CONFIDENTIAL

Office of the Independent Inspector General

69 West Washington Street, Suite 1160
Chicago, Illinois 60602

POLITICAL CONTACT LOG

NOTICE

It is prohibited by law and the policies of Cook County government and the Forest Preserve District of Cook County to take any employment action for any position (such as hiring, promoting, demoting, transferring, terminating, imposing discipline or awarding overtime) based on political factors or considerations *unless* the position is considered by court order to be "exempt."

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or non-exempt positions, have a duty to report *any* contact they have with any politically-related person or organization, or with any individual acting on behalf of such person or organization, if that contact involves an attempt to inquire about or affect an employment action involving an applicant or employee who is applying for or holds a non-exempt position.

This form serves as notification and an official record of any contact you may have received from a politically related person or organization. If you are contacted or know about such a contact, you are required to immediately complete this form and return it directly to the Office of the Independent Inspector General (the "OIIG") by hand delivery or mail to 69 W. Washington Street, Suite 1160, Chicago, IL 60602-3007, or by facsimile at (312)603-9948 and to the Compliance Administrator by hand delivery or mail to 69 W. Washington Street, Suite 840, Chicago, IL 60602-3007, or by facsimile at (312) 603-9505. You are not required to assess whether the contact is illegal; rather, you are *only* required to report its occurrence. Please provide all the information requested by this form. If you have any question, please contact the OIIG at 312-603-0350 and/or your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:

Method of Contact: ☐ Written ☐ Phone ☐ Personal ☐ Other:

Name of Political/Other Organization (See note 1 below):

Name of Employee or Applicant Referenced:

Position Applied for and Department Referenced:

Employment Action Referenced (See note 2 below):

Please describe contact in detail (all information received and given).
Attach a copy of letter, memo, e-mail etc.

(Please use another sheet if necessary)

Date of Log Entry:

Print Your Name:	Title:
Sign Your Name:	Telephone:

1. A "Politically-related Person or Organization" is defined as any elected or appointed public official or any person employed by, acting as an agent of, affiliated with, promoting or representing any elected or appointed public official or any political organization or politically-affiliated group.
2. Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, transfer, demotion, promotion, detail, termination, discipline, recall, reemployment, reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment.