

Office of Inspector General

Chicago Park District

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 [◇]	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 [◇]	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		

Affiliation of Contacting Party				
	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
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.