38	<b>38</b>

<sup>◇</sup> Includes carry-over from previous quarter.

**Nature of Allegations**

	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>	<b>Fourth Quarter</b>	<b>2015 Total</b>
Misconduct	21	15	9	13	<b>58</b>
Abuse (e.g., preferential treatment, misuse of position for personal gain)	4	1	1	5	<b>11</b>
Other (assists, verifications)	15	14	5	3	<b>37</b>

**Method of Contact for Investigations Initiated**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	2015 Total
Hotline telephone	3	5	4	11	23
Hotline email	2	2	2	0	6
Walk-in	31	19	6	6	62
Other (referrals, OIG-initiated)	4	4	3	4	15

**Investigated Parties**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	2015 Total
Officers/Managers	0	0	0	1	1
Agents/Contractors	0	2	1	0	3
Employees	25	26	11	20	82
Other <sup>◇</sup>	15	0	2	0	17
Unknown	0	2	1	0	3

<sup>◇</sup> Process reviews (as distinct from investigations of individuals)

**Cases Pending Over Six Months**

Five

**IV. HOTLINE STATISTICS**

**Nature of Allegations**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Misconduct	3	13	23	14
Abuse ((e.g., preferential treatment, misuse of position for personal gain)	2	2	2	1
Management Issues (referred)	98	157	117	34

**Nature of Allegations**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Referral to Outside Agcy.	—	25	0	0
Information Request	—	18	14	5
Other	55	13	33	6

**Affiliation of Contacting Party**

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Manager/Employee	3	10	12	2
Patron	87	153	117	29
Citizen	49	52	72	23
Law Enforcement	1	0	2	0
Other/Unknown	18	8	4	3

**V. COMPLIANCE MONITORING ACTIVITY — FOURTH QUARTER 2015**

In 2013, the OIG began monitoring CPD activity related to hiring, promotion and other personnel actions to ensure that those activities were not based on political reasons or factors. The scope of the OIG’s activity expanded in 2014 due (in part) to an agreement between CPD and the plaintiff’s attorneys in the *Shakman* litigation. While some activities such as interview monitoring and file review were conducted in 2014, other activities (e.g., reviewing appointments, acting up appointments, and bidder’s lists) started in the first quarter of 2015.

The OIG reports on its compliance monitoring activities in each its quarterly reports.

**A. HIRING OVERSIGHT INVESTIGATIONS**

The OIG initiated one hiring oversight investigation during the fourth quarter of 2015:

- 15 CM 008: A candidate for an administrative position alleged a violation of the Park District’s Employment Plan occurred during the interview phase of hiring. Specifically, the candidate asserted that the interviewers may have been overheard disparaging the candidate’s performance during the job interview. The candidate raised the issue of whether such a discussion

between interviewers was a violation of the Employment Plan. The candidate also made additional allegations not directly related to the hiring round.

The OIG determined that the candidate's allegations did not amount to a violation of the Employment Plan.

## **B. MONITORING CONTACTS BY HIRING DEPARTMENTS**

The OIG is required to review all reported or discovered instances where hiring departments contacted Human Resources to lobby for or advocate on behalf of actual or potential applicants or bidders for positions that are covered by the Employment Plan or to request that specific individuals be added to any referral or eligibility list for upcoming jobs at the Park District.

Human Resources did not report any contacts by hiring departments for the fourth quarter of 2015.

### *1. Review of Exempt List Modifications*

The OIG is to review CPD's adherence to exemption requirements and modifications to the list of positions that are Exempt from the Employment Plan procedures:

There was a modification to the Exempt list in the fourth quarter of 2015 to add a newly-created position, Chief Technology Officer.

### *2. Review of Exempt Management Hires*

The Park District made two new hires to Exempt positions during the fourth quarter of 2015:

- Chief Technology Officer (newly-created position)
- Director of Planning and Development (replacement hire)

### *3. Review of Written Rationales*

The OIG reviews written rationales when no consensus selection (no one from the approved candidate pool was selected) was reached during a consensus meeting.

The OIG did not receive any "no consensus" letters during the fourth quarter of 2015.

### *4. Review of Emergency Appointments*

The OIG is to review circumstances and written justifications for any emergency hires made pursuant to the Personnel Rules of the CPD Code.

There were no emergency appointments in the fourth quarter of 2015.

### *5. Review of “Acting Up” Activity*

The OIG is to review all circumstances where employees are “acting up” (performing all or substantially all of the duties of an employee in a higher-paid classification).

CPD reported the following instances of employees “acting up” through the end of the fourth quarter of 2015:

- Two employees started “acting up” as Labor Foremen in the fourth quarter of 2015.

## **C. COMPLIANCE MONITORING — AUDITS**

### *1. Review of Notices of Job Opportunities*

The OIG audits modifications to minimum requirements and screening and hiring criteria and modifications of class specifications, minimum requirements, or screening and hiring criteria.

During the fourth quarter of 2015, the OIG noted no compliance issues with the minimum requirements and other criteria related to posting of Notices and Job Opportunities.

### *2. Review of Qualified Applicants/Bidders Lists*

The OIG audits the lists of applicants/bidders who meet the predetermined minimum qualifications for the position (as generated by HR). For the fourth quarter of 2015, the OIG’s review of the lists of applicants/bidders for positions revealed no significant issues.

### *3. Review of Candidate Testing*

No activity in the fourth quarter of 2015.

### *4. Review and Monitoring of Hiring Sequences*

The OIG randomly monitored several hiring sequences in the fourth quarter of 2015 for the following positions:

- Arts Instructor
- Attendant
- Facilities Manager
- Physical Instructor
- Playground Supervisor

The OIG's monitoring revealed no significant issues in the candidate selection and interview processes.

*5. Review of Hiring Certifications*

The OIG audits certifications wherein interviewers attest that no political reasons or factors were taken into account.

The OIG detected no issues for the certifications that it reviewed in the fourth quarter of 2015.

*6. Arbitrations and Grievances*

The OIG audits all arbitration and grievances involving hiring, promotions, transfers or involving allegations of unlawful political discrimination.

CPD did not report any of these circumstances in the fourth quarter of 2015.